

To comply with the JFK Act, the records of the House Select Committee on Assassinations (HSCA) must be reviewed under the resolution's specific standards prior to public disclosure, or postponement.

To facilitate compliance with the JFK Act, the Center for Legislative Archives agrees to perform this review process as the instrument of the House Committee on Administration. This process includes;

- * Screening the assassination records
- (b) Completing a unique identification form for each assassination record
- (c) Creating a data base from the identification forms
- (d) Transmitting assassination records to the Review Board for its consideration
- (e) Photocopying the HSCA records for placement in the NARA JFK Collection

Screening Guidelines

The JFK Act states that, "Disclosure of assassination records or particular information in assassination records to the public may be postponed subject to the limitations of this Act if there is clear and convincing evidence..." With this statement, Section 6 of the JFK Act outlines five points to be used as guidelines for reviewing the assassination records. Center staff will stringently adhere to these guidelines as they review the HSCA records.

Unique Identification Form:

In accordance with Section 5(d) (2) (A,B,&C) Center staff will complete a unique, standard identification form for each HSCA assassination record. Upon completion, staff will attach a copy of the identification form to a printed copy of the document it describes; if Center staff transmits a document to the Review Board, a printed copy of the identification form will also be transmitted; and Center staff will attach a printed copy of the form to each HSCA assassination record in the JFK Collection.

Creating the Data Base:

Center staff will input the information for each unique HSCA identification form into a comprehensive NARA -designed data base, which will include information on all JFK assassination records.

Transmitting Documents to the Review Board:

Section 7(i) "Duties of the Review Board" states that the Review Board "shall consider and render decisions on a determination by a Government office to seek to postpone the disclosure of assassination records." Center staff will arrange for HSCA records to be transmitted to the Review Board when necessary.

Transmitting Documents to Third Agencies

center staff will coordinate the review of HSCA third-agency Security Classified records.

Photo copies for "JFK Colle