

September 30, 1997

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

Re: US Secret Service Response to SS-12

Dear Jane:

We have received a letter from John Machado dated September 19, 1997, that responded to our February 11, 1997 request for information on filing systems and locations of records (SS-12). I have enclosed a copy of Mr. Machado's letter and our February 11, 1997 letter for your reference. I am writing to ask for further clarification and for records to inspect.

I. Records Prepared by the Secret Service

Since Mr. Machado's letter indicates that the following records have already been copied and are available, we ask that these copies be brought to our office before October 8, 1997.

1. White House Detail Records.
2. Chief's Office Files.
3. Protective Research Section Files.

4. Informant Files.

5. Files of the Chief Inspector and Field Office Inspectors.

6. Vice Presidential Detail.

II. Clarification of Records and Follow up Request

In addition, we ask that you provide the following information and materials:

(A) An explanation of the "Daily Report" for the White House Detail. Is this Form 1587? What information does it include? Do these forms exist for the November-December 1963 period? Please provide the "Loose Documents (Correspondence)" at Centre Pointe listed under the "Description" of White House Detail Records on Attachment B.

(B) The names and Social Security Numbers of secretaries, clerks, and administrative assistants who worked in Chief Rowley's office in November, 1963.

(C) The current location of actual informant files that were active in 1963.

(D) Please examine your investigative files and provide a description of any records for the 1963-1964 period that reflect the Service's investigative interest in the assassination of President Kennedy.

(E) The names and Social Security Numbers of secretaries, clerks, and administrative assistants who worked for Inspector Thomas Kelley, the Chief Inspector, and other Field Office Inspectors in 1963 and 1964.

(F) A description of your holdings of protective surveys for Vice President, then President Lyndon Johnson in the January 1963 through February 1964 period.

Finally, we note that the Secret Service issued an internal message directing certain offices to search for records. Mr. Machado's letter states: "Through the issuance of an official message, we requested that certain offices conduct a search for any records management files from the 1963-1965 period." Please provide a copy of this official message along with copies of the responses.

Thank you for your assistance.

Sincerely yours,

Ms. Jane E. Vezeris
September 30, 1997
Page 2

Thomas Samoluk
Deputy Director

Enclosures

cc: Mr. Donald Personette
Mr. John Machado