

June 15, 1995

PRELIMINARY CHECKLIST FOR PREPARATION OF FBI DOCUMENTS FOR REVIEW BOARD MEETING, JULY 17-18, 1995

The purpose of this checklist is to set out some preliminary guidelines for what we need to do to prepare for the mid-July Board meeting. There is nothing sacred about what is or isn't put down here -- undoubtedly, the list will be shaped and refined in the light of experience.

This list is intended primarily to address what we can do before the FBI gives us document-specific evidence or arguments in support of its postponements. For some redactions (e.g., informant symbol numbers), however, there may be little or no research we can do without further information from the FBI.

Finally, the fact that some issues (e.g., whether an informant is still alive) appear on this list should not be taken to suggest that the Review Board staff will shoulder the burden of presenting clear and convincing evidence in support of postponements. Our statute unambiguously puts this burden on the FBI. Our objective is simply to provide the Review Board with whatever information is pertinent to its decisionmaking and reasonably available to us.

SOURCE OF INFORMATION

Identified as a source of this (or related) information in:

- Warren Commission Report, testimony or exhibits?
- HSCA Report or appendices?
- Mary Ferrell's database?
- Other materials in the public domain?

Where to look will depend on the particulars of each case: e.g., books on the assassination, on Ruby, on Oswald, on organized crime, on left-wing organizations, on the Garrison investigation, on counterintelligence in the 1960's; in Church Committee materials; etc.

- In our list of released names, symbol numbers, etc.?

Also, remember to add to this list the information already released in your documents.

Try to add the names, etc. *early* in the process -- no later than June 23 -- so that your colleagues have the benefit of your entries in researching their documents.

Conversely, you should wait until after June 23 to check the list for the names, etc. redacted in your documents, so that you have the benefit of their additions.

Identified as having an ongoing relationship with the FBI in any of the above materials?

Likely to be still in use, based on information in any of the above materials?

For human informants: is there any indication in the above materials whether the person is presently alive? (This includes probabilistic indication: e.g., was providing the FBI with information in the 1930's.)

For non-human sources and methods: is the source or method discussed in any of the above materials? If not, is intelligence received from the source or method described in such a way as to suggest the nature of the source or method?

SUBJECT OF INFORMATION

How is the person/organization/event/place reported on tied in with the assassination in any of the above materials?

As reflected in the above materials, what (if any) historical interest is there in the person/organization/event/place in question, other than actual or purported ties to the assassination?

For privacy redactions: is there any indication in the above materials whether the person is presently alive? is there any indication that the redacted material has been published about this person already?

MISCELLANY

To the extent practicable, try to provide context for the document as a whole. For example: Are the FBI personnel identified in the document significant figures? If the document sets out leads, how did the FBI follow up on them? If it references a prior communication, what does that communication say?

For each document to be reviewed, make sure we have a copy of every page that *might* be of interest to the Review Board in its deliberations. For most documents, this means every page. For *every* document, this means at a minimum:

- the first page
- every page with redactions

-- enough of the immediately surrounding pages to supply context

-- ***every page reporting information from the informants or sources/methods protected by the redactions.*** In a report where redacted informants are assigned T-symbols, make sure we have the pages from the body of the report that set out the information provided by the redacted informants. The same holds for letterhead memoranda setting out information from sources identified in an accompanying airtel. Often these pages are not in the new brownouts, and only in the FOIA work copy. Sometimes the pages setting out the information provided will have been serialized or RIFed as a separate document from the redacted pages listing the informants. Occasionally these pages are available only at College Park. ***In any and every case, we must have them.***