

## MEMORANDUM

September 14, 1998

To: Review Board Staff

From: Ronald G. Haron  
General Counsel

Subject: Disposition of Records of the Review Board

As you organize your files to be transmitted to the National Archives, you may have questions regarding what to save and what can be appropriately discarded. The JFK Act requires that "no records of the Review Board shall be destroyed." JFK Act § 7(o).

Therefore, there is a high presumption that records should be preserved, but there may be instances when records can in fact be discarded (such as duplicate copies of records). I have outlined some guidelines for you to follow, but please feel free to consult with me if you have any questions whatsoever.

1. Copies of Agency Documents That May be in the Open JFK Collection: If you are certain that an agency document is in the open JFK Collection, then the document can be tossed as a convenience copy. However, if you 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 or organized collection, or if they are marked or intermingled with other documents showing Board decision making. 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. If duplicates are organized in a file or a selected grouping, then they should be saved.

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. This will ensure that the National Archives has the full version of documents that show postponements by the agencies.

3. Documents Provided to the Board in Response to Requests for Additional Information. These documents should be preserved and, if possible, identified as additional information to distinguish them from designated assassination records. Even though the additional information may simply be background, or even ultimately irrelevant to the assassination, it should be preserved.

4. Documents Whose Processing Under the JFK Act Has Not Been Completed. You should 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.

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