

ASSASSINATION RECORDS REVIEW BOARD
600 E STREET, NW
WASHINGTON, DC 20530
TEL: 202-724-0088 FAX: 202-724-0457

PHONE PROCEDURES AND GENERAL INFO

To answer: say "Review Board"

*To transfer a call: hit "transfer" button (under digital screen), dial 3 digit extension, (*announce caller to staff), hit "join".*

** if staff person is not there (or on the phone already and not picking up)...hit "cancel"(also under digital screen), offer to take a message or put the caller directly through to voice mail...*

To put directly through to voice mail: hit large gray transfer button (at bottom of first column of buttons on right--word "transfer" is on it), dial the 3 digit extension, hit "release" button (square orange button marked "R/s").

TYPES OF CALLS AND WHERE TO DIRECT THEM...

Calls from GSA (General Services Administration)/ any financial questions--TRACY

Calls from any media representative/ comments on the definition of an "assassination record" (from the Federal Register)--TOM

**99% of callers have asked for someone specific*

FYI...

There is a public meeting coming up and we may start getting calls about it.

WHAT: JFK Assassination Records Review Board Public Meeting

DATE: Tuesday, March 7, 1995

TIME: 1:30 pm

WHERE: National Archives, Fifth Floor Theater, 7th Street and Pennsylvania Ave, NW, Washington, DC, 20408.

calls regarding this meeting should go to TOM