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Assassination Records Review Board
600 E Street NW • 2nd Floor • Washington, DC 20530
(202) 724-0088 • Fax: (202) 724-0457

January 22, 1997

Ms. Carol Keeley
Supervisor
JFK Task Force
Federal Bureau of Investigation
10th Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20536

Re: January 15, 1997 Meeting Regarding FBI Compliance
With the JFK Assassination Records Collection Act

Dear Carol:

I write to memorialize the discussions between the Review Board staff (Jeremy Gunn, Ronald Haron, and myself) and Frank Campbell, Joe Iazetta, and yourself at our January 15 meeting.

We have received Director Freeh's letter dated January 13, 1997, designating you as the FBI's compliance official. We look forward to cooperating with you on this crucial part of the FBI's work under the JFK Assassination Records Collection Act ("JFK Act"). The Review Board believes that creating for the public a comprehensive and self-contained record of how each agency -- and especially the FBI -- complied with the JFK Act will greatly further the purposes of that statute.

We discussed the following points at the meeting:

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1) *Methodology of Records Searches*: We understand that, to a significant degree, the FBI's searches both for assassination records and for additional information or records requested by the ARRB involves searches of general indices at Headquarters and in each appropriate field office (or Legat). Accordingly, we request that, to the extent practical, the compliance statement: (a) describe how each index was searched; (b) explain the purpose and structure of each index searched (e.g., what types of documents were entered into the index¹ and what

¹For example, to what extent were the following categories of documents recorded in the searched indices: records handled under "Do Not File" procedures; records maintained in the office areas of the Director and other high-ranking officials;

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