

September 12, 1995

BY FACSIMILE AND U.S. MAIL

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 meeting with you on August 16, 1995, we understood you to say that the Secret Service "shift reports" from November 22, 1963, had been sent to the National Archives and that they were "open in full." (See the second point in our letter to you dated August 21, 1995—for which we have yet to receive a response.)

We have just been informed by Steve Tilley that the National Archives does not have the original shift reports and that the photocopies he does have contain redactions.

The Assassination Records Review Board will be meeting on September 20 and 21, 1995. The members of the Board will begin their review of Secret Service records by considering the shift reports. To that end, I am requesting that you deliver the original shift reports (and their Record Identification Forms -- RIFS) to the Review Board no later than the close of business on September 18, 1995. If the Secret Service would like to present written evidence in support of its postponements, it should provide it by September 19, 1995. If the Secret Service would prefer to offer an oral presentation to the Board, or to supplement its written presentation, I will be pleased to make arrangements on either September 20 or 21, 1995.

If you have any questions, please do not hesitate to contact me.

Sincerely yours,

David G. Marwell

Executive Director

Mr. John Machado
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cc: Eljay B. Bowron (by U.S. mail)
W. Ralph Basham (by U.S. mail)
Jane E. Vezeris (by U.S. mail)
William R. Keefe (by U.S. mail)
Donald Personette (by U.S. mail)
Steven D. Tilley (by U.S. mail)