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DATE: 11-14-2017

JFK Assassination System  
Identification Form

Date: 3/31/201

## Agency Information

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RECORD SERIES : HQ

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## Document Information

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**FEDERAL BUREAU OF INVESTIGATION** 376**Precedence:** DEADLINE 05/01/1997**Date:** 04/01/1997

**To:** ✓ New Orleans  
 Miami  
 Tampa  
 New York  
 WMFO  
 Dallas

**Attn:** Brenda M. Thompson  
**Attn:** Deborah Robertson  
**Attn:** Earth Hart Bell  
**Attn:** Eileen Rawlinson  
**Attn:** Cecilia Hoffman  
**Attn:** Patsy K. Comstock

**From:** Office of Public and Congressional Affairs  
 JFK Task Force, Rm 6362

**Contact:** Brian J. Fields, Ext. 9535

**Approved By:** Keeley Carol L. *[Signature]*

**Drafted By:** Fields Brian J

**Case ID #:** 62-HQ-1029205 (Pending)

**Title:** John F. Kennedy Records Collection Act  
 of 1992 (the Act)

**Synopsis:** The Act established the Assassination Records Review Board (ARRB) to oversee the governments' production and compliance with the Act. The ARRB reviews the proposed postponements in documents sent by each agency to the National Archives and Records Administration (NARA) and decides what postponements the Act allows or opens the document in full. The ARRB's responsibilities include having agencies search other subjects and areas to find any additional material not already identified as assassination records. The establishment of the ARRB by the Act also limited the time for their duties to be accomplished. The ARRB must complete their tasks by September 1997. With this deadline in mind, the ARRB sent a letter requesting additional information.

**Enclosures:** ARRB letter requesting material.

**Details:** On March 10, 1997, the ARRB sent a letter to the FBI setting forth a formal request to receive and review additional records. The ARRB's goal is to research every possible subject that may have a bearing on assassination theories and to assure Congress and the American public that all was done to accomplish the intentions of the Act.

62FHQ-1029205-3397  
 Requested offices should conduct a search for the listed items. If Offices are aware of any administrative records they may have maintained outside the normal index system, they should include those areas in the search. If any documents related to the matters are found, please forward the documents to the JFK Task Force.

04/01/1997

Pursuant to the Act, any material categorized as an assassination record must be sent to the NARA in its original form. The Act established the process of handling the documents and the FBI must follow the Act. If Offices believe they need a copy, they should copy the document or material before sending to the JFK Task Force.

Please conduct a search for files regarding Cuban Intelligence Activities in the U.S. and Cuban Situation for the years 1959 through 1964. This search should not be limited to New Orleans files 105-1257 and 105-1474 and forward all files to FBIHQ, JFK Task Force, Attention: Brian Fields, Room 6362.

If you have any questions, please call Brian J. Fields at (202) 324-9535.

04/01/1997

LEAD (s):

Set Lead 1:

NEW ORLEANS

AT NEW ORLEANS

Conduct a search of your office for any records pertinent to Cuban Intelligence Activities in the U.S. and the Cuban Situation for the years 1959 through 1964. This search should not be limited to, but should include New Orleans files 105-1257 and 105-1474. Forward any material related to this request to FBIHQ, JFK Task Force, Attention: Brian J. Fields, Room 6362. The results should be received at FBIHQ no later than C.O.B. 05/01/97.

Set Lead 2:

ALL OTHER RECEIVING OFFICES

AT MIAMI, TAMPA, NEW YORK, WFO, AND DALLAS

Conduct a search of your office for any records pertinent to Cuban Intelligence Activities in the U.S. and the Cuban Situation for the years 1959 through 1964. Forward any material related to this request to FBIHQ, JFK Task Force, Attention: Brian J. Fields, Room 6362. The results should be received at FBIHQ no later than C.O.B. 05/01/97.

CC: 1 - Carol L. Keeley  
① - LuAnn Wilkins  
1 - Brian J. Fields