

MEMORANDUM

November 7, 1997

TO: Carol L. Keeley
Unit Chief, Historical and Executive Review Unit
Federal Bureau of Investigation

FROM: Laura Denk
Assassination Records Review Board

SUBJECT: Timetable for Review of FBI Records
and Electronic Updates

Thank you for meeting with me to discuss the timetable for review of FBI records that I drafted and shared with you and LuAnn Wilkins. This memo will confirm that the Review Board and the FBI agree to work according to the timetable during this last year of the Review Board's work.

I am attaching the timetable to this memo, with the revisions that we discussed last week. With regard to the HSCA subjects, I revised the timetable to state that we will complete negotiation of 1/10 of the unprocessed pages each month as well as 1/10 of those processed pages that still need to be negotiated. My understanding is that the 186,440 pages number that LuAnn provided to me last week represents pages that have not yet been through the initial processing phase. (I am aware that LuAnn's list indicated that the count was not yet complete.) Assuming we have approximately 190,000 pages of unprocessed material to complete, we will attempt to complete negotiation of 19,000 of the currently unprocessed pages each month.

In addition, we will negotiate each month 1/10 of the remaining 87,624 previously processed pages that still need to be negotiated. We will work to complete negotiation of 8,800 pages per month of these previously processed records.

With regard to the "miscellaneous" column on the timetable, I added two items that we discussed last week: (1) FBI clearance of Hosty's testimony before the Church Committee, and (2) FBI completing work on the Lesar FOIA request.

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A last note on changes to the timetable -- I had a brief discussion with Debbie Beatty regarding the timetable and she indicated to me that she thought that the end of February was a more realistic date for completion of the HSCA records that the Review Board referred to the FBI. I told her that we would agree to give the Bureau an additional month to complete its work on those referrals.

Finally, with the Review Board meeting scheduled for next Monday, I wanted to write to remind you of our discussion two weeks ago in which we agreed that the FBI would provide the Review Board staff with updated electronic information within five days after each Review Board meeting.

If you have any questions about the timetable or the electronic updates, you can, of course, give me a call.

As always, we appreciate the Bureau's cooperation with the Review Board's work.