

DRAFT -- 1/28/97

January __, 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-21 (Hoover Files)

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 indices or finding aids for the files or records described in subparagraph (a) above.
- (c) All files or records related to the retention, destruction, indexing, or refileing of the files or records described in subparagraph (a) 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 refileing of Director Hoover's office files.

As always, thank you for your cooperation.

Sincerely yours,

David G. Marwell
Executive Director

