

DATE: 11-14-2017

JFK Assassination System  
Identification Form

Date: 3/31/201

## Agency Information

AGENCY : FBI  
RECORD NUMBER : 124-10368-10407  
RECORD SERIES : HQ  
AGENCY FILE NUMBER : 62C-HQ-1029205-88X

## Document Information

ORIGINATOR : FBI  
FROM : BAUGH  
TO : BINNEY  
TITLE :  
DATE : 03/04/1994  
PAGES : 10  
SUBJECTS :  
JFKARCA OF 1992  
DOCUMENT TYPE : PAPER, TEXTUAL DOCUMENT  
CLASSIFICATION : Unclassified  
RESTRICTIONS : 3  
CURRENT STATUS : Redact  
DATE OF LAST REVIEW : 03/01/1999  
OPENING CRITERIA : INDEFINITE  
COMMENTS : INC R/S, MEMO

DATE: 11-14-2017

Memorandum



Dep. Dir. 310  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir.:  
   Adm. Servs. \_\_\_\_\_  
   Crim. Inv. \_\_\_\_\_  
   Ident. \_\_\_\_\_  
   Info. Mgnt. [Signature]  
   Insp. \_\_\_\_\_  
   Intell. \_\_\_\_\_  
   Lab. \_\_\_\_\_  
   Legal Coun. [Signature]  
   Tech. Servs. \_\_\_\_\_  
   Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_  
 Off. Liaison & \_\_\_\_\_  
   Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Office \_\_\_\_\_

To : Mr. Binney

Date 3/4/94

From [Signature] William E. Baugh, Jr.

Subject : PERSONNEL NEEDS  
           JFK TASK FORCE  
           INFORMATION RESOURCES DIVISION

PURPOSE: To request that the Civil Discovery Review Unit (CDRU) team, Legal Counsel Division (LCD), currently detailed to the JFK Task Force remain on that detail assignment until 7/1/94, in order to meet the announced schedule of JFK document transfers to the National Archives and Records Administration (NARA) pursuant to the President John F. Kennedy Assassination Records Collection Act of 1992 (the Act).

RECOMMENDATION: That the CDRU team currently detailed to the JFK Task Force continue its detail assignment until 7/1/94.

<b>APPROVED:</b>	Adm. Servs. _____	Inspection _____	Off. of EEO Affs. _____
	Crim. Inv. _____	Intell. _____	Off. of Liaison & Int. Affs. _____
Director _____	Crim. Jus. Info. _____	Laboratory _____	Off. of Public & Cong. Affs. _____
Dep. Dir. _____	Servs. _____	Legal Coun. <u>X</u>	TOM Off. _____
ADD-Adm. _____	Ident. _____	Tech. Servs. _____	
ADD-Inv. _____	Info. Mgnt. <u>[Signature]</u>	Training _____	

*\* I disagree, see LCD addendum J.F.*

DETAILS: By way of background, in October, 1993, the Information Resources Division (IRD), which is tasked with meeting the FBI's obligations under the Act, identified the need to have one of the LCD CDRU teams assist the JFK Task Force since FOIPA Analysts, beyond those already on the Task Force, were unavailable due to responding to a voluminous number of court-ordered deadlines over the next two years. At the time, the Task Force was attempting to begin and sustain the timely transfer to NARA of the one million plus pages of FBI documents subject to transfer under the Act. The CDRU team was needed not only to help fill the need for additional skilled document processing reviewers but, more importantly, to provide the benefit of its very extensive

62A-HQ-1029205

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- 1 - Mr. Binney, Room 7142
- 1 - Mr. R. Bucknam, Room 7176
- 1 - Mr. Shapiro, Room 7176
- 1 - Mr. Davis, Room 7427
- 1 - IRD Front Office, Room 5829
- 1 - Mr. O'Connor, Room 4859

*\* See LCD addendum pg(s). 4-7*

TTT/CLS:cep/cog (7)

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED DATE 7/15/98 BY 5668 SLP/nd (JFK)

(CONTINUED - OVER)

DATE: 11-14-2017

Memorandum



Dep. Dir. \_\_\_\_\_  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir.:  
   Adm. Servs. \_\_\_\_\_  
   Crim. Inv. \_\_\_\_\_  
   CJIS \_\_\_\_\_  
   Info. Mgmt. \_\_\_\_\_  
   Insp. \_\_\_\_\_  
   Intell. \_\_\_\_\_  
   Lab. \_\_\_\_\_  
   Legal Coun. \_\_\_\_\_  
   Tech. Servs. \_\_\_\_\_  
   Training \_\_\_\_\_  
 Off. of EEOA \_\_\_\_\_  
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   & Int. Affs. \_\_\_\_\_  
 Off. of Public \_\_\_\_\_  
   & Cong. Affs. \_\_\_\_\_  
 TOM Office \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Office \_\_\_\_\_

To : Assistant Director  
       Information Resources Division  
  
 From : Legal Counsel  
  
 Subject : PERSONNEL NEEDS  
           JFK TASK FORCE  
           INFORMATION RESOURCES DIVISION

Date 2/28/94

PURPOSE: To adjust the level of staffing by Legal Counsel Division (LCD) personnel on the JFK Task Force.

RECOMMENDATIONS: (1) That all LCD personnel presently assigned to the JFK Task Force, except Paralegal Specialists (PLSs) Kevin VanHutton and Gary E. Emrick, be returned to LCD by 4/4/94.

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

(2) That Paralegal Specialist Joyce Hollman Taylor be assigned temporarily to the JFK Task Force.

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

- 1 - Mr. Baugh
- 1 - Mr. O'Connor
- 1 - Mr. Davis
- 1 - Mr. Kelley

- 1 - Mr. McFarland
- 1 - Mr. Cignoli
- 1 - Ms. Keeley
- 1 - LCD Personnel File

TAK:llh (9)

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 7/15/98 BY 5668 SED/ndc  
 (JFK)

DATE: 11-14-2017

Memorandum from Legal Counsel to Assistant Director, Information Resources Division  
 Re: Personnel Needs  
 JFK Task Force  
 Information Resources Division

(3) That PLSs VanHutton, Emrick and Taylor be returned to LCD by 7/5/94.

APPROVED:	Adm. Servs. _____	Inspection _____	Off. of EEO Affs. _____
	Crim. Inv. _____	Intell. _____	Off. of Liaison _____
Director _____	Crim. Jns. info. _____	Laboratory _____	& Int. Affs. _____
Dep. Dir. _____	Servs. _____	Legal Coun. _____	Off. of Public _____
ADD-Adm. _____	Ident. _____	Tech. Servs. _____	& Cong. Affs. _____
ADD-Inv. _____	Info. Mgmt. _____	Training _____	TQM Off. _____

DETAILS: By memorandum dated 10/25/93, copy attached, you requested that a Supervisory PLS Specialist from the Civil Discovery Review Unit, and that supervisor's team be detailed to the JFK Task Force for six months to assist in the review and production of documents relating to the Kennedy assassination. By addendum dated 11/1/93, LCD agreed to detail one team of PLSs until 2/11/94.

On 1/28/94, we met to discuss the volume of work remaining to be addressed by the JFK Task Force. You requested that the temporary detail of CDRU personnel be extended through June, 1994. Although I was unable to accommodate your request, we have continued to discuss potential compromise positions with your Deputy, Gary L. Stoops.

Recently, we agreed to the following compromise. First, the entire team will be left in place through March, 1994, to permit completion of the processing and production of the Lee Harvey Oswald files. The team will be returned to CDRU on or before 4/4/94. Second, we have agreed to extend the detail of PLSs Kevin VanHutton until 7/5/94, to permit him to train a supervisor from among the IRD personnel assigned to the project. Third, we have agreed to extend the detail of PLS Gary E. Emrick and to detail PLS Joyce Hollman Taylor, an experienced senior document reviewer, to the JFK Task Force, to assist PLS VanHutton. We have not yet agreed on a reporting date for PLS Taylor, but we did agree that she will be returned to LCD on 7/5/94, with PLSs VanHutton and Gary Emrick.

I trust this accurately reflects our agreement and is satisfactory to you.