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27 June 1994

MEMORANDUM FOR: Gloria M. Boyd @ DA

[redacted] @ DA

FROM: [redacted]

SUBJECT: JFK Database Extract for NARA

REFERENCE:

On June 15, we met with Mike Getsey and Bill Grover of NARA to discuss improvements to the JFK database extract . The following issues were discussed and will require action.

1. HRG will need to talk with Steve Tilley (310 713-6620 concerning the NARA requirement that restricted fields be released to them. — policy issue
This could result in a modification to the application.

2. HRG should also discuss with Steve Tilley the new exemption codes and determine what effect they will have on the collection. This ? could result in a modification to the application. page 5

3. HRG should print ID aids on white paper.

4. NARA would like us to provide at least one keyword(subject) per document and any number of keywords per document. NARA will be expanding their keyword field to 250 characters. Both of these items require a modification to the application. (relates to #1)

5. NARA has preliminary plans to expand the title field from 60 characters to 80 characters; they do not want the field truncated. (250 ?) However, the title will still be truncated unless HRG modifies their data to 80 character. This will require a modification to the application.

6. NARA wants the date time user stamp removed from the ID aid. This will require a modification to the application. — comment (finding of doc in NARA file)

7. NARA would like the Opening Criteria to say a true criteria as opposed to the current canned statement. This will require a modification to the application and data populaton by HRG. (blank is OK)

8. NARA would like the box number and folder information prefixed to the comments field. This will require a modification to the application.

NARA will be faxing their new formats and examples to us this week. I will contact you to schedule a meeting to review the above issues. Thank you and I can be reached on 36417(S).

CC: [redacted] @ DA

Box E Sheet

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