

G. WINSLOW

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

September 10, 2001

Malcolm Blunt
[REDACTED]
[REDACTED]
[REDACTED]
UNITED KINGDOM

Dear Mr. Blunt:

This is in response to your Freedom of Information Act request of August 14, 2001 (our reference 20109), regarding ARRB - Horne, Box 17, Hemming File. We received your request on August 14, 2001.

The Gerry Patrick Hemming File in Doug Horne Box 17 consists of 165 pages. We have completed our review and released the document in part. Portions of twenty-three pages are withheld under section (b)(6). One page is held in full under section (b)(6).

You have the right to appeal by writing, within 35 days of the date of this letter, to the Deputy Archivist (ND), at the address above.

We can make this file available to you in our research room here at College Park when you visit in November or you may order photocopies of this file for the cost of \$84.00. If you wish to order the documents mentioned above, by check or money order (payable to "National Archives Trust Fund"), send it with one copy of the enclosed order form to the National Archives Trust fund Board, P.O. Box 100793, Atlanta, GA 30384. If instead you wish to pay by using an American Express, MasterCard, VISA, or Discover credit card, you should return the enclosed form (annotated with type of credit card, account number, expiration date, and your signature) to Trust Fund Cashier, National Archives at College Park; Suite 5100; 8601 Adelphi Road; College Park, MD 20740-6001. The second copy of the order form is for your records. Please do not send any remittance to this office.

This concludes the processing of your Freedom of Information Act request.

Sincerely,


STEVEN D. TILLEY
Chief
Special Access and FOIA Staff

Enclosures



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

March 17, 2004

Malcolm Blunt

[REDACTED]

UK

Dear Mr. Blunt:

This is in reply to your letter of February 20, regarding certain records in the Kennedy Assassination Records Collection.

I examined the list of individuals on the enclosure you sent entitled "Office of Personnel Files in the CIA's JFK Sequestered Collection Microfilm", but it appears that this list does not correspond to the records as they are currently boxed. The folder and box numbers you provided did not correspond to the folder titles you listed as part of the printed microfilm. I also checked the Textual Sequestered Collection, but the box and folders listed did not correspond to the names in this series either. I suggest you is to examine the JFK Assassination Collection database and the folder title lists for these two series. The folder title lists are located in the binders in room 2000. We can then pull the boxes and you can examine the records yourself.

I believe the documents mentioned in your second question, relating to Department of Justice, Office of Legal Counsel, are open and available. Enclosed are the four RIFs that appear to describe the records for which you are looking. You may request these documents during your visit. Simply ask for the one box of Office of Legal Counsel files from RG 60, records of the Department of Justice.

Finally, the Department of State Lot File 66D501 is still undergoing processing before it can be made available. However, as is mentioned in the ARRB documents you sent, these files most likely duplicate other documents in the Collection in both records of the National Security Council and Army records relating to Operation Mongoose and the Interdepartmental Coordinating Committee on Cuban Affairs.

Sincerely,

MARTHA WAGNER MURPHY
Archivist
Special Access and FOIA Staff

Enclosure



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

May 6, 2004

Malcolm Blunt

[REDACTED]

UK

Dear Mr. Blunt:

This is in reply to your letter of April 26.

We will be pleased to serve the relevant Series 7 boxes to you upon your visit. Please note that in addition to reviewing the specific files you requested under the Freedom of Information Act (FOIA), my colleague James Mathis also screened all of the boxes in Series 7 and opened all of the files that did not require any redactions. You are welcome to view any of the open Series 7 boxes.

Relating to CIA "Office of Personnel Files", we did not mean to suggest that these files are not in the Segregated CIA files, but that the citations provided on the pages you sent us do not appear to match the current arrangement of the records. I urge you, as I said in my letter of March 17, to examine both the database and the folder title lists for these files before approaching the CIA.

Regarding records released after the ARRB went out of business, the CIA has sent us several file series, such as the Russ Holmes Work file, the Miscellaneous files, and the LA Division Work file. In addition, the CIA is currently re-reviewing information originally postponed by the ARRB. When this review is completed, these documents will be interfiled in the Segregated Collection." Our records indicate that the FBI transferred several series in 1999 and 2000, including HSCA Administrative folders and HSCA Administrative Ticklers, Additional Reference Surfaced Regarding JFK, Additional Field Office References, Additional FBI HQ Division Front Office Materials Surfaced, JFK Act Administrative File, and Miscellaneous Field Office Index Cards, to name a few. Most of these series are quite small. You may view them upon your visit in June.

As for your visit, if you know which records you would like to examine first upon your arrival on June 3, please let us know in advance. This will allow you to have records waiting for you upon your arrival.

Sincerely,

MARTHA WAGNER MURPHY
Archivist
Special Access and FOIA Staff



NARA APPROVED

Malcolm Bryant

Reproducing Textual Documents at the National Archives at College Park

Self-Service Copies Using NARA Equipment

NARA is one of the few archival institutions in the world that permits self-service copying of its holdings. At Archives II alone, researchers copy 2.5 million pages each year. We allow this as a convenience for our researchers but you, as a researcher, have certain basic responsibilities. These are:

- Maintain the original order of the records by using only one folder of records from one box at a time
- Abide by the decisions of the staff with respect to rules and procedures for copying records
- And, finally, make absolutely certain that you do not leave the last page of the document on the copier.

This last point is the single most important action you can take when you copy records. Failure to do this results in lost documents.

The self-service copying equipment available for your use in the Textual Archives Research Room (Room 2000) enables production of black and white copies of unbound letter and legal size documents and bound volumes. Self-service copying equipment available for your use in the Still Picture Research Room (Room 5050) enables production of photographic quality copies of unbound documents and photographs.

Before You Start Copying. . .

Tab the Documents

NARA provides acid free tabs for use in identifying the documents within a box, folder, dossier, or volume that you wish to copy. These tabs are kept on a cart near the main desk in the research room. You should use these tabs to wrap or enclose the pages to be copied without removing the pages from the sequence in which they have been filed in the box, folder, dossier, or volume. The filing sequence of the documents is an essential aspect of their value and must be maintained. You should not separate or remove any document from those that surround it.

Obtain Authorization to Copy

A NARA staff member must review the documents you tabbed for self-service copying before you can begin copying. The staff member will determine

- if the condition of the documents permits the use of self-service equipment
Documents in fragile condition and oversize documents (larger than 11 inches x 17 inches) may not be copied using self-service equipment. The NARA staff member will recommend a viable copying procedure for documents that require special handling.
- if fasteners can and should be removed
The NARA staff member will remove fasteners that are appropriate for removal. You should not attempt to remove fasteners without the assistance of a NARA staff member.
- which type of self-service copying equipment is most appropriate
The NARA staff member will direct you to an appropriate self-service copier in the research room in which you are working or will escort you to a self-service copier in another research room. You may not leave a research room with original documents unless you are escorted by a NARA staff member.
- whether the documents have security classification markings that require you to use declassification labels
If any of the documents that you want to copy bear security classification markings ("secret," "confidential," "restricted," etc.) the NARA staff member must review the box containing the documents to extract information needed to prepare a specific declassification label for you to use when you copy the documents. The NARA staff member will explain how to tape the declassification label to the glass of the copier so that it will appear on the copy of each document with security classification markings. **The security guards will not allow copies of documents with classification markings to leave the research**

"All day" (9AM to 5PM) copiers are an appropriate option when the documents you wish to copy are large segments of files occupying multiple boxes on a cart. Three copiers are available for "all day" copying. **These copiers are not available for use in the evening or on Saturday.** You must schedule a copying date by signing a reservation log at the main desk in the research room. You may reserve only one day at a time and sign up no more than 7 calendar days in advance. Reservations will not be taken over the telephone. Once you finish with your appointment, you may sign up for another one. If you do not arrive by 10:00 AM, your reservation will be forfeited. You may not permit others to use the copier during the day you have reserved the copier for your use. In scheduling a date for "all day" copying time you should be careful to allow sufficient time for a NARA staff member to review the documents you intend to copy.

- **Copiers appropriate for books and bound volumes**

If a NARA staff member has authorized you to use a copier appropriate for books or bound volumes, you must use the scanner copier available to you in the Textual Archives Research Room (Room 2000). The scanner is available on a first come, first served basis.

- **Copiers appropriate for making photographic reproductions**

A NARA staff member must escort you from the Textual Archives Research Room (Room 2000) to the Still Picture Research Room (Room 5050) in order to bring original documents to the self-service equipment available for use in preparing photographic reproductions.

When You Copy . . .

- Unless a NARA staff member has authorized another practice, place only **one page at a time** on the copier
- **Handle the documents with care**, keeping in mind that they are unique and irreplaceable.
- **Confirm that declassification labels are properly placed** so that the information on the label is clearly visible on the copies.
- Take time to **ensure that all the documents that you copy are returned to their original location in the file**
- **Do not exceed the copying time** available to you.
- Do not attempt to fix copier problems like paper jams, adding paper etc.; please **inform a NARA staff member of any problems.**

When You Are Finished Copying . . .

- Confirm that all original documents have been returned to their proper place in the files.
- Confirm that all copies of documents with security classification markings include a visible declassification label OR have been properly annotated by a NARA staff member.
- Take time to annotate copies to indicate the record group number and the title of the series and folder that includes the original document. This information will help you cite the source document properly in any publication and will enable you to build on your research at a later date. A NARA staff member can assist you in obtaining this information.

~~Administrative - Internal Use Only~~

SUBJECT: Release of Oswald Security File Pursuant To
Request of Assassination Records Review Board

- Volume 7: A third agency (FBI) report and some HSCA related documents.

5. Potential Media Reaction: There is potential for media criticism on two counts: the unexplained missing volume 5 and the delay in releasing the security file.

- The Office Of Security has been unable to locate a Volume 5. It is possible that volumes were combined without changing numbers (note the predominance of newspaper clippings in Volumes 4 and 6), or that the filer simply skipped a number. The file was primarily a repository for externally generated documents, and there do not appear to be significant time gaps.
- The delay in releasing the file is somewhat alleviated by the fact that about 92% of the documents have been previously released in the sequestered JFK Collection. Of the remaining 8% (35 documents) all but six (6) documents will be released in full. The file contains nothing of a controversial or politically sensitive nature.

6. As indicated by the signatures below, the Directorate of Administration, the Directorate of Operations, and the Office of General Counsel concur in this release. In addition, all necessary external coordinations (i.e., FBI, INS, and the House of Representatives) have been effected.

[03]

Lee S. Strickland

~~Administrative - Internal Use Only~~



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

April 10, 2008

Malcolm Blunt

Dear Mr. Blunt:

This is in response to the requests you submitted to review JFK Assassination Review Board records on March 19, 2008 which were received in this office on March 20, 2008.

We forwarded your requests to the appropriate office for further action and assigned them the following case numbers:

NW 29968 JFK Assassination Records Review Board – Folder Terri Pike
NW 29969 JFK Assassination Records Review Board – Folder CIA Current
NW 29970 JFK Assassination Records Review Board – Folder Cuba/General
NW 29971 JFK Assassination Records Review Board – Folder 112 Erdrich, Robert H.
NW 29972 JFK Assassination Records Review Board – CIA Record #104-10331-10318
NW 29973 JFK Assassination Records Review Board – HSCA Record #8010025
NW 29974 JFK Assassination Records Review Board – RG 263 Record #180-10143-10171
NW 29975 JFK Assassination Records Review Board – HSCA/CIA Segregated Collection Documents “Outline: L40, CIA, and Mexico City”
NW 29976 JFK Assassination Records Review Board – HSCA #180-10143-10299
NW 29977 JFK Assassination Records Review Board – HSCA #180-10142-10008

The National Archives and Records Administration has limited authority to release national security or other sensitive information. Pursuant to 5 USC 552 (a)(6)(B)(iii)(III), if you have requested information of a restricted nature, in most cases it will be necessary to send copies of the documents to appropriate agencies for further review.

Please advise us of any change of address that may occur during the time that it takes to complete your case. In the event any correspondence to you from this office is returned as undeliverable, no forwarding address, we will presume you are no longer interested in pursuing the case and the case will be closed.

We will notify you as soon as the review of all parties is complete.

Sincerely,

Mark Murphy
for THOMAS HAUGHTON
Archives Specialist
Special Access and FOIA Staff