

**NR\_key\_name:** E14A5C3E4FB285038525642200508D75  
CN=David Marwell/O=ARRB @ ARRB;CN=Jeremy Gunn/O=ARRB @ ARRB;CN=Brian Rosen/O=ARRB @  
**SendTo:** ARRB;CN=Chet Rhodes/O=ARRB @ ARRB  
**CopyTo:** Admin  
**DisplayBlindCopyTo:**  
**BlindCopyTo:**  
**From:** CN=Cathy Rodriguez/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 01/17/1997  
**DisplayDate\_Time:** 9:55:21 AM  
**ComposedDate:** 01/17/1997  
**ComposedDate\_Time:** 9:39:51 AM  
**Subject:** Re: HSCA responses

David, Jeremy, Chet:- Brian has responded that the following proposal I have suggested below will be our procedure for incoming hscA letters. David I am assuming you also (like Jeremy) do not want to be FYI'ed unless there is a "positive" response.Admin:- FYI. Please copy Brian on hscA letters in my absence. Please retain original in my hscA folder. If the hscA response is positive, in that the writer believes they have assassination related documents, please then also FYI David and Jeremy. (This will not happen often, if at all). See the PUBLIC CONTACTS Database, HSCA View, for a list of hscA staffers and when they received their letter. THANK YOU!To: Brian Rosen/ARRBcc: From: Cathy Rodriguez/ARRBDate: 01/17/97 08:43:00 AMSubject: Re: HSCA responsesI want to make sure we are clear on this. When A letter comes in from an HSCA staffer, I will give you an FYI Copy. You will then mark it in the database that 1) we receivrd a response from that person, 2) if applicable, you will make a call report or whatever necessary comments re: conversations with that person. Let me know if this understanding is correct.To: Cathy Rodriguez/ARRB, Brian Rosen/ARRBcc: From: Jeremy Gunn/ARRB Date: 01/17/97 08:31:58 AMSubject: HSCA responsesPlease make sure that you two have worked out a procedure for logging-in all of our responses to the letters and telephone calls. I do not need to be routed on the letters or calls unless the individual responds that he or she has documents.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**