

SUBMIT ORIGINAL AND 4 COPIES TO ISAS

REQUEST FOR AUTHORIZATION TO RETAIN OR DESTROY QUESTIONABLE RECORDS		DESTROY ON OTHER DATE OR NO. Assigned by PAB:	
TO : Chief, Information Systems Analysis Staff, DDA		FROM: OFFICE DESIGNATION OF ORIGINATOR	
THRU: Component Records Management Officer Directorate Records Management Officer Records Administration Branch, ISAS/DDA Office of General Counsel		DATE PREPARED	
THE RECORDS IDENTIFIED BELOW ARE SCHEDULED FOR IMMEDIATE DESTRUCTION. HOWEVER, THEY MAY BE SUBJECT TO ACTUAL OR IMPENDING LEGAL OR INVESTIGATIVE REQUIREMENTS. AUTHORIZATION IS REQUESTED EITHER TO RETAIN THE RECORDS OR TO DESTROY THEM AS SCHEDULED. THE RECORDS ARE BEING HELD PENDING RECEIPT OF AUTHORIZATION. IF FURTHER RETENTION IS REQUIRED, REVISED DISPOSITION INSTRUCTIONS MUST BE PROVIDED TO RECORDS ADMINISTRATION BRANCH ISAS.			
IDENTIFICATION OF RECORDS			
3. OFFICE	4. SCHEDULE NO	5. ITEM NUMBER	6. INCLUSIVE DATES
7. VOLUME (cu. ft.)			
8. PROVIDE DETAILED DESCRIPTION AND LISTING OF RECORDS AND/OR ATTACH COPY OF FORM 140 AND 14CA, MARKED TO INDICATE WHICH RECORDS ARE QUESTIONABLE. EXPLAIN BASIS FOR DETERMINING THAT RECORDS ARE QUESTIONABLE.			
<p>The file from OIS (104-10400-10018) and OIS file from OIS (104-10400-10018) represent the analytical analysis of an anonymous letter sent to the American Express Co. regarding Lee Harvey Oswald and the assassination of President Kennedy. Except for the name "James G. [redacted]" in the file, the files contain the analytical correspondence pertaining to the analytical analysis of this anonymous letter.</p> <p>It is requested that these files be retained pending receipt of further instructions.</p> <p>104-10400-10018-03</p>			
<input type="checkbox"/> CONTINUED ON SEPARATE PAGE			
9. TYPED NAME AND SIGNATURE OF CUSTODIAN OF RECORDS		EXTENSION	DATE
[Signature] OIS/ERS for OIS/GAD/A & OIS/ODL		3114	4 May 1978
10. TYPED NAME AND SIGNATURE OF COMPONENT RECORDS MANAGEMENT OFFICER		EXTENSION	DATE
[Signature] OIS/ERS		3035	4 May 1978
11. TYPED NAME AND SIGNATURE OF DIRECTORATE RECORDS MANAGEMENT OFFICER		EXTENSION	DATE
[Signature] DDES&T/RMO		7787	5/5/78
AUTHORIZATION TO RETAIN OR DESTROY RECORDS			
RETAIN ALL <input checked="" type="checkbox"/>	12. TYPED NAME AND SIGNATURE OF GENERAL COUNSEL REPRESENTATIVE		EXTENSION DATE
RETAIN PARTIAL <input checked="" type="checkbox"/>	[Signature]		5491 5 May 1978
DESTROY ALL <input type="checkbox"/>	13. TYPED NAME AND SIGNATURE OF CHIEF, INFORMATION SYSTEMS ANALYSIS STAFF		DATE
APPROVED	[Signature] Mark E. Peterson		5 May 1978
14. <input checked="" type="checkbox"/> PROVIDE JUSTIFICATION FOR CONTINUED RETENTION. ALSO PROVIDE PROPOSED NEW DISPOSITION INSTRUCTIONS. <input type="checkbox"/> INDICATE UNDER SECTION 8 ABOVE WHICH RECORDS ARE TO BE RETAINED. THOSE NOT INDICATED FOR RETENTION ARE AUTHORIZED FOR IMMEDIATE DESTRUCTION.			
<p>do not need any specific discussion of the matter. In any event, all files relating to Lee Harvey Oswald or the Kennedy Assassination are required to be held and this is indicated on the Records Retention Requirements List. These files must be brought to the attention of OIS management in order that they might determine whether there is a need to inform the House Select Committee. If there is a central file of these types of materials, these files should be coordinated with the files of the House Select Committee.</p>			
<input type="checkbox"/> CONTINUED ON SEPARATE PAGE			

3/17

ILLEGIABLE!