NR_key_name:	3EB0C15D297DA948852566160043A150
SendTo:	CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	06/01/1998
DisplayDate_Time:	8:19:48 AM
ComposedDate:	06/01/1998
ComposedDate_Time:	8:18:42 AM
Subject:	Re: DRAFT: Following Up on Tracy's Message
Body:	I think it sounds fine. We should also probably bring it up at the next staff meeting to see if anyone has any questions/comments. By the way, since you are in New Orleans tomorrow when do you want to have the staff meeting?To:Tracy Shycoff/ARRBcc: From:Jeremy Gunn/ARRBDate:06/01/98 07:21:20 AMSubject:DRAFT: Following Up on Tracy's MessageI am considering sending the following. What are your thoughts?I would like to urge you all to heed Tracy's message on our agency records. As you know, one problem we have had is trying to locate records from former WC, HSCA, and Church Committee staff members. Accordingly, please keep the following points in mind. All of the following are ARRB records and should become part of our permanent records:-- all memoranda written in the course of your work at the Review Board-- all JFK-related documents made with the office copier or office paper-- all copies of assassination records.Although you should feel free (dare I say: "you are even encouraged"?) to work on non-classified office-related work at home, please keep in mind that the photocopies and the memoranda are the property of the U.S. government.There may be instances where it may ultimately be permissible to keep some copies for your personal use, but you should talk to Tracy or me about this first. After discussing it, we can prepare a written memorandum acknowledging that you may keep certain specified copies for your own possession. You should not, however, keep copies without first obtaining a written authorization.Please do not hesitate to ask if you have any questions.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	