

Analysis & Review  
Filing System

For Each Agency

- I. ARRB Contacts with Agency
  - A. Contacts summary sheet (including names and summary information)
  - B. Chron file of contacts
  
- II. Agency Background Information [may be classified]
  - A. Organizational Charts
  - B. Directories
  - C. Filing system information
  - D. Agency codes, cryptonyms, identifications
- E. Agency Review Information (documentation on how agency conducted its review of JFK records)
  
- III. Agency Subject Files  
(examples:)
  - Oswald
  - Mexico City
  - Maurice Bishop
  - Wiretaps
  - autopsy records
  - accoustical information
  - Dealy Plaza witnesses
  - autopsy witnesses
  - Carlos Marcello
  
- IV. Documents/Records/Files identified for follow-up

Analysis & Review  
Follow-up For Outside Suggestions

1. Screen incoming communications.
2. Thank you letter.
3. File by name of sendee.
4. If material is of value for follow-up, screener should send suggestion to:
  - appropriate A&R Team
  - state & local government (investigator?)
  - private individuals (investigator?)