

**NR\_key\_name:** D3F707F1896344B4852561E30042B89F  
**SendTo:** CN=Jeremy Gunn/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Noelle Gray/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 06/22/1995  
**DisplayDate\_Time:** 8:15:17 AM  
**ComposedDate:** 06/22/1995  
**ComposedDate\_Time:** 8:08:46 AM  
**Subject:** Filing in the scif

I spoke to Tracy (who spoke to David) and the way they planned the filing (from the beginning) was that there would be a 4 Series out of the scif (as there is now), a 4 Series in the scif (material in here would be analyst work products that contain classified information, NOT AGENCY FILES WE ARE HOLDING), and a some sort of filing system for the agency files that we are holding that is not in anyway connected to our filing system. That is where you and I need to talk. I do know that all classified material has to be signed out and back in by each individual and that all classified material must be returned to the scif at the COB each day. You and I need to create a way to keep track of what is in there and what agency it came from. I know we started a database for this and thhat was all the further we got. I'm meeting with Phil and Michelle today to sort out the files in the scif, I can meet with you before or after that, whichever you prefer just let me know. Thanks

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