

Assassination Records Review Board

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

MEMORANDUM

February 16, 1995

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I, S.C. Herman & Associates

*J Tracy Shycoff, Administrative
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Furniture Delivery*

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The Assassination Records Review Board is expecting a furniture delivery for Friday, February 17, 1995. We would like to request the use of at least one of the freight elevators. The furniture will be delivered by the Department of Agriculture warehouse and we expect them to arrive at approximately 8:30 a.m.

I will serve as the contact person for any questions that may arise. Thank you for your attention to this matter and please contact me at 724-0088 if there are any problems.

Telephone: (202) 724-0088 ■ Facsimile: (202) 724-0457