

**FINAL DECLARATION OF COMPLIANCE OF THE WHITE HOUSE COMMUNICATIONS
AGENCY (“WHCA”) UNDER THE JFK RECORDS COLLECTION ACT OF 1992**

I, [Name of the Declarant], declare that the following information is based upon my personal knowledge [and/or investigation of the facts]:

1. [The Declarant should state his position and his responsibilities at the White House Communications Agency (“WHCA”).]
2. [The Declarant should describe the nature of his instructions to search for assassination-related records (*i.e.*, what he was told to do)].
3. [The Declarant should describe what work he or others did to locate assassination-related records that would be within the possession, custody or control of the WHCA, including a description of the persons or offices within the WHCA who were asked to look for assassination records and a description of the indices or finding aids that were consulted to determine if the WHCA had any assassination-related records. If any computer searches were done, then those searches should be explained by identifying the search terms that were used and by describing the categories of records that are indexed on the computer system.]
4. [The Declarant should indicate how the historical file on President Kennedy’s assassination was found, where it had been located, who possessed it, whether it contained original documents, and that the original file has been (or will be) forwarded to the National Archives and Records Administration (“NARA”) for inclusion in the JFK Collection.]
5. [The Declarant should describe precisely what was done to confirm that there are no other 1963-64 records whatsoever in the possession, control or custody of the WHCA or the White House Military Office. The Declarant should describe whether there are any documents that indicate or relate to the disposition of WHCA records from 1963-64 and, if so, what they disclose about the disposition of those files. The Declarant should describe what he did to confirm that there are no WHCA records in storage at the Federal Records Center in Suitland, Maryland, or at any other storage facility of either the WHCA or another federal agency. In addition, the Declarant should indicate whether any 1963-64 WHCA records have been sent to NARA. It is very important that the Declarant be able to state, under oath, that he has done a diligent and thorough search and has confirmed through his investigation whether or not there are any 1963-64 records of WHCA in storage.]

6. [The Declarant should state, to the extent possible, whether the WHCA had, at any time, custody of any audio recordings, transcripts or summaries of communications between Air Force 1 and Andrews Air Force Base on the day of the assassination and, if so, what the disposition of those materials was. The Declarant should also state whether the WHCA ever had custody of any form of communications to or from, or within, the White House or Old Executive Office Building in the months following the assassination, including whether it maintained any logs or indices of such communications and, if so, what the disposition of such records was.]

7. [In the event that any categories of WHCA records described herein, or otherwise related to the assassination of President Kennedy, were destroyed, then the Declarant should state the facts regarding such destruction, including what was destroyed, when it was destroyed, and under what circumstances it was destroyed, to the extent these facts can be reasonably determined.]

8. [The Declarant, at the end of this affidavit, should state, as follows: "I declare under penalty of perjury that the foregoing is true and correct. Executed in Washington, D.C. on this ___day of _____, 1997."]