

**Assassination Records Review Board**  
**Salaries and Expenses**  
**OBJECT CLASSIFICATION (in thousands of dollars)**

	1995 Actual	1996 Estimate	1997 Estimate
11.1 Full-time permanent	738	1,364	1,333
11.3 Other than full-time permanent	94	110	78
11.5 Other personnel compensation	10	0	0
11.9 Total personnel compensation	842	1,474	1,411
12.1 Civilian personnel benefits	183	353	366
21.0 Travel and transportation of persons	65	125	90
23.1 Rental payments to GSA	155	289	298
23.3 Communications, utilities, misc.	15	40	43
24.0 Printing and reproduction	20	50	65
25.2 Other services	18	25	25
25.3 Services from government accounts	123	45	35
26.0 Supplies and materials	20	40	40
31.0 Equipment	130	50	15
99.9 Total Obligations	1,571	2,491	2,388
Appropriation	2,150	2,150	2,150
Unobligated Balance	579	238	0

## Budget Request and Justification

### **Object Class 11.1- Full-time staff - 1,333**

The amount requested for full-time permanent staff represents the requirement to fund 30 positions. We plan full-scale operations through July 31, 1997. The remaining two months of FY97 will be consumed with drafting our final report and closing down our operations. We anticipate reducing staff by eight positions on August 1 and nine additional positions on September 1. Additionally, we will be required to cash-out unused annual leave balances as employees are terminated.

### **Object Class 11.3 - Other than full-time permanent staff - 78**

The amount requested in this category represents compensation to Board members and 1 intermittent computer specialist. Each paid member of the Board will be compensated at the rate of level IV of the Executive Schedule (443.52/day) for each day the member is engaged in work for the Board. It is estimated that during the year each of the 4 paid members will attend sixteen Board meetings and/or public hearings. The estimate represents 32 work days for each member of the board. In January of FY96 the Chair of the Board converted to non-pay status, thus reducing the FY97 estimate. This estimate also includes approximately \$21,000 for the computer specialist.

### **Object Class 12.1 - Civilian personnel benefits - 366**

The estimate in this category represents the government's contribution for employee benefits at the current rate of 26%.

### **Object Class 21.0 - Travel - 90**

The amount requested for this object class includes travel costs for Board members and staff to attend Board meetings and public hearings, travel for staff to visit records repositories and relevant individuals, meeting expenses, and local travel.

15 Meetings (5 Board Members)	54800
1 Hearing (5 Board Members)	3200
25 Investigative Trips	22500
Meeting Expenses	1000
Chair Travel	6000
Local Travel	2500
TOTAL	90000

**Object Class 23.1 - Rental Payments to GSA - 298**

The estimate for this object class represents the amount the Board will pay to the General Services Administration for office space rental totaling 10,000 sq. ft. at an annual rate of **28.27** per sq. ft. (FY95 cost). This estimate includes an increase for inflation (3% in FY96 and 3.1% in FY97).

**Object Class 23.3 - Communications, utilities, misc. - 43**

The requested amount represents estimates for telephones, postage, express intercity service, and local delivery service. Since Board members are located in other parts of the country, it is important to distribute information to them on a timely basis. In addition, the Board anticipates intense public interest in its activities. In an effort to meet this public demand, the Board intends to continue its active public information program that includes regular mailings.

Telephone	18000
Postage/Postage Equipment/Delivery Services	25000
TOTAL	43000

**Object Class 24.0 - Printing and reproduction - 65**

The major items in this object class are costs related to copying and copier maintenance, the publication of reports to Congress, ARRB public information items, *Federal Register* publication of ARRB notices, and the Final Report of the Review Board.

Federal Register Notices (190 columns)	23750
Final Report to Congress	25000
Public and Press Information	5000
Copier Costs - Lease/Maintenance/Copies	11250
TOTAL	65000

**Object Class 25.2-Other Services - 25**

The major items in this category include media services and on-line services.

**Object Class 25.3 - Services from other Government agencies - 35**

This category includes GSA administrative support services (**30,600**) and moving expenses reimbursed to GSA.

**Object Class 26.0 - Supplies and materials - 40**

Anticipated expenses include routine office supplies, subscriptions and library materials, ADP software. This estimate is based on current operating costs and the additional expenses related to closing an agency.

**Object Class 31.0 - Equipment - 15**

This estimate includes the cost of maintenance contracts for computer hardware, software, and other office equipment.

# **Assassination Records Review Board**

**Budget Request Submission  
to the**

**Committee on Appropriations  
Subcommittee on Treasury, Postal Service,  
and General Government  
U.S. House of Representatives**

**Fiscal Year 1997**

## **Assassination Records Review Board**

The Assassination Records Review Board was established by Congress in PL 102-526 and is currently engaged in an effort of enormous scope, with a very short time to complete it. The Board's mandate is to locate and secure all records which relate in any manner to the assassination of President Kennedy. These records include those of:

- at least 15 federal agencies
- previous Congressional investigations
- the Presidential libraries
- local governmental and private repositories
- records in private hands
- records in the custody of foreign countries

Thousands of documents have recently been released by the Board and by federal agencies following the guidance of the Board. Reliable estimates of the number of remaining relevant documents to be reviewed are well in excess of one million pages.

Once documents are identified and secured, the Board reviews the records and makes administrative determinations whether to release them or to postpone their release. Congress has established a strict time line for these determinations, with appeal rights to the President or to Congress. These determinations are made following submission of supporting evidence by relevant agencies and careful consideration by the Board.

The Board, which is part-time and required by Congress to complete this process in less than three years, is supported by a high-quality professional staff that is nearly at its allotted ceiling of 30 full-time employees. The staff includes management and administrative personnel, analysts who review records and make recommendations to the Board, and investigators who locate non-federal records and provide investigative support to the entire staff.

The American public anxiously awaits release of all Kennedy assassination records. Many citizens strongly suspect that the government was somehow involved in "covering up" evidence of the assassination. The entire purpose of PL 102-526 was to establish an independent entity to ensure the efficient, cost-effective, speedy, and full disclosure of these records to the American public. We have arguably the last opportunity to clear up many of the lingering questions.

The pressure on Congress to establish this unique and independent review process was enormous. That pressure is now on the Assassination Records Review Board, and we need the requested resources to be able to complete a most complex and important mandate.

FY 1997 is the Board's third and final year, and we will issue a final report upon our termination.

March 27, 1996

The Honorable Jim Lightfoot  
Chairman, Subcommittee on Treasury,  
Postal Service, and General Government  
B-307 Rayburn House Office Building  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Mr. Chairman:

In response to your letter of February 5, 1996, we are sending our Budget Request and Justification for the Fiscal Year 1997 budget.

The Assassination Records Review Board's funding request for Fiscal Year 1997 is in the amount of \$2,150,000. A detailed breakdown and justification by object class is in the attached package. Delays in the start-up of the Review Board resulted in significant savings in FY 1995 that will supplement the FY 1997 appropriation and are critical to our operating requirements.

Because of the sunset provisions of the President John F. Kennedy Records Collection Act of 1992 (as amended), the Review Board's budget request for Fiscal Year 1997 will be its last. This request reflects the special requirements of the Review Board in its final phase of operation. We have provided for a prudent reduction of personnel, while at the same time planning for the unique costs of closing down a complex and highly visible effort. Throughout this budget process, we have been driven by the guiding principles of (1) supporting the efforts of the Board members who are charged with identifying, locating, and making available all records relevant to the assassination of President John F. Kennedy; (2) maintaining a professional and support staff of top-caliber employees; (3) providing the necessary tools and resources for the Board and staff to pursue the difficult mission and achieve the ambitious goals set by Congress; and (4) closing down our operation efficiently.

We are pleased to submit this Fiscal Year 1997 budget justification and formal statement, and are available at your convenience to answer any questions or supply additional information.

Sincerely,

David G. Marwell  
Executive Director

Enclosure

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Subcommittee on Treasury, Postal Service,  
and General Government  
United States Senate**

**Fiscal Year 1997**