

MEMORANDUM

May 5, 2017

BY FACSIMILE

TO: Lisa Salvetti
National Security Council

FROM: Michelle Combs
Special Assistant for Research and Review

SUBJECT: Cover Sheet for December Declassification Session

This is just a note to follow up on our telephone conversation on Monday. There are 281 documents listed in your inventory. By our records, there are 42 NSC documents which are open-in-full and will be presented to the Board and noticed in the Federal Register as consent releases in November. Six additional documents have already been released in the Foreign Relations of the United States, Volume X. Thus, there are 233 documents to be distributed for third agency review at the declassification session on December 10-12, 1997.

Attached is an example of the cover sheet used at the last declassification session earlier this month which is titled "Declassification Review/ Postponement Form." You should place a copy of this cover sheet on all documents prior to the December session. The cover sheet information identifies the document to which it relates, the agencies that hold equities in the document, and any recommended postponements. The originating agency has the responsibility for filling in any identifying information on the cover sheet and identifying any third party equities in the document.

The line designating "Originator" should be filled with the name of the agency that originated the document and not the individual who wrote or drafted the document. The lines designating "Date" and "Subject" are for identification purposes and should be from the first page of the document, or some obvious location in the document. This is essential in the event the

cover sheet becomes detached from the document. The line labeled "Remarks" can also be used to further identify the document if needed.

Lisa Salvetti

October 29, 1997

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The "Third Agency Equities" line is the key working piece of the cover sheet. The originator needs to identify each agency with equity in the document. During the joint declassification session, each identified agency will highlight its name in its assigned color. Each agency either will indicate no objection to declassification and release or identify the page and reason for recommended postponement. If there is a recommendation for postponement, the agency will mark the proposed redaction with clearly visible brackets, identify the relevant code from Section 6 of the JFK Act, and flag the page with a post-it.

I hope this helps you prepare for the December declassification session. We should meet after the session to evaluate the status of any remaining records and discuss the record identification forms.

Please call me if I can be of any assistance. I look forward to seeing you in December.