

MEETING "TICKLE" LIST

Print Request for Evidence Forms	(Kevin/Bob)
Assign documents to meeting	(Chris & Bob/Kevin)
Print Board Review Forms	(Chris & Bob/Kevin)
Print Draft Federal Register Notice	(Noelle)
Print Draft Agency/White House Notification Letters	(Noelle)
Print Draft Postponement Voting Forms	(Noelle)
Print Final Federal Register Notice	(Noelle)
Print Final Agency/White House Notification Letters	(Noelle)
Courier Notice to the Federal Register	(Noelle)
Courier/Mail Agency/White House Notification Letters	(Noelle)
Assign Team Rep. to Print Final Determination Forms (Mary, Phil, Jeremy)	
Print Final Determination Forms	(Appropriate Team Rep.)
Send out agency reminder letters	(Noelle)
Deliver Docs. & Final Determination forms to Noelle	(Team Reps)
Deliver Docs. & Final Determination forms to NARA	(Noelle)