

April 28, 1995

TO: David
FROM: Sheryl
RE: Weekly memo to board

Here's a list of things to include in your weekly update to the board:

1. The interpretive regulations were finalized, circulated to senior staff for comments, revised, and circulated to the board members for review before the board meeting next week. The draft was also sent to OMB for its comments, if any. I am working now to put it in final Federal Register form for submission after the meeting next week.
2. The Sunshine Act notice for next week's public meeting was drafted and filed with the Federal Register for posting in its reading room and publication to meet the statutory deadline.
3. On the Zapruder film issue, I spoke several times with Time Inc.'s vice president and general counsel regarding their documentation on the transfer of the film in the mid 1970s to the Zapruders. We received a copy of their materials this week, which I reviewed and sent on to NARA. I also had conversations with NARA staff about this matter and our next steps. The board will be briefed on this next week.
4. The draft staff email and records guidance was sent to Miriam Nisbet for NARA's input before it is finalized and distributed to staff. We received additional informational materials from NARA to give to the staff along with that particularized ARRB guidance. That distribution, and a more comprehensive briefing on our federal records responsibilities than what took place at the staff meeting a few weeks ago, should be held shortly.
5. I did the first audit of the "non-record" designations on the email system (over 1000 records). It appears that so far staff is using the system in compliance with the federal records laws and the briefing they received earlier this month. Audits will be conducted periodically to ensure that staff continues to use the system correctly.
6. We continued to compile and review material for the staff's required annual ethics training, which should take place later this month.
7. I'm in the process of pulling together some additional material on the informant issue to assist in the board's continued consideration of the question.
8. And, of course, I was out sick for part of two days [but I don't think that counts as a weekly activity].

