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March 12, 1964

MEMORANDUM TO THE STAFF

FROM: J. Lee Rankin, General Counsel

RE: Procedures for taking of Testimony

In connection with the taking of testimony before the Commission and by deposition, I would like the following procedures observed:

1. The members of the staff are free to interview witnesses informally in the exercise of their best judgment. In view of the extended staff discussion of this matter, I expect that you will exercise care to ensure that the fact of prior interviews as well as the existence of any material inconsistencies will be developed fully on the record during the testimony before the Commission or by deposition.
2. The lawyers taking the testimony are responsible for reviewing the transcript as quickly as possible and for the preparation of any investigative requests prompted by the testimony.
3. The originals of all Commission exhibits are to be kept in the custody of the FBI. The FBI will make three (3) photographs of each exhibit for our use. One set of photographs should be given to Mrs. Eide for use by the Commissioners, one set should be placed in the files, and the third set should be kept by the person who prepared the exhibits. Attached to this memorandum is a copy of a letter which was sent to the FBI in connection with first 145 exhibits. Attorneys who

have been responsible for identification of exhibits in any particular deposition should arrange for the exhibits to be picked up by the Bureau and filed with the Commission exhibits, and should address a request in writing to the FBI for photographs of the exhibits in accordance with the procedure set forth in the attached letter. These requests should be channeled through Mr. Willens. Each attorney should also prepare a list of such Commission exhibits with a phrase describing each item which should be placed with Commissioner's set and in the file set.