

March 18, 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-36 (Hoover and Tolson
Records)

Dear Carol:

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

- (a) All indices or finding aids for the files or records 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 (including, for example, Mr. Hoover's "Official and Confidential" and "Personal and Confidential" files).
- (b) All indices or finding aids for the files or records 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 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.
- (d) The daily office logs of Director Hoover for the period from November 21, 1963, through December 31, 1964.

If there are any office records of the type described in subparagraphs (a) and (b) above that are not the subjects of indices or finding aids sufficiently detailed to allow us to identify records potentially responsive to the JFK Act, please provide us access to those underlying records. If office records of

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the type described in subparagraphs (a) and (b) above have already been processed or have been designated for processing under the JFK Act, please identify those records and advise us of their current processing status.

As always, thank you for your cooperation.

Sincerely yours,

David G. Marwell

Executive Director