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SendTo: CN=David Marwell/O=ARRB @ ARRB

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BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Christopher Barger/O=ARRB

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DisplayDate: 03/18/1997

DisplayDate_Time: 4:39:36 PM

ComposedDate: 03/18/1997

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Subject: Intern projects update

AFTER CONSULTATION WITH SEVERAL OF THE STAFF, THERE ARE NOW SEVERAL PROJECTS IN DEVELOPMENT FOR THE INTERNS proposed visit on April 7-9. Here is an update on these projects, as well as estimated needs for each project.1. Audio-visual database. ARRB staff contact: Montague. We would use the kids to create a database cataloging the numerous audio and video materials in the collection. This database would be of use both to NARA and to future researchers. Dave estimates that this project would take four students all three days to complete. We would need access to four computers.2. Investigative filing. ARRB Staff Contact: Montague. Dave has a good deal of filing and organizing which needs to be done on the material he has collected as the ARRB investigator. I am a little vague on the details of this one as of right now, but Dave tells me that he estimates that it would take two kids two days to complete this task. 3. MCC Copying/filing project. ARRB staff contact: Mays. There is apparently a great deal of material from the Metropolitan Crime Commission that still needs to be copied and filed. Christina estimates that it would take two kids between one and two days to complete this task.4. Filing help for Cathy. ARRB staff contact: Rodriguez. Cathy could use some help both getting some material filed and confirming that the filing system is organized as it should be (i.e., in alphabetical and chronological order, that nothing is in there that shouldn't be, etc.). She estimates that it will take one student one day to complete this task.5. HSCA database. ARRB staff contact: Rosen. Brian informs me that he and Joe Freeman have created a list of HSCA documents still needing to be referred and processed. They have compiled the list, but need the list inputted into a database for access. He estimates that it would take two students two days to do this job, and they would need access to one or two computers. 6. FBI Consent release database. ARRB staff contact: Tiernan. The following is Kevin's summary of this project: "The FBI has agreed to the total release of approximately 800 FBI documents since the the last group of interns were here. An intern project involving these documents would be two-fold. Step one would be entering names and symbol numbers from these documents in the released information view of the review track database. We would need Chet to set up a computer in the public area that the interns could use which has access to only that view in review track. They would also have to be able to edit the forms. Step two would be organizing the documents by RIF number order. They are not now in any order. I will, of course, guide them through the initial steps of the process until they can do it on their own." He estimates that this project would take two kids three days to complete, and they would need access to one computer. By my estimation, we need to find work for eleven interns for three days, which totals 33 "person-days" of work. These projects would provide: (1) 4 students x 3 days= 12 person-days; (2) 2S x 2D= 4PD; (3) 2S x 1.5D= 3PD; (4) 1S x 1D= 1PD; (5) 2Sx 2D= 4PD; (6) 2S x 3D= 6PD. Our total of Record

Body:

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DeliveryPriority: N

DeliveryReport: B

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