

MEMORANDUM

October 16, 1997

To: Carol Keeley
Unit Chief, Historical and Executive Review Unit, FBI

cc: LuAnn Wilkins
Historical and Executive Review Unit, FBI

From: Laura Denk

Subject: Status of Records Review and Timetable for Completion of Review and Processing of Assassination Records

As you know, the Review Board believes that we need to establish a reasonable, but strict schedule for reviewing the assassination records of the FBI on a systematic basis so that the Review Board staff can complete our work on the records by September 1, 1998. The primary purpose of this memorandum is to confirm that the FBI has agreed to prepare a draft month-by-month timetable that will enable us to complete our review of the records, and to confirm that we have agreed to meet with you on Monday, October 20, to discuss the proposed timetable. We envision that this timetable will include, but will not be limited to, the following items:

- (1) the number of pages of "HSCA subject" files that the FBI will prepare (using the "all-inclusive review" process) for Review Board staff negotiation each month¹;
- (2) a plan for processing assassination records that Review Board staff has designated from the files that the FBI produced in response to the Review Board's requests for additional information, which should include time for the

¹The timetable should take into account the time required for the FBI to receive its referrals back from third agencies so that the Review Board staff will have sufficient time to address any postponements claimed by third agencies. It should also take into account the time required for the FBI to re-review its postponements under sections 10 and 11 of the JFK Act.

FBI to gather and present evidence on postponements in the newly designated records²;

- (3) a plan for referring foreign government information from the core and related files to the FBI's Legats (the Review Board will need to receive the FBI's responses from the Legats no later than by December 31, 1997, to enable the Review Board to pursue release of the record via diplomatic channels if necessary);
- (4) a plan for completing processing of other miscellaneous records in the "core and related" files;
- (5) a plan for processing records that the Review Board and/or the National Archives referred to the FBI, including materials generated from the Review Board's interview of Special Agent Hosty, and HSCA records (*e.g.*, HSCA card file, HSCA staff notes);
- (6) a plan for processing records that third agencies have referred to the FBI; and
- (7) a plan for transferring the FBI's assassination records to the National Archives.

We look forward to meeting with you on Monday and, as always, we do appreciate your continued cooperation with the work of the Review Board.

²The Review Board staff will provide the FBI with a list of the records that appear to be assassination records from the outstanding "requests for additional information" before the meeting on Monday, October 20.