

BY FACSIMILE AND FIRST-CLASS MAIL

December 3, 1997

Mr. Terry W. Good
Director of Records Management
Executive Office of the President
Old Executive Office Building, Room 80
17th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Re: Presidential Records and the JFK Assassination Records Collection Act, 44 U.S.C. § 2107

Dear Mr. Good:

Thank you for making available for the Review Board's inspection, pursuant to the President John F. Kennedy Assassination Records Collection Act ("JFK Act"), certain records of the Office of Records Management, Executive Office of the President. These records were made available last week in response to our November 24, 1997 letter request.

Based on our review, we recommend that the Executive Office of the President designate certain of its records as "assassination records" within the meaning of the JFK Act. These records are:

1. Eleven page transcript entitled "Radio Traffic -- November 22, 1963." (PF No. 403).¹
2. November 25, 1963 press release by the Office of the White House Press Secretary stating that the President has ordered the Department of Justice and the FBI to conduct an investigation of the Kennedy assassination (PF No. 1096).

¹ It is our understanding that the "PF" number is the filing system number assigned by your office to the record.

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3. Executive Order No. 11130, dated November 30, 1963, "Appointing a Commission Upon the Assassination of President John F. Kennedy" (PF No. 1100).
4. December 21, 1963 Letter from the President to Bernard L. Boutin, Administrator, General Services Administration, regarding allocation of money for the Warren Commission (PF No. 1102).
5. Two Volumes of Notebooks, which were prepared by the State Department and transmitted to the White House on April 24, 1964, entitled "Precedent File of Actions Taken Following Assassination of President Kennedy" (PF No. 1049).
6. July 20, 1965 Letter from Jake Jacobsen, Legislative Counsel to the President, to Robert C. Hagopian regarding the Presidential limousine.

If formally designated as "assassination records," these documents should be transmitted to the JFK Assassination Records Collection ("JFK Collection") at the National Archives and Records Administration ("NARA"). In addition, the JFK Act requires that an electronic record identification form ("RIF") be prepared for each assassination record. Please coordinate with Steven D. Tilley, Chief for the JFK Collection at NARA, on the transmission of these records and the preparation of accompanying RIFs.

In addition, we request that you provide the Review Board with copies of certain other records. These records, while not necessarily assassination records, are being requested under the provision of the JFK Act that authorizes the Review Board to request additional information or records that will assist the Review Board in fulfilling its responsibilities under the JFK Act. *See* 44 U.S.C. § 2107(7) (j) (C) (ii). These records, for the most part, are administrative records relating to the transmission of Kennedy administration and Johnson administration records to the Presidential libraries. Accordingly, please copy for the Review Board the following records:

1. May 10, 1996 Memorandum for the Record by William F. Matthews, Chief of Files, regarding the files of Brooks Hays (PF No. 1646).
2. Memorandum entitled "Titles on Boxes Sent By Henry Wilson to be Mailed to Him" (PF No. 1645).
3. Collection of various documents inventorying records of the Kennedy Administration (PF No. 1672).

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4. Collection of documents regarding classified files of Pierre Salinger sent to the National Archives (PF No. 1673).
5. February 19, 1966 Memorandum from Joseph Califano to the President enclosing a February 17, 1966 Memorandum from Nicholas Katzenbach, Attorney General, to Joseph Califano, Special Assistant to the President (PF No. 2144).
6. January 12, 1969 Memorandum regarding materials sent to the LBJ Library (PF No. 1639).
7. November 18, 1968 Letter from Lawson B. Knott, Jr., General Services Administration, to the President regarding the transfer of files (PF No. 1644).
8. December 12, 1968 Memorandum from Walt Rostow to the President enclosing a December 12, 1968 Memorandum from Art McCafferty to Walt Rostow regarding procedures for transferring files to the LBJ Library (PF No. 1640).
9. Document entitled, "Status of Survey of Material To Be Shipped to Austin" (PF No. 1643).
10. Log of Pierre Salinger Materials (11/23/63 - 3/17/64) (PF No.1648).
11. Receipts for materials borrowed from National Archives (PF No. 1919).
12. Document regarding registration of Record Group No. 130, dated October 11, 1968 (PF No.1920).
13. June 21, 1968 Memorandum from Joseph Califano to the President regarding Historical Project involving Presidential records (PF No. 310).

We request that copies of these records be forwarded to the Review Board as soon as possible. Thank you again for your assistance, and please do not hesitate to contact me

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in the event you have any questions or wish to discuss these matters.

Sincerely,

Ronald G. Haron
Associate General Counsel

cc: Steven Tilley, Chief,
JFK Assassination Records Collection, NARA
(By Facsimile)