

**Timetable for Completion of the Final Report  
of the  
President John F. Kennedy Assassination Records Review Board  
June 8, 1998**

Executive Summary [Jeremy]

**Complete first draft: August 15**

**Complete Board review: August 30**

Chapter 1: The JFK Act [Jeremy]

A. The Problem: Secrecy and the Assassination of President Kennedy  
[legacy of secrecy surrounding the assassination;  
WC; HSCA; etc.]

B. The Solution: The JFK Act [Ron/Jeremy]  
[section-by-section analysis of the JFK Act]

**Complete first draft: July 15**

**Complete Board review: August 1**

Chapter 2: The Assassination Records Review Board and Staff [Eileen]

A. Board Members

B. Staff

C. Setup and Definition of Assassination Records

D. Summary of Meetings and Hearings

E. Summary of Board's actions on Records [w/Michelle, Pete]

F. Outreach, Public Affairs, Reports to Congress

G. One Year Extension

**Complete collection of information: April 17 [done]**

**Complete outline: April 24 [done]**

**Complete first draft: June 15**

**Complete Gunn edits: June 30**

**Complete Board review: July 15**

**Complete Final draft: July 30**

**Complete necessary updates: August 25**

Chapter 3: Federal Records on the Assassination [Michelle and Kevin]

A. Records identified by the JFK Act

B. Additional records identified by the ARRB

C. The process of review

Chapter 4: Standards for Release of Information under the JFK Act [Laura, Bob, Michelle, Kim]

**Complete rough draft [done]**

**Complete first draft: June 25**

**Complete Gunn edits: July 3**

**Complete Board review: July 24**

- Complete final draft: August 3**
- Chapter 5: Federal Agency Compliance with the JFK Act [Ron]  
**Complete identification of issues: April 17 [done]**  
**Complete draft of agencies with final compliance: July 15**  
**Complete draft of agencies with final compliance: August 1**  
**Complete draft of CIA and FBI: August 15**  
**Complete final draft: August 31**
- Chapter 6: Pursuit of Additional Records and Information [Michelle/Eileen/Doug]  
A. Pursuit of Federal records and information  
B. Pursuit of state and local records and information  
C. Pursuit of private records and information  
[D. Medical Evidence?]  
**Send list of topics to staff: April 22**  
**Complete comprehensive list of topics: April 24**  
**Complete outline and division of responsibilities: May 1**  
**Complete first draft: June 15**  
**Complete Gunn edits: July 1**  
**Complete Board review: July 15**  
**Complete final draft: August 15**
- Chapter 7: Findings, Lessons Learned, and Recommendations [Review Board]  
**Complete Board suggestions for topics:**  
**Board initial discussion of topics:**  
**Board decision on outline/structure of chapter:**  
**Board final decision on recommendations:**  
**Complete first draft:**
- Appendices [Cathy/Michelle]  
A. Names of all staff members, dates of service, final position  
**Tracy: complete by June 19**  
B. Statistical summary of records  
**Hold**  
C. List of depositions/interviews  
**Cathy and Michelle: complete by June 5**  
D. List of donations to the JFK Collection  
**Cathy and Michelle: complete by June 5**  
E. List of principal staff memos  
**Cathy and Michelle: complete by June 5**  
F. Outline of Board's filing system  
**Hold**  
G. Requests for Additional Information and Records from Agencies  
**Michelle: complete by July 17**

Other

Statistical Analysis [Separate Volume] [Jeremy/Chet/Pete/Michelle]

Publication Schedule [Tracy/Michelle]

**Decide on page format: July 1**

**Decide on cover format: July 1**

**Decide on binding format: July 1**

**Page estimate: July 1**

**Bids to printers: July 1**

**Final approval of cover format: August 1**

**Submission to printer: September 1-8**

**Return from printer: September 28**

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