

# DRAFT

## MEMORANDUM

April 22, 1997

To: Carol Keeley

From: Laura Denk

Subject: Dallas and New Orleans Field Office Administrative Files (Additional Information Request FBI-17)

As you are aware, I have reviewed certain sections of the the FBI Headquarters administrative files for the New Orleans and the Dallas field offices: 66-10 and 66-68. I have found a total of 10 documents in the files that I believe may be assassination records that should be processed under the JFK Act. Those records are identified below.

Dallas Field Office Administrative File: 66-10

- Section 4 · **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 12 · **66-10-5093**  
one possible assassination record regarding whether a Dallas agent would be an appropriate candidate to work on the FOIA "ONSLAUGHT" project

New Orleans Office Administrative File: 66-68

- Section 20 · **66-68-4696**  
11/24/63 memo from McGowen to Rosen regarding stopping work in the New Orleans office on civil rights and voting rights cases on 11/25/63 because to work on these cases might appear to be in poor taste.
- Section 27 · **66-68-5207**  
10/21/77 report on an alleged associate of Jack Ruby's

We would appreciate your written response as to whether the FBI agrees to process the above-identified material as assassination records under the JFK Act.

As always, thank you for your cooperation.