

May 26, 2017

[Official's Name and Title]

[Agency Name]

[Agency Address]

Re: [Agency's Name] Third-Party Review of Assassination Records Referred by the Investigative  
Records Repository

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Dear [Official's Name]:

I am writing you in your capacity as the designated JFK Compliance Official for [agency name]. The purpose of this letter is to request that your agency promptly review and return all "assassination records" that previously were forwarded to you for third-agency review by the U.S. Army's Investigative Records Repository (IRR).

Listed below are the case numbers, subject names, and page numbers of outstanding referrals that our records indicate were sent to the [agency name] by IRR, and have not (as of July 29, 1997) been returned to IRR:

Case No. and Subject Name

Total Pages

[Provide data from July 29 IRR Summary faxed to ARRB]

I am enclosing IRR's original 3-page JFK File Index, and all IRR correspondence available to us that originally accompanied these documents as they were transmitted from IRR to the [agency name].

We are requesting that, by October 17, 1997, (a) you complete your declassification review of the referrals listed above; (b) return the records to IRR with any suggested redactions ("postponements" under the JFK Act) highlighted or bracketed; (c) provide reason codes for any postponements identified in accordance with Section 6 of the JFK Act; and (d) submit your evidence in support of desired postponements attached to each document package returned to IRR. The Director of IRR is aware that the Review Board is contacting agencies to which IRR had referred records and supports our efforts to expedite the completion of declassification review, so that all IRR records can be placed

before the Review Board during its November meeting.

For any document referral packages not returned to IRR by October 17, the Review Board will infer that the agencies concerned do not object to “release in full” of those documents, and will act accordingly.

If compelling reasons are presented to the ARRB in writing, one-time extensions to this deadline of October 17 will be considered, providing new deadlines are proposed which appear reasonable to the Board.

The ARRB point-of-contact for all matters related to these referrals is Mr. Jim Goslee, at (202) 724-0088.

Sincerely,

T. Jeremy Gunn  
General Counsel

Enclosures

cc: Ms. Elaine V. Rogic, Director, IRR