

MEMORANDUM

April 7, 1997

To: FBI Team
cc: David Marwell, Jeremy Gunn

From: Laura Denk

Subject: Status of Outstanding "Requests for Additional Information" from the FBI and Procedures for Review of Materials Responsive to Requests

Since May of 1995, the Review Board staff has written the FBI **41 letters** requesting additional records for our review. We made 21 of these requests in the last 2 months.

Of these 41 letters, we have completed our review of materials responsive to 7 of the letters and we have started our review of materials responsive to 9 of the letters. We have not yet started our review of materials responsive to 25 of the letters (of course, the FBI has yet to provide materials responsive to most of the 21 requests we made in the last 2 months.)

In addition to the above-referenced letters, we have made 4 informal requests for additional information and we have identified at least 8 other subjects that we are planning to make the subjects of "Requests for Additional Information" letters.

In some cases, review of materials responsive to a request will take an hour or two of work at the FBI. In other cases, however, the materials responsive to our requests are voluminous and will require much more review time. So that we are somewhat consistent in how we deal with these requests, this memo provides a brief step-by-step guideline on following up on our requests.

- (1) Send letter to Carol Keeley requesting additional information. (*See Tab A for an example.*)
- (2) Follow up with Carol to find out when responsive materials are available for review.
- (3) Go to FBI and review responsive materials. Keep track of location of any assassination records in the files.
- (4) Talk to me and to Jeremy about assassination records in the responsive materials.
- (5) Talk to Carol about assassination records in the file. Ask her if FBI will agree that the

records are assassination records and if FBI will process the records under the JFK Act.

- (6) Send a letter to Carol a letter confirming our agreement with the FBI. (*See* Tab B for examples.)
 - (a) If FBI agrees to process the records, confirm the agreement and list the specific records.
 - (b) If FBI does not agree to process the records, the letter will inform the FBI that the ARRB staff intends to present to the Review Board the listed records on a specific meeting date. The letter will also inform the FBI that if it wants to present its views on the records at issue, it will need to do so by a specific date.
- (7) Follow up.
 - (a) If the FBI has agreed to process the records, periodically ask Carol about the status of the processing.
 - (b) If the FBI does not agree to process the records, we will present recommendations to the Board with supporting records, either in memorandum form or in a presentation to the Board. Then, if the Board decides the designate the records assassination records, we will need to issue an "assassination record designation" in the Federal Register and direct the FBI to process the records.
- (8) Write a brief memo for the file that explains the disposition of the materials that the FBI provided in response to our request.

If you want to check the status of a particular request, I have two notebooks in my office -- one labelled "Requests for Additional Information" and one labelled "Informal and Potential Requests for Additional Information." The first contains the numbered request letters and the second is tabbed according to subject.