
**Timetable for Completion of the Final Report
of the
President John F. Kennedy Assassination Records Review Board**
June 18, 1998

Executive Summary [Jeremy]

Complete first draft: August 15

Complete Board review: August 30

Chapter 1: The JFK Act [Joe]

A. The Problem: Secrecy and the Assassination of President Kennedy [legacy of secrecy surrounding the assassination; popular public suspicion; public opinion polls; WC; Clark Panel; Church Committee; HSCA; FOIA; Oliver Stone, etc.]

B. The Solution: The JFK Act [Joe/Ron/Jeremy]

a. legislative history of passage of the JFK Act [Joe]

b. section-by-section analysis of the JFK Act [Ron]

Complete rough outline by June 19

Complete comprehensive draft: July 15

Complete Board review: August 1

Chapter 2: The Assassination Records Review Board and Staff [Eileen]

A. Board Members

B. Staff

C. Setup and Definition of Assassination Records

D. Summary of Meetings, Hearings, and Experts' Conferences

E. Short summary of Board's actions on Records (Chapters 3, 4, 5, 6)

F. Outreach, Public Affairs, Reports to Congress

G. One Year Extension

Complete collection of information: April 17 [done]

Complete outline: April 24 [done]

Complete first draft: June 15

Complete Gunn edits: June 30

Complete Board review: July 15

Complete Final draft: July 30
Complete necessary updates: August 25

Chapter 3: Federal Records on the Assassination and Their Review
[Michelle/Kevin]

- A. Records identified by the JFK Act
- B. Additional records identified by the ARRB
- C. The process of review
- D. Third-agency equity problems and solutions
- E. Bottlenecks
- F. Suggestions for improvement of the Review Process

Complete outline: June 26
Complete first draft: July 23

Chapter 4: Standards for Release of Information under the JFK Act [Laura,
Bob, Michelle, Kim]

Complete rough draft [done]
Complete first draft: June 25
Complete Gunn edits: July 3
Complete Board review: July 24
Complete final draft: August 3

Chapter 5: Federal Agency Compliance with the JFK Act [Ron]

Complete identification of issues: April 17 [done]
Complete draft of agencies with final compliance: July 15
Complete draft of agencies with final compliance: August 1
Complete draft of CIA and FBI: August 15
Complete final draft: August 31

Chapter 6: Pursuit of Additional Records and Information
[Michelle/Eileen/Doug]

- A. Pursuit of Federal records and information
- B. Pursuit of state and local records and information
- C. Pursuit of private records and information
- [D. Medical Evidence?]

Send list of topics to staff: April 22

Complete comprehensive list of topics: April 24
Complete outline and division of responsibilities: May 1
Complete first draft: June 15
Complete Gunn edits: July 1
Complete Board review: July 15
Complete final draft: August 15

Chapter 7: Findings, Lessons Learned, and Recommendations [Review Board]
Complete Board suggestions for topics:
Board initial discussion of topics:
Board decision on outline/structure of chapter:
Board final decision on recommendations:
Complete first draft:

Appendices [Cathy/Michelle]

- A. Names of all staff members, dates of service, final position
Tracy: complete by June 19
- B. Statistical summary of records
Prepare databases for queries [done]
Trial run on available data: August 1
Input of all electronic data: September 1
Final printout: September 29
- C. List of depositions/interviews
Cathy and Michelle: complete by June 5
- D. List of donations to the JFK Collection
Cathy and Michelle: complete by June 5
- E. List of principal staff memos
Cathy and Michelle: complete by June 5
- F. Outline of ARRB filing system
Hold
- G. Requests for Additional Information and Records from
Agencies
Michelle: complete by July 17

Other

Statistical Analysis [Separate Volume] [Jeremy/Chet/Pete/Michelle]

Publication Schedule [Tracy/Michelle]

Decide on page format: July 1
Decide on cover format: July 1
Decide on binding format: July 1
Page estimate: July 1
Bids to printers: July 1
Final approval of cover format: August 1
Submission to printer: September 1-8
Return from printer: September 28

To do

Binder

Enter Final Report into J-Track

Chapter 3 Numbers

All documents in JFK Collection [from Tilley]

Total number of pages in JFK Collection [from Tilley]

All FBI documents

All CIA documents

All other agencies

All documents/page voted on by Board (not including consent releases)

Number of total postponements

Number of postponements

by agency

Pages per meeting

Appendix Statistical Analysis

Identify each record, number of postponements

Staff Meeting on Final Report

file address and date on each document

tjg\e....\final\outline.04
