

MEMORANDUM

July 23, 1998

To: Laura Denk

From: Ronald G. Haron

cc: Tracy Shycoff
Michelle Combs

Subject: List of Work Items

To assist you in assessing what work-related matters must be done (and also to identify for myself what I need to do), I have listed the work items for which I have, or anticipate having, responsibility or involvement. I have tried to list these in very rough order of priority. I was hoping I could delegate some of these, particularly certain work that needs to be done to have records ready for voting at the next Review Board meeting.

1. **Final Report.** Draft chapter 5 on compliance and part of chapter 1 regarding section-by-section analysis of the JFK Act.
2. **Compliance Program.** Make certain that all agencies submit their Final Declarations of Compliance by due dates in August. Review Final Declarations to identify any issues to be included in the Final Report (*i.e.*, chapter 5).
3. **Compliance-related (FBI, CIA, NSA, Secret Service).** Working with our staff persons responsible for the agencies, ensure that these agencies are addressing and completing the items identified in our compliance letters (*e.g.*, FBI ELSUR issue, CIA processing of newly designated assassination records, NSA processing of Tordella file, requested Secret Service files being made available).
4. **Church Committee.** (a) Review original files to identify any additional materials that must be placed in the JFK Collection (week of August 3). There may be post-review processing of records. (b) In addition, certain transcripts need to be processed, including for the August 6 meeting. (c) Finally, we need to submit copies of Church Committee records, voted on by the Board, to NARA (the so-called Church Committee notebooks).
5. **Sixth Floor Museum.** Conclude agreement to obtain copies of certain assassination-related

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materials for the JFK Collection (includes Dallas Parkland Hospital records and home movies from the day of the assassination).

6. **JFK Library.** (a) Anna wants to conduct a compliance deposition of the JFK Library. If we do this, I recommend I draft a letter putting the Library on notice that we intend to do a deposition and have the Board, at the next meeting, approve the concept of deposing the Library. (b) Try to open Manchester papers (Kermit, I believe, wants us to draft a letter to Manchester for his signature). (c) Try to open audiotape interviews of Robert and Jackie Kennedy (Jack is handling).

7. **Agency Memoranda of Understanding.** Obtain agreements from CIA and FBI re handling of assassination records post-September 1998.

8. **Agreement with DOJ re Ongoing Litigation.** Obtain agreement or understanding re DOJ handling of Board-related litigation after September 1998.

9. **Schiller Subpoena.** Monitor status and issue subpoena if DOJ authorizes.

10. **Sheridan/NBC Litigation.** Make certain settlement agreement is executed and that D. Marwell reviews Sheridan files.

11. **Secret Service.** Identify outstanding issues for agency's Final Compliance.

12. **DOJ -- Criminal Division.** (a) The Division has submitted its documents that contain proposed postponements. These need to be processed for the August 6 meeting. Some may need to be re-reviewed first by FBI. (b) The Division is also processing other records (organized crime and internal security-related records) that we have identified as assassination records. I am concerned about their completing this by September 30.

13. **Howard Liebengood Papers.** Review his papers at the Library of Congress (we recently obtained his permission). He worked on the Senate Intelligence Committee and has files on the Kennedy assassination, Frank Sturgis, and Marita Lorenz.

14. **Rockefeller Commission Papers at the Library of Congress.** We need to review and consider what should be done regarding release. These are closed until 2001.

15. **DOJ -- Civil Division.** Process two files (one on Nosenko and one on DIA/FOIA litigation). DIA-related is on referral.

16. **DOJ -- Leadership Offices.** Continue to process miscellaneous documents relating to FOIA cases on Kennedy assassination records.
17. **INS.** Determine status of their placement of INS files into the JFK Collection.
18. **DEA.** Request DEA compliance with the JFK Act.
19. **HUAC.** Obtain authorization from Judiciary Committee to inspect HUAC files, which contain materials on Lee and Marina Oswald.
20. **Edwards Subcommittee.** Request that NARA and Judiciary Committee confirm whether there are any Edwards Subcommittee files regarding their investigation of the Oswald note.
21. **Pike Committee.** Process records for voting at August 6 Board meeting.
22. **IRS.** (a) Determine approach for releasing D. Horne memorandum summarizing certain Social Security records relating to Oswald. (b) Consider any viable way to get the Oswald tax return records released.
23. **ONI.** Consider what response should be made to ONI regarding their compliance statement and their location of additional records (Doug and I did not agree on approach so this has been held in abeyance).
24. **Preservation of Records.** Prepare memorandum regarding Review Board records that should be preserved for transmission to NARA.
25. **Ethics.** Certify various financial disclosure reports recently filed.
26. **LMH/Zapruder Report.** Finalize agreement re transmission to NARA of report re Zapruder film.
27. **Vincent Guinn.** Consider what additional steps, if any, should be taken to obtain records he may have re his ballistics analyses for the HSCA.