

MEMORANDUM

September 16, 1997

To: Review Board

From: T. Jeremy Gunn

Subject: Proposed ARRB Timetable for Review of CIA Records

I. Background

The CIA Team has developed a preliminary timetable that we hope will provide a reasonable framework for completing our review of CIA's assassination records by August 1, 1998.¹ We are creating this timetable for three purposes:

First, to establish our own working target dates to measure Review Board progress against the mandatory deadline established by the JFK Act.

Second, to provide CIA with our best assessment of the order and scope of our review so that it can make its own internal judgments on the proper allocation of its resources. We provided CIA prior drafts of this memo and solicited its specific advice and suggestions for better ways to accomplish our goals. [We have not asked CIA to "agree" to these deadlines, but we have encouraged it to provide alternative suggestions on how best to meet the August 1 deadline.]

Third, to solicit the Review Board's advice regarding "enforcement" of these (or other) targets. Although we surely hope that both the ARRB staff and CIA will be able to meet the targets, and although we certainly plan to make all reasonable accommodations for problems that no doubt will arise, we nevertheless anticipate that it is possible that CIA might not be able to keep to these timetables. Thus, we anticipate that there may well be times when blocks of records scheduled for Board review will not have been fully processed by CIA. It is our judgment that, in keeping with our commitment to Congress and to the goals of the JFK Act, we may need to have the Board act on groups of records for which CIA has not completed its initial review. At the risk of over-repetition, the ARRB staff seeks to be as reasonable and accommodating as it can on timetables, *provided that any proposed changes are consistent with our obligation to complete the task.* We realize that

¹By establishing this target date, we will provide ourselves with a two-month cushion to handle possible appeals and miscellaneous issues that doubtless will arise.

this review may have resource-allocation consequences for CIA and we expect to refine this timetable both to minimize the resource impact and to allow us and the CIA to proceed most efficiently with the review. We also take very seriously our commitment to Congress to complete our work on schedule.

Is the Board prepared to make decisions on records if CIA has not completed its review and to enforce those decisions?

II. Issues applying to all CIA record groups

Records to be opened-in-full

During the course of CIA's review, it frequently identifies records that it is prepared to open in full without Board action. Although there is a benefit in promptly forwarding such records to NARA, it is less expensive for CIA to process these records during the summer months. Accordingly, we are prepared to agree with CIA that it may delay processing such records, provided that all such processing of open-in-full records will be completed by August 30, 1998.

Duplicates

CIA will continue to identify duplicates and may process them after all other documents have been reviewed and transferred to NARA. If the ARRB is shown that any given record is a duplicate, CIA need not complete the processing before September 30, 1998.

III. CIA Record Groups

A. Oswald 201 File (17 boxes)

- current status:
review completed (with a few minor exceptions)

B. CIA Sequestered Collection

1. "The 63 boxes"

- current status:
The ARRB staff has completed a survey of the 63 boxes (on the folder level) and has assigned each folder a relevance priority on a 1 to 4 scale. CIA has completed its declassification review of roughly 66% of the priority 1 folders.

The ARRB Staff has completed its own review of approximately 50% of the

priority 1 records and those records have been (or shortly will) be voted on by the Board.

- target dates:

Completion of final review of 63 boxes by January 31, 1998.

- time line:

9/30/97	box 40	(priority 1)
10/31/97	box 48	(priority 1)
11/30/97	box 56	(priority 1)
12/31/97	box 63	(priority 1)
1/31/98	all priority 2, 3 and 4	

2. HSCA Staff notes (originally interfiled in the 63 boxes)

- status:

Record Identification Forms prepared for all documents. CIA review is 80% complete. ARRB staff completes its review shortly after receiving records from CIA.

- target dates:

Complete Board voting by November 18, 1997.

3. Microfilm (72 boxes)

- current status:

CIA identified approximately 33% of these records as NBR. ARRB staff has reviewed all CIA NBR designations, and has identified additional records that should be reviewed by the Board.

The ARRB Staff will discuss with the CIA the preparation of Record Identification Forms (RIFs or "IDEN aids" in CIA terminology) and develop a plan that will best facilitate review.²

- target dates:

CIA begins review by November 1, 1997 and completes review by July 1,

²The ARRB staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open-in-full. If there are records in which the CIA is requesting redactions, those records must be identified individually. The remainder of open-in-full records may still be identified with one RIF as being the contents of the same folder.

1998.

Complete Board determinations by July 31, 1998.

- tentative time line:

11/30/97	boxes 1-6
12/31/97	boxes 7-13
1/31/98	boxes 14-19
2/28/98	boxes 20-25
3/31/98	boxes 26-31 & 44-45 (Boxes 32-43 contain LHO's 201 file, which will be treated as a special case.)
4/30/98	boxes 46-51
5/31/98	boxes 52-62
6/30/98	boxes 63-72

4. Microfilm copy of Oswald 201 (approximately 12 boxes)

- issue:

The vast majority (if not all) Oswald Microfilm records are duplicates of records the Board has already reviewed under the JFK Act. To the extent that the records previously have been reviewed, there is little value in re-reviewing the records. The ARRB staff will survey the Microfilm 201 in an effort to identify any additional records that have not already been acted upon by the Board. All records not previously acted upon by the Board will be so designated, a RIF will be prepared, and they will be sent for Board action. The remaining Microfilm 201 will be transferred to the JFK Collection at NARA and opened in full in 2017.

- status:

Staff has completed its initial survey and has thus far identified no records in the 201 Microfilm that are not already in the JFK Collection.

C. "Working Files" (including "Russ Holmes" papers, etc.)

- status:

No Record Identification Forms have been prepared. ARRB staff has conducted a general survey.

- target dates:

Work to commence by CIA on October 1, 1997. CIA should prepare Record Identification Forms for all records by January 1, 1998. Completion of review and Board determinations by March 31, 1998.

-strategy:

The "working files" is a group of records that was assembled at CIA by Russ Holmes. Although he was not asked formally by CIA to create this separate records group, he did so in order to facilitate his work and, perhaps, to satisfy his own curiosity. The group contains many original records (copies of some of which are already in the collection) and it includes some records of which we are aware of no other copies. It is the best-organized collection of assassination records held by CIA. Its value as a reference tool is greatest as a collection. Therefore, though the file contains many duplicates of records found in the JFK collection, the ARRB staff recommends that it be preserved as a single group. Duplicates and open-in-full documents should be treated in the same manner as they are in the rest of the JFK Collection. As with the microfilm from the Sequestered Collection, the ARRB staff has no objection to the records being identified on the folder level provided that all records in the folder are open-in-full. If there are records in which CIA is requesting redactions, those records must be identified individually. The remainder of open in full records may still be identified with one RIF as being the contents of the same folder.

D. Additional Records

- status:

Research, requests, and negotiations continue to identify and include additional CIA records for the JFK collection.

Oswald Office of Security File. As a result of an ARRB staff request for additional information and records, CIA located portions of a previously undisclosed Office of Security file on Lee Harvey Oswald. This seven-volume file, of which six parts have been located, contains two volumes of press clippings, third agency material on Oswald, a copy of Oswald's address book, and Marina Oswald's INS file. In the upcoming months CIA will begin to review and process these materials.

- time line:

Completion by July 31, 1998.

- strategy:
Continue current efforts.

E. Referrals

1. **HSCA referrals** (Numbered files, Security Classified Testimony, etc.)
 - status:
most of these records have been reviewed. The database suggests that a percentage of them has slipped through the cracks.
 - target date:
Complete Congressional records to be reviewed by March 31, 1998.
 - strategy:
Continue to clarify the status of records. Review any remaining records.
2. **Other referrals** (FBI, Church Committee, LBJ Library, JFK Library, etc.)
 - status and strategy:
Records will be coordinated and reviewed on a case by case basis.