

Assassination Records Review Board

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

MEMORANDUM

February 23, 1995

T George McKinney, Assistant Director
O Security & Emergency Planning Staff
: U.S. Department of Justice

Tracy Shycoff, Administrative Officer

F Security for delivery of furniture

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The Assassination Records Review Board will be relocating to its permanent office space on the 2nd floor of the 600 E Street building on Friday, February 24, 1995. Furniture will be delivered via the loading dock by the Department of Agriculture beginning at 6:00 p.m. It is a relatively small delivery of approximately 24 desks and 24 small file cabinets which Agriculture has estimated to take 2-3 hours for delivery and set-up. The ARRB will have 3 staff members on-site for the delivery, at least one to be located on the loading dock while the furniture is being brought in to the building. The other two staff will be on the 2nd floor directing the placement of the furniture.

I anticipate the staffing level to be sufficient to ensure that the security of the building will not be breached during this move. If you feel that additional precautions need to be arranged, please let me know and I will work with GSA to meet those needs.

Thank you.

cc: Calvin Snowden, GSA External Services
Lisa Buggs, GSA Real Property Division

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