

August 18, 1997

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

Re: Your July 31, 1997, Freedom of Information Act Requests

Dear Mr. Scott:

This responds to your Freedom of Information Act requests dated July 31, 1997, for an electronic copy of the phone book for our department and for an electronic "list of all credit card holders" in our agency.

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 attaching to this e-mail our office phone list in a WordPerfect for Windows document. As we explained in our response to your July 24, 1997, Freedom of Information Act request, 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.

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