

July 22, 1997

VIA FACSIMILE AND FIRST-CLASS MAIL

Ms. Jane Vezeris
Deputy Assistant Director
Office of Administration
United States Secret Service
1800 G Street, N.W.
Washington, D.C. 20223

Re: United States Secret Service Compliance with the JFK Assassination Records
Collection Act, 44 U.S.C. § 2107

Dear Ms. Vezeris:

In connection with our July 30 meeting to review the status of Secret Service compliance with the JFK Assassination Records Collection Act ("JFK Act"), you have asked us to prepare an advance list of issues we intend to review with you at the meeting. Set forth below are the major issues we wish to discuss.

1. Methodology of Searches by the Secret Service. The major purpose of the meeting is to determine whether searches conducted by the Secret Service have been reasonably sufficient to identify assassination-related records within the custody or control of the Secret Service. (Similar meetings have been held with other agencies following submission of their initial Statement of Compliance). Therefore, at the meeting, we will be inquiring as to how the Secret Service conducted its searches for assassination records. Specifically, we will want to know which offices were instructed to search for assassination records and what instructions they received (it would be helpful if you could provide us with copies of any such written instructions). In addition, we will want to confirm that Secret Service records in archives have been sufficiently reviewed to identify the existence of any assassination records in storage, including an examination of the question as to whether all storage sites for Secret Service have been accounted for. Finally, we ask that you identify and make available at the meeting all indices and finding aids that have been used to track assassination records, including any indices to files that are stored in archives and records repositories. In addition, to the extent that any assassination-related records are maintained or indexed in a

computerized system, we will ask for an explanation as to how any such computerized records were searched or located.

2. 1963-64 Organizational Information for Secret Service. We recognize that you have provided us with certain organizational materials about the Secret Service for the 1963-64 time frame. To further assist us in identifying the personnel at the Secret Service during the 1963-64 time period, including reporting relationships, please make available any more detailed organizational charts and lists of Secret Service personnel that you may have for that time period.

3. Explanation of the Central Files and Other Standard Records of the Secret Service. Again, as part of our effort to work with the Secret Service in confirming the sufficiency of its search, we would like an explanation of the agency's filing system, including its central files, field office files, and other standard records maintained in connection with Presidential protection in the early 1960's. We ask that you make available for our inspection any indices, or any other documentation, that would assist us in understanding the filing system(s) of the Secret Service in the early 1960's. In addition, we would like to clarify with you the standard types of records that were created by the Secret Service in 1963-64 and that relate to Presidential travel and Presidential protection at the White House, including appointment slips, White House Gate logbooks, and shift reports.

4. Transfer of Secret Service Records to Presidential Libraries. Please make available for our review any materials that describe or otherwise relate to the transfer of any 1960's records from the Secret Service to the Lyndon B. Johnson or John F. Kennedy Presidential Libraries.

5. Access to Any Interviews of Secret Service Personnel from 1963-64. To the extent that the Secret Service has communicated with any Secret Service personnel from the 1963-64 period in order to assist it in locating assassination records, we ask that you identify those personnel to us and make available to us the information that they provided.

6. Searches for Specific Record Groups. In addition to reviewing with you the general searches conducted by Secret Service, we will want to discuss the status of the Secret Service's searches for particular record groups for which the Board has made formal requests. For example, we will inquire as to what the Secret Service did to ascertain whether or not there exist any identifiable files for its top officials in 1963-64, including James J. Rowley, then Chief of the Secret Service, and Thomas Kelley, then Inspector. We will want to know what the Secret Service did to determine whether there are any identifiable 1963-64 files for certain Secret Service field offices, most notably Dallas, Houston, and Miami. We also will want to know what has been done to identify and locate any files for the Secret Service offices or officials that communicated with the Warren Commission, the Church Committee, or the House Select Committee on Assassinations. Finally, we will want to know what searches the Secret Service conducted in connection with the Review Board's requests for records relating to the Secret Service's handling of certain assassination evidence, namely the autopsy photographs and the Zapruder film. We may review with you other outstanding Review Board requests for specific records.

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7. Processing of Assassination Records. We may have some additional questions with respect to the current status for processing identified assassination records. For example, certain record identification forms may need to be corrected. We also want to know the status of the Secret Service's review of certain assassination-related records recently identified by Main Treasury.

We hope this will assist you in preparing for our meeting on July 30. Please do not hesitate to contact me in the event you have any questions or wish to discuss any of these matters before our meeting.

Thank you for your cooperation.

Sincerely,

Ronald G. Haron
Assistant General Counsel

cc: Donald Personette, Deputy Chief Counsel