

Senior Staff Meeting
September 30, 1997

Board relations

- Experiences with individual calls
- Weekly telephone calls
- Giving the Board what it needs
- Issues for this call
 - organization chart
 - office responsibilities (particularly Tom)

Office priorities

- Review of Records (No Name Committee)
 - timetable for all agencies
- Final Report
 - establish timetable
 - cost of printing
 - suggestions on drafting
- Shutdown
 - administrative
 - transfer of records
- Legacy

Communications among SS

Personnel

- Joan Zimmerman
- Kim Herd
- Computer Person

Security in Office

- Who has access to what
- Any changes needed
- Beepers

Office procedures

- requesting leave
- Where in the World
- memos
- routing
- letters to Agencies

Obligatory reports

Monthly report to Congress

FOIA

No Name Committee

Records for next Board meeting

Importance of role of Bob and Laura

Staffing

Significant issues

Referrals

before we refer, it should always go through appropriate team