

NR_key_name: 0B61DD5183B2C2B6852564430055B4AC
SendTo: CN=Laura Denk/O=ARRB @ ARRB;CN=Phil Golrick/O=ARRB @ ARRB
CopyTo: CN=David Marwell/O=ARRB @ ARRB;CN=Chet Rhodes/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Kevin Tiernan/O=ARRB
DisplayFromDomain:
DisplayDate: 02/19/1997
DisplayDate_Time: 11:17:41 AM
ComposedDate: 02/19/1997
ComposedDate_Time: 10:36:08 AM
Subject: preparing evidence request forms
I figured it made sense to write this process down.1. Determine which documents are to be reviewed by the board at an upcoming meeting and decide on the appropriate evidence due date a week or so before the meeting.2. Copy those documents and their duplicates from the "not open" fbi database into the review track database.3. Select the documents in the Review Track database. It is easiest to do this by knowing how many documents you have copied into the Review Track (let's say 100 documents), and using the "untitled" view (which lists all the documents in order of entry into the database), select the last 100 documents in the view, and that should be the 100 you just copied into the database. 4. Run the printing macro "Evidence Form Processing Macro". It will ask a series of questions about the due date, the date the letter will be sent, the letter number, and where to start counting the packs. In this last dialogue box, the default is 1, but I always change it to 0, and that makes the first pack "1". 5. Load the printer with green paper. Print view in the first printing box (it will print a list to go with the file copy of the letter). In the second printing box, hit form override, and choose the Agency evidence request form. The macros take a long time after this process is finished.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: