

# DRAFT

## MEMORANDUM

September 4, 1997

To: Review Board

From: T. Jeremy Gunn

Subject: Board Timetable for Review of CIA Records

The CIA Team has developed what we hope to be a reasonable timetable for reviewing the remainder of CIA's assassination records by August 1, 1998.<sup>1</sup> 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*. Is the Board prepared to make decisions on records if CIA has not completed its review and to enforce

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<sup>1</sup>By 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.

those decisions?

### Oswald 201 File

- 17 boxes
- current status:  
review completed (with a few minor exceptions)

### CIA Sequestered Collection

#### 1. "The 63 boxes"

- current status:

Most, but not all, records have RIFs (referred to by CIA as "IDEN aids") attached. CIA needs to complete the RIF process.

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 \_\_% 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:

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)
	12/31/91	box 73	(priority 1)
	1/31/98	all priority 2, 3 and 4	

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

-status:

RIFs prepared for all documents. CIA review is one-half to two-thirds 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:

RIFs have not been prepared, although some CIA reference aids have been completed.

CIA identified approximately \_\_% 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.

CIA should prepare RIFs promptly to facilitate review.<sup>2</sup>

-targets:

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

Complete Board determinations by July 31, 1998.

-time line:	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)

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<sup>2</sup>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 RIF (IDEN aid) as being the contents of the same folder.

-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 RIF will be prepared, and they will be sent for Board action. The remaining 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.

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

- status:

No RIFs have been prepared. ARRB staff has conducted a general survey.

- target dates:

Work to commence by CIA on October 1, 1997. CIA should prepare RIFs 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 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 reviewed in its entirety. 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 RIF (IDEN aid) as being the contents of the same folder. Again we suggest that CIA begin to attach RIFs (IDEN aids) to these records so that review can proceed on schedule.

**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.

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