

May 29, 1996

Ms. Jane E. Vezeris
Deputy Assistant Director
Office of Administration
United States Secret Service
1800 G Street, N.W.
Washington, D.C. 20223

Re: Review Board Designation of United States Secret Service Material (SS-3 and Documents Delivered April 5, 1996) as Assassination Records

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Dear Jane:

At its May 13-14, 1996 meeting, the Assassination Records Review Board designated certain Secret Service documents as “assassination records” under the JFK Act (see enclosed notification to Director Bowron.) I am writing in order to provide you with additional information to clarify the designations.

The following were designated “assassination records:”

PPD Shift Reports-Unusual Incidents:

Documents # 9, # 11, # 12, # 13, # 14, # 15, and # 16.

“Protect Subject Abstract:”

No cover sheet--3-page computer printout of Lee Harvey Oswald data.

Legislation Penalties for the Assassination of the President:

Document # 2. Entire document--total of 105 pages.

The President's Commission on the Assassination of President Kennedy:

Document # 3. Entire document-- total of 54 pages.

Houston, Texas-11/21/63 Final Survey Report:

Document # 17. Entire document--total of 30 pages.

Fort Worth, Texas-11/21/63 Final Survey Report:

Document # 19. Entire document--total of 21 pages.

Austin, Texas-Preliminary Survey Report:

Document # 20. Entire document-- total of 11 pages.

The President-General 1962-1963:

Document # 21. A of total of 239 pages.

The Review Board determined that a total of 32 items in Document # 21 are not assassination records. I am enclosing only the documents not found to be assassination related with this letter. You have no further obligations under the JFK Act with regard to the material found not to be assassination related. All of the remaining items you delivered in Document # 21--25 memoranda and 43 letters from the public with replies--are assassination records. The Review Board will keep photocopies of these unredacted assassination records until the review process is complete.

Organization of the Secret Service-General 1961-1962:

Document # 30. Entire document--total of 102 pages.

Kennedy Detail Assignments:

Document # 31.

SAIC Kenneth Hale to Chief Rowley December 4, 1963 (memo).

I am enclosing the remainder of the items from Document # 31, which the Review Board found to be not assassination related with this letter. You have no further obligations under the JFK Act with regard to the material found not to be assassination related.

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Kennedy Assassination-Warren Commission Clippings:

Document # 34. Entire document--total of 67 pages.

Correspondence Relating to HSCA and Senate Select Committee Requests of Secret Service:

Entire contents of manila envelope--a total of 118 pages.

Richard Case Nagell file: Entire file-- total of 217 pages.

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With regard to the material determined to be assassination records, the Secret Service should now prepare electronic record identification forms and determine whether any of the designated assassination records contain information that it wishes to postpone under Section 6 of the JFK Act. The list you provided on April 5, 1996, indicates that the Secret Service identified the following documents as available to be opened in full:

Document # 2
Document # 3
Document # 30
Document # 34

Notations for some other documents on the April 5 list suggest that the Secret Service may wish to assert postponements.

We request that you follow these procedures for processing the above-identified records under the JFK Act:

Records containing no claimed postponements: The Secret Service should prepare an electronic identification aid for each record, and attach a printed copy of the corresponding identification aid to each record. The records, the identification aids, and the computer disks containing the electronic identification aids, should be forwarded to Steve Tilley at the JFK Collection at the NARA II facility in College Park. Copies of the computer disks should be sent to us as well, so that we may update our databases.

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Records containing information the Secret Service wishes to postpone: You will need to prepare electronic identification aids for each of these records as well. You will also need to prepare two photocopies of each record with the material you wish to postpone redacted (you may wish to keep a third redacted photocopy for your records). A printed copy of the corresponding identification aid should be attached to both redacted copies of each record. One set of the redacted copies, with printed identification aids attached, should be sent directly to Steve Tilley at NARA II. You should also send to him the electronic identification aids on computer disks. The second set of redacted copies, (also with printed identification aids attached), as well as copies of the electronic identification aids on computer disks, should be sent to the Review Board so that the Board can evaluate the proposed postponements. You also should provide to the Review Board whatever evidence you wish to present to the Board in support of the postponements claimed in each record. In the absence of clear and convincing evidence in support of the claimed postponements, a record will be opened in full. See JFK Act, §§ 6 and 9(c)(1)(B).

This process should be completed by August 15, 1996, so that the Board will be able to make its formal determinations.

If you have any questions regarding this procedure, please feel free to call me.

Sincerely yours,

David G. Marwell
Executive Director

Enclosure

cc: Donald Personette