

Standard Procedures for Review Board Meetings

Prior to Closed Meeting

1. The Board must vote to hold meetings (although the vote need not take place at a "meeting"). For the particular needs of the Review Board, it should vote, as a matter of course, to have an open and closed portion for each meeting. The Board must record its votes to close meetings.
2. **Record for Reading Room:** vote to close (portion) of meeting. Sample: Vote on the Question of Closing a Portion of the June 27, 1995 Board Meeting.
3. **Record for Reading Room:** notification to the public about closed meeting. Sample: Notification to the Public Regarding Decision of the Board to Close a Portion of a Meeting Scheduled for June 27, 1995.
4. **Notice for Federal Register (and for Reading Room):** meetings must be posted in the Federal Register at least 7 days before meeting. It should identify whether portions are closed. Sample: (see David or Tracy for sample).

Following Closed Meeting

5. **Record for Reading Room:** presiding officer (usually Tunheim) must execute a "statement" within 24 hours. Sample: Statement of the Presiding Officer Regarding the June 7, 1995 Closed Meeting of the Assassination Records Review Board.
6. **Record for Reading Room:** General Counsel must issue certification within 24 hours. Sample: Certification of the Acting General Counsel Regarding the June 7, 1995 Closed Meeting of the Assassination Records Review Board.

Reading Room

Each of these documents should be available for public inspection within 24 hours after it is created.

Federal Register

Notices of meetings must be published at least seven days before meetings.

For Each Meeting/Vote on Meeting

Forms (following those of the samples) should be prepared for signature prior to each Board Meeting.