

MEMORANDUM

October 30, 1995

To: David Marwell, Jeremy Gunn

From: Joan Zimmerman

Subject: Proposed Agenda for Secret Service Records

This plan accommodates Secret Service file systems, the knowledge we have about potential assassination records, and the Secret Service's current level of experience with the JFK Act. In order to assist the Secret Service in establishing more efficient procedures, we should initiate a regular schedule that begins with small requests. If they know our expectations and if they come to realize that we will adhere to our stated schedule, they *might* eventually decide to cooperate with us slightly more than they have in the past. A regular schedule with limited but steady requests should theoretically keep the Board supplied with Secret Service records to review. In any event, we should eliminate any uncertainty they may have about our intentions.

Sequence of Requests

Each request for materials should be stated in a separate letter, and our time frame for that specific material should be clearly outlined. Our goal over the next several weeks should be to familiarize the Secret Service with the complete review process so that it will become routine. After the initial stage of small requests, the second stage will move into larger-volume requests to review material by a specific date, e.g. the protective surveys from the Kennedy and Johnson presidencies now at NARA. The third stage will be requests for material from Suitland. The fourth stage should consist of broad-ranging requests such as the letter about Rowley's files, along with requests for boxes of material from Centre Pointe.

What follows is a list of materials that representatives of the Secret Service have at various times brought to our attention. We should send individual letters requesting that they deliver these materials to our office. Once we have them, we can request evidence and schedule board review.

- "PPD Shift Reports-Unusual Incidents" File 1960, 1963 (ask for 1958-1968.) If we start with this file, we have the advantage of requesting material (shift reports) that is similar to what John Machado donated to NARA before the ARRB was established.
- 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."

The Secret Service liaison file at the FBI contains information on the same legislation.

- File Folder: "602.111 Houston, Texas 11-21-1963, President and Mrs. Kennedy, Vice President and Mrs. Johnson."
- File Folder: "602.111 Fort Worth, Texas, 11-22-1963, Texas Hotel: Chamber of Commerce Breakfast."
- File Folder: "602.111 Austin, Texas, 11-22-1963."
- File on Inauguration of President Kennedy
- The Briefing Book Latita showed us last April. I note that HSCA-Secret Service materials included a "USSS Briefing Paper." This raises a question about whether Latita has disassembled the Briefing Book.
- File folders of "Doctors' Testimony" from the JFK Assassination boxes in the Secret Service Archives
- File folders of Secret Service agents' comments on the William Manchester book from the JFK Assassination boxes in the Secret Service Archives
- *The Record* for the years 1960-1965. John Machado told us these were already at NARA. I checked. The collection of volumes of *The Record* that are at NARA stops at 1959.

This is a preliminary (sample) list of materials that we know they have and that appear to be reasonably related to the assassination.

Some examples of material we can request from Centre Pointe include the following:

White House Communications Agency Directory (1964)

File folders on the protection of Jacqueline Kennedy after November, 1963

File folders on Army supplies lent to the Secret Service

In short, we should start with small but steady requests.

Zimmerman e:\wp-docs\agendass