

To: Miriam Nisbet, NARA

Fax: 501-5244

From: Sheryl L. Walter

Date: July 5, 2017

Pages: 5, including cover sheet.

Miriam --

1. Thanks for arranging for your colleague to send me copies of the pamphlet *Managing the Records of Temporary Commissions*. I received them this week, and they will be very helpful in informing the staff about their records retention responsibilities.

2. Accompanying this cover page is draft guidance I pulled together for the ARRB staff. Per your kind offer, could you or someone there glance at it to see if there's anything that's incorrect? I know how busy you are, and I really appreciate your second set of eyes on this. Thanks!

fax

From the desk of
Sheryl L. Walter
General Counsel
Assassination Records Review Board
600 E Street, NW, Second Floor
Washington, D.C. 20530

(202) 724-0088, ext. 231
Fax: (202) 724-0457