

August 27, 1998

VIA FACSIMILE AND U.S. MAIL

Ms. Tina Houston
Supervisory Archivist
Lyndon Baines Johnson Library
2313 Red River Street
Austin, Texas 78705

Re: Guidance for processing USSS Records and Mildred Stegall Name Files at the LBJ
Library

Dear Tina:

Per our telephone conversations today and earlier this week, this is to allay any remaining concerns you have about opening the U.S. Secret Service records at the LBJ Library, and to provide written guidance about which records the Library needs to process and send to the JFK Collection.

I understand that while John Machado has authorized the LBJ Library to open all records that have been designated as assassination records regardless of dates, you believe that the group of records referred to as "White House Gate Receipts" or "Appointment Slips" is excluded because they were never officially declared assassination records. I discussed this matter with Ron Haron and we agreed that the White House Gate Receipts that commence in 1965 do not need to be processed for the JFK Collection.

To recap, there are four main categories of USSS records reviewed for AR's at the LBJ Library:

1. Presidential Movements Log
2. Presidential Appointment Log
3. "White House Gate Receipts" aka "Appointment Slips"
4. White House Detail Reports

The Review Board requests that the Johnson Library open all USSS records for the November 1963 to

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February 1964 timeframe. Because the "White House Gate Receipts" do not commence until February 1965 and do not shed any additional light on the events of the assassination, they do not need to be processed for the JFK Collection.

With regard to remaining FBI names files in the Mildred Stegall index, the Review Board has identified a number of additional names that may be of interest to the assassination story. These are identified on the attached list. We request that the LBJ Library review these files and determine whether they contain information relating to the assassination. If you are not able to complete the actual processing of these files before September 30, 1998, we will notify National Archives of the status of these records at that time to ensure that they are ultimately sent to the JFK Collection. We understand that once you identify assassination material that the FBI will also need to review them and that the LBJ Library will handle the referrals.

If you have any questions, please feel free to call me.

Thank you for your assistance and cooperation during these final weeks.

Sincerely,

Irene F. Marr
Senior Analyst

Enclosure