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LANE REQUEST REPORT, NO. 1

Sept. 10, 1977

Organization: Office space located in old SOU, additional electric outlets arranged through Chris, should go in tomorrow. Shelves, cabinets and desk/tables ordered and designed by Ron. With luck some will go in tomorrow. Limited by wood supply. Also ordered four chairs.

People and Responsibilities:

Overall office organization - Bea (not, she agrees and will make time

Rough typing - Inez Wagner agrees but needs time cleared

- Joyce Johnson can in A.M. but needs time cleared from Nursery

- need several others on a part time basis

Historical Work - Dick Troon agrees and will make time

- Carolyn Looman, agrees but needs time off from Fern 1

Finish typing - maybe Tish, perhaps Bea some, this is a problem area,

requires very high accuracy and neatness

Affidavit taking - Gene Chaikin

- Tim Carter, when here, not consulted

- need one more, but don't know who. Harriet too busy, Jan

tied up with the rest of the legal work

Overall supervision - content, Gene Chaikin

- organization and progress, Bea (not) (not)

Equipment and Supplies

- some supplies through FEB today, Bea made a complete list and will see

Tish with it tomorrow. Time is critical

* Equipment needed: three typewriters, two electric, one manual. We

now have one manual. Two tape recorders with ear piece and foot

control. We have one without controls.

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LAW PROJECT REPORT, NO. 1, page 2

Preliminary work and information requests from the States -

- a list of reference materials needed given to Harriet tonight
- a list of locations to be investigated prepared

Here:- a rough incident list prepared, to be reviewed by others
(the list is of events of a suspicious nature)

- list of people to interview with respect to these events begun

SHORT TERM GOALS (2 weeks)

- complete office arrangement, and organize workers
- obtain supplies and equipment
- obtain and organize all reference materials on site at Jonestown
- obtain any reference materials available in Georgetown
- obtain requested reference materials from States
- complete list of suspicious events and correlate with names to interview about these events.
- design a "standardized" interview format and system
- complete a summary historical outline of the temple history
- continue work on taking "biographies" and type the existing ones.
- begin taking affidavits in rough

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NN-6-E2

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LANE PROJECT REPORT, NO. 2

Sent. 24, 1978

Organization: Office is now set up. All essential furniture is installed.

People and Responsibilities:

1. Bea Orsot-Grubbs is moved in with working equipment. Is just beginning to organize. States that her time is short due to other assignments.
2. Rough Typing: I HAVE NONE YET. Waiting clearance to use Hinez Wagner, but need more also.
3. Biographies: Dick Tropp is working on this with Jan Curvitch. I gave them a two week deadline. NEED TYPISTS TO COMPLETE.
4. Historical work: NEED TO ARRANGE FOR TIME OF CAROLYN LOOMAN, abated, pending. Though I have started a "calendar of Key Events" which is about half finished.
5. Finished typing: NO ONE YET

Equipment and supplies: We now have a tape recorder, equipped except for transcription foot pedal, and four tapes; one manual typewriter (Gene); one electric typewriter (Bea). NEED MATCHING FINISH SELECTRIC TYPEWRITERS.

Office supplies cleared and ordered from the U.S.A.

Work Completed: Office set up and in useable form. All resource materials known to exist here at least summarily reviewed. Attached find copy of inventory list of materials retained in office. All copies of P.F. screened for relevant events. Calendar of "key events" being completed - project its completion Thursday, to the extent it can be done from materials here. List of relevant incidents and events completed subject to review by relevant persons projected to be completed by Thursday, list of investigation areas and list of information materials needed sent to states via Leona Collier.

Pending: Review of list of key events (copy attached for review of key persons)

Calendar of key events

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KN-6-D -

RESEARCH FOR AFFIDAVITS

I think that before the affidavits are written, all of the research with the exception of taking the statements of Guyana residents should be done in the States. My reasons are as follows. The reference materials are there. It will be expensive and time consuming to bring them here. Some, like police reports, cannot be readily located unless the precise date and location of an event can be obtained. So, often the gathering of information must begin by a review of news clippings to tie an event down to one or two days, then by going to the Sheriff or Police Department to request the report. Sometimes such data may be obtained from our old files. There will be a lot of back-and-forth if some of this is done here and some done there. The existing media of communication would make that very difficult. So, I propose that we use our list of events, and from that extrapolate the requests for information and documentation that we will need, and sent the whole thing back to the States to do all of the investigation. I do realize that there will be a lot of labor and time going into this and if we have to send someone back to assist then we will just have to do so. The point I wish to emphasize is that our memories are not good and if we were to file affidavits that would be contradicted by official documents we would be in trouble on the lawsuit from the outset. Since the U.S. Government has endless funds for investigators and will follow all of this stuff up, we must do our homework first or we will be faced in court with some U.S. Attorney explaining in ever loving detail to the judge just how we are lying to him.

I should be ready with an "incident list" specifying investigation goals by the end of the month. I think that this should be talked over with Terri by a phone match to see just how it can best be worked out. By the way, one of the best persons to do investigating we have is Bonnie Beck. Guy Young might also do a very creditable job. Both should be used to working with Police and legal records and with newspaper files.

gene

NN-6-F