

# MEMORANDUM

May 6, 1996

To: David Marwell, Phil Golrick, Noelle Gray, Jerrie Olson  
cc: Jeremy Gunn

From: Joan Zimmerman

Subject: USSS Materials at the May 13-14, 1996 Board Meeting

On April 5, 1996, John Machado dropped off a cardboard box of materials--a total of 1453 pages--containing the Secret Service's response to our third request as well as additional records listed below. In his letter dated April 4, 1996, Machado requested the Review Board's advice regarding the status of these documents as "assassination records."

**I. Shift Reports (9).** On February 23, 1996, we requested the "PPD [Presidential Protective Division] Shift Reports - Unusual Incidents- 1960, 1963-1966" file. John Machado has enclosed 9 shift reports (March 30, 1963-January 5, 1964) in a manilla envelope. These are Documents #8, #9, #10, #11, #12, #13, #14, #15, #16. Last July, I asked Ann Parker, John Machado's assistant, why there were no shift reports of unusual incidents for 1961 and 1962. She replied that there were no unusual incidents for those years. Staff recommendation: Documents #9, #11, #12, #13, #14, #15, and #16 are assassination records. Documents #8 and #10 are NAR (not assassination related).

**II. "Protect Subject Abstract"** [computer printout of Lee Harvey Oswald data] 3 pages. This is part of the USSS response to our Request for Material #3. Staff Recommendation: assassination record.

**III. Kennedy Detail Assignments** December 4, 1963 -March 25, 1966. Document # 31. A total of 60 pages. With the exception of the memo from SAIC Kenneth Hale to Chief dated December 4, 1963, all of these assignments to the Kennedy detail are NAR.

**IV. Legislation Penalties for the Assassination of the President** November 1963-August 1965. Document #2. A total of 105 pages. This document contains drafts of bills and memorandums on the topic of responsibility for investigating the assassination of federal officials. The views of Inspector Thomas Kelley are especially revealing. See, for example, Kelley's memo of February 14, 1964. The Secret Service has indicated that in its view the document is relevant and can be released. Staff recommendation: assassination record.

**V. The President's Commission on the Assassination of President Kennedy @1964.** Document #3. A total of 54 pages. This document summarizes the Warren Commission's conclusions about Secret Service protection for President Kennedy and includes the Secret Service plan to revise the Service's

procedures. The Secret Service has indicated that the document is relevant and there is no problem with release. Staff recommendation: assassination record.

**VI. Austin, Texas--Preliminary Survey Report** November 22, 1963. Document #20. A total of 11 pages. The Secret Service has indicated that the document is relevant and there is no problem with release. Staff recommendation: assassination record.

**VII. Organization of Secret Service-General 1961-1962.** Document #30 includes the following:

- Annual Report June 30, 1961 [public document]
- Realignment of Headquarters Functions and Responsibilities
- Directory of Field Offices-May 23, 1962
- Headquarters Reorganization- November 10, 1965
- Organization of the Department of the Treasury-April 4, 1962
- Letter to Chief Rowley-February 23, 1962
- List of District Offices-August 18, 1961
- Report on Long Range Planning Activities-July 26, 1961
- Secret Service Offices in Pennsylvania and New York-July 7, 1961
- Copy for Congressional Directory-February 14, 1961
- Letter to Secretary Henry Fowler-June 9, 1966

The Secret Service indicates "no problem with release," and considers these documents relevant. Staff recommendation: all are assassination records.

**VIII. Kennedy Assassination-Warren Commission Clippings (Archivist Office).** Document #34. A total of 66 pages. The Secret Service indicates no problem with release and considers this material relevant. Staff recommendation: assassination record.

**IX. Fort Worth-11/22/63 Final Survey Report.** Document #19. [Note: The original copy of this is at the Secret Service, 1310 L Street, N.W. Should we ask for the original to be placed in the JFK Collection? Other original reports from the Texas trip may be at the Secret Service as well.] The Secret Service considers this document relevant but notes that it contains post assignments. Staff recommendation: assassination record.

**X. Houston, Texas-11/21/63 Final Survey Report.** Document #17. The Secret Service considers this document relevant but notes that it contains post assignments and protective research subjects (names). Staff recommendation: assassination record.

**XI. Correspondence Relating to HSCA and Senate Select Committee Requests of Secret Service.** (1975-1978) A total of 118 pages. This correspondence is in a manilla envelope; the Secret Service did not assign a document number. Staff recommendation: assassination record.

**XII. The President-General 1962-1963.** Document #21. This document includes letters from the public and memorandums regarding presidential protection. Staff recommendation: a total of 83 pages of NAR records, and 239 pages of assassination records.

**XIII. Richard Case Nagell File (USSS).** A total of 217 pages. The Secret Service delivered this file to ARRB offices at our request on May 10, 1996. Staff recommendation: assassination record.