

Assassination Records Review Board
600 E Street NW ▪ Suite 208 ▪ Washington, DC 20530

April 19, 1995

TO: Review Board Members

FROM: Sheryl Walter

RE: Confidential Financial Disclosure Forms

As some of you requested last week, I have tracked down some additional instructions for completing the confidential financial disclosure forms that you received last week. A copy is attached to this memorandum.

Please note that there has been a change to the filing requirements that is not included in these printed materials. This change eliminates the previous requirement that confidential filers disclose the existence of or income from cash accounts in depository institutions, money market mutual funds and accounts, and U.S. government obligations and securities. In other words, you are not required to report either the fact you may have any of these type of cash accounts and you are not required to report amounts in or income from such accounts.

As SGEs (special government employees), you are required to

complete only parts I through IV of the confidential disclosure form. Please also note that you are not required to disclose any amounts or values for assets or liabilities that are reported on this form.

The confidential form should be much easier for you to complete than the public disclosure forms you were required to file last year. It is likely that you can use last year's public disclosure form as a guide in filling out this form, although some items reported on the public disclosure form (especially amounts) are not required to be reported on the confidential disclosure form. In addition, you should be aware that these forms are not publicly available and that no other Review Board staff except myself as the designate ethics officer is allowed to have access to these forms.

Please return your completed forms to me on or before May 11. If you have any questions, please give me a call. I would also be happy to assist you at the early May board meeting with any problems you may have.