

SENIOR STAFF MEETING

OCTOBER 8, 1997

- TJG will speak with Sidney re title
- TJG - get stats from Chet
- Staff Files
 - NARA says staff files are agency records
 - TJS to send low-key reminder to staff on security procedures, agency records, copies, etc.
- SCIF cleanup
 - TJS to supervise
- Security
 - Need to change combinations on all locks, decide who has various combinations, then let staff know who has various access
 - TJS submit list of suggestions to TJG
- Memos and routing procedures
 - At this point memos and e-mail directed to TJG will cc TES and those to TES will cc TJG (exception would be that of communication between Eileen and Tom)
- Final Report
 - We need better idea of what we want before we can get estimate from GPO - TJS will continue getting samples, etc.
 - TJG to prepare a table of contents - chapters will be assigned to staff later
- TJG and TES will meet with staff on HSCA referrals at 10:00 today - there will be another meeting at 3:00 on general referrals
 - NSA - only green issues at October 14 Board Meeting
- TES
 - Call from Grove re Board/Hersh chronology
 - Ballistics
 - Zapruder - Congress