

*April 3, 1995*

*TO: David, Tom, Jeremy*

*FROM: Sheryl*

*RE: Attached correspondence from Bill Adams*

*Re the attached letter I received today, we need to establish a procedure for processing FOIA requests to the Board, for who should respond to letters like this, and who should get copies. We also need to formulate a plan for a coordinated approach to the agencies on FOIA requests they have recieved or may receive for documents that are "assassination records" under the ARCA. I have a tentative plan that I'd like your input on sometime soon. Can we meet on Thursday afternoon around 3pm?*