

DATE: 11-14-2017

JFK Assassination System
Identification Form

Date: 3/31/201

Agency InformationAGENCY : FBI
RECORD NUMBER : 124-10372-10380

RECORD SERIES : HQ

AGENCY FILE NUMBER : 62C-HQ-1029205-357

Document Information

ORIGINATOR : FBI
FROM : OPCA
TO : PERSONNEL DIVISION

TITLE :

DATE : 06/11/1997
PAGES : 1

SUBJECTS :

JFKARCA OF 1992

DOCUMENT TYPE : PAPER, TEXTUAL DOCUMENT
CLASSIFICATION : Unclassified
RESTRICTIONS : 3
CURRENT STATUS : Redact
DATE OF LAST REVIEW : 04/26/1999

OPENING CRITERIA : INDEFINITE

COMMENTS :

DATE: 11-14-2017

(12/1/1995)

FEDERAL BUREAU OF INVESTIGATION

372

Precedence: PRIORITY

Date: 06/11/1997

To: Personnel

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Elton Thomas

Information Resources

Attn: Systems Hardware

John Young

From: OPCA

JFK Task Force, Room 6362

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Case ID #: 62C-HQ-1029205

Title: SECURITY FOR THE JFK TASK FORCE'S
NEW LOCATION, ROOM 11144

Synopsis: The JFK Task Force (JFKTF) is relocating to room 11144 by mid July 1997. Due to the sensitive records maintained by the JFKTF, a card key reader is being requested for access to room 11144.

Details: The JFKTF is relocating to room 11144 by mid July 1997. The nature of the JFKTF work requires maintenance of over 200 file cabinets of FBI records including Special File Room and Personnel records. The JFKTF maintains a large volume of classified records as well as its own sensitive indices for research purposes.

Due to the JFKTF having a personnel count of 70 employees and the impracticality of an employee watching the entrance at all times, a card reader is being requested for the entrance to room 11144.

CC: 1 - Mr. Collingwood, Room 7240
1 - Mrs. Keeley, Room 6362
1 - Mr. Thomas, Room 1358
1 - Mr. Wade
(Attn: John Young, Room 1B375)
2 - Mr. Chase, Room 1B869
(1 - Mr. Ruppert, 1B869)
1 - Mr. McCarron, Room 7262
1 - Mr. Conner, Room 6362
1 - Mrs. Wilkins, Room 6362

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