

Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

May 24, 1995

Mr. John M. Machado
Supervisory Management Analyst
United States Secret Service
1310 L Street, N.W.
Washington, D.C. 20223

Re: Status of Secret Service Identification and Review
of JFK Assassination Records under 44 U.S.C. Sect. 2107

Dear Mr. Machado:

I am writing in regard to the John F. Kennedy Assassination Records Collection Act that we discussed in our meeting on March 7, 1995. I would like to thank you for your stated willingness to comply with both the letter and the spirit of the Act.

The Review Board has now assembled its professional and administrative staff and obtained the appropriate security clearances for personnel who review sensitive information. On May 3, 1995, the Assassination Records Review Board adopted a definition of "Assassination Record" as provided under Section 7(n) of the JFK Act.¹

¹I am enclosing a draft copy of the definition to assist you in the identification and review of assassination records. The official version of the definition will appear shortly in the *Federal Register*.

Now that the Review Board has promulgated its definition, I am writing to inquire into the status of the Secret Service's past and anticipated efforts to locate and review JFK assassination records. I would very much appreciate your prompt response to the inquiries set out below. I am enclosing one form for you to complete and return to me by May 31, 1995. I have additionally requested some specific materials on pages 3 and 4 below.

Status of Review of JFK Assassination Records

Please fill out the enclosed form with reference to the following requests.

1. *Status of search for records.* Has your Agency completed its search for JFK assassination records? If so, approximately when was the search completed? If not, when do you currently anticipate completing your search for records? If your search is not complete, are there any particular obstacles to completing the process that you can identify? Has your search extended to records still within the ownership or legal control of your Agency, but outside of your Agency's physical possession (*e.g.*, at Federal Records Centers)?
 2. *Total volume of records.* What is your best *estimate* of the total number of records your Agency has identified as responsive to the JFK Act? Please provide your best estimate on the actual number of documents, as well as any other helpful descriptive terms that are appropriate (*e.g.*, numbers of archival or banker's boxes, cubic feet).
 3. *Anticipated additional searches for records.* Now that you have the Review Board's definition of "Assassination Record," what, if any, additional files or locations do you intend to search for possible additional records? When do you anticipate completing such a search?
 4. *Status of record review.* Have you completed your review process, including the preparation of identification aids as provided by Section 5(d) of the JFK Act? If your review process is not complete, when do you currently anticipate that you will complete the process? What percentage of the review process is complete?
 5. *Summary results of records review.* Of those records you have reviewed, approximately what percentage have you "opened in full," postponed (*i.e.*, redacted in whole or in part), or are awaiting return from Third Agencies?
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6. *Transfer of records and electronic information to the National Archives.* Has your agency transferred all of its reviewed records and electronic information (*i.e.*, information identifying records as required under Section 5(d) of the JFK Act) to the National Archives? When do you anticipate completing the transfer of the records and electronic information?
7. *Electronic information.* Are you confronting any difficulties in completing your inputting the electronic identification aids onto the diskettes provided by the National Archives? If so, please describe the difficulties.
8. *Records sent by you to Third Agencies.* What is your best estimate of the number of records that you have referred to Third Agencies for their review? Of that number, how many have been returned after having been reviewed? What Third Agencies continue to hold your records and approximately how many records do they hold?
9. *Records sent to you from Third Agencies.* Approximately how many records have been sent to your agency from Third Agencies for your review under the JFK Act? For how many of that number have you completed your review? Have all Third Agency records been reviewed and returned to the Third Agencies? If you have not completed your review of Third Agency documents, when do you anticipate completing it?
10. *Record-tracking procedures.* What types of record-tracking devices do you use to determine the number, location, and status of your Agency's records under the JFK Act? For example, are all of your records now identified by a number on an electronic database or do you keep flow charts showing the date you referred documents to Third Agencies?
11. *Difficulties in complying with the JFK Act.* Please identify any significant internal difficulties that your Agency is having in complying with the JFK Act.

Additional materials

Over the past few weeks, we have discussed several types of records with you, and we appreciate your offer to locate the following materials:

- A. Latita Roseboro's hard copies of referred documents that she has reviewed and sent back to referring agencies, and copies of her memoranda accompanying these documents.
- B. The inventory prepared on Secret Service Form 258, which describes the contents of the Secret Service Official Case File on the Assassination now housed at the National Archives in

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College Park.

- C. Document retention schedules for 1963, especially schedules for field offices. (We would like to have a copy of the service-wide teletype that was sent to all field offices when the JFK Records Collection Act was passed and the field office responses.)
- D. Materials documenting liaison between the Secret Service, local law enforcement, military personnel, or any other governmental agency assisting in protection during President Kennedy's trips.
- E. Secret Service records regarding press coverage of the assassination.
- F. Eight boxes from Center Point.
- G. Accession number 87-75-4 at the Federal Records Center: boxes 1 and 6, and file no. 602.111 Other Places Folder #6-July-Nov 1963.

We look forward to receiving and reviewing these materials. If you anticipate any difficulty in transporting these items to our office, please feel free to contact me.

This is a preliminary list that should illustrate our intention of pursuing a thorough search of Secret Service records.

Thank you very much for your help. Please do not hesitate to contact me at (202) 724-0088, ext. 232, if I can be of any assistance.

Sincerely yours,

David G. Marwell
Executive Director

Enclosures

cc: T. Jeremy Gunn
Joan Zimmerman

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File no. 4.5.3