

All Agencies Meeting
October 29, 1997

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
Libraries, HSCA, WC		
Warren	Reddy	R: Sydney give agencies a hard date in December (except IRS/SSA) E: Chet call Steve and get updated info
JFKL	Samoluk	E: Tom get e-information from Stephanie R: 100 docs to do at declass session; RFK referrals to CIA have not been returned Outstanding issues: national security files; oral histories (appx. 10 identified); undeed, deeded collections (Schlesinger, Marshall) we need to send letters; Manchester (to be handled at next Board meeting); possible missing records; Microfilm: Kevin, Sydney, Michelle give microfilm memos to Tom; Tom call Phil C: Meeting with JFKL officials (December-January)
LBJL	Marr	E: Chet follow-up e-records R: appx. 300 records to do at December declass session (possible advance review by FBI, CIA, State); LBJ needs to send to ARRB clear copies of mandatory review P: Jackie Kennedy equities (Irene stay on top of issue) M: Irene: make sure that all records identified by ARRB are in the pipeline; Irene send short update-status letter on all outstanding issues; Mildred Steagall, Drew Pearson, etc. (letter to go out first week in November) C: Very modified compliance program
Eisenhower	Rockwell	E: ARRB will prepare RIFS R: 16 documents refer to agencies; complete by December
Ford	Reddy/Combs	R: Sydney prepare letter for DOD, NSC, DOJ for December Board review R: Michelle refer second set; plan for February Board agenda
HSCA	Freeman	
Miscellaneous		
All agencies		C: request from agencies, as appropriate, internal guidelines on processing records
CIA	Skwirot Combs	E: Chet will visit IP M: decide whether to have timetable; develop NBR policies; discuss DRE records I: First week of November status letter on requests C: Due by end of November R: problems getting FBI referrals returned; Bob ask Barry if there are any other logjams in CIA referrals to other agencies
FBI	Denk	E: Laura sends memo to Carol saying we need update 5 days after Board meeting M: establish clear plan for HSCA priority review; awaiting HSCA records count; obtain agreement on timetable; foreign govt proposal ongoing; Hosty; Lesar I: process is ongoing (5 to close out each month) R: HSCA referrals to FBI to be completed by January C: Meeting in early-mid December in response to compliance letter

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NSA	Legaspi	P: all but a few loose ends will be put before the Board in the November meeting; process Carachristi; correspondence I: review correspondence, propose requests for additional info and records R: Manuel talk to Kevin about FBI referrals to NSA C: NSA must designate a new compliance issue; meeting, send response to initial compliance statement
State	Marr	E: Irene get updated disks P: appx. 100 records at ARRB; Irene determine whether they should be re-reviewed by CIA--if so send to CIA; put on Board agenda for January M: Irene review SF 135s and miscellaneous records being sent to NARA by State to determine whether there are additional records we should review I: Irene and Michelle review status and determine whether we want to send any additional requests
IRS	Denk/Haron	M: Ron writes draft of letter to IRS; Laura calls Marina R: Jeremy reviews Laura's letter; send letter last week of October
SSA	Denk/Haron	C: awaiting statement
LOC	Haron	C: awaiting initial statement
DEA	Haron	M: awaiting retrieval of records
USSS	Zimmerman Combs	
Postal	Combs	COMPLETE
GSA	Haron	M: ongoing
NARA	???	E: Chet develops long-term plan to get NARA updates on all e-records
DOD		
OSD	Horne	
Joint Staff	Horne	M: Doug review records in SCIF
Army IRR	Horne	M: monitor processing
Army CIC	Horne	COMPLETE
AFIP	Horne	COMPLETE
Navy ONI	Horne	M: Doug draft follow-up letter
Marines	Horne	C: Ron sends letter to follow-up on compliance due date
Bethesda	Horne	COMPLETE
Air Force	Horne	
DIA	Horne	M: Doug draft letter telling DIA to process records and explain how
DOJ		
INS	Haron	M: Ron develop strategy for moving records more quickly

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Civil	Haron	M: Ron develop strategy to decide how to deal with FOIA material
Civil Rights	Haron	COMPLETE
Criminal	Haron	M: Kevin and Ron complete review of OC files, internal security files R: Laura sends final dunning letter on referrals
Leadership	Haron	P: DOJ must complete review, creation of RIFs; Ron call Pustay
OLC	Haron	P: OLC is processing
White House		
NSC	Combs	P: NSC completing review R: get Ford documents out C: send compliance letter in January
WHCA	Horne	M: Jeremy review Ron's letter
PFIAB	Combs	M: Michelle review microfiche
Treasury		
Main	Haron	P: Main needs to process files M: Jessica review Dillon files at NARA
ATF	Haron	P: records being process by ATF M: Ron draft letter to IRS re: ATF
Customs	Denk	COMPLETE
Congress		
HUAC	Haron	
Pike	Haron	
Abzug	Haron	
Edwards	Haron	
Church/SSCI	Combs Haron	
Eastland	Tiernan	

TJG e:\...\agencies\chart10.29