

Assassination Records Review Board
600 E Street NW ■ Second Floor ■ Washington, DC 20530

MEMORANDUM

March 8, 1995

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: *David G. Marwell*
 Executive Director

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In setting up the recording the afternoon session of the Board discussion on Monday, March 6, 1995, I did everything right (turned on the recorder,

mixer, amplifier) but neglected to switch on the microphones (which I had switched off in deference to our guests from the CIA). During the course of the discussion, I realized my error and corrected the situation. As a result of my carelessness, approximately one hour and 36 minutes of the discussion failed to be recorded on the tape. Phil Golrick, who was assigned as official note-taker, has confirmed that he has complete notes covering the unrecorded period.

Lessons learned:

1. Microphones should be turned on at the start of a recording day, tested, and left on for the entire day. Their separate switching system is easily overlooked.
2. We should attempt to install a visual recording level read-out that will confirm that the recording system is operative.
3. Someone other than a direct participant in the discussion should be responsible for the recording.

cc: Board