

Plan of Action

Statutory Requirements for Review

1.Publish schedule for review within 90 days in Federal Register.	§ 9(b) (1)
2.Begin review within 180 days.	§ 9(b) (2)
3.Determine whether record: -- is segregable -- may be substituted -- should be summarized	§ 9(c) (2) (B)
4.For all postponements, substitutes, or summaries: A.description of all actions and proceedings B.specify time for release	§ 9(c) (3)
5.Fourteen days after review decision made by Board: --notify originating agency --publish determination in Federal Register --notify President with written unclassified justification for all executive branch records --notify Congressional oversight committees with written unclassified justification for all legislative branch records	§ 9(c) (4) (A) " " § 9(c) (4) (B) "

Selected Review Board Powers Affecting Review Function

1.A government office shall: "make available to the Review Board any additional information and records that the Review Board has reason to believe it requires for conducting a review under this Act."	§ 5 (c) (2) (H)
2."obtain access to assassination records that have been identified and organized by a government office."	§ 7 (j) (1) (C) (i)
3."direct a Government office to make available to the Review Board, and if necessary investigate the facts surrounding, additional information, records, <u>or testimony from individuals</u> , which the Review Board has reason to believe is required to fulfill its functions and responsibilities under this Act."	§ 7 (j) (1) (C) (ii)
4."request the Attorney General to subpoena private persons to compel testimony, records, and other information relevant to its responsibilities under this Act."	§ 7 (j) (1) (C) (iii)
5.Subpoena/immunity	
a."hold hearings, administer oaths, and subpoena witnesses and documents."	§ 7 (j) (1) (F)
b."A subpoena issued under paragraph (1) (C) (iii) may be enforced by any appropriate Federal court acting pursuant to a lawful request of the Review Board."	§ 7 (j) (2)
c.Immunize witnesses under 18 U.S.C. § 6001.	§ 7 (k)

Talk to persons knowledgeable about:

- which documents are important
- which documents will point to more documents
- target agency filing systems

Persons who may be knowledgeable:

- HSCA staff
- Church committee staff
  - Stan Taylor
- Steve Tilley
- Jack Anderson
- Scott Armstrong
- Jim Lesar
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Obtain for library

All NARA Federal Register notices  
11/23/92

All NARA communications with agencies  
e.g. 12/4/92

Classification/declassification

Documents to be read/reviewed

Stilwell Report  
Lopez report on Oswald in Mexico City, HSCA  
FOIA exemptions

Target agencies (\* = not on NARA 11/17/93 list p. 21)

- Central Intelligence Agency
  - \*Directorate of Administration
    - \*Directorate of Operations [Plans]
  - \*Counter-Intelligence Division [Warren Commission liason]
  - \*Latin American
    - \*East Asian
    - \*International Activities
  - [Special Operations]
    - \*Foreign Intelligence Staff
    - \*Staff D
    - \*Foreign Resources Division [Domestic Operations]
    - \*National Collection Division [Domestic Contacts Division]
  - \*Directorate of Science and Technology [Directorate for Research]
    - \*Directorate of Intelligence
    - \*Office of Personnel
    - \*Office of Inspector General
- \*Defense Department/Military
  - Air Force
    - \*Army
    - \*Army Records Intelligence Repository Center
  - Army Counter Intelligence
- \*Deputy Chief of Staff Intelligence
- \*Army Intelligence and Security Command (INSCOM)
  - \*Army Intelligence Agency
- \*Army Intelligence Operations
- \*Navy
  - \*Monterey Language Institute
- \*Marine Corps
  - Naval Investigative Service
  - \*Office of Naval Intelligence
  - Bureau of Medicine and Surgery
  - \*Defense Intelligence Agency
    - \*Joint Chiefs of Staff
- Department of Justice
  - Civil
  - Civil Rights
  - Criminal
  - Executive Office, U.S. Attorney
  - Office of Information and Privacy
  - Office of Justice Programs

Office of Legal Counsel  
Office of Professional Responsibility  
Department of State  
\*Bureau of Consular Affairs  
\*Bureau of Intelligence and Research [Hilsman]  
\*Passport Office  
Congress  
Drug Enforcement Agency  
Federal Bureau of Investigation  
Immigration and Naturalization Service  
Internal Revenue Service  
\*Library of Congress  
NARA  
Center for Legislative Archives  
Legal Services Staff, General Counsel  
Office of Presidential Libraries  
\*National Institute of Health  
\*National Institute of Neurological Diseases and Blindness  
(attempted recruit of Oswald in New Orleans? according  
to Dick Russell letter 10/4/94 regarding MK/ULTRA]  
  
National Security Agency  
\*National Security Counsel  
\*National Security Counsel Staff/Advisor  
  
\*Postal Inspection Service  
Securities and Exchange Commission  
  
Social Security Administration  
\*Treasury  
\*ATF  
\*Customs Service  
Secret Service  
United States Information Agency  
  
Contractors  
Jagger-Chiles Stovall  
Perminindex

POA re Target agencies

Organization charts

List of employees with knowledge of files

All documents, indices, etc. used in conducting search

Cryptograms

Any other i.d. aids

Written descriptions from agencies

- what has been searched
- who did search
- when was search done
- volume of material found
- volume of material given to NARA
- volume of material withheld
- searches that still need to be completed
- persons who may be knowledgeable
  
- who did review
- criteria for review
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Filing system

Chron (master)  
Chron (agency)  
    Log/index system  
    Files  
Memo chron  
Marwell  
Review staff  
Investigation staff

Memo format

**M E M O R A N D U M**

From: T. Jeremy Gunn  
To: David Marwell [AF-CIA]  
cc:  
Date: November 7, 1994  
Memo: TJG 1  
Re: Initial Plan of Action for Investigation and Review of  
Government Documents

1. Review resumes and begin interviewing process.
2. Identify job positions and skills needed. Maximum flexibility at beginning.  
Titles: Counsel  
Professional
3. Advertise job openings in free media.
- . Develop review procedure.
4. Develop computerized document tracking system for review process.
- . Discussions with informed persons. Steve Tilley; Jim Lesar; Scott Armstrong.
5. List of "target agencies." Any other agencies that should be added?
6. Initial information needed from agencies.
7. Develop agency investigation protocol

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