NR_key_name: 402A1D462B1A0F9985256268007F503E

SendTo: CN=Chet Rhodes/O=ARRB @ ARRB

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Chet Rhodes/O=ARRB

DisplayFromDomain:

DisplayDate: 11/02/1995

DisplayDate_Time: 6:10:54 PM

ComposedDate: 11/02/1995

ComposedDate_Time: 6:10:36 PM

Subject: Re: RT Database Tickle Project

Body: To: Chet Rhodes/ARRBcc: (bcc: R ecord/ARRB)From: Valerie Trzaska-Salls/ARRBDate: 11/02/95 02:10:32 PMSubject: Re: RT Database Tickle ProjectMD-8- -Sunshine Act Meeting Notice in Federal Register- SStaff, JO MD-8- - Assign documents to meeting DM, JG, MM, PG, CB, BS, KT MD-5- - Prepare form to be used by DGM during the meeting to record the votes for the Vote on the Question of Closing the next meeting. DM, TS, JO MD-5- - Prepare Statement of the Presiding Officer Regarding the (date) Closed Meeting. DM, TS, JO MD-5 - - Prepare Schedule for the two days, Prepare Agenda for the Open Meeting, Prepare Agenda for closed meeting. DM, TS, JO MD-3- - "Prep for meeting" Travel Authorizations DM, TS, VS " " Fed Ex Plane Tickets DM, TS, VS " " Order Lunches DM, TS, VS " " Order on color paper DM, TS, NG, VS " " Order on audio tapes DM, TS, NG, VS " " Make ice DM, TS, JO " " Board room and public room cleaned and vacuumed. DM, TS, CM, VS " " Order cups and coffee supplies DM, TS, VS, JO MD-3 - - Pass out Agendas to staff. DM, TS, JO(Meeting Held) MD- - Have Jack sign Statement of the Presiding Officer Regarding the Closed Meeting. DM, TS, JO MD- - Prepare coffee, water, etc. and set out for meeting. Admin MD- - Take minutes of open and closed meeting. DM, TS, JO MD- - Take votes in meeting on Review Track Database. DM, TS, NG, VS MD- - Get drinks for lunch DM, TS, VS MD(12:00)- - Set up for lunch Admin MD(5:00)- - Gather documents , tapes, notes, etc. and place in SCIF. DM, TS, JO MD(5:00)- - Turn off coffee burners and clean up board room. Admin MD(second day 4:00)- - Edit the Presiding Officer Statement and get Jack to sign. DM, TS, JO (End of Meeting) MD+1- - Put Vote to Close, Statement of Presiding Officer, Certification of General Counsel, approved minutes of previous open meeting, etc. in the Reading Room. DM, TS, JO MD+1- - Write minutes of the open meeting and closed meeting and distribute for additions and corrections by, teams, team leaders, Jeremy, David. DM, TS, JO MD+2- - Print Draft Federal Register Notice. DM, TS, NG, VS MD+2- - Print Draft Agency/White House Notification Letters. DM, TS, NG, VS MD+2- - Print Draft Postponement Voting Forms. DM, TS, NG, VS MD+12- - Print Final Federal Register Notice. DM, JG, TS, NG, VS MD+12- - Print Final Agency/White House Notification Letters. DM, JG, TS, NG, VS MD +14- - Courier Federal Register and Agency Notifications of Board Determinations to Federal Register , Agencies and White House. SStaff, Board, NG, VS MD+25- - Assign Team Rep. to Print Final Determination Forms. DM, MM, PG, BS, KT MD+28- - Print Final Determination Forms. DM, MM, PG, BS, KT MD+40- - Check with Agencies on status of documents. DM, JG, MM, PG Federal Register Date+7- - Agency appeal "Deadline" SStaff, Board Federal Register Date+30- - Final Determination Form Due. SStaff, Board MD+40 - - Deliver Docs. & Final Determination forms to Noellle. DM, MM, PG, BS, KT, NG MD+41 - - Deliver Docs. & Final Determination Forms to NARA. DM, JG, NG*Next Board Meeting: Vote on minutes from prior

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: