

# MEMORANDUM

May 15, 2017

TO: Jeremy Gunn

FROM: Irene Marr

SUBJECT: Mexico City Surveillance

Recommended Steps for ensuring we have identified all Mexico City Surveillance Records:

1. Review all relevant project files within the microfilm collection at CIA facility.
  - Identify type of records and reports routinely kept in project files.
  - Compare to list of types of reports we have already developed.
  - Determine whether any records/reports are missing from time series reporting (i.e. monthly, quarterly, etc. reports).
  - Determine whether there were any gaps in photo or voice logs during the 27 September through 4 October timeframe.
2. Verify whether relevant records found in microfilm collection also became part of sequestered collection.
3. Review Mexico City Chron. and Lopez Report and extract all references to electronic surveillance operations, including instructions on handling of tapes, transcripts, and photographic material between 27 September 1963 to 13 December 1963. (*Note: on 12/13/63 HQ issued instructions to Station to resume usual practice of keeping Cuban and Soviet tapes 2 weeks then erase **but not to erase tapes made between 22 November and present.***)
4. Review HSCA Security Classified Files and extract all references to Mexico City surveillance:
  - Dan Hardway notes dealing with CIA's Mexico City tape transcripts (B4 F89-90)
  - 35-page report and Hardway-Lopez 5-page chronology of LHO in Mexico City (B4, F125)
  - Nine page Hardway memo on LHO in Mexico City (B4, F142)
  - Seven page summary of interview w/CIA employee who worked in Mexico City monitoring station. (B5, F151)
  - Six page summary of CIA employee who worked on photographic surveillance in Mexico City. (B5, F152)
  - Three page summary of interview w/Daniel Watson re: Win Scott's safe. (B5, F153)

➤ FBI to HSCA, re: issue of existence of Oswald tapes (B5, F162)

5. Fill in matrix cross-referencing name of operation and document/file type
6. Request all documentation from CIA issuing instructions to destroy and/or save records pertaining to September-December 1963 Mexico City surveillance, specifically any references to Mexico City Station files.