

NR_key_name: 3717B3931F79DBFC852564F70048635F
SendTo: CN=David Marwell/O=ARRB @ ARRB;CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Laura Denk/O=ARRB
DisplayFromDomain:
DisplayDate: 08/18/1997
DisplayDate_Time: 9:43:18 AM
ComposedDate: 08/18/1997
ComposedDate_Time: 9:10:40 AM
Subject: Draft response to FOIA request

On August 8, we received a second FOIA request from Tim Scott of Facilities Design Consultants requesting an electronic copy (via e-mail or in disk form) of our office phone list. This is my draft response. Please e-mail me back with any changes. Thanks. Laura[e-mail address: fdc@erols.com@internet@interliantsubject: Your July 31, 1997, Freedom of Information Act Requests]Dear Mr. Scott:This responds to your Freedom of Information Act requests dated July 31, 1997, for an electronic copy of the phone book for our department and for an electronic list of all credit card holders in our agency.Although we do not have an office phone book, I am attaching to this e-mail our office phone list in a WordPerfect for Windows document. Because our list is only one page long, I have copied the text of the document at the end of this e-mail message. As we explained in our response to your July 24, 1997, Freedom of Information Act request, this one page document lists the telephone extensions for the staff members of the Assassination Records Review Board. The Assassination Records Review Board maintains one very small office with 23 full-time employees and one part-time employee. The office has one telephone number, which is (202) 724-0088. The only government-issued credit cards that the Assassination Records Review Board has are American Express cards that the Review Board and its Executive Director use for official travel only. This morning, I called your office and spoke to Bill. I asked him whether your request would encompass a list of the holders of these American Express cards and he said that you are not interested in receiving such a list. If you are dissatisfied with my action on this request, you may appeal by writing to David G. Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530, within 30 days of your receipt of this letter. Both the letter and the envelope should be clearly marked Freedom of Information Act Appeal.Sincerely,Laura DenkFreedom of Information Act OfficerEnclosure*****OFFICE PHONE LISTCombs, Michelle 262Denk, Laura 265Fagnant, Marie 230Goslee, Jim 259Gunn, Jeremy 226Haron, Ron 239Horne, Doug 245Legaspi, Manuel 261Marr, Irene 243Marwell, David 232/267Mays, Christina 255Montague, Dave 258Olson, Jerrie 254Reddy, Sydney 246Rhodes, Chet 240Rodriguez, Cathy 238Samoluk, Tom 227 V-mailShycoff, Tracy 233Skwirot, Robert 268Spells, Janice 221Sullivan, Eileen 253Tiernan, Kevin 264Zimmerman, Joan 263Kitchen 223Board Room 236SCIF 241Guest Phone 225

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: