GUNN/GRAY MEETING - MAY 19, 1995

1. Create a new directory called FILEPLAN on the g:\ drive for "outline" and "subjects".
   a. When Gunn has changes he will make them in the g:\ drive (highlighted) and Gray will copy the changes into files of the same name on the r;\ drive so A&R have read only access to the data.

2. RIF = Record Identification Form
   a. Open = No postponements in the doc.
   b. Postponed = Redaction in the doc.
   c. Referred = One agency's file/doc. found at another agency.

3. All correspondence Gunn needs worked on will be passed to Gray via the g:\ drive.

4. ITEMS TO WORK ON:
   a. Tracking system for the status of agency requests. (Chet?)
   b. Phone list for agency contacts that is less cumbersome to Gunn than the Lotus Notes version.