

July 31, 1996

Mr. Jefferson Crain
Executive Officer of the Board
Los Angeles Unified School District
Room A203
Los Angeles, CA 90012

via facsimile

Dear Mr. Crain:

The Assassination Records Review Board is an independent federal agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy. The Board was appointed by President Clinton and confirmed by the U.S. Senate in 1994. The Honorable John R. Tunheim, U.S. District Court Judge for Minnesota, chairs the Board, which has until October 1997 to fulfill its mandate. I have attached a fact sheet on the Board to provide you with additional information.

The Review Board is conducting a public hearing in Los Angeles on Tuesday, September, 17, 1996 and is seeking an appropriate venue. We

understand that the School Board's hearing room is available and would be ideal and are seeking your approval. The Board would need the room from approximately 8:00 a.m. to 3:00 p.m., with the actual public hearing probably being conducted from 9:30 a.m. to 1:30 p.m. At past hearings, we have had approximately fifty members of the public and 10-20 media representatives, including 5-8 television camera crews, in attendance. The Board would conduct business on a range of relevant matters and also hear testimony from approximately ten witnesses.

Tracy Shycoff, our Associate Director for Administration, has discussed our needs with Sandy Torigoe in your office and has prepared the enclosed summary of logistical concerns.

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The Board places a great deal of value on the selection of an appropriate hearing site. I would be delighted to report to them that you have approved our request to use the School Board hearing room.

Thank you for your consideration and I look forward to hearing from you soon. If you need further information, please contact Tracy Shycoff at 202-724-0088.

Sincerely,

David G. Marwell

Executive Director

The physical set-up for hearing, similar to a congressional field hearing, is the following:

1. A table (or tables) for the members of the Review Board and one staff person at the front of the room. I understand that the hearing room is equipped with a stationary horseshoe set-up that would be appropriate.
2. A witness table facing the members of the Review Board equipped with a microphone.
3. Approximately 75 chairs for the audience. Again, I understand that these chairs are stationary.
4. A small table for the stenographer with electrical access. It may be possible to put the stenographer at the end of one of the horseshoes. I will make this assessment after viewing the room.
5. A small registration table for outside the hearing room.
6. If possible, water pitchers and glasses for the Board and witnesses.

If possible, it would be very helpful for us to have access to the hearing room during the afternoon or evening of Monday, September 16, to set-up the room. I am aware that the Board meets on Mondays so I will work out the details of this with Sandy.

