

Memorandum

Assassination Records Review Board

To: Betty Sedgwick
From: David G. Marwell
Executive Director
Date: April 20, 2017
Subject: Furniture and Equipment

The Assassination Records Review Board is interested in obtaining the following equipment from the commissions that are closing down at the end of September:

Commission on Manufactured Housing:

- °Xerox Copier
- °Fax Machine
- °Laser Printer
- °All Computers with 386 or better processors
- °Furniture from Executive Director's Office

Commission on Intermodal Transportation:

- °Fax Machine
- °Computers
- °Laser Printer

Please advise on the method and timing of transfer. Does GSA have the ability to hold the furniture in storage for us until our construction is completed in November?