

MEMORANDUM

April 21, 1997

To: David Marwell
Jeremy Gunn

From: Laura Denk

Subject: Summary of Dallas Administrative File
(Follow Up to FBI-17)

I have completed my review of ten sections of the FBI HQ Dallas administrative file, FBI number 66-10, that the FBI produced in response to our request for additional information. As was the case in the New Orleans administrative file, the vast majority of documents in the file relate to office space, bureau cars, and equipment/inventory of the Dallas Field Office and its resident agencies. I found eight documents, described below, that may be relevant. If you approve, I would like to show Carol Keeley these ten records and ask her if the FBI will agree that they are assassination records and process them as such.

Section 4 August 1959 through April 1964

- **66-10-4617**
12/11/63 memo regarding need for office space in light of increased demands on the Dallas office due to the assassination investigation
- **66-10-4618**
12/13/63 memo -- same issue (need for office space) as 66-10-4617
- **66-10-4620**
12/16/63 memo regarding need for extra personnel in light of increased workload in the Dallas office due to the assassination investigation
- **66-10-4621**
12/10/63 memo -- same issue (extra personnel) as 66-10-4620
- **66-10-4622**
12/19/63 memo -- same issue (extra personnel) as 66-10-4620
- **66-10-4624**
1/13/64 memo regarding teletype machine use after assassination
1/14/64 response from HQ to 1/13/64 memo from SAC, Dallas
- **66-10-4626**
1/15/64 memo -- same issue (teletype machine use) as 66-10-4624

Section 5 April 1964 through July 1966

- no assassination records

- Section 6 July 1966 through August 1969
· no assassination records
- Section 9 May 1973 through March 1977 (serials not really in chronological order)
· no assassination records
- Section 10 November 1974 through November 1975 (serials not really in chronological order)
· no assassination records
- Section 11 February 1976 through September 1977 (serials not really in chronological order)
· no assassination records
- Section 12 April 1976 through July 1977 (serials not really in chronological order)
· **66-10-5093**
one possible assassination record regarding whether a Dallas agent would be an appropriate candidate to work on the FOIA "ONSLAUGHT" project
- Section 13 July 1977 through October/November 1979
· no assassination records
- Section 14 October 1979 through December 1989 (serials not really in chronological order)
· no assassination records
- Section 15 January 1982 through March 1987 (serials not really in chronological order)
· no assassination records