

NR_key_name: EED6B388AA41A63B852564F8003F16B1
SendTo: CN=Laura Denk/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R econd/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 08/19/1997
DisplayDate_Time: 7:29:12 AM
ComposedDate: 08/19/1997
ComposedDate_Time: 7:29:06 AM
Subject: Re: Draft response to FOIA request

OK.To:David Marwell/ARRB, Jeremy Gunn/ARRBcc:From:Laura Denk/ARRB Date:08/18/97 09:43:17
 AMSubject:Draft response to FOIA requestOn 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,
 Michelle262Denk, Laura265Fagnant, Marie230Goslee, Jim259Gunn, Jeremy226Haron,
 Ron239Horne, Doug245Legaspi, Manuel261Marr, Irene243Marwell, David232/267Mays,
 Christina255Montague, Dave258Olson, Jerrie254Reddy, Sydney246Rhodes,
 Chet240Rodriguez, Cathy238Samoluk, Tom227 V-mailShycoff, Tracy233Skwirot,
 Robert268Spells, Janice221Sullivan, Eileen253Tiernan, Kevin264Zimmerman,
 Joan263Kitchen223Board Room236SCIF241Guest Phone225
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: