

December 16, 1996

BY FEDERAL EXPRESS

Mr. David Horrocks  
Supervisory Archivist  
President Gerald R. Ford Library  
1000 Beal Avenue  
Ann Arbor, MI 48109

Dear Mr. Horrocks:

I am writing as a follow-up to my telephone call this morning with Karen Holzhausen this morning regarding the next steps that should be taken by the Ford Library with respect to its work under The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994) (JFK Act).

It is the Assassination Records Review Board's understanding that the Ford Library has now completed its identification of assassination records and has completed the process of creating electronic identification forms. We also understand that most, although not all, of your records have been referred to third agencies for their review. We appreciate the work that you have accomplished to date.

We would now like to suggest the next steps that should be taken in accordance with the JFK Act. The Review Board is responsible for examining all records that contain redactions (*i.e.*, "postponements") and for making determinations whether the redacted information should be released. The Board accomplishes this by requesting that the agencies whose equities are at issue (*e.g.*, the CIA or FBI) provide evidence regarding why the redacted information should not be released. In order to accomplish this, the Review Board first needs to have: (a) a copy of the unredacted documents, and (b) a particularized identification of the redactions. This is usually handled in one of two ways: the institution possessing records (in this case the Ford Library) either provides the Board with an unredacted copy with the redactions color highlighted, or, it provides the Board with both unredacted and redacted (blacked out) copies of the same document.

Accordingly, we would like to request that the Ford Library, as soon as is practical (we request by mid-January), send to the Review Board photocopies of its records that continue to contain redactions. You should feel free to provide them in either of the two formats described above. In any case, the

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records should have printed copies of the identification forms attached.

Because the records contain classified information, you may find it easier to transmit them through Steve Tilley at NARA II. We do, however, have secure facilities and you can send them directly to us.

We understand that, in some cases, the referral process has not yet been completed. I mentioned to Karen that we would be able to assist you in that process. If you would simply let us know which agencies have not yet responded to (or received) their referrals, we will be willing to contact them and complete the process for you once we receive the records.

I would be pleased to discuss these issues with you and provide you with any clarification that I can. We very much appreciate the work that has been done by the Library and we look forward to working with you in the future.

Please do not hesitate to call if we can assist you.

Sincerely,

T. Jeremy Gunn  
General Counsel and  
Associate Director for Research and Analysis

cc: Mr. Steven D. Tilley, NARA