

# MEMORANDUM

August 5, 1996

To: David Marwell  
cc: Jeremy Gunn

From: Joan Zimmerman

Subject: US Secret Service Postponements and Information in Open Documents

In her July 15, 1996 letter Jane Vezeris explained her objections to release of certain lists. Some materials that are relevant to her discussion are in documents already open in full. Not all specific issues appear in the open documents, and Jane Vezeris will presumably offer more details about the Service's protective techniques on Tuesday August 6, 1996, at 9:15. The Review Board will be able to determine whether any of the requested postponements should be sustained.

Material in open documents:

1. Discussion of a Secret Service checklist appears in Volume IV of the Warren Commission testimony (see attached page). Gerald Ford asked Secret Service agent Winston Lawson, who had directed the preliminary survey for the Dallas trip, whether he had a checklist. Lawson said he had not had a list before the Texas trip but that he knew that the New York Police used a checklist. Ford pressed the checklist issue with both Lawson and Chief Rowley.
2. January 6, 1964: SAIC Sorrels to Chief [Rowley](#992): This memo includes a report dated November 30, 1963, to Chief Curry from Assistant Chief of Police Charles Batchelor, Deputy Chief of Police George Lumpkin, and Deputy Chief of Police M.W. Stevenson. Page 5 of this report indicates screening of kitchen help: "All employees entering the kitchen were to be identified before being admitted. All those who were in the kitchen at that time were to be cleared also. We also discussed identifying badges which would be worn by the kitchen help."
3. "Outline Principles of Protection of the President and Other Dignitaries" (January 4, 1954)
  - p. 66: "Food suppliers should be checked and food selection and handling should be controlled."
  - p. 112: "Food and drink sent to the President from unknown sources should seldom be used and such items should usually be submitted for laboratory analysis in order to ascertain if anyone is attempting to poison or drug the President."

--p. 112: "Food and drink for the President's residence should be procured from supply sources of known reliability and the selection of items from the stores should be done by a member of the President's household staff."

--p. 112: "Whenever practical at banquets or similar affairs the food and drink served to the President should be selected at random from the servings prepared for the entire assemblage. At such affairs a member of the protective force should generally be present in the kitchen where the food is being prepared and served to observe the kitchen employees and any visitors or strangers who might enter the area while the food is being processed. As a general rule, kitchen employees and waiters should be checked for loyalty, criminal record, mental condition, and general character at places where the President attends dinners or banquets."

--p. 113: "Those [employees] who are not completely trustworthy should be identified as such by investigation or other intelligence gathering means."

--p. 113: "Extensive effort should be made to establish the identity of all employees and visitors to assure that an attacker does not gain admittance by impersonation."

--p. 113: "Monitoring for unusual bacteria in the area occupied by the President should be continually performed by a suitable public health or medical laboratory."

--p. 126: (Hotels) "List of hotel employees to be engaged during visit of President for PRS and police checks."

--p. 126: (Protective measures) "Control for processing of food to prevent contamination."

--p. 127: (Private residences) "List of domestic employees, caterers, etc., for PRS and police clearances."

--p. 127: (Public Halls and auditorium) "List of employees to be on duty during appearance for PRS and police clearances."

--p. 130: (Sports events) "List of names of employees to be engaged during Presidential visit for PRS and police clearances."

--p.131: (Military reservations) "List of military personnel to be engaged during visit of President for PRS and police clearances."

--p. 132: (Church services) "List of church employees for PRS and police clearances."

--p. 133: (Theater) "Complete list of theater employees in addition to cast for PRS and police clearances."

4. "Final Survey Report" Dallas-November 30, 1963 (Commission Exhibit No. 768) by Winston Lawson: "The President's food supply was to come from the general food supply, and the head table waiters, food preparers, and Crotty Bros. Personnel were listed and names and data sent by SAIC Sorrels, Dallas, to our Protective Research Section for processing." (Page 7) And: "A list of catering personnel, wash room attendants, and the organist who might in close proximity to the President at the Trade Mart and a list of persons who would serve the food were forwarded to the Protective Research Section by SAIC Sorrels, Dallas Office, on November 18, 1963." (Page 9).

5. Statement by Winston Lawson regarding his official duties from November 4-November 21, 1963 (Commission Exhibit No. 769): "On Saturday, November 16, 1963,...met Mr. Crotty and Mr. Saich, Crotty Bros. Caterers, and discussed catering and list of their key personnel." (Page 3) And: "The catering personnel list was given SAIC Sorrels and we discussed late developments as to seating, head table, and other luncheon factors." (Page 4).