

March 17, 1997

Ms. Carol Keeley
Supervisor
JFK Task Force
Federal Bureau of Investigation
10th Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20536

Re: Additional Information and Records Request FBI-34 (Hoover and Tolson
Records)

Dear Carol:

The ARRB staff requests access to the following files or records:

- (a) All files or records in the possession of the FBI that were maintained in the office (including outer office space, such as that containing the workstation of Helen Gandy) of FBI Director J. Edgar Hoover at the time of Mr. Hoover's death. This request includes, but is not limited to, Mr. Hoover's "Official and Confidential" and "Personal and Confidential" files.
- (b) All files or records in the possession of the FBI that were maintained in the office (including outer office space) FBI Associate Director Clyde Tolson at the time of Mr. Tolson's death.
- (c) All indices or finding aids for the files or records described in subparagraph (a) above.
- (d) All files or records related to the retention, destruction, indexing or refiling of the files or records described in subparagraphs (a) and (b) above. This request does not include records related to the review of such files under the Freedom of Information Act, unless such records particularly relate to the retention, destruction, indexing or refiling of the office files of Director Hoover or Associate Director Tolson.
- (e) The daily office logs of Director Hoover for the period from November 21, 1963, through December 31, 1964.

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If records responsive to this request have already been processed or have been designating for processing under the JFK Act, please identify those records for us and advise at what stage of processing the records are now.

As always, thank you for your cooperation.

Sincerely yours,

David G. Marwell
Executive Director