

MEMORANDUM

October 19, 1995

To: David Marwell, Jeremy Gunn
From: Phil Golrick
Subject: Semi-Monthly Team Leader Report

This report covers the period from October 1 through October 19.

I. Analysis of Team Members' Work

Estimated time reviewing postponements in FBI documents: 5-10%

Estimated time reviewing postponements in other agency documents: 5%
(This consists of Kevin Tiernan's work in locating HSCA records ripe for immediate Board review).

Estimated percentage of time on other activities: 85-90%
(This principally consists of legal research and analysis projects regarding Privacy Act implementation, donor restrictions, etc.; research project regarding Frank Ragano; review of FBI records for assassination record determination; review of records at College Park and other work regarding "main DOJ," Secret Service, and Customs compliance with JFK Act; locating medical, ballistics records.)

Recommendations for use of team members' time: Spending little time reviewing FBI postponements is an effect, not the cause, of our difficulties in achieving wholesale processing of FBI records. However, some team members require more training on the reviewtrack and related computer systems.

II. Review of Postponements in FBI Records

Estimate of number of records remaining to be reviewed: Approx. 10600 in database, with several thousand more to come from HSCA material.

Estimate percentage completion: 2%

Recommendations for review process: Form strategy on how to get FBI and State Dept. to expedite

providing evidence regarding FCI postponements.

Recommendations for short-term requests: Administrative files and any inspection reports/files for New Orleans and Dallas (to extent not already processed) field offices for pertinent time periods. Inspection report/file for Mexico City Legat (there was an inspection in Oct./Nov. 1963, but it is not clear that the files we have reviewed contain all the documentation for this inspection).

Recommendations for long-term requests from FBI: See my draft memo to Jeremy from last week regarding organized crime issues. Pursue any source file (or, failing that, other information) regarding a numbered "Bureau Informant" referenced in HQ 94-37374 file.

III. Review of Other Agency Records

Short-term recommendations: Dunning letters to contacts at ATF, DEA for failure to provide information requested/promised several weeks ago. Meet with/write Civil Rights Division contact re: issues described in my draft letter. Reach closure with main Treasury re: which records they have pulled for us should be processed as assassination records, and which we wish to have copies/originals as additional information/records to assist us re: records of law-enforcement agencies within Treasury.

Long-term recommendations: Form and implement strategy re: Criminal Division records regarding organized crime or other figures potentially responsive to JFK Act.

IV. Resource Needs

None at this time.