

Agency Status Report

Agency: _____

Date: _____

INITIAL IDENTIFICATION AND REVIEW OF ASSASSINATION RECORDS

Volume of records identified by agency _____ documents
_____ pages

Agency anticipates completing i.d. _____

Record review completed by agency _____ documents
_____ pages

Agency anticipates completing review by _____

Agency documents transferred to NARA _____ documents
_____ pages

Records postponed in whole or in part _____ documents
_____ pages

Postponed documents transferred to ARRB _____ documents
_____ pages

Computer data given to ARRB _____

Date computer data to be given to ARRB by _____

AGENCY PERSONNEL CONTACTS

Agency: _____

Date: _____

Highest level person at Agency with responsibility for review:

Name:
Position/title:
Phone:

Others with responsibility for review:

Name:
Position/title:
Area of responsibility for review:
Phone:

Name:
Position/title:
Area of responsibility for review:
Phone:

Name:
Position/title:
Area of responsibility for review:
Phone:

PROPOSALS FOR FILING SYSTEM

- I. For incoming (over the transom) suggestions/recommendations:
 1. Create sendee file in alpha order
 2. Send acknowledgment
 3. Substantive review to determine whether information should be pursued
 4. If material is of value send either to appropriate Review Team, investigator, or analyst as appropriate.
- II. For