

MEMORANDUM

August 1, 1997

To: David Marwell

From: Joan Zimmerman

Subject: US Secret Service Materials Received from Jane Vezeris and John Machado at July 31, 1997 Compliance Meeting

Present at the meeting:

AARB: Joan Zimmerman and Ron Haron

USSS: Jane Vezeris, Donald Personette, John Machado

Jane Vezeris gave us the following materials:

1. Memo by Chief James Rowley to SAIC Mroz on Retention Period, July 10, 1963 (1 page)
2. Memo by Chief to SAIC McDermott on Closed Files, July 22, 1963 (1 page)
3. Memo by SA Carnes to Deputy Chief on New Administrative File Numbers, May 3, 1963 (1 page)
4. Memo by SA Carnes to Mr. Krill on General Files Procedure, March 14, 1963 (1 page)
5. Memo by SAIC Guy Spaman to Chief on Disposition of Records, December 30, 1963, and memo by Chief to Spaman on Disposition of Records, January 15, 1964 (2 pages)
6. Memo by SA Carnes to Mr. Krill on Noncurrent Records of White House Detail, March 23, 1965 (2 pages)
7. Memo by Chief to SAIC Marshall on Survey at Protective Research, June 7, 1963, and SAIC John Marshall to Chief on same, May 27, 1963 (2 pages)
8. Memo by Inspector Kelley to Chief Inspector Krill on Destruction of Protective

Research Files, July 22, 1965 (2 pages)

9. Memo by Inspector Kelley to Chief Inspector Krill on Destruction of Protective Research Files, July 22, 1965, and routing slip with note by Kelley to Walter Young, n.d., and handwritten remarks (2 pages)
10. Memo by SA Carnes to Deputy Chief on Protective Research Section, January 7, 1964, and Destruction Inventory signed by James K. Fox and Robert Bouck, January 3, 1964 (3 pages)
11. Memo by DSAIC Mastrovito to Acting Assistant Director Towns on Intelligence Division Master Index, July 17, 1967 (3 pages)
12. Memo by Thomas J. Kelley to David R. MacDonald on H.R. 16373-The Privacy Act of 1974, December 6, 1974 (10 pages)
13. Memo by Thomas J. Kelley to David R. McDonald on History of File Establishment and Destruction, December 18, 1974 (5 pages)
14. Secret Service Schedule No. 1, Request for Authority to Dispose of Records, June 13, 1950 (8 pages)
15. Retention Plan for Records of USSS, January 1963 (15 pages)
16. T. R. Schellenberg to George W. Taylor, January 29, 1963 (1 page)
17. James J. Rowley to T.R. Schellenberg, May 17, 1963 (1 page)
18. Memo by SA Carnes to Mr. Krill on Retirement and Disposition of Records, May 29, 1963 (2 pages)
19. Charts showing Items in Retention Plan, Organization Unit, and Record Series, n.d., (8 pages)
20. "United States Secret Service Files Survey, July 1963" (7 Pages)
21. Memo from SA Carnes to Mr. Krill on Federal Records Center, May 8, 1964 (1 page)
22. Biennial Summary of Records Holdings signed by E. Wildy, July 9, 1964 (6 pages)

23. Administrative Circular No. 123 To Heads of Bureaus on GSA Regulations, February 12, 1965 (3 pages)
24. Same as above with attached letter from James J. Rowley to Gentlemen, June 24, 1965 (3 pages) and Retention Plan for United States Secret Service (8 pages)
25. Administrative Files [153.2], January 1969 (10 pages)
26. Memo from SA Carnes to Mr. Krill on Transfers of Records, March 9, 1965 (1 page) with attachment: Administrative Circular No. 123 Supplement No. 1, March 10, 1965, by Paul McDonald (2 Pages)
27. An uncited excerpt on Administrative File Code, pp. 99-108, n.d.
28. Memo by SA Carnes on Restrictions on Use of Records Transferred to National Archives, September 29, 1964 (1 page) with attachments: memo by J. Walter Yeagley, September 3, 1965 (1 page) and Walter Yeagley to Robert Bahmer, September 3, 1965 (2 pages)
29. Memo by James J. Rowley to William Collins on GSA Records Regulations, March 30, 1965 (6 pages)

John Machado gave us the following materials:

30. "Records Copied for Joan Zimmerman" n.d. (3 pages) [This appears to be a list of items I requested in July 1995, after visiting Centre Pointe with Ann Parker. I told John Machado at the compliance meeting on July 31, 1997, that I had not received all of this material.]
31. JFK Library Correspondence: Letter from William Johnson, Chief Archivist-JFK Library, to John Machado, January 21, 1993 (1 page); letter from William Moss, Chief Archivist- JFK Library, to Dottie Jacobson, USSS, August 24, 1981 (1 page); letter from M. Kerneklia, Operations Division- USSS, to Daniel Reed-NARA, August 18, 1971 (1 page); GSA-NARA Accession Inventory listing "Appointment Slips" for January 1961 to November 23, 1963, presented by the US Secret Service, November 12, 1971 (2 pages).
32. USSS Entry and Series Description, n.d. (22 pages) [This appears to be an inventory of the USSS Archives.]
33. "Records Copied for J.F.K. Assassination Review Board Request No. SS-4" n.d.

(2 pages)

34. "Inventory of President John F. Kennedy Records" n.d. (4 pages) [This includes a short list of boxes stored at Centre Pointe and the Kennedy Library.]
35. Memo by Ralph Basham to All Assistant Directors and Chief Counsel on Additional Search for JFK Material, June 13, 1995 (1 page)
36. A telex (or fax?) From Basham [Headquarters, AD-Administration] to All Employees on Search for JFK Material, December 13, 1996 (1 page)
37. Inventory marked "OPO-85-0001" and OID Vault (74 pages)

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