

**NR\_key\_name:** 4142D404EC1872A685256386005AF1A8  
**SendTo:** CN=Christopher Barger/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Dave Montague/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/14/1996  
**DisplayDate\_Time:** 12:40:32 PM  
**ComposedDate:** 08/14/1996  
**ComposedDate\_Time:** 12:33:21 PM  
**Subject:** Sample introduction letter for military contacts...

As you requested, this is the format I've periodically used & hope it is helpful...Dave :-

) \_\_\_\_\_ By way of introduction, the Assassination Records Review Board (ARRB) is an independent federal agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy. The ARRB was established by the President John F. Kennedy Assassination Records Collection Act of 1992 (PL 102-526) and was signed into law by President George Bush. The law gives the ARRB the mandate and authority to identify, secure, and make available all records related to the assassination of President Kennedy. I am enclosing a copy of the act and some explanatory material. The scope of the Review Board's mandate includes assassination-related records in the custody of federal agencies, local and state government entities, as well as those in the private sector. The film you took of President Kennedy's motorcade is an important assassination record. I would appreciate it if I or another member of our staff could discuss with you the historic significance of the film and the importance of preserving the film. xxxxxxxxxx xxxxxxxx, a member of the Review Board xxxxxxxxxx staff will contact you in the next week to hopefully interview you after you have had time to review this explanatory material. In the meantime please feel free to call me collect at Ext. 258 if you have any questions or concerns. Thank you in advance for your time and cooperation.

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