

**Assassination Records Review Board
600 E Street NW ■ Room 208
Washington, DC 20004**

October 6, 1994

Ms. Betty Clark
Deputy Assistant Director
Mail Management Section
Mail, Audio Visual, and Publication Services
Facilities and Administrative Staff
Justice Management Division
Department of Justice
Washington, DC 20530

Dear Ms. Clark:

In reference to our telephone discussion of this afternoon, I am writing to enquire about the possibility of receiving incoming mail support from the Department of Justice.

The Assassination Records Review Board (ARRB) is a new independent federal agency charged with identifying and securing all relevant records relating to the assassination of President Kennedy. We are experiencing difficulty in having the United States Postal Service deliver mail to our offices at 600 E Street NW in Washington. It seems that our building is not equipped to receive mail that is delivered to the street address since the only tenants are government agencies that have their own central mail facilities. In searching for a solution, it occurred to me that the DOJ might be willing to provide mail reception and distribution services to us.

We would handle our own outgoing mail and would request that DOJ:

- receive ARRB mail (estimate: 100-200 pieces/week)
- X-RAY ARRB mail
- transport ARRB mail to DOJ mailroom at 600 E Street for pickup (or distribution to ARRB offices on the second floor).

Please let me know if it might be possible to arrange for this kind of support.

Sincerely,

David G. Marwell, Ph.D.
Executive Director