

# MEMORANDUM

DATE: October 2, 1997

TO: Rochelle Juelich

FROM: Ronald G. Haron

CC: T. Jeremy Gunn  
Michelle Combs  
Joan Zimmerman  
Doug Horne  
NARA File (General)

SUBJECT: Assignments

I would like to have you work on the following assignments:

1. Obtain from NARA the document retention/destruction plan for the Secret Service. The agencies file with NARA a plan for the preservation and destruction of records. This might assist us in determining whether or not Secret Service identified the files of their top officials as records to be preserved. We should also find out if NARA retains older retention schedules for Secret Service from the 1960's or 1970's. You will have to call the appraisal archivist (301-713-7110) to get this. I was told that Richard Marcos is the person responsible for Treasury, but that he may be out; there should be someone else who can help you. We may want to get similar document retention plans for other agencies.
2. Determine what important Treasury files from 1963-64 are at NARA, and whether we should review them. We need to determine what files they have for Treasury Secretary C. Douglas Dillon, Dillon's Assistant Robert Carswell, and Assistant Secretary Wallace. As confirmed by the Belin documents, these Treasury officials worked on Warren Commission matters. NARA has available in the public reading room (Room 2600) a Master Location Register identifying for each agency the record groups that are held by NARA (the Treasury record group is 56).<sup>1</sup> I would also like you to check the Master Location Register for Secret Service records (Secret Service records are record group 87).

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<sup>1</sup> According to Wayne DeCeaser of NARA (301-713-7250 ext. 327), with whom I spoke, there are Master Location Registers for distinct subject areas/agencies, including Treasury Finance and Revenue, Department of Justice, State Department/USIA, Environmental/Agriculture, and Secret Service. There are also Master Location Registers for the military (for post-World War II military

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3. I would also like you to check the Master Location Register for the Navy to determine whether NARA has the files for the Secretary of the Navy for the period 1958-64 or the files for the head of the Office of Naval Intelligence ("ONI") for the same period (the head of ONI during the Warren Commission proceedings was Rufus Taylor). We may have you check the Register for other agencies.

4. Joan has asked if you could preliminarily survey some specific Warren Commission holdings of Secret Service records so that she can get a sense of what is contained therein. The two record groups are Commission Documents ("CD") 87 and CD 320; you need not index every document.

5. I would like you to obtain from the Library of Congress any reports issued by the following Congressional Committees: the House Select Committee on Intelligence ("the Pike Committee") (1975-76); the Internal Security Subcommittee of the Senate Judiciary Committee ("the Eastland Committee") (1963); the House on Un-American Activities Committee ("the Dies Committee"); the Subcommittee on Civil and Constitutional Rights of the House Judiciary Committee ("the Edwards Committee") (1975); the Government Information and Individual Rights Subcommittee of the House Government Operations Committee ("the Abzug Committee") (1975); the Administrative Practices and Procedures Subcommittee of the Senate Judiciary Committee (chaired by Senator Edward Long) (1968). I would also like to get a copy of the the Report of the Rockefeller Commission (1975). I am not positive that each of the committees (or subcommittees) issued a formal report. I will need you to do some reserach at the Library of Congress, but you will need to speak with Christina Mays about the procedures for getting materials loaned to the Review Board.

Let's discuss these assignments when you get in.

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records, these registers are in Room 2400; for pre-World War II, the registers are at NARA downtown).

The Master Location Registers should identify record groups even if they are classified records. Such classified records may be indicated in the register as being located in stack 631 or stack 490 (*Note*: Certain records may not be listed on the Mater Location Register if they were recently transmitted to the legal custody of NARA but not yet processed by them).

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