

SF Drafts

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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 01/14/2009

To: San Francisco

From: San Francisco

[Redacted] Oakland RA

Contact: [Redacted]

Approved By: [Redacted]

Drafted By: [Redacted]:raf

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-01-2011 BY 65179 DMH/STW

Case ID #: 800C-SF-137173 (Pending)

Title: [Redacted] Meeting: January 14, 2009

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Synopsis: To document the [Redacted] meeting that took place at the Oakland RA on January 14, 2009.

Details: On January 14, 2009 at 10:00 am, the [Redacted] held a meeting in the Oakland RA conference room.

The following [Redacted] personnel were in attendance:

- A/SIA [Redacted]
- IA [Redacted]

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800C-SF-137173-103

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To: San Francisco From: San Francisco
Re: 800C-SF-137173, 01/14/2009

Not in attendance were:

-IA [redacted]
-IA [redacted]
-IA [redacted]

[redacted] gave a presentation on [redacted]

[redacted] For questions regarding [redacted] or any [redacted] related issues, [redacted] can be contacted at [redacted]

[redacted] gave a presentation on the FBI's [redacted]

[redacted] Contact [redacted] for any questions or concerns.

[redacted] was introduced to the members of [redacted]. [redacted] requests that all [redacted] members remember to properly number files and to include the correct number of copies of the documents routed to her.

IA [redacted] talked briefly about the [redacted] [redacted] and stressed the importance of the [redacted] being accurate and properly sourced. [redacted] templates are available on [redacted]. IA [redacted] serves as the primary reviewer for [redacted] drafted by [redacted] analysts.

A/SIA [redacted] has been receiving requests from SSAs for more analytical assistance. Until it is clear as to why there is a need for increased assistance, A/SIA [redacted] urges all [redacted] staff to keep a weekly work report to reflect duties performed on their embedded squads.

A/SIA [redacted] expressed the importance of all [redacted] [redacted] members notifying their immediate supervisor if they are performing duties for squads other than their assigned embedded squad.

In closing, A/SIA [redacted] notified the squad that file reviews would be conducted immediately following the squad meeting.

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