

MEMORANDUM

October 31, 1995

To: Jerrie Olson
cc: Tracy Shycoff
From: Laura Denk
Subject: FOIA Reading Room

Reading Room hours

Our regulations states that the reading room documents will be available from 10:00 a.m. to 4:30 p.m., Monday through Friday, except on Federal holidays.

Contents of the Reading Room

The reading room binders should contain the following categories of documents:

Binder 1 The Board's rules and regulations

This category includes the following:

- Notices of Proposed Rulemaking published in the Federal Register;
- Final Rules published in the Federal Register;
- Federal Register publications in which the Board interprets parts of the JFK Act (so far, the Board has only interpreted the definition of "assassination record"); and
- Rules the Board adopts for its meetings.

This category does *not* include Notices of Formal Determinations on Assassination Records, as those notices do not consist of a rule or regulation of the Board.

Binder 1 Statements of Policy Adopted by the Review Board

To the best of my knowledge, the Review Board has not yet adopted any statements of policy. If you see something come along that looks like a policy statement of the Board, let me know and we will figure out whether it should go into the binders.

Binders 2-3 Information about Review Board Meetings and Hearings

For *public* meetings and hearings, we should include the following:

- Sunshine Act notice;
- transcript (if we have one); and
- agenda or list of witnesses.

For *closed* meetings, the reading room should contain the following:

- Sunshine Act notice;
- Vote on the Question to Close a Portion of the Meeting;
- Statement of the Presiding Officer Regarding the Closed Meeting;
- Certification of the Acting General Counsel Regarding the Closed Meeting;
- and
- Minutes (if they exist in unclassified form).

If you think other documents from meetings and/or hearings are public and should be included in the reading room binders, please let me know so that we can decide whether to include them.

Binder 4: Review Board Formal Determinations on Assassination Records

This is the binder where all of the post-meeting things will go, including:

- Federal Register Notice of Formal Determinations;
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