

DRAFT BOILERPLATE LETTER TO AGENCIES ABOUT
THE STATUS OF THEIR REVIEW OF ASSASSINATION RECORDS
TEXT WOULD VARY DEPENDING ON PARTICULAR AGENCY
Second Draft May 3, 2017

Date

Name

Agency

Address

Re: Status of [Agency Name] Identification and Review
of JFK Assassination Records

Dear _____:

On May 3, 1995, the Assassination Records Review Board adopted a definition of "Assassination Record" as provided under Section 7(n) of the JFK Assassination Records Collection Act.¹ I am enclosing a copy of the definition to assist you in the identification and review of your JFK assassination-related records. The official version of the definition will appear shortly in the Federal Register.

[Insert paragraph providing agency-appropriate introduction. Acknowledgment of prior communications with agency (e.g., Joyce letter and any response.)]

In an effort to determine the current status of your review of records under the JFK Act, I would very much appreciate your providing prompt answers to the current status of your review under the act. For your convenience, I am enclosing two forms that I would appreciate your sending to me at your earliest convenience. I would appreciate your faxing the form Designation of Agency Contact to me within the week. For the second form, "Status of Agency Review," I would appreciate your returning it to me no later than May 15, 1995.

Designation of Agency Contact Form

Agency contact responsible for JFK Act compliance. Please provide the names, titles, relevant

¹I am assuming that you are familiar with the terms and requirements of the JFK Act, a copy of which I am enclosing. If you have any questions regarding the Act, please do not hesitate to contact me.

[Name]

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responsibilities, and telephone numbers of all persons at your Agency with whom you would like us to be in contact with respect to your Agency's compliance with the JFK Act. We are particularly interested in your identifying the person responsible for your electronic identification aids.

Status of Agency Review Form

1. *Status of search for records.* Has your Agency completed its search for JFK assassination records? If so, approximately when was the search completed? If not, when do you currently anticipate completing your search for records? If your search is not complete, are there any particular obstacles to completing the process that you can identify?
2. *Total volume of records.* What is your best estimate of the total number of records responsive to the JFK Act that you located during your search? Please provide your best estimate on the actual number of documents, as well as any other helpful descriptive terms that are appropriate (*e.g.*, numbers of archival or banker's boxes, cubic feet).
3. *Anticipated additional searches for records.* Now that you have the Review Board's definition of "Assassination Record," are there any additional files that you intend to search for possible additional records? When do you anticipate completing such a search?
4. *Status of Agency record review.* Have you completed your review process -- including the preparation of identification aids as provided by Section 5(d) of the JFK Act.² If your review process is not complete, when do you currently anticipate that you will complete the process? What percentage of the review process is complete?
5. *Summary results of Agency review.* Of those records you have reviewed, approximately what percentage have you "opened in full," postponed (*i.e.*, redacted in whole or in part), or are you awaiting return from Third Agencies?
6. *Transfer of records and electronic information to the National Archives.* Has your agency transferred all of its reviewed records and electronic information (*i.e.*, information identifying records as required under Section 5(d) of the JFK Act) to the National Archives? When do

²The identification aids are called "Record Identification Forms" or "RIFs" by the National Archives.

[Name]

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you anticipate completing the transfer of the records and electronic information?

7. *Electronic information.* Are you confronting any difficulties in completing your inputting the electronic identification onto the diskettes provided by the National Archives? [Other questions from David.]
8. *Records sent to Third Agencies.* What is your best estimate of the number of records that you have referred to Third Agencies for their review? Of that number, how many have been returned after having been reviewed? What Third Agencies continue to hold your records and approximately how many records do they hold?
9. *Records sent to your Agency from Third Agencies.* Approximately how many records have been sent to your agency from Third Agencies for your review under the JFK Act? For how many of that number have you completed your review? Have all Third Agency records been reviewed and returned to the Third Agencies? If you have not completed your review of Third Agency documents, when do you anticipate completing it?
10. *Agency's record-tracking procedures.* What types of record-tracking devices do you use to determine the number, location, and status of your Agency's records under the JFK Act? For example, are all of your records now identified by a number on an electronic database and do you keep flow charts showing the date you referred documents to Third Agencies?
11. *Agency's difficulties in complying with the JFK Act.* Please identify any significant internal difficulties that your agency is having in complying with the JFK Act.

I certainly hope that this letter does not create an additional burden for you, but it is very important that the Review Board be able to obtain promptly a preliminary assessment of the current status of all agencies' compliance with the JFK Act. I would very much appreciate your faxing to me your response at the earliest possible time, but definitely no later than May 10, 1995.

Thank you very much for your assistance. Please do not hesitate to contact me if I can be of any assistance.

Sincerely yours,

[Name]
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David G. Marwell
Executive Director

Enclosures (JFK Act, Review Board definition,)

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Designation of Agency Contact Form

PLEASE FILL OUT THIS FORM PROMPTLY
AND FAX TO (202) 724-0457

David G. Marwell
Executive Director
Assassination Records Review Board
600 E Street, N.W.
Washington, D.C. 20530
(202) 724-0088 (main)
(202) 724-0457 (fax)

Name of Agency: _____

Agency contact(s) for JFK Act:

Name: _____
Title: _____
Address: _____

Phone number:
Fax number:
Area(s) of responsibility:

Agency contact(s) for JFK Act:

Name: _____
Title: _____
Address: _____

[Name]

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Phone number:

Fax number:

Area(s) of responsibility:

Person(s) completing this form

Name:

Phone number:

Status of Agency Review Form

1. *Status of search for records.*
2. *Total volume of records.*
3. *Anticipated additional searches for records.*
4. *Status of Agency record review.*
5. *Summary results of Agency review.*
6. *Transfer of records and electronic information to the National Archives.*
7. *Electronic information.*
8. *Records sent to Third Agencies.*
9. *Records sent to your Agency from Third Agencies.*
10. *Agency's record-tracking procedures.*
11. *Agency's difficulties in complying with the JFK Act.*