

October 15, 1997

Ms. Carol Keeley
Unit Chief, Historical and Executive Review Unit
Federal Bureau of Investigation
10th and Pennsylvania Avenue, N.W.
Washington, D.C. 20535

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

Dear Carol:

In its meeting on October 14, 1997, the Assassination Records Review Board considered the issue of foreign government information in the assassination records of the FBI and provided the Review Board staff with guidance on how to proceed with regard to this information. Now that we have resolved the last overarching policy issue in FBI records, the Review Board staff is prepared to increase the pace of our review of the FBI's assassination records in furtherance of our goal to complete review of the records by August 1, 1998.

As we discussed at our meeting with you, John Collingwood, and LuAnn Wilkins on September 25, 1997, our intention is to complete our review of *all* of the assassination records that have been identified by the FBI and the Review Board. In addition, we intend to ensure that the FBI transfers all of its assassination records to the JFK Collection at the National Archives and Records Administration by September 30, 1998. "All assassination records" includes, but is not limited to, the following groups of FBI records: all records from the "core and related" files; all records from the "HSCA subject" files; all assassination records derived from the Review Board's requests to the FBI for additional information; all records referred to the FBI by the Review Board (*e.g.*, HSCA records, interview of former Special Agent Hosty, HSCA card file, HSCA staff notes); and all records referred to the FBI from third agencies.

We also intend for all duplicates, including FOIA copies of assassination records, to eventually be part of the JFK Collection, but the FBI need not process all duplicates by September 30, 1998.

Given the limited resources of the Review Board, we need to establish a plan for reviewing the records on a systematic basis so that the Review Board staff has sufficient time to process them. The

Ms. Carol Keeley
October 15, 1997
Page 2

primary purpose of this letter is to request that the FBI prepare a month-by-month timetable that will provide us with assurances that the FBI will be able to complete its processing, thereby enabling us to complete our review of the records. This timetable should include, but is not 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 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 would like to receive a draft timetable from you as soon as possible, and we hope to be able to

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.

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" by October 17, 1997.

Ms. Carol Keeley
October 15, 1997
Page 3

meet to discuss your draft a week after you receive this letter so that we immediately focus on increasing the pace of our review.

When Congress granted the Review Board authorization for an additional year, the Review Board began to prepare monthly reports to Congress updating them on our progress. In order to enhance the accuracy of these reports, we would like for the FBI to prepare monthly reports to us, in writing, that update us of the FBI's progress as measured against the timetable referenced in this letter. The FBI's reports need not be more than one page long. Ideally, the report will be a standard form letter addressed to me that contains the FBI's updated statistics.

The Review Board wants to ensure that the FBI understands our firm commitment to the goal of finishing its review of all records and that the FBI is allocating sufficient resources to accomplish the goal. We appreciate the Bureau's continuing cooperation with the work of the Review Board and we look forward to working with you to complete our work in the upcoming year.

Sincerely,

T. Jeremy Gunn
Executive Director