

September 6, 1996

Mr. John Machado  
Chief  
Policy Analysis and Records Systems  
United States Secret Service  
1310 L Street, N.W. Room 670  
Washington, D.C. 20005

Dear John:

During our telephone conversation yesterday, you mentioned that you were unable to locate a letter from David Marwell dated May 29, 1996, which outlined the process for the preparation of records. I am enclosing a copy of the May 29 letter.

Sincerely yours,

Joan Zimmerman  
Senior Analyst

Enclosure