

MEMORANDUM

May 17, 1996

To: Jeremy Gunn, Mary McAuliffe

From: Michelle Seguin

Subject: Jane Roman Interview

I recommend the following list of questions for the Jane Roman interview:

- As the Liaison Officer of the CI Staff, please describe your job responsibilities. What was your daily routine?
- Did you receive, review, and coordinate all traffic and coorespondence that originated with outside agencies? What were the standard operating procedures for notifying the pertinent offices within DO when you determined these offices had a need-to-know?
- What procedures did you follow when third-agency records needed to be deposited in a 201 file? Did you first initiate a name trace? Approximately how much time would pass before records were filed in the appropriate 201?
-