

PROJECT

To update and make more accurate the HSCA database.

ARRB Staff Initiator: Joe Freeman

Timetable: One week; four people.

Synopsis: Joe has noticed that the HSCA database that he works with is often inaccurate, and that documents listed as either referred or open are often not truly so at NARA. He has made a number of trips up to NARA (as recently as this week) to double-check information in the database, to see that he is not misrepresenting the nature of records. It would be very helpful to have interns go to NARA and make a listing of all documents withdrawn from the boxes there. This way, Joe would have a more accurate idea of which documents are not open at NARA.

Staff requirements: Joe would need to go up to Archives the first morning and explain and demonstrate exactly what he needs the interns to do. Steve Tilley would have to approve four interns being up at NARA II at once. Eric may need to be at NARA to “supervise”, depending on Steve’s reaction.

Summary/Background: Noted in the synopsis above is the problem Joe has had with the HSCA database. Pending Steve’s okay and Joe’s instruction, the interns would go into each box (or as many as possible) of the HSCA numbered files, and noting for our records which documents have been withdrawn from each folder in each box. They would note the Box number, folder number, agency the document has been referred to, and RIF. On the last day of the project, they would type up their list and submit it to Joe. This would, it is hoped, reduce the number of times Joe has to go to NARA, and increase staff confidence in the accuracy of the information in our records regarding the HSCA files.

This project will likely be an extensive one, and I would suggest having the four who stay for the second week do it during that time. This way, more projects could be completed during the first week.