

NR_key_name: CBA2FC58A3B090238525650E00713E8C
SendTo: CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 09/10/1997
DisplayDate_Time: 4:41:52 PM
ComposedDate: 09/10/1997
ComposedDate_Time: 4:36:56 PM
Subject: Re: Transfer ARRB records to NARA

I would like to talk to you about this. Some preliminary work was done on this when we first started the agency. David and I met with a rep from NARA and used their guidance in setting up out file plan. It has always been my understanding that this is an administrative function and therefore I would oversee this process and assign the appropriate staff when the time comes. I gave David a detailed timeline of closedown milestones and incorporated this project into that. I'll try to find a copy and forward it to you. As you know, I have had experience with transferring files to the NARA with the AIDS Commission and am confident that we are on the right track with this already. I, of course, intend to keep you informed every step of the way (as I have always done with David). I would like to talk to you about my feelings on this when you return. To: Tracy Shycoff/ARRB, Cathy Rodriguez/ARRBcc: From: Jeremy Gunn/ARRB Date: 09/05/97 06:12:15
AMSubject: Transfer ARRB records to NARA
Yesterday I spoke briefly with Steve Tilley about the transfer of ARRB records to NARA when we close down. I would like to talk to both of you about this. I would like Cathy to be responsible for all R&A records. Tracy let me know whom you think should be responsible for other records. Steve would like to have NARA send an "appraisal crew" to help us ensure that we are doing things the right way and that the transfer is as smooth as possible.

Body:
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DeliveryReport: B
ReturnReceipt:
Categories: