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JFK Assassination System  
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TO : FINANCE DIVISION

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372

**FEDERAL BUREAU OF INVESTIGATION**

**Precedence:** PRIORITY

**Date:** 09/18/1997

**To:** Finance Division

**Attn:** Luwanna Greene

**From:** OPCA

Historical and Executive Review Unit, Room 11144  
(formerly known as the JFK Task Force)

**Contact:** Carol Keeley, ext. 0671

**Approved By:** Collingwood John E  
Keeley Carol *[Signature]*

**Drafted By:** Keeley Carol L  
Wilkins LuAnn M:lmw

**Case ID #:** 62A-HQ-1029205

**Title:** PROCUREMENT OF ASSASSINATION RECORD REVIEW  
AND CLASSIFICATION CONSULTATION SERVICES

**Synopsis:** It is requested that the services of Margaret Ann Cook be extended through Fiscal Year 1998.

**Details:** The Historical and Executive Review Unit (HERU) is responsible for transferring FBI records covered by the "President John F. Kennedy Assassination Records Collection Act of 1992" (the Act) to the National Archives and Records Administration (NARA). To date over 666,000 pages have been transferred to NARA and at least 180,000 pages remain to be transferred.

The Act provides that certain information in records sent to NARA can be postponed (withheld). One basis for postponement is the demonstrated need to continue to classify specific information. However, the Task Force is attempting to minimize the amount of postponed information in part by declassifying information whenever it is possible to do so. FBI JFK records contain a great deal of classified information, relating chiefly to Russian, Cuban and Communist Party USA (CPUSA) matters. Much declassification has been accomplished by Document Classification Unit (DCU) personnel assigned to the Task Force and additional declassification has been achieved through a review conducted by personnel from the National Security Division (NSD).

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\* Mrs. Cook was the Supervisor of the DCU analysts assigned to the Task Force from November 1993 until her retirement in March 1995 and has served as a classification consultant to the JFK Task Force since that time. Her experience and vast knowledge the JFK Act and how it applies to FBI records cannot be duplicated.

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Re: 62A-HQ-1029205, 09/18/1997

The JFK Records Collection Act not only calls the release of all records relating to the Assassination of President Kennedy and the various "conspiracy" theories; it also established an independent Presidential Review Board to oversee the identification and release of those records. The Assassination Records Review Board (the Board) was appointed by President Clinton, confirmed by the United States Senate and was sworn in on April 11, 1994. The Board reviews federal agencies' documents for release and had until October 1, 1997 to fulfill its obligation. Recently President Clinton signed a law authorizing a one-year extension for the Board. The Board has until October 1, 1998 to complete the review of all records relating to the JFK Assassination and will not be given another extension.

Due to the time constraints placed on the JFK Task Force and Mrs. Cook's unequivocal institutional knowledge, it is imperative that Mrs. Cook's contract be extended one additional year. It is requested that Mrs. Cook's consultation services be contracted for one additional year (10/1/97-9/30/98) at a cost not to exceed \$35,000 for the fiscal year.

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LEAD (s):

Set Lead 1:

FINANCE DIVISION

AT WASHINGTON D.C.

Upon receipt of the communication, it is requested that Margaret Ann Cook's consultation contract be extended for one additional year.

CC: 2 - Mr. Lavonis, Room 8504  
(1 - Attn: Luwana Greene)  
1 - Mr. Collingwood, Room 7240  
1 - Mr. Wilkinson, Room 7244  
1 - Mr. McCarron, Room 7262  
1 - Ms. Proffitt, Room 7262  
1 - Ms. Orr, Room 7262  
1 - Ms. Keeley, Room 11144  
1 - Mr. Conner, Room 11144  
1 - Ms. Wilkins, Room 11144