

## ARRB Final Determination Form Project June 16-18, 1997

After the ARRB has handled and voted on documents from an agency, that agency is responsible for preparing the documents for transmission to the National Archives in accordance with Board guidance. The agencies prepare the documents and then re-submit them to the ARRB for our approval. After we have checked their work, we print out cover sheets describing the document and explaining any redactions we may have upheld. This sheet is called a Final Determination Form (FDF). Once the FDF is attached, we can transmit the documents to the National Archives.

Currently, we have a significant backlog of documents to which we need to attach FDF's. You will be handed a group of documents and FDF's; you will have to match them up and attach them. It is very important to be careful not to attach the wrong FDF to a document, as this might cause a great deal of confusion. Feel free to read the documents as you work; you may find them interesting.

This project should take two people one to two days to complete.