

**NR\_key\_name:** F89A0247D82F35AC852566210075C910  
**SendTo:** CN=Jeremy Gunn/O=ARRB @ ARRB  
**CopyTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Douglas Horne/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 06/12/1998  
**DisplayDate\_Time:** 5:26:09 PM  
**ComposedDate:** 06/12/1998  
**ComposedDate\_Time:** 5:02:52 PM  
**Subject:** Request for Permission for Me To Take Selected Unclassified Work Product That I Produced Home For My Personal Retention

I am proud of most of the Memoranda that I have written while working here, and request permission to take home the items in the following electronic document. If there is some reason why you wish to forbid me taking home one copy each of any of the work product mentioned below, please provide that reason in writing. If I do not receive written permission (in some form) by the time I leave this agency, I will assume that there was no objection to this request, and that it was tacitly approved. Since I no longer expect to be generating any memoranda during work time (in compliance with your edict prohibiting that activity), except for the memo you tasked me on re: Oswald's IRS/SSA records, this list (with that one exception) should complete my request. The only addition would be the forthcoming memo on Oswald's IRS/SSA records, which I hereby also request permission (ahead of time) to take home. To: All cc: From: Jeremy Gunn/ARRB Date: 06/01/98 11:55:30 AM Subject: Following Up on Tracy's Message I would like to urge you all to heed Tracy's recent message on our agency records. As you know, one problem we have had is trying to locate records from former WC, HSCA, and Church Committee staff members. Accordingly, please note that all of the following are ARRB records and should become part of our permanent records:-- all memoranda written in the course of your work at the Review Board-- all JFK-related documents made with the office copier or office paper-- all copies of assassination records. Although you should feel free (dare I say: "you are even encouraged"?) to work on non-classified office-related work at home, please keep in mind that the photocopies and the memoranda are the property of the U.S. government. There may be instances where it may ultimately be permissible to keep some copies for your personal use, but you should talk to Tracy or me about this first. After discussing it, we can prepare a written memorandum acknowledging that you may keep certain specified copies for your own possession. You should not, however, keep copies without first obtaining a written authorization. Please do not hesitate to ask if you have any questions.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**