

February 19, 1998

VIA FIRST CLASS MAIL

Ms. Mary Mitchelson  
Deputy General Counsel  
Office of the General Counsel  
Office of Personnel Management  
1900 E Street, N.W.  
Washington, D.C. 20415-0001

Re: U.S. Civil Service Commission Equities in the Records of the Gerald Ford  
Library Subject to *The President John F. Kennedy Assassination Records  
Collection Act of 1992*, 44 U.S.C. 2107 (Supp. V 1994)

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Dear Ms. Mitchelson:

The staff of the John F. Kennedy Assassination Records Review Board has identified two documents from the records of the Gerald Ford Library in which the Office of Personnel Management, as a successor agency to the U.S. Civil Service Commission, may have equities. Enclosed, you will find these documents, which are identified by RIF Numbers as follows:

- RIF #178-10003-10452
- RIF #178-10003-10451

Since you are the individual whom the Office of Personnel Management has designated responsible for compliance with the JFK Act, we are transmitting these documents to you now so that you can decide whether you wish to postpone release of the information in question pursuant to one of the provisions of Section 6 of the Act.

The Review Board will consider these documents at its March 10, 1998 meeting. So that we may adequately prepare our presentation to the Review Board with the benefit of any submission you wish

to make, you must submit evidence or arguments in support of any postponements you choose to assert in writing, no later than March 3, 1998.

Should you have any questions, please feel free to contact me at (202) 724-0088. Thank you in advance for your cooperation.

Sincerely,

Kim A. Herd  
Senior Attorney

Enclosure