

**NR\_key\_name:** AFAE614F4BE3D0ED8525653D005B60FA  
**SendTo:** CN=Michelle Combs/O=ARRB @ ARRB  
**CopyTo:** CN=Douglas Horne/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jim Goslee/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 10/27/1997  
**DisplayDate\_Time:** 12:33:21 PM  
**ComposedDate:** 10/27/1997  
**ComposedDate\_Time:** 11:38:06 AM  
**Subject:** Declassification Cover Sheets

Here is a brief overview of how the Military Team handles documents for joint declassification. Every document has a cover sheet. The cover sheet has information that identifies the document that it relates to, the agencies that hold equities in the document, and any recommended postponements. We are on our 2nd edition of cover sheet, which is titled "Declassification Review/ Postponement Form". The Review Board Staff usually fills in any identifying information on the cover sheet, while the originating agency has the responsibility of identifying any third party equities in the document. The Review Board Staff cannot establish equities. The line designating "Originator" should be filled with the name of the agency that originated the document and not the individual who actually produced the document. The lines designating "Date" and "Subject" are for identification purposes and should be from the first page of the document, or some obvious location in the document. This is essential in the event the cover sheet becomes detached from the document. The line labeled "Remarks" can also be used to further identify the document if needed. The "Third Agency Equities" line is the key working piece of the cover sheet. The originator needs to identify each agency with equity in the document. During the joint declassification session, each identified agency will highlight its name or otherwise indicate that they have reviewed the document. They will also indicate no objection to declassification and release, or they will identify the page and reason for recommended postponement. If there is a recommendation for postponement, they will mark that portion that should be redacted with clearly visible brackets, identify the relevant code from Section 6 of the JFK Act, and flag the page with a post-it. ARRB Staff manage the flow of documents and segregate documents throughout the declassification process.

**Body:**  
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**DeliveryReport:** B  
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**Categories:**