

## MEMORANDUM

September 12, 1996

To: FBI Team Members  
cc: David G. Marwell, T. Jeremy Gunn, Valerie Sails  
  
From: Philip D. Golrick  
  
Re: Attached Discussion of Procedure for Analyzing FBI Postponements

Attached is a "process-oriented" discussion of how to go about analyzing postponements in FBI records. It refers to a separate discussion of substantive issues, which I hope to circulate tomorrow or Monday morning.

At a couple of points in the attached discussion, I suggest asking Carol or Carl to clarify something. For the immediate time being (at least through letter 16), please raise questions with me before directing them to the FBI. If I can answer them directly, this may save you a trip or phone call and spare the FBI from re-addressing issues already discussed with me.

Also, I'd like to have a team meeting Monday (September 16) morning around 11 am to go over reviewtrack issues and discuss any questions you may have. Please let me know if you are unavailable at this time. (The meeting shouldn't take more than an hour.)

File 4.16.7