
STAFF NOTES

Assassination Records Review Board

January 13, 1994 □ Issue 2

Board Meeting in Washington on Jan. 25th

The Review Board is meeting in Washington on January 25th. An agenda will be faxed to members in advance of the meeting.

Board Scheduled to Meet With FBI Director

As part of the late January meeting, the Board members are scheduled to meet with FBI Director Louis Freeh on Wednesday, January 25th at 1:30 p.m. at FBI headquarters.

Warren Commission Documents Review

The Board staff has begun the review of Warren Commission documents which are not

public and have not been referred to other agencies for review.

The staff plans to present these documents with recommendations to the Board at the January 25th meeting.

HSCA Documents Review

The House Select Committee on Assassinations (HSCA) documents which have not been publicly released and are not pending before other federal agencies were preliminarily reviewed by Jeremy Gunn and Tom Samoluk. Several of the documents raise important confidentiality and privacy concerns which are detailed in a staff memorandum to the

Board. It is hoped that specific recommendations on these documents will be made to the Board within several weeks.

The Review staff has also spent several days at the National Archives facility in College Park, Maryland reviewing HSCA documents which have already been publicly released. The goal is to become familiar with various leads which the HSCA pursued, but was unable to complete.

HSCA Contacts With Agencies Tracked

The Review Staff has compiled and is organizing correspondence from HSCA staff to federal agencies requesting records.

Organizing this correspondence will assist the staff in tracking where the HSCA left off when the Committee ceased to exist.

Staff Growing

Additional staff members have reported for work and several more are scheduled to arrive in the coming weeks and months.

Gene Burpoe started as an analyst/specialist on December 27th. He was previously at the Pentagon, where he served as a Policy and Missions Staff Specialist in the Office of the Secretary of Defense/Assistant

Also starting in February is Laura Denk, an honors graduate from the University of Kansas Law School who most recently has been working at the public interest law firm of Bernabei & Katz. She will be an

Sec-retary for Special Operations and Low Intensity Conflict. He is assigned to Team 2 (military).

Phil Golrick also started on December 27th as an attorney-analyst/specialist. Phil was a litigator at the Washington law firm of Covington & Burling. He is assigned to Team 3 (FBI/ Justice).

Gene and Phil joined Kevin Tiernan, who was the first analyst on staff. Kevin worked on the JFK assassination records collection at the National Archives before joining the Board staff last month.

Eric Sheinkopf, a attorney/analyst.

Joan Zimmerman has been hired as an analyst and will begin working in February. She has a Ph.D. in American History from the University of Virginia and a Master of Studies in Law from Yale

former legislative assistant for international affairs in the office of Senator Daniel Inouye (D-HI), and Michelle Seguin, who was a legal assistant at Covington and Burling, joined the staff as analysts on Monday, January 9th.

Three additional analysts will join the staff in February and two more will arrive in the spring.

Chris Barger will start as an analyst in February. Chris comes to us from Capitol Hill where he has been working as an intern for Congressman David Minge (D-MN).

University. In addition, Joan has taught at Harvard, UCLA, Oberlin, Colgate, and the University of Maryland.

Tammi Long has been hired as an attorney/analyst. She is currently a third-year

student at Emory University School of Law and will join the staff at the end of the academic year.

Robert Skwirot will also join the staff as an analyst at the end of the academic year. He is a history graduate student at Villanova University. He graduated *maxima cum laude* in history from LaSalle University.

Administrative Support

Valerie Sails arrived for work as an administrative assistant on January 9th.

Valerie is providing administrative support to David Marwell and the senior staff. Valerie previously worked with David at the Berlin Document Center.

Computer Specialist on Board

Chet Rhodes has been hired as the Board's computer specialist. Chet, who will be working on a part time basis, is

overseeing the design and installation of the Board's computer network. He is the network administrator and an instructor at the University of Maryland College of Journalism.

Tunheim Does AP Interview

Jack Tunheim gave an extensive telephone interview with a Washington-based Associated Press reporter.

The interview focused on the Board's plans for 1995. The reporter intends to file the story for an upcoming week-end, although she is not sure exactly when.

On another press front, the *Washington Post* article for which Jack was interviewed in December is reportedly still being edited and awaiting publication.

Construction Update

The construction of

the Board's permanent offices is moving full-speed ahead.

During the construction, Jeremy Gunn and the analysts are working in the temporary space that was previously occupied by Jeremy, Tom Samoluk and Sheryl Walter.

Tom and Sheryl have joined David Marwell and Tracy Shycoff in a temporary office in Room 205 until the permanent offices are ready.

Completion of the permanent Board quarters is still expected by the first week of February.

Ethics and Travel Days

As a follow-up to the ethics briefing the Board received at the December meeting, our Ethics Desk Officer has advised Sheryl Walter that if members are not paid for a day it does not count as a U.S. government work day even if members are

travelling on that day for Board purposes.

Proposed Experts Conference

The staff will be presenting the Board with a proposal for a meeting with experts on Kennedy assassination records.

The tentative proposal involves a public and private component, with staff and Board members involved, to the extent members' schedules allow.

Additional details will be provided in a memorandum to Board members.

Internship Program Considered

The senior staff is considering an internship program for college and law students. Interns could be involved in research and analysis involving unclassified projects. Further study is being done to ensure compliance with federal regulations.

Federal Holiday Notice

The Board offices will be closed on Monday, January 16th for Martin Luther King Day, a Federal holiday.

Security Clearances

Tracy Shycoff and Jeremy Gunn have received their final clearances, and the clearance process is well underway for other members of the staff.