

NR_key_name: DDC977CB422F8CDA85256616005780DA
SendTo: All
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 06/01/1998
DisplayDate_Time: 11:55:30 AM
ComposedDate: 06/01/1998
ComposedDate_Time: 7:08:01 AM
Subject: Following Up on Tracy's Message

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories:

I would like to urge you all to heed Tracy's recent message on our agency records. As you know, one problem we have had is trying to locate records from former WC, HSCA, and Church Committee staff members. Accordingly, please note that all of the following are ARRB records and should become part of our permanent records:-- all memoranda written in the course of your work at the Review Board-- all JFK-related documents made with the office copier or office paper-- all copies of assassination records. Although you should feel free (dare I say: "you are even encouraged"?) to work on non-classified office-related work at home, please keep in mind that the photocopies and the memoranda are the property of the U.S. government. There may be instances where it may ultimately be permissible to keep some copies for your personal use, but you should talk to Tracy or me about this first. After discussing it, we can prepare a written memorandum acknowledging that you may keep certain specified copies for your own possession. You should not, however, keep copies without first obtaining a written authorization. Please do not hesitate to ask if you have any questions.