

Analysis & Review
Filing System

--DRAFT 12/19/94--

4.1 [name of Agency, e.g. CIA]

4.1.1 ARRB Contacts with Agency

4.1.1.1 Contacts summary sheet

4.1.1.2 Chron file of contacts with Agency
[beginning w/Joyce letter]

4.1.2 Agency Background Information

4.1.2.1 Agency organizational charts

4.1.2.2 Agency personnel directories/phonebooks

4.1.2.3 Agency filing system information

4.1.2.4 Agency codes, cryptonyms, identifications

4.1.2.5 Agency review information

(documentation on how agency conducted its review of JFK records)

4.1.3. Agency Subject Files (examples:)

- Oswald
- Mexico City
- Maurice Bishop
- Wiretaps
- autopsy records
- accoustical information
- Dealy Plaza witnesses
- autopsy witnesses
- Carlos Marcello

4.1.4 Documents/Records/Files identified for follow-up

Procedures for Handling Incoming Public Contact Letters

December 19, 1994

1. Administrative staff date-stamps incoming letter; enters name and address on computer system; creates folder (unless Public Contact already has folder); drafts thank-you letter; sends folder to Samoluk.
2. Samoluk screens incoming letter; signs/double-checks thank-you letter; forwards copy of useful information to Marwell (individuals or state/local government) or Gunn (Federal Agencies); sends original folders to Public Contact file where it is filed by name of Public Contact.