

April 3, 1996

Mr. Robert Bouck
6124 Knollwood Drive
Falls Church, Virginia 22041

Dear Mr. Bouck:

I am writing to confirm our recent conversation regarding the scheduling of our meeting to discuss Secret Service records. We look forward to seeing you in our office at 10:30 on Tuesday, April 30, 1996. Please bring a picture ID with you and tell the guards at the desk in the lobby that you have an appointment at the Assassination Records Review Board with either me or Jeremy Gunn.

We are happy to reimburse you for your travel expenses. If you take a taxi, we will need to have your Social Security No. and a receipt. If you drive, we will pay \$.30/mile, and we will need your Social Security No. and a receipt for parking. There are three parking lots close by. Unfortunately, they are often full by 10 AM. Our offices are located near the Judiciary Square Metro.

I would like to thank you for your cooperation in scheduling this meeting. If you have any records or material reasonably related to the Kennedy assassination, please bring them with you. This might include any briefing materials prepared by you or for you before you testified at the Warren Commission hearings or appeared for an interview with the House Select Committee on Assassinations. Our focus is on the collection of all materials that can help us understand the circumstances surrounding the assassination and the investigations that followed. Do not hesitate to contact me or our General Counsel, T. Jeremy Gunn, if you have any questions or if you develop a need to reschedule the date of our meeting.

Sincerely yours,

Joan Zimmerman
Senior Analyst