

## NSA Projects for December 1997

1. Lee is sending NSA's complete RIF list to us before the end of next week. We need to check NSA's list against our list to see if they agree in every way. We want to be able to account for every document and to know the status of every document.
2. Process the FBI referrals and any outstanding CIA referrals.
3. Process the 8 Air Force referrals.
4. Return the three documents from the last meeting to NSA for additional negotiations. Add any changes to Review Track.
5. Process the interview and the additional documents which were not ready for the November meeting.
5. Do you want to develop or have you already drafted a rough draft of NSA-4? I may have something to add after my meeting at IP on Thursday. If you haven't started a draft, would you review the correspondence to see if you have any additional questions to ask. I have some suggestions from my review of the correspondence.

NOTE: I would like to see a draft of any letters you are sending to other agencies on referral matters or other matters before the letter goes out. I will return draft letters to you the same day if at all possible. If you tell me there is a draft letter in my box, I will get it back to you almost immediately.