

February 13, 1997

Initial Compliance contact
address
Washington

Dear _____ :

Over the course of the work of the Assassination Records Review Board (hereafter referred to as the Review Board), our staff have located and identified, in a number of different collections, several thousand documents involving different entities within the Department of Defense and other agencies of the United States Government (including **AGENCY**) and relating to anti-Castro activities, both within and outside of the aegis of OPERATION MONGOOSE. Because of the number of entities and/or agencies having possible equities in these documents, traditional declassification procedures would be time-costly and inefficient. The Review Board has a limited period of time within which to complete its work, and is making every effort to make the process of document review and release more efficient.

To this end, we have devised a process by which to release the aforementioned Cuba-related documents. We are going to conduct a mass declassification session, involving each of the government agencies/entities identified as having equities in these documents. Each agency wishing to conduct a review of these documents will be asked to provide a representative with both expertise in the subject matter and declassification authority. Representatives of these agencies will meet at Review Board offices, along with Review Board staff, for a period of approximately one week to review and declassify these documents. It will be important to note that the overwhelming predisposition of the JFK Act is for the release in full of documents identified as assassination related. Clear and convincing grounds for postponement must be provided under one of the sections of the Act.

The dates tentatively set by the Review Board for this session are April 21-25, 1997. In order to help both the Review Board and the agencies/entities prepare for this session, we are asking that each agency assign a representative to this session, and inform the Review Board of the selection, no later than March 7, 1997. Upon learning the identity of each agency's representative, the Review Board staff will work directly with that person to facilitate the smooth completion of this task.

We look forward to working with **(AGENCY/ENTITY)** to make this information available to the American public in a responsible manner. If there are any questions about this session or what is expected of **(AGENCY)**, please feel free to contact either Timothy Wray or Christopher Barger of the Review Board staff, at (202) 724-0088.

Sincerely,

David G. Marwell
Executive Director