

All Agencies Update  
February 12, 1998

Agency	ARRB	Electronic data Referral Processing and review of records Information (requests for additional information and records) Compliance Transfer to NARA Miscellaneous
Libraries, HSCA, WC		
Warren	Reddy Herd	<b>Goals: all WC records completed by March 10</b> M: Sydney obtain status of referrals from ARRB documents; meeting with Tilley on Jan. 26 to obtain his knowledge on referrals; develop plan for completing review
JFKL	Samoluk	P: 100 docs to process at declass session; Appx 230 about to be open in full. R: RFK referrals to CIA have not been returned to JFKL. Tom prepare dunning letter for 18 DOD records for Feb. meeting. Outstanding issues: national security files; oral histories (appx. 10 identified); for undeeded, deeded collections (Schlesinger, Marshall, Smathers) we need to send letters by Jan. 28; Manchester (to be handled at future Board meeting); possible missing records; Microfilm: to be completed by Feb. 1 RFK papers: (a) rescan of 137 EHUs; (b) 7 ARs to be processed. 8 Oral histories to be processed by end of January  M: Tom get from Steve all records related to transfer of papers to JFKL (thereafter, we consider whether to request comparable administrative records from JFK Library) C: Jeremy, Tom, Ron decide on compliance program strategy <b>Goal: Completion by March, resolve glitches on RIF numbers</b>
LBJL	Marr	E: Chet follow-up e-records P: 100 docs (appx.) ready by Jan. 22. P: 160-70 appx. NSC/OSD by Feb. meeting P: other misc. R: Irene determine whether there should be any additional referrals R: Irene supervise preparation of mandatory review to be completed by Feb. meeting. P: Jackie Kennedy tapes (Irene stay on top of issue) M: Irene: Irene follow-up on 11/10 /97 letter; Mildred Steagall, Drew Pearson, etc.; await Tina Houston response to our letter C: Very modified compliance program
Eisenhower	Rockwell	<b>Goal: complete Ike by Feb. 17</b> R: make sure OSD and FBI review
Ford	Reddy/Combs/ Herd	<b>Goal: complete Ford by Feb. 17</b> R: First batch on Jan. 22 agenda; letters to all agencies with outstanding referrals to be sent by 1/9/98. R: Michelle refer second set; discussion with NSA; remainder on Feb. agenda
HSCA	Tiernan Freeman	<b>Goal: complete HSCA by March 10</b> P: numbered files Ben: CIA to be returned by 2/10/98; subjects of referred docs and implement strategy for review; military for joint declass session; all others Feb. 10 return date to Board

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		P: other records (6 boxes) Kevin sorts out, puts on same timetable as numbered files P: index cards: Bob check CIA proposed redactions; Kevin remind FBI it must be completed by Feb. 28 P: tape recordings; Bob check on status of tapes referred to CIA; Kevin verify status of tapes
Miscellaneous		
All agencies		C: request from agencies, as appropriate, internal guidelines on processing records
CIA	Skwirot Combs	M: Michelle set appointment with Cohen. Bob review on weekly basis P: Monster and OPR memos statistics to be sent to Board for Jan. meeting C: Bob, Jeremy, Michelle, Ron discuss draft compliance and prepare response
FBI	Denk	M:Laura draft BRILAB motion by Jan. 15; Jeremy talk to Art Goldberg P: Grand Jury policy decision by January 22; Laura drafts recommendations by Jan. 15; Laura stay on top of pace of review; P: foreign-- all letters out by Jan. 30 I: process is ongoing (5 to close out each month); send letter to PD Scott on "Harvey Lee Oswald" results by Jan. 27; Church Comm. bulkies need to be reviewed R: HSCA referrals to FBI to be completed by end of February; Laura keep track of dunning letters C: Jeremy, Laura, Ron discuss compliance program goals.
NSA	Legaspi Marr	T: 114 records to be sent to NARA P: Pre-Board ARs (all numbers appx): 30 for Board ( negotiate five documents with NSA (complete); refer 9 AF records; 2 DIA records ((complete) 20 ready for Board); Manuel advise Jeremy number of records for Board in Jan.); put Carachristi interview and ARRB questions for Jan. meeting); 1 doc. w/FBI equities; 1 mis-identified record I: send out request no. 4 for post-assassination analysis, task force to be sent by January 26 R: 80 FBI referrals return by Feb. 28 R: confirm WC-NSA records are completed R: Manuel check status of LBJL records R: Manuel and Irene send memo to NSA requesting status on all referrals C: Send response to initial compliance statement
State	Marr	E: Irene get information on current status of e-information R: Irene check whether there are any outstanding State-originated records that are on referral at other agencies. <b>Non-RIFfed State records at FBI to be processed by Feb. 28.</b> P: put outstanding records for Board in Jan. meeting M: Irene complete review records identified from SF 135s. I: Michelle stay on top of Webster passport file C: Final due March 2, 1998
IRS	Denk/Haron	M: Laura speaks to Bill; C: Ron prepares compliance letter
SSA	Denk/Haron	C: Complete (but verify physical transfer of records to JFK collection);

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		M: Obtain IRS authorization to release Oswald employer records.
LOC	Haron	C: Tom call Pugh re CBS; Ron call Pugh by Jan. 21 to obtain update/status M: Awaiting LOC response from E. Pugh
DEA	Haron	Determine what DEA must do to close out JFK Act obligations
USSS	Herd	M: Kim contact Machado about response to our comprehensive letter to Vezeris; make decision on <i>Record</i> P: Records will be available for Jan. meeting C: Develop plan to obtain Final Compliance Stmt. From SS
Postal	Combs	COMPLETE
GSA	Haron	C: Final Compliance Statement due.
NARA		M: designate ARRB person to handle NARA E: Chet develops long-term plan to get NARA updates on all e-records; Chet requests disks from numerous agencies C: Set compliance meeting
DOD		
OSD	Horne	C: awaiting compliance statement due 2/28/98; M: Ron interview J. Kester.
Joint Staff	Horne	M: Doug review records in SCIF by end of January; ARRB has tasked Joint Staff to complete document review of Mongoose and FOIA material by mid April 1998, and deliver to declass session by mid April. C: Compliance statement reviewed and response sent.
Army IRR	Horne	M: Jim Goslee is reviewing documents as we receive them from IRR.
Army CIC	Horne	COMPLETE
AFIP	Horne	COMPLETE we need to prepare five RIFs
Navy/ONI/ Marines	Horne	M: Letter sent requesting meeting with ONI; ONI will review defector records in FEB. in concert with other agencies. Doug draft follow-up letter C: Navy's Final Compliance Stmt. must be reviewed; awaiting ONI Compliance Statement; Jeremy stay on top of Pike issue.
Bethesda	Horne	COMPLETE
Air Force	Horne	E: RIF logbook M: review compliance statement and then Doug makes recommendation on handling AF
DIA	Horne	M: DIA is reviewing 31 records C: Final Compliance Statement due 2/28/98

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DOJ		
INS	Haron	C: Ron prespares letter re: INS tasks ro be completed
Civil	Haron	M: FOIA files for review.
Civil Rights	Haron	COMPLETE
Criminal	Haron	M: Initiate review of internal security files; monitor processing of organized crime records that were designated. R: Laura sends final dunning letter on referrals
Leadership	Haron	P: DOJ must complete review, creation of RIFs; Ron call Pustay
OLC	Haron	M: COMPLETE (but confirm physical transfer of OLC assassination records to JFK Collection)
White House		
NSC	Combs	P: NSC completing review C: send compliance letter in February
WHCA	Horne/Haron	M: Awaiting Final Compliance Statement and supplementary information re: 1963-64 WHCA organization.
PFIAB	Combs	M: Michelle & Jeremy review records on Jan. 27
Treasury		
Main	Haron	P: Main needs to process files C: Awaiting Compliance Statement M: Jessica complete review of Dillon files at NARA by Jan 31
ATF	Haron	COMPLETE
Customs	Denk	COMPLETE
Congress		
HUAC	Haron/Combs	M: Ron draft letter for Clerk
Abzug	Haron/Combs	M: ditto
Edwards	HaronCombs	M: ditto
Pike	Haron/Combs	Ron leads team to review Pike records; on Jan. 28. Prepare proposal for completing review of records
Church/SSCI	Combs/Haron	M: obtain index of records/establish working contact with Wolf P on 10+ black binders: Bob implement plan; Kevin request LuAnn review volumes and mark other agency equities; Kevin ask Chris to prepare RIFS for unriffed records; Bob apprise Barry of upcoming quick review of Church volumes needed P: Awaiting additional transcripts from Church Committee (promised for

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		delivery on 1/20/98) M: Need to locate subject card index
Eastland	Tiernan	Complete review and draft memo by Feb. 15.

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