

All Agencies Meeting 1997
January 7, 1998

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
Libraries, HSCA, WC		
Warren	Reddy Herd	<p>Goals: all but IRS records completed by Jan. 22; all WC records completed by March 10</p> <p>R: For all outstanding referrals, Sydney prepare dunning letters to be sent to agencies by 1/9/98 saying that Board will review on Jan. 22. Sydney double-check to ensure that all WC records not open have been referred.</p> <p>R: Jeremy contact IRS.</p> <p>R: Tom review Jackie materials and make decision.</p> <p>E: Chet call Steve and get updated info</p>
JFKL	Samoluk	<p>P: 100 docs to process at declass session; Appx 230 about to be open in full.</p> <p>R: RFK referrals to CIA have not been returned to JFKL. Tom prepare dunning letter for 18 DOD records for Feb. meeting.</p> <p>Outstanding issues: national security files; oral histories (appx. 10 identified); for undeeded, deeded collections (Schlesinger, Marshall, Smathers) we need to send letters by Jan. 28; Manchester (to be handled at future Board meeting); possible missing records; Microfilm: to be completed by Feb. 1</p> <p>RFK papers: (a) rescan of 137 EHUs; (b) 7 ARs to be processed.</p> <p>Tom wait two weeks before clarifying issues on RFK papers</p> <p>10 Oral histories to be processed by end of January</p> <p>M: Ron get copies of transfer of records letters from White House</p> <p>M: Tom get from Steve all records related to transfer of papers to JFKL (thereafter, we consider whether to request comparable administrative records from JFK Library)</p> <p>C: Jeremy, Tom, Ron decide on compliance program strategy</p>
LBJL	Marr	<p>E: Chet follow-up e-records</p> <p>P: 100 docs (appx.) ready by Jan. 22.</p> <p>P: 160-70 appx. NSC/OSD by Feb. meeting</p> <p>P: other misc.</p> <p>R: Irene determine whether there should be any additional referrals</p> <p>R: Irene supervise preparation of mandatory review to be completed by Feb. meeting.</p> <p>P: Jackie Kennedy tapes (Irene stay on top of issue)</p> <p>M: Irene: Irene follow-up on 11/10 /97 letter; Mildred Steagall, Drew Pearson, etc.; await Tina Houston response to our letter</p> <p>C: Very modified compliance program</p>
Eisenhower	Rockwell	<p>Goal: complete Ike by Feb. 17</p> <p>R: make sure OSD and FBI review; Kevin check FBI records to see if there are any problems</p>
Ford	Reddy/Combs/ Herd	<p>Goal: complete Ford by Feb. 17</p> <p>R: First batch on Jan. 22 agenda; letters to all agencies with outstanding referrals to be sent by 1/9/98.</p> <p>R: Michelle refer second set; discussion with NSA; remainder on Feb. agenda</p>

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
HSCA	Tiernan Freeman	Goal: complete HSCA by March 10 P: numbered files Ben: separate out IRS and give to Jeremy; complete all referrals by 1/9/98; previously referred: CIA to be returned by 2/10/98; FBI by Jan. 14 ID all subjects of referred docs and implement strategy for review; military for joint declass session; all others Feb. 10 return date to Board P: other records (6 boxes) Kevin sorts out, puts on same timetable as numbered files P: index cards: Bob check CIA proposed redactions; Kevin remind FBI it must be completed by Feb. 28 P: tape recordings; Bob check on status of tapes referred to CIA; Kevin verify status of tapes
Miscellaneous		
All agencies		C: request from agencies, as appropriate, internal guidelines on processing records
CIA	Skwirot Combs	M: Michelle set appointment with Cohen. Bob ask Barry for statistical information. P: Monster and OPR memos to be sent to Board for Jan. meeting C: Bob, Jeremy, Michelle, Ron discuss draft compliance
FBI	Denk	M: declass review of Hosty interview; send letter to FBI on church memo as soon as we receive word they will not destroy non-assassination Church records; Laura draft BRILAB motion by Jan. 15; Jeremy talk to Art Goldberg P: Grand Jury policy decision by January 22; Laura drafts recommendations by Jan. 15; Laura talk to Carol about pace of Dec. review P: foreign-- all letters out by Jan. 30 I: process is ongoing (5 to close out each month); Laura request FOIA files; send letter to PD Scott on "Harvey Lee Oswald" results by Jan. 27; Church Comm. bulkies R: HSCA referrals to FBI to be completed by end of February C: Jeremy, Laura, Ron discuss compliance program goals.
NSA	Legaspi	T: Board voted but not at NARA appx. 113 Manuel check to see how soon these can get to NARA P: Pre-Board ARs (all numbers appx): 28 for Board (negotiate five documents with NSA; refer 8 AF records; 2 DIA records ((complete) 13 ready for Board); Manuel advise Jeremy number of records for Board in Jan.); put Carachristi interview and ARRB questions for Jan. meeting); 1 doc. w/FBI equities; 1 mis-identified record I: send out request no. 4 for post-assassination analysis, task force to be sent by January 15 R: Manuel check status of review of appx 80 FBI referrals R: confirm WC-NSA records are completed R: Manuel check status of LBJL records R: Manuel collect information from all agencies on referrals to NSA C: Send response to initial compliance statement
State	Marr	E: Irene get information on current status of e-information R: Irene check whether there are any outstanding State-originated records that are on referral at other agencies. P: put outstanding records for Board in Jan. meeting M: Irene review records identified from SF 135s I: Michelle stay on top of Webster passport file

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
IRS	Denk/Haron	M: Jeremy schedule meeting with Linda Stiff
SSA	Denk/Haron	C: Complete (but verify physical transfer of records to JFK collection); Have IRS authorize release of Oswald employer records.
LOC	Haron	C: Tom request further action from Burton staff
DEA	Haron	C: respond to compliance statement
USSS	Combs	M: Kim contact Machado about response to our comprehensive letter to Vezeris; Kim talk to Steve about <i>Record</i> P: Records will be available for Jan. meeting
Postal	Combs	COMPLETE
GSA	Haron	C: Final Compliance Statement due. M: Peter complete review of GSA files at NARA
NARA		M: designate ARRB person to handle NARA E: Chet develops long-term plan to get NARA updates on all e-records; Chet requests disks from numerous agencies C: Set compliance meeting
DOD		
OSD	Horne	C: awaiting compliance statement; interview J. Kester.
Joint Staff	Horne	M: Doug review records in SCIF by end of January; must process 1500 plus pages (Mongoose, etc.); get JS to commit to deadline C: Compliance statement reviewed and response sent.
Army IRR	Horne	M: we are awaiting records--Doug follow-up
Army CIC	Horne	COMPLETE
AFIP	Horne	COMPLETE we need to prepare five RIFs
Navy/ONI/ Marines	Horne	M: Doug draft follow-up letter C: Navy's Final Compliance Stmt. must be reviewed; awaiting ONI Compliance Statement
Bethesda	Horne	COMPLETE
Air Force	Horne	E: RIF logbook M: review compliance statement and then Doug makes recommendation on handling AF
DIA	Horne	M: Doug draft letter telling DIA to process records and explain how C: Final Compliance Statement due 2/28/98
DOJ		

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
INS	Haron	M: Ron discuss INS files with Leahy P: Ron prepare NBR memo
Civil	Haron	M: FOIA files for review.
Civil Rights	Haron	COMPLETE
Criminal	Haron	M: Initiate review of internal security files; monitor processing of organized crime records that were designated. R: Laura sends final dunning letter on referrals
Leadership	Haron	P: DOJ must complete review, creation of RIFs; Ron call Pustay
OLC	Haron	M: COMPLETE (but confirm physical transfer of OLC assassination records to JFK Collection)
White House		
NSC	Combs	P: NSC completing review R: get Ford documents out C: send compliance letter in January
WHCA	Horne/Haron	M: Awaiting Final Compliance Statement and supplementary information re: 1963-64 WHCA organization.
PFIAB	Combs	M: Michelle continue reviewing microfiche
Treasury		
Main	Haron	P: Main needs to process files C: Awaiting Compliance Statement M: Jessica review Dillon files at NARA
ATF	Haron	COMPLETE
Customs	Denk	COMPLETE
Congress		
HUAC	Haron/Combs	M: Awaiting response from Clerk of the House re: access to records
Abzug	Haron/Combs	M: ditto
Edwards	Haron/Combs	M: ditto
Pike	Haron/Combs	Ron leads team to review Pike records; redacted records must sbe considered by Review Board
Church/SSCI	Combs/Haron	M: obtain index of records/establish working contact with Wolf P: Bob implement plan; Kevin request LuAnn review volumes and mark other agency equities; Kevin ask Chris to prepare RIFS for unriffed records; Bob apprise Barry of upcoming quick review of Church volumes needed P: Awaiting additional transcripts from Church Committee M: Need to locate subject card index

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
Eastland	Tiernan	Complete review and draft memo; Kevin follow-up on transcripts sent to NARA

TJG e:\...\agencies\chart1.08