

MEMORANDUM

July 30, 1997

To: R&A
From: T. Jeremy Gunn
Subject: Wrap-Up Memos

During the upcoming year, many of us will be called upon to draft wrap-up memos for the file. The purpose of these memos is to document, in one place, the scope of our efforts and the results of our work on particular topics. The subjects of the wrap-up memos will range from our work on the Zapruder film, to military intelligence, to a review of FBI files in response to requests for additional information and records.

The memo style should follow the office format. Memos should ALWAYS be labeled "DRAFT" (if in draft) or should be SIGNED (if a final). When completed, the original should be given to Cathy to put in the 4.50 series. (Reports on interviews with individual witnesses are not to be filed in 4.50.)

Although there is no single way that the memos should be written, I would advise that you consider the following points in drafting the memos.

1. Title.

The wrap-up memos will be filed alphabetically. Accordingly, it would be appropriate to put the single most important word as the first word of your title. Example: "Military Intelligence in Dallas" (rather than "Inquiry into Activities of Military Intelligence"). For requests that we have made to agencies, list them by number followed by a brief title. Example: "FBI-14 (Norman Redlich) Wrap-up Memo."

2. First paragraph.

Use the first paragraph to give the reader an overview of the scope of the work, what was done, and what was not able to be done that should have been done. For a wrap-up memo for an FBI request, for example, the following items would be appropriate for the first paragraph: (a) brief statement of the subject of the request; (b) files that the FBI made available; (c) statement of what work has been completed;

(d) how many records designated ARs; (e) any follow-up work that needs to be done.

3. Use of classified or restricted information.

To the maximum extent possible, please avoid putting restricted information into the memo. If necessary, put it in a classified attachment.

4. Attachments and references.

Please make liberal (although not extravagant) use of attachments. For example, if an interview with a witness is particularly important to the subject of the wrap-up memo, attach the interview report. If the attachment is very lengthy (*e.g.*, a deposition transcript), just make reference to it (or attach selected pages).

5. Conclusions.

Avoid, wherever possible, making substantive conclusions about assassination issues.

Our job is to make sure, to the best of our ability, that the record is complete. For example, we do not have a position on whether Dr. Humes performed an adequate autopsy. We can, however, reach tentative conclusions about whether Dr. Humes ever had possession of assassination-related records that are not now part of the JFK Collection.

5. File name.

ALWAYS put the file name and location at the bottom of the memo.