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Date: 03/13/05

JFK ASSASSINATION SYSTEM  
IDENTIFICATION FORM-----  
AGENCY INFORMATION

AGENCY : CIA  
RECORD NUMBER : 104-10427-10030  
RECORD SERIES : JFK  
AGENCY FILE NUMBER : RUSS HOLMES WORK FILE

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DOCUMENT INFORMATION

AGENCY ORIGINATOR : CIA  
FROM : GERALD L. LIEBENAU, OFC OF GEN COUN  
TO : EMILIO JAKSETIC, OFC OF GEN COUNSEL  
TITLE : ESTIMATE FOR PROCESSING SEQUESTED KENNEDY DOCUMENTS.  
DATE : 08/02/1983  
PAGES : 4

SUBJECTS : KENNEDY DOCUMENTS

DOCUMENT TYPE : PAPER  
CLASSIFICATION : SECRET  
RESTRICTIONS : 1B  
CURRENT STATUS : RELEASED IN PART PUBLIC - RELEASED WITH DELETIONS  
DATE OF LAST REVIEW : 12/09/98  
COMMENTS : JFK-RH14 : F19 : 1998.12.09.14:52:17:920107 : STRAY -  
APPEARS DOC NOT PREVIOUSLY RELEASED TO NARA.

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[R] - ITEM IS RESTRICTED 104-10427-10030

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2 August 1983

MEMORANDUM FOR: Emilio Jaksetic  
Office of General Counsel

FROM: Gerald L. Liebenau  
C/DO/IMS/FPLG

SUBJECT: Estimate for Processing Sequestered  
Kennedy Documents

1. At our meeting on 1 August, you requested an estimate for processing approximately 200,000 pages of documents sequestered by the House Assassination Committee at the conclusion of its investigation of the Kennedy assassination. At this point, with no certain knowledge of the nature of the documents, our best estimate is five years.

2. We have arrived at that estimate by making a rough comparison with the Missing in Action (MIA) case, which contained 66,382 documents. That case required approximately two years for pre-processing, i.e. to index all documents, remove duplicates, refer non-Agency documents, remove classified marginal information and attach addoc sheets to each document. That procedure required approximately 17 part-time clerks and analysts. It is expected that the MIA case will require an excess of three years for the completion of the substantive review. This will bring the total processing time of the MIA case to five years. The substantive review requires a team of three part-time analysts assisted by several clerical processors.

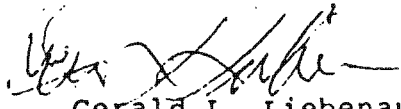
3. Upon receipt of your memorandum authorizing the processing of the sequestered documents, we plan to take the following action:

- a. Conduct a survey  of the sequestered documents in order to determine how the material was stored and in what order processing can take place.
- b. Convert the 75 rolls of film into paper copy.  
(Note: We have been given an estimate that this process would require about 80 man-hours at a total cost of \$6,800).
- c. Index all documents by document number, date, and title.
- d. Organize the case according to the agreement reached by your office with the requester.
- e. Begin the substantive processing.

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4. We expect that our estimate for the time required to process the documents in this case will be affected significantly by the parameters of this case as negotiated by you, and by the results of our survey. Also, as we gain experience in the processing of this case, we may have to revise our estimates further.

  
Gerald L. Liebenau

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1 August 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Sequestered Kennedy Assassination Records

1. On 1 August, OGC requested a meeting to discuss with us the processing of approximately 200,000 pages of documents which had been sequestered by the House Assassination Committee in its investigation of the Kennedy assassination. The meeting was attended for OGC by Launie Ziebel and Emilio Jaksetic. Russ Holmes, Lou Dube and I represented the DO. CIA's efforts to have those documents declared Congressional records, and therefore outside the scope of the FOIA, failed when Justice had refused to appeal an earlier court decision declaring these documents to be searchable under the Mark Allen FOIA request.

2. For background, the sequestered holdings consist of 75 rolls of microfilm, each roll containing 2,400 frames, or a total of 180,000 pages. In addition, there are 34 cartons (1 square foot size) containing paper copies of documents. The sequestered documents contain probably all the material already processed in the Oswald case and in the Garrison investigation. However, a very large number of documents have never been processed. Many of these documents originated from requests by the Committee for name checks of Cuban and other nationals whose names might have come up in their own investigation, or in other studies. All this material currently is stored in the [ ] archives.

3. On 4 August, OGC is scheduled to meet at Justice with the attorney for Mark Allen, Lasar to discuss the disposition of this material. In this connection, the following points will be raised by OGC in hopes of reducing the total number of documents that will have to be processed:

a. We shall attempt to have all non-CIA documents deleted from this case. This may amount to about one half of the Oswald documents which were coordinated with us by the FBI. Since other Government agencies' documents would be available to the requester outside CIA, they may agree to that stipulation.

b. Delete all documents that already have been processed and to a large extent released in other Kennedy litigations, particularly those being represented by Fensterwald. This would amount to about 2,000 documents which were treated in the Oswald (1650 documents) and Garrison case (362 documents).

c. The documents that originated with the Committee, primarily the notes and memos of staff members, would be regarded outside the FOIA and not be treated.

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d. The files of CIA employees and former employees will be suggested for deletion from the case. Such documents would not be released under the FOIA in any case.

e. OGC will attempt to have deleted from the case all records pertaining to U.S. persons. The argument here is that the Agency is responsible only for collecting information abroad and also that any information on U.S. persons would be searchable by the FBI.

4. We have been asked to provide OGC for the meeting on 4 August some estimate of the time required to process this material. For this purpose we were asked to assume that all documents in this case would be processed. We explained that the only case that nearly approaches the sequestered documents is the MIA case. We are now collecting the information on the MIA case to provide some estimate of time. The MIA case has taken us thus far about five years and we expect to take one more year to complete it.

5. We have suggested to OGC that in the context of their discussion of this case at Justice, they take some of the following points into consideration:

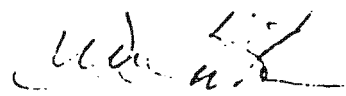
a. Although a large number of documents are involved in the sequestered material, no new information regarding the Kennedy assassination can be expected.

b. The tax payer should not be required to spend an inordinate amount of additional money on this project in light of the cost of past investigations into the Assassination by Congress and other investigating committees.

c. To the best of our knowledge, only one person has requested this material; it hardly can be regarded of overwhelming interest to the public.

d. Therefore, we should not waive fees for duplicating costs, and explore ways of charging for converting the film into hard paper copies.

6. We have requested OGC to provide us with a memorandum advising us that the sequestered material can be opened and processed.

  
Gerald L. Liebenau  
C/IMS/FPLG

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