

BEFORE THE BOARD MEETING

One Week Prior to a Meeting:

Check the cabinet in the conference room for audiotapes. If there are not at least 8 have Valerie order more.

Make sure there is enough colored paper in the supply room.

Print labels for Board meeting audio tapes.

The Morning of the Meeting:

Help Jerrie with refreshments for the Board if not involved with the teams in preparing for the meeting.

Photocopy the appropriate number of sets of "Board Review Forms" on the appropriate color paper, keeping the white copy for the person inputting the votes into the computer during the meeting. (Copies go to the representative for each team, each team leader, the individual taking minutes, and a set for each Board member should be placed in their respective IN box on Jerrie's desk.)

Turn on the audio taping system and microphones. (See specific directions attached).

Input votes into the Review Track during the meeting.

AFTER THE BOARD MEETING

Immediately Following the Meeting:

Remove audio tapes from audio equipment and make sure they are labeled properly with the date of the meeting, the words "CLOSED MEETING - SECRET", and the tape number of the total number of tapes for that day. Place all audiotapes and personal notes from the meeting in the SCIF.

Turn off the audio equipment and microphones.

Assist with the general clean up of the conference room. **MAKE SURE THE COFFEE BURNERS ARE TURNED OFF!**

Close the conference room.

Approximately 2 days after the meeting:

Copy all the documents from the "Ready for Archive" view in the REVIEW TRACK database to the ARCHIVE database and print a DRAFT Federal Register Notice of Formal Determination from the ARCHIVE database and distribute it to each Team Leader and the entire CIA Team staff, for their review.

Within 14 days following the meeting:

The Team Leaders sign off on the DRAFT Notice and the FINAL Federal Register Notice of Formal Determinations is printed from the ARCHIVE database.

Approximately 13 days following the meeting:

Have David sign three original copies of the Notice of Formal Determination that is to go to the Federal Register. Courier the three signed originals, an electronic copy of the Notice (The disk label should include the following: Assassination Records Review Board, the file name, the format of the electronic file, the word Notice), a cover letter stating what you are sending and certifying that the disk copy is a true copy of the original document to the Federal Register

Richard Claypoole
Attn: Ruth Pontius
The Office of the Federal Register
800 N. Capitol, N.W., Room 700
Washington, D.C.

(Be sure to keep a copy for the file and distribute a copy to Val, Eileen, and Jerrie.)

Print out a letter of notification for the appropriate agency(ies). Courier or mail to the appropriate agency(ies) according to attached directions.

The above two items must be completed within 14 days following the meeting

Three days after items are delivered to the Federal Register call for the print date.

Once the item is published travel to the DOJ Library and photocopy the front page of the Federal Register issue, the Table of Contents page that contains the Assassination Records Review Board item

in that issue, and the pages containing the published Notice of Formal Determination.

DAILY RESPONSIBILITIES

Publishing Regulations

Have David (usually Jeremy signs) sign three originals. Courier the three signed originals, an electronic copy of the regulation (The disk label should include the following: Assassination Records Review Board, the file name, the format of the electronic file, the word Regulation), a cover letter stating what you are sending and certifying that the disk copy is a true copy of the original document to the Federal Register. **(Be sure to give Val a copy.)**

Richard Claypoole
Attn: Ruth Pontius
Federal Register
800 N. Capitol, N.W., Room 700
Washington, D.C.

AGENCY NOTIFICATION LETTERS

White House

Print out a letter addressed to the President with a cc to Marvin Krislov, Esq. And a bcc: to Bill Leary at NFC (fax # 202-456-9200).

Call Kathy Gavin (Krislov's office) at 456-7903 to let her know to expect a delivery. Have a staff member deliver the letter to Krislov at the Old Executive Office building, Room 130. (Place the letter addressed to the President in a separate envelope inside the envelope for Krislov.)

FBI

Print out a letter addressed to Director Freeh with a cc to John Hartingh.

Fax the letter to John Hartingh.

Have a staff member courier the original and one copy of the letter to FBI Headquarters.

[If needed: If the courier has a pass, send him/her to Room 7176.

If the courier does not have a pass, have him/her enter from 10th Street, go to the escort desk, and call Ext. 3444.]

CIA

Print out a letter addressed to Director Deutch with a cc to John Pereira.

Fax the letter to John Pereira.

Courier a copy of the letter to John Pereira at:

Chief
Historical Review Group
1820 North Fort Myer Drive, Room 404
Arlington, Virginia 22209

Mail the original to Director Deutch at:

Director
Center for the Study of Intelligence
Central Intelligence Agency
Washington, D.C. 20505

HSCA

Courier all letters to the appropriate individuals. Send a bcc copy to Kris Wilhelm at the
Legislative Archives, NARAI.

Secret Service

Print out a letter addressed to Eljay Bowron with a cc to Jane E. Vezeris.
Fax the letter to Jane E. Vezeris.
Courier the original letter to Bowron and a copy of the letter to Vezeris.

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