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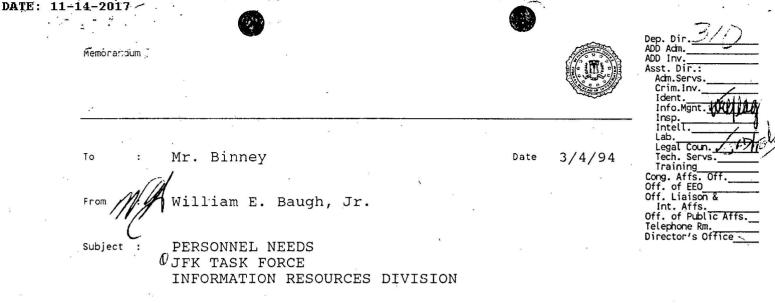
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Identification Form

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	Agency Information
AGENCY : RECORD NUMBER :	FBI 124-10368-10407
RECORD SERIES :	HQ
AGENCY FILE NUMBER :	62C-HQ-1029205-88X
	Document Information
ORIGINATOR : FROM : TO :	FBI BAUGH BINNEY
TITLE :	
DATE : PAGES :	03/04/1994 10
SUBJECTS :	JFKARCA OF 1992
DOCUMENT TYPE : CLASSIFICATION : RESTRICTIONS : CURRENT STATUS : DATE OF LAST REVIEW :	PAPER, TEXTUAL DOCUMENT Unclassified 3 Redact 03/01/1999
OPENING CRITERIA :	INDEFINITE
COMMENTS :	INC R/S, MEMO
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<u>PURPOSE</u>: To request that the Civil Discovery Review Unit (CDRU) team, Legal Counsel Division (LCD), currently detailed to the JFK Task Force remain on that detail assignment until 7/1/94, in order to meet the announced schedule of JFK document transfers to the National Archives and Records Administration (NARA) pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (the Act).

<u>RECOMMENDATION</u>: That the CDRU team currently detailed to the JFK Task Force continue its detail assignment until 7/1/94.

Off. of EEO Affs. Inspection . Adm. Servs. **APPROVED:** Off. of Llaison Inteli. Crim, Inv. Laboratory & Int. Affs. . Crim. Jus. Info. Director Off. of Public Legal Coun. Servs. Geo. Oir, & Cong. Affs. Tech. Servs. Ident. ACC-Adm. TOM Off. Training Info. Mamt ADD-Inv. disc

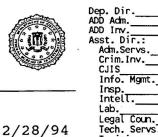
DETAILS: By way of background, in October, 1993, the Information Resources Division (IRD), which is tasked with meeting the FBI's obligations under the Act, identified the need to have one of the LCD CDRU teams assist the JFK Task Force since FOIPA Analysts, beyond those already on the Task Force, were unavailable due to responding to a voluminous number of court-ordered deadlines over the next two years. At the time, the Task Force was attempting to begin and sustain the timely transfer to NARA of the one million plus pages of FBI documents subject to transfer under the Act. The CDRU team was needed not only to help fill the need for additional skilled document processing reviewers but, more importantly, to provide the benefit of its very extensive

62A-HQ-1029205 62A-HQ-1029205-88X 1 - Mr. Binney, Room 7142 1 - Mr. R. Bucknam, Room 7176 X See LCD addendum pg(s). _ 1 - Mr. Shapiro, Room 7176 1 - Mr. Davis, Room 7427 1 - IRD Front Office, Room 5829 1 - Mr. O'Connor, Room 4859 ALL INFORMATIC (CONTINUED - OVER) MTTO/GLS:cep/cog (7)

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& Cong. Affs. TQM Office_____ Telephone Rm.

Director's Office

Information Resources Division

From : Legal Counsel

Subject : PERSONNEL NEEDS JFK TASK FORCE INFORMATION RESOURCES DIVISION

<u>PURPOSE</u>: To adjust the level of staffing by Legal Counsel Division (LCD) personnel on the JFK Task Force.

<u>RECOMMENDATIONS</u>: (1) That all LCD personnel presently assigned to the JFK Task Force, except Paralegal Specialists (PLSs) Kevin VanHutton and Gary E. Emrick, be returned to LCD by 4/4/94.

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Nep. Dir.	Servs.	Legal Coun.	Off. of Public
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(2) That Paralegal Specialist Joyce Hollman Taylor be assigned temporarily to the JFK Task Force.

APPROVED:	Adm. Servs.	Intell.	Off. of EEO Affs Off. of Liaison
Dep. Dir.	Crim, Jus. Info. Servs.	Legal Coun.	& Int. Affs Off. of Public & Cong. Affs TOM Off

1 - Mr.	Baugh	1	-	Mr.	McFarland	
1 - Mr.	O'Connor	1	-	Mr.	Cignoli	
1 - Mr.	Davis	1		Ms.	Keeley	
1 - Mr.	Kelley	1	-	LCD	Personnel	File

TAK: 11h (9)

ALL INFORMATION CONTAINED HEREIN IS, UNC 8-540/ mdc

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Memorandum from Legal Counsel to Assistant Director, Information Resources Division Re: Personnel Needs JFK Task Force

Information Resources Division

(3) That PLSs VanHutton, Emrick and Taylor be returned to LCD by 7/5/94.

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<u>DETAILS</u>: By memorandum dated 10/25/93, copy attached, you requested that a Supervisory PLS Specialist from the Civil Discovery Review Unit, and that supervisor's team be detailed to the JFK Task Force for six months to assist in the review and production of documents relating to the Kennedy assassination. By addendum dated 11/1/93, LCD agreed to detail one team of PLSs until 2/11/94.

On 1/28/94, we met to discuss the volume of work remaining to be addressed by the JFK Task Force. You requested that the temporary detail of CDRU personnel be extended through June, 1994. Although I was unable to accommodate your request, we have continued to discuss potential compromise positions with your Deputy, Gary L. Stoops.

Recently, we agreed to the following compromise. First, the entire team will be left in place through March, 1994, to permit completion of the processing and production of the Lee Harvey Oswald files. The team will be returned to CDRU on or before 4/4/94. Second, we have agreed to extend the detail of PLSs Kevin VanHutton until 7/5/94, to permit him to train a supervisor from among the IRD personnel assigned to the project. Third, we have agreed to extend the detail of PLS Gary E. Emrick and to detail PLS Joyce Hollman Taylor, an experienced senior document reviewer, to the JFK Task Force, to assist PLS VanHutton. We have not yet agreed on a reporting date for PLS Taylor, but we did agree that she will be returned to LCD on 7/5/94, with PLSs VanHutton and Gary Emrick.

I trust this accurately reflects our agreement and is satisfactory to you.

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