<u>PROJECT</u>

To summarize the unclassified documents in the open Secret Service collection at NARA; to create an index of these summaries based on the Dan Wedemeyer LBJ index created in 1995.

<u>ARRB Staff Initiator:</u>         Joan Zimmerman, Eric Scheinkopf

<u>Timetable</u>:                      One week; two people.

<u>Synopsis:</u>                      Review the 13 boxes of open Secret Service material at Archives II; write a two-three sentence summary of each document, and then write an index of these summaries.   This project is to be closely based on the LBJ index created by Dan Wedemeyer.

<u>Staff requirements:</u>     Provide interns with copy of the LBJ index; Eric will need to go to Archives II the first day to ensure that the interns understand what is required. [Note: Steve Tilley has already signed off on having two interns there for the week.] Arrangements must be made with Steve as to how the interns will get in each day (i.e., will they get badges similar to those that the ARRB staff has, and just turn them in to Steve when their project is complete, or will they just get buzzed in by someone in the JFK office at Archives II?)   Provide notebooks and pens, etc., so that Archives will not have to provide anything.

<u>Summary/Background:</u>Arrange with Steve Tilley to have the collection pulled for the entire week; also pull a box of LBJ so that the interns will be able to directly observe what Dan Wedemeyer did.   The first boxes of the Secret Service collection are most important, as the last few contain primarily photographs. Upon completing their review, the interns should type up the final version of their work and submit it to Dr. Zimmerman or Mr. Scheinkopf.   It is anticipated that this index will be useful to researchers beyond the life and scope of the Assassination Records Review Board.