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**Subject:** Board meeting -- privacy briefing and briefing book  
I will be distributing later this afternoon a draft briefing paper I've prepared on privacy issues for the board in preparation of our briefing with them next Monday morning. It's still in rough draft form and needs to be edited and cleaned up, but I'd appreciate any substantive comments you may have so I can incorporate them in the final version. Since David will be in Boston on Wednesday, I suggest we send the briefing book out via Federal Express on Thursday evening. Jeremy, could you have someone make a duplicate set of the privacy briefing materials we looked over last week that are appropriate for inclusion in the briefing book and get them to me sometime today or tomorrow? Tracy is working on getting binders and tabs ordered. We should also decide what other materials should go in . I suggest an agenda for the two days and perhaps a copy of the National Performance Review fax. We could also include the definition comments we've received to date, but none so far are especially substantive.  
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