
From: Ramirez, Monica (ODAG)
To: Axelrod, Matthew (ODAG); Reich, Steven (ODAG)
Sent: 6/16/2011 10:28:40 PM
Subject: ATF Document Review
Attachments: Document Review Process Outline - 6 16 11.wpd

Matt, Steve:

First, **today's production will be 39 pages to produce and about 50 for review only.** We expect the cover letter to the Hill to be completed in the next few minutes.

Second, attached and copied below is the team's document review process plan (for at least the next few days). Let me know if you have any concerns or questions.

Last, FYI, the first-level document review has been completed. First-level reviewers are now reviewing emails. To ensure a seamless transition from document review to email review, Chris has scheduled Concordance training for the second-level reviewers for tomorrow at 2 pm.

Thanks, and again let me know if you have any questions.

Mónica

DOCUMENT PROCESS REVIEW

I. First Tier Review at ATF/Greg's Direction

Approx. 16 ATF reviewers working daily (*and planning to add more in the next few days*)

II. Second Tier Review at DOJ/Felicia's direction

8-10 reviewers (including ATF agents and lawyers) working daily

This team is currently working with third-tier reviewers to:

- * revise the cheat sheet
- * assemble guidance packet for first-line reviewers
- * schedule conf. call with reviewers (to be held tomorrow at 1:00 p.m.)

III. Third Tier Review at DOJ-OLA/Molly's Direction

5 reviewers (Molly, Paul, 2 ATF OLA lawyers, and 1 DOJ Criminal Division lawyer) (*still confirming whether entire team will be on site tomorrow*)

Daily review and production schedule as follows:

Day 1

4:00 p.m. CUTOFF for third-tier review

5:00 p.m. DOCUMENTS DELIVERED TO USAO/AZ for review

Day 2

12:00 p.m. CONF. CALL WITH USAO/AZ to discuss delivered documents and get final sign-off

1:00 p.m. PROCESSING OF APPROVED DOCUMENTS

4:00 p.m. PRODUCTION OF DOCUMENTS

Mónica M. Ramírez
Senior Counsel to the Deputy Attorney General

U.S. Department of Justice
950 Pennsylvania Ave, N.W.
Washington, D.C. 20530
(202) 514-5705
monica.ramirez@usdoj.gov