

Analysis & Review
Agency Contact Priorities

1. Obtain best available status information from NARA
2. Set up A&R Filing System
3. Identify contact person(s) at Agency
4. Initial meeting with contact person
 - obtain best available status information
 - obtain computer disk
 - obtain Agency's estimate for completion of review
 - obtain names of other contact persons at Agency
 - obtain materials used by Agency in conducting review
5. Review Board meeting with Agency head
6. Obtain "additional information" from Agency
 - organizational charts
 - employee directories/telephone numbers
 - guides/charts to filing systems
 - cryptonyms, code words, etc.
7. Detailed briefing from Agency
 - in depth explanation of Agency's review process
 - significant problems for ARRB in review process
 - Agency's procedure for identifying files for review
 - identify additional files that should be reviewed