

January 6, 1998

MEMORANDUM

To: Jeremy Gunn
 Executive Director

From: Michelle Combs
 Special Assistant for Research and Review

Subject: My List of Activities

Per your request, I have compiled my current list of responsibilities and activities as of this date. The list is not in any particular order. Each of these projects is in process or ongoing.

1. Monitor CIA requests--including writing follow-up memos, reading histories, reading files, and writing the monthly status of requests memo
2. Write and supervise the development of CIA NBR Project "the Monster Memo" scheduled for January Board meeting
3. Write and monitor CIA NBR Project "Office of Personnel Records Memo" scheduled for January Board meeting
4. Designate, negotiate, process, and coordinate referrals for PFIAB records
5. Negotiate, process, and coordinate referrals for NSC records
6. Research miscellaneous CIA issues such as the cover issue, the Zapruder film, backchannel communications in Moscow, U-2 questions, and deVosjoli (about to come up again)
7. Coordinate NSA records processing
8. Write request letter for NSA-4
9. Develop out placement plan and resources for April 1 start date
10. Develop and plan Experts Conference on Government Declassification Policy for April meeting

11. Work with Ron on Congressional committee records--including Church committee records
12. Process and coordinate referrals for Ford Library SCI records
13. Research the new "alligator" project
14. Handle State Department requests -- Robert Edward Webster picture is currently the only outstanding request but it has been particularly recalcitrant
15. Answer Peter Dale Scott letters
16. CIA Document Fast Track corrections--On my visits to IP, the HRG staff gives me an often thick folder containing any documents with errors made by ARRB reviewers or any changes made which affect names, redactions or redaction totals. Though not individually difficult, these corrections are time consuming in the aggregate.
17. Deal with McVickar issues
18. Write the CIA computer systems memo
19. Coordinate J-Track issues for CIA team
20. Process State Department SCI records
21. Write CIA Records Center memo for Board
22. Write memo on CIA and LHO in Moscow
23. Coordinate State Department records processing
24. Coordinate Secret Service records processing and requests
25. Work with Ron on compliance issues for CIA, State, NSC, NSA, PFIAB, Secret Service, and Congressional Committees
26. NRO project?

27. J-Track interviews and projects which are not part of CIA requests
 - possible DCD/OO interview
 - Interview J. Walton Moore
 - Interview George Kalaris and Walt Elder on CI Staff issues
 - Interview Verna Deane Brown and Marie Cheatham on Moscow issues
 - Find Moscow visitor's book
 - Interview Spas Raikin

28. Research and write letter to Arthur Schlesinger