

Assassination Records Review Board

Draft File Plan

January 30, 1995

- 1 Administration
 - 1.1 Personnel
 - 1.1.0 Personnel General
 - 1.1.1 (+NAME of Employee: 1.1.1.Tunheim)
 - 1.1.2 Policies
 - 1.1.3 Applications
 - 1.1.4 Job Announcement
 - 1.1.5 Position Description
 - 1.1.6 Time and Attendance
 - 1.1.7 Intern Projects
 - 1.2 Budget & Fiscal
 - 1.2.0 Budget General
 - 1.2.1 Budget (+FY: 1.2.1.96)
 - 1.2.2 Accounting Reports
 - 1.2.3 Technical & Cost Proposal
 - 1.3 Procurement
 - 1.4 Travel
 - 1.4.1 1164's
 - 1.5 Reporting
 - 1.5.1 Federal Register
 - 1.5.1.1 Publication Booklet
 - 1.5.1.2 Filing with Federal Register
 - 1.5.2 Annual Report
 - 1.6 Facilities
 - 1.6.1 Renovation
 - 1.6.1.1 Telephone
 - 1.6.1.2 Security
 - 1.6.2 Mechanical Services
 - 1.7 Computer System
 - 1.7.1 Installation
 - 1.7.2 NARA Software
 - 1.7.3 Lexis
 - 1.7.4 West Law
 - 1.8 Other Agency Support
 - 1.8.1 GSA
 - 1.8.1.1 GSA Newsletter
 - 1.8.1.2 GSA Training 9/11/95
 - 1.8.2 GPO
 - 1.8.3 White House

- 1.8.4 Dept of Agriculture
- 1.8.5 OMB
- 1.8.6 DOJ
- 1.8.7 OPM
- 1.8.8 Office of Govt. Ethics

1.9 Security

- 1.9.0 Security General
 - 1.9.1 Personnel
 - 1.9.1.1 MOU re DOJ
 - 1.9.1.2 Passing Clearances
 - 1.9.1.3 DIS
 - 1.9.2 Facilities
 - 1.9.2.0 OPM Support
 - 1.9.2.1 Open/Close sign in sheets
 - 1.9.2.2 SF 702

1.10 Policies

- 1.10.1 Press Policy

1.11 Admin. Logistics

- 1.11.1 Experts Conf. 5/16/95
- 1.11.2 SAA Open House 9/1/95

- 2 Board
 - 2.0 Board Source Book
 - 2.1 Meetings
 - 2.1.1 Transcripts
 - 2.1.2 Minutes
 - 2.1.3 Video Cassettes
 - 2.1.4 Board Briefing Books
 - 2.1.5 Procedures
 - 2.2 Hearings
 - 2.2.1 Transcripts
 - 2.2.2 Logistics
 - 2.2.3 Video Cassettes
 - 2.2.4 Hearing Folders
 - 2.2.5 Official Record
 - 2.2.6 Public Letter Submissions
 - 2.2.7 Potential Witnesses
 - 2.2.8 Witness Thank You Letters
 - 2.2.9 Board Briefing Books
 - 2.3 Directives
 - 2.4 Board Communications
 - 2.4.1 Board Updates
 - 2.5 Kennedy Family
 - 2.6 National Archives
 - 2.7 NPR National Performance Review
 - 2.8 Board Correspondence
 - 2.9 Federal Register
 - 2.10 Notation Voting
 - 2.11 General Counsel Certification
 - 2.12 Statement of Presiding Officer
 - 2.13 Vote to Close Board Meeting
 - 2.14 Executive Director Correspondence
 - 2.15 ARRB Presentation 1-6-96 at American Historical Association - Atlanta

- 3 General Counsel
 - 3.1 Ethics¹
 - 3.1.1 Ethics training material
 - 3.1.2 Confidential Financial Disclosure **Forms and Guidance**
 - 3.1.3 **ARRB** Ethics Training
 - 3.1.4 ARRB correspondence with OGE
 - 3.1.5 OGE correspondence with ARRB
 - 3.1.6 Ethics Correspondence
 - 3.2 FOIA
 - 3.2.1 FOIA Research
 - General
 - 3.2.1.1 FOIA Compliance
 - 3.2.1.2 FOIA Affirmative Disclosure
 - 3.2.1.3 FOIA Exemptions
 - General
 - Exemption 1: National Security
 - FOIA National Security
 - Exemption 3: Statutory Exemptions
 - FOIA CIA Exemptions
 - Exemption 5: Deliberative Process
 - Exemption 7: Law Enforcement
 - 3.2.1.4 Report to Congress
 - 3.2.2 FOIA Contacts
 - Justice Department
 - General
 - 3.2.3 FOIA Form letters
 - 3.2.4 FOIA Regs. - Drafts
 - 3.2.5 Public Filing with Federal Register
 - 3.2.6 Comments on NPRM
 - 3.2.7 FOIA Requests
- 3.3 Sunshine Act

¹Replace existing files (3.1.4, 3.1.5, 3.16) as follows:

3.1.4 ARRB Master Chron With Outside Agencies (OGE, etc.)

3.1.5 ARRB Ethics Reports and Reporting Obligations
subset of above

3.1.6 Internal ARRB Ethics Opinions (and internal correspondence regarding opinions)

3.1.7 Substantive Ethics Information and Research

- 3.3.1 Government in the Sunshine Act
- 3.3.2 Public Filing with Federal Register
- 3.3.3 Closed Meetings Filing
- 3.2.4 Sunshine Regs. - Drafts
- 3.2.5 Public Filing with Federal Register
- 3.3.6 Comments on NPRM
- 3.4 Federal Records Management
 - 3.4.1 Briefing Material
 - 3.4.2 Correspondence
 - 3.4.3 E-Mail guidance
 - 3.4.4 E-Mail Audit
- 3.5 Legal Research, General
 - 3.5.1 Presidential Release of Documents
 - 3.5.2 Archives and Manuscripts: Law
 - 3.5.3 President's Foreign Intelligence Advisory Board
 - 3.5.4 Assassination Archives and Research Center v. Dept of Justice
 - 3.5.5 Katz v. NARA
 - 3.5.6 Richard Angelico
- 3.6 Legal Issues Regarding Particular Collections (see also 3.13.4)
 - 3.6.1 Zapruder
 - 3.6.1.1 General
 - 3.6.1.2 Memoranda
 - 3.6.1.3 Correspondence
 - 3.6.2 Whelan
 - 3.6.3 Connick
 - 3.6.4 Alyea
 - 3.6.5 Gaylord Broadcasting/Cooper/Sturges/Veazey
- 3.7 House Government Reform & Oversight Committee
 - 3.7.1 Correspondence
- 3.8 Federal Judges ability to serve on Exec. Boards
 - 3.8.1 Research
 - 3.8.2 Correspondence
- 3.9 Public Correspondence/Contacts
- 3.10 JFK Act
 - 3.10.1 Analysis of JFK Statute
 - 3.10.2 White House
 - 3.10.3 Legislative History
- 3.11 Office of Management and Budget
 - 3.11.1 Correspondence
- 3.12 Classification/Declassification
- 3.13 Deeds of Gift
 - 3.13.1 Research
 - 3.13.2 Manchester-Kennedy
 - 3.13.3 Negotiations with National Archives
 - 3.13.4 Donors (by name)
- 3.14 Personnel Matters
 - 3.14.1 Child Support
 - 3.14.2 Legal Staffing Service
 - 3.14.3 General Counsel Applicant Thank You Letters
- 3.15 The Board

- 3.15.1 Meeting Procedures
- 3.16 Privacy Act
 - 3.16.1 Public Filing with Federal Register
 - 3.16.2 ARRB Correspondence
- 3.17 Grand Jury Records
 - 3.17.1 Legal research (miscellaneous)
 - 3.17.2 Issuance of Subpoena by New Orleans Court
 - 3.17.3 History of Garrison Grand Jury Records
- 3.18 Witness Immunity
- 3.19 Training Programs
- 3.20 Issuance of Subpoenas (by number)
- 3.21 Agency Appeals of Records
 - 3.21.1 FBI Appeal August 1995
 - 3.21.2 CIA Appeal February 1996
- 3.22 Federal Records Act and Presidential Library Law
- 3.23 Drug-Free Workplace Task Force

- 4 Research and Analysis (Filing System)
 - 4.0 Research and Analysis General Administrative
 - 4.0.1.0 General Review (R&A review procedures)
 - 4.0.1.1 Library of Congress Research from HSCA
 - 4.0.1.2 Federal Research Service
 - 4.0.1.3 HSCA Report
 - 4.0.1.4 Church Committee Report
 - 4.0.1.5 Experts Conference
 - 4.0.1.6 Formal Determinations & Final Determinations Forms
 - 4.0.1.7 Correspondence with NARA (Tilley) regarding access to records
 - 4.0.2 Subject Files
 - 4.0.3 Priorities Committee/Recommendations from Public
 - 4.0.4 Research Projects
 - 4.0.5 Depositions/ Interviews (by name)
 - 4.0.6 R&A Follow-Up Files (by name)
 - 4.x.2 Agency Background Information
 - 4.X.2.1--Agency General (includes background information)
 - 4.X.2.2-- Agency Organizational Charts
 - 4.X.2.3-- Agency Personnel Directories and Phonebooks
 - 4.X.2.4-- Agency Filing System Information
 - 4.X.2.5-- Agency Codes, Crypts, Identifications (& Review of Classified Documents)
 - 4.X.2.6-- Agency Documents at NARA
 - 4.X.2.7-- HSCA Correspondence with Agency
 - 4.X.2.8-- Federal Records Center (FRC) 135 Forms
 - 4.X.2.9-- Review Working Papers
 - 4.X.3 ARRB Correspondence and Contacts with Agency (General)
 - 4.X.4 Requests for additional information (& Agency Responses)
 - 4.X.5 Agency JFK Act Review Information (how agency applies JFK Act)
 - 4.X.6 Electronic Data Collection
 - 4.X.7 ARRB Review Procedures (as applied to specific agencies)
 - 4.X.8 Correspondence regarding the Transfer of Documents
 - 4.X.9 Compliance Issues
 - 4.X.10 Completed Review of Additional Records and Information

1	State	13	Army	25	LBJ Library
2	Treasury	14	NSA	26	Courts
3	BATF	15	Marines	27	NSC
4	Customs	16	FBI	28	Other Federal Govt.
5	Secret Service	17	Justice	29	State and Local
6	IRS	18	INS	30	Veterans Affairs
7	USIA	19	DEA	31	Air Force
8	GAO	20	CIA	32	Library of Congress
9	Postal Inspection	21	Congress (HSCA)	33	Foreign Governments
10	SEC	22	Ford (and Rockefeller)	34	Church Committee

11	DOD/JCS/DIA	23	NARA		
12	Navy	24	JFK Library		

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5 Press & Public Affairs

- 5.1 Public Contact Index (5.1 +NAME)
- 5.2 The Research Community
 - 5.2.1 Newsletters
 - 5.2.2 Conference Material
 - 5.2.3 correspondence
- 5.3 Press Releases (chron)
 - 5.3.2 advisories (chron)
 - 5.3.3 NARA press releases
- 5.4 Clippings
 - 5.4.1 chron
 - 5.4.2 subject
 - 5.4.3 publication
 - 5.4.4 Luce press clippings service
- 5.5 Transcripts
 - 5.5.1 meetings
 - 5.5.2 hearings
 - 5.5.3 corrected transcripts drafts and disks
 - 5.5.4 ARRB presentation at AHA meeting
- 5.6 Radio/Television correspondence and info.
 - 5.6.1 radio show producer/host correspondence
 - 5.6.1.2 radio station (5kw) merge
 - 5.6.1.3 5kw radio station news/program directors
 - 5.6.1.4 50kw radio station program director corr.
 - 5.6.2 TV-News reports transcripts
 - 5.6.3 Outreach--general
 - 5.6.3.1 newspapers
 - 5.6.3.2 television
 - 5.6.3.3 radio stations
 - 5.6.4 compiling films/photos
- 5.7 internal memos
- 5.8 Federal Register
- 5.9 design/products--misc.
 - 5.9.1 Strong Holster (credentials)
 - 5.9.2 AJ Stationers (business cards)
 - 5.9.3 GPO
 - 5.9.3.1 ARRB brochure
 - 5.9.3.2 ARRB letterhead and envelopes
 - 5.9.3.3 ARRB seal

5.9.4 Westlaw

- 5.10 general thank you letters
- 5.11 Board information
- 5.12 Washington National Advisory Group (OSU briefing)
- 5.13 Top 100+ speaking platforms (TV and radio)
- 5.14 Rotary Club information
- 5.15 top TV and radio show ratings
- 5.16 media contacts--general
 - 5.16.1 media--general
- 5.17 Sturges-Anderson donation (video recipients)

7 Investigation

7.1 Investigation Issues

- 8 Issues
 - 8.1 Definition of Assassination Record
 - 8.1.1 Final Version
 - 8.1.2 Draft Version
 - 8.1.3 Artifacts Issue
 - 8.2 Zapruder files have been moved to 3.6.1
 - 8.3 Informants
 - 8.3.1 General
 - 8.3.2 FBI
 - 8.4 Privacy
 - 8.4.1 Drafts of Privacy Briefing Paper
 - 8.4.2 Research
 - 8.4.3 Legal Cases
 - 8.5 Sources and Methods
 - 8.5.1 General/Legislative History
 - 8.5.2 Research
 - 8.6 Classified Information
 - 8.6.1 Draft Executive Order
 - 8.7 Interpretive Regulations
 - 8.7.1 Final Version/Federal Register
 - 8.7.2 Draft Versions
 - 8.7.3 Capitol Hill Notifications
 - 8.7.4 Request for Comments - Agencies
 - 8.7.5 Public Comments
 - 8.8 Foreign Liaisons
 - 8.9 FBI Analyses
 - 8.9.1 HSCA Firearm Examination Panel

9 Chron (+DATE: 9.13.10.94)

9.1 January 1995

9.2 February 1995

9.3 March 1995

9.4 April 1995

9.5 May 1995

9.6 June 1995

9.7 July 1995

9.8 Aug 1995

9.9 Sept. 1995

9.10 Oct. 1995

- 10 Congress
 - 10.1 Legislation
 - 10.2 Communication
 - 10.3 Hearings
 - 10.4 Report to Congress
 - 10.5 FY 1997 Budget Submission