

## MEMORANDUM

December 11, 1997

To: Review Board  
From: T. Jeremy Gunn  
Subject: Updates

I am preparing this before our conference call later today and so it will not reflect anything from that discussion.

I am enclosing a proposed agenda for the meeting on Monday and the informal discussions on Monday and Tuesday. The only significant change is to give you a break after lunch on Monday to take a look at old Annapolis and visit the inside of buildings and museums that may be closed later in the day. The particulars on the lodging are as follows:

Lodging: Maryland Inn  
Address: 16 Church Street, Annapolis, MD 21401  
Phone: 410-263-2641  
Fax: 410-268-3813 or 800-847-8882

The details on transportation to NARA from D.C. are on the Agenda.

I also am enclosing a copy of our November report to Congress, as well as a recent letter to the White House about records and a sample follow-up compliance letter that should give you an idea of the types of issues that are being raised.