

Assassination Records Review Board

600 E Street NW ▪ 2nd Floor ▪ Washington, DC 20530

April 20, 1995

Mr. George McKinney
Assistant Director
Security & Emergency Planning Staff
U.S. Department of Justice
Washington, DC 20530

Dear Mr. McKinney:

I would like to request access cards for the ARRB staff for the 600 E Street, NW building. The cards should be programmed for access to the front door, the stairwell cage, and the locker rooms in the basement. I have attached a list of staff with their social security numbers.

While speaking with Bob Adamchak about this matter, I also expressed our desire to be able to access the 2nd floor through the stairwell. Mr. Adamchak explained that this was being looked into by your office. If there is anything that you need from the ARRB regarding this matter, please let me know.

If you require further information, please contact me at the number listed below. Thank you for your attention to this matter.

Sincerely,

Tracy J. Shycoff
Administrative Officer