

January 14, 1997

Ms. Jane E. Vezeris
Deputy Assistant Director
Office of Administration
United States Secret Service
1800 G Street, N.W.
Washington, D.C. 20223

Re: Request for Additional Information SS-12 (Filing System and Descriptions of Secret Service Records in 1963)

This letter constitutes our twelfth formal request for additional information and records under the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994).

We request that you make available to us the following records:

Records Management and Filing System Please provide materials that fully describe the Secret Service filing system in effect in 1963-1965 as well as records management and disposal procedures from the same period. In conducting your search, please be sure to review all appropriate Secret Service files, including MNO-85-0012, Box 16-B; Box 5-B, 132.11 and 140.0; Box 8-B, 102.0; Box 227; and Box 229, 102.9

Current Location and Description of Specific 1963 Secret Service Records. In addition, we ask that you provide us with the current location and description of your holdings of the following office records and categories of information from the 1963-1965 period:

1. White House Detail Records [including the "Daily Report" for the White House Detail (Form 1587?) and the "Employee's Monthly Activity Report" for November and December 1963, for all members of the White House Detail.]
2. Chief's Office Files
3. Field Office Files
4. Protective Research Section Files
5. Informant Files
6. Investigative Files (with the exception of counterfeiting cases)

7. Office Files for Inspector Thomas Kelley, 1963-1965
8. Files of the Chief Inspector and Field Office Inspectors
9. Vice Presidential Detail
10. Information and Liaison

We request that you make these records available to us no later than March 5, 1997.

By making this request, we are not designating these materials "assassination records." To the extent that this request presents logistical or other difficulties that we may not have anticipated, or to the extent that these records may be located in the National Archives at a place other than the JFK Collection, we will be happy to discuss with you ways in which the request might be amended.

We appreciate your help in this matter.

Sincerely yours,

David G. Marwell
Executive Director

cc: Mr. Donald Personette