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**ComposedDate:** 01/11/1998  
**ComposedDate\_Time:** 10:23:25 AM  
**Subject:** Re: Memo on the use of the FastTrack review system  
This memo outlines the appropriate use of the FastTrack (FT) review system for documents as of Jan 15, 1998. The FT can now be used for any agency documents that are basic green issues that do not need board discussion. Previously the FT had been reserved for CIA and FBI documents only. More complex documents should still continue to be reviewed in the traditional review track process or when possible issues can be brought to the board for discussion and if resolved in a simple manner the document can go to FT. It is important to remember that FT is only for documents that have at least 1 postponement. Documents open in full should go to the consent database and do not require board action. Kevin or Peter can assist you in deciding the course a document should take in the review process and if you need any training in FastTrack please contact me. Thanks  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**