

**NR\_key\_name:** 058F3C91825D48DD8525616C0046DD1E  
CN=Gene Burpoe/O=ARRB @ ARRB;CN=Eric Scheinkopf/O=ARRB @ ARRB;CN=Kevin Tiernan/O=ARRB @  
**SendTo:** ARRB;CN=Michelle Seguin/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 02/23/1995  
**DisplayDate\_Time:** 7:54:15 AM  
**ComposedDate:** 02/23/1995  
**ComposedDate\_Time:** 7:54:01 AM  
**Subject:** HSCA database

To: Gene, Eric, Kevin, & Michellecc: From: Jeremy Gunn/ARRB Date: 02/23/95 07:24:48 AMSubject: HSCA  
databasel will be at the D.C. Archives this morning. Please continue your work today with the HSCA database. I  
am hoping that we can complete it before we go offline tomorrow at noon (per Chet's memo).I would like to  
give David a memo Monday morning describing the status of the HSCA corrections and our proposals for the  
next steps we should take. My tentative thoughts are as follows:1. We should obtain the latest available data  
from Steve Tilley's floppies and download it into our databases.2. We should then cut ourselves loose from  
Steve Tilley's database and start making our own corrections that will not be reflected on his system.3. We  
should clean up our new HSCA referred/postponed database by correcting Agency File Number entries. This  
should be done by: a. for all indexed HSCA documents, put them in a uniform six (or seven?) digit format. b.  
for all unindexed HSCA documents, give them some kind of rationalized Agency File Number i.d. For example,  
identify all legal documents as "Legal"; all FBI generated documents as FBI (followed by FBI serial number); for  
all security classified enter "Security".Let's meet at approximately 3:00 p.m. to see where we are in the  
process. At that time I would like to hear your suggestions for appropriate steps to take and to hear your  
comments regarding my memo to David. Thanks.

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