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From: CN=Jeremy Gunn/O=ARRB
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DisplayDate: 03/03/1995
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ComposedDate_Time: 6:53:34 AM
Subject: A&R Staff meeting

I would like to have a short A&R staff meeting this morning at 9:30. Do you want to come? Proposed Agenda: Clearances update. (This seems to be a topic of intense, and understandable, interest.) I would plan to say only that it is unfortunately taking longer than expected but that we hope to have more information soon. If you would like to say something, that would be preferable. If you would prefer that nothing be said, I won't raise it. Working hours Make sure Tracy has your hours and that you send a copy to me. Make sure to send e-mail when out of office. Board Meeting and full staff meeting. Basic agenda for the Board meeting. NSA and CIA will be giving a classified briefing. Board will meet with SS Director Bowron. There will be a full staff and Board meeting on Tuesday morning at 9:00 a.m. Board will be discussing privacy issues. Public meeting on definition at 1:30 at Archives 5th floor. David: should A&R staff attend public meeting? I think it would be a good idea. A&R Staff reading. All A&R should read the privacy materials going to the Board. All A&R should read informant materials. Materials forthcoming on sources and methods. I will be preparing an Analysts' Handbook that will have review information and where you will keep materials that will be distributed. A&R staff meeting on Wednesday, March 8 at 9:00 a.m. to discuss privacy issues and Board's guidance. Be sure to have read privacy materials before meeting. Staff development. Solicit suggestions for future staff development. Briefing on sources and methods (John Newman, Mary McAuliffe?) Watching/discussing video tapes Discussions of assassination events e.g. Mexico City, ballistics evidence, forensics evidence Library. Eric will be responsible for keeping track of books. Make sure to sign out books with him. WR and HSCA are not to be taken off-premises. Computer training. Reminder there is computer training this afternoon at 3:30. Written materials. Be sure to proofread and paginate.

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