

January 9, 1998

HAND-DELIVERED

Ms. Carol Keeley  
Acting Unit Chief  
JFK Task Force  
Federal Bureau of Investigation  
10th Street and Pennsylvania Avenue, N.W.  
Washington, D.C. 20535

Re: Additional Information and Records Request FBI-48 (FBI FOIA Files)

Dear Carol:

The ARRB staff requests access to any Headquarters files that relate to FOIA requests for assassination-related materials received by the FBI. We are not interested in reviewing copies of records that have already been processed or have been designated for processing under the JFK Act. Instead, we wish to inspect the following categories of records:

- (1) initial request files, including:
  - (a) correspondence received by the FBI in which assassination-related materials were requested pursuant to the FOIA,
  - (b) the FBI's correspondence to FOIA requesters in which the FBI responded to FOIA requests for assassination-related materials, and
  - (c) any internal documents regarding the FBI's decisions to grant or deny FOIA requests for assassination-related materials;
- (2) administrative appeal files, including:
  - (a) correspondence received by the FBI in which FOIA requesters appealed denials of their initial FOIA requests for assassination-related material,

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- (b) the FBI's correspondence to FOIA requesters who appealed the Bureau's denial of FOIA requests in which the FBI informed the requester of its decision on the appeal, and
  - (c) any internal documents regarding the FBI's decisions to grant or deny administrative appeals of denied FOIA requests for assassination-related materials;
- (3) litigation files concerning any FOIA requests for assassination-related materials; and
- (4) any other internal documentation regarding the processing of FOIA requests for assassination-related materials.

The Review Board staff is aware that this request may encompass a large amount of material. To the extent that this request is unduly burdensome to the Bureau, we will be happy to discuss with you strategies for review of these files that will reduce the amount of time that the FBI will expend in answering this request.

As always, thank you for your continued cooperation.

Sincerely,

T. Jeremy Gunn  
Executive Director

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