

August 5, 1997

Mr. Tim Scott
24016 Santa Anita Court
Damascus, Maryland 20872

Re: Your July 24, 1997, Freedom of Information Act Requests

Dear Mr. Scott:

This responds to your Freedom of Information Act requests dated July 24, 1997, for a copy of the phone book for our department and for a copy of the names, addresses, and phone numbers of our personnel that have government I.M.P.A.C. Visa Cards.

The Assassination Records Review Board does not have or use government I.M.P.A.C. Visa Cards, and we do not have any documents that would be responsive to your request for information regarding personnel who have these cards.

Although we do not have an office "phone book," I am enclosing our current office phone list. This document lists the telephone extensions for the staff members of the Assassination Records Review Board. The Assassination Records Review Board maintains one very small office with 23 full-time employees and one part-time employee. The office has one telephone number, which is (202) 724-0088. Enclosed you will find this "office phone list."

If you are dissatisfied with my action on this request, you may appeal by writing to David G. Marwell, Executive Director, Assassination Records Review Board, 600 E Street, N.W., 2nd Floor, Washington, D.C. 20530, within 30 days of your receipt of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

Laura Denk
Freedom of Information Act Officer

Enclosure

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