

August 22, 1997

BY FACSIMILE & FIRST-CLASS MAIL

The Honorable David J. Barram
Administrator
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 Mr. Barram:

Thank you for your letter of May 16, 1997, designating Sharon Lighton, GSA Records Officer, as the GSA designee to conduct record searches under the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994) ("JFK Act"). We are currently working with her to locate any records that may be in GSA custody and relate to the Kennedy assassination.

As we have done with other agencies complying with the JFK Act, the Assassination Records Review Board ("Review Board") hereby requests the General Services Administration ("GSA") to report formally to the Review Board on the scope and results of its search for assassination-related records after its search efforts have been completed. The report would constitute GSA's formal certification that its record searches have been thorough and comprehensive. The Review Board has requested such verification from all agencies reasonably likely to possess records relating to President Kennedy's assassination.

Essentially, we seek GSA's cooperation in assisting the Review Board in discharging its responsibility of assuring Congress and the American people that the goals of the JFK Act have been accomplished to the greatest reasonable extent. We want to assure the American people that the United States Government has identified, located, and released all records relating to the assassination of President Kennedy. Indeed, one of the paramount purposes of the JFK Act is to certify to the public that the United States Government is not withholding relevant materials related to the assassination. *See, e.g., Assassination Materials Disclosure Act*, H. R. Rep. No. 625, Part 2, 102d Cong. 2d Sess. 9

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(1992) (“The Federal Government’s failure to release official materials has contributed to numerous conspiracy theories and fueled charges of government complicity in the assassination [A] salutary purpose is served in opening these files [relating to the JFK assassination] to allay the suspicion of government cover-up.”).

The Review Board has recently considered how it, along with the relevant federal agencies, can best demonstrate to the American public that a thorough, good faith, and diligent effort has been made to locate and release all remaining assassination-related records within the control of the United States Government (and that the Government is not hiding any such materials from public disclosure). Pursuant to the Congressional mandate under the JFK Act to “create an enforceable, independent, and accountable process for the public disclosure of such records,” 44 U.S.C. § 2107 (2) (a) (3), the Review Board seeks to have the relevant federal agencies provide a complete and specific accounting of their efforts to locate and release assassination-related records, including a full explanation for any destruction of such records.

Accordingly, the Review Board has requested each relevant agency to adhere to a formal compliance program (hereinafter “JFK Act Compliance Program”) outlined below and devised by the Review Board pursuant to its powers under Section 7(j)(1)(A), (B), (C), (D), and (F) of the JFK Act. We hereby request that GSA also undertake the following measures by the dates provided (these dates are set in view of the fact that the Review Board’s operations are scheduled to expire on September 30, 1998):

1. Designation of Agency Compliance Official (or officials) and statement of intent to comply with the JFK Act. We request that, by September 15, 1997, GSA designate an Agency Compliance Official who ultimately will be responsible for ensuring that GSA has complied with its obligations under the JFK Act, including the identification, location, and organization of assassination records and the transmission of those records to NARA. If necessary, GSA may designate additional persons with knowledge of the measures that have been undertaken to locate assassination records. We assume that this person will be Ms. Sharon Lighton, GSA Records Officer, but we will await your formal confirmation.

We also request that, by September 15, 1997, GSA convey its agreement to adhere to the compliance procedures outlined in this letter. To the extent that any compliance procedure described below appears to be unreasonable or to present difficulties that we may not have anticipated, please explain why and make alternate suggestions to

us.

2. Initial Statement of Compliance. We request that the Agency Compliance Official prepare, by October 27, 1997, an initial written statement of GSA's compliance with the JFK Act ("Statement of Compliance"), setting forth the steps that GSA has taken to locate and process assassination records. This initial Statement of Compliance is to be the preliminary version of GSA's Final Declaration of Compliance to the American public of what it has done to locate records relating to the assassination (*see* item number four below). This Statement of Compliance shall include, to the fullest reasonable extent, the following information:
 - a. A complete description of all steps that GSA took to identify and locate assassination records including, but not limited to, an identification of the major record collections and files that were consulted in its search, any departmental file indices consulted, the names and titles of the persons who were responsible for conducting the searches, the physical locations of the records that were searched, the off-site storage facilities (*e.g.*, Federal Records Centers) searched, the specific steps that were taken to locate and retrieve materials in archives, and any other criteria used by the GSA to locate assassination records. We have already outlined for GSA the categories of assassination-related records that may be in the custody or control of GSA, and we have requested that GSA attempt to locate such records. *See* August 22, 1997 Letter from Ronald G. Haron to Sharon Lighton (without the enclosures) (Attachment A hereto).
 - b. If any assassination-related records are known to have been destroyed, a specific explanation of the circumstances surrounding the destruction of such records.
 - c. The status of remaining work that you can identify that needs to be completed by GSA in order to comply fully with the JFK Act, including an identification of the categories of records that must be processed and transmitted to the National Archives, a description of any additional searches for files that must be done, and the projected date(s) for completion of these tasks.

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3. Review Board Interview With Agency Compliance Official (or Officials). Shortly after the submission of GSA's written Statement of Compliance, we will ask that the Agency Compliance Official (as well as any persons who helped prepare the agency's initial Statement of Compliance) be made available to the Review Board for an interview regarding the location of any GSA assassination records. The interview will be used as an opportunity to resolve any outstanding questions regarding GSA's search, including any follow-up tasks to be completed. The Review Board anticipates that this interview with GSA would be conducted in November 1997.
4. Submission of Final Agency Declaration of Compliance. By December 29, 1997, GSA should expect to complete the process of identification, location, and declassification of its assassination records at which time it should submit to the Review Board a Final Declaration certifying, under oath, its compliance with the provisions of the JFK Act (the "Final Declaration of Compliance"). This Final Declaration shall set forth all of the information initially set forth in the initial Statement of Compliance and shall also supplement the initial Statement of Compliance by detailing any further steps that were conducted to identify and locate assassination records. The Final Declarations of Compliance from GSA and other agencies will be included in our final report to Congress.
5. Compliance Depositions. After submission of GSA's Final Declaration of Compliance, the Review Board, pursuant to its statutory authority, may conduct a deposition, under oath, of GSA's Compliance Official along with any other GSA officials with responsibility for complying with the JFK Act. The decision to take a compliance deposition of an agency will be made on a case by case basis, taking into account the importance of the agency to the work of the JFK Act and the sufficiency of the agency's efforts to account fully for its compliance with the JFK Act. In the event that the Review Board decides to commence a compliance deposition of an agency, the responsible agency designee(s) will be expected to testify under oath with respect to any and all issues relating to the agency's record search, including the scope of the search, the identity of files searched, the destruction of any relevant records, and any other matters set forth in the Final Declaration of Compliance. Any person obligated to appear for a deposition under oath shall be fully entitled to obtain legal representation.

We look forward to receiving your initial response, by September 15, that designates your Agency

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Compliance Official and includes your statement regarding your position with respect to the provisions outlined in this letter. To the extent that you have any questions or suggestions regarding the Compliance Program, please do not hesitate to contact me or Ronald G. Haron, Assistant General Counsel.

Thank you for your cooperation with our work.

Sincerely,

T. Jeremy Gunn
General Counsel

Enclosure

cc: Emily Clark Hewitt, General Counsel, GSA