

December 24, 1997

BY FACSIMILE & FIRST-CLASS MAIL

Ms. Sharon Lighton
Records Officer
General Services Administration
Eighteenth and F Streets, N.W.
Washington, D.C. 20405

Re: General Services Administration Compliance with the JFK Assassination Records
Collection Act, 44 U.S.C. § 2107

Dear Ms. Lighton:

Thank you for submitting your October 27, 1997 letter on the status of the General Services Administration's ("GSA") compliance with the President John F. Kennedy Records Collection Act ("JFK Act"). See Attachment A hereto. We have reviewed your initial report, and we are following up on the leads you provided us with respect to certain GSA records among the general holdings of the National Archives and Records Administration ("NARA").

In view of our request that GSA submit, by December 29, 1997, its Final Declaration of Compliance regarding the JFK Act (see Aug. 22, 1997 Letter from J. Gunn to D. Baram ¶ 4), we would like to review with you the issues to be addressed in the Final Declaration. These matters were outlined previously in Mr. Gunn's August 22 letter to Mr. Baram (at ¶¶ 2, 4). Given GSA's work to date, as described in your October 27 letter, we request that you do the following in GSA's Final Declaration:

1. Describe the indices or other finding aids that you consulted to identify GSA records that might be relevant under the JFK Act;
2. List (by accession no.) the GSA records that you identified as being available at NARA

and which the Review Board and GSA jointly determined might contain assassination-related materials. It is our understanding that GSA has identified, to date, the following such records at NARA:

Accession No. 70-A-2833 -- GSA Administrator Files for 1965-67

Accession No. 70-4883 -- GSA Administrator Files for 1968

Accession No. 71-A-4938-- GSA Administrator Files for 1969

Accession No. 80-0008 -- Deputy Administrator Files

Accession No. 70-A-7010 -- Office of Information, Office of Administrator

It is our understanding that these records are open to the public, but please confirm this in GSA's Final Declaration. To the extent that these records are already open to the public, GSA need not process, under the JFK Act, any assassination-related materials. We request that you enclose with GSA's Final Declaration of Compliance the SF-135 forms for these records. Please also identify (and attach the SF-135 forms for) any other open records at NARA that you have reason to believe would contain assassination-related materials.

3. Describe what other search efforts have been made to locate any records in addition to the records identified in paragraph 2 of this letter, namely any *non-public* or *classified* GSA records that may relate to the assassination of President Kennedy, including the record categories set forth in my August 22, 1997 letter to you. It is essential that GSA have adequately searched its non-public records for any materials relating to President Kennedy's assassination, including any GSA records in secured storage.

4. Execute the Final Declaration of Compliance under penalty of perjury in the form prescribed by 28 U.S.C. § 1746.¹

It essential that these matters be adequately addressed in the Final Declaration of Compliance by GSA so that we can properly consider GSA to have fulfilled its obligations under the JFK Act. Therefore, please do not hesitate to call me if you have any questions regarding GSA compliance with the JFK Act, including GSA's submission of a Final Compliance Statement. If you want to have a meeting, or you need additional time for preparing the Final Declaration of Compliance, please let me know and we can make the appropriate arrangements.

¹ Thus, you, as the declarant, should state at the end of the Final Declaration that "I declare under penalty of perjury that the foregoing is true and correct. Executed in Washington, D.C. this ___ day of _____ 1997."

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Thank you for your cooperation.

Sincerely,

Ronald G. Haron
Associate General Counsel