

October 27, 1995

Mr. John Machado
Chief
Policy Analysis and Records Systems
Secret Service
1310 L Street, N.W. , Room 670
Washington, D.C. 20005

Re: Request for Additional Information and Records No. SS-1
from the Assassination Records Review Board

Dear John:

The Assassination Records Review Board will be sending to you, from time to time, requests for additional information and records to facilitate the completion of the Board's task of compiling the most complete record possible of the assassination of President Kennedy. Under our Act, we are empowered to request additional information and records from government agencies to assist us in this process. *See* 44 U.S.C. § 2107.7(j)(1)(C)(ii). *See also* 36 C.F.R. 1400.2, 60 FR 33345, 33349 (June 28, 1995). The records that we request under this provision do not automatically become "assassination records" nor will they necessarily be included in the JFK Collection in the National Archives. We will be numbering these requests as "SS-1," "SS-2," etc., in order to help track our requests and your responses to them.

The following constitutes our first request: please make available for our inspection the complete correspondence of the Chief of the Secret Service, James J. Rowley, covering the period November 1, 1963 through December 30, 1964. By "correspondence" we mean to include, without limitation, such items as any "chron files," desk diaries, calendars, correspondence with persons inside or outside of the Secret Service, or any memoranda directed to his attention or authored by him.

Mr. John Machado
October 27, 1995
Page 2

To the extent that this request presents logistical or other difficulties, or to the extent that the documents responsive to this request may be located in the National Archives, we will be happy to discuss with you ways in which the request might be amended.

We appreciate your help in this matter.

Sincerely yours,

David G. Marwell
Executive Director

cc: Jane E. Vezeris