

March 27, 1996

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

Re: Assassination Records Review Board Request for Additional Information No. SS-4 (Protective Survey Reports, USSS Archives Materials, and Newsclips from Federal Records Center)

Dear Jane:

This letter constitutes our fourth formal request for additional information and records under the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. sec. 2107 (Supp. V 1994).

We request that you make available to us protective survey reports prepared for President Kennedy in November, 1963. We note that Accession no. 87-75-4 covered the period up to President Kennedy's trip to New York on November 11, 1963. We are requesting all of the remaining trip files for President Kennedy after November 11, 1963, as well as any additional files still in *your* possession (not at College Park) that document Secret Service preparations and follow up activities for presidential trips for the period 1961 through 1963. This includes President Kennedy's Inauguration as well as the protective survey report for President Kennedy's visit to the LBJ Ranch for November 22, 1963.

We also request that you make available additional materials from the Secret Service Archives as follows:

- the *Field Manual* for agents in use in 1963
- all newsclippings relevant to the Kennedy assassination in the large, flat gray boxes
- all of the contents of folders containing information on assassination attempts on President Kennedy in the boxes marked "JFK Assassination" or elsewhere in the Service Archives Secret
- bound volumes of *The Record* for the years 1960-1964
- logs of the White House Detail for November, 1963 [in the "Director's Collection"]
- recordings of speeches by Chief Rowley between November 1963 and January 1965
- "Personnel Strength Logs" for the period 1960-1965 [donated by the former head of the personnel division]
- White House Advanced Manual Detail* (1964 and 1967)
- USSS *Evaluation of Protective Policies, Practices, and Procedures*

We are also requesting the White House Police Manual in use in 1963.

Finally, we request items 1 through 10 from Accession No. 66A 1312 - RG 87 (newsclippings and press coverage of the Kennedy assassination) at the Federal Records Center.

By making this fourth request, we are not designating these materials as "assassination records."

To the extent that this request presents logistical or other difficulties that we may not have anticipated, we will be happy to discuss with you ways in which the request might be amended.

We appreciate your help in this matter.

Sincerely yours,

David G. Marwell  
Executive Director