

~~SECRET~~APPROVED FOR RELEASE 1993  
CIA HISTORICAL REVIEW PROGRAM

## MEMORANDUM FOR THE RECORD

SUBJECT: PROCEDURES FOR HANDLING HSCA REQUESTS. -

1. HSCA letters requesting information arrive in the DDO from the OLC, via the SA/DDO/O. A copy is forwarded to the following DDO offices:

a. IMS - for action. In addition to running traces in the Agency's central files, IMS forwards a copy to other DDO components, e.g., DCD, SCB, pertinent area desks, and CI Staff, so that these components can check their files and forward any available information to IMS. The latter office then forwards the complete package to the undersigned's office, either directly or via SA/DDO/O.

b. William STURBITTS (SA/LA) - for his information in order that he may designate to the undersigned those Cuban and Mexican files which should be reviewed by his Division before the material is shown to the HSCA. STURBITTS also has pertinent desk files checked (particularly on Cubans) to ascertain whether relevant information may be available in the Division. If such information does exist, it is forwarded to the undersigned's office.

c. The undersigned's office - for logging. This office acts as the central point within the DDO for the control of all DDO information, except for special cases, e.g., NOSENKO, to be reviewed by the HSCA.

18886

~~SECRET~~

~~SECRET~~

- 2 -

2. The undersigned's office performs the following functions upon receipt of an HSCA request:

a. Logs each incoming HSCA letter according to the date of the letter (not OLC's date) and the number assigned by OLC to the letter.

b. Opens a file for each letter in which all correspondence relating to a given letter is held.

c. Prepares a 3x5 card on the individual subjects of each request on each letter. These cards are filed alphabetically.

3. The material from IMS and other components of the DDO is forwarded to the undersigned's office as it is ready.

The undersigned's office:

a. Reviews the material for sensitive material which should be coordinated with an area desk or staff before being reviewed by the HSCA.

b. Reviews the material for third agency material; to be sure all third agency material has been properly placed in sealed envelopes and fully identified on the outside of the envelope.

c. (In the case of material containing DDO information but received from offices outside the DDO; e.g., IG, OS, etc.), reviews the material to determine pertinency of the information, and whether it should be reviewed by another DDO component.

~~SECRET~~

~~SECRET~~

- 3 -

d. Prepares a coversheet form which is attached to the front of the file or document to be signed by all HSCA members who review the material.

e. Logs the material on the 3x5 alphabetical cards as to what is is (i.e., 201, DCD file, loose documents, etc.)

f. Logs the material on the office log (kept chronologically by HSCA letter).

g. Places the material in alphabetical order in undersigned's office to be held for the duration of the HSCA.

h. Prepares an update sheet for passage to OLC to keep their log current. The sheet lists new replies to HSCA requests, as well as a section for additional information that has come up on an individual. This second notation is made only in those cases where the card shows an HSCA staffer has already reviewed the available material held on the individual. These update sheets are to be kept in OLC for HSCA staffers to make note of the additional material being available and notify their fellow staffer interested in the individual.

4. When a staffer asks to review all DDO information on an individual, the 3x5 card is noted with the HSCA staffer's name and date of review by each item being reviewed by the staffer. The material is then given to the HSCA staffer. The date and name of the staffer are filled in by the undersigned's

~~SECRET~~

office on the form coversheet and the staffer signs his or her name as having reviewed the material. This material is brought back from the HSCA reading room at the end of their review or at the end of the day. (No member of the HSCA is allowed access to unsanitized DDO material until the member has signed, in the OLC, a supplementary agreement - an agreement of non-disclosure).

5. The undersigned's office also responds to direct inquiries from the HSCA staffers as they review the material. Questions arise as to office designations, symbols, terminology, routing procedures, pencilled notations, attachments listed but not attached, identities of crypts or file numbers, etc. These requests range from searching for other documents or leads to requesting machine file content listings on other related (or non-related) files, etc., in addition to answering questions. In the event the question is out of our realm of knowledge or they need a more detailed or written response, they are so informed and they then request the information formally through OLC.

6. HSCA SUMMARIES. OLC holds the original notes as well as the original summaries and forwards a copy of each summary to the DDO through SA/DDO/O to the undersigned's office who forwards them to the individual offices having official interest in the subject of a given summary. Such a review includes classification of each summary and sanitization of the information contained therein. Copies of the summary are made by the undersigned's office and forwarded to the offices for review,

keeping a copy of the summary in the undersigned's office with notations as to which office (or offices) it has been sent to for sanitization. When the sanitized copy has been returned to the undersigned's office, a copy is then made for forwarding to OLC for the HSCA. The unsanitized hold copy and the original sanitized copy are kept in this office with notations that it has been forwarded to OLC. (Some of these summaries are marked "Not to be taken out of HQS Bldg" because of sensitive subject matter).

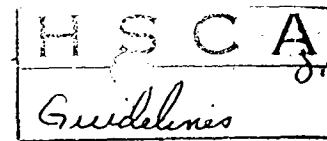
7. When the HSCA asks for copies of documents to take out of the building for use in taking depositions or in an executive session, the undersigned's office locates the documents and xeroxes two copies of each. Each page of one copy is stamped in red with "REPRODUCTION PROHIBITED" across the text and each page is numbered, e.g., Page 1 of 25. The second of the two xerox copies is held in the undersigned's office as a master copy for making additional copies if requested and as a control copy. If more than one copy is requested, for an executive session, for example, each copy is numbered, Copy No. 1, Copy No. 2, etc. If only one copy is required, it is numbered Copy No. 1. HSCA's copy is forwarded through SA/DDO/O to OLC for logging, etc. before being forwarded by courier to HSCA's offices to be placed in the "beachhead" safe under control of the Office of Security.

*R.B. Holmes*  
RUSSELL B. HOLMES

~~SECRET~~

APPROVED FOR RELEASE 1993  
CIA HISTORICAL REVIEW PROGRAM

DRAFT



Proposed Procedures for the Conduct of Business  
Between the House Select Committee on Assassinations (HSCA)  
and the Central Intelligence Agency

1. The Director of CIA is prepared to make every effort to furnish to the HSCA, promptly and completely, information requested by the HSCA in pursuit of its investigations. It should be understood, however, that the Director has a statutory responsibility for the protection of sensitive sources and methods. Consequently, information revealing of sources and methods will not normally be available to the HSCA, but CIA agrees to consider such requests on a case-by-case basis.
2. The CIA element responsible for dealing with the HSCA is the Coordination and Review Staff (CRS) of the Office of Legislative Counsel. All HSCA requests for information will be conveyed to CIA only via the Coordination and Review Staff.
3. All HSCA requests for information will be in writing. In the interest of timely response, the CRS will accept telephone or other oral requests, but no information can be furnished until a written request is received.
4. HSCA access to CIA classified material will be granted only after CIA has established that the requester holds a current security clearance equivalent with the level of classification of the material requested. HSCA personnel having access to CIA classified material will be asked to execute a secrecy agreement mutually acceptable to HSCA and CIA.
5. Classified material furnished to the HSCA by CIA will be reviewed in a CIA reading room set aside for this purpose. When reading room access

18887

is granted to raw CIA classified documents, notes taken by HSCA personnel will be subject to review and sanitization by CRS personnel. CIA will, on a case-by-case basis, consider requests for the temporary removal of CIA documents from CIA premises. When this is done, CIA couriers will deliver the materials to the HSCA each morning and return the materials to CIA custody each evening.

6. Interviews with CIA personnel, including the taking of sworn statements, will be conducted in a CIA conference room set aside for this purpose. Two recorders will be in operation throughout an interview; when the interview has been completed, one tape of the discussion will be given to the HSCA interviewer and the other will be retained by CRS. In this way, a clear record of the oral exchange will be available to both sides. CIA security standards will be observed in HSCA storage of the tapes.

7. In routine cases, HSCA requests for information will be responded to within approximately three working days of receipt of the request by CRS. When unusual difficulties are encountered and CRS is unable to meet this deadline, HSCA will be notified promptly of the circumstances.

8. There will be no public disclosure of any of the information furnished HSCA by CIA without prior CIA security review and CIA agreement to public disclosure.

**APPROVED FOR RELEASE 1993  
CIA HISTORICAL REVIEW PROGRAM**

OLC 76-2946

4 October 1976

77-0001/2
-----------

*Guidelines*

MEMORANDUM FOR THE RECORD

SUBJECT: House Select Committee on Assassinations

1. On Tuesday, 27 September, I met with Mr. Tiny Hutton, Administrative Assistant to Representative Thomas Downing (D., Va.), and staff member Rick Feeney, to discuss the newly designated House Select Committee on Assassinations (membership list attached). Mr. Hutton asked for the meeting when I called inquiring as to when the Committee would be initiating their investigation. At that time, Mr. Hutton advised that rumors were being circulated by certain "spooks" that "uncomplimentary" information would be released if certain people who were being considered for top staff positions were hired. The CIA was not specifically mentioned but the impression left was that the Agency was involved. I had earlier called Frank Slatinshek, Chief Counsel, House Armed Services Committee, and he suggested that I call Hutton and Thad Murray, in the office of Representative Bob Daniel (R., Va.).

2. Hutton said that Mr. Downing has discounted the credibility of the rumors that were circulated concerning certain people that were being considered for top staff positions on the Committee. He recognized that these people are controversial and are the subject of attacks by a number of rival groups. He was certain that the Agency would not in any way have been involved.

3. Hutton explained that Mr. Downing's interest in this matter arose from discussions he had with Bernard Fensterwald and Bob Morrow, who claims past association with the Agency, concerning the assassination of President Kennedy. Based on what information they and others provided him,

18888

~~CONFIDENTIAL~~

Mr. Downing felt that the Warren Commission had not been provided all pertinent information, particularly concerning the Agency's efforts to assassinate Castro. He feels that this has created considerable doubts in many people's minds and the matter should be made public to complete the record and close the matter for all time. Fensterwald greatly influenced Mr. Downing and actually wrote most of Mr. Downing's floor statements on the subject. The House Rules Committee was reluctant to establish the Select Committee and Downing was not pushing for it; however, due to the efforts of the Black Caucus to extend the investigation into the assassination of Martin Luther King, the Resolution was reported out and passed the House.

4. Mr. Downing has always strongly supported the Agency and does not want to in any way harm us. He would abide by any ground rules the Agency would necessarily have to impose but would hope that the Agency does not deny the Committee information which is vital to their investigation. He was considering appointing Fensterwald as Staff Director but abandoned this when he realized that he is a controversial figure; however, he is considering using his services as a consultant. Mr. Downing was considering several people for Staff Director and General Counsel, who would be objective and not have preconceived theories.

5. Mr. Downing's approach is to narrow his inquiry and not take a shotgun approach. The House Resolution directs the inquiry to be preliminary and to continue in the next Congress. However, Mr. Downing hopes to resolve the matter and present a final report in January. He fears the continuance of the Select Committee in the next Congress since Representative Henry Gonzalez (D., Tex.) would be Chairman and he considers Mr. Gonzalez unreliable and subject to persuasion by the wrong people.

6. Rick Feeney, who has a TS clearance with Naval Intelligence, will serve on the Committee. Feeney expressed strong support for the Agency and recognizes that the theories on the President Kennedy assassination by Fensterwald and others have been refuted. He said he will do everything he can to keep the inquiry in proper perspective and not go down paths that have already been covered. If any matters of extreme sensitivity arise, he would want only the Chairman advised. Feeney will first review the Warren Commission report and will call for the classified reports referred to Archives by the Commission. He does not know at this time what, if any, information he may request from the Agency. In this regard, he has reviewed the material Fensterwald has gotten from the Agency on the Kennedy assassination under FOIA. (I understand there is much additional material on this subject now under FOIA review to release to Fensterwald and a number of other requesters.) Feeney said he would be back to me when he completes his review.

~~CONFIDENTIAL~~  
2

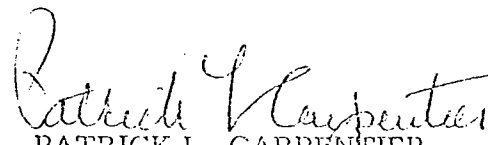
~~CONFIDENTIAL~~

7. As suggested by Frank Slatinshek, I called Thad Murray, in Mr. Daniel's office. Murray said he feels the Select Committee is a loser and should never have been established. He questions the objectivity and sincerity of Fensterwald and others who are influencing Mr. Downing. He was offered Staff Director but turned it down. Mr. Daniel was going to co-sponsor the bill in hopes of an objective inquiry but backed down when he found out who the people were who were behind it. Murray offered to be of assistance in any way that he can. I chatted with Representative Lucien Nedzi (D., Mich.) today and he shared the concerns that the investigation will be nonproductive.

8. Today, I delivered a package of Agency documents concerning Lee Harvey Oswald and the Kennedy assassination which were released to Bernard Fensterwald and a number of other requesters under FOIA. Hutton informed me that Mr. Downing had chosen Richard A. Sprague, a Philadelphia lawyer and former prosecutor who prosecuted Tony Boyle. Attached is a copy of the announcement.

9. Mr. Downing will be in Washington most of the time during the investigation and will follow it closely. Most of the other Members will be in their Districts campaigning and will probably have little involvement in the investigation.

10. I recommend that the Agency not gear up for a full scale investigation but sit tight for the time being until the Select Committee defines the scope of their inquiry. I will determine from Scott Breckinridge, Deputy Inspector General, and others the volume of material involved and what they may judge will be pertinent to the Select Committee and will keep appropriate offices informed.

  
PATRICK L. CARPENTIER  
Assistant Legislative Counsel

Attachments

Distribution:

- Orig. - Subject Fiel w/atts
- 1 - Mr. Bolten w/atts
- 1 - OGC w/atts
- 1 - Mr. Fendig w/atts
- 1 - Mr. Breckinridge w/atts
- 1 - DDI w/atts 1 - DDA w/atts
- 1 - OLC/Chrono
- 1 - PLC/Soft File w/atts.

OLC:PLC:dla (4 Oct. 1976)

SELECT COMMITTEE ON ASSASSINATIONS

_____	Thomas N. DOWNING, Chairman	54261	2135
_____	Henry B. GONZALEZ	53236	2312
_____	Richardson PREYER	53065	403
_____	Louis STOKES	57032	303
_____	Walter E. FAUNTROY	58050	326
_____	Yvonne Brathwaite BURKE	57084	336
_____	Christopher J. DODD	52076	429
_____	Harold E. FORD	53265	1609
_____	Samuel L. DEVINE	55355	2206
_____	Burt L. TALCOTT	52861	1536
_____	Stewart B. McKINNEY	55541	504
_____	Charles THONE	54806	1524