b. Dunning letters. When agencies were delinquent in returning referred documents, the Review Board mailed letters to the agencies simply stating that if the agency did not process and return the record by a specified deadline, the Review Board would automatically vote to release the record. The dunning letters proved to be very effective in convincing agencies to return their referrals.

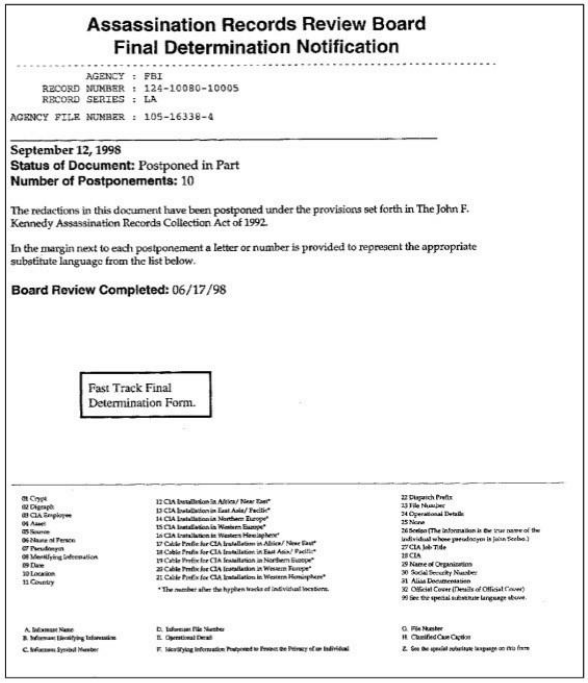
c. Review Board joint declassification sessions. "Joint declassification sessions" emerged as the Review Board's most effective tool in addressing the problems caused by the referral process. The Review Board staff invited to these sessions representatives from each agency that had equities in a given group of records. The representatives came to the Review Board's office to review the records. By the end of the one- or two-day session, the referral process was complete. (See illustration of Review Board joint declassification session form.)

The Review Board sponsored six joint declassification sessions. An unforeseen advantage of the sessions was that agencies were more likely to agree to release a record when they realized that other agencies had already agreed to do so.

I. Document Processing After Review Board Votes

The JFK Act stated that agencies must deliver records to NARAwithin 45 days of a Review Board vote. The 45-day limit proved to be unreasonable and, as such, the agencies rarely, if ever, adhered to the deadline.

After the Review Board voted on an assassination record, the JFK Act required the staff to attach a "final determination form" to the record. For Review Track records, the final determination form identified each postponement, its location within the document, and the substitute language for the postponement. For Fast Track records, the final determination form identified the number of Review Board approved postponements in the document and listed the substitute language options that corresponded to codes noted on the document. (See illustrations of Review Track Final Determination Form and Fast Track Final Determination Form.)



Assassination Records Review Board
Final Determination Notification

AGENCY : FBI
RECORD NUMBER : 124-10080-10005
RECORD SERIES : LA
AGENCY FILE NUMBER : 105-16338-4

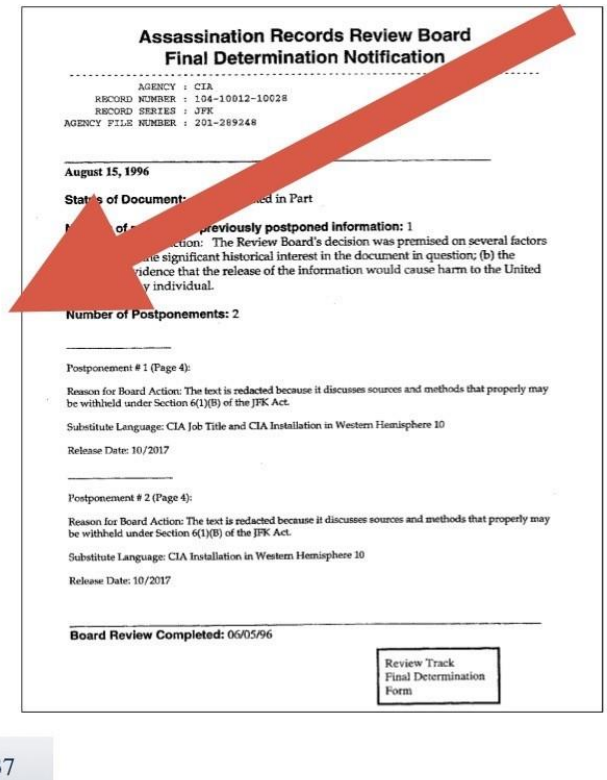
September 12, 1998
Status of Document: Postponed in Part
Number of Postponements: 10

The redactions in this document have been postponed under the provisions set forth in The John F. Kennedy Assassination Records Collection Act of 1992.

In the margin next to each postponement a letter or number is provided to represent the appropriate substitute language from the list below.

Board Review Completed: 06/17/98

Fast Track Final Determination Form.



Assassination Records Review Board
Final Determination Notification

AGENCY : CIA
RECORD NUMBER : 104-10012-10028
RECORD SERIES : JFK
AGENCY FILE NUMBER : 201-289248

August 15, 1996

Status of Document: ...ed in Part

...previously postponed information: 1

...ction: The Review Board's decision was premised on several factors ...e significant historical interest in the document in question; (b) the ...idence that the release of the information would cause harm to the United ...y individual.

Number of Postponements: 2

Postponement # 1 (Page 4):

Reason for Board Action: The text is redacted because it discusses sources and methods that properly may be withheld under Section 6(1)(B) of the JFK Act.

Substitute Language: CIA Job Title and CIA Installation in Western Hemisphere 10

Release Date: 10/2017

Postponement # 2 (Page 4):

Reason for Board Action: The text is redacted because it discusses sources and methods that properly may be withheld under Section 6(1)(B) of the JFK Act.

Substitute Language: CIA Installation in Western Hemisphere 10

Release Date: 10/2017

Board Review Completed: 06/05/96

Review Track Final Determination Form

Finally, after the Review Board staff completed its final determination forms and attached the forms to the records, they placed the document's electronic identification aid into a database called the "Review Track Archive." The Review Track Archive contains all assassination records on which the Review Board voted.

J. Conclusion

The Review Board's most basic task was to review postponements claimed by federal agencies in their assassination records and to vote either to sustain or release the information at issue. The review of claimed postponements consumed more Review Board staff hours than any other task and was the primary focus of most of the Review Board's interactions with the agencies. The Review Board voted on more than 27,000 documents in which the agencies had requested that the Review Board postpone information. Each of these documents required the attention of a Review Board analyst to shepherd the document through the process of: (1) evaluating the postponed information according to the Board's guidelines; (2) presenting the document to the Review Board for a vote; (3) recording the Review Board's vote on the postponed information; (4) notifying the agency of the Review Board's decision; (5) publishing the decision in the *Federal Register*; and (6) preparing the document for transfer to the JFK Collection. The Review Board's review process ensured that it scrutinized each piece of withheld information so that the American public could have confidence that it did not postpone any significant information.