

## Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

May 12, 1995

Mr. James F. Sefcik  
Director  
Louisiana State Museum  
New Orleans, LA

via facsimile

Dear Mr. Sefcik:

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. John R. Tunheim, the Minnesota Chief Deputy Attorney General, chairs the Board, which has until October 1997 to fulfill its mandate. I have attached a three page fact sheet on the Board to provide you with additional information.

The Review Board is conducting a public hearing in New Orleans on Wednesday, June 28, 1995 and is seeking an appropriate venue. We understand that the conference room in the Old Mint Building 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 Administrative Officer, has discussed our needs with Angela Viccetta and has prepared the enclosed summary of logistical concerns.*

Mr. James F. Sefcik

May 11, 1995

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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 Old Mint Building conference 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.*
- 2. A witness table facing the members of the Review Board.*
- 3. Approximately 75 chairs for the audience.*
- 4. A small table for the stenographer.*
- 5. A small registration table for outside the hearing room.*

*Additionally, as Tracy discussed with Angela, the Board would rent the following equipment from outside vendors:*

- 1. A sound system with two speakers, six microphones, and a mult box.*
- 2. Skirting for the tables.*
- 3. 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 of Tuesday, June 27th to set-up the room.*

