

February 1, 1995

*TO: Barbara Suhre, Chief
Scheduling Unit
Federal Register*

*FROM: Sheryl Walter, General Counsel
Assassination Records Review Board*

RE: Draft notice for publication in Federal Register

At the suggestion of Jim Wickliffe of your office, accompanying this memorandum is a draft of a notice that the Assassination Records Review Board wishes to publish in the Federal Register. Other than Sunshine Act notices, this is the first substantive notice that the Board will have published. As we have just begun operations in the last few months and I am new to the drafting of Federal Register notices, it is likely that there are some format discrepancies that need to be corrected. Also, I do not know if a chapter has been established for the Board's publication of rules and other notices that are required by our statute, although we have had a billing code assigned to us.

I would appreciate it if someone could look this over and let me know as soon as possible what changes I need to make. We also ask that a chapter be established for the Board's published notices if one has not yet been set up. The Board members have preliminarily approved the text of this notice and wish it published it as soon as possible, preferably by Monday, February 6. Any assistance your office can provide in moving this along would be very helpful. My direct line phone number (with voicemail) is 724-0815; our fax number is 724-0457 (the Board's main line is 724-0088). I will be the ARRB staff person serving as liaison for Federal Register publication purposes, so feel free to contact me if there are questions on this or any other matters.

Finally, Jim mentioned that your office provides some training for agency liaisons to go through the "Document Drafting Handbook" and on the drafting of Federal Register documents. I am very interested in getting more information about this; please let me who I should contact to make arrangements. Thanks in advance for your help on this.