

MEMORANDUM

October 12, 1995

TO: Tracy

FROM: Eileen

SUBJECT: Checklist of ongoing responsibilities

- 1. Public Correspondence files:** located in the file cabinets to the right of the fax machine. These cabinets are labeled "5 series." The files are listed alphabetically. If someone needs to know if we have a correspondence file on someone, I check in the files themselves or in the file plan under **5.1 Public Contact Index**.
- 2. Add names to the mailing list:** We frequently receive requests (by phone or mail) from the public to have their names added to the mailing list. This CAN wait but just in case it is necessary.....the mailing list can be found in the form of a data file in WordPerfect under **g:\press\mailcorr.lst**. a)To add a name, click on "Quick Entry". b)A box with fields will appear -- it will have info in it already; just hit enter until it is cleared. c)Add the information as the field specifies. d)When finished entering the information, click on "New Record". e)A box will appear and ask if you'd like to save changes. f)Click on "yes", then click on "OK" when *Save As* box appears. The mailing list is also arranged alphabetically. To sort alphabetically while in the document, select "Options", "Sort". Select "Sort" again, and click on "Save" icon.
- 3. Merge and print envelopes for mailing:** Merge **g:\press\mailcorr.lst** (data file) with **g:\press\mailcor2.env** (form file.) I save it, at least for the day I need it, and print 50 envelopes at a time so as not to hold anyone up for too long at the printer.
- 4. Media fax lists:** The coded speed dial number "23" on the fax machine contains approximately 60 media outlets. There is an additional group of about 50 that receive press releases--they can be found under **g:\press\media.lis** or **g:\press\media2.lis**. The latter is currently being revised so that the order they are placed on the list reflects the order in which they should be faxed.
- 5. Outgoing correspondence:** A letter is drafted by either me or Tom for Tom's signature and is done on the **g:\press** drive. I then pull up the letter and fill in the document summary.

Location of commonly used files/ARRB information

The 5-drawer cabinet next to the small photocopier houses press and public affairs information.

Second drawer from top: press releases, press clippings (arranged by month, subject, & publication.)

NOTE: press clips are located by Tom. I then mount the articles on paper making sure to include the date, page, and publication in which the clip appeared. The clips are then copied and filed according to month, subject, and publication. Any new month/subject/publication needs to be added to the file plan.

Middle drawer: meeting/hearing transcripts, general ARRB information (fact sheet, Board chronology of events.)

Second drawer from bottom: ARRB information packets, extra transcripts, extra copies of 39 CIA documents (released 9/20.)