

May 1, 1996

Ms. Jane E. Vezeris
Deputy Assistant Director
Office of Administration
United States Secret Service
1800 G Street, N.W.
Washington, D.C. 20223

Dear Jane:

I am writing to confirm our conversation this morning wherein the Review Board has agreed to provide the Secret Service with an additional 60 days to submit evidence on all three folders contained in RIF 180-10065-10379 (HSCA number 008894).¹

It is our understanding, from the National Archives, that the Secret Service (whether intentionally or unintentionally), placed the first of the three folders of this document in a group of other documents marked to be opened in full.² It is also our understanding that the Secret Service insists that it never received this first folder and, accordingly, it was never reviewed by the Secret Service. The Review Board has no independent information regarding these discrepancies.

The problem appears to go back to October and November of 1995, when the Review Board had difficulty determining exactly which records the Secret Service was and was not attempting to postpone. Your correspondence to us during the period did not employ any RIF numbers, which are

¹Folders 2 and 3 previously were identified by the Secret Service as being included within HSCA number 014588 and SS Doc. No. 20. (*See* Jane Vezeris to David Marwell, Nov. 9, 1995 Attach. #2).

²Your letter of December 1, 1995, confirmed our understanding that the HSCA materials returned by John Machado to NARA were open. You stated that “[t]he Secret Service has returned the remaining documents to the Center for Legislative Archives for full release.” Having received your assurance of the status of folders two and three, we prepared your materials for Board review.

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required by the JFK Act to provide a unique identifier for each document. The numbers that you employed (HSCA numbers and SS document numbers) frequently have more than one document associated with them (which was exactly the case with the documents that have been causing us difficulty). Because your numbers were ambiguous, and in an effort to verify exactly what you were releasing, we undertook *on your behalf* the added burden of double-checking and cross-referencing all of the records by SS number, HSCA number, and RIF number. Despite the fact that *we undertook this effort to clarify for you your own records*, your letter of December 1 specifically declined to make any effort to verify or cross-check the numbers that we had painstakingly compiled. Had you simply attempted to confirm the numbers that we had laid out for you in our November 29 letter -- and asked questions about any records for which you could not confirm the RIF number -- this difficulty could have been resolved long ago.

I hope that this experience will be useful for all of us in making an effort to use the RIF numbers as conscientiously as possible and to communicate clearly and precisely.

Sincerely,

T. Jeremy Gunn
General Counsel

cc: Mr. Steve Tilley