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OFFICE OF THE MAYOR

TOM BRADLEY
MAYOR

MAYOR'S ADVISORY COMMITTEE REGARDING THE ROBERT F. KENNEDY
ASSASSINATION INVESTIGATION MATERIALS

July 8, 1986

Mr. Gregory Stone
1314 North Harvard Boulevard
Los Angeles, CA 90027

Dear Mr. Stone:

The Los Angeles Police Department's files relating to the assassination of Senator Robert F. Kennedy will soon be offered to an appropriate repository for processing, sanitizing, and reference service. The files consist of approximately 50,000 pages of textual material, over 2,000 photographs, some 150 pieces of evidence, over 200 reel-to-reel tape recordings, and several films, videotapes, and audiotapes. Enclosed is a list of the various series comprising the investigation files.

The Mayor's Advisory Committee Regarding the Robert F. Kennedy Assassination Investigation Materials is engaged in a search for an appropriate repository for those materials. The Mayor has indicated his desire to have the material made available to the public as soon as possible. In an effort to determine which repository is best qualified to process, sanitize, and service these files, the enclosed questionnaire has been developed by the Committee. Your assistance is sought at this time in determining the adequacy of the questionnaire. Your input will be used to create the final version of the questionnaire.

It is requested that you review the enclosed questionnaire and comment in writing to the undersigned on the questions asked as well as recommend any additional questions which you believe would be relevant to the Committee's recommendation of an appropriate repository. Please send your

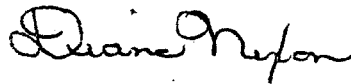
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response to Diane S. Nixon, National Archives-Los Angeles Branch, 24000 Avila Road, P.O. Box 6719, Laguna Niguel, California 92677-6719. If your institution is interested in these materials, please do not fill out the questionnaire at this time. A final questionnaire will be sent to interested repositories at a later date.

On August 4, 1986 at 9:00 a.m., the Committee will meet in a public meeting to review all of the responses to the proposed questionnaire. Shortly thereafter, the final questionnaire will be sent to interested repositories for completion. The Committee, after having received the completed questionnaires, will again hold a public meeting allowing repositories to make oral presentations and members of the public to make comments regarding the selection of a repository site. Note, however, that a prospective repository will in no way be penalized for not attending any public meeting.

The Committee appreciates your input regarding the adequacy of the questionnaire. If you have any questions regarding the above, please contact me at (714) 643-4220.

Sincerely,



Diane Nixon
Chairperson

DN:ml
Enclosures:

1. Proposed Questionnaire.
2. Kennedy Investigation Materials (Description).
3. Kennedy Investigation Materials (Estimated Cost of Processing).

PROPOSED QUESTIONNAIRE

1. Is your repository interested in acquiring the Los Angeles Police Department's investigation materials relating to the Robert F. Kennedy assassination? Why does it have this interest?
2. Does your repository have previous experience in handling a collection of this size and diversity? What is your current backlog? How soon could you commence working on these materials?
3. Would you accept the files on a contractual deposit agreement basis, or only via a deed of ownership? As a condition of receipt of these materials, would you require copyright ownership of them?
4. It has been estimated that the processing and redaction of these files could cost approximately \$100,000 (see enclosed study). Will your repository be financially capable of assuming this cost? What is your annual budget?
5. Staffing:
 - a. What is the size of your archival repository staff? How many staff members, professional and technical, could you assign full and part time to process the Kennedy files?
 - b. The processing of the collection will require substantial research on the part of the staff. Do you have staff trained in history or political science? Please supply a vita on the professional staff.
6. Operations:
 - a. Have you ever dealt with films or audio/video tapes? Do you have experience in transcribing reel-to-reel tape recordings? Please explain your methods and the types of equipment you use. Have you ever contracted out for transcribing services? Do you have experience in duplicating, storing, handling, and providing reference service on film, video and audio tapes?
 - b. What processing and preservation techniques would you apply to the textual materials? The files are in good condition, but the paper is mostly acidic, there are many impermanent copies, and some odd-size material. Do you have deacidification equipment?

Encapsulation materials?

- c. What processing and preservation techniques would you apply to the 2,500 photographic prints and approximately 250 negatives?
- d. It will be necessary to microfilm the collection according to nationally accepted standards. Does your repository have microfilming capability, or would you be willing to contract for such service?
- e. What types of finding aids would you be able to provide for these materials? Please supply the committee with sample finding aids.
- f. Is your archival operation computerized in any way?
- g. Has your repository conducted a self study? If so, please provide the Committee with a copy.

7. Physical Plant:

- a. Can your repository provide appropriate temperature and humidity conditions for these materials in accordance with nationally accepted standards? (60-70 degrees, 40-50% humidity)
- b. Please briefly describe security precautions you will take with these materials -- in the stack, workroom, and reference areas? Do you have a vault for protection of certain files?
- c. Please describe your reference facilities, including the number of square feet, the number of tables and chairs available for researchers, hours your facility is open to the public.
- d. Does your repository have one or more photocopy machines? Any self-service machines? What is the charge per copy?

8. Sanitizing (Redacting) Documents:

- a. Does your repository have previous experience in sanitizing a collection? The sanitizing of the Kennedy files must be done in accordance with the California Public Records Act which is very similar to the Federal Freedom of Information Act.
- b. In applying redaction standards to a collection such as the Kennedy files, it is also necessary for those sanitizing the files to have a familiarity with the

issues and persons surrounding the case. Does any of your staff currently have such a familiarity? Would your institution acquire related materials, e.g. published works regarding the assassination of Robert Kennedy, transcripts of the Sirhan Sirhan trial, as well as evidence from the trial and FBI documents as aids to be used in sanitizing the assassination investigation materials?

9. Access and Review Policies:

- a. Based on what you know about these records, how long would it take for you to process these records and make them available, on a phased release basis, to the public? When could you begin releasing material? Do you foresee publishing the documents at a later time?
- b. As a condition to receipt of these materials, it will be required that equal access be given to all persons who may desire to review them. What policies do you now have regarding public access? What is your current policy when a researcher requests the review of a file for the purpose of removing restrictions? Since virtually all of the files will eventually be opened for research, the repository should establish a schedule for regular review of the files. (In Presidential Libraries, for example, a review of access restrictions takes place every five years after the initial opening of a file.) How frequently would your repository be able to review the files? What is your policy related to the regular and automatic review of files? Please provide the Committee with a copy of your present written policies.

Additional Comments: