

## MEMORANDUM

September 9, 1998

To: Laura A Denk  
Executive Director

Tracy Shycoff  
Deputy Director

From: Ronald G. Haron  
General Counsel

Subject: Disposition of Records of the Review Board

After surveying some of the materials in the Review Board's SCIF, I would like to make some recommendations as to how to organize Review Board documents in the SCIF, particularly copies of agency documents transmitted to the Board.

I would recommend that the staff be instructed to separately identify and physically segregate the documents in the SCIF according to the following groupings:

1. Copies of Agency Documents That May be in the Open JFK Collection: If the team leader is certain that an agency document is in the open JFK Collection, then the document can be tossed as a convenience copy. However, if the team leader cannot confirm that it is a duplicate, or if there is any doubt, then the document should be saved. In addition, copies should be saved if they appear as part of a file, if there is some significance to their selection, or if they are marked or intermingled with other documents showing Board decisionmaking. In short, if there is a miscellaneous stack of documents confirmed to be duplicates of what is in the JFK Collection, then the copies can be discarded.

2. Copies of Agency Documents Containing Postponed Information. These documents, including highlighted or work copies showing postponements, should definitely be preserved and

marked for the Protected Collection.

3. Documents Provided to the Board in Response to Requests for Additional Information. These documents should be preserved and identified as additional information to distinguish them from designated assassination records.

4. Documents Whose Processing Under the JFK Act Has Not Been Completed. It is essential that we segregate and identify for NARA those records that are still in the process of being opened up under the JFK Act. In this manner, NARA will be able to easily identify those records that still need review and declassification under the JFK Act.

5. Staff Member Memoranda, Notes, Working Papers. All working files and papers of Board staff regarding the processing of documents and other matters should be preserved and separately identified.

I have discussed this issue with Steve Tilley, and he was amenable to having the records grouped in this manner. I suggest that the staff be instructed according to these guidelines, and you may want to circulate this memo.