

MEMORANDUM

September 4, 1997

To: Jeremy Gunn
cc:

From: Robert J. Skwirot

Subject: Board timetable for review of CIA records

The following outline refers to CIA records or records with CIA equities that have been or will be identified as assassination records. The staff believes that the timetables for review of records is the best schedule to assure that all CIA related assassination records will be reviewed before the Review Board's close of business.

- Oswald 201 file
-17 boxes
status: review complete (with a few exceptions)
- CIA sequestered Collection
-63 boxes
 - status: Staff has surveyed these records on the folder level, prioritizing them according to relevance on a 1 to 4 scale. CIA is reviewing the priority 1 folders and most recently has sent material from box 56, but not all boxes from 1 through 55 have been sent. When priority 1 is complete CIA will turn its attention to 2 and 3. ARRB staff, by a very rough estimate, is half way through the priority 1 review.
 - target date: January 31, 1998 is the projected date for completion of these boxes.
 - time line:

9/30/97	box 40	(priority 1)
10/31/97	box 48	(priority 1)
11/30/97	box 56	(priority 1)
12/31/97	box 73	(priority 1)
1/31/98	all priority 2, 3 and 4	
 - Microfilm (72 boxes)
 - status: Staff has reviewed the hard copy of these records to identify additional relevant material. CIA can begin its review.
 - target dates: Begin review by November 1, 1997. Finish July 31, 1998.
 - time line:

11/30/97	boxes	1-6
12/31/97	boxes	7-13
1/31/98	boxes	14-19

2/28/98	boxes 20-25
3/31/98	boxes 26-31 & 44-45 (Boxes 32-43 contain LHO's 201 file which will be treated as a special case.)
4/30/98	boxes 46-51
5/31/98	boxes 52-62
6/30/98	boxes 63-72

-strategy: RIFs (IDEN aids) need to be attached these records. Review Board staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open if full. If there are records in which the CIA is requesting redactions, those records must be identified individually. The remainder of open in full records may still be identified with one RIF (IDEN aid) as being the contents of the same folder. We request that CIA begin to attach RIFs (IDEN aids) to these records immediately so that review can proceed on schedule.

-Microfilm copy of 201

-issue: The last count taken of the microfilm copy yielded more pages than are in the OSW files.

-status: Staff will have completed a preliminary review before the September 1997 meeting.

-strategy: If no new records are found in the preliminary review, the Review Board staff proposes that the file not be reviewed on a document by document basis. Staff will continue to spot check for records. CIA will be required to send these records to National Archives. The entire microfilm copy of the Oswald 201 file will be Open in Full in 2017.

-HSCA staff notes (63 boxes)

-status: Review is one-half to two-thirds complete.

-target dates: Complete Congressional records to be reviewed by March 31, 1998

-strategy: continue current review. Project completion in two months.

- "Working Files" (Russ Holmes, etc.)

-status: only a general survey has been completed.

-target dates: Work to commence October 1, 1997. Completion projected for March 31, 1998.

-strategy: Though not work tasked by the agency, the Russ Holmes file is the product of a CIA employee, and it is the best organized collection of records held by the agency. Its value as a reference tool is greatest as a collection. Therefore, though the file contains many duplicates of records found in the JFK collection, the Review Board staff recommends that it be reviewed in its entirety. As with the microfilm from the Sequestered Collection, Review Board staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open if full. If there are records in which the CIA is requesting redactions, those

records must be identified individually. The remainder of open in full records may still be identified with one RIF (IDEN aid) as being the contents of the same folder. Again we suggest that CIA begin to attach RIFs (IDEN aids) to these records so that review can proceed on schedule.

- HSCA Records (Numbered files, Security Classified Testimony, etc.)
 - status: most of these records have been reviewed. The database suggests that a percentage of them has slipped through the cracks.
 - target date: Complete Congressional records to be reviewed by March 31, 1998
 - strategy: Continue to clarify the status of records. Review any remaining records.

- Other Referrals (FBI, Church Committee, LBJ Library, JFK Library, etc)
 - status and strategy: Records will be coordinated and reviewed on a case by case basis.

- Additional Records
 - status: research, requests, and negotiations continue to identify and include additional CIA records for the JFK collection.
 - time line: Completion by July 31, 1998.
 - strategy: Continue current efforts.