

May 20, 1996

Welcome back! Once again, on behalf of the Assassination Records Review Board, I'd like to welcome you to Washington DC, and to the ARRB. Since you have already completed one internship with us, it is (thankfully) not necessary for me to do all the introductory things, like giving you a background of the ARRB or familiarizing you with the case. This year, we ought to be able to jump right into the projects.

A few notes of caution; while I don't think they are necessary, I would be remiss if I didn't offer them. Firstly, these projects are of a higher importance than the one you worked on last year. They have been designed to meet real needs of the ARRB staff, and are being specifically assigned to you, instead of Mr. Hitchcock's 1996 classes, because of the responsibility you showed last year, and because we wanted interns with at least a year of college to do them. Take them seriously. Please. A paper you do for class affects one quarter of your college career. These projects will affect American history. Treat them with that level of focus, because we are counting on you to do good work.

Second; during many of these projects, you will be working outside of ARRB offices, at the Archives II facility in College Park, Maryland, or at the Library of Congress, or elsewhere. Remember that while you are working at these facilities, you will be representing the Assassination Records Review Board. Behave accordingly. I don't believe I need to worry about any of you or the way you will conduct yourselves, but I want to emphasize that your conduct will reflect directly upon the Review Board, and since I am your direct supervisor here, directly upon me as well. I expect that you will keep this in mind wherever you are working. This is not to say that you should not have fun; but be courteous of others while you are working, and all that other stuff.

Third; some of you, in your work, will be exposed to material that, while not national security classified, are withheld by the United States Government on privacy grounds. That you are being given access to this material indicates the level of trust we are placing in you; please bear this in mind. You are to treat this material as if it were national security classified, and are *never* to divulge or discuss it, with anybody. Any disclosure of this information will be treated as a security violation by the Review Board, and we will handle it accordingly. (My colleague, Joe Freeman, has suggested death. I think that's too lenient.)

That's it. I hope each of you enjoys your time out here, and as always, let me know if there is anything I can help you with, or if you have any questions.