



UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

47 APR 1977

Address Reply to the
Division Indicated
and Refer to Initials and Number

Mr. Howard Roffman
1111 SW 15th Avenue, Apt. 150
Gainesville, Florida 32601

Dear Mr. Roffman:

By a previous letter we informed you that you were assigned number 123 on a list of those Freedom of Information and Privacy Act requests requiring a review of substantial records. Since that date the staff of personnel assigned to the Freedom of Information/Privacy Act Unit of the Criminal Division has been enlarged. In order to expedite review of records we are dividing our "project list" into two separate lists: Those requesting public disclosure of records (FOI) and those requesting private access to records of the individual requester (Privacy Act).

Your FOI request is now number 12.

To further assist in breaking the backlog, we are also attempting a new approach which may assist in eliminating unnecessary and time-consuming review and document duplication (since review necessarily requires duplication, and frequently excision and reduplication, of all records). We assume that your initial request was made broad and all encompassing because you were unable to specify more exactly the records you seek, and you were apprehensive that a too narrow description might eliminate records that you did want.

Accordingly, when we reach your number we will inventory and furnish you a descriptive schedule of all records we have been able to locate which fall within the scope of your request. You may then designate the item numbers of the documents you wish and return the schedule to us (Freedom of Information/Privacy Act Unit, Criminal Division, Department of Justice, Washington, D.C. 20530). Upon receipt of the designation we



will commence a review of these records to determine whether they can be disclosed to the public and be made available to you, or whether an applicable exemption under the Freedom of Information Act applies such that access to the records must be denied to the public and to you either in whole or in part. This procedure should permit us to process requests more speedily.

Please be assured that we are exercising all due diligence, given the number of records we receive and the allocation of personnel, to respond to your request as promptly as possible.

Very truly yours,

Benjamin R. Civiletti
Assistant Attorney General
Criminal Division

by:

E. Ross Buckley
E. Ross Buckley
Attorney in Charge
FOI/Privacy Act Unit