

KENNEDY INVESTIGATION MATERIALS

The following is an analysis of the Los Angeles Police Department's investigation files relating to the assassination of Senator Robert F. Kennedy. The data about the files was acquired over a seven hour period on June 3d and June 6th, 1986, by Diane Nixon and Anne Caiger. The cost figures were developed by Diane Nixon. It must be stated that without actually processing the files, there is no way to provide exact figures on hours and cost. Such figures are in fact only an educated guess after such a cursory survey.

Manpower cost figures shown below are based on 1986 Federal government pay scales, in effect at the National Archives. Costs at other repositories will certainly differ, and may actually be lower. However, since in most instances, costs for supplies and equipment, recopying impermanent copies, and producing indexes and other finding aids have not been calculated, the total costs shown on the last page may actually be considered to be the minimum for any repository.

These are the pay rates for experienced personnel:

\$28,139 per annum -- \$13.53 per hour.	GS-11 Step 3	3
\$23,258 per annum -- \$11.18 per hour	GS-9	3
\$19,012 per annum -- \$9.14 per hour	GS-7	3
\$15,350 per annum -- \$7.38 per hour.	GS-5	3
\$12,222 per annum -- \$5.88 per hour.	GS-3	3
\$ 9,961 per annum -- \$4.79 per hour	GS-1	3

Redaction is normally considered to be the domain of the experienced professional. In most instances, therefore, the GS-11 rate is used below in calculating the costs of redaction. The GS-9 rate was used for the redaction (editing) and transcribing of tapes, however; the range of grade levels involved in this project may actually range from GS-3 to GS-11. The GS-7 (archivist trainee) rate was used in the redaction of photographs, since the work was considered to be the easiest type of redaction.

45 pages per hour was used as the standard redaction rate. The rate was changed from 20 to 50 pages/items per hour when the difficulty of the work varied from the assumed standard.

Much of the processing work (general administrative overview, cursory review of arrangement, and holdings maintenance) might be done at the same time as redaction. In most instances, therefore, a nominal figure ranging from 1 to 10 hours was used for additional processing time.

The series are listed in the same order as on the Itemization provided earlier by Hynda Rudd. A few new series have also been added.

INDEX CARDS: 1.50 cubic feet. (Cabinet 1, Drawer 1). Major redaction (75% Maximum). Approximately 3,150 3x5 paper slips, including index to names pertaining to the investigation, a tape index, and an index to interviews outstanding. Most of information is typewritten. Some bending at tops of slips, but mostly normal wear.

PROCESSING: Most processing can be done at the same time as the redaction. Very little administrative time needed; Redacted version of the file will probably be less than 1,000 cards. However, 5 hours at the GS-5 rate have been added just in case — ($\$7.38 \times 5 = \36.90).

REDACTION: The entire file will need to be reviewed. The data is very cryptic in some cases, however, and it may be quite difficult to obtain enough information without doing considerable research to identify just which cards need to be removed. Therefore, the following figure might be exceptional: 3,150 divided by 30 cards per hour = 105 hours x $\$13.53$ (GS-11 rate) per hour = $\$1,420.65$.

TOTAL HOURS AND COST: 110 hours
\$1,458

GUIDES TO FILES: .20 cubic feet. (Cabinet 1, Drawer 2). Minor redaction. Consists of 2 journals entitled "Record Books," and 2 copies of the Filing Guide. Total pages — about 110. Little damage—just a few torn edges. Includes indexes to letters received, broadcasts and teletypes, crime reports, evidence, news media, names.

PROCESSING: Processing can be done at the same time as redaction. Add 1 hour just in case, though. GS-5 level = $\$7.38$.

REDACTION: Every item listed will need to be reviewed and compared to what has been redacted elsewhere in the files. This will be professional work and may be quite slow in parts (although not in the Index to News Media section). I do not know the number of names represented on the pages, but I'll estimate 25 items per page, and also estimate that 50% of the pages will need redaction. 55 pages x 25 items = 1,375. 1,375 items divided by 30 items per hour = 45.83 hours. 45.83 hours x $\$13.53$ per hour (GS-11 rate) = $\$620.08$.

TOTAL HOURS AND COST: 47 hours
\$627

SUMMARY OF INVESTIGATION: Journal Masters (unedited original version of the Summary Report). .50 cubic feet. (Cabinet 2, Drawer 3). This is a 10 volume set in individual envelopes; not redacted. The redacted version is in Cabinet 5, Drawer 4.

PROCESSING: Original version needs to be placed in acid-free envelopes

or folders, and not shown to the public. Estimate 1 hour GS-5 time at \$7.38.

REDACTION: No actual work. Just withhold from the public and use the redacted version.

TOTAL HOURS AND COST: 1 hour
\$7

EXEMPLARS: .05 cu. ft. (Cabinet 1, Drawer 4). Minor redaction (25% Maximum). Approximately 25 pages in 1 folder. Also numerous blank forms. Good condition.

PROCESSING: Maximum 1 hour time by GS-5 (\$7.38).

REDACTION: Redaction, done by a GS-11, would probably take 1 hour
= \$13.53.

TOTAL HOURS AND COST: 2 hours
\$21

ROSTER OF S.U.S. PERSONNEL: .65 cubic feet. (Cabinet 1, Drawer 4). Minor redaction (25% maximum). 2 notebooks (total of about 100 pages). Some photos included. 75% handwritten, 25% typewritten. Good condition.

PROCESSING: About 1 hour of processing time needed, at GS-5 level (\$7.38). Other work may also be done with the photos—unknown at this time.

REDACTION: 100 pages divided by 50 pages per hour = 2 hours. 2 hours x \$13.53 per hour = \$27.06.

TOTAL HOURS AND COST: 3 hours
\$34

CRIMINAL RECORD FORMS: .10 cubic feet. (Cabinet 1, Drawer 4). Minor redaction (25% Maximum). These appear to be blank forms only. Minor Good condition. Redaction might be needed if some forms are not intended for public scrutiny. Otherwise, only 1 copy of a form should be kept, and the remainder destroyed. Little if any time will be needed for this task.

TOTAL HOURS AND COST: 0 hours
0 cost

TAPE RECORDINGS: 5.55 cubic feet. (Cabinet 4, Drawers 1-4). Major redaction (75% maximum). 223 tapes.

75 reel to reel 7" tapes, 1/4 x 1200 or 1800 feet

- 4 reel to reel 5" tapes, 1/4 x 1800 feet
- 78 reel to reel 7" tapes, 1/4 x 1800 feet
- 3 cassette, 90 minutes.
- 60 reel to reel 7" tapes, 1/4 x 1200, 1800, or 2400 feet
- 3 reel to reel 5" tapes, 1/4 by 600 or 1200 feet

It was impossible to determine the actual condition or the amount of conversation on each tape. A duplicate copy of each tape must be made for editing purposes, and each tape not yet transcribed will need a transcription.

PROCESSING AND REDACTION: Cost figures are difficult to ascertain with the limited information available. I have obtained figures varying from 6 hours of transcription time for every hour of taped conversation to 140 hours of transcription time for every hour of taped conversation. The 6 hours rate would be only for transcription directly into a word processor, and would not include editing. I would think that transcription with the use of a typewriter would increase the figure to 10 hours, and that editing (including cutting and splicing a duplicate tape, or dubbing the tape onto a cassette) might add at least another 10 hours. I have therefore used the 20 hours per taped hour figure. If the tapes are poor quality, the figure would be higher. 1200 feet = 1 1/2 hours of tape. For cost purposes, I am going to estimate 1200 feet for each tape. The hourly rate of pay will be at the GS-9 rate (\$11.18 per hour). There are 223 tapes or cassettes, but some are already transcribed. The TRANSCRIPTS TO RECORDINGS series has 72 transcripts but some of these are duplicates). I will therefore assume that there are about 60 unduplicated transcripts, which leaves 163 tapes needing transcription. 20 transcription hours x \$11.18 per hour = \$223.60 per hour of tape. 163 tapes x 1 1/2 hours = 245 hours of tape. 245 hours of tape x 20 transcription hours = 4,900 hours. 4,900 hours x \$11.18 per hour = \$54,782.

The cost of duplicating the tapes prior to transcribing and editing has been considered as follows: The 245 hours of tape will probably have to be duplicated in real time (i.e., the full 245 hours). A GS-3 (\$5.88 per hour) could be assigned this task. 245 hours x \$5.88 per hour = \$1,440.60. Of course, much of the time, the GS-3 could be working on other jobs while the tape is dubbed. So perhaps only ten minutes per hour could actually be charged for the GS-3's services. This would reduce the figures to the following: 41 hours and \$240.10.

TOTAL HOURS AND COST: 4,941 hours
\$55,022

ROUTINE OFFICE FILES: .60 cubic feet. (Cabinet 1, Drawer 3.) Substantial redaction (50% Maximum). About 1100 pages in 24 folders. 5%

handwritten, 95% typewritten. Letter size pages except for a few items that need unfolding. Good condition.

PROCESSING: Assume about 3 hours for processing work not done simultaneously with redaction. Use the GS-5 rate (\$7.38 per hour). 3 x \$7.38 = \$22.14.

REDACTION: Redaction can be done at the GS-11 level (\$13.53 per hour). 45 pages can be completed per hour. 1100 pages divided by 45 pages per hour = 24.44 hours. 24.44 hours x \$13.53 per hour = \$330.67.

TOTAL HOURS AND COST: 27 hours
\$353

EVIDENCE: 2.00 cubic feet. (Cabinet 4, Drawer 4). Minor redaction (25% maximum). 33 bundles of clothing and personal items. I am going to assume that there are actually 157 pieces of evidence, as indicated in the March 31, 1986 memo from Chief Gates to the Board of Police Commissioners, but that all the evidence is not currently stored in the City Archives.

PROCESSING AND REDACTION: If special hangers and coverings (or boxes) need to be made for the artifacts, the costs may be quite high. I will provide an average of an hour per artifact for processing and redaction, however, at the GS-7 level (\$9.14 per hour). 157 pieces x \$9.14 = \$1,434.98.

TOTAL HOURS AND COST: 157 hours
\$1,435

FBI REPORTS INDEX: .25 cubic feet. (Cabinet 2, Drawer 2). Will not be released. Will be referred to the FBI.

SIRHAN'S ARREST RECORDS; BROADCASTS & TELETYPES; CRIME REPORTS; ROSTERS OF INDIVIDUALS OTHER THAN S.U.S. PERSONNEL: .15 cubic feet. (Cabinet 2, Drawer 1). Minor redaction (25% Maximum). 7 folders, 305 pages. Good condition. Many pages are handwritten. Many impermanent copies; will need recopying.

PROCESSING: Most of the processing can be done at the same time as the redaction. But, include 2 extra hours at the GS-5 rate (\$7.38 per hour) = \$14.76.

REDACTION: Redaction to be done by a GS-11 (\$13.53 per hour); 45 pages per hour. 305 divided by 45 pages per hour = 6.78 hours. 6.78 hours x \$13.53 per hour = \$91.73.

TOTAL HOURS AND COST: 9 hours
\$106

POLYGRAPH REPORTS/CHARTS: .25 cubic feet. (Cabinet 2, Drawer 1). Major redaction (75% Maximum). Approx. 500 pages. 80% Letter size; 20% legal size. Good condition.

PROCESSING: Although it may require less time, include about 3 hours at the GS-5 rate, for processing work and administrative work. ($\$7.38 \times 3 = \22.14).

REDACTION: To be done by GS-11 ($\$13.53$ per hour). 500 pages divided by 45 pages per hour = 11.11 hours. $11.11 \times \$13.53 = \150.32 .

TOTAL HOURS AND COST: 14 hours
\$172

HISTORY OF LOGS: .40 cubic feet. (Cabinet 2, Drawer 1). Minor redaction (25% Maximum). About 800 pages. Chronological summaries maintained by various divisions and the RFK Southern California Itinerary. Mostly typewritten.

PROCESSING: Include about 4 hours time at GS-5 level. $\$7.38$ per hour x 4 hours = $\$29.52$.

REDACTION: 800 pages divided by 45 pages per hour = 17.78 hours. At the GS-11 level, this would be $\$13.53$ per hour x 17.78 hours = $\$240.56$.

TOTAL HOURS AND COSTS: 22 hours
\$270

INTERVIEWS: 3.50 cubic feet. (Cabinet 2, Drawers 1-3). Major redaction (75% maximum). 102 folders, about 7,000 pages. 20% handwritten, 80% typewritten. Some tears/breaks in pages, but mostly good condition. Folders contain standard interview forms and other information.

PROCESSING: Many of the envelopes and folders have too many pages in them and will have to be split into several folders. I would think at least 140 folders would be needed, and 7-10 boxes. All will need labels. Estimate 10 hours for verifying arrangement, foldering, boxing, labelling, and administrative work. At the GS-5 level, this would cost ($\$7.38$ per hour x 10 hours) $\$73.80$.

REDACTION: 7000 pages divided by 45 pages per hour = 155.56 hours. At the GS-11 rate ($\$13.53$ per hour), this would cost: 155.56 hours x $\$13.53 = \$2,104.73$.

TOTAL HOURS AND COSTS: 166 hours
\$2,178

P.E.R.T. CHARTS: .25 cubic feet. (Cabinet 2, Drawer 3). Major redaction (75% Maximum). Approx. 400 pages; 50% typed - 50% handwritten.

PROCESSING: 2 hours have been included at the GS-5 level. $2 \times \$7.38 = \14.76 .

REDACTION: Because much of this material is handwritten and perhaps more difficult to decipher than typewritten material, I have used 30 pages per hour rather than 45 as the standard. 400 pages divided by 30 pages per hour = 13.33 hours. $13.33 \text{ hours} \times \$13.53 \text{ (GS-11 rate)} = \180.35 .

TOTAL HOURS AND COST: 15 hours
\$195

LETTERS RECEIVED BY UNIT: .50 cubic feet. (Cabinet 2, Drawer 4) Major redaction (75% Maximum). 14 folders, approx. 1,000 pages. 80% handwritten. All size pages.

PROCESSING: Because of the odd-size materials, extra work may be necessary. Ordinarily, I would allot about 5 hours to this work, but it might require about 10. $10 \text{ hours} \times \$7.38 \text{ (GS-5 rate)} = \73.80 .

REDACTION: Because of the handwritten material, this may be very slow work. I am therefore estimating that only 20 pages will be screened per hour. $1000 \text{ divided by } 20 = 50 \text{ hours}$. $50 \text{ hours} \times \$13.53 \text{ (GS-11 rate)} = \676.50 .

TOTAL HOURS AND COST: 60 hours
\$750

MEDICAL REPORTS: .15 cubic feet. (Cabinet 2, Drawer 4). Minor redaction (25% Maximum). 3 folders, 400 pages. 70% typewritten, 30% handwritten.

PROCESSING: 2 hours of GS-5 time: $2 \times \$7.38 = \14.76 .

REDACTION: 400 pages divided by 45 pages per hour = 8.89 hours. $8.89 \text{ hours} \times \$13.53 \text{ per hour (GS-11 rate)} = \120.28 .

TOTAL HOURS AND COST: 11 hours
\$135

SUMMARY OF PHONE CALLS: .05 cubic feet. (Cabinet 3, Drawer 1). Major redaction (75% Maximum). 1 notebook; 50 pages. 95% typewritten; 5% handwritten.

PROCESSING: 1 hour of GS-5 time: \$7.38.

REDACTION: 2 hours at GS-11 rate: $\$13.53 \times 2 = \27.06
 TOTAL HOURS AND COST: 3 hours
 \$34

PHOTOGRAPHS: 1.50 cubic feet. (Cabinet 3, Drawer 12). Minor redaction (25% Maximum). About 2,500 photos, some with negatives. Impossible to calculate the number of negatives. Drawer is filled to overflowing; some bending and tearing of envelopes containing photos, but overall the photos appear to be in good shape. Most of the prints appear to be 8 x 10s, the remainder are smaller sizes. There are also photographs in the CASE PREPARATION series.

PROCESSING: Negatives will have to be made. The negatives will have to be placed in acid-free envelopes. The prints should be sleeved in mylar and placed in binders. Photocopies should be made from the prints. Researchers can use the photocopies to select the prints they wish to see. The cost of making negatives will be about \$5.00 per negative. If we assume that probably 80% of the prints will require negatives, the cost will be (2,000 prints x \$5.00) \$10,000. Photocopying of the photos could be done by a GS-1, at the rate of perhaps 150 an hour. 2,000 divided by 150 = 13.33 hours. $13.33 \times \$4.79$ (GS-1 rate) = \$63.85. Processing and labelling each print and negative would take at least a minute. If done at the GS-7 level (archivist trainee) this would cost \$9.14 per hour. 2500 divided by 60 minutes = 41.67 hours. $\$9.14 \times 41.67$ hours = \$380.86. Xerox copies for 2500 prints would cost about \$125 (5 cents a print). 4x5 envelopes for the negatives will cost about 16 cents each; 16 cents x 2,500 negatives = \$400. 8 x 11 sleeves for the prints would cost about 22 cents per print; 22 cents x 2500 = \$550. Estimated minimum time for processing the collection once the negatives have been made = about 55 hours.

REDACTION: 2500 prints to be screened at the rate of 50 per hour by a GS-11 (\$13.53 per hour). 2,500 prints divided by 50 per hour = 50 hours x \$13.53 per hour = \$676.50. Some of this cost could be eliminated if the redaction and processing are done at the same time.
 TOTAL HOURS AND COST: 105 hours
 \$12,196

RECORDS AND BACKGROUND CHECKS (aka RECORD CHECK WORK SHEETS): 1.50 cubic feet. (Cabinet 1, Drawer 4). Major redaction (75% Maximum). 3,200 pages, behind dividers. 95% handwritten on standard forms. All letter size.

PROCESSING: The pages will need to be foldered and placed in archives boxes; folders and boxes will need labelling. I estimate a maximum of 8 hours processing and administrative time. 8 hours x \$7.38 (GS-5

rate) = \$59.

REDACTION: 40 pages per hour will be the standard (the material is almost all handwritten, so it will be more difficult to decipher than typed material, but since the data is on standard forms, it will not be as difficult work as with letters or unstructured handwritten material.) 3,200 pages divided by 40 pages per hour = 80 hours.
80 hours x \$13.53 per hour (GS-11 rate) = \$1,082.40.

TOTAL HOURS AND COST: 88 hours
\$1,141

PROGRESS REPORTS: .25 cubic feet. (Cabinet 3, Drawer 1). Substantial redaction (50% Maximum). 3 folders; 550 pages. 95% typewritten, 5% handwritten. Some tears and breaks because folders are too full, but no major damage. 95% letter size pages; 5% legal size pages.

PROCESSING: Approximately 3 hours at GS-5 rate: \$7.38 per hour x 3 = \$22.14.

REDACTION: 550 pages divided by 45 pages per hour = 12.22 hours.
12.22 hours x \$13.53 per hour (GS-11 rate) = \$165.34.

TOTAL HOURS AND COST: 15 hours
\$187

TAPE SYNOPSIS: .15 cubic feet. (Cabinet 3, Drawer 1). Minor redaction (25% Maximum). 2 folders; about 325 pages. All typewritten on forms. Would have to be matched with corresponding tape recordings.

PROCESSING: The holdings maintenance, matching with tapes, and other administrative time might take about 10 hours. \$7.38 per hour (GS-5 rate) x 10 hours = \$73.80.

REDACTION: 325 pages divided by 45 pages per hour = 7.22 hours.
7.22 hours x \$13.53 per hour (GS-11 rate) = \$97.69.

TOTAL HOURS AND COST: 17 hours
\$171

VEHICLE REPORTS: .05 cubic feet. (Cabinet 3, Drawer 1). Minor redaction (25% Maximum). 1 folder; 50 pages. 75% handwritten; 25% typewritten. Some impermanent copies.

PROCESSING: Estimate 1 hour of administrative and processing time at GS-5 level = \$7.38.

REDACTION: Estimate 1 hour of redaction time at GS-11 rate = \$13.53.
 TOTAL HOURS AND COST: 2 hours
 \$21

TRIAL SUMMARIES: .10 cubic feet. (Cabinet 3, Drawer 1). Minor redaction (25% Maximum). 1 notebook; about 170 pages. 100% typewritten. 25% will need recopying onto archival paper.

PROCESSING: Estimate 2 hours of processing and administrative time at GS-5 rate. $2 \times \$7.38 = \14.76 .

REDACTION: I really doubt that redaction is needed at all on this series since it deals with material in the public record. But, if redaction is to be done, it will require about 3 hours at the GS-11 rate. $3 \times \$13.53 = \40.59 .

TOTAL HOURS AND COST: 5 Hours
 \$55

CONSPIRACY INVESTIGATIONS: 2.0 cubic feet. (Cabinet 3, Drawer 1 and 2). Major redaction (75% Maximum). 4 notebooks, 24 folders; approx. 4,100 pages. 90% typewritten. Some photos. 70% will need recopying onto archival paper.

PROCESSING: Estimate about 10 hours of processing and administrative time at the GS-5 rate. $\$7.38 \times 10 = \73.80 .

REDACTION: 4,100 pages divided by 45 pages per hour = 91.11 hours.
 $91.11 \times \$13.53 \text{ per hour} = \$1,232.72$.

TOTAL HOURS AND COST: 101 hours
 \$1,307

CASE PREPARATION: .80 cubic feet. (Cabinet 3, Drawer 1). Minor redaction (25% Maximum). 6 notebooks; 835 pages. 3 notebooks containing about 260 photographs. Textual material is 70% typewritten, 30% handwritten. 30% will need to be recopied onto a permanent medium.

PROCESSING: The textual material may take about 6 hours to process at the GS-5 rate ($\$7.38 \text{ per hour}$) = \$44.28. The photographs will be more costly to process. The prints will need negatives made; 260 prints \times \$5.00 per negative = \$1,300. Photocopying the photos could be done by a GS-1 ($\$4.79 \text{ per hour}$); about an hour and a half might be used for this purpose, equalling \$7.19. Processing and labelling the photos by a GS-7 archivist trainee will take about a minute per print; the cost will be ($4.33 \text{ hours} \times \9.14 per hour) \$39.58. 4x5 envelopes for negatives will cost about 16 cents each; 16 cents \times 260 negatives = \$41.60. 8x11 sleeves for the prints cost about 22 cents each; 22 cents \times 260

prints = \$57.20. Estimated minimum time for processing the collection = about 15 hours).

REDACTION: 260 prints could be screened at the rate of 50 per hour by a GS-11 archivist (\$13.53 per hour). 260 divided by 50 = 5.20 hours. 5.20 hours x \$13.53 per hour = \$70.36.

TOTAL HOURS AND COST: 17 hours
\$1,560

BACKGROUND OF SIRHAN: 1.05 cubic feet. (Cabinet 3, Drawer 2). Major redaction (75% Maximum). 23 folders; 2,100 pages. 95% typewritten; 5% handwritten. 90% letter size; 10% smaller than letter. 40% of the file would probably need recopying onto archival paper.

PROCESSING: I would estimate that it would take 8 hours for processing and administrative work on this series. At the GS-5 rate, this would be 8 hours at \$7.38 per hour = \$59.04.

REDACTING: 2,100 pages divided by 45 pages per hour = 46.67 hours. 46.67 hours x \$13.53 per hour = \$631.45.

TOTAL HOURS AND COST: 55 hours
\$690

AUDIO-TAPES, FILMS, AND VIDEO-TAPES: 2.50 cubic feet. (Cabinet 1, Drawer 5, and Cabinet 5, Drawer 4). No redaction. Consists of:

5 audio-tapes (25.40 mm. x 1100 M) in 11" x 11" boxes.
8 16-mm film: 350 ft. 700 ft. (4 films in a box)
450 ft. 1,350 ft. (3 films in a box)
675 ft. 800 ft.
400 ft.
275 ft. 5,000 ft. total

6 RFK investigation videocassettes, 1-6, dated 12/18-12/19, 1975.

PROCESSING: It is difficult to predict time and cost data on this material because of unknowns, such as the following: reel speed, tracks used, and size of the audio tapes; footage actually used on the audio tapes. Nevertheless, Les Waffen of the National Archives did provide some useful information.

5 Audio-Tapes: If stored in 11" x 11" boxes, it is likely that they are 10 1/2" reels. A full standard reel would equal 7 1/2" per second, which in turn equals 1 hour. It would be necessary to make a master copy and a reference copy. There are probably 5 hours worth of material (equivalent to 300 minutes).

Cost for producing master copies = 75 cents per minute x 300 minutes = \$225.

Cost for producing reference copies = 50 cents per minute x
300 minutes = \$150.

8 16-mm Films: 5,000 feet divided by 36 to obtain number of
minutes = 139 minutes. There would be a need to create an
intermediate copy (if color), and to create a viewing copy
(probably on videotape).

Cost for producing intermediate copies = 80 cents per minute x
139 minutes = \$111.20.

Cost for producing videotapes (3/4" size) = \$1.00 per minute x
139 minutes = \$139.00

6 Videocassettes: Probably 1 hour each. Need to create an inter-
mediate copy and a viewing copy, both at the rate of \$75 an hour

Cost for producing intermediate videotapes = \$75 x 6 hours = \$450.

Cost for producing viewing videotapes = \$75 x 6 hours = \$450.

All the above costs are based on contract laboratory figures.

Let's add another 5 hours for processing the material in the archives,
at the GS-5 level. 5 x \$7.38 = \$36.90.

TOTAL HOURS AND COSTS: 5 hours
\$1,562

TRANSCRIPTS TO RECORDINGS: 2.00 cubic feet. (Cabinet 4, Drawer 3).
Substantial redaction (50% Maximum). 72 transcripts, approximately
2200 pages. Vol. 46 is a transcript of a grand jury proceeding, the
rest are taped interviews. There are a few missing numbers. There
are also extra copies of transcripts in Cabinet 1, Drawer 3. Some
of the missing numbers may be in that drawer.

PROCESSING: Each transcript could be placed in a separate folder.
10 hours could probably be set aside for holdings maintenance and
administrative work. 10 hours x \$7.38 per hour (GS-5 rate) = \$73.80.

REDACTION: Let's assume that 60 of the transcripts are not duplicates
(perhaps constituting 1800 pages). 1,800 pages divided by 45 pages per
hour = 40 hours. 40 hours x \$13.53 (GS-11 rate) = \$541.20.

TOTAL HOURS AND COST: 50 hours
\$615

SUMMARY OF INVESTIGATION — "71-74 POST TRIAL RECORDS." 2.00 cubic feet.
(Cabinet 5, Drawer 1). Major redaction (75% Maximum). Mostly envelopes
containing loose sheets or sheets attached by metal fasteners; remain-
der are pages in loose-leaf notebooks. Includes correspondence and
draft redacted version. About 5,760 pages.

PROCESSING: Allow about 10 hours for processing the file. 10 hours
x \$7.38 (GS-5 rate) = \$73.80.

REDACTION: 5,760 pages divided by 45 pages per hour = 128 hours. 128
hours x \$13.53 per hour (GS-11 rate) = \$1,731.84.

TOTAL HOURS AND COST: 138 hours
\$1,806

WOLPER BOARD OF INQUIRY RECORDS: 4.00 cubic feet. (Cabinet 5, Drawers
2 and 3). Major redaction (75% Maximum). Consists of loose-leaf note-
books, 4 reel to reel tapes, 2 cassette tapes, and about 100 photo-
graphs. About 10,552 pages.

PROCESSING: Allow about 16 hours for the processing
of the textual items. 16 hours x \$7.38 (GS-5 rate) = \$118.08. Let's
assume that the tape recordings and cassettes are equivalent to one
hour of recorded conversation each, equalling 6 hours total. 6 hours of
tape could be duplicated by a GS-3. As mentioned under the TAPE RECORD-
INGS series, during most of these 6 hours, the GS-3 could be working on
other assignments while the tapes are dubbed. So perhaps only 10
minutes per hour (or 60 minutes total for the 6 tapes) should be figured
into the calculations. The dubbing would then cost 1 hour of GS-3 time
(\$5.88). If transcriptions are needed, let's again use the 20 hours
of processing per one hour of tape figure (which would also include the
editing or redaction of the tapes). 20 hours of transcribing and
editing x 6 hours of tape = 120 hours. 120 hours x \$13.53 (GS-11 rate)
= \$1,623.60. The photographs can be processed in a similar fashion to
those in the PHOTOGRAPHS series. The cost of making negatives will
be \$5.00 per print. \$5.00 x 100 prints = \$500. Photocopying of the
prints for an album could be done by a GS-1 in about an hour (\$4.79).
Processing and labelling the prints would take about a minute per
print. The photocopies would cost about 5 cents each, or \$5.00 total.
If done at the GS-7 level (archivist trainee) this would cost \$9.14 per
hour, and would take about an hour and a half (\$13.71). 4 x 5 envelopes
for the negatives will cost about 16 cents each, or \$16. 8 x 11
sleeves for the prints will cost about 22 cents per print, or
\$22.

REDACTION: Redaction has already been figured into the calculations
for the processing and the editing of the tape recordings. The 10,552
pages and the 100 photographs (10,652 items) could be redacted by a
GS-11 at the rate of 45 per hour. 10,652 divided by 45 = 236.71
hours. 236.71 hours x \$13.53 (GS-11 rate) = \$3,202.68.

TOTAL HOURS AND COST: 376 hours
\$5,512

STENOTYPE NOTES OF TAPES: .25 cubic feet. (Cabinet 4, Drawers 1, 2, and 3). Major redaction (75% Maximum). 21 bundles of steno type tape.
 17 bundles ca. 12"
 3 bundles ca. 5"
 1 bundles ca. 1/4"

PROCESSING AND REDACTION: Unknown as to how long this will take or the costs involved.

JOURNALS AND PUBLICATIONS (NEWS MEDIA): 1.00 cubic feet. (Cabinet 2, Drawer 9). No redaction. 35 folders, containing some 2,100 items. Mostly news clippings glued onto paper, plus some books and magazines and transcripts.

PROCESSING: Allow about 40 hours for processing the collection by a GS-7. 40 x \$9.14 per hour = \$365.60.

TOTAL HOURS AND COST: 40 hours
\$366

COMMISSION REPORT (SUMMARY OF INVESTIGATION): .50 cubic feet. (Cabinet 5, Drawer 4). Redaction Completed. This is the 3 volume redacted summary. Several copies should be made available to the repository for research use.

PROCESSING: Allow 1 hour of GS-5 (\$7.38) time for any processing or administrative work with this summary.

TOTAL HOURS AND COST: 1 hour
\$7

TOTAL: 6,603 hours
\$89,993

also consider:

47,882 pages x 18 cents a frame to microfilm
 = \$8,618.76. A handling fee would have
 to be added.

+ \$ 8,619

\$98,612

KENNEDY INVESTIGATION MATERIALS

<u>Series Title</u>	<u>Cubic Feet</u>	<u>Hours to Process & Redact</u>	<u>Cost</u>
INDEX CARDS	1.50	110	\$ 1,458
GUIDES TO FILES	.20	47	627
SUMMARY OF INVESTIGATION	.50	1	7
EXEMPLARS	.05	2	21
ROSTER OF S.U.S. PERSONNEL	.65	3	34
CRIMINAL RECORD FORMS	.10	0	0
TAPE RECORDINGS	5.55	4,941	55,022
ROUTINE OFFICE FILES	.60	27	353
EVIDENCE	2.00	157	1,435
FBI REPORTS INDEX	**	**	**
*SIRHAN'S ARREST RECORDS; BROADCASTS & TELETYPES; CRIME REPORTS; ROSTERS OF INDIVIDUALS OTHER THAN S.U.S. PERSONNEL	.15	9	106
POLYGRAPH REPORTS/CHARTS	.25	14	172
HISTORY OF LOGS	.40	22	270
*INTERVIEWS	3.50	166	2,178
P. E. R. T. CHARTS	.25	15	195
LETTERS RECEIVED BY UNIT	.50	60	750
MEDICAL REPORTS	.15	11	135
SUMMARY OF PHONE CALLS	.05	3	34
PHOTOGRAPHS	1.50	105	12,196
RECORDS AND BACKGROUND CHECKS	1.50	88	1,141
PROGRESS REPORTS	.25	15	187
TAPE SYNOPSIS	.15	17	171
VEHICLE REPORTS	.05	2	21
TRIAL SUMMARIES	.10	5	55
CONSPIRACY INVESTIGATIONS	2.00	101	1,307
CASE PREPARATION	.80	17	1,560
BACKGROUND OF SIRHAN	1.05	55	690
AUDIO TAPES, FILMS, and VIDEO TAPES	2.50	5	1,562
TRANSCRIPTS TO RECORDINGS	2.00	50	615
71-74 POST TRIAL RECORDS (SUMMARY OF INVESTIGATION)	2.00	138	1,806
BOARD OF INQUIRY RECORDS	4.00	376	5,512
*STENOTYPE NOTES OF TAPES	.25	?	?
JOURNALS AND PUBLICATIONS (NEWS MEDIA)	1.00	40	366
COMMISSION REPORT (SUMMARY OF INVESTIGATION)	.50	1	7
	<u>36.05</u>	<u>6,603</u>	<u>\$89,993</u>

* Additions to Itemization provided by City Archives

** FBI material will not be transferred to designated repository