

December 6, 1996

BY COURIER

Mr. David O. Cooke
Director, Washington Headquarters Services
Office of the Secretary of Defense
1155 Defense Pentagon
Washington, D.C. 20301-1155

Re: Office of the Secretary of Defense Compliance with the JFK Assassination
Records Collection Act, 44 U.S.C. § 2107

Dear Mr. Cooke:

Since 1994, the Assassination Records Review Board ("Review Board") has been working with a number of Federal entities, including Washington Headquarters Services, to locate and publicly release records related to the assassination of President Kennedy. These actions have been taken pursuant to The President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (Supp. V 1994) ("JFK Act"). We have been working primarily with Dan Cragg and David Bosworth of Directives and Records Division, Washington Headquarters Services and greatly appreciate the cooperation we have received.

The purpose of this letter is to request Washington Headquarters Services' 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 (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 requests that each relevant agency adhere to the 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 you undertake the following measures by the dates provided (these dates were set in view of the fact that the Review Board’s operations currently are scheduled to expire on September 30, 1997):

1. Designation of Agency Compliance Official (or officials) and statement of intent to comply with the JFK Act. We request that, by December 18, 1996, Washington Headquarters Services designate an Agency Compliance Official who ultimately will be responsible for ensuring that the agency has complied with its obligations under the JFK Act, including the identification, location, and organization of Office of the Secretary of Defense (“OSD”) assassination records and the transmission of those records to the National Archives and Records Administration (“National Archives”). If necessary, you may designate additional persons with knowledge of the measures that have been undertaken to locate assassination records.

We also request that, by December 18, 1996, Washington Headquarters Services 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 January 6, 1997, an initial written statement of the agency’s compliance with the JFK Act (“Statement of Compliance”), setting forth the steps taken to locate and process OSD assassination records. The Review Board recognizes that Mr. Bosworth has helpfully communicated with the Review Board on an informal basis apprising it of progress in identifying and processing assassination records under the JFK Act. The Statement of Compliance, however, is to be a preliminary version

of Washinton Headquarters Services' Final Declaration of Compliance to the American public of what it has done to locate OSD records relating to the assassination (*see* item no. 4 below). This Statement of Compliance shall include, to the fullest reasonable extent, the following information:

- a. A complete description of all steps taken to identify and locate OSD 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 to locate OSD assassination records.
 - 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 now identify that needs to be completed 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.
3. Review Board Interview With Agency Compliance Official (or Officials). Shortly after the submission of the written Statement of Compliance, we will ask that the Agency Compliance Official (as well as any persons who helped prepare the initial Statement of Compliance) be made available to the Review Board for an interview regarding the location of any OSD assassination records. The interview will be used as an opportunity to resolve any outstanding questions regarding the search, including any follow-up tasks to be completed. The Review Board anticipates that these interviews will be conducted in January and February 1997.
 4. Submission of Final Agency Declaration of Compliance. By July 1, 1997,

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Washington Headquarters Services should expect to complete the process of identification, location, and declassification of OSD assassination records at which time it should submit to the Review Board a final declaration certifying, under oath, 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 Washington Headquarters Services and other agencies will be included in our final report to Congress.

5. Compliance Depositions. Starting on or about August 1, 1997, the Review Board may conduct depositions, under oath, of the Agency Compliance Official along with any other agency 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 December 18, that designates your Agency 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 our General Counsel, T. Jeremy Gunn, at (202) 724-0088.

Thank you for your cooperation with our work.

Sincerely,

Mr. David O. Cooke
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David G. Marwell
Executive Director

cc: The Honorable Judith Miller, General Counsel, Department of Defense
Stewart Aly, Associate Deputy General Counsel, DOD
Dan Cragg, Directives and Records Branch, Washington Headquarters Services
David Bosworth, Directives and Records Branch, Washington Headquarters
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