



EXPLANATION OF DUPLICATION OF MATERIALS  
FOR FOIPA REQUESTS

(3) Following the receipt of an FOIPA request, the original documents responsive to the request are duplicated, and any redactions necessary are made on that copy, which is commonly referred to as the "work copy." Upon completion of processing, the work copy is duplicated for release to the requester. The material released to the requester is commonly referred to as the "release copy". If appropriate, an additional release copy may also be placed in the FBI FOIPA Reading Room for review by the general public. It is not uncommon that release copies are disposed of if, for example, the duplication quality is poor, if duplication fees are not paid by a requester or if additional release copies are made, but not used in responding to other FOIA requests or by being placed in the reading room.

(4) The FOIPA Section and FBIHQ in general are extremely short of storage space for documents, and any unneeded extra copies of documents released to FOIPA requesters are disposed of.

*where  
located  
with NY?*

(5) The two sets of documents at issue in this litigation were excess release copies of documents responsive to FOIPA requests for FBIHQ records pertaining to the Kennedy assassination. An identical release copy of these documents is currently maintained in the FOIPA Reading Room at FBIHQ and several copies have been released to the public.

(6) This material, stacked on the floor and on top of file cabinets in the work area, was an impediment to work efficiency and presented a potential safety hazard. Due to the severe space limitations prevailing at FBIHQ, in addition to the above reasons, this material was disposed of.

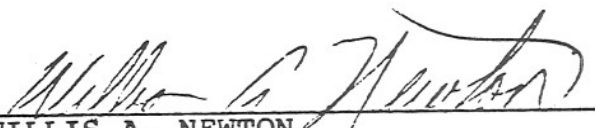
*not only  
place to  
keep  
them*

(7) Because my actions involved only the disposal of unneeded copies of material already available to the public, no record of any kind was prepared by me, or to my knowledge anyone else.

*evades saying  
whether  
as there was  
request or  
granted*

I have read this statement consisting of three pages. In accordance with 28 USC 1746, I declare under penalty of perjury that the foregoing is true and correct.

Dated this 17 day of March, 1983.

  
WILLIS A. NEWTON  
Miscellaneous Documents Examiner  
Federal Bureau of Investigation  
Washington, D.C.