

The Assassination Records Review Board is an independent federal agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy. The Board was appointed by President Clinton and confirmed by the U.S. Senate in 1994. John R. Tunheim, the Minnesota Chief Deputy Attorney General, chairs the Board, which has until October 1997 to fulfill its mandate. I have attached a three page fact sheet on the Board to provide you with additional information.

The Review Board is interested in conducting a public hearing in New Orleans on Wednesday, June 28, 1995. The Board would need a hearing room from approximately 8:00 a.m. to 3:00 p.m., with the actual public hearing probably being conducted from 9:30 a.m. to 1:30 p.m. As it would be an open hearing, the public and the media would be invited to attend. At past hearings, we have had approximately fifty members of the public and 10-20 media representatives, including 5-8 television camera crews, in attendance. The Board would conduct business on a range of relevant matters and also hear testimony from approximately ten witnesses.

The physical set-up for hearing, similar to a congressional field hearing, is the following:

1. A table (or tables) for the members of the Review Board and one staff person at the front of the room.
2. A witness table facing the members of the Review Board.
3. Approximately 75 chairs for the audience.

4. *A small table for the stenographer.*
5. *A small registration table for outside the hearing room.*

*Although we understand that we would be responsible for obtaining these additional items, any suggestions would be helpful in obtaining:*

1. *A sound system with two speakers, six microphones, and a mult box.*
2. *Skirting for the tables.*
3. *Water pitchers and glasses for the Board and witnesses.*

*If possible, it would be very helpful for us to have access to the hearing room during the afternoon of Tuesday, June 27th.*