

DRAFT

MEMORANDUM

September 11, 1997

To: Review Board

From: T. Jeremy Gunn

Subject: Board Timetable for Review of CIA Records

[The CIA Team has developed a preliminary version of a timetable that we hope will be a reasonable framework for reviewing the remainder of CIA's assassination records by August 1, 1998.¹] We are creating this timetable for three purposes:

First, to establish our own target dates to measure Review Board progress against our mandatory final deadline.

Second, to provide CIA with our best assessment of the order and scope of our review so that it can make its best internal judgments on the proper allocation of resources. We provided CIA prior drafts of this memo and solicited its specific advice and suggestions for better ways to accomplish our goals. [We have not asked CIA to "agree" to these deadlines, but we have encouraged it to provide alternative suggestions on how best to meet the August 1 deadline.]

Third, to solicit the Review Board's advice regarding "enforcement" of these (or other) targets. Although we surely hope that both the ARRB staff and CIA will be able to meet the targets, and although we certainly plan to make all reasonable accommodations for problems that no doubt will arise, we nevertheless anticipate that it is possible that CIA might not be able to keep to these timetables. Thus, we anticipate that there may well be times when blocks of records scheduled for Board review will not have been fully processed by CIA. It is our judgment that, in keeping with our commitment to Congress and to the goals of the JFK Act, we may need to have the Board act on blocks of records for which CIA is not fully prepared. At the risk of over-repetition, the ARRB staff wants to be as reasonable and accommodating as it can on timetables *consistent with our mandate to complete the task*. **[We realize that this review may have a resource impact on the Agency, and we expect to**

¹By establishing this target date, we will provide ourselves with a two-month cushion to handle possible appeals and miscellaneous issues and records that doubtless will arise.

refine this timetable both to minimize the resource impact and to allow us and the CIA to proceed most efficiently with the review. We also take very seriously our commitment to Congress to complete our work on schedule.] Is the Board prepared to make decisions on records if CIA has not completed its review and to enforce those decisions?

[Global Issues

-Open in Full Records

Although there is some value in sending records to Archives as soon as possible, CIA maintains that processing of Open in Full records at the end of the review will allow them to utilize their resources more effectively in their review of other records. ARRB staff recognizes the dividends in this application of resources and is confident that CIA will prepare at the end of the review, records that have been identified as Open in Full.

-Duplicates

CIA will continue to identify duplicates and will process them at the end of the review, possibly during July and August of 1998.]

Oswald 201 File

- 17 boxes

- current status:

review completed (with a few minor exceptions)

CIA Sequestered Collection

1. "The 63 boxes"

- current status:

[I have deleted the sentences that refer to the Record Identification Forms because Barry asserts that generating the 104 numbers does not slow the review process. Also, I should clarify that CIA created Record Identification Forms in their 1993. They now only need to run extracts to assign the 104 numbers.] The ARRB staff has completed a survey of the 63 boxes (on the folder level) and assigned each folder a relevance priority on a 1 to 4 scale. CIA has completed its declassification review of roughly 66% of the priority 1 folders, and will turn shortly to priorities 2 and 3.

The ARRB Staff has completed approximately 50% of the priority 1 records and those records have been (or will shortly) be voted on by the Board.

- targets:

[These targets are a rough working outline. They will be refined after further consultation with CIA.]

Completion of final review of 63 boxes by January 31, 1998.

-time line:	9/30/97	box 40	(priority 1)
	10/31/97	box 48	(priority 1)
	11/30/97	box 56	(priority 1)
	12/31/97	box 63	(priority 1)
	1/31/98	all priority 2, 3 and 4	

[CIA would prefer to review the priority 2, 3 and 4 folders later in the process, after the completion of the microfilm. Waiting would put the review of these records beyond the projection submitted in the timetable we sent to the Committee on Government Reform and Oversight in June. How much of a concern is that?]

2. HSCA Staff notes (originally located in the 63 boxes)

-status:

Record Identification Forms prepared for all documents. CIA review is 80% complete. ARRB staff completes its review shortly after receiving records from CIA.

-target dates:

Complete Board voting by November 18, 1997.

3. Microfilm (72 boxes)

- current status:

[CIA prepared Record Identification Forms at the folder level for the 1993 review. Preparation of the Record Identification Forms is a concern for CIA. They have expressed their desire to prepare them after the Board has reviewed the records.]

CIA identified approximately 33% of these records as NBR. ARRB staff has reviewed all CIA NBR designations, and has identified additional records that should be reviewed by the Board.

[We will discuss with the CIA the preparation of Record Identification Forms and

develop a plan that will best facilitate review.]²

-targets:

CIA begins review by November 1, 1997 and completes review by July 1, 1998.

Complete Board determinations by July 31, 1998.

-time line: **[This time line is a rough working outline. It will be refined after further coordination with CIA.]**

11/30/97	boxes 1-6
12/31/97	boxes 7-13
1/31/98	boxes 14-19
2/28/98	boxes 20-25
3/31/98	boxes 26-31 & 44-45 (Boxes 32-43 contain LHO's 201 file which will be treated as a special case.)
4/30/98	boxes 46-51
5/31/98	boxes 52-62
6/30/98	boxes 63-72

4. Microfilm copy of Oswald 201 (approximately 12 boxes)

-issue:

The vast majority, and perhaps all Oswald Microfilm records are duplicates of records the Board has already reviewed under the Act. To the extent that the records have previously been reviewed, there is little value in re-reviewing the records. The ARRB staff will survey the Microfilm 201 in an effort to identify any additional records that have not already been acted upon by the Board. Any records not previously acted upon by the Board will be so designated, a Record Identification Form will be prepared, and they will be sent for Board action. The remaining

²Board staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open if full. If there are records in which the CIA is requesting redactions, those records must be identified individually. The remainder of open in full records may still be identified with one Record Identification Form (IDEN aid) as being the contents of the same folder.

Microfilm 201 will be transferred to the JFK Collection at NARA and opened in full in 2017.

-status:

Staff will have completed a preliminary review before the September 1997 meeting.

5. Oswald Office of Security File

[Specifics to be added to next draft.]

Working Files (including "Russ Holmes" papers, etc.)

- status:

No Record Identification Forms have been prepared. ARRB staff has conducted a general survey.

- target dates:

Work to commence by CIA on October 1, 1997. CIA should prepare Record Identification Forms for all records by January 1, 1998. Completion of review and Board determinations by March 31, 1998.

-strategy:

Though not work tasked by the agency, the Russ Holmes file is the product of a CIA employee, and it is the best organized collection of assassination records held by the agency. Its value as a reference tool is greatest as a collection. Therefore, though the file contains many duplicates of records found in the JFK collection, **[the Review Board staff recommends that it be preserved as a collection. Duplicates and Release in Full documents should be treated in the same manner as they are in the rest of the collection.]** As with the microfilm from the Sequestered Collection, Review Board staff has no objection to the records being identified entirely on the folder level provided that all records in the folder are open if full. If there are records in which the CIA is requesting redactions, those records must be identified individually. The remainder of open in full records may still be identified with one Record Identification Form (IDEN aid) as being the contents of the same folder. **[We understand that CIA is concerned that the review of the Russ Holmes files might strain their resources. We will make every effort in working with CIA to find a way to review and process these records that will minimize those concerns.]**

Additional Records

-status:

research, requests, and negotiations continue to identify and include additional CIA records for the JFK collection.

-time line:

Completion by July 31, 1998.

-strategy:

Continue current efforts.

Referrals

1. HSCA Records (Numbered files, Security Classified Testimony, etc.)

-status:

most of these records have been reviewed. The database suggests that a percentage of them has slipped through the cracks.

-target date:

Complete Congressional records to be reviewed by March 31, 1998

-strategy:

Continue to clarify the status of records. Review any remaining records.

2. Other referrals (FBI, Church Committee, LBJ Library, JFK Library, etc)

-status and strategy:

Records will be coordinated and reviewed on a case by case basis.