

MEMORANDUM

May 30, 2017

TO: To whom should I send the memo?
National Council on Disabilities

FROM: Tracy J. Shycoff
Deputy Director

SUBJECT: Equipment and Furniture Transfer

The following equipment and furniture is hereby transferred from the Assassination Records Review Board to the National Council on Disabilities:

1	Canon NP-2120 Copier	Serial No. VJB35972
1	Canon Laser Class 5500 Fax Machine	Serial No. UBW15228
2	5-drawer lateral file cabinets	
5	4-drawer lateral file cabinets	
1	Pentium Computer	Serial No. 5773739
1	Monitor	Serial No. 15009A130809
1	HP Laser Jet 6MP Printer	Serial No.
1	U.S. Flag with stand	
5	Small black trash cans	
1	Large metal trash can	
1	4' folding table	
1	refrigerator	

Transferred on : _____

Accepted by: _____

(Janice? Ethel? Someone else?)

MEMORANDUM

May 30, 2017

TO: To whom should I send the memo?
GSA Agency Liaison Division

FROM: Tracy J. Shycoff
Deputy Director

SUBJECT: Equipment and Furniture Transfer

The following equipment and furniture is hereby transferred from the Assassination Records Review Board to the GSA Agency Liaison Division:

1	Canon NP-6060 Copier	Serial No. NCK80489
1	Microwave	

Transferred on : _____

Accepted by: _____
(Who will sign for this?)

MEMORANDUM

May 30, 2017

TO: To Whom should I send the Memo?
U.S. Office of Special Counsel

FROM: Tracy J. Shycoff
Deputy Director

SUBJECT: Equipment and Furniture Transfer

The following equipment and furniture is hereby transferred from the Assassination Records Review Board to the U.S. Office of Special Counsel:

2	Small typing tables	
1	Modular conference table (6 pieces)	
24	Salmon desk chairs	(at least)
20	Mauve/chrome side chairs	
4	4-drawer lateral file cabinets	
4	2-drawer lateral file cabinets	
1	SCIF work station	
1	ELMO visual presentor	Serial No.244511
1	Television	Serial No.3CCDC09584250
2	standing fans	
2	heaters	
1	small conference table	
6	leather side chairs	
1	Class C executive desk	
3	Class C desks	
4	small metal trash cans	
1	Computer monitor swing arm	
	Computers (still talking with Jim Bashaw about this and the phone system, will add later)	

Transferred on : _____

Accepted by: _____
(Who will sign for your agency?)

MEMORANDUM

May 30, 2017

TO: Steve Tilley
National Archives and Records Administration

FROM: Tracy J. Shycoff
Deputy Director

SUBJECT: Equipment and Furniture Transfer

The following equipment and furniture is hereby transferred from the Assassination Records Review Board to the Special Access and FOIA Branch of the National Archives and Records Administration:

1	Server 1	Serial No.
1	Server 2	Serial No.
1	Server 3	Serial No.
6	computers	
1	Television	
1	VCR	
1	LCD Projection Panel	
2	Classified computers	
1	Classified printer	
1	Laserjet 4	
	hub stuff	
	tape deck	
	equalizer	
	receiver	
	etc.	

Transferred on : _____

Accepted by: _____
(Who will sign for this?)

MEMORANDUM

May 30, 2017

TO: To whom should I make this out?
National Archives and Records Administration

FROM: Tracy J. Shycoff
Deputy Director

SUBJECT: Equipment and Furniture Transfer

The following equipment is hereby transferred from the Assassination Records Review Board to the United States District Court in Minnesota, Office of Judge John R. Tunheim:

1	HP/NADO Fax Machine	Serial No.
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Transferred on : _____

Accepted by: _____
(Who will sign for this?)