

**Assassination Records Review Board  
Notation Voting Form on  
Guidelines for the Review of Records Involving Official Cover  
March 9, 1998**

This notation voting form is being distributed to each Member of the Assassination Records Review Board. The Members of the Board are requested to vote on and sign this form. In accordance with the terms of the Sunshine Act, the Members of the Board must not, while in a group of three or more Members, "deliberate" on the advisability of adopting the proposed Guidelines for the Review of Records Involving Official Cover.

After receiving suggestions from the Review Board, the Staff now proposes that the following Guidelines be adopted for the review of records involving official cover:

1. ***Substitute language.*** Substitute language or a summary will be used for all postponements. The substitutions will preserve the context and relevance of the information. (E.g., "official cover" or "location" or "details of cover arrangements.")
2. ***For Congressional documents.*** Cover information will be released unless the information explains details of the scope of official cover or important details about the mechanisms of official cover that is not generally known to the public. Information shall not be released if the Executive Branch shall be able to demonstrate that it has taken affirmative action to prevent the disclosure of such information in the past and that release here would cause identifiable damage to national security.
3. ***For Executive Branch documents and "derivative" documents.*** Information concerning official cover will be treated as follows:
  - a. the substitute language "official cover" will be used for the actual official cover;
  - b. substitute language will be used in lieu of the details of official cover or the specific locations of cover facilities;
  - c. the cover status of certain high-profile individuals will be released when disclosure has previously been permitted by affirmative official acts of the Executive Branch of the US government;
  - d. cover status of other individuals will be disclosed only to the extent that they are important to the assassination story and they will be handled in a way similar to other key issues on a case-by-case basis; and
  - e. information disclosing that a cover arrangement was *not* employed shall be released unless the information reveals or would reasonably imply the

existence of otherwise postponable information.

4. **Review Board's final authority.** The Review Board shall continue to retain the final authority to make "formal determinations" within the meaning of the JFK Act. Although these Guidelines describe the approach the Board intends to follow, whenever a document presents an issue that is not resolvable under these guidelines, or to the extent that a document presents a difficult issue under these guidelines, the issue shall be brought to the Review Board's attention for its formal determination. Application of these Guidelines will always include input from the concerned agencies.

Vote FOR Guidelines on Official Cover \_\_\_\_\_

Vote AGAINST Guidelines on Official Cover \_\_\_\_\_

Not voting \_\_\_\_\_

Name of Board Member \_\_\_\_\_  
(please sign)

Date: \_\_\_\_\_

Please sign this form and fax it to: 202-724-0457.