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308
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Memorandum



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 Crim. Inv. _____
 Ident. _____
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 Telephone Rm. _____
 Director's Office _____

To : Mr. Baugh

Date 3/25/93

From *JHS* J. H. Schiman

Subject : ASSASSINATION MATERIALS DISCLOSURE ACT OF 1992
 JOHN F. KENNEDY
 FREEDOM OF INFORMATION/PRIVACY ACTS (FOIPA) SECTION
 INFORMATION MANAGEMENT DIVISION (IMD)

Reference memorandum dated 3/10/93, from J. K. O'Brien to Mr. Baugh captioned "JFK Assassination Materials Task Force, Freedom of Information/Privacy Acts (FOIPA) Section, Information Management Division (IMD).

PURPOSE: To advise of Information Services Section (ISS) personnel assigned to the JFK Task Force in order to complete processing of the JFK Assassination materials by the legislatively mandated deadline of 8/22/93.

RECOMMENDATIONS: 1. That the 25 below listed ISS employees be assigned to the JFK Task Force for a period of five months, effective 4/25/93.

APPROVED: Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
 Dep. Dir. _____ Servs. _____ Leg. Coun. _____ Off. of Public _____
 ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
 ADD-Inv. _____ Info. Mgnt. _____ Training _____ TOM Off. _____

Employees were advised to report to Room 6712 at 9:00am.

JHS

2. That the 25 below listed ISS employees be temporarily assigned to locate and identify JFK assassination records from among the information furnished to the House Select Committee on Assassinations (HSCA), effective 3/28/93.

62A-HQ-1029205-43

APPROVED: Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
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 ADD-Inv. _____ Info. Mgnt. _____ Training _____ TOM Off. _____

62A-HQ-1029205

- 1 - IMD Front Office, Room 5829
- 1 - Mr. O'Brien, Room 6296
- 1 - Mr. Harmon, Room 6712
- 1 - Mr. Schiman, Room 5368
- 1 - Mr. Perrigo, Room 5350
- 1 - Mr. Dudley, Room 5342
- 1 - Mr. Kegebein, Room 5869
- 1 - Mr. Shackelford, Room 4336
- 1 - Mrs. Hoke, Room 4955
- 1 - Mrs. Rector, Room 4913
- 1 - Mrs. Vaughan, Room 5991
- 1 - Ms. Hardy, Room 5734
- 1 - Each ISS employee

DER/JHS:der (63)

(CONTINUED - OVER)

der

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/13/98 BY 5668 SLD/mde
 (JFK)

Memorandum from J. H. Schiman to Mr. Baugh dated 3/25/93
Re: Assassination Materials Disclosure Act of 1992
John F. Kennedy
Freedom of Information/Privacy Acts (FOIPA) Section
Information Management Division (IMD)
62A-HQ-1029205

^{4/5/93,}
DETAILS: Effective ~~3/28/93~~, the following ISS employees will be assigned to the JFK Task Force:

RECORDS DISPOSITION AND ARCHIVAL SUBUNIT

Julia A. Jenkins	Nellie Cora Gill
R. Rebecca Cummins	Viola E. Humphries
E. Darlene Norman	Margie Marie Jones
Michael L. Overton	Ocena F. Crabtree
Arnita M. Singleton	Vernonia P. Kline
Phyllis A. Williamson	Dorothy E. Newby
Joyce J. Newman	Robert J. Puglisi
Barbara D. Morisi	Brenda J. Reid
Margaret T. Winston	Pearline Wells

OPERATIONAL SITE PROCESSING SUBUNIT

David Eric Ammon
E. Latham Hunter
Hosea Stripling, Jr.

SPECIAL FILE ROOM SUBUNIT

Christine A. Kowalick	G. Denise Wells
Shirley Ann Ketchens	Joe Leschia G. Alston

Effective 3/28/93, the following ISS employees will be temporarily assigned to the JFK Task Force:

FILE SERVICES UNIT

Veronica M. Brooks	Roy C. Stevens
Mary E. Butler	Dorothy G. Washington
Janice M. Dietrich	Melody Williams
Georgia C. Hoffman	Tonia R. Williams
Cheryl D. Merritt	Allyson K. Hanson
Carolyn T. Porter	Denise Y. Butler

PROJECT PROCESSING SUBUNIT

Judy B. Brown
John T. Gorman
Darlene E. Dunning

(CONTINUED - OVER)

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OPERATIONAL SITE PROCESSING SUBUNIT

Jackie Andrews
Sheila Daney
Sophie Fahmy
Rebecca S. Flake
Wanda N. Gaither

Barbara A. Pettigrew
Mildred C. Washington
Cheryl F. Weston
~~Roger E. Covington~~
Sonita Fields

SPECIAL FILE ROOM SUBUNIT

Tamika N. Anderson