

MEMORANDUM

To: Assassination Records Review Board Staff

From: David Marwell, Executive Director

Re: Press Policy

Date: December 12, 1994

All press calls to the Assassination Records Review Board should be directed to Tom Samoluk. Tom will respond to the call in the first instance and, in consultation with me when necessary, will determine what our response will be and who will respond.

This policy is meant to ensure that:

- (1) every press call is returned promptly;
- (2) the Review Board speaks with a consistent message; and
- (3) all press inquiries are logged.

All correspondence with members of the press should also be coordinated through Tom Samoluk.

The goal of the policy is to have all Board communications with the press handled in a coordinated and efficient manner, while keeping the Board open and accessible.