

From: Mindy Landau
To: Gilbert Millman
Date: 1/28/02 7:36AM
Subject: Re: Memo to office on release of information

thanks Gil

>>> Gilbert Millman 01/25/02 09:27AM >>>

Mindy, I have one comment on the draft, and it is subtle. The third paragraph contains the following sentence, " Documents restored to the web will also be restored to ADAMS, if necessary." I believe the intent of the "if necessary" phrase is to ensure that documents not in ADAMS are restored. However, the sentence could be read as providing the option, under certain circumstances, to not restore the document to ADAMS. Recognizing that we intend all documents on the web to be in ADAMS, I recommend revising the sentence to read "Documents restored to the web will also be made available in ADAMS. [This side steps the issue of whether a document, that should have been , but was not, removed from ADAMS needs to be restored.]

Gil

>>> Mindy Landau 01/24/02 01:28PM >>>

Attached is a draft memo we anticipate sending out early next week. It lets all the offices know about the internal reviews for sensitivity that are being conducted, and alerts them to our restoring non-sensitive categories of documents back onto the web. This will alert them to what is being done until final criteria are in place. Please give me your comments by Friday. Thanks.