

MEMORANDUM

November 27, 1996

To: File 4.16.4
cc: Phil Golrick, Cathy Rodriguez

From: Laura Denk

Subject: Requests for Additional Information

I have attached to this memorandum our most recent request to the FBI for additional information -- request for administrative files on the New Orleans and Dallas field offices. This is our seventeenth (17th) letter requesting additional information and it should be filed with the previous sixteen letters requesting additional information in file 4.16.4.

Although this is our seventeenth (17th) request for additional information from the FBI, previous letters were misnumbered so that there are two letters captioned "FBI-12" and no letter captioned "FBI-16." Specifically, our last request to the FBI for additional information (September 10, 1996, letter requesting records under seal) was misnumbered as "FBI-12" even though the "real" FBI-12 -- request for information on Mark Lane -- was mailed on April 8, 1996.

We need to make sure that all of the letters requesting additional information are in file 4.16.4. The next request for additional information should be labeled "FBI-18."

File 4.16.4
Denk e:\wp-docs\fbf\admin.mem