

MEMORANDUM

July 22, 1998

To: T. Jeremy Gunn

From: Ronald G. Haron
Designated Agency Ethics Officer

Subject: Filing of Public Financial Disclosure Report (SF-278) In Connection with Termination of Employment with the Assassination Records Review Board

This is to advise you that you need to file a public financial disclosure report (SF-278) in connection with your resignation as Executive Director of the Assassination Records Review Board. See 5 C.F.R. § 2634.201 (e). This is a standard requirement for a "public filer" whose employment is terminating. Essentially, you have to provide updated information for the time period starting from the end of the reporting period for your last filing through your termination date (*i.e.*, for the period January 1, 1998 through July 24, 1998).

Since you recently filed an SF-278, you can submit a copy of that and substitute any pages where the information has changed for 1998. I am attaching a new blank SF-278 form.

The report must be filed within 30 days after termination of employment (*i.e.*, by August 24). *Id.* An extension of time for an additional 45 days can be granted for "good cause shown." 5 C.F.R. § 2634.201(f).

Let me know if you have any questions.