

SECRET SERVICE PROJECT

1. 135 Forms--Suitland
2. Mike Sampson--SS Historian: get inventory sheets
3. Marc Wolf: get SS report 1970s by National Archives(Bonnie Curtin called to say that she has located the 1970s report and will send it to us. We should get it in 2 weeks. June 1, 1995)
4. Get Bonnie Curtin report in draft form (Send letter to Trudy Peterson)
5. Vol. 22 of Warren Commission
6. HSCA entries on Secret Service (Frank Manna (?)is working on summaries as of June 16, 1995)
7. Form 258 from Steve Tilley: Bob Skwirot said Tilley is looking for it as of May 23, 1995 (I first requested this around May 10, 1995). Joe Freeman said Steve Tilley is looking for the 258 form as of May 31, 1995. Sound familiar? Update as of June 2, 1995: Jeremy handed me the 258 Form today. On June 16, 1995, John Machado brought the 258 form he had at Secret Service. It is different from the National Archives copy. The 258 form provided by John Machado lists 21 "documents" which refer, I think, to boxes of file folders. I do not recall seeing 21 boxes in the Official Case File at College Park. Neither does Phil.
8. Center Point material (On June 16, 1995, John Machado said 5 boxes are at Secret Service hdqtrs.)

Letter to Trudy Peterson was sent on May 23, 1995. We received a reply from James W. Moore, Assistant Archivist dated June 9, 1995. When Bonnie Curtin called me on June 20, 1995, she said our letter was discussed, and she wanted us to have her draft. The archivists were quite concerned about letting out the draft before it was final.

Compliance letter to Secret Service was sent on May 24, 1995.

(Wrong version of it)

John Machado called David Marwell on June 2, 1995 to say that he had received this letter on May 31, 1995 (our proposed deadline for returning the questionnaire.) Machado also said the letter did not include the definition of "assassination record." I faxed the definition to Machado on June 2, 1995 at about 3 PM. (Noelle had assured me that everything listed in the text of the letter had been included when she sent it.)

After receiving Sampson's telephone number from Jeremy, who had received it by calling John

Machado, I called Mike Sampson on May 24, 1995 to set up appointment for June 1, 1995 at 2 PM to discuss Secret Service holdings and inventory sheets. He will call back to confirm. Sampson never confirmed, so I called him on June 1. He said he had not received notice of my security clearance from John Machado. I was not aware that Machado had asked for this (apparently when he called David Marwell a few days earlier). So I asked Tracy to forward the appropriate information to Machado. Tracy also sent my clearance to the security office at the Secret Service and to Mike Sampson. All of this took place on June 1, 1995. I have a clearance with the Secret Service for one year from June 1, 1995.

I called Marc Wolf on May 24, 1995 and left a message for him to call me on his voice mail. I would like to have a copy of the report on Secret Service files done by the National Archives in the early 1970s. Wolf had mentioned that he would look into getting a paper copy for us.

Marc Wolf called at 9 AM on May 25, 1995. He said that Bonnie Curtin is looking for the SS report. He did not know that a special study had been done. He thought it was an appraisal report. Wolf suggested asking a deputy at the Office of Federal Records Centers. He said that Bonnie Curtin is looking for the report as well and will get back to me.

I called Bonnie Curtin at 1:10 on May 30, 1995. I left a message on her voice mail to call me. I wanted to know about obtaining the 1970s Secret Service report. I also wanted to ask her if she needed research help in looking through records to find this report if she did not already have it. Bonnie Curtin called me back on June 1, 1995 to say that she is in the process of obtaining the SS report from the 1970s. When she obtains the paper copy, she will send it to ARRB (within the next two weeks).

I visited Mike Sampson, Secret Service historian/archivist on June 1, 1995 from 2-4PM. My description of what I saw is in the SCIF in my handwriting.

June 13, 1995: received letter dated June 9, 1995 from James W. Moore Assistant Archivist for Records Management responding to request for Bonnie Curtin report. Says we can have a pre-publication copy after the Secret Service has checked it for factual information.

June 14, 1995: John Machado called David Marwell to say that he Machado had just received a call from someone at Treasury who had received Dennis Quinn's letter asking about compliance. Machado said he had tried to fax to our office his answers to our (my) compliance letter of May 24, 1995, but could not complete the fax. Machado said he would be coming to our office in the

morning, June 15, 1995, to drop off his report on the status of the Secret Service search and review of documents.

It is now 3:15 in the afternoon of June 15, and still no sign of John Machado. Machado never showed up.

June 16, 1995 about 11 AM: John Machado calls from downstairs: meeting with David, Jeremy, and me. See agency contacts; Machado brings his answers to our May 24, 1995 letter regarding compliance. He said that Treasury had been on him (Jane Sullivan) had contacted him 3 times about Secret Service compliance. It was "like a fire." Machado stated some of his misgivings about the breadth of the assassination record definition, about Secret Service records leaving their offices or "control," and about Bonnie Curtin's report (which Machado said was "filled with errors").

-----Next steps: read 135s from Suitland

-----make appointment to re visit Archives (1880 G St.)

-----make appointment to get information on Secret Service records management

-----get organizational chart

-----inventory (ies)

-----where is Bonnie Curtin's 1970s report?(UPS tried to deliver it to me on June 26, 1995 but they had been given the wrong address. UPS will try again on June 27, 1995.)Hooray. The report arrived on June 28, 1995.

-----contact George Luce at National Archives about tapes of SS agents (check personnel records)

-----compose written response to Machado's response to our compliance letter(Letter is finally finished on June 26 and ready for David's signature. Jeremy delayed this for a full week. His changes --including footnotes in a business letter--are a disaster.)

June 20, 1995: Bonnie Curtin called to say that she is sending the 1971 report done on Secret Service records. She said her report will be out in September.

David said he would call George Chalou at the Archives about our seeing/hearing tapes of Secret Service agents (June 19, 1995). David called Chalou on June 22 but he was not in.

David called Steve Tilley on June 22 to ask about electronic identification aids sent by Secret Service since we do not have data bases from Secret Service. Tilley will not be here until Monday.(June 26, 1995:David called Tilley who said that Secret Service materials in the Archives were donated in late 1970s and are now the property of the Archives. Some of those materials as well as materials referred

by third agencies, have RIFS. To date, no materials have originated from the SS since the JFK Act and nothing has RIFs on it.)

I called John Machado on June 23, 1995 to set up visit to Secret Service. John Machado said that Ann Parker will describe their records management program on June 27, 1995 at 10AM. Machado also invited me to come to Centre Pointe to see Secret Service materials stored there. I expect to do this on Tuesday June 27. John Machado said he is still reviewing materials in the Archives. Mike Sampson has prepared an inventory based on my suggestions when I visited earlier this month (June 1). I will plan to visit the Archives after July 4.

On June 27, 1995, I visited with Ann Parker (202-435-7013) at the Secret Service from 10 AM to 1:10. She showed me several manuals describing administrative and investigative filing systems. I will return to her office at 1310 L Street on July 6 to visit Centre Pointe and gather several items I requested. I wanted to have copies of inventories and filing systems.

VISIT TO SECRET SERVICE SCHEDULED FOR
JUNE 1, 1995

Joan Zimmerman trip to Secret Service, 1800 G Street, 8th floor

Mike Sampson, Secret Service Historian

(Jeremy called John Machado to obtain Sampson's number.)

Discuss statute: goal of Assassination Records Collection Act: make materials available to public. We

expect a thorough search, and we will follow up with a spot check and depositions. Definition of assassination record.

*All records that enhance and enrich and broaden the historical record of the assassination of President Kennedy. (Even if outside the definition)
Must go beyond the records of previous commissions set up to investigate this event.*

All inventories held by the Secret Service historian describing their collection and sources of material generated by the Secret Service and descriptions of their holdings, location of all materials.

Documents: guides, instructional materials and guidelines used by agencies to further their review of assassination records. Secret Service records lists describing the procedure by which agencies identified assassination records for review.

Records necessary and sufficient to describe the agency's:

- (1) Records policies and schedules
- (2) Filing systems and organization
- (3) Storage facilities and locations
- (4) Indexing symbols, marks, codes, instructions, guidelines, methods, procedures

Get records control schedule: identify the series, category of the record, correspondence. Goal: get schedules and lists of holdings. Find out how to reference holdings, i.e. by file# or title. Be as specific as possible. *Secret Service has a file code: get it.*

Identify various series of records, categories of records, correspondence

1. Through administrative offices?
2. Through inventories?
3. Suitland
4. Center Point
5. Historian's office
6. Any other locations downtown or in the Washington, D.C. area or elsewhere

Files in administrative offices: *organizational charts of Secret Service* to identify all offices that may hold records

Is it best to ask for material by administrative office? That is, for example, the Public Affairs Office would have the Director's speeches. Or Protective Research Service has Director's correspondence. How much of this material is at Suitland, Center Point, or in one of the downtown offices. In the downtown offices, are records dispersed? Or are they all located in one office?

Get organizational charts of the current Secret Service.

1. Field office files; reports from field offices as noted in Official Case File at College Park Archives; nationwide teletype sent in response to ARCA and field office replies. Get 258 forms for field office files that have been destroyed. Were there duplicates in any headquarters files? What were criteria for destruction?

2. Separate files containing correspondence from HSCA, the Church Committee, Pike Committee, Rockefeller Committee. Is there internal correspondence on these committees?

3. Documentation of transfer of Secret Service records to Federal Records Center in Suitland. Secret Service records of materials it has destroyed. When material was destroyed.

4. Materials belonging to the Chief/Director Rowley or other high level officials, kept separate from central office filing system or separate from SAC reports. Memos of meetings, telephone logs, logs of correspondence. Is there internal correspondence, are there intra-agency memoranda? Was there any internal investigation of the assassination inside the Secret Service, the results of which were never made public?

(Speeches by the Director or other high level officials)

4A. Records held by persons by virtue of their public service, i.e. Rowley, and head of Protective Research Bouck

5. John Connally's request for all Secret Service material relating to the assassination: memoranda

documenting this request and the return of these materials; itemized list of what Connally received in response to his request for all materials in the hands of the Secret Service on the assassination.

6. Guides or manuals used by Secret Service agents in 1963; either an earlier volume of regulations or guide book with inserts, updates in use in 1963. Or training films in use in 1963. Investigative procedure manuals.

(Did agents have any medical training or paramedical training?)

(Did the Secret Service generate any lab reports; are there any independently performed tests results on the weapon, examination of the limosine?)

CENTRAL OFFICE FILES

Including programmatic material: time and attendance as policy; rules and regulations, increases in White House detail for President and Vice President, meetings where such changes were discussed.

Headquarters keeps all *policy, procedural, and executive documents (in Central file?)*

10. Personnel records: Roy Kellerman? (Check 1961-1963)

10. A. Oral histories by agents on the scene in Dallas or by Thomas Kelley or other top level officials, or any films made of interviews with people in Dealey Plaza or Secret Service agents.

B. Maps, photographs (Robert Groden); motion pictures, sound recordings, artifacts

11. Who determined which agents would be on what shift? Increases or decreases, different deployments in the period 1960-1963;1963-1965. Minutes of meetings where such changes were discussed. Any minutes of meetings where overall strategy of protecting the President was discussed

in the immediate post-assassination period?

VISIT TO SECRET SERVICE July 7, 1995

Ann Parker and John Machado

I met with Ann Parker and John Machado beginning at 9:30 at 1310 L Street. Ann Parker gave me 4 lists that I had requested on June 27, 1995 as follows:

1. *Administrative Files Classification Code* (Index to Major Subject Groups), 4 pages
2. *Office-Abbreviation Sequence*, 4 pages
3. *Table of Contents of Administrative File Codes* (in use since 1983), 11 pages
4. *Table of Contents of Case Classification Codes and Case Types*, 7 pages

Note: on June 27, 1995, Ann Parker gave me an official chart with descriptions of the current Secret Service organization.

A. Ann Parker showed me the **Report on the Assassination of President John F. Kennedy**, 2 vols. The Secret Service made 45 copies of this. I asked her to photocopy both volumes.

B. Both Ann Parker and John Machado said they were unaware of any internal biographies of Chief James Rowley. I asked if Chief Rowley had given any speeches or made any statements when he began his tenure as Chief indicating the direction he envisioned. John Machado said he was not aware of anything like this. I will follow this up when I revisit the Archives at 1800 G Street.

C. Ann Parker said she would provide me with an "01" list of Secret Service materials at Suitland.

D. Ann Parker and I were driven by an agent named Chuck to Centre Pointe, which is in Landover, Maryland (beyond Addison Road metro stop). From about 10:30 to 1:00 Ann Parker and I looked at contents of cardboard boxes containing Secret Service materials from various offices. A portion of the materials at Centre Pointe are clearly not relevant for our purposes. There are, for example, several boxes containing various materials from the 1970s and 1980s, and I sought to focus on boxes that

might contain assassination records. The outside labels of many boxes were so vague that this process was very time-consuming. I will plan to return to Centre Pointe to continue looking for appropriate materials on July 12, 1995.

E. Ann Parker will be taking July 14 off.

F. Ann Parker mentioned that John Machado had called a meeting last week at the Secret Service to discuss the JFK statute. In attendance were: Carl Meyers of the Public Affairs Office, who is the supervisor of Mike Sampson. Sampson, the Secret Service archivist, was present at this meeting. The Secret Service Legal Counsel was there. The "DAD" was slated to come but left at the last minute to attend another meeting.

G. Ann Parker is assisted by Carolyn Wesner, who writes records schedules; and Barbara Wright, who is the liaison with records center. Wright writes 135 forms.

H. Ann Parker has two inventories in her office, which she has shown to me. We have not yet reached the point where she is willing to let me photocopy these lists. One is in a very large three-ring blue binder, and it is quite lengthy. It is entitled "Records Inventory." It lists materials under the code: MNO-85-0008. Some boxes at Centre Pointe have this designation on the outside. The other is a shorter list with descriptions of materials at Centre Pointe. It is almost indecipherable, and I would prefer to view the actual materials in the boxes on site.

I. Ann Parker showed me the following materials in her office:

1. Shift Reports-Presidential Protective Division. The Secret Service is most sensitive about shift reports. This binder contained reports from the White House Detail, and it is labeled: "PPD Shift Reports-Unusual Incidents-1960, 1963-1966." It contains very specific times and descriptions of notable incidents. I asked Ann Parker why there were no entries for 1961 and 1962. She said that there were no unusual incidents during those years. This file contains the reports for November 22, 1963. On the front of this folder the following is written: "PPD-85-0001, 1/1 SS/62." I looked through this binder and selected documents that are very clearly assassination records. My intention is to have the entire file photocopied, but I do not want to push it at this point.

2. A file folder labeled "Daily Shift Report, November 1963." This a permanent record, and the front of the folder says: "PPD-85-0001, #1, CP/04:08-5-1" I will ask that this entire folder be photocopied.

3. File Folder:"101.10 Legislative Penalties for the Assassination of the President, etc." On the front of the folder is written:"MNO-85-0012, Box 7B, CP/03:02-3-1" This contains assassination

records. A memo by Inspector Thomas Kelley describes the problems with this legislation from the Secret Service standpoint. Of especial concern to Kelley was the designation of the FBI as the only agency to investigate an assassination of the President. The file contains other Secret Service memoranda and excerpts from the *Congressional Record*. I will ask Ann Parker to photocopy this file.

I would add that she voluntarily brought this to me. I had not seen any reference to it before.

4. Final Survey Report, Houston, Texas, November 30, 1963. On the front of this folder the following is written: "OPO-85-0001, #7, CP/04:02-6-3." Inside the folder on the first page the following is written: "File no. 1-16-602.111." The file folder label says: "602.111 Houston, Texas 11-21-1963, President and Mrs. Kennedy, Vice President and Mrs. Johnson." I will ask to have this photocopied.

5. File label says: "602.111 Fort Worth, Texas, 11-22-1963, Texas Hotel: Chamber of Commerce Breakfast" On the front of the folder is written: "OPO-85-0001, #7, CP/4:2-6-3." I will ask to have this photocopied.

6. File label says: "602.111 Austin, Texas, 11-22-1963." On the front of the folder is written: "OPO-85-0001, #7, CP/04: 02-6-3." I will ask to have this photocopied.

On June 27, 1995, Ann Parker had shown me destruction schedules designated by the National Archives for Secret Service materials. In this context, she said-- and John Machado confirmed--that the Inspection Reports of the Dallas field office for the period 1960-1963 had been destroyed. I asked about this again on July 6, 1995. John Machado said that he would inquire again to make sure this is accurate. I am thinking that retired agents from Dallas might have kept these reports, or that the field office itself might have retained these reports (which are supposed to be destroyed on a regular basis.)

John Machado asked how long the ARRB would be in existence. He also asked about procedures and the process of appearing before the Board. He asked if he could witness presentations by the FBI and CIA. I replied that that would not be possible.

John Machado discussed the Secret Service collection at the National Archives. He said that there is a tape by Clint Hill available to the public, and there are tapes of interviews of Marina Oswald. I suggested that he might wish to visit this collection at College Park to confirm that everything the Secret Service sent in 1979 to the Archives is, in fact, there.

After spending the afternoon at Ann Parker's office looking through these materials and the inventory, I left at about 4:30. I am planning to continue to visit her office and Centre Pointe until I am satisfied that I have located all potential assassination records held by the Secret Service. They are in the

process of moving forward on finding appropriate materials. My visits seem to prompt the emergence of more documents. So far so good.

VISIT TO CENTRE POINTE JULY 12, 1995 Zimmerman and Quinn

1. Training films viewed by retired agents
2. 5 Boxes from Centre Pointe in Secret Service office
3. Inspection reports from field offices
4. List of backup for Texas trip
5. Ann Parker promised an "01" list of Suitland materials
6. Legal Counsel correspondence of HSCA should be in Secret Service not Treasury

VISIT TO CENTRE POINTE July 12, 1995 (Quinn and Zimmerman)

I had arranged to visit Centre Pointe on July 12 in order to begin a more thorough examination of all administrative records that might contain assassination records. Dennis Quinn accompanied me, and Ann Parker was with us for the entire day. While we were being driven to Centre Pointe by agent Chuck Green, Ann Parker mentioned that 4 boxes of Secret Service material from the Federal Records Center at Suitland have been sent to the National Archives. According to Ann Parker, these contained protective surveys for President Kennedy. Parker also mentioned that box #1 and box #7 had been destroyed according to her records schedule. She said she could tell me exactly which boxes she is referring to when I visit her at 1310 L Street.

Ann Parker mentioned that she had met with Latita Roseboro and Carolyn Wesner. Carolyn Wesner will be assisting Ann Parker. Latita will be training a secret service agent and another person to assist her in the FOIA office. Latita has apparently prepared a guide on redactions for her assistants and Carolyn. I will ask for a copy of this.

Ann Parker said that Carolyn has the dates of old training films for Secret Service agents in the 1950s. Parker also mentioned that these films are at the National Archives. I am planning to visit

Ann Parker at her office next week, and I hope to revisit Centre Pointe the following week.

At Centre Pointe, I examined the contents of the following boxes:

1. MNO-85-0008, Box 7, 123.6 to 125.44, 1967-1974

I requested that the following be photocopied: Thomas Kelley memo dated May 5, 1967 to Director re: proposal and position concept concerning the Inspectors. This is in folder: 124.0 Office Inspections-General (January 1967-December 1969).

2. MNO-85-0008, Box 11, 201.4-206.0, 1963-1967 "Training"

3. MNO-85-0008, Box 26, 511.01-514.0, 1938-1971 "Guns and Weapons"

I requested that the following be photocopied: Folder: 514.0 Guns on Loan from US Army, Apr. 1962-Aug. 1966.

4. MNO-85-0008, Box 25, 505.0-511.0, 1960-1971

I requested that the following be photocopied from folder: 510.0 Official Property Receipts (individual records of property):

1. Theodore Brehm
2. Allan Sturges
3. Brooks Keller
4. Horace Gibbs
5. Carroll Honess
6. James Mastrovito
7. Lubert DeFreese
8. David B. Grant

note: All of these agents began in January 1963.

5. MNO-85-0008, Box 30, 520.0-540, 1949-1971

I requested: Forrest Sorrels to Baughman dated 7/25/50 in folder: 520.0 Supplies-General, 1962-1964; and Inspector Krill to Lemons, 1/28/63, and Wildy to George Taylor, 1/4/62, in folder: 520.0 Supplies-General, 1962-1964

6. MNO-85-0008, Box 31, 540.0-541.4, 1959-1971

I requested: folder 541.1-Telephone 1964:

1. WHCA Directory (1964)
2. James Rowley to GSA, Nov. 2, 1964

3. Fred Backstrom SAIC Springfield to Rowley, October 19, 1964
4. List of Secret Service agents (initialed GMP)
5. Gordon Parks to Chief Rowley, September 16, 1964 (and following 6 pages)
6. Joseph Lemons to SAIC Bouck, September 4, 1964
7. Bouck to Chief Rowley, August 24, 1964
8. John Gallamore to Chief Rowley, July 7, 1964
9. Forrest Sorrels to Chief Rowley, June 4, 1964
10. Shirley Humphrey to USSS, June 9, 1964
11. John Marshall to Chief Rowley, January 31, 1964
12. John Marshall to Chief Rowley, May 11, 1964
13. Tom Hanson to Chief Rowley, Feb. 26, 1964
14. Lewis Huff to Chief Rowley, Feb. 13, 1964
15. Hanson to Chief, Feb. 18, 1964
16. Lemons to Gordon Parks (and list of calls) Feb. 14, 1964
17. Parks to Accounts, January 9, 1964
18. Chief Rowley to SAICs, Feb. 13, 1964
19. Hanley to Chief, Feb. 18, 1964
20. Hanley to Chief, Feb. 14, 1964
21. SAIC Burke to Chief, Feb. 1, 1963
22. Chief to Spicer, Jan. 30, 1964
23. Rowley to SAICs, January 28, 1964
24. O'Malley to Chief, January 22, 1964
25. Chief to Sorrels, January 28, 1964
26. Sorrels to Chief, January 7, 1964

7. MNO-85-0008 (CP/01:02-4-5)

I requested from folder: Telephone 541.1, 1963:

1. Maurice Martineau to Chief, November 26, 1963
2. Guthrie to Chief, Oct. 29, 1963
3. Forrest Guthrie to Chief, September 25, 1963
4. John Rice to Lavern Hughes, September 12, 1963
5. Rice to Chief, September 11, 1963
6. Sorrels to Chief, August 27, 1963
7. Chief to Sacs, July 22, 1963
8. Spaman to Chief, March 26, 1963
9. Spaman to Chief, March 5, 1963
10. Rowley to Saics, February 21, 1963

Dennis requested that the following be photocopied:

1. U.S. Secret Service Annual Reports FY, 1963, 1964, 1965, MNO-85-0008, Box 8, 125.45-127.3
2. Organization of Secret Service: 1961-1962, MNO-85-0008, 110.0, CP/01104-4-3
3. Kennedy (Mrs.) Protective Detail, Box 71, MNO-85-0008, CP/01:04-4-3

I expect to be able to retrieve photocopies of this material as well as previously identified material from my first visit to Ann Parker's office when I revisit her office on July 19, 1995.

Visit to Secret Service July 19, 1995: see agency report and memos to file July 19 and July 20, 1995

Materials To Be Retrieved From Secret Service

I. Suitland-Federal Records Center

--RIFs for accession 87-75-4, Boxes 2-5

--RIFs for accession 87-75-5, Boxes 1-6

--RIFs for accession 66A-890, Box 5 and Box 7 (law enforcement coordination, Treasury)

--RIFs for accession 63A-623, Box 4, Box 5, Box 6, Box 13 (note that trip file folder is kept in Secret Service headquarters: 602.111 Trip No. 100 Far East General, cancelled trip to Japan), Box 24

--RIFs for 87-86-0004 (1963 only) located in 1310 L Street, Room 670; and RIFs for 87-89-0009 (1963 only)

--RIFs for 87-75-8, Boxes 1 through 5

-- Boxes to examine: 87-75-1, Boxes 1 through 12

WE should request all 135 forms for all Secret Service material at Federal Records Center

Items to request from Secret Service: (July 31, 1995)

1. File on Joseph Milteer maintained in Intelligence Division of the Secret Service
2. Project Star material maintained by Technical Development and Planning Division of the Secret Service
3. File on Thomas Vallee maintained in the Intelligence Division of the Secret Service
4. File designated CO-2-33, 115 (includes but is not limited to Cuban/anti-Castro activities)
5. "The Kennedy Assassination file maintained in the Intelligence Division of the Secret Service."
(See March 14, 1978 Goff to Blakey)

October 30, 1995

leads from HSCA material :

agency file number: 104542 info on communications. Get more from Centre Pointe