

VIA FEDERAL EXPRESS

September 3, 1997

Mr. Roland J. Zavada
21 Cottonwood Lane
Pittsford, New York 14534

Dear Mr. Zavada:

Enclosed is a travel package for your trip to Washington, which includes your airline tickets, your invitational travel orders, and a letter concerning travel arrangements from Tracy Shycoff on our staff.

I have also enclosed a map which attempts to show you how to get to Archives II (in College Park, Maryland) from the beltway. You should ask the rental car agency, or perhaps the desk clerk at your hotel, how to get on the beltway connecting you with College Park.

Here is the itinerary I have set up for start times and basic activities on September 8 and 9, 1997:

Sunday, September 7, 1997: Depart Rochester for Washington, D.C.

Monday, September 8, 1997: Meet me in the lobby at Archives II, in College Park, at 9:45 A.M.; this day is devoted to examining and photographing edge print on selected films, as discussed at our August 21 meeting in Rochester.

Tuesday, September 9, 1997: Meet me in the lobby at Archives II, in College Park, at 9:45 A.M.; I have arranged a 90-minute window (from 10:00 to 11:30) for us to examine President Kennedy's autopsy photographs and x-rays, preliminary to the work Kodak will be doing for ARRB with these materials. The remainder of this day can be used to re-shoot any edge print images that were not satisfactory the day before, or to discuss the details of upcoming work for ARRB, or both.

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Tuesday evening:

Depart Washington for Rochester.

The 9:45 start time each morning allows me time to get from my office to Archives II on the shuttle bus each day, and also allows you adequate time to drive from your hotel to College Park through rush hour traffic, after having breakfast.

I look forward to working with you in the near future.

Sincerely,

Douglas P. Horne
Supervisory Analyst

Enclosures