

Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

May 25, 1995

Dr. Nina J. Noring
Liaison, Department of State
2201 C Street, NW
Washington, DC 20560

Dear Nina:

We would be grateful if you would please fill out the enclosed form with reference to the following requests.

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? Has your search extended to records still within the ownership or legal control of your Agency, but outside of your Agency's physical possession (*e.g.*, at Federal Records Centers)?
2. *Total volume of records.* What is your best *estimate* of the total number of records your Agency has identified as responsive to the JFK Act? 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," what, if any, additional files or locations do you intend to search for possible additional records? When do you anticipate completing such a search?
4. *Status of record review.* Have you completed your review process, including the preparation of identification aids as provided by Section 5(d) of the JFK Act? 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 records 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 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 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 aids onto the diskettes provided by the National Archives? If so, please describe the difficulties.
8. *Records sent by you 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 you 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. *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 or do you keep flow charts showing the date you referred documents to Third Agencies?
11. *Difficulties in complying with the JFK Act.* Please identify any significant internal difficulties that your Agency is having in complying with the JFK Act.

Thank you very much for your help. Please do not hesitate to contact me at (202)724-0088, ext. 232, if I can be of any assistance.

Sincerely yours,

David G. Marwell
Executive Director

Enclosure (Status of Agency Review Form)

cc: T. Jeremy Gunn
Mary S. McAuliffe