

February 10, 1998

Mr. William H. Leary
Senior Director
Records and Access Management
National Security Council
Old Executive Office Building, Room 392
17th & Pennsylvania Avenue, NW
Washington, D.C. 20504

Dear Bill:

I am writing to invite you to participate in a meeting in Washington, D.C., on April 14, 1998, from 10:00 a.m. to 4:00 p.m. The purpose of the meeting is to discuss criteria, standards, and methods for declassification and release of Federal Government records. Attendees will include officials from government, academe, and the private sector.

As you are well aware, the Assassination Records Review Board is an independent Federal agency that was created by the President John F. Kennedy Assassination Records Collection Act of 1992, 44 U.S.C. § 2107 (JFK Act). In its work, the Review Board and its staff have acquired a sophisticated expertise on declassification issues and have applied the unique standards of the JFK Act to the records of numerous agencies, including the CIA, FBI, NSA, Secret Service, and the Departments of Justice, State, and Treasury. The standards for release of records under the JFK Act are much broader than those of either the Freedom of Information Act or Executive Order 12958. As it prepares its Final Report, the Review Board is considering whether it should make recommendations to Congress and the President based upon its experience in dealing with declassification issues.

The five board members -- the Hon. John R. Tunheim, Prof. Henry F. Graff, Dean Kermit L. Hall, Dr. William R. Joyce, and Prof. Anna Kasten Nelson -- believe that you will be able to make a valuable contribution to a discussion of several inter-related issues, including standards for declassification, procedures for improving and expediting government-wide declassification efforts, and proposals for clarifying and improving records-management procedures. There will be no need for you to prepare a paper or materials for this discussion, although we would be pleased to receive copies of papers on

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the topic that you would like to share with the Review Board or to have distributed to other participants.

We very much look forward to hearing your response to our invitation at your earliest convenience.

Sincerely,

Dr. T. Jeremy Gunn
Executive Director