

e:\...\tracking\notes

Tracking Information for Requests for Additional Information or Records

request to agency

file number of request

date

subject of request

did agency make requested record available

date records made available

were all requested records made available

what follow up needed on requested records

ARRB staff review of requested records

who reviewed (which analysts)?

when?

review completed?

recommendations whether they should be included in JFK collection

is memo to file appropriate?

any further records needed from agency?

written recommendation to Board to designate "assassination records"

ARRB Board vote on designating as assassination records

Follow-up -- did agency create RIFS?