

October 8, 1996

To: Carol Gonet
Chief, Diplomatic Travel
Department of State

From: Tracy Shycoff
Associate Director for Administration

Subject: Request for Assistance

The Assassination Records Review Board (ARRB) is an independent Federal Agency within the Executive Branch, established by Congress under the *President John F. Kennedy Records Collection Act of 1992*, 44 USC 2107 (the "Act"). Section 10(b)(2) of the Act indicates that foreign governments should be contacted in an effort to locate all records related to the assassination of President Kennedy.

Pursuant to the wishes of Congress, the ARRB is currently planning a trip to Belarus and Russia to meet with relevant officials to discuss access to important records related to the assassination of President Kennedy. The ARRB delegation for this first of several possible foreign trips is as follows:

The Honorable John R. Tunheim, Chair
Dr. Kermit L. Hall, Board Member
Dr. David G. Marwell, Executive Director

The planned departure date for the Russia/Belarus trip is October 28, 1996.

We would appreciate it very much if you could issue appropriate official passports to the members of the delegation and provide assistance in obtaining relevant visas. Accompanying this memorandum are completed DSP82 forms with current passports for each member of the delegation.