

Assassination Records Review Board

Draft File Plan

January 30, 1995

- 1 Administration
 - 1.0 Filing System
 - 1.1 Personnel
 - 1.1.1 (+NAME of Employee: 1.1.1.Tunheim)
 - 1.1.2 Policies
 - 1.1.3 Applications
 - 1.2 Budget & Fiscal
 - 1.2.1 Budget (+FY: 1.2.1.96)
 - 1.2.2 Accounting Reports
 - 1.3 Procurement
 - 1.4 Travel
 - 1.5 Reporting
 - 1.5.1 Federal Register
 - 1.5.2 Annual Report
 - 1.6 Facilities
 - 1.6.1 Renovation
 - 1.6.1.1 Telephone
 - 1.6.1.2 Security
 - 1.7 Computer System
 - 1.7.1 Installation
 - 1.7.2 NARA Software
 - 1.7.3 Lexis
 - 1.7.4 West Law
 - 1.8 Other Agency Support
 - 1.8.1 GSA
 - 1.8.2 GPO
 - 1.8.3 White House
 - 1.8.4 Dept of Agriculture
 - 1.9 Security
 - 1.9.1 Personnel
 - 1.9.2 Fiscal

- 2 Board
 - 2.1 Meetings
 - 2.1.1 Transcripts
 - 2.1.2 Minutes
 - 2.1.3 Video Cassettes
 - 2.1.4 Board Briefing Books
 - 2.1.5 Procedures
 - 2.2 Hearings
 - 2.2.1 Transcripts
 - 2.2.2 Logistics
 - 2.2.3 Video Cassettes
 - 2.2.4 Hearing Folders
 - 2.2.5 Official Record
 - 2.2.6 Public Letter Submissions
 - 2.2.7 Witness Thank you Letters
 - 2.3 Directives
 - 2.4 Board Communications
 - 2.5 Kennedy Family
 - 2.6 National Archives
 - 2.7 NPR National Performance Review
 - 2.8 Johnson Library

- 3 General Counsel
 - 3.1 Ethics
 - 3.1.1 Ethics training material
 - 3.1.2 Confidential Financial Disclosure
 - 3.1.3 Ethics Training
 - 3.1.4 ARRB correspondence with OGE
 - 3.1.5 OGE correspondence with ARRB
 - 3.1.6 Ethics Correspondence
 - 3.2 FOIA
 - 3.2.1 FOIA Research
 - 3.2.2 FOIA Contacts
 - Justice Department
 - General
 - 3.2.3 FOIA Form letters
 - 3.2.4 FOIA Regs.
 - 3.3 Sunshine Act
 - 3.3.1 Government in the Sunshine Act
 - 3.3.2 Public Filing with Federal Register
 - 3.3.3 Closed Meetings Filing
 - 3.4 Federal Records Management
 - 3.4.1 Briefing Material
 - 3.4.2 Correspondence
 - 3.4.3 E-Mail guidance
 - 3.4.4 E-Mail Audit
 - 3.5 Research
 - 3.5.1 Presidential Release of Documents
 - 3.5.2 Archives and Manuscripts: Law
 - 3.5.3 President's Foreign Intelligence Advisory Board
 - 3.6 Cases
 - 3.6.1 Assassination Archives and Research Center v. Department of Justice
 - 3.6.2 Katz v. NARA
 - 3.7 House Government Reform & Oversight Committee
 - 3.7.1 Correspondence
 - 3.8 Federal Judges ability to serve on Exec. Boards
 - 3.8.1 Research
 - 3.8.2 Correspondence
 - 3.9 Public Correspondence/Contacts
 - 3.10 JFK Act
 - 3.10.1 Analysis of JFK Statute
 - 3.10.2 White House
 - 3.10.3 Legislative History
 - 3.11 Office of Management and Budget
 - 3.11.1 Correspondence

- 3.12 Classification/Declassification
- 3.13 Deeds of Gift
 - 3.13.1 Research
 - 3.13.2 Manchester-Kennedy
- 3.14 Personnel Matters
 - 3.14.1 Child Support
- 3.15 The Board
 - 3.15.1 Meeting Procedures
- 3.16 Privacy Act

- 4 Analysis and Review (Filing System)
 - 4.0 Analysis and Review General Administrative
 - 4.0.1 Review
 - 4.0.1.0 General Review
 - 4.0.1.1 Library of Congress Research from HSCA
 - 4.0.1.2 Federal Research Service
 - 4.0.1.3 HSCA Report
 - Defector Study
 - General
 - Richard Helms Testimony
 - 4.0.1.4 Church Committee Report
 - 4.0.1.5 Experts Conference
 - 4.0.1.6 Final Determinations
 - 4.0.2 Subject Files
 - 4.x.2 Agency
 - 4.X.2.1--Agency General (includes background information)
 - 4.X.2.2-- Agency Organizational Charts
 - 4.X.2.3-- Agency Personnel Directories and Phonebooks
 - 4.X.2.4-- Agency Filing System Information
 - 4.X.2.5-- Agency Codes, Cryptonyms, Identifications
 - 4.X.2.6-- Agency Review Information
 - 4.X.2.7-- HSCA Correspondence with Agency
 - 4.X.2.8--Electronic Data Collection
 - 4.X.3 ARRB Correspondence and Contacts with Agency (General)
 - 4.X.4 Requests for additional information
 - 4.X.5 Agency Documents at NARA
 - 4.X.6 Federal Records Center (FRC) 135 Forms
 - 4.X.7 ARRB Review Procedures
 - 4.X.8 Correspondence regarding the Transfer of Documents

X-Codes

1	State	12	Navy	23	NARA
2	Treasury	13	Army	24	JFK Library
3	BATF	14	NSA	25	LBJ Library
4	Customs	15	Marines	26	Courts
5	Secret Service	16	FBI	27	NSC
6	IRS	17	Justice	28	Other Federal Govt.

7	USIA	18	INS	29	State and Local
8	GAO	19	DEA	30	Other non-governmental
9	Postal Inspection	20	CIA	31	unassigned
10	SEC	21	Congress (HSCA)	32	unassigned
11	DOD/JCS/DIA	22	Ford (and Rockefeller)	33	unassigned

5 Press & Public Affairs

5.1 Public Contact Index (5.1 +NAME)

5.2 The Research Community

5.2.1 Newsletters

5.2.2 Conference Material

5.3 Press Releases

5.4 Clippings

6 Compliance

7 Investigation

7.1 Investigation Issues

7.2 Outside Investigative Services

- 8 Issues
 - 8.1 Definition of Assassination Record
 - 8.1.1 Final Version
 - 8.1.2 Draft Version
 - 8.1.3 Artifacts Issue
 - 8.2 Zapruder Film
 - 8.2.1 General
 - 8.2.2 Memoranda
 - 8.2.3 Correspondence
 - 8.3 Informants
 - 8.3.1 General
 - 8.3.2 FBI
 - 8.4 Privacy
 - 8.4.1 Drafts of Privacy Briefing Paper
 - 8.4.2 Research
 - 8.4.3 Legal Cases
 - 8.5 Sources and Methods
 - 8.5.1 General/Legislative History
 - 8.5.2 Research
 - 8.6 Classified Information
 - 8.6.1 Draft Executive Order
 - 8.7 Interpretive Regulations
 - 8.7.1 Final Version/Federal Register
 - 8.7.2 Draft Versions
 - 8.7.3 Capitol Hill Notifications
 - 8.7.4 Request for Comments - Agencies
 - 8.7.5 Public Comments

9 Chron (+DATE: 9.13.10.94)

9.1 January 1995

9.2 February 1995

9.3 March 1995

9.4 April 1995

9.5 May 1995

9.6 June 1995

- 10 Congress
 - 10.1 Legislation
 - 10.2 Communication
 - 10.3 Hearings