

## SENIOR STAFF MEETING

NOVEMBER 13, 1997

Present: Gunn, Samoluk, Shycoff, Olson

- Donations to the Board will be file # "5.34 - Records Submitted by the Public" - folders will then be alphabetically by name - Transfer letter to NARA will state that material comes from ARRB records series
- Personnel - no comments from Board Members re JZ arrangement
- Included in 11-13 FedEx package to Board
  - Bellardo letter
  - October 31 Report to Congress
  - IRS letter
  - Manhardt's October 30 letter to Silverberg re Zapruder film
  - Draft of 11-18 news release on Cuba ?
  - Fritz material
  - Nixon tapes article in which Anna was quoted
- November 17 meeting agenda (the agenda Jerrie distributes to the staff will not include the Executive Director briefing items)
  - Jack - Miami - include?
  - Should December 9 meeting be canceled?
  - Schedule meetings after January
  - Digitizing Zapruder film (expenditure over 25K has to be justified and put out for bids)
  - TJG and TES talk to Skwirot re CIA
- Outline of Final Report to Board at December or January meeting
- Alarm system low-battery problem and the reprogramming of all swipe cards on Monday - pay the \$65 for security to come in - TJS to send memo to staff to leave swipe card with her on Friday if not going to be here on Monday
- Staff post-Board meeting will be Tuesday, November 18, 10:00 a.m., even though TJG will be with Kermit