

June 12, 1996

HAND DELIVERED

Ms. Jane E. Vezeris
Deputy Assistant Director
Office of Administration
United States Secret Service
1800 G Street, N.W.
Washington, D.C. 20223

Re: Review Board Designation of United States Secret Service Material (Protective Research Documents and Director's Briefing Book)

Dear Jane:

At its June 4, 1996 meeting, the Assassination Records Review Board determined that the following materials are assassination records:

The President-General 1964:

Document #139. A total of 7 pages. A copy of the charge-out card is enclosed.

Protective Research-General:

Ten unnumbered documents. Copies of these assassination records with charge-out cards are enclosed. (Also enclosed are three records that are not assassination related.)

Briefing Book: Director's Appearance Before the House Select Committee on Assassinations.

Entire document. A copy of the title page is enclosed.

We request that you provide us with pages 145 through 151 [letter of understanding with the National Security Agency].

The Review Board will keep copies of documents determined to be assassination records until the

entire review process is complete.

In addition, I am enclosing Documents #8 and #10, which the Review Board determined not to be assassination related at its May meeting. On April 5, 1996, you provided us with a duplicate copy of the "Manchester Material," which I am returning to you. Finally, I am enclosing a copy of the list of documents you provided on April 5, 1996.

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We request that you follow these procedures for processing the above-identified records under the JFK Act:

Records containing no claimed postponements: The Secret Service should prepare an electronic identification aid for each record, and attach a printed copy of the corresponding identification aid to each record. The records, attached identification aids, and computer disks containing the electronic identification aids should be forwarded to Steve Tilley at the JFK Collection at the NARA II facility in College Park. Copies of the computer disks should be sent to us as well, so that we may update our databases.

Records containing information the Secret Service wishes to postpone: You will need to prepare electronic identification aids for each of these records as well. You will also need to prepare two photocopies of each record with the material you wish to postpone redacted (you may wish to keep a third redacted photocopy for your records). A printed copy of the corresponding identification aid should be attached to both redacted copies of each record. One set of the redacted copies, with printed identification aids attached, should be forwarded to Steve Tilley at NARA II. You should also send to Steve Tilley the electronic identification aids on computer disks. The second set of redacted copies also with printed identification aids attached, and copies of the electronic identification aids on computer disks, should be sent to the Review Board so that the Board can evaluate the proposed postponements. You also should provide to the Review Board whatever evidence you wish to present to the Board in support of the postponements claimed in each record. In the absence of clear and convincing evidence in support of the claimed postponements, a record will be opened in full. *See* JFK Act, §§ 6 and 9(c)(1)(B).

We request that you complete this process by September 13, 1996, so that the Board will be able to make its final determinations.

If you have any questions about these procedures, please feel free to call me.

Sincerely yours,

David G. Marwell
Executive Director

cc: Donald Personette