

NR_key_name: E27C5011BC32B87985256268005854FA
SendTo: CN=Chet Rhodes/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Valerie Trzaska-Sails/O=ARRB
DisplayFromDomain:
DisplayDate: 11/02/1995
DisplayDate_Time: 12:34:30 PM
ComposedDate: 11/02/1995
ComposedDate_Time: 11:04:49 AM
Subject: Re: RT Database Tickle Project
MD-0- - Submit the Act meeting notice in Federal Register- SS, JO MD-0- - Assign documents to meeting DM, JO, 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 " 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. Admin 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 (Meeting ends) 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, TS, NG, VS MD+12- - Print Final Agency/White House Notification Letters. DM, 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 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 Noelle. DM, MM, PG, BS, KT, NG MD+41- - Deliver Docs. & Final Determination Forms to NARA*Next Board Meeting: Vote on minutes from prior meeting.Tickle groups: David wants to be on every tickle list.Notes: Ticklers 20+ days should reference Record
Body:
recstat:
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: