

**All Agencies Meeting
December 2, 1997**

Agency	ARRB	Electronic data Information (requests for additional information and records) Compliance	Referral Transfer to NARA	Processing and review of records 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	M: Tom meets with Stephanie on 12/5 E: Tom get e-information from Stephanie R: 100 docs to do at declass session; RFK referrals to CIA have not been returned; Irene supervise preparation Outstanding issues: national security files; oral histories (appx. 10 identified); undeeded, deeded collections (Schlesinger, Marshall) we need to send letters; Manchester (to be handled at future Board meeting); possible missing records; Microfilm: Tom review memos and make decision on microfilm; where is JFKL on review of DOJ review C: Meeting with JFKL officials (December-January) M: Ron get copies of transfer letters from White House		
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; Irene supervise preparation P: Jackie Kennedy tapes (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.; await Tina Houston response to our letter C: Very modified compliance program		
Eisenhower	Rockwell	R: Make sure we get records back by 12/14; declass at joint session		
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 Complete analysis of status by 12/5/97 Complete copying of records and send to NARA by 12/12 Tape recordings: Kevin to check w/Matt on completion and redactions		
Miscellaneous				
All agencies		C: request from agencies, as appropriate, internal guidelines on processing records		
CIA	Skwirot Combs	E: Chet will visit IP; [can ARRB get the database?] M: we must have timetable; develop NBR policies for January board meeting (miscellaneous; OP; DRE records comprehensive memo on creation and disposition of DRE records) I: First week of December status letter on requests		

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
		C: Draft due by December 8
FBI	Denk	M: foreign govt proposal ongoing/set for January agenda; Hosty; send letter to FBI on church memo as soon as we receive word they will not destroy non-assassination Church records; develop plan for grand jury materials/by mid-December; Laura draft BRILAB motion, Jeremy talk to Art Goldberg I: process is ongoing (5 to close out each month); Laura draft request for FOIA files; send letter to PD Scott on "Harvey Lee Oswald" results R: HSCA referrals to FBI to be completed by end of February C: Compliance Meeting on December 11
NSA	Legaspi	P: negotiate three documents; refer 8 AF records; refer appx. 5 DIA records; process Carachristi for December; correspondence; as many green records as possible for December meeting I: review correspondence, propose requests for additional info and records; send out request no. 4 for post-assassination analysis, task force R: Obtain FBI referrals C: meeting, send response to initial compliance statement
State	Marr	E: Irene get information on current status of e-information P: put outstanding records for Board in December meeting M: Irene review records identified from SF 135s
IRS	Denk/Haron	M: Tom and Jeremy talk to Congress
SSA	Denk/Haron	C: review compliance statement; wait until IRS resolution
LOC	Haron	C: awaiting initial statement
DEA	Haron	C: respond to compliance statement
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 C: Set compliance meeting
DOD		
OSD	Horne	C: awaiting compliance statement
Joint Staff	Horne	M: Doug review records in SCIF by January; must process 1500 plus pages (Mongoose, etc.); get JS to commit to deadline C: Ron review compliance statement
Army IRR	Horne	M: we are awaiting records--Doug follow-up
Army CIC	Horne	COMPLETE

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
AFIP	Horne	COMPLETE we need to prepare five RIFs
Navy/ONI/ Marines	Horne	M: Doug draft follow-up 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: awaiting response to FOIA letter
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:
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

Agency	ARRB	Electronic data Information (requests for additional information and records) Compliance	Referral Transfer to NARA	Processing and review of records Miscellaneous
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\chart12.02