

Senior Staff Meeting
June 19, 1995
11:50 a.m. to 12:45 p.m.

David reported on a meeting with the National Archives and stated that we believe we now have the right formula for talking to people about donating material and executing the Deed of Gift so that it can go directly to the Archives.

1. New Orleans

The witness list for the New Orleans Board Meeting has been completed:

The Honorable Lindy Boggs
The Honorable Harry F. Connick, Sr.
Wayne Everard
Dr. Michael L. Kurtz
Stephen Tyler
Cynthia Anne Wegmann

Anne is calling Lyon Garrison now re testifying.

Killem's descendent, a public defender, would like to testify. He says there should be more records than there are. David suggested that he could put that in a letter to us instead of testifying. Tom has already told him to send a letter; public hearing is not necessary or appropriate.

Tom will prepare a briefing memo and make a list of suggested questions for the New Orleans hearings. David asked that these be in the Board's hands by the end of this week.

For Tyler's gift of oral histories to us, we have to provide blank video tapes (one dozen to record about 50 hours). Tracy suggested these could be included in the box of supplies to be shipped down ahead.

Tracy said that travel plans for Jack have been made. Some return flights start at 4:50, so will have to leave at 4:00. Hearing 2 to 3 hours, break for lunch, then short meeting (we have the room for the whole day). Our staff members need to call 504-524-4441 to guarantee room reservations at the Lafayette Hotel.

Metropolitan Crime Commission may have a lot of documents to look at.

Tom and Eileen have notified media. Federal Register notice for New Orleans meeting - one notice for all 3 - Jerrie and David will handle.

Availability of records:

9 boxes of BriLab material from Fort Worth now in New Orleans
DA's records - have to get clarification - Tom to draft letter re this for David
There is question whether we will get originals or copies. Connick said he will check to see what he can legally give us. We can't even look at the Grand Jury stuff.

2. Security

David hopes to have procedures drafted by tomorrow.

Team basis - one person per team will access to main door and SCIF
No access to SCIF after hours (SCIF requires 2 people to close - witness doesn't have to have the combination
First person in in the a.m. can open
No access on weekends
Beeper and duty officer for alarm (people who live close)
AAs will be able to open SCIF

The CIA is about to deliver things but we can't take them until we get our procedures in place.

3. Federal Register notice on document release - obligated to get out by Wednesday - target it for Tuesday - Jeremy will call
4. Priorities Committee Meeting (David, Jeremy, Tom) scheduled for 2:00 Tuesday.
5. General Administration

Ask Eileen about status on letterhead design.

Jeremy asked that the letterhead currently in use be correctly formatted. David will handle.

Standard format for memos, letters, etc. - Tracy will meet with Chet re macros or styles and will circulate information once complete.

Furniture - Can't wait much longer on OPM. Ginns is coming Wednesday, and D & F is sending a catalogue.

6. The office will be open on July 3.