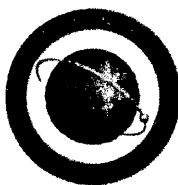


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(U) QUILL Declassification and Release
(U) Meeting Minutes
(U) 6 February 2012

(U//~~FOUO~~) Attendees:

b3 (10 USC 424), b6

Steve Glenn (IART)

b3 (10 USC 424), b6

(U//~~FOUO~~) Agenda:

- QUILL – background
- Discussion of QUILL release event and its size
- Way forward and timelines

(U) Way Forward:

(U//~~FOUO~~) Resolved to meet in Late March/Early April when the following action items have been completed:

- 1) Approach the USAF Museum in Dayton to discuss a lecture and release event at their facility in August 2012. Respond back to the group regarding decision and required steps to make the event possible
 - Responsible Representative: b3 (10 USC 424), b6
- 2) Follow up with the sanitized documents during the first week of March
 - Responsible Representative: b3 (10 USC 424), b6
- 3) Follow up with MSC regarding graphics and video editing
 - Responsible Representative: b3 (10 USC 424), b6
- 4) Prepare PR packet for release event
 - Responsible Representative: b3 (10 USC 424), b6

APPROVED FOR RELEASE
13 August 2012

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(U//~~FOUO~~) Timeline:

Milestone	Estimated Date Completed
Identification of records required for review at NRO: Identification by Job, Box, and Folder numbers	September 2011
Document selection at NRO	October 2011
QUILL Declassification guidance approved in RRG 2012	1 November 2011
USAF Equities (Logasser/Higasser) Approval received to release	28 November 2011
Preparation of the records for review using the REDAX softcopy review and redaction system (scanning, indexing, etc.)	31 November 2011
QUILL Video – Transcription	31 December 2011
Contractor, QC, Gov't review and redaction of the records	29 February 2012
QUILL Video – Review	29 February 2012
Create finding aid for released records	15 March 2012
Venue and Lecture Date Decided	2 April 2012
All items for internal release at OS&CI (FAQ, Classified guidance etc.)	2 April 2012
QUILL video – Edited by MSC	15 April 2012
Graphic Design - Poster	1 May 2012
Graphic Design - Booklet	1 May 2012
Graphic Design - DVD	1 May 2012
Referrals to other agencies (if any)	15 May 2012
All new graphics at OS&CI for NRO education	15 May 2012
All documents to OCC for website creation	15 May 2012
Layout of release event documents	15 May 2012
All Items for release event at Prepublication review (FINAL DEADLINE): Includes: Posters, booklets, DVD, lecture etc.	1 June 2012
Education materials out to the NRO community	16 June 2012
Printing for any release event documents	6 July 2012
Release Records on NRO website	16 July 2012
Event	August 2012

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