

Assassination Records Review Board

600 E Street NW ■ Second Floor ■ Washington, DC 20530

June 29, 1995

Mr. Bill Adams
P.O. Box 24945
San Jose, California 95154

Re: Freedom of Information Act Request for Experts Conference Materials

Dear Mr. Adams:

This is in response to your letter of June 15, 1995, requesting the release of certain Assassination Records Review Board (Review Board) material related to our Experts Conference under the Freedom of Information Act (5 U.S.C. § 552). We recall your great interest in being invited to participate in the Experts Conference. Unfortunately, as we told you and those who called in support of your attendance, we could not invite everyone who wished to participate.

In your letter, you requested all documents relating to the May 16, 1995, Review Board meeting and Experts Conference. By way of clarification, the Review Board did not hold a meeting, although the Review Board's *staff* held an Experts Conference on May 16, 1995.

A search of Review Board files has resulted in the retrieval of a number of documents which appear relevant to your request.¹ Enclosed you will find those documents that we are releasing in full, along with those documents that contain minimal redactions, necessary to protect social security numbers, home addresses, and credit card numbers, pursuant to the Freedom of Information Act at 5 U.S.C. § 552(b)(6).

¹These documents include: (1) 30 intra-agency electronic mail messages; (2) handwritten notes of Review Board staff members; (3) 8 intra-agency memoranda (includes the agenda and list of participants and drafts thereof); (4) 44 pages of administrative files regarding arrangements and expenses for the conference; and (5) 41 pieces of correspondence, mostly to and from conference participants confirming details concerning the conference. The Review Board is releasing all of these documents except the handwritten notes of staff members, 4 electronic mail messages and 3 internal memoranda.

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The remaining documents are being withheld because they have been found to be intra-agency memoranda and letters exempt from release under 5 U.S.C. § 552(b)(5). These materials reflect the deliberative process engaged in by Review Board staff. As I am sure you can appreciate, we are engaged in an inquiry to determine the location of additional records related to the assassination of President Kennedy. At the present time, we need to keep our strategy confidential, although, as you know, all of our records ultimately will be sent to the JFK Collection at the Archives upon our termination. Our enabling statute provides that, “[u]pon termination and winding up, the Review Board shall transfer all of its records to the Archivist for inclusion in the [President John F. Kennedy Assassination Records] Collection, and no record of the Review Board shall be destroyed.” *President John F. Kennedy Assassination Records Collection Act of 1992*, 44 U.S.C. § 2701.7(o)(3) (1992).

Thus, while members of the public may file FOIA requests with the Review Board during the term of its existence, the public should also be aware of the opportunity to examine and obtain copies of the Review Board’s records as a part of the JFK Records Collection at the National Archives and Records Administration.

With respect to material we have withheld under the Freedom of Information Act, you have the right to appeal our determination within 30 days. Appeals should be addressed to David Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530.

Sincerely,

Laura Denk, Esq.
Designated Freedom of Information Act Officer

Enclosures

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File: 3.2.6