

**NR\_key\_name:** 92F564BBEDBFE25E852561CC003AE217  
**SendTo:** CN=Phil Golrick/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 05/30/1995  
**DisplayDate\_Time:** 6:43:34 AM  
**ComposedDate:** 05/30/1995  
**ComposedDate\_Time:** 6:43:10 AM  
**Subject:** Re: Manual of Instructions; FBI lab

Please put this message into the Agency Contacts database. Thanks.  
**To:** Jeremy Gunn/ARRB  
**Cc:** Phil Golrick/ARRB  
**Date:** 05/29/95 02:57:04 PM  
**Subject:** Manual of Instructions; FBI lab  
On Tuesday, May 23, I spoke briefly with Carol Keeley and Alice Orlich of the FBI regarding how to go about designating pages to be copied from the Manual of Instructions. (I have finished designating pages to be copied from the Manual of Rules and Regulations.) I asked them to what extent the Manual of Instructions would contain laboratory procedures, particularly records procedures. I explained that the investigative files we have seen at the FBI contain only summary reports from the FBI lab, but that, in the course of lab work, many other records -- workpapers, notes, charts, photographs, slides, graphs, etc. -- would have to have been generated. Carol and Alice explained that the Manual of Instructions (like its administrative counterpart, the Manual of Rules and Regulations), was principally aimed at agents and SACs in the field, and would not contain detailed information of use only to laboratory personnel. Carol further stated she wasn't sure how laboratory procedures had been documented or laboratory records maintained, but volunteered to try to get more information. On the afternoon of Friday, May 26, Carol gave me a stack of file folders of roughly 10 linear inches, which she said consisted of the old lab manual and updates thereto. I will review these materials and, as with the Manual of Instructions, designate for copying any potentially useful pages. Carol also offered to schedule a meeting with appropriate people from the Laboratory Division to discuss to what extent lab materials relating to the assassination would have been retained, and if they have, how they can now be retrieved.

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