

12 January 1994

VIA TELECOPIER

MEMORANDUM FOR: C/IP & CRD

FROM: Kathy Kelly
OGC/LD

SUBJECT: Michael Scott FOIA Request

1. As you may be aware, the DCI has received correspondence from an attorney for Michael Scott ("Scott"), son of the former COS/Mexico City, regarding Scott's FOIA requests for information concerning his father, Winston McKinley Scott ("Winston Scott"). I understand that Scott has two FOIA requests outstanding currently, numbers 91-1231 (requesting all information on Winston Scott) and 93-1040 (requesting re-review of Winston Scott's unpublished manuscript).

2. Our records indicate that CIA processing of FOIA request number 91-1231 is completed, pending referral of two documents for coordination to the FBI and the Department of the Navy. During the processing of FOIA request 91-1231, Winston Scott's affiliation with the CIA became publicly acknowledged pursuant to information releases processed by the Historical Review Group under the Assassination Records Collection Act ("ARCA"). Pursuant to ARCA, certain chapters of Winston Scott's manuscript also were released in full. *mw 93*

3. The CIA's response to Scott's outstanding FOIA requests should take into consideration the ARCA disclosures.

4. Please inform me of the current anticipated completion date of the processing of Scott's FOIA requests. Specifically, would it be possible to release the documents for which the CIA has completed processing (request number 91-1231) and to request that the other two referrant agencies (FBI and Navy) respond directly to Scott, in view of the unusual equities in this case? As always, your assistance in this matter is appreciated greatly. Please contact me with any questions you may have. A copy of certain of the relevant correspondence is enclosed for your convenience.

Kathy
Kathleen Kelly

Encl.

This document is made available through the declassification efforts
and research of John Greenewald, Jr., creator of:

The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

Discover the Truth at: <http://www.theblackvault.com>

To: C/HRG

Scott

Subject: Request from Scott's son

The HSCA-originated material in the CIA JFK Collection and HSCA documents referred to the CIA by NARA are scheduled for review later this year. I expect copies of the two documents mentioned in Mark Zaid's letter to be within this material. However, there is no inventory of this materials and a search could be very time consuming.

HSCA documents referred to the CIA by NARA are usually held at NARA for review by an HRG reviewer (John C). NARA has sent some documents (mainly testimonies) directly to HRG but two documents are not among them.

The HSCA report on Oswald in Mexico city was released in August 1993. The pages attached to Zaid's letter are from that report.

We could ask NARA to pull the two documents and send them over for review. Otherwise, they will be released later this year.

PRIORITY HANDLING FOIA REQUEST

SUBJECT: (Optional) RE: WINSTON MACKINLEY SCOTT
 SULLIVAN, SHERRY

REQUEST NUMBER
F91-1231

FROM: Robert Mahlke 2083/30559
 Pat Berlin 2766/30565

EXTENSION
DATE SENT 14 January 1994

SUSPENSE DATE

IP&CRD/ISG/OIT

| TO: (Officer, designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|----------|-----------|--------------------|---|
| | RECEIVED | FORWARDED | | |

| | | | | |
|--|-----------|----------|--------------------|--|
| <i>FOR</i> DCI/IRO - Kathy Kolos 6E2914 HQS | 27 Jan 94 | 8 Feb 94 | <i>[Signature]</i> | Please review the attached FOIA request. |
|--|-----------|----------|--------------------|--|

| | | | | |
|--------|--|--|--|--|
| 2. FOR | | | | |
|--------|--|--|--|--|

| | | | | |
|------------------------------|---------|--|--|-----------------------------|
| 3. FIO/HRG 406 Ames Bldg. | 2-10-94 | | | PLS NOTE <u>KATHY KOLOS</u> |
|------------------------------|---------|--|--|-----------------------------|

| | | | | |
|----|--|--|--|--|
| 4. | | | | Based upon the additional infor provided in paragraph 2 of OGC's 12 Jan 94 memo and additional info provided by Mr. Zaid, it is requested that the DCI task HRG to search records regarding this case. It is also requested that the request be placed in the queue as though you had rec'd it back in 1991. |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

| | | | | |
|-----|--|--|--|--|
| 8. | | | | 1 to 3: Please note above and provide your response as soon as possible. |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | ACTION: DCI |

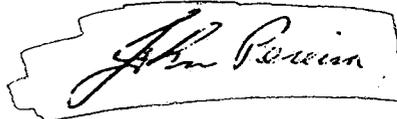
RETURN TO:
 IP&CRD/ISG/OIT 1107AmesBldg.

PRIORITY HANDLING FOIA REQUEST

17 February 1994

MEMORANDUM FOR: Information Review Officer/DCI
VIA: CSI/FOIA Referent
FROM: John F. Pereira
Chief, Historical Review Group
SUBJECT: FOIA Request F91-1231

The two documents requested are items that were originated by the House Select Committee on Assassinations (HSCA). There are entries to this effect ("Agency: HSCA") in the two identification forms submitted by the requestor. Under the JFK Records Assassination Law, CIA does not have authority to release Congressionally-originated materials. Our role is to coordinate such materials upon request. The National Archives has been delegated authority by the Congress to process HSCA-originated records.

A handwritten signature in cursive script, enclosed in a hand-drawn rectangular box with slightly irregular edges. The signature appears to read "John F. Pereira".

John F. Pereira

ADMINISTRATIVE - INTERNAL USE ONLY

24 June 1996

MEMORANDUM FOR: Fred Wickham
FROM: Barry Harrelson
SUBJECT: ARRB Request re Angelton and Scott

1. Jeremy Gunn, ARRB staff, has requested (via telephone) access to the following files/documents:

a. Winston Scott documents, including the entire manuscript It Came to Little, and personal effects seized on Winston Scott's death;

b. files of James Angelton housed in the CI vault.

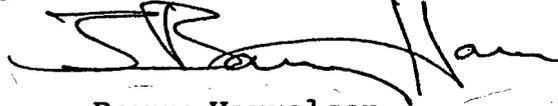
2. As Linda Cipriani handled the recent FOIA litigation brought by Michael Scott (Win's son) for all documents on his father, Linda has copies of documents responsive to Gunn's first request in her office. I have spoken with Linda and we agree that, with your concurrence, the best course of action would be to have Gunn view the Scott documents and manuscript at OGC. You should be aware that during the course of that litigation, searches were conducted to locate personal effects seized by CIA upon Scott's death. Those effects were never located, but a destruction record that seems to refer to these personal effects was located and provided to OGC. Gunn would need access to that destruction record as well.

3. The second request of Gunn also was an issue in the Scott FOIA litigation. At that time the DO told IP&CRD that all Angelton documents were sorted through in the 1970s and that a separate CI Angelton holding no longer exist. Official files were incorporated into DO record system and material not deemed to be official records were destroyed. To the extent that any destruction records exist on Angelton's records, Jeremy would like to see these as well. Linda and I suggest that the DO search for any such destruction records and forward them to OGC. In this way, Jeremy can view them at the same time he views the Scott documents.

4. Jeremy has agreed that if CIA allows him to view the above records "informally" and he finds nothing that relates to the assassination, then he will not make an "official request" for these records. Of course, any records he believes to be relevant, he will have to make an official request and they will then become part of the JFK Collection.

ADMINISTRATIVE - INTERNAL USE ONLY

5. Please let me know if you have any problems with the above proposal. Feel free to phone me (30292) or Linda (76124) if you have any questions or concerns.



Barry Harrelson

cc: C/HRG
Linda Cipriani
Ellie Neiman

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**Central Intelligence Agency
Office of General Counsel
Washington, D.C. 20505**

Date: 01/24/97

~~SECRET~~
(resent to DO 21 Apr. 97)

**To: Barry Harrelson
Organization: HRG
Phone: 31825
Fax: 703-613-3060**

**From: Linda C. Cipriani
Organization: OGC
Phone: 76124
Fax: 703-874-4346**

Number of Pages (Including Cover) 4

Comments: This is the document Jeremy thinks is an assassination record. Although the last page is not marked classified, I think it got cut off when it was faxed to me. My assumption is that the entire record is classified SECRET.

~~Have fun~~ Linda

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE DIRECTORATE OF OPERATIONS

40-89
(UPDATED JUNE 1992)



SECRET

**Central Intelligence Agency
Office of General Counsel
Washington, D.C. 20505**

Date: 01/24/97

**To: Barry Harrelson
Organization: HRG
Phone: 31825
Fax: 703-613-3060**

**From: Linda C. Cipriani
Organization: OGC
Phone: 76124
Fax: 703-874-4346**

Number of Pages (Including Cover) 8

Comments: These are the notes that Jeremy wrote up. I will have CIC and Fred Wickham do the classification reviews. You will note that in all three, he finds some assassination records. Lets discuss this next week.

Linda

P.S. I stamped

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these "secret" until they have been classified by the Do .

SECRET**DRAFT NOTES BY TIG FOR ASSASSINATION RECORDS REVIEW BOARD
JANUARY 13, 1997**

On January 13, 1997, Michelle Combs and Jeremy Gunn from the ARRB Staff reviewed the files of Winston McKinley Scott at CIA headquarters in Langley, Virginia. The General Counsel's office stated that the files presented for our examination are the "complete" files known to the CIA on Scott.

The documents total approximately 6 inches, and include:

(1) A manuscript entitled "It Came to Little," by Ian Maxwell (pseud.), which contains 221 enumerated pages. The foreword to the manuscript states that the events recounted therein contain "no exaggerations and no deviations from basic truth." (unpaginated forward). It reveals that some true names have been used, and that this has been done without the consent of the persons named. The author expresses his "most sincere admiration and utmost respect for: Mr. John Edgar Hoover, Director, Federal Bureau of Investigation [sic]; Mr. James R. Murphy, wartime director of OSS/X-2; and particularly, the late Allen Welsh Dulles, OSS Chief in Switzerland during World War II, a principal architect in the creation of CIA for President Harry Truman and the Greatest Director CIA has had." The author refers to the blight of communism, and the courageous people who have worked to fight it, but nevertheless concludes that "all the effort [to thwart Communism] has come to little." (unpaginated forward)

There is only one chapter that makes any identifiable reference to the assassination of President Kennedy and to the events related to Mexico City at the time Lee Harvey Oswald was alleged to have visited. That chapter has been released in full to the public.

(2) A Supplemental Declaration of J. Barry Harrelson from the case Michael Scott v. CIA, CA No. 1:95CV00686 with attached documents. The attached documents contain documents released in full and some that are redacted. According to CIA, all redacted documents are a part of the JFK collection. This should be confirmed. If they are part of the collection, no further steps need be taken. If not, they must be fully reviewed to determine whether they are assassination records.

(3) Documents that appear to be copies of the personnel file of Win Scott. All of the documents in this file were reviewed to determine whether any assassination records are included. Our review disclosed no "assassination records." Although not assassination records, the following information was located in the personnel file:

-- The records disclose that during World War II, while in the employ of the FBI, Scott worked in "connection with espionage and subversive activities" and in "counterespionage" while based in Havana.

-- Document, dated 7/23/69, refers to the possibility that CIA might attempt to recruit Scott for the "Civilian Reserve Program (HR 20-15) following his retirement from the agency.

-- On May 6, 1969, Scott was recommended for a Distinguished Intelligence Medal by William V. Broe, who was then Chief of WH. The recommendation includes the following statement:

"Mr. Scott built a large and highly effective organization targeted against highest priority national security targets; namely, the Soviet bloc presence south of the border. Given the nature of the target, Mr. Scott molded his station with a predominantly CI orientation until it has become a highly effective counterintelligence mechanism capable of covering Soviet Bloc and Cuban [activities]."

His Citation for the Distinguished Intelligence Medal includes the following statement:

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"[H]e has served brilliantly in Mexico for over twelve years where among other things he has built a remarkable counterintelligence machine—a true bulwark helping to guard our southern border. His station has long been a showcase of technical intelligence methods as well as classical operations."

— There is no record in the file that suggests, one way or the other, that Mr. Scott was ever treated for or suffered from any mental or emotional issue.

Unless the following are already part of the JFK collection, they should be designated "assassination records" and processed under the JFK Act.

-- AR: Doc. 93: 8 Oct. 1976 for Chief, Security Analysis Group from [xxx] in Security Analysis Group, subject: Phillip B. F. AGEE Exposure of CIA Personnel (4 pp.).

-- AR: Doc. 94: discussion of Chapter 21 of manuscript.

— AR: Doc. 129: discussion of chapter 21 of manuscript

— AR: Doc. 131: discussion of removing Scott papers after his death

— AR: Doc. 132: ditto

— AR: Doc. 134 brief message re: manuscript

TJG was shown the Records Control Schedule that appears to document the destruction of some Win Scott documents. This record should, perhaps, be designated an "assassination record."

*item
fixed by
Lindc.*

Queries/follow-up:

Verification no other WS files

Process ARs

Which records are already in collection?

ARRB must still review any Scott destruction schedules.

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**DRAFT NOTES BY TJG FOR ASSASSINATION RECORDS REVIEW BOARD
JANUARY 15, 1997**

Cleveland Cram

Untitled (History of the old CI staff) (beginning to dismissal of Angleton)
11 Volumes (c. 1981)

Albert S. Bonner

The Post - Angleton CI Staff
2 volumes (July, 1993)

The ARRB requested access to any and all internal CIA histories of the CI staff for the purpose of determining whether they contain any information that would be useful for understanding the assassination of President Kennedy, including, for example, the activities of Lee Harvey Oswald, the structure of CI with respect to the components of the office that had responsibility for handling Oswald's file at different times (particularly CI/SIG), and any aspect of HTLINGUAL related to Oswald. Because the Agency keeps these histories closely held, it was believed that they are relatively more likely to be candid assessments of CI and its activities than one might obtain from more widely circulate documents.

I was provided complete access to the entire 11 volumes of Cleveland Cram's (untitled) history of the old CI staff. The Cram history covers counterintelligence at the CIA from its origins to the departure of James Jesus Angleton. The histories appear as typed legal-size pages in green, cardboard folders. The first volume is hand dated (1981) and signed "Cleveland Cram." There are 1063 pages in the Cram history. I was also provided complete access to Al Bonner's history of counterintelligence, which starts with the departure of Angleton and continues to the present.

By all appearances, the histories appear to be relatively candid assessments of CI. I was able to identify information that illuminated some of the issues of concern, and those will be outlined below. I identified no information that would lead to any significant reevaluation of the role of CI in issues related to Oswald or to the assassination. For the purpose of understanding the assassination of the President or the other issues that come within the scope of the Review Board's mandate -- *other than the information identified below* -- I do not believe that the histories themselves, nor copies of any of the pages of the histories, would provide any significant useful additional information that would enhance the understanding of the assassination and I see no need for any further information to be released from the histories. *It is my preliminary judgment that the page numbers highlighted below should be copied and attached to this memorandum so that they can be made public.*

The information contained in the histories consists largely of case studies of important counterintelligence activities. As a rule, the histories do not describe the structure of the CI offices, the personnel, the filing system, or operations generally -- although discussion of some of these issues arises. The principal sources used by the authors consisted of documents from CI and interviews with officers. There are relatively few footnotes and the citations are, accordingly, quite thin. There are, for example, only 8 footnotes in volume 1, which themselves are sketchy. The points that enhance the historical understanding of the assassination are:

1. The introduction to Cram's history refers to an earlier CI history that was written by a person who was provided only limited access to Angleton and the files. The author of the first history was given, for example, no access to any CI/SIG documents. Cram, accordingly, found the history to be unhelpful for understanding sensitive CI activities. (Cram, p. 1-2). There are references to two additional documents that should be requested: the Goleniewski study on Goltstyn (1975) and the John Hart study on Nosenko (called the "Monster Plot"). (Charles Battaglia, Staff Director of the SSCI, told me that the ARRB should request the Monster Plot for review under the JFK Act.)

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2. There is a reference to a 1959 IG survey of CI which should be requested for review. (See, e.g., Cram 47, 56)
3. The 1959 IG analysis stated the within the CI staff, "96 were professionals, 75 clerical and four staff agents. The Staff also had one Headquarters contract agent, and several agents under projects." (Cram, 48).
4. There is a discussion of the Special Investigations Unit (circa 1959) and HTLINGUAL. Copies of pages 49-51, and 55, which describe the SIU and HTLINGUAL, should be evaluated to determine whether they contribute to understanding of relevant issues.
5. Angleton was on sick leave from the agency from May, 1960 to 12 January 1961. During Angleton's absence, S. Herman Horton was Acting Chief and James Hunt was Acting Deputy Chief. Hunt subsequently became the regular deputy and served until 1969. (Cram, 58).
6. Routine liaison with FBI was conducted by Jane Roman "from the late 1940s onward" (Cram, 70). Sensitive matters were handled, however, by Angleton or Hunt (Cram, 70) although this practice "did not develop until the early 1960s after the defection of Golitsyn" (Cram, 71).
7. The activities of CI/SIG are described on pp. 144-45. Cram's cited sources are the 1955 and 1973 descriptions of its activities. It should be decided whether these two pages should be copied for attachment to this memo.

I did not find that the references to Nosenko provided additional information that enhances the historical understanding of the assassination. Mr. Angleton's testimony to the Church Committee is much more illuminating in that regard.

....

The Bonner history, although after the period of Oswald and the assassination, discusses the issues of the disposition of the files of James Jesus Angleton and a few other matters. Because of the speculation about the contents of the files, discussions of their disposition would seem to be relevant. The pertinent points are as follows:

Bonner volume I:

1. Bonner describes the CI staff, at the departure of Angleton, as being seriously unorganized and as being intellectually detached from the work of the agency. (Bonner, p. I:6-8.)
2. The Angleton office files were voluminous and in disarray at the time of his departure from the Agency. It may be appropriate to make copies of pp. I:8 (last paragraph) up to the last paragraph on p. 14, 53-57 to illustrate this.
3. "[F]iles were found on the assassinations of President John F. Kennedy and his brother Robert F. Kennedy. These included autopsy pictures of the remains of Robert Kennedy. Although Nosenko's account of the KGB's involvement with Lee Harvey Oswald and his denial that the KGB had anything to do with the murder of John Kennedy might reasonably explain an Angleton interest in the John Kennedy assassination, neither Kalaris nor Blee, with whom Kalaris consulted on this bizarre finding, had any idea why Angleton had the pictures. Neither could they think of any reason why it was appropriate for CI Staff files to contain them. They were accordingly destroyed." (Bonner, p. I:11). I subsequently interviewed Bonner, who told me

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that he had spoken to Kalaris and Blee about this, and neither man could remember anything in the files except the Robert Kennedy photographs.

4. The files revealed evidence that Angleton ran "counterintelligence [operations] abroad as Chief of the CI Staff in the way in which the local station would be effectively cut out and command channel and communications would run direct to counterintelligence headquarters in Washington." (Bonner, p. I:22.) (sic). I believe Bonner is saying the following: Angleton ran counterintelligence operations abroad as Chief of the CI Staff in such a way that local stations would be effectively cut out; command channel and communications would run direct to counterintelligence headquarters in Washington.

5. Bonner cites two examples where Angleton ran liaison with friendly governments without the local station chiefs being specifically aware of Angleton's activities. The station chiefs found this "frustrating." (Bonner, pp. I:25-26).

6. (Circa 1976) "[H]andling [FOIA requests for information concerning Lee Harvey Oswald] required the creation of a task force of 13 operations officers and analysts, plus clerical personnel, and their full-time efforts for over a month." (Bonner, p. I:67.)

7. Discussion of activities of part of CI staff circa 1976: "Double Agent Branch -- was charged with the conduct of and coordination on double agent operations abroad. Since the vast majority of DA cases were run by the US military services, the FBI, or--in some instances--foreign-liaison services, the branch was very heavily a coordinator rather than active runner of operations." (Bonner, p. I:71).

8. Bonner refers to an August 1976 IG report sometimes called the Freer report. It analyzes Angleton's stewardship over CI compared to that of Kalaris. It discusses how Angleton ran CI. We should review this report. [It is cited in Mangold, Cold Warrior, at 316.]

Bonner volume II:

The only significant reference in Bonner pertains to the final completion of the review of the Angleton files. (Bonner, p. II:114.)

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**DRAFT BY KMHC AND TJG FOR ASSASSINATION RECORDS REVIEW BOARD
REVIEW OF MANGOLD V. CIA FILES
JANUARY 13 and 24, 1997**

The Mangold v. CIA FOIA litigation files consist of 7 redwelds, totalling approximately 18 inches. They are organized by "tabs," which can be described as follows:

Tab A: copies of published newspaper and magazine clippings that were released in full. I see no need to designate any documents as assassination records from the set.

Tab B: copies of published newspaper articles, the texts of which have been released in full. The agency did redact marginalia, which consisted exclusively of file names and indicators. I see no need to designate any documents as assassination records from the set.

Tab C: documents about Angleton from the 1940s, including his career with OSS. I see no need to designate any documents as assassination records from the set.

Tab D: docs 94-230. AR (unless already part of the collection): Docs. 95 (24 Nov. 1978 Memorandum JJA testimony to HSCA). On December 11, 1978, the D.C.-based law firm of Duncan, Brown filed a FOIA request on behalf of James Angleton in conjunction with his anticipated testimony before the HSCA. Presumably all records related to this matter are AR and should be processed under the JFK Act. See doc. nos. 109-116, 120, 121.

Includes fitness reports (not designated). All of the fitness reports were reviewed to determine whether they contained probative information.

Tab E: documents previously released to Edward J. Epstein in response to a request for book reviews from CIA's internal journal "Studies in Intelligence." These documents are all copies of book reviews from Studies in Intelligence on issues related to intelligence. I see no need to designate any documents as assassination records from the set.

Tab F contains documents previously released to Henry Hurt in response to a request for documents concerning Alexander Orlov. Most of the documents are newspaper articles and reprints of Senate testimony. I see no need to designate any documents as assassination records from the set.

Tab G contains documents previously released to A. Doppelt (on behalf of The Readers Digest in response to a request for documents concerning Nicholas Shadrin. These documents include a speech by DCI Turner, testimony by Capt. Nikolai Fedorovich Artamonov (Shadrin) before the Committee on Un-American Activities (Sept. 14, 1960), a transcript of a Panorama show on Artamonov, and extensive correspondence from his wife to various USG officials about Shadrin's disappearance. I see no need to designate any documents as assassination records from the set.

The Denied Documents File contains no assassination records and probably no EHUs, with the possible exception of the following records:

From Category VII: nos. 496, 498, 499, 500, 510

Doc. no. 496 is directly relevant for potential future leads. The document is a memorandum dated February 7, 1974. Docs. 498 is of interest regarding the Mafia, Teamsters, and Hoffa. Docs. 499-500, 510 regard allegations concerning assassination plots.

Otherwise, the Denied Documents file contains background information on JA, medical records, signed Special Clearance forms, administrative personnel information, information from denied FOIA requests,

enhance historical understanding

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and various memoranda relating to different conversations between JA and Agency officers on a wide variety of issues.

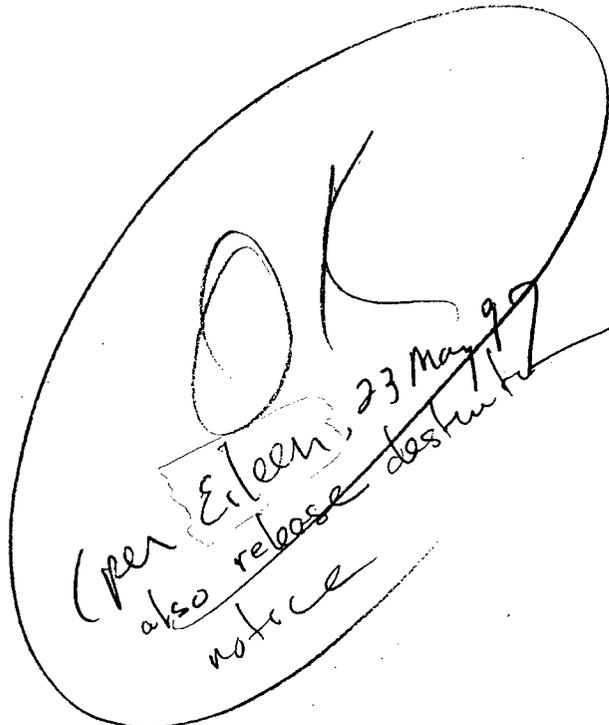
The Partial Releases File contains no assassination records and no EHUs. This file contains OSS background information, OS files, administrative personnel information, and medical records. I see no need to designate any documents as assassination records from the set.

FOR OFFICIAL USE ONLY

NOTE FOR: J. Barry Harrelson
FROM: Fredrick C. Wickham @ DO
DATE: 05/20/97 01:39:01 PM
SUBJECT: DO Records Control Schedule

The entire DO Schedule is classified Secret, however, the specific page with item 305 Working Papers does not contain classified information and I have no problem with Jeremy's request to include this one page in the JFK collection as evidence that we have an approved schedule that allows us to destroy working copies of documents.

CC: Kenneth R. Johnson @ DO, Eileen M. Wukitch @ DO, William H. McNair @ DO, Christopher J. Olsen @ DO



OK
per Eileen, 23 May 99
also release destruction
notice

FOR OFFICIAL USE ONLY

Administrative - Internal Use Only

File

27 May 1997

Memorandum for the Record

Subject: Scott's files--Records Control Schedule and Destruction Notice

Reference: Fax from Linda C. Cipriani, dated 01/24/97, same subject

1. Jeremy Gunn requested that the attached page from the DO's Record Schedule containing item 40-76 and the destruction notice for Winston Scott's Mexico City files be declared Assassination Records (AR).

2. Per Fred Wickham and Eileen Wukitch, the Directorate of Operations has no objection to the public release of these two pages as ARs. The two items will be incorporated into the Agency's JFK Collection and copies sent to NARA.



J. Barry Harrison

CC: Eileen Wukitch
Linda Cipriani

Michelle Combs 5/29/97
ARRB staff (date)

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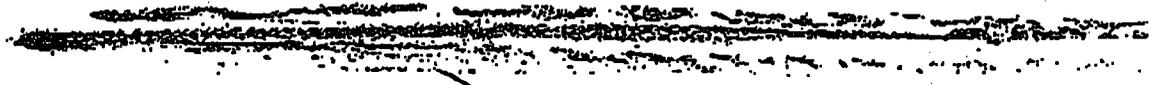
| OLD SCHEDULE AND ITEM NO(S). | NEW ITEM NO. | FILES IDENTIFICATION | CLASSIFICATION SECRET | VOLUME | DISPOSITION INSTRUCTIONS |
|------------------------------|--------------|--|-----------------------|--------|--|
| 40-76 Item C4 | 304 | <p>RESEARCH AND REFERENCE FILES</p> <p>Correspondence, reports, memoranda used for general reference and for purposes resulting in summaries and studies. Also includes extra copies of books or other publications maintained for issuance as well as for reference purposes. Includes materials generally not processed into the central system regarding operational research to include activities of a sensitive nature or those which were transitory targets of opportunity.</p> | | | <p>TEMPORARY. Retire to AARC 3 years after file becomes inactive and is no longer needed for reference; then review in 3 years for destruction. Earlier disposal of more transitory material is authorized. Return materials on loan to the loaning office and forward purchased books to the Agency Library when no longer needed.</p> |
| 40-76 Item C5 | 305 | <p>WORKING PAPERS</p> <p>Documents from varied sources as well as rough notes, drafts, forms, logs, machine listings, etc., accumulated and temporarily maintained separate from any file system until a specific job has been completed or until the information has been incorporated into a consolidated report. This collection may also include folders and documents temporarily charged out from a file system.</p> | | | <p>TEMPORARY. Destroy upon completion of a specific job or as they serve their purpose. Return folders and documents on loan and destroy remaining papers.</p> |
| 40-76 Items C6 a & b | 306 | <p>CHRONOLOGICAL FILES</p> <p>Duplicates of correspondence retained as a ready reference. Filed chronologically. Subject file copy is the record copy. (Non-record)</p> <p>a. Chief and Deputy Chief, Staff and Division Level and Above.</p> <p>b. Below Chief and Deputy Chief, Staff and Division Level.</p> | | | <p>Refer to Item 102 of this schedule.</p> <p>TEMPORARY. Destroy no later than 1 year after cutoff. Cut off at end of each calendar year. Hold in current files area for up to 1 year, then destroy.</p> |

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*** BEGINNING OF DISPLAY ---S-----0-----S-----0-----S-----0
*** RETIRED RECORD TABLE (RRT) ***

| JOB | BOX | FOLDER | CUSTODIAN | RETIREMENT DATE | FILE NUMBER |
|-----------|------|--------|-----------|-----------------|-------------|
| 78-00594R | 0001 | 001 | CI/AG | 11 AUG 72 | |

| OPI | ITEM NUMBER | DISP | DISP DATE | OLD COMP | SCHEDULE | CHANGE DATE |
|-----|-------------|-------|-----------|----------|----------|-------------|
| 45 | 305 | DESTR | JAN 87 | CI | 40-76 | 12 JAN 87 |

JOB TITLE: CHIEF OF STATION , MEXICO CITY FILES
 COLLECTION IN FILES OF STATION AT TIME OF DEATH OF
 COS, WINSTON M. SCOTT



d

