

January 14, 1997

Ms. Jane E. Vezeris  
Deputy Assistant Director  
Office of Administration  
United States Secret Service  
1800 G Street, N.W.  
Washington, D.C. 20223

Re: Request for Additional Information SS-12 (Administrative File Lists and  
Descriptions of Secret Service Records in 1963)

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This letter constitutes our twelfth formal request for additional information and records under the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994).

We request that you make available to us the following records:

Administrative File Information. Please provide materials that fully describe Secret Service filing, record management, and disposal procedures in effect in 1963, including any material that describes the numerical categories for filing different types of information in Secret Service offices in 1963. In conducting your search, we ask that you review all appropriate Secret Service files, including MNO-85-0012, Box 16-B; Box 5-B, 132.11 and 140.0; Box 8-B, 102.0; Box 227; and Box 229, 102.9

Secret Service Record Categories in 1963. In addition, we ask that you provide us with descriptions, catalogue or index numbers, and an explanation of the location of the following office records and categories of information pertaining to any aspect of presidential protection as they existed in 1963, and where these types of records from the 1963-1965 period are housed now:

1. White House Detail Records [including the "Daily Report" for the White House Detail (Form 1587?) and the "Employee's Monthly Activity Report" for November and December 1963, for all members of the White House Detail.]
2. Chief's Office Files
3. Field Office Files (Under what circumstances were duplicates filed at Secret Service Headquarters? Where would Field Office records be kept at Headquarters?)
4. Protective Research Section Files

5. Informant Files

6. Investigative Files (Including special files from specific field offices[not including counterfeiting cases])

7. Office Files for Inspector Thomas Kelley, 1963-1965

8. Files of the Chief Inspector and Field Office Inspectors

9. Vice Presidential Detail

10. Information and Liaison

We request that you make these records available to us no later than March 5, 1997.

By making this request, we are not designating these materials "assassination records." To the extent that this request presents logistical or other difficulties that we may not have anticipated, or to the extent that these records may be located in the National Archives at a place other than the JFK Collection, we will be happy to discuss with you ways in which the request might be amended.

We appreciate your help in this matter.

Sincerely yours,

David G. Marwell  
Executive Director

cc: Mr. Donald Personette