

**All Agencies Meeting
November 12, 1997**

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| 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); Complete entire process by end of February 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, dedeed 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 follow-up on 11/10 /97 letter; Mildred Steagall, Drew Pearson, etc. (letter to go out first week in November) C: Very modified compliance program |
| Eisenhower | Rockwell | 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 | M: review all boxes to establish definitive list of documents; complete entire process by end of February R: refer all remaining records |
| Miscellaneous | | |
| All agencies | | C: request from agencies, as appropriate, internal guidelines on processing records |
| CIA | Skwirot Combs | E: Chet will still 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 | M: foreign govt proposal ongoing; Hosty; Lesar; Kevin prepare wrap-up memo on Church records; develop plan for grand jury materials; BRILAB status? |

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| | | I: process is ongoing (5 to close out each month); Laura draft request for FOIA files R: HSCA referrals to FBI to be completed by end of February C: Compliance Meeting on December 11 |
| 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: Who is NSA compliance official; meeting, send response to initial compliance statement |
| State | Marr | E: Irene get information on current status of e-information P: appx. 100 records at ARRB; Irene determine whether they should be re-reviewed by CIA--if so send to CIA by end of November; 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--complete by end of November I: Irene and Michelle review status and determine whether we want to send any additional requests by end of November |
| IRS | Denk/Haron | M: Laura calls Marina |
| SSA | Denk/Haron | C: awaiting statement |
| LOC | Haron | C: awaiting initial statement |
| DEA | Haron | M: awaiting retrieval of records |
| USSS | Combs | M: prepare plan of action |
| Postal | Combs | COMPLETE |
| GSA | Haron | M: ongoing |
| NARA | | M: designate ARRB person to handle NARA E: Chet develops long-term plan to get NARA updates on all e-records; Chet requests disks from numerous agencies; Jeremy send memo to Steve Tilley on Ford and other records C: Set compliance meeting |
| DOD | | |
| OSD | Horne | C: awaiting compliance statement |
| Joint Staff | Horne | M: Doug review records in SCIF by January C: Doug call and find out status of compliance statement |
| Army IRR | Horne | M: monitor processing |
| Army CIC | Horne | COMPLETE |

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| AFIP | Horne | COMPLETE we need to prepare five RIFs |
| Navy ONI | Horne | M: Doug draft follow-up letter |
| Marines | Horne | C: awaiting compliance letter |
| Bethesda | Horne | awaiting supplemental affidavit |
| Air Force | Horne | E: RIF logbook M: review compliance statement and then Doug makes recommendation on handling AF |
| DIA | Horne | M: Doug draft letter telling DIA to process records and explain how C: awaiting December 15 compliance letter |
| DOJ | | |
| INS | Haron | M: Ron discuss INS files with Leahy |
| Civil | Haron | M: Redraft FOIA letter; talk to Lesar |
| 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 | M: Ron make determination whether anything further to do |
| White House | | |
| NSC | Combs | P: NSC completing review R: get Ford documents out C: send compliance letter in January |
| WHCA | Horne | M: Interview with WHCA on November 21 |
| PFIAB | Combs | M: Michelle continue reviewing microfiche |
| Treasury | | |
| Main | Haron | P: Main needs to process files C: Ron reviews compliance statement 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 | M: awaiting response to our letter |
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| Abzug | Haron | ditto | | |
| Edwards | Haron | ditto | | |
| Pike | Haron | Shelly is reviewing records at NARA | | |
| Church/SSCI | Combs/Haron | M: obtain index of records/establish working contact with Wolf | | |
| Eastland | Tiernan | Complete review and draft memo; Kevin follow-up on transcripts sent to NARA | | |

Issues: CIA approach to handling Ford Library documents
TJG e:\...\agencies\chart11.12