
INTER

OFFICE

MEMO

To: Bob
From: Tom
Subject: Review of NARA Administrative Records Relative to the JFK Library
Date: July 3, 2017

Per our conversation, I am attaching the "John F. Kennedy Collection Register," on which I have identified/highlighted the records in Record Group 64 that will be the subject of review. Steve has assisted me in identifying these records that should be reviewed. Please know that Steve identified some additional records from Record Group 64 that he recently found and will bring out for review (these "new" records are not on the list). I have told him that our staff members will conduct the review on Wednesday, January 28 and will likely arrive on the 9:00 a.m. bus to NARA II.

The purpose of the review is to identify (and copy) any records that deal with the transfer of materials/records from NARA to the JFK Library. We are attempting to determine, using this review as cross check, if there are records that are not at the JFK Library that should be there. I do not know what the volume of records that meet this criteria will be. If the volume turns out to be large, then I need to get a call from one of our staffers to discuss what has been found in the records. A determination will then be made after that conversation about how we should proceed.

Steve has said that two sections of the Record Group 64 will mostly likely be most relevant for the purpose of this review. On the attached list they are identified as "Administrative Files of the Office of Presidential Libraries, 1967-83" and "Records of the Office of the Deputy Archivist." Although the other groups highlighted on the list should be reviewed, the two groups mentioned above are probably the most important.

Our reviewers should also copy any documents that relate to the possible existence of assassination records in locations other than the JFK Library.

Thank you, and the reviewers, in advance, for your assistance on this project. Since I have not seen these records, any thoughts they have on what they found would be much appreciated.

Attachment