

I know that many of you have questions about the recent reorganization. The following points should clarify the new division of responsibility and should alert you to the appropriate reporting channels. I would like to have a staff meeting next Friday, September 6th at 10:00 a.m., at which time I will be glad to answer any questions and supply additional information.

Review

With respect to the review of records that have already been identified by the agencies, I will be the principal person to whom the teams (and Kevin with his responsibilities for the Federal Register) will report. Jeremy will play a much-reduced role with regard to review, although he will play an ongoing role with regard to approval of Federal Register notices and to some policy issues.

For some institutions and records, Jeremy will continue to have principal responsibility. These include the presidential libraries, congressional committee records, and some other miscellaneous institutions.

Memos and other important communications related to review should be sent to me, but Jeremy should be cc'd on all such communications.

Jeremy will be the person principally responsible for review when I am away from the office or am otherwise unavailable.

Valerie's Return

Val has agreed to return to the staff to assist me in coordinating and tracking the review process. Val will be working part-time until January and full-time thereafter.

Searching and Researching

All of the functions related to the search for new records (both in agencies and in private hands) and to research will now be handled principally by Jeremy. When team leaders or analysts have suggestions or proposals for projects, requests for agencies, or reports on research conducted, they should be sent directly to Jeremy.

With respect to the research and search activities, I should be cc'd on all important matters.

New Database

Chet has developed a new Research Project and Leads database. He will provide training in the near future.

Legal Matters

All legal matters, including agency appeals and agency compliance matters, will continue to be handled principally by Jeremy, with the assistance of the lawyers on the staff and others who may be able to assist in the projects.

Public Contacts

For public contacts, Jeremy will take over principal responsibility after Tom's departure. Eileen will serve as the initial contact with the public. She will filter and sort the requests and pass them on to Jeremy.

Press and Congressional Affairs

We are recruiting for an individual who can take over Tom's responsibilities in these areas.