

## ARRB GUIDELINES FOR PROCESSING AND REVIEWING RECORDS IN THE SEGREGATED COLLECTIONS AND RECORDS THAT CONTAIN INFORMATION WITH NO BELIEVED RELEVANCE (“NBR”) TO THE ASSASSINATION OF PRESIDENT KENNEDY

### 1. ARRB Staff review of Segregated Collection records.

- a) The ARRB Staff will review every record in the Segregated Collections to determine whether they contain information relevant to the assassination, including information that enhances the historical understanding of the assassination.
- b) Whenever the ARRB Staff identifies assassination-related information in a record, the Staff will recommend to the appropriate agencies that the record as a whole be designated an “assassination record” under the JFK Act and that it thereafter be reviewed for postponements on a word-by-word basis. If the agency disagrees with the ARRB Staff designation, the Staff will notify the Review Board and make the disputed record available to the Review Board to determine whether the record is an “assassination record.”
- c) When the Staff identifies records containing information that has “no believed relevance” to the assassination, it will designate such information as “NBR” and document that finding in a writing that will designate the records at issue. These writings shall be made available to the Review Board for its independent review and the Review Board shall have the ultimate authority to determine whether the records are “assassination records” or NBR’s.
- d) Records found to be NBR’s shall not be further reviewed by the Review Board. Upon the termination of the Review Board’s activities, the ARRB Staff writings describing the NBR records shall be made available to the public in the JFK Collection at NARA.
- e) During the process of reviewing the Segregated Collections, the Staff will seek continued guidance from the Review Board regarding the scope of records that the Board believes will enhance the historical understanding of the assassination.

### 2. ARRB disposition of records designated as NBR’s.

- a) *Custody of NBR’s.* After a determination that a record or group of records are NBR records, the Review Board shall instruct the agencies to send the original NBR records to NARA and order them to be placed in a security classified facility that is not open to the public. On a case-by-case basis (e.g. CIA personnel files), the Review Board may agree to allow aging NBR records to be kept at the agencies with oversight by NARA.

b) *Opening of NBR's.* All records determined to be NBR records presumptively are to be opened in 2017. (The ARRB will address this issue further at a later date.)

**3. ARRB Staff review of individual records that contain information clearly related to the assassination as well as information with no believed relevance to the assassination.**

a) Whenever an agency identifies an assassination record that also contains some information that it considers NBR, the ARRB Staff will review the proposed NBR material to determine: (A) whether it is in fact NBR, and (B) whether the type of information appears, on its face, to fall within one of the specific grounds for postponements. If the ARRB Staff believes that both (A) and (B) apply, it shall recommend to the Review Board that the NBR material be postponed and that the agency need not provide any additional evidence in support of the postponement. The record and the ARRB Staff recommendation shall then be made available to the Review Board for its final determination.

b) If the Review Board accepts the ARRB staff recommendation, the final determination form shall reflect that such postponements have been sustained on both the specific grounds enumerated in Section 6 and the material's NBR status.

c) Absent a specific reason for an alternative opening date, material postponed on NBR and Section 6 grounds presumptively will be opened in 2017.

d) Under no circumstance shall information that is relevant to the assassination be postponed on joint NBR-Section 6 grounds. Agencies must provide specific evidence in support of postponements in assassination-related material.