

**NR\_key\_name:** BE567A80D74EF82185256529003E55B1  
**SendTo:** CN=Tom Samoluk/O=ARRB @ ARRB;CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:**  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 10/07/1997  
**DisplayDate\_Time:** 7:34:22 AM  
**ComposedDate:** 10/07/1997  
**ComposedDate\_Time:** 7:20:52 AM  
**Subject:** Wednesday Agenda

I propose that on Wednesday we attempt to accomplish the following: Senior Staff 1. plans vis a vis [Screened by: NARA RD-F on 9/29/2016 according to the John F. Kennedy Records Collection Act of 1992, 44 U.S.C. 2107 6(3)] 2. plans for staff files and cleaning up SCIF 3. Final Report (report from Tracy; Jeremy provides draft Table of Contents) 4. memo routing procedures (who gets copied on what) 5. plans for coordinating referrals (esp. HSCA) (include others as needed) No Name Committee (and include others who have referral responsibilities -- e.g., Sydney, Joan, etc.) NOTE: CIA team will not be in office. Although I would rather have Bob and Irene present, I think we can go forward without them. 1. get all issues on the table vis a vis referrals and make sure we have all info 2. make decision on FBI-HSCA referral priorities 3. establish clear procedures for inter-staff communications. Make sure memos directed to Tom and that Jeremy is cc'd.

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