

April 3, 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: Assassination Records Review Board Request for Additional Information
No. SS-4 (Protective Survey Reports, USSS Archives Materials, and News clips from Federal
Records Center)

Dear Jane:

This is our fourth formal request for additional information and records under the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994).

We request that you make available for our inspection the following sets of information:

1. Protective survey reports prepared for President Kennedy's travels in November, 1963.

We note that Accession no. 87-75-4 covered the period up to President Kennedy's trip to New York on November 11, 1963. We are requesting all of the remaining trip files for President Kennedy after November 11, 1963, as well as any additional files still in *your* possession (not at College Park) that document Secret Service preparations and follow up activities for presidential trips for the period 1961 through 1963. This includes President Kennedy's Inauguration as well as the protective survey report for President Kennedy's visit to the LBJ Ranch for November 22, 1963.

2. From the Secret Service Archives, the following materials:

The *Field Manual* for Agents in use in 1963

All Kennedy assassination news clippings (contained in the large, flat gray boxes);

Folders containing information on assassination attempts on President Kennedy in the boxes marked "JFK Assassination" (or elsewhere in the Secret Service Archives);

Bound volumes of *The Record* for the years 1960-1964;

White House Detail logs for November, 1963 [in the "Director's Collection"];

Recordings of speeches by Chief Rowley between November 1963 and January 1965;

"Personnel Strength Logs" for the period 1960-1965 [donated by the former head of the personnel division];

White House Advanced Manual Detail (1964 and 1967);

USSS *Evaluation of Protective Policies, Practices, and Procedures*

3. The White House Police Manual in use in 1963.
4. Items 1 through 10 from Accession No. 66A 1312 - RG 87 (news clippings and press coverage of the Kennedy assassination) at the Federal Records Center.

In making this request, we are not thereby designating these materials as "assassination records" and there is no need to process these records under the JFK Act nor to prepare record identification forms.

To the extent that this request presents logistical or other difficulties that we may not have anticipated, 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