

#### Federal Bureau of Investigation

Washington, D.C. 20535

July 3, 2018

MR. JOHN GREENEWALD JR. SUITE 1203 27305 WEST LIVE OAK ROAD CASTAIC, CA 91384

FOIPA Request No.: 1356897-001

Subject: 066-HQ-3286

Dear Mr. Greenewald:

Records responsive to your request were previously processed under the provisions of the Freedom of Information Act (FOIA). Below you will find informational paragraphs relevant to your request. Please read each item carefully.

Enclosed are 53 pages of previously processed documents and a copy of the Explanation of Exemptions. This release is being provided to you at no charge.

Please be advised that additional records responsive to your subject exist. If this release of previously processed material does not satisfy your information needs for the requested subject, you may request the additional records for processing.

Requester Response			
	Yes, process and provide me the additional records responsive to my subject.		
	No, close my request.		
	submit your response within thirty (30) days by mail or fax to—Work Processing 70 Marcel Drive, Winchester, VA 22602, fax number (540) 868-4997. Please cite		
	IPA Request Number in your correspondence.		

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S. C. § 552(c) (2006 & Supp. IV (2010). This response is limited to those records subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

For questions regarding our determinations, visit the <a href="www.fbi.gov/foia">www.fbi.gov/foia</a> website under "Contact Us." The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request.

You may file an appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <a href="https://foiaonline.regulations.gov/foia/action/public/home">https://foiaonline.regulations.gov/foia/action/public/home</a>. Your appeal must be postmarked or electronically transmitted within ninety (90) days from the date of this letter in order to be considered timely. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so it may be easily identified.

You may seek dispute resolution services by contacting the Office of Government Information Services (OGIS) at 877-684-6448, or by emailing <a href="mailto:ogis@nara.gov">ogis@nara.gov</a>. Alternatively, you may contact the FBI's FOIA Public Liaison by emailing <a href="mailto:foipaquestions@fbi.gov">foipaquestions@fbi.gov</a>. If you submit your dispute resolution correspondence by email, the subject heading should clearly state "Dispute Resolution Services." Please also cite the FOIPA Request Number assigned to your request so it may be easily identified.

Sincerely,

David M. Hardy Section Chief,

Record/Information
Dissemination Section

Information Management Division

Enclosure(s)

#### **EXPLANATION OF EXEMPTIONS**

#### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

#### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence:
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service he release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

This document is made available through the declassification efforts and research of John Greenewald, Jr., creator of:

# The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

**Discover the Truth at: http://www.theblackvault.com** 

ffice Me... dum United DATE: June 15, 1944 MR. NICHOLS TO Mr. Clegg TALL INFORMATION CONTAINED Mr. Coffe C. F. SEYFARTH Mr. Glavi Mr. Ladd Mr. Nicho Mr. Rosen SUBTECT: DESTRUCTION OF OLD MATERIAL Mr. Tracy Reference is made to my memorandum dated April 3, 1944 regarding

Reference is made to my memorandum dated April 3, 1944 regarding

Reference is made to my memorandum dated April 3, 1944 regarding

Reference is made to my memorandum dated April 3, 1944 regarding Mr. Mumfo old obsolete material to be destroyed. Mr. Jones Mr. Quinn Tele. Roo Mr. Nease I am attaching hereto eight pieces of correspondence sent to and Miss Beah Miss Gand received from FBI Special Agents assigned to the various Field Offices. This correspondence relates to matters of an administrative nature and are dated in the year 1920. There are no index cards or abstract slips to identify this particular correspondence. The correspondence is filed in folders under the name of the Special Agent and the folders are filed in alphabetic order. There are five cabinet drawers filled with this type of correspondence. There has never been a request made for any of this material and it is believed that it can be destroyed

VDARD FORM NO. 64 ice Me GOVERNMENT DATE: June 15, 1944 Mr. Tolson MR. NTCHOLS Mr. E. A. Tamm Mr. Clegg C. F. SEYFARTH Mr. Coffey Mr. Glavin Mr. Ladd Mr. Nichols SUBJECT: DESTRUCTION OF OLD MATERI Mr. Rosen Mr. Tracy Mr. Mohr Mr. Carson Mr. Hendon Mr. Mumford Reference is made to my memorandum dated April 3, 1944 regarding Mr. Jones Mr. Ouinn Tamm old obsolete material to be destroyed. Tele. Room Mr. Nease Miss Beahm Miss Gandy There is attached hereto correspondence sent to and received from United States Marshals regarding matters of an administrative nature. This correspondence is dated in the year 1920 and there has never been a request made for any of this type of material. We have at the present time one-half drawer filled with this type of material. In view of the fact that the necessary action has been taken regarding these matters it is believed that this material can be destroyed. RECORDED 39 DEC\_8\_1944

DATE 9-29-82 BYSPY EDWBAK

FROM

# Tice Mer

UNITEL

Mr. E. A. Tamm Mr. Clegg Mr. Coffey

Mr. Glavin lr. Ladd Mr. Nichols

Mr. Rosen

Mr. Tracy Mr..Mohr

Mr. Carson Mr. Hendon Mr. Mumford

Mr. Jones Mr. Quinn Tamm

Tele. Room

DATE: June 15, 1944 Mr. Tolson

MR. NICHOIS

F. SEYFARTH

old obsolete material to be destroyed.

DESTRUCTION OF OLD MATERIAL

ream ATI-INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9-29-82 BY & P4 Edw/ 8HK

Reference is made to my memorandum dated April 3, 1944 regarding

Mr. Nease Miss Beahn Miss Gandy I am attaching hereto samples of correspondence written to and received from various Government Departments, also miscellaneous Bureaus of the Government. This type of correspondence relates to various miscellaneous mat-

ters and date in the year 1920. There are no index cards or abstract slips available. In connection with this type of correspondence there has never been a request made for this correspondence and it is believed that it can be destroyed. We have on hand at the present time two file cabinet drawers filled with this correspondence.

Office Memorandum • UNITED STATES GOVERNMENT MR. NICHOLS DATE: June 15, 1944 Mr. Tolso TO Mr. Clegg Mr. Coffe C. F. SEYFARTH FROM: Mr. Glavir Bureau ALINFORMATION CONTAINED Mr. Ladd Mr. Nichol SUBJECT: DESTRUCTION OF OLD MATERIAL HEREIN IS UNCLASSIFIED Mr. Carson Reference is made to my memorandum dated April 3, 1944 regarding Mr. Hendon Mr. Mumford Mr. Quinn Ta old obsolete material to be destroyed. Tele. Room Mr. Nease Miss Beahm Miss Gandy I am attaching hereto samples of correspondence sent to and received from Fair Price Commissioners regarding supplies issued to them and also relating to other administrative matters. These letters are filed in folders under the name of the Fair Price Commissioner and the city and state where he is located. The folders are arranged and filed in two cabinet drawers in alphabetic order by state. We have on hand at the present time one 166-3286-134 file cabinet drawer filled with this type of correspondence. RECORDED 39 DEC 8\_1944

TO : MR. NICHOLS

C. F. SEYFARTH ALL INFORMATION CONTAINED

SUBJECT: ODESTRUCTION OF OLD MATERIAL DATE OF SERVICE DATE OF

Reference is made to my memorandum dated April 3, 1944 regarding old obsolete material to be destroyed.

There is attached hereto correspondence sent to and received from FBI Field Offices. This correspondence relates to supplies furnished the Field Offices and expenses incurred in operating their offices. The letters are dated in the year 1920 and there are two file cabinet drawers filled with this particular type of correspondence. In as much as necessary action has been taken regarding these matters it is believed to be of no value and could be destroyed.

constantine 1/21/44 675

166-3286-17% 39 DEC. 8.1944

DATE: June 15, 1944 Mr. Tolson

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Rosen Mr. Tracy

Mr. Mohr Mr. Carson Mr. Hendon Mr. Mumford

Mr. Jones Mr. Quinn Tamm

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13.

Hay 14, 1931.

#### HETORANDUM FOR UR. MATHAN.

66 = W

In the recent visits which I have made to field offices, I have been impressed with the fact that some study must immediately be given to the matter of disposition of old files. field offices I have found files dating back to periods before the World War and in some offices I have found the files of the American Protective I realize that recently instructions have been issued directing that inactive and old files be placed in storage, if possible. This latter action will give us more space in our regular quorters and will be more economical in that we can obtain storage for less money than is being paid for rental of a regular field office.

. However, I feel that some consideration should be given to the ultimate disposition of the old files. I assume that there is on file at the Bureau in Washington copies of all papers on file in field offices and, if this be a fact, it may ultimately be possible for us to dispose entirely of papers in the field for certain periods of time as the same record can be on file here at Washington if at any time needed.

I wish that you sould give this matter a careful study.

very truly yours,

Director. MENU FILES SIVISIO MAY 14 1931

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HI:DSS

8034A

May 22, 1931.

#### MEMORANDUM FOR THE DIRECTOR.

In accordance with instructions contained in your memorandum of May 14ther I have given some study to the situation involving the disposition of old files in Bureau field offices. I am of the opinion that steps should be taken to transmit to the Bureau, at the Seat of Government, all files over ten years old. It is assumed that the Bureau possesses copies of all such material. Upon the receipt of the material in question, I believe inholosom the files should be carefully checked in the Eureau File Room; that in those cases in which It is found the Bureau possesses file copies, the material transmitted from the field should be destroyed. I bolieve, however, that a record should be kept of the destroyed material by Bureau file number and certal numbers. In such cases as the Bureau does not possess copies here which may be found with regard to cortain correspondence, as well as bearican Protective League paterial, I believe that steps should be taken to store said material at a convenient and cheap place in Weshington. I an of the opinion that this should be done by one office at a time.

In accordance with conference with you, I instructed Inspector Keith to start this procedure at Salt Lake City. Keith will report at the end of the Salt Lake City inspection with regard to any developments there and if it appears that this procedure is desirable, he will continue the same procedure during the balance of his present inspection trip. I do not believe the other Inspectors chould be directed to perform this same work until the offices inspected by Mr. Keith are completed, in order to provent any piling up of material in the Eureau File Room.

Very truly yours,

H. Wothen.

66-326-1

66-3286-2

Juno 11, 1931.

#### TEMORANDOM FOR IR. SEXPARTH.

Please note the attached meaorendum bearing by opprovely thich outlined procedure to be followed in the matter of the disposition of files to be received from various field offices containing material more than ten years old.

It will be noted that upon receipt of the Caterial in question the files shell be carefully checked in the Eureau File Food and that in those cases in which it is found the Eureau possesses file copies, the material transmitted from the field will be destroyed. Extreme caution should be exercised to the end that no material should be ended and kept of the destroyed material, setting forth said material by Eureau file and coriol numbers. The employee destroying said duplicate raterial shall sign the descripting the individual Eureau file musbers and serials referred to in the foregoing. In puch cases as the Eureau does not possess copies of the material forwarded, steps must be taken to retain said papers in the usual manner here.

If there are any details in connection with the foregoing that fou do not understand it is desired that you committed with in. Nother.

Very trally yours,

Director.

66-3286

W. 11 1981

M EDĞAR HOOVER

HN:DSS

U. S. Department of Austice Buxeau of Investigation Washington, A. C.

May 22, 1931.

MAY 22 31 PM

#### MEMORANDUM FOR THE DIRECTOR.

In accordance with instructions contained in your memorandum of May 14th., I have given some study to the situation involving the disposition of old files in Bureau field offices. I am of the opinion that steps should be taken to transmit to the Bureau, at the Seat of Government, all files over ten years old. It is assumed that the Bureau possesses copies of all such material. Upon the receipt of the material in question, I believe the files should be carefully checked in the Bureau File Room; that in those cases in which it is found the Bureau possesses file copies, the material transmitted from the field should be destroyed. I believe, however, that a record should be kept of the destroyed material by Bureau file number and serial numbers. In such cases as the Bureau does not possess copies here which may be found with regard to certain correspondence, as well as American Protective League material, I believe that steps should be taken to store said material at a convenient and cheap place in Washington. I. am of the opinion that this should be done by one office at a time.

In accordance with conference with you. I instructed Inspector Keith to start this procedure at Salt Lake City. Keith will report at the end of the Salt Lake City inspection with regard to any developments there and if it appears that this procedure is desirable, he will continue the same procedure during the balance of his present inspection trip. I do not believe the other Inspector's should be directed to perform this same work until the offices inspected by Mr. Keith are completed, in order to prevent any piling up of material in the Bureau . File Room.

Very truly yours,

H. Nathan.

TIL

66-328 CT:ACS

June 19, 1931,

A CENTRAL

JUN 22 1931

MEMORANDUM FOR WR. SEYFARTH.

66-3286

Reference is made to your memorandum of June 15, 1931, concerning the handling of old filing material which will be sent to the Bureau by field offices.

It is desired that a record be maintained as to the name of the subject of the reports received and the date thereof in order that a record may be maintained of all destroyed material after it has been ascertained that duplicate copies thereof are on file in the Bureau. The material received for which no duplicate copies are on file in the Bureau should be indexed and filed with the old miscellaneous files at Spark's Garage.

It is desired that you subsit a further report relative to the volume of work which will be required in Division Eight in checking old filing material in order that more definite information may be at hand prior to assigning employees regularly to this work.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY & P4 E Z W/ 9 HK

Director.



## A. S. Department of Justice Bureau of Investigation Washington, A. C.

June 15, 1931.

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JUN 151931 PN

#### MEMORANDUM FOR THE DIRECTOR

With reference to your memorandum of June 11th, in connection with old material being sent to the Bureau by the Field Offices.

It is understood that this material is to cover files, reports, etc., prior to 1920. As you know, prior to 1922, reports, etc., carried only the file number and were not given a serial number. I presume it will be necessary to keep the subject of the report, the name of the agent-making the report, and the date thereof on all material we destroy. Will this record of all material destroyed be sufficient to meet with your approval? The material that is not destroyed will have to be given a file number and an index card will have to be made for same. While we will have duplicates of many of the reports in our own files, there will also be duplicates coming in from the Field Offices, pertaining to the same cases. As we have already received over 3,000 files from the Salt Lake City Office, which is one of our smaller Field Offices, I estimate that there will be over 100,000 of these files coming in. It will take some time to check, etc., all these files.

Permit me to suggest that three clerks be assigned to this work regularly, as I do not feel that we can spare any of the present personnel to do this work. Again, as we are crowded for space here, I would suggest that these files be sent direct to the garage from the Field Offices and the work done there.

Please advise me as to your wishes in the above matter.

Respectfully,

STATE STATE OF THE STATE OF THE

JUN22 1931

C. F. Seyfarth.

BUREAU OF INVESTIGATION

JUN 20 1931 A. M. DEPARTHENT OF JUSTICE

Aging de

FILE

HPL:CLO

August 10, 1934.

INTO ACTION TOR THE J. ST. GARDIER. GENETAL AGENT AND CHIFF OILHE.

66-32-66

Place have arrengementa made to move 20 large boxes, engrouserably a feet wide by 8 feet long by 4 feet deep, containing old papers to be destroyed, from 1737 L Street, N. V. to an incinerator located at 7th and B Streets W. W.; plea one box and 10 sacks to be moved from plat and I Stroots, N. W. to 7th and B Stroots, N. W.

You are remeeted to advise the Eurepu as to the time when the ebove estion can be telen care or in order thet arrangements right be cade for the advictiont of Dureau employees to adelet in the maying.

Very truly source

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY 2P4 EIW/8KK

Director.

Buroau Temorandum (184, Cortes of 1955.

RECORDED

AUG 11 1932 A.M.

DEPÁRIMENT OF MUTICE

FILE

OURES WALLED DIVIDION AUG 10 1932 been by distinct

DGAR HOOVER DIRECTOR

HPL: MAM

H. S. Department of Justice

Bureau of Inbestigation

Washington, D. C.

August 15, 1932

AUG 16 1932 AM

#### MEMORANDUM FOR THE DIRECTOR.

With reference to the attached memorandum from Mr. Gardner, dated August 12, 1932, concerning the destruction of old papers, I have examined Title 15, United States Code, Annotated, and find that Section 112, referred to by Mr. Gardner in his memorandum, states in substance that before any "files of papers which are not needed or useful in the transaction of current business \* \* \* and have no permanent value or historical interest" may be destroyed or disposed of, the head of the Department concerned shall submit to Congress a report of that fact, accompanied by a list of such papers. Upon receipt of the report by Congress, two Senators and two Representatives are appointed a committee to examine the report and to submit a recommendation if any part of the files or papers are considered as not needed or useful and "it shall be the duty of such head of the Department to sell as waste paper or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress".

Respectfully,

Howard P. Locke.

66-3286

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 9-29-92 BY SPY EXW/92KK RECORDED MPERED

AUG 1 9 1932

BUREAU OF INVESTIGATION AUG. 17 1932 DEPARTMENT OF JUSTICE

FILE

HATTER CLICK O BERREARY CONTRACTION Contraction of the said

y

ADDRESS REPLY TO 'THE ATTORNEY GENERAL'' AND REFER TO INITIALS AND NUMBER

## DEPARTMENT OF JUSTICE WASHINGTON, D. C.

DJH:DV

August 12, 1932.

# MEMORANDUM FOR MR. HOOVER -BUREAU OF INVESTIGATION.

Referring to your memorandum of August 10th, regarding the destruction of a large quantity of files of the Bureau of Investigation, your attention is invited to Section 112, Title 5, U. S. Code. I believe it will be necessary to comply with the provisions of that section before these papers can be destroyed.

Respectfully,

General Agent & Chief Clerk.

ALL INFORMATION CONTAINED

HEREWIS UNVERSSIFIED

DATE 9-29-821 BY APPLY DATE

DATE 9-29-821 BY APPLY DA

8/15/32/HPJ

AUG 1 9 1932

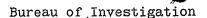
ADG. D.

BUREAU OF INVESTIGATION AUG, 17 1932

DEPARTMENT OF JUSTICE

PILLE

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE & ILLIAS BY AUC 60290 BOE DOG /mw



From:	Division Eight Room 325
	August 9th 1932
	<u> </u>
То	:Director.
	Mr. Nathan.
	Mr. Tolson.
	Miss Gandy. Chief, Div. 2.
	Chief, Div. 3.
	Chief, Div. 4.
	Chief, Div. 5.
	Chief, Div. 6.
XXXX	
	Chief, Div. 9.
	Chief, Div. 10.
	— stello. Pool. JEE
	< I O

Please have arrangements made to move 20 large/boxes, containing duplicate copies of reports etc. to be destroyed, from 1737 L. Street. N.W. to an incinerator located at 7th and B Streets N.W. Also one box and 10 sacks from the garage at 21st and L Sts. N.W. to be moved to 7th and B Sts. N.W. There will be two employees assigned to assist with this work and show location of the buildings etc. It will be appreciated matter will be, prompt attention. given

SJT:RCL

# Tederal Bureau of Investigation United States Department of Justice Washington, D. C.

April 25, 1938.

#### MEMORANDUM FOR THE DIRECTOR.

Three wax cylinders bearing the following notation have been in the Laboratory for a considerable period of time. Mr. Coffey inquires whether they may be destroyed.

"Sound on 16 mm. Film re Inspection Tour of Bureau of Investigation"

#1 Switchboard Na. 7117
Narrator Courtney Ryley Cooper
First to office of J. E. Hoover
Talk by Director Hoover
Hoover turns tour over to Cooper
Memorial Plaque & Gun Exhibits
Communications Center
Telephone Switchboard Na. 7117
Fifth Floor to Seventh Floor
Fingerprint Files
Searching Machine

#2 Mr. Lucas
Dead File
Aliases
Print Shop
Inspector Tamm
Crime Scene Room

#3 Crime Laboratory
Mr. Quinn
Training School
Pistol Range

May 1

Respectfully,

RECORDED

S. J. TRACY.

| 66-32460 |
| FEDERAL EUREAU OF INVESTIGATION |
| APR 27 1938 A.M. |
| ST 19

FIIF

Mr. Baughman
Mr. Glogs
Mr. Coffey
Mr. Corowi
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottoi

Mr. Nathan

Mr. Tolson

Mr. Naughten
Mr. Nichols

Mr. Pennington
Mr. Schilder

Mr. Tracy Miss Gandy

COPY FIT BY 185

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Markey of Auren

Sound on 16 may Film of Insects narrator Counting Ocily Cooper First to Office of S. E. Stooner Talk from Dir. Hower However turns town overto Croper memorial Plaque + Gun Exhibits Communications Centre Lelephone Swithboard NA7117 It I how to 7th Floor Fingerprint Files. Searching machine ing machine #2 mr. Lucas. Dead File Clises Fruit Shop Inspector Hamm Crime Scine Boom First Range ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BYSP4 EJW/9 HIT

ALL INFORMATION CONT. HEREIN IS UNCLASSIFIED DATE 9-23-82 BY SP4 EZW/8 خداو بالسلال

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May 23, 1938

RECORDED 66-3286-63

#### HISOHANDOU FOR THE CHILT CLEAK ::

Moference is made to your memorandum of April 19, 1938, addressed to Assistant Director D. A. Tomm, with reference to Items presently stored in the vault of the Chief Clerk's office.

Concerning the case containing four builet-proof.

Vests recovered from Fred and Kate Barker in Mismi, Florida,

places to advised that the Eureau files indicate that these

vests are of light weight, and incomuch as their use might

endanger the lives of Special Agents, you are hereby in
structed to dispose of the sam.

license plates recovered at Little Bohemia in connection with a raid conducted by Fureau Agents, you are savined that inasmuch as these license plates have no further value in connection with official investigation, they may also be disposed of.

Concerning the surplus surricy files in the Broger case, you are instructed that all but four copies of the case may be destroyed, the balance to be returned to the files.

The two sustary files in the Lindbergh kidneping case should be placed in the investigative file.

Very truly yours,

ALL INFORMATION GOINTAINED HEREIN IS UNCLASSIFIED DATE 9-29-82 BY SPY EXW/9HK

John Edgar Hoover, Director. April 19, 1938.

#### MEMORANDUM FOR MR. TAMM

The following is the list of equipment which is being stored in the vault of the Chief Clerk's office and about which I phoned you yesterday with regard to its disposition:

> One Box of Bullet Proof Vests recovered from Fred and Kate Barker in Florida. File number 7-576 serials 4608 and 4957.

One Box of License Plates taken at Little Bohemia. File number 62-29777 serials 6534 and 6501.

Thirty-three summary files of the Bremer Case.

Two summary files of the Lindbergh Case.

Respectfully.

A. H. Crowl.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-52 BY SPY EZW/ 3HK

RECORDED

Mr. Ponuing Mr. Schill Mr. Tamer

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Mr. Tracy Lissa Gardy

June 15, 1938

#### MEMORANDUM FOR MR. T. D. QUINN ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

It is requested that arrangements be made with the Fire Marshal to destroy approximately 4,000 photographic negatives located in the Mechanical Section for which the Bureau has no further use.

Very truly yours.

John Edgar Hoover Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-82 BY & PY & XW/31MK

NOT RECORDED

66-3286

June 9, 1938.

#### METORALDUM FOR MR. TOLSON

Will you please request the fire marshal to arrange to have destroyed about 4,000 photographic negatives which are now in the Mechanical Section and for which the Eureau has no further use.

Respectfully.

R. C. Renneberger.

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-29-92 BY & P.4 E & W/ 914K

HADI P

NOT RECORDED !

66-3286

aral Bureau of Investigati

# United States Department of Justice Washington, D. C.

WRG:atw

December 12, 1938

#### MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the Suggestion submitted by Special Agent D. E. Balch that abstract slips covering major cases be maintained permanently and not be destroyed with routine abstract slips which under present Bureau policy are destroyed at the end of three years.

The Conference was also advised that Mr. Laughlin is of the opinion the abstract slips pertaining to all major cases can be permanently retained in the Bureau and the small additional amount of space necessary would be more than offset by the value of having these abstract slips retained for reference purposes.

The Conference is of the opinion all abstract slips covering all phases of the Bureau's work should be maintained on a permanent basis and recommends that instructions be issued to the Files Section that in the future, abstract slips shall not be destroyed at the end of a three year period, but be maintained permanently.

It was pointed out by the Conference that if there is an overcrowding of space in the Files Section, these slips can be moved to dead storage space outside the Bureau's present quarters and would be available for reference purposes if needed.

/ If you approve, there is attached a memorandum addressed to Mr. Glavin concerning this matter.

> Respectfully submitted, FOR THE CONFERENCE

Clyde Tolson, Chairma

66-3286 Mavin, Secretary

FEDERAL BUREAU OF INVESTIGATION

**21** 1938

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Katha Linn of Bushun

ír. Tolson...**l** 

Mr. Coffey

Mr. Crowl. Mr. Dawsey .

Mr. Foxworth

Mr. McIntire... Mr. Nichols... Mr. Quinn Tamm ...

Mr. Tracy ....

Miss Gandy.....

Mr. Glavin Mr. Harbo ... Mr. Lester ...

# Rederal Bureau of Investigation United States Department of Justice Washington, A. C.

CC-161

Mr. Coffey Mr. Glavin

Mr. Nathan Mr. Telson

Mr. Baughman Mr. Clegg

. RHL:MLJ

12-5-38 Date

Mr. Quinn

MEMORANDUM FOR MR.

Reference is made to the attached memorandum prepared by Mr. Balch, in which he recommends that the abstract slips pertaining to all major cases be permanently retained in the Bureau.

The present system insofar as the destruction of abstract slips is concerned is that all abstract slips more than three years old are destroyed; that is, as of January 1, 1939, the Files Section will retain abstract slips for the calendar years 1938, 1937, and 1936. The abstract slips for 1935 will be destroyed at that time. Instructions have been issued that abstract slips pertaining to cases which are still pending should not be destroyed, but should be retained until such cases are closed. In actual operation, this means that any Bureau case which is still pending at the end of three years will result in the abstract slips being retained until the end of the next calendar year, at which time they will be destroyed if that particular case has been closed during the period.

It is noted that Mr. Balch recommends that a case be considered a major case when the file has reached the size of five sections or more. I am unable to make any \estimate as to how many such cases the Bureau might have; however, the abstract slips for a one-year period take up approximately 135 file drawers. It appears that such procedure could be put into effect, which of course would take additional space, but if the value of having these abstracts retained is sufficient the question of space, I believe, should be overlooked since as a matter of fact a relatively small amount of space would be required.

Respectfully.

FEDERAL BUREAU OF INVESTIGATION

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# Tederal Bureau of Investigation United States Department of Justice Washington, D. C.

DEB: JHK

November 10, 1938

#### MEMORANDUM FOR MR. E. A. TAMM

The writer has observed from time to time in obtaining information concerning data and situations in old major cases, particularly the Hamm, Bremer and Lindbergh cases, that considerable difficulty has been encountered in locating the material sought. It is believed considerable time could have been saved had it not been for the fact abstract slips more than three years old had been destroyed.

Accordingly, inasmuch as in major cases it is frequently necessary to go back and obtain data for the Director or you, it would appear nothing should be destroyed which would be of assistance in quickly finding material in those cases. For that reason, it is suggested no abstract slips in major cases be destroyed at any time.

For the purpose of classifying major cases, it would appear to the writer logical to include all cases in which the file has reached the size of five sections or more.

Respectfully,

D. E. Balch

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Memo Myr. Jacson 12-5-38 Q. H. L. FEDERAL BUREAU OF INVESTIGATION

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March 9, 1939

### MEMORANDUM FOR MR. TOLSON

Section, 3x5 cards containing information concerning Bureau statistics for the last half of the fiscal year 1938, samples of which are attached. In view of the fact that this information has been recorded on tabulating cards, it is requested that Bureau authority be granted to dispose of the 3x5 cards, and the tabulating cards will be retained for record purposes.

Respectfully,

R. T. Harbo

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FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

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# Hederal Bureau of Investigation United States Department of Instice Washington, D. C.

CJW:HLS

November 26, 1941

MEMORANDUM FOR MR. PATTERSON

ON

Reference is made to your memorandum to Mr. Nichols under date of November 7, 1941, listing certain items and requesting authority to destroy them.

Please be advised that all those items listed have been completely destroyed with the following exceptions. Item 3 has been retained intact. Items 1, 31, 32, and 40, have been destroyed with the exception of the material for 1941, which has been retained.

Respectfully.

O. Willett

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Mr. Toison
Mr. E. A. Tamm
Mr. Clegs
Mr. Glavin
Mr. Lgdd
Mr. Nichols
Mr. Tracy
Mr. Rosen
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Harbo
Tolo. Room
Tour Room
Mr. Nease
Miss Beahm

Miss Gendy



# **Kederal Bureau of Investigation** United States Department of Justice Washington, D. C.

November 7, 1941 .

MEMORANDUM	FOR	MR.	NICHOES	Us
			The state of the s	

Mr.	E. A. Tanım
Mr.	Clogs
Mr.	Glavin
Mr.	Ladd
Mr.	Nichols
Mr.	Tracy
Mr.	Rosen
Mr.	Carson

Mr. Quinn Tamm

Mr. Coffey

It is requested that authority be granted to destroy the Mr. Nease material listed below as it is believed it has no value and is only Miss Beahm occupying valuable space. This material has been sent to the Files Miss Candy Division over a period of years by various Units and Sections of the Bureau for storage purposes.

#### ITEM

to viel

#### DESCRIPTION

NUMBER OF FILE CASE DRAWERS

Supply requisitions from various Divisions at the Seat of Government to the Equipment Section, 1933 to March 31, 1941.

Weekly reports of work performed in the Mechanical M Section relative to printing, 1937 to 1940.

Memoranda relative to the "F.B.I. Law Enforcement Bulletin" and mailing list, 1937. (Copies of these memoranda filed in Bureau files.) .

Records of shipments received in the Supply Division, 1937 - 1939.

Filled requisitions for the Research Division, 1938 to May 1941.

Disposition sheets relative to criminals received from Special Agents in Charge, 1932.

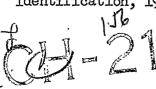
Publicity bulletins relative to the Bureau's work and organization marked "Not for Release", 1932.

Original memoranda to the Identification Division relative to wanted men, 1927 - 1932 RECORDED T

Reports issued by the National Bureau of Criminal Identification, 1914.

NOV 27 H 3

U.S. DEPARTME



hese are mr enneberger

- 10. Copies of Division Bulletins, 1934 to May 31, 1941.
  - 11. Mailing list of supplies sent to contributors, 1935 and names added to the mailing list of Mechanical Section, 1935 to June 30, 1940. (Copies of this material are filed in Bureau files.)
- 12. Photographic requests relative to fugitives, 1934 70 1937.
- ✓ 13. Copies of miscellaneous memoranda to the Seat of Government and copies of letters to the Field relative to the Mechanical Section, 1932 1934.
- 14. Requests for supplies from the Mechanical Section to the Chief Clerk's Office, 1933 1935.
- / 15. Instruction memoranda for the Identification Divi-
- / 16. Purchase Orders, 1934.
  - 17. Notices to the Chief Clerk's Office of supplies received, 1935.
- 18. Record of trips of 'the motorcycle messenger, 1935. 1 folder
- 19. Attendance record of the Mechanical Section, 1934 2 folders
- 🗸 21. Multigraph and photostat requisitions, 1931 1932. 🚉 1
- √ 22. Original memoranda to Mr. Renneberger, 1934 1935.

  2 folders -
- ✓ 23. List of contributors of fingerprints who received form letters, 1932.
- √ 24. Record of supplies mailed to law enforcement officials,
  1931 1932.

  2 folders
- √ 25. Printing requisitions for the Mechanical Section,
  1933.
- √ 26. Printing requisitions from the Field, 1933.

4 folders

l folder

- 27. Supply requisitions from the Mechanical Section, 1932 1937.
  - 28. Forms advising the Chief Clerk's Office of the receipt of supplies for various Units and Divisions, for 1933 1935.
- 29. Record of miscellaneous material mailed from the Supply Division to Field Offices and others, 1933 4 1939.
- Original memoranda for the Mechanical Section, 1935 to March 1941. (Copies of these memoranda are in Bureau files.)
- Record of supplies mailed to law enforcement officials by Mr. Harbo, 1935 to August 1941.
- Record of supplies sent to fingerprint contributors by the Identification Division, 1939 to August 1941.
  - √ 33. Transcripts of criminal records received in the Files
    Division from the Identification Division, 1933 to
    1939.
  - √ 34. Unposted dispositions showing discharges and expirations of sentences from state penitentiaries, 1938.
  - √ 35. Printing requisitions from the Identification Division, 1932.

    3 folders

    4 f
  - √ 36. Requisitions for supplies from the Identification
    Division, 1932.

    1 folder
  - √ 37. Invoices of material received in the Identification

    Division, 1932.

    1 folder
  - √38. Cancelled requisitions and list of surplus property, 1932.
  - √ 39. Sample sheets of printed forms prepared in the
    Mechanical Section, 1931.
  - Requisitions from various Divisions and Units to the Mechanical Section for photostating, photographing, and printing, 1934 to date.

November 7, 1941 Memorandum for Mr. Nichols The above-listed material presently occupies approximately 75 file case drawers. (approximately 18 calinets There are attached hereto, samples of the various items listed above showing the type of material which it is desired to destroy. These samples are numbered to correspond with the Item Number above. Respectfully, Minuted 18 Attachment



# Rederal Bureau of Investigation United States Department of Iustice Washington, A. C.

April 21, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Tracy, Nichols, Carson, Acers, Coffey, Hendon, Ladd and Hince, considered the question as to how long night logs should be maintained by Field Offices before being destroyed.

RECOMMENDATION:

The Conference recommended that the night logs be destroyed after a period of one year. If approved, the Bureau regulations will be amended.

> Respectfully, For the Conference,

> > Glavin,

Clyde Tolson, Chairman

CC - Mr. Glavin

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Mr. Tolson 💆

Mr, Tracy\_ Mr. Carson Mr. Harbo Mr. Hendon

Mr. McGuire Mr. Mumford Mr. Piper

Miss Beahm

Miss Gandy

Mr. Quinn Tamm\_ Tele. Room Mr. Nease

1943

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Rederal Bureau of Investigation United States Department of Iustice

Washington, A. C.

April 29, 1943

MEMORANDUM FOR MR. NICHOLS

RE: DESTRUCTION OF NIGHT LOGS FIELD DIVISIONS

In a letter to the Bureau dated March 3, 1943, SAC Brown of Birmingham recommended that several old administrative files presently in dead storage be destroyed. In one paragraph of his letter he mentioned a great number of old night logs he found and pointed out that it was his recollection that instructions had been given by the Bureau in the past authorizing the Field to destroy these night logs after a certain period of time, but that he had thoroughly checked the Birmingham files and the manuals but could find no such instructions. He recommended that the Bureau might wish to authorize the destruction of night logs after a certain period of time.

This is being brought to your attention for whatever action the Bureau might wish to take.

Respectfully.

O. H. Patterson.

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FORVICTORY BONDS

Mr. Tolson \_\_\_ Mr. E. A. Tamm\_ Mr. Clegg \_\_\_\_ Mr. Coffey \_\_\_ Mr. Glavin \_\_\_\_\_ Mr. Ladd \_\_\_\_\_ Mr. Niehols \_\_\_\_ Mr. Rosen \_\_\_\_ Mr. Tracy\_\_\_\_ Mr. Carson Mr. Harbo \_\_\_\_ Mr. Hendon Mr. McGuire\_\_\_\_ Mr. Mumford \_\_\_\_ Mr. Piper \_\_\_\_ Mr. Quinn Tamm \_ Tele. Room \_\_\_\_ Mr. Nease \_\_\_\_ Miss Beahm \_\_\_\_\_ Miss Gandy \_\_\_\_



LAH: JGM

administrative work.

# vederal Bureau of Investigation United States Department of Justice Washington, D. C.

April 16, 1943

Mr.	E. A. Tamm
${\tt Mr}$ .	Glavin
Mr.	Ladd
Mr.	Nichols
Mr.	Rosen

Mr. Tolson

Mr. Tracy \_ Mr. Carson

Mr. Coffey \_\_\_ Mr. Harbo

Mr. Hendon \_\_\_\_ Mr. Kramer

Mr. McGuire <u>.</u> Mr. Piper \_

UNCLASSIFIED
BY 638 Mr. Quinn Tamm The Executive Conference considered suggestions submitted Tele. Room \_ by employees at the Louisville Office dealing with the Curtailment of -Mr. Nease

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Miss Beahm Miss Gandy \_\_ 11 CARLSON

Typist William B. Broderick.recommended that agents' administrative files be destroyed after one year following departure of the Special Agent on transfer.

MEMORANDUM FOR

RECOMMENDATION: The Executive Conference recently approved the regulation which permits the filing of administrative file papers loosely in a file folder for thirty days, the stapling of these items in monthly groups, and the destruction of any monthly group as soon as it becomes twelve months old.

2. Mr. Broderick also suggested that the Bureau authorize the practice of permitting field offices to destroy incoming telegrams reflecting the travel of Special Agents within the field division as soon as the agent's whereabouts is properly recorded.

RECOMMENDATION: The Conference has recently approved another suggestion along this line, and the present regulation permits the destruction of these telegrams as soon as the monthly expense vouchers pertinent to the travel have been submitted.

Chief Clerk William L. Hornback recommended that the Bureau authorize

the field to destroy monthly administrative reports which are more than two years olds RECOMMENDATION: The Executive Conference recommended that these reports be destroyed after twelve months.

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4. Mr. Hornback also recommended that the Bureau destroy the following, types of reports and communications after a reasonable length of the problem Bulletins, office memoranda, visiting agent correspondence, automobile administrative

FORVICTORY RECOMMENDATION: a. It was recommended by Messrs. Lado lamford, Rosen, Piper, and Nichols that the Bureau Bulletin files be maintalled intact and that no authority be given for destruction. It was felt these members that there is at times a need for reference to the Bureau STAMPS Bulletin file.



Bulletin file.

Bee

Messrs. Tracy, Hendon, Glavin, and Hince recommended that any portion of the general bulletin file be destroyed one year after the date of the bulletin. It was pointed out by these members that copies of all Bureau Bulletins are indexed and filed in the appropriate 00 which pertains to the subject matter and that, therefore, the Bureau Bulletin file constituted duplication which is useful for a limited period of time, but that Bulletins older than a year are rarely, if ever, referred to in the general bulletin file.

- b. Office memoranda. The Executive Conference unanimously recommended that office memoranda be destroyed when they become one year old.
- c. Visiting Agents' file. The Executive Conference unanimously recommended that correspondence in the visiting agents' file be destroyed when it becomes one year old.
  - d. Administrative files relating to Bureau automobiles. The Executive Conference unanimously recommended that they be destroyed one year after the automobile has been sold or otherwise disposed of.
  - 5. Chief Clerk William L. Hornback suggested that the Bureau abolish the requirement that the field submit Personnel Status Reports on September 1st of each year, inasmuch as it is incumbent upon each employee to keep the Bureau advised as to his status.

RECOMMENDATION: The Executive Conference believed that it would be desirable to continue the requirement. It was pointed out that our experience in the past has indicated that employees will not voluntarily submit the required information. This has been verified by the amount of new information which has been found on Personnel Status Reports when submitted as required.

6. Mr. Hornback also suggested that the Bureau abolish the requirement that the Special Agent in Charge of a field office inform the Bureau of the arrival and departure of agents on subpoena.

RECOMMENDATION: The Conference was of the belief that it would be desirable to maintain the present regulation requiring that the Bureau be notified when an agent arrives and departs on subpoena, on the grounds that it is necessary for us to maintain proper control over the movement of personnel and that if there were not this administrative requirement, agent personnel would be more likely to waste travel time.

7. Special Agent in Charge Moss suggested that the Bureau abolish the requirement that stenographic employees place their autographic initials on the first page of a field copy of an investigative report.

RECOMMENDATION: The Conference believed that the present regulation should be maintained, that it has proved useful when a stenographer has been called upon to testify in view of the fact that she can verify the transcription of the report on her own recognition of her autographic initials.

8. Mr. Moss also suggested that the Bureau abolish the requirement that the field report to the Bureau the firearms training given to each Special Agent in the firing of the revolver.

RECOMMENDATION: The Conference recommended that the present rule be maintained and that the field be required to report firearms training; otherwise, it would be impossible for the Bureau at the Seat of Government to know whether proper firearms training was being given.

9. Mr. Moss suggested that the Bureau abolish the requirement that the Special Agent in Charge inform the Bureau by teletype with reference to his travel within his own division.

RECOMMENDATION: The Conference was unanimously opposed to the suggestion on the grounds that it is highly desirable to be informed when a Special Agent in Charge leaves his headquarters city and that the Bureau be acquainted with the identity of the person acting in his absence.

10. Mr. Hornback suggested that the Bureau abolish the requirement that each field office maintain annual leave records.

RECOMMENDATION: The Conference pointed out that it is the function of the Special Agent in Charge to approve annual leave under the present regulations and that it would be impossible for him to intelligently handle the approval of leave unless he has a record of leave previously taken.

Those present were Messrs. Ladd, Mumford, Coffey, Rosen, Piper, Nichols, Tracy, Hendon, Glavin, and Hince.

Respectfully, For the Conference

Clyde Tolson Chairman

Z. Glavin

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Mr. Tolson\_\_\_ Mr. E. A. Tamm Mr. Clegg Mr. Coffey\_\_ Mr. Glavin Mr. Ladd Mr. Nichols\_ Mr. Rosen ALL MEDRIALISMED REDWINED AND SHEED REDWINED AND A WGE: AB FEDERAL BUREAU OF INVESTIGATION Mr. Tracy Mr. Acers Mr. Carson DATE August 7, Mr. Harbo Mr. Hendon Mr. Mumford Mr. Starke MEMORANDUM FOR MR. NICHOLS Mr. Quinn Tamm\_ Tele. Room SUGGESTION OF SPECIAL AGENT Mr. Nease MURRAY & XSHEA Miss Beahm Miss Gandy

Reference is made to the attached letter from the Philadelphia Field Division enclosing a suggestion of Special Agent Murray J. Shea. adoption of Special Agent Shea's suggestion would mean that:

- 1. Cross reference index cards would be destroyed after the information to which they referred was incorporated into the main file. This is believed to be a dangerous practice inasmuch as summary memoranda are prepared, in many cases, to obtain a particular type of information. For example, a large percentage of summary memoranda being prepared at this time refer only to subversive information and do not completely incorporate all information available in the see reference. If, at a later date, the summary memorandum was referred to for background and nonsubversive information it would not be available unless, of course, each cross reference file number was referred to in the memorandum and was checked for the background or nonsubversive information.
- This plan would save space in the indices, however, it is felt that this would be offset by the amount of time necessary to properly review summary memoranda. This review would be necessary in order to determine that all information referred to by the index card which could possibly be of benefit in the future was incorporated therein. It would be further offset by the fact that index cards would have to be drawn and destroyed each time, a summary memorandum was written | RECORDED
- This plan would be dangerous inasmuch as it would eliminate the possibility of locating misfiled cards through cross references. If all information was incorporated into a main file, it would be impossible to locate this main file if the main index card were misfiled. Under the present circumstances if the main card should become misfiled all cross reference index cards are still available and make the information to which they refer available to the reviewing Agent. The reviewing Agent can often determine that there are additional references in the indices inasmuch as the information furnished frequently refers to other files.
  - This plan would not prevent a duplication of effort on the part of

MEMORANDUM FOR MR. NICHOLS Page Two August 7, 1943

Agents reviewing files. It is to be noted that summary memoranda are presently being indexed under name of the subject and are indicated as being summary memoranda on each search slip. This procedure immediately places the reviewing Agent on notice that there is a summary memorandum and also gives him the date upon which it was written. Cross reference index cards are dated. If the reviewing Agent feels that he need not review files prior to the time this summary memorandum was written, he can request only the files after that date. These files will be necessary in any event if the reviewing Agent is to receive complete information.

RECOMMENDATION: It is suggested that no action be taken on Special Agent Shea's suggestion, because the recently adopted system of indexing summary memoranda eliminates all duplication of effort and in addition makes it possible to review these files if additional information of a different nature is desired.

Respectfully,

Enclosure



# Rederal Bureau of Investigation United States Department of Justice

500 Widener Building Philadelphia, Pennsylvania

July 17, 1943

DIRECTOR, FBI

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE9-29-82 BY 8 P4 & JW/8 HK

Dear Sir:

Reference is made to the Director's memorandum dated July 5, 1943, inviting employees to submit suggestions for the improvement of the Bureau's service.

Attached hereto without comment is a suggestion submitted by Special Agent, MURRAY J. SHEA of this office.

Very truly yours,

F. SEARS, Special Agent in Charge

MJS: ted enc.

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Suggestion#62

Chil

PHILADELPHIA, PENNSYLVANIA
JULY 17, 1943

### SPECIAL AGENT MURRAY J. SHEA

The suggestion is made that after the indices have been searched and information from cross references has been incorporated into the master file, either by memorandum or report, that the cross reference index cards be destroyed.

It is believed that this procedure would be particularly helpful in the case of active individuals, such as "key figures" of the Communist Party, on whom there may be a great many cross references.

Under this system the index card would contain only the number of the master file and those cross references which have not been reviewed and incorporated into the master file.

This system should greatly simplify the index system and prevent a duplication of effort on the part of agents reviewing the files.

MJS:ted

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# United States Department of Instice

Washington, A. C.

August 5, 1943

### MEMORANDUM FOR THE DIRECTOR

Miss Beahm\_

Miss Gandy

Tolson

Mr. Coftey\_ Mr. Glavin\_

E. A. Tamm.

The Executive Conference considered the suggestion of SAC Fletcher that the provision requiring the destruction of employees' administrative files after one year be amended to permit the retention of the property receipts.

The Conference agreed that property receipts should be maintained or that new receipts should be obtained at the time of the annual inventory. This is a common sense rule and was unanimously approved by the Conference, those present being Messrs. Tolson, Glavin, Rosen, Tracy, Coffey, Mumford, Acers, Clegg, and Hince.

If approved, the appropriate manual change will be made.

Respectfully, For the Conference

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DATE 9-29-82 BY & P4 & 2 WI-214K

cc - Mr. Glavin

Clyde Tolson Chairman W. Glavin Secretary

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AUG 17 1943

BUY UNITED STATES DEFENSE BONDS AND STAMPS INRECORDED COLY FILED IN 66 22 8 57

of obsolete bulletins.

RECOMMENDATION: Favorable - The Conference unanimously recommended favorably and if approved, such a list will be prepared by the Training Division.

Employee suggests: That the territorial allocation list be included in the Manuals.

Unfavorable - It was pointed out by the Conference that the RECOMMENDATION: territorial allocation list is bulky, is now issued in bulletin form, and as such can be inserted in the Manual binders. It is not properly a subject of study, but is a reference work and properly is issued in bulletin form.

Employee suggests: That current statistics be added to the Manual of Rules and Regulations.

RECOMMENDATION: Unfavorable - The Conference pointed out that these statistics are furnished to the field periodically and RASORIAL change too frequently to be included in the Manuals. INDEXED

That the Bureau code and short form expressions used in Employee suggests: criminal records be listed in the Manual of Rules and Regulations.

Unfavorable - It was pointed out that Chisting mation RECOMMENDATION: ALL INFORMATION CONTAINED

cc - Mr. GlaviHEREIN IS UNCLASSIFIED

DATE 9-29-82 BY SP4 EXW/91K

BUY UNITED STATES DEFENSE BONDS

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is available in each field office in the FBI Law Enforcement Bulletin and that it is a reference work, not properly a subject for study, and should not be included in the Manuals:

Employee advised by letter.

Respectfully, For the Conference

Clyde Tolson hairman

Slavin

Nederal Bureau of Investigation United States Department of Justice Washington. A. C.

Mr. Tolson

Mr. Glavin

Mr. Acers Mr. Carson Mr. Harbo

Mr. Hendon Mr. Mumford

Rosen V/ Тасу

. E. A. Tamm Clegg 🗸 Coffey

HHC: MW

September 3, 1943

### MEMORANDUM FOR THE DIRECTOR

Mr. Starke A conference was held on August 21 and 22, 1943, at Chicago, Mr. Quinn Tamm attended by Messrs. Brantley, Drayton, Scheidt, Glavin, and Clegg Tele. Room and Chief Clerks Swaim and Dunkel. Mr. Nease

The Executive Conference considered the following suggestions Miss Gandy Miss Beahm submitted by the Chicago Conference and the members of the Executive Conference unanimously approved the recommendations listed below. (The page numbers adjacent to each item refer to the detailed discussion and analysis and statement of the suggestion in the original memorandum, which is attached.)

Those present at the Executive Conference were Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince, and Clegg.

## UNANIMOUS RECOMMENDATIONS OF THE EXECUTIVE CONFERENCE

Bulleti Discontinuing Listing by Name Delinquent Cases in Administrative Reports

At the present, it is required that once each quarter there be listed, the delinquent cases in each field office in the monthly administrative report. It was the unanimous recommendation that these listings be discontinued. (See Page 2)

No Reports in Selective Service Cases Opened but not Investigated -

It was unanimously recommended that when a field office opened a case and it was closed without investigation, usually because the United States Attorney subsequently advised that the subject had complied and there would be no prosecution, instead of submitting reports there would be submitted a log showing on one page or consecutively (1) the name of the subject, (2) the date the case was opened, (3) the date the case was closed, (4) nature of the delinquency, (5) how the delinquency was cleared, and (6) a brief description of the subject. This tabulation would be submitted monthly, the names would be indexed and filed in one file, but it would be unnecessary to prepare investigative reports. This tabulation, suggested by the San Francisco Office, was acceptable to all. (See Pages 69 to 71)

Sead End" Fugitive Selective Service Cases

There are frequently transients, such as fruit pickers, who come into a territory and register. Subsequently, a Selective Service delinquency develops and when all current leads have been investigated, all stop notices and wanted notices have been filed, and there are no outstanding leads, the following action should be taken:

- (1) The case should be made inactive, even though it is a fugitive case, for a reasonable period of time or in the case of itinerant fruit pickers, until the next season opens.
- (2) A tickler should be set up in advance (6 months would be satisfactory, if necessary).
- (3) Field offices should be advised that it is necessary to investigate Selective Service "itinerant" cases quickly while the itinerant is still in the district where the complaint originated.
- (4) Advice that the State Selective Service Board might be persuaded to make up its own lists of delinquents and circularize the fruit harvesters and circularize the fruit growers' journals. Such action would be taken by a Selective Service Board only if it will agree to do so.
- (5) In cases where the Selective Service violator is incarcerated awaiting induction into military service, this case, too, should be carried as inactive until the induction process has been cleared.

Thus, there will be eliminated the necessity of submitting status reports or of giving active administrative attention to cases that do not deserve such attention at frequent intervals. (See Pages 84 and 85)

4. Consolidating Police Reports with Subsequent Agents! Reports

When a report is received from a police department and there are undeveloped leads for handling by an Agent, the police report should be placed in the file and when the Agent has completed his investigation, he will consolidate both the information obtained by the police and his own information into a single report.

(See Page 95)

Copies of Reports to Field Offices when "Asterisk Leads" are Submitted

"Asterisk" leads are those which are brought forward in the form of an inventory of outstanding leads, and whenever one of these leads is received, it was felt that but one copy of the report should go to the office where the only notation of interest to the receiving office is a restatement of a lead already in its file. The suggestion that but one copy of such reports be submitted to the field office to which an "asterisk" lead is submitted was approved. (See Page 98)

6. Obtaining Automobile and Drivers' Licenses Records Directly from Another Division

disposition of arrests or the filing of detainers by direct communications from one field office to a police agency in another division. It was believed that there

should be added the permissibility of obtaining routine information from automobile bureaus concerning car registrations, drivers! licenses, and similar data. (See Page 99)

7. Improvement of General Intelligence Reports

The Chicago Conference felt that the Bureau should prepare a bulletin to all field offices instructing that improvement be shown in the preparation of intelligence reports; this means the regular investigative reports on security matters and general intelligence problems. The bulletin should insist on the elimination of unnecessary data, on a better organization of the reports, and upon the reports being succinct, with the resulting saving in dictating, typing, and reading. (See Page 100)

S. Reporting Negative Information to Bureau by Letter when Complainant is Interviewed at Bureau Request

Frequently the Bureau forwards to a field office information justifying an interview with a complainant or instructs that a complainant be interviewed. When information received is negative, instead of preparing a report, it was believed that the information should be submitted to the Bureau by letter which would serve the purpose of closing the field office file administratively and notifying the Bureau as to the results in order to avoid unnecessary follow-ups on ticklers on a subsequent date. (See Page 101)

9. Additional Cases Which May be Closed in Field Offices Administratively

The present rules permit the field offices to administratively close cases under certain circumstances by memorandum when the information is negative and there is no justification for submitting a report. The suggestion was approved that this be permitted also in cases involving Extortion, Crimes on the High Seas, Migratory Bird Act, and Kidnapping. The provisions for closing other cases administratively are in Section IIA of the Manual. (See Page 102)

Recording Police Leads in Monthly Administrative Reports

The Conference unanimously disapproved the suggestion that there be omitted from the monthly administrative report the list of investigative leads assigned to police. Since this information is valuable in appraising the police work performed and assigned in each division, the Conference felt that this should be continued as at present. (See Fage 105)

Al. Breakdown of Selective Service Cases in Monthly Administrative Report

At present, the monthly administrative report requires information as to the cases opened "here" and the cases with "other offices" as office of origin in order that there can be computed the total number of Selective Service Cases pending in the field. These figures are not now recorded for any other type of investigation, but it was believed that this practice should continue because Selective Service Cases, in numerical quantity, comprise about one-third of the total pending cases in the Eureau. (See Fage 106)

- 12. Discontinuing Emmecessary Communications to Field Offices
- (a) When a report is sent to a field office "for information only" and such a report serves no valuable purpose to the office receiving it, then it should be returned by routing slip when there is no justification for the report having been forwarded.
- (b) It was recommended that the field be advised that criminal records on previous subjects handled are forwarded to the field offices only when the fingerprint card requests that this be done. Thus, a communication should be sent to field offices informing them that they should confer with the United States Marshal, advising that they should not stamp the fingerprint card so that a copy will be sent to the Eureau field office unless it was in connection with a criminal arrest in a matter under the Eureau's jurisdiction.
- (c) The Conference was unanimously opposed to eliminating a letter of transmittal used by one field office in sending a personnel file to another office. (See Pages 107 to 110)
  - 13. Discontinuance of Weekly Reports on Applicants
- The suggestion that the weekly report submitted by each field office reflecting the number of applicant interviews pending and the number of clerical and Special Agent applicant investigations pending be abolished. (See Page 111)
  - 14. Elimination of Plant Informant Follow-Up Letter to Bureau
- It was suggested that the presently required letter to be submitted by field offices to the Bureau whenever a plant informant is developed be eliminated. (See Page 112)
  - 15. Eliminating Monthly Travel Violations Letter to Bureau
- It was recommended that there be eliminated the monthly letter from the field to the Bureau, showing the number of investigations concerning travel violations by aliens. (See Page 115)
  - 16. Duplicate Copies of Intra-Bureau Correspondence
  - The Executive Conference unanimously disapproved the suggestion that all interoffice and intra-Bureau correspondence be submitted in duplicate in all instances. (See Page 119)
  - 17. Plant Informants Files
- Due to obvious confusion in some field offices, it was believed that a bulletin should be sent to all field offices pointing out that plant informants index cards be prepared as a routine matter only for the alphabetically arranged file on informants, subdivided by states, cities, plants, and names, and for the general index file. This is the present requirement. (See Page 120)
  - 18 Employee Administrative Files
- It was recommended that administrative files on individual employees the property and that file numbers formerly applications

Memo. for the Director

to them, which serve no useful purpose, be eliminated. (See Page 121)

19. Elimination of SAC Approval for Removing Serials from Files

It was recommended that the present rule which requires that the SAC give his personal approval before the final copy of a serial may be removed and charged out of a field office file be eliminated. (See Page 125)

20. Placing Examination Grades in Personnel Files

It was suggested that the only grades to be placed in personnel files are those which reflect unsatisfactory or failing grades, otherwise it would be obvious that the employee made passing grades on the regular field tests given by the SACs. (See Page 126)

210 Oln Aministrative Files

It was recommended that all old general administrative files, including voucher files and the like, be destroyed after three years in the field offices. (See Page 127)

22 Administrative Files on Individual Employees

It was recommended that all pending and closed administrative files on individual employees be filed alphabetically and a monthly tickler for the destruction of material over one year old, as is now done, be utilized as a reminder for the monthly destruction of obsolete material. (See Page 128)

23. Preparing Two Copies of Material for the Field Office File

Unfavorable recommendation was made to a suggestion that it be left to the discretion of clerks to determine whether only the original or the original and copies of communications should be prepared in the field office for the field office file. This was opposed because the clerks do not have the ability to make such determinations and retyping would often be necessary. (See Page 134)

Agents Taking Complaints for One Week Only in Field Offices

of permitting a Special Agent to "take Complaints" in a field office for a period not in excess of one week and that such Agent must have been in the service for six months or more before he is permitted to be given such an assignment. (See Pages 135 and 136)

25. Letter Instead of Teletype Advising as to the Prospective Departure of Agent on Transfer

Agent on Transfer

It is presently required that a teletype be sent within 24 hours advising when an Agent will leave on transfer. Since they do not usually leave for from two to three weeks, it was felt that this should be handled by a form letter instead of by teletype. The form letter, however, should be transmitted within 24 hours. A copy to the field office to which the Agent has been transferred must be forwarded. (See Page 137)

Memo. for the Director

Page 6

26. Copies of Letters to Field Offices Concerning Arrivals and Departures of Agents

Except in the instance noted in #25, above, it was felt that there should be eliminated the sending of copies to field offices concerning the arrivals and departures of Agents in the field when a field office communicates such arrivals and departures from the Bureau. This would eliminate only the exchange of the copies between field offices and would not eliminate the original notification going to the Bureau. (See Page 138)

27. Transmitting Communications to Other Agencies for Investigation

It was suggested that the uniform practice be adopted so that when a field office is in receipt of a communication from an individual complaining of a violation not under the Bureau's jurisdiction, a letter of acknowledgment would be prepared advising that the information was being furnished to the appropriate agency having jurisdiction and a copy of this letter of acknowledgment, together with the incoming communication, would be used in transmitting the complaint to the other Federal investigating agency having jurisdiction. This would eliminate a second letter of transmittal and also would eliminate the necessity for preparing copies of incoming communications. (See Page 139)

28. Bureau Response to Field Requests for Records

At the present, field offices send an original and copy of a letter to the Bureau asking for certain records of military service. Employees in the Identification Division obtain such information. It was felt that the reply or the notation "No record" should be placed on the copy of the incoming letter which will be returned promptly to the field office and that no separate new communication be prepared addressed to the field office. Of course, it is intended that the reply be typed on the original incoming letter with the copy on the carbon copy received, and the carbon copy is, therefore, returned to the field with the notation. (See Page 140)

29 Acknowledging United States Attorneys' Letters

The suggestion was made that it not be required that United States Attorneys' letters be acknowledged except, of course, in special circumstances when it would be obviously required. This eliminates routine unnecessary correspondence with United States Attorneys. (See Page 141)

30 Security Index Cards

It is the present practice in field offices to send in supplementary information to be added to security index cards (formerly known as custodial detention cards) and the Bureau would add the information to its card in Washington and make a photostatic copy which would be returned to the field. The suggestion is that the field, when sending in the information will add the additional or supplemental information furnished to the Bureau on a 5 x 8 card and attach it to the security card already maintained in the field office, thus eliminating the photostating and returning of the data. (See Page 142)

### 31. Submission of Daily Reports

The Conference unanimously approved the suggestion that the present practice of Agents' submitting their daily reports at the close of each day be continued, instead of awaiting their return to the field office and submitting them in groups. (See Page 146)

32. / Furnishing Symbol Number Data to Field Offices

At present, criminal records are furnished to field offices in instances, on defense workers, and the plant, by War Department procedure, is designated by a symbol number. This occasions many letters from the field offices inquiring as to which plant is involved and a reply from the Bureau. This information is obtainable by merely making a telephone call to the local Procurement Officer of the Army. It was suggested that a letter to this effect be furnished to the field. (See Page 147)

### 33. Administrative Surveys by SACs

It was recommended that for the next six months only it be required that each Agent in Charge conduct a survey for one day of each month as to the following:

(1) Amount of time spent by Agents on dictation.

(2) Amount of time spent by Agents on file reviews.

(3) Amount of time spent by Agents in the field office.

It was further suggested that the SACs furnish the results of their surveys to the Bureau with their recommendations. This survey would result in presenting to the attention of the Special Agents individual and collective weaknesses so that the Bureau could instruct that corrective measures be taken. (See Page 148)

34. Amount of Time Spent in Office by Field Agents

For the purpose of gaining SAC opinion concerning this matter, the SACs at Chicago were requested to advise as to what maximum amount of time they thought would be required on the part of a Special Agent to spend in the field office, as compared with the total amount of working time he put in each day. In February of 1941, a survey made in the Bureau reflected a total of nearly fifty per cent of Agents' time spent in the office. As a result of continuing surveys and letters to the field, the usual figure now is around thirty-six per cent. The SACs advised that they believe this figure should be reduced to twenty-five per cent. The Executive Conference felt that this was probably a fair minimum figure. (See Page 149)

35. Yearly Report of Leave Records Submitted by Field

The suggestion was made that the annual report required on January 15th of each year, showing the amount of leave taken by various employees in each field office, be discontinued. (See Page 150)

36. Elimination of Report Showing Quarterly Conferences Held

At present, the field advises the Bureau as to the program and date for quarterly clerical and quarterly Agents' conferences. They subsequently advise that the meeting was held as scheduled. The suggestion was approved that this final letter be eliminated. (See Page 151)

37. One Letter to Report all Quarterly Police Conference Results from Each Office

At present, it is required that upon the return of an SAC from the holding of a Quarterly Police Conference, he submit a separate letter as to each conference held. The suggestion approved was that one letter from each office each quarter would suffice to report all of these statistics. (See Page 152)

38 & Frequency of Holding Quarterly Police Conferences

Although the SACs desired that these conferences be reduced from quarterly to semiannually, the Executive Conference recommended that they be held three times per year and that the name be changed from "FBI Quarterly Police Conferences" to "FBI Law Enforcement Conferences". (See Pages 153 and 154)

Inspection of Firearms and Technical Equipment

It was suggested that the present requirements for the weekly inspection of firearms and technical equipment be changed to require that they be inspected at least once each two weeks. (See Page 155)

40 Applicant Interview Forms

applicant interview form for clerical applicants similar to the type of It was believed that the Personnel and Budget Division should prepare applicant interview form used in reporting interviews with Special Agent applicants. (See Page 158)

Stamping and Initialing Register Form Number 3

The Agents register their arrivals and departures on Field Office Register Form Number 3. The SACs are responsible for supervising these reports. Some SACs block stamp and initial them; others merely initial them; while others examine them and send them to the file. The recommendation approved is that the requirement for the block stamp and initials be eliminated. (See Page 159)

42. Checking Telephone Bills in Field Offices

The Conference unanimously recommended that all telephone vouchers be checked against field office records in the field, and they opposed the suggestion that this practice be eliminated. (See Page 160)

Elimination of Unapproved Systems and Projects in the Field

The suggestion was unanimously approved for a continuous educational 43. rogram by bulletins, letters, SAC Conferences, and training schools to eliminate the initiation of unapproved systems and unapproved projects in field offices (See Page 161)

Resident Agencies

There was taken up with the Conference in Chicago the question of the Resident Agents were rather difficult to supervise, but their production was higher than that of road work Agents and there was greater economy, less travel, and more new business obtained because of such Resident Agencies. The Executive that Resident Agencies should be continued. (See Page 162)

45. Field Office Correspondence Forms

Manual a sample of all correspondence and letter forms which have been approved by the Bureau for uniform use in all field offices. (See Page 165)

(460) Bureau Bulletins and SAC Letters

official and by the reviewing official to see that information which should be prepared initially in bulletin form is not sent out in SAC letters, which have to be retyped for distribution. (See Page 166)

47. In the following matters, no change was recommended by the Conference with

- (a) It was believed that the present rule was satisfactory as to whether report or a memorandum should be prepared in the field.
  - (b) The deferred case situation should remain as at present.
- (c) It was not believed that statistics should be recorded in the field, but at the Seat of Government by the Statistical Unit of the Crime Records Section.
- (d) It was believed that there was proper and adequate authority for closing cases in the field administratively.
- (e) It was believed that the present system of maintaining sources of information, confidential informant, and plant and national defense informant files was satisfactory.
- (f) It was not believed that the Bureau should resort to the Recordak
- Bulletins due to the fact that the material in bulletins is never searched for in employees automatically turn to these files for the more prompt location of the material.
- (h) It was recommended that there be no change in the Bureau's policy with and 168)



The Executaive Conference action was marriaged which respect to each of

Respectfully,

Mondo Maria

all appromises



### **Federal Bureau of Investigation**

Washington, D.C. 20535

December 11, 2020

MR. JOHN GREENEWALD JR. SUITE 1203 27305 WEST LIVE OAK ROAD CASTAIC, CA 91384-4520

FOIPA Request No.: 1356897-001

Subject: 066-HQ-3286

#### Dear Mr. Greenewald:

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Below you will find check boxes under the appropriate statue headings which indicate the types of exemptions asserted to protect information which is exempt from disclosure. The appropriate exemptions are noted on the enclosed pages next to redacted information. In addition, a deleted page information sheet was inserted to indicate where pages were withheld entirely and identify which exemptions were applied. The checked exemptions used to withhold information are further explained in the enclosed Explanation of Exemptions:

Section 552		Section 552a
<b>☑</b> (b)(1)	(b)(7)(A)	(d)(5)
(b)(2)	(b)(7)(B)	☐ (j)(2)
✓ (b)(3)	(b)(7)(C)	□ (k)(1)
	(b)(7)(D)	(k)(2)
50 U.S.C. 3024, (I)(1)		
	(b)(7)(E)	(k)(3)
	☐ (b)(7)(F)	☐ (k)(4)
(b)(4)	(b)(8)	(k)(5)
(b)(5)	(b)(9)	☐ (k)(6)
✓ (b)(6)		☐ (k)(7)

422 preprocessed pages are enclosed. To expedite requests, preprocessed packages are released the same way they were originally processed. Documents or information originating with other Government agencies that were originally referred to that agency were not referred as part of this release. This material is being provided to you at no charge.

Please refer to the enclosed FBI FOIPA Addendum for additional standard responses applicable to your request. "Part 1" of the Addendum includes standard responses that apply to all requests. "Part 2" includes additional standard responses that apply to all requests for records about yourself or any third party individuals. "Part 3" includes general information about FBI records that you may find useful. Also enclosed is our Explanation of Exemptions.

For questions regarding our determinations, visit the <a href="www.fbi.gov/foia">www.fbi.gov/foia</a> website under "Contact Us."

The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request.

If you are not satisfied with the Federal Bureau of Investigation's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <a href="https://www.justice.gov/oip/submit-and-track-request-or-appeal">https://www.justice.gov/oip/submit-and-track-request-or-appeal</a>. Your appeal must be postmarked or electronically transmitted within ninety (90) days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so it may be easily identified.

You may seek dispute resolution services by contacting the Office of Government Information Services (OGIS). The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at <a href="mailto:ogis@nara.gov">ogis@nara.gov</a>; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769. Alternatively, you may contact the FBI's FOIA Public Liaison by emailing <a href="mailto:foipaquestions@fbi.gov">foipaquestions@fbi.gov</a>. If you submit your dispute resolution correspondence by email, the subject heading should clearly state "Dispute Resolution Services." Please also cite the FOIPA Request Number assigned to your request so it may be easily identified.

Sincerely,

Michael G. Seidel
Section Chief
Record/Information
Dissemination Section
Information Management Division

m.11.2.0

Enclosure(s)

#### FBI FOIPA Addendum

As referenced in our letter responding to your Freedom of Information/Privacy Acts (FOIPA) request, the FBI FOIPA Addendum provides information applicable to your request. Part 1 of the Addendum includes standard responses that apply to all requests. Part 2 includes standard responses that apply to requests for records about individuals to the extent your request seeks the listed information. Part 3 includes general information about FBI records, searches, and programs.

#### Part 1: The standard responses below apply to all requests:

- (i) **5 U.S.C. § 552(c).** Congress excluded three categories of law enforcement and national security records from the requirements of the FOIPA [5 U.S.C. § 552(c)]. FBI responses are limited to those records subject to the requirements of the FOIPA. Additional information about the FBI and the FOIPA can be found on the www.fbi.gov/foia website.
- (ii) Intelligence Records. To the extent your request seeks records of intelligence sources, methods, or activities, the FBI can neither confirm nor deny the existence of records pursuant to FOIA exemptions (b)(1), (b)(3), and as applicable to requests for records about individuals, PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(1), (b)(3), and (j)(2)]. The mere acknowledgment of the existence or nonexistence of such records is itself a classified fact protected by FOIA exemption (b)(1) and/or would reveal intelligence sources, methods, or activities protected by exemption (b)(3) [50 USC § 3024(i)(1)]. This is a standard response and should not be read to indicate that any such records do or do not exist.

#### Part 2: The standard responses below apply to all requests for records on individuals:

- (i) Requests for Records about any Individual—Watch Lists. The FBI can neither confirm nor deny the existence of any individual's name on a watch list pursuant to FOIA exemption (b)(7)(E) and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(7)(E), (j)(2)]. This is a standard response and should not be read to indicate that watch list records do or do not exist.
- (ii) Requests for Records about any Individual—Witness Security Program Records. The FBI can neither confirm nor deny the existence of records which could identify any participant in the Witness Security Program pursuant to FOIA exemption (b)(3) and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(3), 18 U.S.C. 3521, and (j)(2)]. This is a standard response and should not be read to indicate that such records do or do not exist.
- (iii) Requests for Records for Incarcerated Individuals. The FBI can neither confirm nor deny the existence of records which could reasonably be expected to endanger the life or physical safety of any incarcerated individual pursuant to FOIA exemptions (b)(7)(E), (b)(7)(F), and PA exemption (j)(2) [5 U.S.C. §§ 552/552a (b)(7)(E), (b)(7)(F), and (j)(2)]. This is a standard response and should not be read to indicate that such records do or do not exist.

#### Part 3: General Information:

- (i) Record Searches. The Record/Information Dissemination Section (RIDS) searches for reasonably described records by searching systems or locations where responsive records would reasonably be found. A standard search normally consists of a search for main files in the Central Records System (CRS), an extensive system of records consisting of applicant, investigative, intelligence, personnel, administrative, and general files compiled by the FBI per its law enforcement, intelligence, and administrative functions. The CRS spans the entire FBI organization, comprising records of FBI Headquarters, FBI Field Offices, and FBI Legal Attaché Offices (Legats) worldwide; Electronic Surveillance (ELSUR) records are included in the CRS. Unless specifically requested, a standard search does not include references, administrative records of previous FOIPA requests, or civil litigation files. For additional information about our record searches, visit www.fbi.gov/services/information-management/foipa/requesting-fbi-records.
- (ii) **FBI Records.** Founded in 1908, the FBI carries out a dual law enforcement and national security mission. As part of this dual mission, the FBI creates and maintains records on various subjects; however, the FBI does not maintain records on every person, subject, or entity.
- (iii) Requests for Criminal History Records or Rap Sheets. The Criminal Justice Information Services (CJIS) Division provides Identity History Summary Checks often referred to as a criminal history record or rap sheet. These criminal history records are not the same as material in an investigative "FBI file." An Identity History Summary Check is a listing of information taken from fingerprint cards and documents submitted to the FBI in connection with arrests, federal employment, naturalization, or military service. For a fee, individuals can request a copy of their Identity History Summary Check. Forms and directions can be accessed at <a href="www.fbi.gov/about-us/cjis/identity-history-summary-checks">www.fbi.gov/about-us/cjis/identity-history-summary-checks</a>. Additionally, requests can be submitted electronically at <a href="www.edo.cjis.gov">www.edo.cjis.gov</a>. For additional information, please contact CJIS directly at (304) 625-5590.
- (iv) **National Name Check Program (NNCP).** The mission of NNCP is to analyze and report information in response to name check requests received from federal agencies, for the purpose of protecting the United States from foreign and domestic threats to national security. Please be advised that this is a service provided to other federal agencies. Private Citizens cannot request a name check.

#### EXPLANATION OF EXEMPTIONS

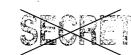
#### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual:
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

#### SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence:
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

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Director, FBI (66-3286 Sub B)

PERSONAL ATTENTION

9/8/88

TO:

All SACs

Bureau Records Genera

DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

BUDED: 10/28/88

Re BUairtel to all SACs dated 11/18/86, captioned as above.

Referenced communication provided instructions to assist in identifying historical records and furnished field offices with historical case file numbers identified through the review of FBIHQ files. Instant communication will continue to update the Program and provides disposition instructions for more recent classifications resulting from the five-year update of our disposition schedule by NARA. For clarity and convenience, the latter instructions have been set out separately.

The following instructions, by classification, will require a review of files to update your previous efforts from approximately November, 1986. File numbers forwarded to FBIHQ from previous submissions need not be repeated. By the same token, efforts have been made to eliminate duplicate file numbers. listed herein for preservation. Historical records identified during the review of the following classifications should have the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," affixed to the file cover(s). Historical cases from the classifications which are prefixed by "\*" should be reviewed for the corresponding FBIHQ file numbers which, in turn, will be forwarded to FBIHQ for similar file preservation.

1	_	66-3	.9249			
1	_	Mr.				
1	-	Mr.				
1	_	Mr.				
1		Mr.				
1	-	Mrs.		_	1.0/03	

66-3286

NOT RECORDED

WJR:nhp (126)

CLASSIFIEDBY: NLS Deg 160367 Y SEE NOTE PAGE 11

DUPLICATE YELLOW



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Re: Destruction of Records

National Archives and Records Administration (NARA)

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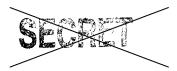
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Appraisal of FBIHQ and Field Records

Buded: 10/28/88

### Classifications Instructions All Classifications All "00" (Policy) files Office of Origin multisection cases and/or cases with 40 or more serials. Office of Origin multisection cases 3 created after 1977. 12 Office of Origin multisection cases. 14 Office of Origin multisection cases. 28 Office of Origin multisection cases. Office of Origin multisection cases. 31 31 Office of Origin Control files. Office of Origin multisection cases. 39 44 Office of Origin multisection cases created after 1977. 46 Washington Metropolitan Field Office Only. Office of Origin multisection cases. All Office of Origin cases. 50 54 Office of Origin multisection cases. (Update from approximately 9/6/85 for corresponding HQ file number. "\*" was inadvertently omitted from instructions in reairtel.) Office of Origin multisection cases. 58 61 All Office of Origin and Auxiliary Office cases. 64 Office of Origin multisection cases.





Re: Destruction of Records

National Archives and Records Administration (NARA) Appraisal of FBIHQ and Field Records

Buded: 10/28/88

81	Butte and Portland only. All Office of Origin and Auxiliary Office cases.
* 89	Office of Origin multisection cases.
*	Office of Origin cases with 30 or more serials.
* 101	All Office of Origin and Auxiliary Office cases.
	All Office of Origin cases.
106	Office of Origin multisection cases.
	All Office of Origin and Auxiliary Office cases.
	All Office of Origin cases.
	All Office of Origin cases.
	Office of Origin multisection cases.
119	Washington Metropolitan Field Office only. All Office of Origin cases.
122	Office of Origin multisection cases and/or cases with 11 or more serials.
129	All Office of Origin and Auxiliary Office cases.
* 143	Office of Origin multisection cases.
* 145	Office of Origin multisection cases.
* 147	Office of Origin multisection cases.
156	Office of Origin multisection cases.
157	Office of Origin multisection cases.
158	All Office or Origin cases

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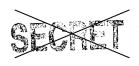


Destruction of Records

National Archives and Records Administration (NARA) Appraisal of FBIHQ and Field Records Buded: 10/28/88

*	159	Office of Origin multisection cases.
*	162	Office of Origin multisection cases.
*	165	Office of Origin multisection cases.
*	168	Office of Origin multisection (five or more) cases.
	172	Office of Origin multisection cases.
	173	Office of Origin multisection cases created after 1977.
*		Office of Origin multisection cases.
	175	Office of Origin multisection cases and/or cases with eight (8) or more serials.
	176	All Office of Origin cases.
*	179	Office of Origin multisection cases created after 1977.
*	182	Office of Origin multisection cases.
*	183	Office of Origin multisection cases and/or cases with 30 or more serials.
* .	185	Office of Origin multisection cases.
	188	Office of Origin multisection cases and/or cases with 10 or more serials.
*	191	Office of Origin multisection cases.
		Office of Origin multisection cases and/or cases with 20 or more serials.
*		Office of Origin multisection cases and/or cases with 25 or more serials.

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Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/28/88

	Office of Origin multisection cases.
205	Office of Origin and Auxiliary Office multisection cases and/or cases with 20 or more serials.
211	All Office of Origin and Auxiliary Office cases.
	All Office of Origin cases.

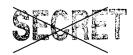
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The following category encompasses the additional classifications which were appraised by NARA during their five-year update, at which time disposition instructions, as set forth hereafter, were established. Inasmuch as this category has not been previously addressed, you will be required to review the entire classifications to identify the permanent records. Again, the file cover(s) of the permanent records should be stamped with the legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES." You are not required to determine the FBIHQ file number.

Classification	<u>Instructions</u>
193	Office of Origin multisection cases.
194	Office of Origin multisection cases.
196	Office of Origin multisection cases.
201	Office of Origin multisection cases and/or cases with 15 or more serials.
	Office of Origin multisection cases and/or cases with 15 or more serials.
207	Office of Origin multisection cases.
208	Office of Origin multisection cases.
	Office of Origin multisection cases and/or cases with 15 or more serials.





Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/28/88

Office of Origin multisection cases and/or cases with 15 or more serials.

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Office of Origin multisection cases and/or cases with 15 or more serials.

Office of Origin multisection cases and/or cases with 15 or more serials.

Office of Origin multisection cases and/or cases with 20 or more serials.

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Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/28/88

Office of Origin multisection cases.

Office of Origin multisection cases and/or cases with 15 or more serials.

Office of Origin multisection cases and/or cases with 15 or more serials.

Office of Origin multisection cases

and/or cases with 15 or more serials.

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### Multisection Cases Identified at FBIHO

The results of the updated review of FBIHQ multisection cases in certain classifications to determine the corresponding Office of Origin file number(s) are set forth hereafter, by Office. The legend, "DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers.

Albuquerque	198-1378 198-1451	Chicago	7-2813 88-21726 183-1852
Atlanta	44-5859		
	44-6248 44-6304	Dallas	44-10016
	44-6377	Darras	88-15638
_	44-6382		149-1184
	[175] (I)	Denver	44-1798
Baltimore	44-1963	Honolulu	
Birmingham	44-4266	HOHOTUTU	
Boston	44-3617	Houston	7-1382 44-8808
Butte	88-8428		
Charlotte	44-4624 70-6356 88-16578 88-16582	Indianapolis	44-2972 44-3078 44-3103
	91-7910	Jacksonville	44-3329 70-3695



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Airtel to All SACs

Destruction of Records

National Archives and Records Administration (NARA) Appraisal of FBIHQ and Field Records Buded: 10/28/88

Kansas City Little Rock	88-15561 44-3074 44-3225	New York	92-9281 92-9428
Los Angeles	44-4163 44-4544 44-4697 44-4936	New Orleans	7-1877 44-8926 44-8938 91-8638
Louisville	44-2906 149-313	Omaha	44-1025
Miami	2-705 44-4138 44-4201	Philadelphia	44-4364 44-4373 44-4393 44-4414
		Phoenix	87-16742 92-2112
Milwaukee	44-1309 198-292		198-1761
Minneapolis	7-1103	Portland	44-991 91-9430
		Sacramento	88-8441
Mobile	44-4524	St. Louis	44-3754
Newark	44-4625 7-1265	San Antonio	7-1227 7-1233 44-5997
	70-4480	San Diego	88-9652 177-51
New York (NR)	7-3168 44-3353 44-3875 44-3896	San Francisco	44-2260 92-4158
	44-3927 44-3944 91-24940	Seattle	88-12014



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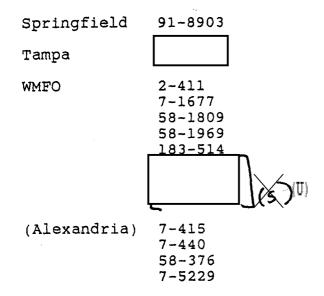
Airtel to All SACs

Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

Buded: 10/28/88



### Exceptional Cases Identified at FBIHO

The results of the current review for corresponding field office file numbers to FBIHQ cases which meet the criteria for <u>exceptional</u> cases are set forth hereafter. The legend "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the respective file covers:

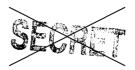
Albany	87-5192	Chicago	12-256 87-18700
Atlanta	87-12328		87-19277 87-19776
Baltimore	87-7456 87-10956		87-23020 87-23788 87-29419
Birmingham	87-4340 87-6056		245-123
D., 65-1-	45.02	Cleveland	9-2685 87-10443
Buffalo	45-82 87-7130		87-10443
		Dallas	87-11666
Charlotte	87-7487 87-8080		87-14277
	67-6060	Denver	87-10942



Destruction of Records

National Archives and Records Administration (NARA) Appraisal of FBIHQ and Field Records Buded: 10/28/88

Detroit	87-9414 87-10718	Miami	87-13776 87-17221 87-23676
Honolulu	31-599 45-543		87-25910
	100-687	Milwaukee	87-7486
Houston	87-7291 87-8963	Minneapolis	70-10239 87-11985 198-10239
Indianapolis	87-3432 87-3472 194-145	Mobile	87-6628
Jackson	9-569	Newark	45-606
Jackson	9-509	New Haven	15-11430
Jacksonville	87-8031	New Orleans	87-11227
Kansas City	62-7797		
_	87-15549 87-19108	New York	45-5527 45-6475
	87-20792		87-6477 87-20439
Little Rock	87-9481		87-21520 87-21750
Los Angeles	87-16507		87-26419
	87-17445		87-42497
	87-18588		87-51651
	87-23229	01.1.1	05 10610
	87-23450	Oklahoma City	87-13619
	87-24772	Omaha	87-10833
Louisville	87-7305	Omana	87-10033
LOGISVITTE	87-7303	Philadelphia	87-13075
Memphis	87-9919	Intradorphia	87-14817
	87-11119		
		Pittsburgh	87-7141
Miami	45-667		87-7495
	45-931		87-10310
	74-100	_ (3 7	
	87-8635	Portland	87-9972 89-94



Re: Destruction of Records

National Archives and Records Administration (NARA)

Appraisal of FBIHQ and Field Records

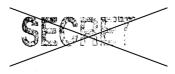
Buded: 10/28/88

San Antonio	87-6310 87-6985	Seattle	87-10002 87-10523 87-11988
San Francisco	42-27596 45-1064 87-21505	Springfield	87-10569
		Tampa	87-4769
San Juan	45-669 1,83-121	WMFO	
		(Alexandri	ia)
Savannah	87-7866		

All offices are requested to furnish corresponding FBIHQ file numbers to foregoing field office historical cases (indicated by "\*") to FBIHQ, Attention: Records Section, Records Management Division, Room 4346, by COB 10/28/88. Inquiries may be directed to telephone extension 4770 (temporary).

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NOTE: Field offices are being requested to conduct a periodic update of previous instructions to identify historical records, furnish FBIHQ with Bureau file numbers to permanent files identified in the field offices, and stamp corresponding cases to multisection and exceptional records identified at FBIHQ by established deadline. In addition, new instructions for classifications appraised by NARA during their first five-year update are included herein as a separate category.





All SACs

Date

6/14/88

Director, FBI (66-3286 Sub B)

LASS

Subject :

DESTRUCTION OF FIELD FILES AND RECORDS

BUDED: 6/30/88

ReBUairtel to all SACs and Legats, 12/14/87.

Reairtel provided all field offices with authority to destroy auxiliary office files in numerous classifications and authorized destruction for a limited number of miscellaneous categories. In order to monitor the progress of the file destruction program, you were advised that the volume of records destroyed (in linear feet measurements) would be requested in June and December.

Therefore, you are requested to forward the volume of records destroyed (in linear feet) to FBIHQ, Attn: Records Section, Records Management Division, Room 4346. Inquiries regarding this matter may be directed to telephone extension 4769. Responses are requested by COB 6/30/88.

Exec AD Adm. \_

Exe

1	_	Mr.		
1 1 1	_	Mr.		
1	-	Mr.		
1	-	Ms.		
CI	IG:	:crs	(65)	

66-32861431 18 JUN 20 1988

Based on 12/14/87 airtel to all SACs and Legats, which delegated authority to commence destruction of auxiliary office files in most investigative classifications. Field offices are being requested to submit statistics of volume of records destroyed in linear feet measurements by established deadline.

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC 60290 BCE/DCG/ymu Acting SAC, Butte

CLASS SRC'D SER

Director, FBI

AUTOMATION MATTERS FILE DESTRUCTION Destruction of Field Files and Rocards

Reur Memorandum dated 4/12/88.

Your memorandum regarding the destruction of field files and records was deferred to the FBI's Suggestion Program. At the present time, your suggestion is being evaluated by the appropriate personnel, and when a final decision is reached, you will be notified.

MAILED FO. JUL 12/1988

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Public Affs.
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Tech Servs.
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Lab. \_\_\_\_ Legal Coun. Enclosures (2)

66-3286-H32

9 FEB 28 1989

Based on Memorandum from Acting SAC, Butte to Director 4/12/88 with addendum of RMD 5/4/88 deferring to FBI's Suggestion Desk, re Automation Matters, File Destruction. Views attached.

MCH (8) Suggestion #154-88

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2/24/89

Acting SAC, Butte

Director, FBI

PERSONAL ATTENTION

CLASS SRC'D SER

REC

AUTOMATION MATTERS FILE DESTRUCTION

Reur Memorandum dated 4/12/88.

The review of your division's suggestion regarding the destruction of field files and records has been completed. The appropriate seadquarter's divisions advised that this proposal has been adopted and implemented. Therefore, this is to inform your division that this idea will be recorded as adopted.

Your submission of this timely idea was appreciated, and the Field Office Information Management System will be enhanced by your suggestion.

EB 231989

Enclosures (3)

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st. Oir.:	
Adm. Servs.	
Based on Memorandum from Acting SAC, Butte	to Director 4/12/88
with addenda of RMD 5/4/88 and TSD 7/8/88.	Wiowe attached
nspWith addenda of RMD 5/4/88 and 15D //6/88.	views accached.
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# Memorandum





DIRECTOR, FBI

Date

August 22, 1988

ATTENTION: RMD, Records Section, Records Research

Unit

SAC, OMAHA (242-1)

From :

CLASS

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SRC'D Subject: SER

FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS)

DESTRUCTION OF FIELD FILES AND RECORDS/

AUDIT PROCEDURES BUDED: 8/26/88

Re Bureau airtel to all SACs 8/5/88.

The following employees in the Omaha Office will be granted authority to delete records concerning the file destruction program from the FOIMS system:

505-58-8381 506-66-0712 483-60-0047 507-58-8038

Bureau Omaha (1 - 242-1)(1 - 66-3009)cjw (4)

66-3286-

MOI RECORDED DEC 29 1988

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ALL INFORMATION CONTAINED HEREIN, IS UNCLASSIFIED DATE 10/1/03 BY ANC 160290 BCE/DCG/ymu

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8/5/88

Director, FBI

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\_\_\_ Training ..

ALL SACs

FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) ODESTRUCTION OF FIELD FILES AND RECORDS/ AUDIT PROCEDURES BUDED: 8/26/88

FBIHQ is developing automated procedures to enable field offices to identify and track, through FOIMS, files that are eligible for destruction as well as those that have already been destroyed. The automated procedures will also enable field offices to delete from the FOIMS data base all case management information and index records corresponding to files that have been destroyed merely by entering the file number. Individual index records corresponding to files destroyed may be deleted by entering each record separately. The system will generate reports concerning the file destruction program which are to be used to review, monitor, and perform quality assurance audits of information deleted. After the reports have served their purpose, they may be destroyed inasmuch as edit logs will be maintained by FBIHQ and can be used to reconstruct any required case management or index data.

For control purposes, authority to delete above records from the FOIMS data base will be restricted to support personnel designated by the SAC in each field office. The identity and access codes for these individuals will be resident in the FOIMS system and will be updated as necessary due to turnover of personnel prompted by promotion, reassignment, transfer, resignation, retirement, etc. Each office is to maintain a current list of personnel authorized to delete information concerning the file destruction program from the FOIMS system and

immediately advise FB	IHQ of any changes	in personnel granted this
authority.	-3286-	242-1-99
Exec AD Inv Mr.	1 -	Mr. 12 A/4/29
Asst. Dir.:  Adm. Servs. 1 - Mr.  Crim. Inv. 1 - Mr.	MAY 17	Mr.
Ident1 - Each Assistant Di	rector MAY 17 1988	(Attn: Mr.
Intell1 - Mr. Lab1 - Mrs. Legal Coun1 - Mrs.	1 -	Manuals Desk
Off. Cong. & 1 Mr. Public Affs	APPROVED: Adm. Sorve Otim Fave.	& Public Affs
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Airtel to All SACs

E: FIELD OFFICE INFORMATION SYSTEM (FOIMS)
DESTRUCTION OF FIELD FILES AND RECORDS/
AUDIT PROCEDURES
BUDED: 8/26/88

To establish the aforementioned controls, each field office is requested to furnish FBIHO by COB 8/26/88, the name and social security number of each person, as designated by the SAC, granted authority to delete records concerning the file destruction program from the FOIMS system. Persons so designated should be held to an absolute minimum and should be career oriented employees who can reasonably be expected to remain in FBI employment; thereby, minimizing the need to update the data base with the identity and access codes for such persons. Semiannually, each field office will be requested to validate the list of persons authorized to delete information relating to the file destruction program. However, it remains the responsibility of each office to notify FBIHO, Attention: RMD, Records Section, Records Research Unit, of changes as they occur.

Your cooperation and assistance in maintaining an accurate record of the personnel authorized to delete information regarding the file destruction program is solicited. Any questions, and your responses to this request, should be directed to FBIHO, Attention: RMD, Records Section, Records Research Unit.

مسيعة المتي	EMORANDUM -		Exec AD Adm  Exec AD Inv  Exec AD LES  Asst.Dir.:  Adm.Servs.	<del></del>
SSP  SSP  SSP  SSP  SSP  SSP  SSP  SSP	Subject: DISPOSITION OF ALPHABETICAL AND NUMERICAL ODestruction of Field files	AL PUBLICATIO	Crim.Inv	- b6 - b70 -
	PURPOSE: To request the assistance of the Inte (INTD) in determining, through liaison, the Ceragency interest in the alphabetical and publications currently in possession of the FB:  RECOMMENDATIONS: That the attached inventories through liaison, to the for review in order the has an interest in obtaining any of the future research.	elligence Divintral Intelliquental Intelliquental Intelliquental I.  s be forwarded to determine	Off. Liaison & isiant. Affs. gentæephone Rm. Director's Sec'y d, e if	-
	ASPROVED. Adm Sone. Off of Or Scholar Inv	is Amili		
	DETAILS: By memoranda from to M 7/15/88 and 7/27/88, the enclosed inventories we Records Management Division (RMD) to INTD and Can effort to determine the appropriate dispositional alphabetical and numerical publications, which cartons. The publications consist of public so as booklets, brochures, phamplets, etc., and in publications originating with other Federal governments.	CID for a revi tion for the consume 136 ource material nformation	iew in l such	ь6 ь7с
	Enclosure  66-3286  1 - Mr. (ATTN: Mr. Liaison Unit 1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr.	•	86-14: IN 21 1989	3 4 , , , , , , ,

2 - ENCLOSURE ENC. BEHIND FILE

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HEREIN IS UNCLASSIFIED
DATE 10/1/03 BY AUC 60290 BCE/DCG/ymw

Memorandum from to Mr. RE: DISPOSITION OF ALPHABETICAL AND NUMERICAL PUBLICATIONS

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After reviewing the inventories of the alphabetical and numerical publications, by addenda attached to the referenced memoranda, CID interposed no objection to the disposition of the publications. INTD requested the publication entitled <a href="#">Freedomways</a> be retained by RMD. As to the remaining publications, INTD recommended that the material be reviewed, by RMD, to determine if any of the publications had been provided by assets or if there were any markings, including labels, on the material that would reveal the identity of an asset. If no source indicators, INTD recommended offering the material to the for research.

Employees of the Records Disposition and Archival Subunit, RMD, have reviewed the cartons of alphabetical and numerical publications. Through this review it was determined that a portion of the publications were provided to the FBI by assets. In accordance with the INTD recommendations, these publications will be segregated and retained by the FBI as bulky exhibits. Identifying information regarding these publications has been deleted from the attached inventories. In addition, the review also determined that certain publications which originated with other agencies of the Federal government are classified. These publications will also be segregated and retained by the FBI as bulky exhibits. Identifying data for these publications has also been deleted from the attached inventories.

After reviewing the attached inventories, if the declines the offer, RMD will offer the alphabetical and numerical publications to the Exchange and Gift Division of the Library of Congress.

- 2 -

## Memorandum

Mr.



Date	3/1/89

From

Emil P. Moschella

Subject:

EXPUNGEMENT ORDER PROCESSING WITHIN THE RECORDS MANAGEMENT DIVISION

Destruction of Field Files and Records

PURPOSE: To provide the Records Section with the results of research by the Freedom of Information-Privacy Acts (FOIPA) Section concerning statutory and case law requirements for carrying out the different types of expungement orders received by the FBI.

SYNOPSIS: The RMD receives numerous expungement orders from federal and state courts across the country. Properly executing those orders is difficult because the term "expungement" has no common meaning among those who use it, with courts often in conflict concerning how the expunged records should be handled. This memo will treat each of the contexts in which expungement orders have been received.

The procedures followed by the Identification Division for expungements are cited for information and comparison purposes only.

None, for information. RECOMMENDATION:

# ENCLOSURE

66-18966 - 66-2286 - Mr. - Mr. Moschella - Mr. - Mr. (Attn: - Mr. (Attn: - Mr.

66-3286-1436

(CONTINUED - OVER)

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATEIDITOS BY AUC LOSSO BEE/DCG APR 25 1989

Legal Coun b6 Off. Cong. & b7C Public Affs. Rec. Mgnt. Training Off. Liaison & Int. Affs.

Exec AD Inv

Exec AD LES

Crim. Inv. ldent. Insp. Intell

Telephone Rm. Director's Sec'y

GINAL FILED IN CC-18966-93

APR 25 1989 OC

☆ U.S.G.P.O.: 1988 - 202 - 042 / 75505

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Memorandum from Emil P. Moschella to Mr. , dated 3/1/89 RE: EXPUNGEMENT ORDERS

<u>DETAILS</u>: Although the term "expungement" is commonly understood to mean the destruction of records, it often means something much different, such as special retention and disclosure procedures. The following is a discussion of the meaning of the term "expungement" in the context of the different types of expungement orders received by the FBI.

## FEDERAL YOUTH CORRECTIONS ACT

The Federal Youth Corrections Act (FYCA), codified at 18 U.S.C. § 5021 but repealed on 10/12/84, was a statutory vehicle which allowed a young offender to have a (federal) conviction set aside. Although the FYCA did not explicitly provide for an expungement of records, various courts held that some form of expungement was necessary to afford the young offender the fresh start contemplated by the statute. The courts which addressed this issue, however, were in conflict as to what form of expungement was appropriate. Since it would be impractical to treat each jurisdiction separately, it is suggested that all FYCA expungement orders be treated under the broadest standard, which was enunciated in <u>United States v. Doe</u>, 579 F. Supp. 1351, 1355 (N.D. Ill. 1984), shown below:

Now all agents of the government, including the Federal Bureau of Investigation, are ordered that all recordation relating to defendant's criminal episode, including the charge, arrest, indictment, court proceedings, record of conviction and sentence, shall be expunged by physically removing them from the central criminal files of the Federal Bureau of Investigation, and of all other law enforcement authorities, and placed in a separate storage facility which is not to be opened other than in the course of a bona fide criminal investigation by law enforcement authorities, and only where necessary for such an investigation.

These records shall not be used by law enforcement authorities for any other purpose, nor may such records be disseminated to anyone, public or private, for any other purpose.

Memorandum from Emil P. Moschella to Mr. dated 3/1/89
RE: EXPUNGEMENT ORDERS

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It is further ordered that agents of the government, including the Federal Bureau of Investigation, shall respond, in the negative, to any and all inquiries concerning the set aside and expunged conviction and arrest records. Similarly, defendant whose arrest record and conviction have been set aside and expunged under Section 5021(b) may legally reply in the negative to any and all questions concerning his arrest and conviction in this case. Further, it is ordered that defendant may, and all others must, consider the expunged criminal episode, from arrest to conviction, as having never occurred.

This holding is broader than that of the highest federal court which has decided this issue, the District of Columbia Circuit Court, in that it covers not only conviction records but all records relating to the criminal incident. See Doe v. Webster, 606 F.2d 1226 (D.C. Cir. 1979). Following this broader holding will not only eliminate the need to speculate how different courts might decide the expungement issue, it will also make unnecessary the removal of only "conviction records" from files.

In reaching its decision, the Northern District of Illinois relied heavily on the reasoning of the D. C. Circuit concerning the FYCA's purpose, which was to spare a rehabilitated young offender from the social stigma and economic loss which flow from the "ex-con" label. Both courts were very concerned with the job prospects a young offender faces. While discussing that issue, the D. C. Circuit noted in footnote 51 that the Civil Service Commission allowed a young offender to omit from its Standard Form 171 Personal Qualifications Statement a conviction set aside under the FYCA, and that the Federal Personnel Manual stated that a person need not answer affirmatively to questions regarding convictions if those convictions had been set aside under the FYCA. Later in its opinion, the D. C. Circuit gave examples of the circumstances under which expunged records could . be used: "Law enforcement authorities have an interest in knowing, for example, that a definite suspect in a crime under

Memorandum from Emil P. Moschella to Mr. \_\_\_\_\_\_ dated 3/1/89 RE: EXPUNGEMENT ORDERS

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investigation had previously been arrested or convicted, especially if for a similar offense. Likewise, police investigators will be greatly assisted if they are able to check whether persons residing or having been observed at the situs of an offense involving a particular modus operandi have previously been arrested or convicted of an offense involving the same modus operandi." <a href="Doe v. Webster">Doe v. Webster</a>, 606 F.2d at 1243. These examples involve reopening expunged records to assist in the investigation of another crime, not to determine whether a job applicant has committed or is likely to commit a crime. Given these examples, the court's concern about the job prospects of a young offender, and the purpose of the FYCA, it seems clear that records expunged under the FYCA cannot be used to determine suitability for employment, either in the public (government) or private sector.

Nor does it appear that expunged records should be disclosed pursuant to a Freedom of Information Act (FOIA) or Privacy Act (PA) request. Records subject to nondisclosure orders are not "improperly withheld" under the FOIA or, presumably, the PA. See FOIA Update, Vol. IV, No. 3, p. 5 (a DOJ publication).

In the event that a request for information from expunged records involves unusual circumstances, such as where information is being sought regarding a prospective appointee to a high government position, the Legal Counsel Division should be contacted for guidance.

In the event that <u>any</u> field office of the FBI has any record relating to the young offender's criminal episode, that record must be treated in the manner explained above. Thus, the following record holders should also be contacted: 1) the office of origin for the investigation; 2) all auxiliary offices; 3) all offices shown in the copy count of communications; and 4) any other agencies which may have received disseminated documents. (Note: The repeal of this statute did not affect those who were sentenced under it for offenses committed before 10/12/84. Such persons are afforded the protection of the statute even when discharged from probation after 10/12/84.)

Identification Division procedures for fingerprint cards and rap sheets are explained in Part II of the MIOG, Section 14-16.8.

Memorandum from Emil P. Moschella to Mr. dated 3/1/89
RE: EXPUNGEMENT ORDERS

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#### Federal Pretrial Diversion Programs

Pretrial diversion programs at the federal level are the creation of the U.S. Attorney's Office and Probation Office in each jurisdiction. In general, the arrestee is required to complete a period of community service, after which the charge is dismissed. Since each jurisdiction has its own program, it would be necessary to contact the U.S. Attorney's Office which handled each case to determine how investigative records should be treated. For the time being, these records should be stored in the same manner as FYCA cases, and a short preprinted notice explaining how the FBI is maintaining the records should be sent to the appropriate U.S. Attorney's Office. That notice should ask for further instructions, with the following language suggested:

The attached expungement order was received without sufficient instructions concerning the parameters of the "expungement". We will continue to maintain in a separate storage cabinet all investigative records we may have until we receive such instructions. Please advise us of the following: 1) How should the records be stored? 2) How can the records be used in the future (i.e., FBI criminal investigations, state/local criminal investigations, inquiries from regulatory agencies, inquiries from a prospective federal government employer, inquiries from a prospective state government employer)? Your response, which should also provide the authority (i.e., case law, local rule, etc.) which is the basis for your answers, should be mailed to FBI Headquarters, Attn: T. Dudney, Room 5640, 9th and Pennsylvania Ave. N.W., Washington, D. C. 20535.

Identification Division procedures are explained in Part II of the MIOG, Section 14-16.7. Special procedures exist for child pornography cases in accordance with a memorandum dated 9/29/87 from Joseph Hartzler, Chief of the DOJ's Criminal Litigation Division.

Memorandum from Emil P. Moschella to Mr. dated 3/1/89 RE: EXPUNGEMENT ORDERS

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#### Presidential Pardons

A presidential pardon remits punishment and restores a petitioner's civil rights which were lost as the result of a conviction, but it does not erase the fact the conviction occurred. See <a href="Bjerkan v. United States">Bjerkan v. United States</a>, 529 F.2d 125 (7 Cir. 1975). Although courts do have broad equitable powers to fashion appropriate legal remedies, the majority view is that those powers are insufficient to order an expungement of records on the basis of a pardon. Since the FBI has at least one expungement order based on a pardon, however, it will be necessary to address this issue.

In the rare case when an expungement order based on a presidential pardon is received, it should be followed if it specifies what form the expungement is to take. Consider returning a copy of any vague order to the originating U.S. Attorney's Office with a preprinted notice as discussed above.

When the Identification Division receives information concerning a presidential pardon, it retains the subject's fingerprint card and rap sheet, but reflects the pardon as a disposition on the rap sheet.

#### 21 U.S.C. § 844 (b)(1) and (b)(2)

These two provisions, which were repealed on 10/12/84, concerned the treatment of records pertaining to a person found guilty for the first time of simple possession of a controlled substance. Pursuant to 21 U.S.C. § 844 (b)(1), the subject was discharged from probation and the proceedings were dismissed without a conviction. A nonpublic record was retained by D.O.J. solely for the purpose of ensuring the subject would not be afforded such treatment more than once. Pursuant to 21 U.S.C. § 844 (b)(2), if at the time of the offense the subject was not over 21 years of age, the court issued an order to expunge all records relating to his arrest, indictment/information, trial, finding of guilt, dismissal and discharge, but of course retained the nonpublic record mentioned above.

Thomas Zeno, Chief of the Special Proceedings Section, U.S. Attorney's Office, District of Columbia (hereafter D.C.),

Memorandum from Emil P. Moschella to Mr. dated 3/1/89
RE: EXPUNGMENT ORDERS

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has advised that all records pertaining to an offense covered by this statute should be mailed to the following address: Special Proceedings Section, U.S. Attorney, 555 4th Street, Washington, D.C. 20001. The cover letter from the U.S. Attorney's Office for the expungement order should be annotated "Order complied with", and the responsible FBI official should sign his name and show his position by that annotation. (This can be in the form of a stamp.)

It is suggested that orders from other district courts be handled in a similar manner, with the records and annotated referral letter being returned to the U.S. Attorney's Office covering the jurisdiction in question.

The Identification Division handles these orders in accordance with Legal Counsel's memorandum dated 10/8/76 entitled, "Controlled Substances Act" and DOJ Order 2710.7B dated 8/12/76.

### 33 D.C. Code § 541 (e)

This is the D.C. version of 21 U.S.C. 844 (b)(1) and (2), the difference being the absence of any age restrictions for the subject. Pursuant to an agreement with Thomas Zeno (see above), all records relating to the subject's arrest, indictment/information, trial, finding of guilt, dismissal and discharge, should be destroyed. This includes the subject's fingerprint card and identification record. The referral letter from the D.C. U.S. Attorney's Office should be annotated "Order complied with", as explained above and it should be returned to the address shown above.

#### D.C. Rule 118 (f)(2)

This rule provides that if a person is arrested for violating the D.C. Code but has his charges dismissed before trial, he may file a motion to have his records sealed. If the court issues the order, it covers all records of the subject's arrest, including the fingerprint card and identification record. Any computerized record of the arrest must be eliminated, but that may be accomplished by making the record irretrievable by the identity of the subject. These orders, according to Mr. Zeno, should be handled in the same manner as the 33 D.C. Code § 541(e) orders.

Memorandum from Emil P. Moschella to Mr dated 3/1/89
RE: EXPUNGEMENT ORDERS

## 24 D. C. Code § 803 and § 806

These provisions are the D. C. version of the FYCA. Mr. Zeno's office is working out an agreement with the D. C. courts concerning these orders and will advise when the agreement is concluded.

#### Federal Court Orders Issued to Preserve Basic Legal Rights

Federal courts may order the expungement of records to preserve basic legal rights. See Menard v. Saxbe, 498 F.2d 1017 (D. C. Cir. 1974). For instance, if a person is arrested without probable cause, a federal court may order the expungement of his arrest record. Even where the arrest is made by a state or local police department which does not make a formal request to withdraw the record, the federal court's expungement order must be followed by the FBI.

Each order should be read carefully to determine if it specifies what form the expungement is to take (i.e., destruction, sealing of records, etc.). If the order fails to provide that information, it is suggested that the appropriate U. S. Attorney's Office be contacted or, at a minimum, the records be treated in the same manner as FYCA records.

#### State and Local Court Orders for Expungement

Whether state and local court orders for expungement should be followed by the FBI is an issue which apparently is still undecided by DOJ (See attached memo dated 7-18-84 from Rhoda Mancher, Justice Management Division, to John Mintz, FBI). An inquiry has been made to Miriam Nisbet, Deputy Director, Office of Information and Privacy, Office of Legal Policy, DOJ, to determine the status of this matter.

The Identification Division handles these orders in accordance with Part II of the MIOG, Section 14-17.2.

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RE: EXPUNGEMENT ORDERS

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## Expungement Orders Received from Unofficial Sources

If the subject of an expungement order or his attorney submits a copy of the order, that person should be advised to have an official copy submitted by an appropriate official, such as the clerk of the court which issued the order or the prosecutor's office which handled the case.



Subject

Expungement Matters

Date

JUL 18 1984

To

John A. Mintz
Assistant Director - Legal
Counsel
Federal Bureau of Investigation

From Lhopla L. Marcher

Rhoda R. Mancher
Deputy Assistant Attorney
General

Office of Information Technology Justice Management Division

Your June 14, 1984 memorandum to the Assistant Attorney General for Administration, Justice Management Division (JMD), on the above subject, has been referred to my office for a reply.

We remain concerned about the absence of a formal Departmentwide policy regarding the processing of state and local court orders for expungement of records. You are aware of the variety of legal and administrative issues that have impeded efforts to fill this policy gap, despite the numerous contacts that have occurred between and among interested components in the past ten months. We requested and received an opinion from JMD's Administrative Counsel on a related issue (copy attached). They support the basic position of the FBI on the supremacy clause issue, but have cautioned that this is much too sensitive a policy issue to be resolved other than at the highest levels of the Department. Recently, the Office of Information and Privacy (OIP), in the Office of Legal Policy, informally agreed to work with JMD on this subject. We expect to meet with OIP representatives shortly. Their expertise should give a new perspective and impetus to developing a DOJ policy consensus. Within the next 00 days, we will provide you a more substantive report of our progress and plans to communicate further with other . affected DOJ components on this matter.

Thank you for your continuing support of our efforts. Questions on this subject may be referred to Robert M. Yahn, Chief, Records Management Services, Library Staff, who can be reached on 724-6043.

Attachment

HEREIN IS UNCLASSIFED DATE 10 1.103 BY AUC 100290 BCE /DCG / MM

66=3286-1436 9 ENCLOSURE To

: Mr.

Records

Date

4/20/89

Exec	AD Adm_	
Exec	AD Inv_	
Exec	AD LES_	 
Asst	Dir.:	

Adm.Servs.

Insp. Intell. Lab.

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Legal Couns.

Off.Cong & Public Affs

Rec. Mgnt.\_ Tech. Servs. Training

Off. Liaison &

Int. Affs. Telephone Rm. Director's Sec'y

From Destruction of Field Files and

Subject : EXPUNGEMENT ORDER PROCESSING WITHIN

THE RECORDS MANAGEMENT DIVISION

To advise of the procedures currently being followed by the Records Disposition and Archival Subunit, Records Management Division (RMD) in processing court orders under the Federal Youth Corrections Act (FYCA).

RECOMMENDATION: None. For information.

<u>DETAILS</u>: The RMD has received numerous expungement orders from federal and state courts across the country. At the present time, RMD has approximately 1200 court orders awaiting disposition in the Records Disposition and Archival Subunit Based on information provided in the Moschella to memorandum dated 3/1/89, it has been determined that the procedures currently being followed would allow the court orders to be handled in the most expeditious manner. The following procedures are the results of discussions between personnel of the Records Disposition and Archival Subunit and the Freedom of Information-Privacy Acts Section.

66-18966 4 66-358e - Mr. - Mr. 1 - Mr. Moschella 1 - Mr. - Mr. - Mr. Mrs - Mr. Shackelford

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66-3286-1437

**ALL** INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 10/1/03 BY AUC 60290 BCE/DCG/mm APR 25 1009

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Memorandum from to Mr. dated 4/20/89
Re: Expungement Order Processing Within
The Records Management Division

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#### Main Files

Files are removed from cabinets and placed under the control of the Records Disposition and Archival Subunit. Permanent charge-outs are in place in the filing cabinets in order to maintain the integrity of the filing system.

#### Cross References

Original serial is removed from the file. Xerox copy is made and information to be expunged/deleted is excised from the serial using the xerox copy. Excised copy is re-xeroxed and redacted copy is placed in the file and the file is returned to the cabinets. Original and excised copy are placed under the control of the Records Disposition and Archival Subunit.

#### Index Cards

Index cards will remain in the indices. No notations will be made on the index cards.

#### Field Office Records

All field office (Office of Origin and Auxiliary Office) records will be called into FBIHQ for proper handling.

#### Field Office Inquiries

Subsequent inquiries by field offices regarding FYCA records will be directed to Legal Counsel Division for proper handling. This procedure is necessary in order to ensure accurate research as to particular United States District Court/Circuit Court rulings which may be determined to be unique to each separate field office territory.

#### Court Order Retention

All court orders will be retained under the control of the Records Disposition and Archival Subunit. Retention will be by jurisdiction and court order numbers. Court orders will not be filed in the Central Records System.

#### Co-conspirators Cases

Cases involving co-conspirators will be handled in the same manner as cross references.

Memorandum from to Mr. dated 4/20/89
Re: Expungement Order Processing Within
The Records Management Division

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#### Miscellaneous

Issues involving records other than FYCA matters will be addressed separately as the need arises. Such issues would include records involving Presidential pardons and court orders issued by state and local courts. Handling of state and local court orders involving expungement might require an interpretation of the supremacy clause and is presently under consideration by the Department of Justice.

: Mr.

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Date

7/27/88

Exec AD mem Exec AD Inv

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Asst.Dir.: Adm.Serv4 Crim\_In

I dent Insp. Intell.

Lab. Legal Couns. Off.Cong &

Public Affs. Rec. Mgnt.

Tech. Servs. Training

Off. Liaison & Int. Affs.

Telephone Rm. Director's Sec'y

The purpose of this memorandum is to obtain the assistance of the Criminal Investigative Division (CID) and the Intelligence Division (INTD) in the final determination to destroy, retain or transfer the alphabetical publications to the Library of Congress.

Subject : DISPOSITION OF ALPHABETICAL PUBLICATIONS

Toe Horman RECOMMENDATION: That the attached inventory be referred to and reviewed by CID and INTD, as applicable, for appropriate disposition of the publications.

APPROVED: Adm. Servs. \_\_\_ \_\_\_ Off. of Cong. Crim. Inv.\_\_\_ \_\_ & Public Affs. Idon: \_ Off of Lia. Director la gering & Inti Affs.

Exec. AD-Adm. Initial Rec Mgmt. Exec. AD-Inv. Laboratory \_\_\_\_\_ Tech Servs. Exec. AD-LES \_\_\_\_\_ Legai Coun. \_\_\_ \_ Training

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<u>DETAILS</u>: Based on my memorandum dated 7/15/88, authority was granted to refer the inventory to numerical publications to CID and INTD to assist in determining final disposition of the publications, many of which were dated from the early 1900's, and no longer requested or accessed.

Attached is the inventory to the alphabetical publications, which consume 106 cartons, for similar assistance and review by CID and INTD to determine the appropriate disposition. The publications, some of which are classified, may be reviewed by contacting the RMD Bulky Room, extension 3434.

Enclosure 66-3286

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ENCL. BEHIND FILE ""ENCLOSURE

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Mrs.

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		Asst.Dir.: Adm.Servs
SSP	To : Mr. Date 7/15/88	Crim.Inv
IASS AC'D	Files and Records	Lab Legal Couns Off.Cong & Public Affs
	Subject : DISPOSITION OF NUMERICAL PUBLICATIONS	Rec. Mgnt
	the Intelligence Division (INTD) in the final determination to destroy, retain, or transfer numerical publications to the	Tech. Servs Training Off. Liaison & Int. Affs Telephone Rm Director's Sec'y
	RECOMMENDATION: That the attached inventory be referred to an reviewed by CID and INTD, as applicable, for appropriate disposition of the publications.	đ
	Adm. Servs. Off. of Cong.  Crim. Inv. & Public Affs. Off of Lia.  Ident. Off of Lia.  Director Inspection & Inti. Rec. Mgmt. AHMS  Exec. AD-Adm. Ints. Rec. Mgmt. AHMS  Exec. AD-Inv. Laboratory Tech. Servs.  Exec. AD-LES Legal Coun. Training	
	<u>DETAILS</u> : Since 1971, the Records Management Division (RMD), he been successful in recovering space through the disposition of alphabetical and numerical publications which are no longer requested or accessed. This material has been donated to the Library of Congress which continues to be an enthusiastic recipient. To date, over 250 cabinets of publications have be forwarded to the Library's Exchange and Gift Division.	
V V	Attached herewith is the inventory to the numerical publications which consume 17 cartons. The publications, some which are classified, may be reviewed by contacting the RMD Bu Room, extension 3434. The inventory to the alphabetical publications is currently being prepared and will be handled separately.	of lky
	66-3286 Enclosure 1 - Mr.	- 143
	1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr.	•
·	1 - Ms. (8)  ALL INFORMATION CONTAINED	4/1/
MAY 3	DATE 10/1/03 BY AUC 60290 BCE/DCG / YMW	

#### ADDENDUM: INTELLIGENCE DIVISION (INTD), 4/12/89, AJC

The Records Management Division (RMD) requested both CID and the Intelligence Division (INTD) to assist in determining the appropriate disposition of the numerical publications. INTD questions the origin of the documents. INTD recommends that the documents be reviewed by RMD to determine if the documents were provided to the FBI by assets or if there are any markings, including labels, on the documents which reveal the identity of Documents provided by currently active assets should the assets. not be offered to the Library of Congress for public access. Regarding the remaider of the material, providing no source indicators remain on the documents, INTD recommends first offering the material to the uses material, such as listed in this inventory, for The If their research. declines the offer and assets are not identifiable INTD concurs with RMD to offer the documents, if properly processed, to the Library of Congress.

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Off. of Cong. APPROVED: Adm. Sarvs. \_ Crim. Inv.\_\_. ldent.

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TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	DETAIN	COMMENTS
61-7550-2-	DAIL	CONGRESS	DESTROI	KLIAIN	COMMENTS
	1020				
In the Matter of Harry R. Bridges	1939				
The Washington Post	6/6/46				
61-7551-2					
Counter-Espionage Laws	5/30/18				
In Defense of the Constitution	1935		•		
4 Constitutional Rights in Wartime	July, 1917				
4 FBI, Detroit	N/A	ALL I			
8 On the Nature of Sabotage	N/A	I Z			
8 Communism-Present Threat to U.S. Welfare	September, 1949	PRMATIC			
8 Review of the Scientific Conference For World Peace	4/19/49	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 16/11/63_BY AUC 16025			
O Use of the Communist Movement as a Propaganda Medium	10/1/45	AINED D			
1 Communist Party, USA	10/1/45	8			·
l Does Attorney General Palmer Support the Constitution	N/A	SIFIED BOE/DOG/YML	•		
5 The Reporter	1952	3/2			
7 U.S. Court of Appeals	2/27/56	1			
6 Dib	10/7/57	V			

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	TITLE OF PUBLICATION	DATE	CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7551-2- (Con't.)					·
27	SIRAB	10/8/57				
28	Weekly Intélligence Summary	9/5/57				
29	Significant Counterintelligence Briefs	6/14/57				
39	Book List	1951	·			
54	Warning! Leave the FBI Alone	1946				
60	Counterintelligence Digest	6/10/58				
572	Annual Report of the Special Agent in Charge for F/Y ending 6/30/21	6/30/21				
582	Fingerprint Identification	N/A				
606	Revista Policial Del Per Discursos	October, 1959 1959	-			
507	Monthly Domestic Intelligence Summary	1/31/60				
808	Dissents In the U.S. Supreme Court	6/8/59				
513	Communist Revisionism and Dissidence	9/30/60				
ó14	Review of the Communist Theoretical Journals	10/7/60		1		
515	Intelligence Knowledge	November, 1960				
516	Subject Headings					
520	Attitudes on Tourism and Espionage as Expressed in the Soviet Press	January-October, 1960				

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TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS		RETAIN	COMMENTS
61-7551-2 (Con't.)					·
R8 The Honorable Mr. Nixon and the Alger Hiss Case	1956				
l Cuba vs. the	1961				
6 New Politics (Volume X, #1-4; Volume XII, #1)	1973				
7 Peace, Freedom and Socialism (Volumes 15, 16)	1972 - 1973				·
58 Left/Right Digest	May, June, 1973				
61-7554-2	·				
9 T. Jefferson : Selections From His Writings	1943				
55 Washington, D.C. Examiner	11/22-26/67 5/16-18/68				
61-7557-2-					
LIFE Detroit Race Riot	7/5/43				
2 Counter-Intelligence Summary	3/1/57		, ;		
4 Intelligence Staff Division (Parts E & F)	1953				
5 Intelligence (Volume 7)	1956				
8 Intelligence Summary	6/30/57				
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	TITLE OF PUBLICATION	DATE	CONGRESS		RETAIN	COMMENTS
	61-7558-2-					· '
6	The Harvard Communist	December, 1936				
145	Samuel Adams: Selections From His Writings	1946		:	·	
164	Communism in the U.S. (Hoover)	1948				
171	6 Easy Ways to Recognize a Bad Check	1950				
186	A Declaration of Civil Rights	N/A				
264	Seeing the U.S.S.R.	N/A				
265	See the U.S.S.R.	N/A				
268	Nine Day School	N/A				
281	Status of Schools - Segregation/ Desegregation in the Southern and Border States	1957				
282	Books on East Asia and the Pacific Islands	N/A	·			
299	National Security Review	Jan., Feb., Mar., 1967 June, July, 1967				
300	U.S. and Eastern Europe	4/27-30/67				
302	Race Relations Law Survey	July, Sept., 1969				
	61-7559-2					
1	The XYZ of Communism	N/A / m				
2	Who Are the Communists and What Do They Stand For?	N/A	4 -			

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS		RETAIN	COMMENTS
	61-7559-2 (Con't.)					
24	The Communist Election Platform	1936				
2 <b>7</b>	15 Years of the Communist Party	1934				
45	Trotskyism	1935		,	İ	
59	The Communist Party	N/A				•
60	History of the C.P.S.U.	1936				
61	The Communist Party in Action	1932				
72	History of the Workers Party of America	N/A				
82	Report to the 8th Convention Communist Party	4/2-8/34				
88	The Communist Parties in the Fight for the Masses	March, 1934				
98	Foundations of Leninism	1932 1939				
118,	The Illinois Labor Party	N/A		. 1		
119	15 Years of the Communist International	1 N/A				
120	The Foundation of the Communist International	1934		•		
121	The Truth about Soviet Russia.	1938				
136	The Witchcraft Trial in Moscow	1937				
137	Trotskyism	Sept., 1936				

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	RETAIN	COMMENTS
	61-7559-2 (Con't.)				
138	Trotskyism and Fascism	Jan., 1937			
139	The Crisis in the Socialist Party	Nov., 1936			
140	Stalin and the Red	1936			
141	To Defend Assassins is to Help Fascism	Feb., 1937		i I	
147	World Voices on the Moscow Trials	N/A			
148	The Suppressed Testament of Lenin	Nov., 1946			
150	Sabotage	1913		·	
166	The Soviets at Work	1918		Ĺ	
202	Subversive Activities	10/16/36			
205	Facts About Communism	1937			
253	The Communist Solar System	N/A			
254	The Crisis in the Communist Party	March, 1937			
255	The Tactics of Communism	N/A			
269	Communism and the Masses	1937	ļ		
284	The Communists in the Peoples Front	1937			
325	Milestones in the History of the Communist Party	August, 1937			
338	Communism in the U.S.A.	1936	:		
339	The Truth about the Communists	'N/A			

	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	1	RETAIN	COMMENTS
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358	Principles of Communism	Sept., 1937; Jan., Oct., 1939; Jan., Oct., 1940; July, 1941; Jan., Apr., 1942; Jan., Apr., 1943				
455	American Friends of the Chinese People	6/26/60				
487	Communist Party of the U.S.A.	N/A				
490	Lincoln and the Communists	Feb., 1936				
570	Communist Election Platform	1938				
571	Japanese Imperialism Exposed	1942				
611	Red Radicalism	1920				
662	Charges of Illegal Practices of the Department of Justice	Jan. 19/March 3, 1921				
738	Marxism-Leninism	October, 1938				
747	The Communist and the People of Washington	1939				
758	Manifesto of the Communist Party of America on the Workers' Party	Circa 1922		•		
769	The Seventh World Congress of the Communist International	July 25-August 21, 1935				
770	Fourth Congress of the Communist International	Nov. 7 - Dec. 3, 1922				
771	Membership Cards for Communist Party	1919				
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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS		RETAIN	COMMENTS
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807	Two Decades of the Communist Party, USA	1939				
372	Who is the GPU?	1938				ř
1120	Third World Congress, Moscow	July, 1924				
1126	The February Struggle in Austria and its Lessons	1934				
1127	The Soviet Union in 1942	June, 1939			<b> </b> 	
1178	Principles of Communism	1933				
1364	The Labor Spy	1921				
1558	The Meaning of Marx	1934		,		
1559	Communism-World Revolution to Red Imperialism	N/A				
1571	Smash the Power of the Ku Klux Klan!	N/A				
1582	Socialism and War	1952				
1729	Witch Hunt, 1941, Hits Government Workers	N/A				
1848	Wiretapping Bill Let's Look at the Record	N/A		3		
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2051	History of the Communist Party Soviet Union	,N/A				

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2066	Bulletin of the Central Executive Committee of the Communist Party of America	N/A		:		
2068	America and the Communist Internationa	1 N/A		: .		
2289	Statement Issued to the Membership of the Communist Party, USA (opposition)	N/A				·
2295	Stop Wire Tapping!	January, 1932			<u> </u>	
2297	Police Lawlessness Against Communists in New York	April, 1930				
2313	Espionage Act Cases	July, 1918				
2358	Condition of Indians in the United States	1933		:		
2359	India's Freedom in American Courts	April, 1919				
2370	Restore the Rights of Citizenship to the 1500 Espionage Act Victims!	June, 1929				
2406	The Civil War in France	1933				
2415	The Communist World	various dates		•		
2432	Communist Manifesto No Compromise	1913 1919				<b>.</b>
2597	Proposed Agenda - National Nominating Convention of the Communist Party	N/A				

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2606	The Major Problem Before the Seventh Convention of the CP,USA	1930				
742	The Communist Party	N/A			·	
743	What is the Communist Party?	N/A		,		
802	The Organizational Construction of the Communist Parties	N/A		· }		
2844	Problems of the Chinese Revolution	June, 1927			:	
2869	Natasha	N/A			:	
969	A Study in Communist Tactics	1937				
174	The Recognition of Soviet Russia by the United States	8/15/32				
3239	Russia's Democracy	1918				
3514	Abolition of the Poll Tax	N/A				
3515	Investigate Martin Dies	August, 1942				
3545	The Way Out	1941			<b>\</b>	
579	Leninism or Trotskyism	February, 1925		,		,
798	What is the New Deal?	August, 1933				
855	The Leninist Young Communist League	1936				
3917	May Day	1938				
024	Joseph Stalin; Stalin Joseph Stalin; Political Biography Joseph Stalin: A Short Biography	1943 1949 1952				

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4339 News Release	1943				
4491 Abstract of the Address by Robert Ausa Smith	1/23/43		:		
4492 Abstract of the Address by F. McCracken Fisher	1/23/43				
4507 Jehovah's Witnesses and the War	January, 1943				
4518 Problems of Leninism	1934				
4768 Marx, Engels, Lenin, Stalin	1939				
4846 Communism	December, 1934				
4851 Charges Against the Department of Justice	1920				
4853 Supreme Court of the U.S.	1926			Ì	
4854 Appeal of the Communist Party of America	N/A				
4878 Japan and the Next World War	1927				
4891 The Communist	7/19/19				
4893 Organize for Victoria	1943				
4982 5th Convention of the Workers Communist Party	8/30 - 9/6/27				
5045 The End of the Comintern	September, 1943	]			
5046 From Lenin to Stalin	1937	·	1	<u> </u>	
5114 The 19th Anniversary of Lenin's Deat	n/A				
5162 Communists and National Unity	April, 1944				
5240 Karl Marx Interviewed by the New York Press (1871)	N/A				
5267 Report of Resolutions Committee to the Communist National Convention	5/20/44				

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5372	Karl Marx (1818-1883)	N/A				
	Lenin and Stalin on Propaganda	1942				
5374		N/A		1.		
	Call to the State Convention of the Communist Party of Maryland and the District of Columbia	N/A		,	·	
5397	Stalin - The Russian Bear Reminis- cences	1941		·		
5398	Reminiscences of Lenin	1934	,			:
5400	The Heritage of the Communist Political Association	August, 1941				
5401	Constitution of the Communist Political Association	1944				
5430	Harry Bridges before the Attorney General in Deportation Proceedings	1942				
5466	Leningrad - Stalingrad	N/A				
5472	Fundamental Laws of the Chinese Soviet Republic	1934				
5474	The October Days in Moscow	April, 1914		·		
5475	Karl Marx: The Man and His Work	1918				
5484	The Teachings of Leon Trotsky	July, 1944		Ì		
5485	War and Peace .	N/A	\$ 40			İ
5486	The Russian Revolution	March, 1944				
5494	History: Workers Party of America	May, 1937				•
5495	History: Young Communist League	N/A				
5496	Minutes of the 16th Constitutional General Convention of the Industrial	, , , , , , , , , , , , , , , , , , ,				
	Workers of the World	10/13 - 11/10/24				

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5534	Twenty-five Years of the Academy of Sciences of the U.S.S.R.	April, 1944				
5546	A Book You'Need (Vol. XIX of Lenin)	N/A				
5573	Two Stories from Agnes Smedley's "China's Red Army Marches"	N/A		,		
5601	China - America's Ally	1942				
5606	The Tenth Anniversary of the October Revolution Manifesto of the Central Executive Committee of the Government of the U.S.S.R.	1927		1		
5646	Guide to Self-study of the History of the Communist Party of the Soviet Union	N/A				
5674	Objectives of New Jersey Y.C.L. Recruiting Drive	2/12/43				
5772	Why America is Interested in the Chinese Communists	April, 1945		1		
5775	Communism - A Will O'The Wisp	August, 1936				
5776	The Anti-God Front of Communism	June, 1937				
5777	Communism, Our Common Enemy	1937				
5788	Speeches and Statement of the People's Commissar of Foreign Affairs of the U.S.S.R. and Chairman of the Soviet Delegation	5/24/45		1		
5804	V.M. Molotov	N/A				
5805	Russian Imperialism the Soviet Way	N/A				
5853	Communist Party of N.Y. State	1945				
5854	Communist Party "Jews"	'N/Å"				
5891	What are we doing in China?	December, 1945				
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5907	Our Country needs a strong Communist Party	February, 1946				
5911	Communism: An Outline For Everyone	N/A				į
5928	First 5 Years of the Communist International (Volume I)	October, 1945		;	·	
5967	Communist Policy for Britain	November, 1945				
5965	Comment on Communists and Communism	N/A				
5968	Statement of V. M. Molotov	5/27/46				
5969	Text of a Speech Delivered by V. M. Molotov	10/29/46				
5971	The Communist Party and You	January, 1947				
5972	A.V. Vyshinsky	11/6/46		311		
5973	K.V. Kiselev	10/28/46				
5974	V. M. Molotov	November, 1946				}
5976	V. M. Molotov	Nov Dec., 1946				
5977	Text of a Statement by N.V. Novikov	11/11/21				
5978	N. V. Novikov	12/13/46			İ	
5987	Communist Reply to Congress Working Committees' Charges by P.C. Joshi	December, 1945				
5990	China: Yesterday and Today	1946				
6009	U.S.S.R. and China	March, 1946				
6010	Cross Currents in the Philippines	1946				
6012	Who's Who in the Red Army	October, 1944		1		
6015	What You Should Know About the Communication	st March, 1947				
6030	The Communist Fifth Column	6/24, 7/11, 1946		-		
6043	Marxism-Leninism v. Revisionism	7/9/48				
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6045	C.T.A.L. White and Blue Book	2/20/46				
6046	Franco Spain - Menace to World Peace	March, 1947			}	
6047	Eisler Hits Back	12/11/46	}			
6048	The Fight Against Revisionism in the U.S. Communist Party	N/A				
6055	Towards a Mass Communist Party: Every Party Member a Party Builder	1946				
6078	What Do Communists Really Want?	March, 1947	:			
6083	Speech by V. M. Molotov	2/6/46		1	{	
6084	Speech by J. U. Stalin	2/9/46				
6090	Investigation of UnAmerican Activities	1/30/46				
60 <u>18</u>	The Communist Party	January, 1946				
6111	Call To a Conference on China and the Far East	10/18-20/46				
6115	Inside the Soviet Zone	1945	Ì			
6132	The Greater New York Committee for Japanese Americans, Inc.	6/7/46				
6155	Communist Agents in America	1947			1	
6156	How to Spot a Communist	2/22/47				
6167	Russia: The Empire and the Republic	1946		,		
6194	Lenin and Stalin	1945				
6250	Vyshinsky for the Peace and Friendship		· e			
	of Nations Against the Instigators of a New War	9/18/47				
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6251	Text of Address by V.M. Molotov on the 30th Anniversary of the Great October Socialist Revolution	11/6/47				·
6288	Soviet Statements by V.M. Molotov; Marshall V. D. Sokolovsky	11/21/47				
6320	Soviet Russia Today	3/10/48		,		
6326	23 Questions About the Communist Party	1/11/48				
6359	The Third Party and the 1948 Elections by E. Dennis	March, 1948				
6362	Who Are the Foreign Agents?	June, 1948				
6374	Statement of the Central Committee of the Communist Party of Yugoslavia	1948				
6391	Russia Readers guide to	1945				
6392	Russia Under Tears and Commissars, A Readers Guide	1946				
6402	Real Russia Challenge	November, 1947				
6422	Marx and America	1934				
6425	Communist Manifesto	1948		:		
6429	Correspondence between Central Committee of the Communist Party of Jugaslavia	December, 1948				
6443	Psychiatric Newsletter	Feb., Oct., Nov., 1948 March, April, July- October, 1949		•		
6444	"Communist Party": Independent Nominating Petition	11/5/46				
6453	Theory and Practice of the Communist Party	May ,., 1950				
6456	Truth about Trotskyism	1/19/37				
6457	Tomorrow's China	December, 1948				

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6465	The Case for Communism	February, 1949				
6466	Communist Party of California	N/A				
6474	Marxist Glossary	1947				
6475	Young Marxist	Fall, 1949				
6483	U.S.A. and U.S.S.R World Peace or Atomic War	N/A				
6496	History of the Communist Party of the Soviet Union	1939				
6519	An Introduction to the Theory and Practice of Communism	December, 1948				
6524	Citations by Official Government Agencies, of Organization and Publications fornd to be Communist or Communist Fronts	12/18/48				
6525	The Case for the Communist Party	April, 1949				
6533	Chart Showing Party membership	N/A				
6534	Facts and material on organizational status	4/3-8/34		<i>***</i>		
6535	Balance Sheet of C.P.,U.S.A.	12/31/34				
6604	Address of the Central Committee of the Bulgarian Communist Party	1949				
6605	May Day Proclamation of Communist Party of Yugoslavia	N/A				
6606	Marshal Tito's Report to People's Front Congress	N/A				
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6610	American Stalinism and Anti-Stalinism	July, 1947				
6624	Communist Plot Exposed	March, April, 1948				
6636	30 Years of the Communist Party, U.S.A. (1919-1949)	N/A				
6638	Communism From the Inside	June, 1948				
6642	IV Congress Union of Communist Youth of Yugoslavia	1948				
6690	The Answer to Communism	April, 1949	į			
6714	Communism, Revolution and War	September, 1949				
6754	Lenin and Stalin	1948				
6755	The State and Democracy	June, 1948				
6756	The Aims of the Communist Party	June, 1946				
6774	Documents on the Mindszenty Case	January, 1946				
6794	Communism in the U.S.	N/A				
6800	Report of Literature Commission	N/A				
6802	Did the Russians Ground the Missouri	2/4/50				
6819	The Communist Party	N/A				
6822	The Great Victories in China	11/10/48				
6823	On the International Significance of the Bolshevik Party	N/A		·4		
6825	Subversive Utterances	N/A				
6826	Stop Purging Communists	N/A				
6841	The Trial of Jozsef Mindszenty	. 1949 rm		}		
6851	The Economy of the USSR during World War II	1947				

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6863	Constitution of the Latvian Soviet Socialist Republic	8/25/40				
6864	Constitution of the Kirghiz Soviet Socialist Republic	April, 1950				·
6865	Peace Movement in Hungary	N/A				
6866	Constitution of the Byelorussian Soviet Socialist Republic	12/23/36				
6867	An Answer to Comrade Cervenlio and Others	7/11/48				
6868	Constitution of the Moldavar Soviet Socialist Republic	8/25/40				
6869	Constitution of the <u>Narelo Finnish</u> Soviet Socialist	7/9/40				
6870	Constitution of the Estonian Soviet Socialist Republic	8/25/40				
6871	Constitution of the <u>Uazokh</u> Soviet Socialist Republic	3/26/37				
6872	Constitution of the Georgian Soviet Socialist	April, 1950				
6873	Constitution of the Lithuanian Soviet Socialist Republic	April, 1950		•		
6874	Constitution of the Uzbek Soviet Socialist Republic	April, 1950				
6875	Constitution of the Armenian Soviet Socialist Republic	April, 1950				
68 <b>76</b>	Constitution of the Turkmen Soviet Socialist	April, 1950				
68 <b>78</b>	Report of the Communist Party of Yugoslavia	1948				

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6881	Constitution of the Ukranian Soviet Socialist Republic	February, 1950				
6882	Constitution of the 16 Constituent of the USSR	May, 1950				
6883	In Guerrilla China	1950		: ‡		
6884	Yugoslav Owed Its Existence to Soviet Assistance	1950	w. *			
6892	The Great Architect of Communist Society	1950				
6900	Puerto Rican Communist Party	N/A				·
6901	The North Atlantic Pact	1949				
6902	One Week in Hungary	3/10-17/50				
6903	The Report of the Central Committee of Bulgarian Communist Party	January, 1950				
6906	Canadian Communists	1948				
6907	The Thought of Mao-Tse-Tung	June, 1947		,		
6910	Outline for Discussion	N/A			,	
6947	Communist Party of the Soviet Union	1935	ļ	•		
6960	Comrade Stalin	1950				
6969	Marxism Revisionism	1931				
6977	An S.O.S. to All Communists	N/A				
6996	Williams Intelligence Summary	August 1950				
7004	Lenin	1950				

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7006	Communism and the Communist Party	12/1/50	ļ			
7041	Basic Principles and Practices of the C.P., U.S.A.	September, 1945				-
7042	Supreme Court Decision of the Taft- Hartley Law	June, 1950	·		·	
7043	Prisoners Relief	June, 1950				·
7044	Communist Party	October, 1950				
7048	Stalin Speaks for Peace	2/16/51				
7049	How the Reds Invaded Radio	December, 1950				
7050	Red Bulwark IWO	March, 1951				
7059	The Agrarian Reform Law	1950				
7060	The Communist Organ of the Central Committee of the CPY	September, 1941				
7803	The McCarren Conspiracy	1950				
7097	Stalin and the Armed Forces of the U.S.S.R.	1951				
7098	The Communist Party 🧀	July, 1949				
7110	The Soviet Union at the Fifth Session of U.N.O.	1950				
7111	Voice of the U.S.S.R. at the London Session of U.N.O. General Assembly	1/16 - 2/10/46				
) 7117	Russia Past and Present	N/A				
7130	Soviet Speeches at the World Peace Congress	November, 1950		·		
7131	Communist Party - 18th Congress	November, 1945	·			
7139	Important Dates in the Life of V.I. Lenin (1894-1901)	1939				
7142	. Timoshenko	1/20/42		100		And the second second
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7145	Marx on the Truman Doctrine	3/19/51				
7149	On the Party	March, 1950				
7163	American Bar Association Brief on Communism-Marxism-Leninism	1939		1		
7169	Soviet Aggression: Myth or Reality?	April, 1951				
7188	Primer on Communism	1951		`.	l t	
7209	The Sixteen Republics of the Soviet Union	1917				
7219	The Trial of Traicho Kostov and His Group	1949				
7237	To Secure Justice in th Rosenberg Case	1951				
7238	The Chinese Conquer China	1949				
7272	Lenin (Vol.XXIII)	1918-1919	1			
7273	The Communist International	1938	•			
7274	Leninism	1942	]			
7275	The Great Patriotic War of the Soviet Union	1945				
7276	The Theoretical Principles Marxism	1943				
7306	Toward the Seizure of Power	1932				
7307	The Imperialist War	1930				
7308	The Revolution of 1917	1929				
7309	The Iskra Period	1929				
7310	Some Neglected Aspects of Communism	N/A				
7328	The Faith of the Soviet	December, 1950				
7331	Communist Policy for Peace - NEGOTIATE NOW	7/10/51				

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7332	How to be a Good Communist	October, 1951				
7335	Man, Humanity, and Humanism	1949		1.1		
7336	Smith Act Trial Report	4/10, 17, 24 - 6/2, 9 16, 23/52				
7337	World Peace	1928		·		
7338	The Communist Party and the Fight for Unity	7/4/52				
7340	Resolutions and Proceedings	7/2, 5/52				
7341	AGIT - PROP Commission, C.CC.P.U.S.A.	5/16/52				
7342	Report of the Executive Committee	1/29/52				
7369	The Chinese Revolution and the Communist Party of China	1939				
7370	Exchange of Letters Between the Australian and British Communist Parties	6/17/52				
7380	The Communist Party and the Intellectuals	N/A				
7381	Stalin and the Soviet Armed Forces	1950				
7394	Communism and the Russian Mind	June, 1937				
7395	Communism in Britain	October, 1951				
7396	Stalin's War Against Britain	N/A		,		
7422	China Accuses	1951				
7425	Chinese Women in 1950	1950				
7426	30 Years of the Communist Party of China	1951				
7433	Jeffersonian Democracy	January, 1951				
7434	A Peaceable Answer to the Russian Challenge	July, 1946		**************************************		

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7435	The Common Program	1950				
7485	Aid to the Propagandist on Principles of Leninism	11/3/52				
7486	The Great Epoch of the Formation of Socialist Nations in the USSR	11/3/52				
7487	On the Work of I.V. Stalin	11/3/52				
7517	Hiss, Chambers, and the Age of Innocence	August, 1951				
7565	Life Guide on Japan Communist Party	N/A		·		1
7570	The Russian Intelligence Service	August, 1950				
7571	Stalinist Theory and Soviet Foreign Policy	October, 1952		1		·
7581	Brief to Establish the Illegal Activities of the Communist Party of the U.S.A. (Secs. 1 - 3)	5/5/48				
7625	The Development by Stalin of Marxist-Leninist Theory	1951				
7618	Articles on Tolstoy	1951				
7626	What is to be Done - V.I. Lenin	1951		:		
7677	Embassy of the Union of Soviet Socialist Republics	9/3/52 - 2/23/56				
7694	Report to the Seventeenth Congress of the C.P.S.U. on the Work of the Central Committee	1951		1		
7706	Intelligence Brief	9/11/52 - 2/26/58				
7708	The Cold War Murder	1952				
7806	Stalin's Victory Address	June, 1945				
7807	Principles and Methods	1952				
7808	Lenin's Book	1952				

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7809	Campaign Against the Frame-Up of the Communist Leaders	N/A		· . :		
7810	Communist 'Party Fronts, Their Purpose and Tactics	1949				
7811	Communist Front Organizations	4/11/41	j			
7812	Results of the Fourth Five-Year Plan of the U.S.S.R.	1946-1950				
7821	Communist Infiltration in the United States	1946	·			
7851	On Changes in the Rules of the Communist Party of the Soviet Union	October, 1952	-			
7856	Trial of Vatican Agents in Czechoslovakia	1951				
7868	The Communist Party Pettis	1952				
7869	Principles of Party Organization	1921				
7933	Communism and Conformity	5/20/53				
7935	Selected Essays	N/A				es es
7972	Death House Letters of Julius and Ethel Rosenberg	1933				
8003	Give Us Your Poems and Songs for Ethel and Julius Rosenberg	2/10/78				
8042	Korean Armistice Agreement and other Documents	8/1/53		•		1
8113	Congress on American-Soviet Relations	12/3 - 5/49				
	Constitution of the Communist Party of the United States	August, 1945				
8153	Abbreviations of Intelligence Interes Central Intelligence Agency	t July, 1954		2		
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8154	The Collections and Indexes of the German Military Documents Section LAGOS ,	May, 1953				
8155	Economic Plans and Plans Fulfillment on File in the Library for USSR, East Germany, Albania, Bulgaria, Czechoslovakia, Hungary, Poland, and Rumania	November, 1953				
8162	From the Briefs on the Unconstitutionality of the Smith Act	N/A				
8176	Underground Activity in Soviet Russia	N/A				
8251	Constitution of the Russian Federated Soviet Republic					
8277	Mao Tse-Tung on the Chinese Revolution	1952				
8284	The Communist Program and the Fight for Jobs, Equal Rights, Democracy	1954		:		
8319	On the Mastery of Marxist-Leninist Theory	1/11/54		; ;		
8332	The Policies, Measures and Perspectives of Combating Japanese Invasion	1954				
8344	Report on the Directives of the 19th Party Congress Relating to the 5th Five-Year Plan for the Development of the U.S.S.R.	1951 - 1955				
8345	Report to the Nineteenth Party Congress on Amendments to the Rules of the C.P.S.U.	1952				
8346	Report on the 19th Party Congress and	pro Phi	1			
	the Work of the Central Committee of the C.P.S.U.	1952		•		

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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
8412	Know Your Communist Enemy #6 Who are Communists and Why	January-December, 1955		: -		
8414	Information Respecting the Russian Soviet System and its Propaganda in North America	August, 1920		i	:	
8416	May Day Celebration	5/1/19				
8417	The Present Government of Russia	N/A				
8418	Commentary	January, 1955				
8420	The Nameless War	1954				
8421	Office Worker	12/9/53				
8422	Marxism and the Individual	1/24/55				
8423	Main Resolution and Commission Recommendations	8/20-27/54				•
8424	Man A Machine	1927				
8425	Origin of Anarchism	1902				
8426	Organized Vengeance called "Justice"	1902				
8427	New China New World	1949				
8428	The Life of Joseph Stalin [The Rebel and the Statesman]	1944		, .		
8429	Our Great Debt to Bolshevism	1919				
8430	The Painting of the French REvolution	1938				
8431	The Philosophy of Socialism	September, 1916		1		
8435	Rules of the Communist Party of the Soviet Union	1953				
8530	Strength of the International Communist Movement	May, 1954				
8714	Index to the History of the C.P.S.U.	N/A		}		

TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS	DESTROY	RETAIN	COMMENT	<u>الله</u> 9
61-7559-2- (Con't.)	DAIL	CONGRESS	DESTROI	KEIRIN	COPPLEXIT	
3716 Abraham Lincoln: Selections from his Writings	1944		÷ .			
Tactics of the Russian Communists	1950					
3812 Communism (Story of the Communist Party)	1943					
3904 The Canadian Intelligence Service	June, 1952					
Political Report of the Central Committee to the Sixteenth Congress of the C.P.S.U.	1951					
3964 Political Report of the Central Committee to the Fourteenth Congress of the C.P.S.U.	1950					
3965 Report of the Central Committee of the Bulgarian Communist Party to the Sixth Congress of the Party	1954	·			·	
3966 Reports Delivered at the Hungarian National Assembly	11/15 - 16/55					
3998 The 2nd Congress of the Communist International	1920		/ % {			
3999 20th Congress of the Communist Party of the Soviet Union	1956					*
9039 Speech by M.A. Suslov	2/16/56					
9040 Foreign Documents Division Summary	8/21/56		1	-		
9046 Twentieth Congress of the Communist Party of the Soviet Union	2/14/56					
9047 Report on the Directives of the Twentieth Congress of the CPSU for the Sixth Five-Year Plan for the Development of the USSR	ر. 2/21/56					

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	TITLE OF PUBLICATION	DATE	CONGRESS	DESTROY	RETAIN	COMMENTS
	61-7559-2- (Con't.)					
	Report of the Central Committee C.P.S.U. to the XX Congress of the Communist Party of the Soviet Union	1956		:		
9081	Report of the Central Committee of the Communist Party of the Soviet Union to the 20th Party Congress	1956		}		
9082	Visit to Burma and Afghanistan	February, 1956				
9083	Speech at the 20th Congress of the C.P.S.U.	1956				
9089	Report on Directives of the 20th Congress of the C.P.S.U. For the Sixth Five-Year Plan For the Development of the U.S.S.R. (1956-1960)	1956			·	
9091	Resolutions of the 20th Congress of the Communist Party of the Soviet Union	1956				
9092	Speech at the 20th Congress of the C.P.S.U.	1956		. A		
9093	Draft Resolution For the 16th National Convention of the Communist Party, U.S.A.	1956				
9125	Foreign Documents Division Summary	1957 - 1958				
9130	Speech at the 20th Congress of the C.P.S.U.	1956				
9131	Speech at the 20th Congress of the C.P.S.U.	1956				
9150	Speech at the 20th Congress of the C.P.S.U.	1956				
9151	Speech at the 20th Congress of the C.P.S.U.	1956				
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9152	Speech at the 20th Congress of the C.P.S.U.	1956		e e e e e e e e e e e e e e e e e e e	:	
9213	Constitution of the Communist Party of the United States of America	5/10/57				
9214	Constitution of the Communist Party of the United States of America	October, 1948			194 1	
9215	16th National Convention Discussion Bulletin	1/1/57				
219	I Dec <u>retidel</u> Soviet	N/A				·
9228	Constitution of the Union of Soviet Socialist Republics	1938			·	
9233	The Constituution of the Communist Party of China	1956				
9234	Constitution of the Union of Soviet Socialist Republics	1936				
9236	History of the Communist	N/A				
9237	History of the C.P.U.S.	N/A				
9271	The Socialist Party	N/A				a a
9272	Proceedings at the 16th National Convention of the Communist Party U.S.A.	2/9-12/57				
302	The Communist Party at the Crossroads	January, 1957				
9319	Educational Discussion Material on the History of the Communist Party of the United States	N/A				
9407	Materials of the 5th Session of the U.S.S.R. Supreme Soviet concerning Disarmament and Prohibition of Atomic and Hydrogen Weapons	July, 1956		13 13 14 15 15 16 16 18		
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	TITLE OF PUBLICATION	DATE	LIBRARY OF CONGRESS		RETAIN	COMMENTS
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9410	The Political Report of the Central Committee	1956				
9456	Report on the Communist Party of the United States as an Advocate of Overthrow of Government by Force and Violence	5/10/48				
9460	The Rosenberg Story	1954				
9466	Resolutions of the 10th Convention of the Communist Party	July, 1938				
9580	Almanac for the Spy	10/28/52				
9 <u>1</u> 68	Sommaire Recapitulatif Pour L'annee	1956				
9 <u>1</u> 92	Report on the Work of the Central Committee to the 18th Congress of the C.P.S.U./B./	1939				
9212	Main Political Resolution	2/9~12/57				
9593	What is a Communist?	7/28/53				
9670	Communist Party Clandestine Organization and Activity 1954-1956	December, 1957				
9702	Monthly Intelligence	December, 1957				
9705	International Geophysical Year Information Brief	February, 1958	, )			
9726	Office of Research and Intelligence	1/4/58	<b>\</b>	d.		
9727	Office of Research and Intelligence	1/5/58	\	•		
9743	Report of the XV Congress of the Communist Party of the Soviet Union	March, 1928				
9762	History of the Communist Party of the United States	1952				
9869	Organization Chart of Communist Party, U.S.A 1945	N/A		7 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (		
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	TITLE OF PUBLICATION	DATE	CONGRESS	DESTROY	RETAIN	COMMENTS
10031	61-7559-2- (Con't.) Collier's	12/6/48				
10084	Newspapers and magazines of the U.S.S.R.' - 1959	1959				
10085	Soviet Books 1958	1958				
10125	Directives of the 7th Congress of the bulgarian Communist Party on the Third Five-Year Plan for the Development of Peoples Republic of Bulgaria	1958-1962				
10126	General Report of the Central Committee of the Bulgarian Communist Party Delivered at the 17th Congress of the Party	1958				
10292	The Development of Economic and Cultural Cooperation An important factor in strengthening friendship between the Soviet and American Peoples	1959				
10308	Eighth Plenary Session of the Eighth Central Committee of the Communist Party of China	1959				
10331	Trial of American U-2 Spy Pilot	August, 1960	•			
10338	Decisions of the Twenty-first Extraordinary Congress of the Communist Party of the Soviet Union	1/27 - 2/5/59				
10532	Struggle of the C.P.S.U. for Unity of the International Communist Movement	1964				
10590	Negro Revolution	July, 1965				jani Parangan
10602	23rd Congress of the C.P.S.U.	1966				
10608	Miscellaneous Communist Books	N/A				

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61-7560-2-	DAIL	CONGRESS	DESTROI	KDIAIN	COLUMNIA
7 Adolf Hitler from Speeches	1933-1938				
8 Speech Delivered in the Reichstag	2/20/38		<i>:</i>		
9 Mein Kampe	1939				
5 Speech Delivered in the Reichstag	5/21/35				
O Speech by Adolf Hitler	9/19/39				
1 Proclamation of the Fuhrer to the German People	9/3/39	·			
'6 Hitler's "Mein Kamph" and the Present War	1939				
77 Speech by Adolf Hitler	8/6/39			<u> </u>	
36 Adolf Hitler's Speech	11/8/39		7		
114 Behind the Swastika	January, 1936		,		
115 Adolf Hitler' Message and Philosophy	N/A				
118 The Lindenberghs-An Appreciation	N/A				
203 The Strange Case of Herr Hitler	1933	1	:		
206 Information About Nazi Germany	October, 1937				
207 In Re: Persecution of the Jews in Germany	4/9/33				• •
249 Truth and Facts About the 3rd Reich	1936				
250 Germany Under Hitler	1935				
251 Building the 3rd Reich	June, 1939		•		•
284 Exchange of Communications between President and Chancellor	April, 1939				
292 What Will Happen to Germany?	1943				
294 Werkstoffe	1941 " '*"				

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61-7561-2- 441 From Spanish Trenches	1937				
61-7562-2-					
161 Can Hear Their Voices?	1/4/31		:	1	
439 Francis Biddle	N/A	!	1		A
979 On Relief in Illinois	N/A				1.
1274 Declaration of the Ku Klux Klan	1923				
2391 Using the Espionage Act to Terrorize Labor	5/17/21				
2393 An Appeal for Just Laws and for their Impartial Enforcement	9/10/17, 1/2/18, 9/6/18 8/11, 25/19, 10/19/19, 6/25/20	·			
61-7563-2-					
79 3rd National Negro Congress	June, 1940				
363 Negro History	1956		\$		
410 The Black Panther	5/4/68, 5/18/68, 6/10/68				
412 Contrast	3/23/73, 5/3, 11/73, 8/17/73, 12/14, 21/73		•		
413 The Black Voice	March, August, November,			,	
414 The Black Collegian	March-April, May-June, SeptOct., NovDec.,197	3			
61-7567-2-					
124 History of the Communist Party History of the C.P.S.U.	October, 1940 1939				

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Legal Couns. Off.Cong &

Public Affs. Rec. Mgnt.\_

Tech. Servs. Training

Off. Liaison & Int. Affs.

Telephone Rm. Director's Sec'y

The purpose of this memorandum is to obtain the assistance of the Criminal Investigative Division (CID) and the Intelligence Division (INTD) in the final determination to destroy, retain or transfer the alphabetical publications to the Library of Congress.

Subject : DISPOSITION OF ALPHABETICAL PUBLICATION

RECOMMENDATION: That the attached inventory be referred to and reviewed by CID and INTD, as applicable, for appropriate disposition of the publications.

> APPROVED: \_ Off of Cong. Adm. Servs. \_\_ Crim. Inv.\_\_\_ \_\_ & Public Affs. Ident. Off -& ir. Inspection AD-Adm. \_ Intell. \_ Rod Laboratory \_\_ Exce. AD-Inv. -\_ Tech 35.05 Exec. AD-LES \_ \_ Legal Coun. \_ \_ Training

<u>DETAILS</u>: Based on my memorandum dated 7/15/88, authority was granted to refer the inventory to numerical publications to CID and INTD to assist in determining final disposition of the publications, many of which were dated from the early 1900's, and no longer requested or accessed.

Attached is the inventory to the alphabetical publications, which consume 106 cartons, for similar assistance and review by CID and INTD to determine the appropriate disposition. The publications, some of which are classified, may be reviewed by contacting the RMD Bulky Room, extension 3434

ENC. BEHIND FILE Enclosure

66-3286

1 - Mr. - Mr. - Mr. - Mr. (Attn: - Mr. - Mr. 1 - Mrs WJR:crs (8)

Destruction of Field

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See Admin. Unit, ISS, CID Addendum page(s)\_

SEE INTELLICENCE DIVISION ADDENDUM, PAGE 3

ALL INFORMATION CONTAINED DATE 1011 103 BY AND LODGE DCG / YMIND

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Memorandum from to Mr.

Re: DISPOSITION OF ALPHABETICAL PUBLICATIONS

#### ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID), 9/13/88, RBC

The Records Management Division (RMD) has requested both CID and the Intelligence Division (INTD) to assist in determining the appropriate disposition of the alphabetical publications. Each CID section has had the opportunity to review the inventory of alphabetical publications, and based on this review, CID has determined that there is no need to retain these publications and has no objections to their disposal.

1.1	APPROVED:	Adm. Servs Off. of Cong. Crim. Inv. 2011
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	Exec. AD-Inv Exec. AD-LES	Laboratory Tech. Servs Legal Coun Training

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#### ADDENDUM: INTELLIGENCE DIVISION (INTD), 11/21/88, AJC

The Records Management Division (RMD) requested both CID and the Intelligence Division (INTD) to assist in determining the appropriate disposition of the publications. INTD questions the origin of the documents. INTD recommends that the documents be reviewed by RMD to determine if the documents were provided to the FBI by assets or if there are any markings, including labels, on the documents which reveal the identity of the Documents provided by currently active assets should assets. not be offered to the Library of Congress for public access. INTD wishes to retain <u>Freedomways</u> listed on page 25 of this directory. Regarding the remaider of the material, providing no source indicators remain on the documents. INTD recommends first offering the material to the The uses material, such as listed in this inventory, for If | declines the offer and assets are not their research. identifiable INTD concurs with RMD to offer the documents to the Library of Congress.

RSHOON,

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Off. Cong. & Public Affs.

Rec. Mgnt. \_ Tech. Servs. Training \_\_\_

lephone Rm.

MAIL ROOM E



TRANSMIT VIA: AII	RTEL	* · · · · · · · · · · · · · · · · · · ·	
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ALL INFORMATION CONTAINED

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DATE 10/1 103 BY AVC 100290 BCE/DCG / YMM
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## Memorandum



2/10/89

Date



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Telephone Rm. Director's Sec'y

CONFIDENTIAL

To Mr.

W. A. Bayse

BRO'D

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BEC

PROPOSED CHANGES IN LEGAL ATTACHE MANUAL (LAM) bruction of Bureau Xecards

PURPOSE: To recommend the following changes in LAM. proposed changes are merely procedural and do not contain any changes in policy.

RECOMMENDATION: That upon approval of the below-listed manual changes, this memorandum be routed to the Manuals Desk for appropriate handling.

Legal Coun.

Exec. AD-Adm.

Off. of Cong. & Public Affs

Exec. AD-Inv.

Rec. Mgnt. Tech. Servs.

**DETAILS:** 

#### REASON FOR CHANGE

The Manuals Desk was contacted prior to the preparation of this manual change memorandum.

#### CHANGED TEXT

LAM, 3-3.2, should be changed to read as follows:

#### SECURITY

(1) Same

#03-R0762

Classified by 8
Declassify on: OADR

1 - Mr. Bayse

1 - OLIA

(Rm. 3662)

1 - Manuals Desk (Rm. 4901)

1 - 66 - 19079 (LAM)

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# CONFIDENTIAL

Memorandum from W. A. Bayse to Mr.

Re: PROPOSED CHANGES IN LEGAL ATTACHE MANUAL (LAM)

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(2) Same except fourth sentence. New combinations will be selected randomly by the Communications Security Unit and transmitted to the Legal Attache by Secure Telephone.

LAM, 3-4.2, should be changed to read as follows:

Evacuation and/or Destruction of Files and Equipment

Same

(1) Cryptographic materials (In accordance with Chapter VIII, COMSEC CUSTODIAN MANUAL);

#### INDEXING

No indexing is necessary.

#### SAC MEMORANDUM

This change is being communicated to manual users by routine monthly manual change method.

Memorandum			Exec AD Adm  Exec AD Inv  Exec AD LES  Asst. Dir.:  Adm. Servs  Crim. Inv
To : Mr. From DISPOSITION OF	Destruction of NUMERICAL PUBLICATION	end Record	Ident
PURPOSE: The purpose memorandum from Mr. [regarding the above RECOMMENDATION: The	e of this memorandum to Mr.	is to respond to dated 7/15/	88, has
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Enclosure  1 - Mr. (Attn: Mr.) 1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. 1 - Special Assistan 1 - Mr. 1 - Mr. 1 - Mr. RBR (10)	ts	-3286 10 MAY 30	1989
ENCLOSURE ATTACHED.		v	

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DATE 10/2/03 BY AUC (66290 BCE/DCG/ymu)

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66-3286-144/ ENCLOSURE SSP



Destruction of Field Files and Records

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Intell. Legal Couns.

Off.Cong & Public Affs.

Rec. Mgnt. Tech. Servs. Training

Off. Liaison & Int. Affs. Telephone Rm.

Director's Sec'y

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Subject : DESTRUCTION OF BUREAU RECORDS

<u>PURPOSE</u>: To advise of the destruction of the 3 X 5 index card indices system previously used by the Freedom of Information-Privacy Acts (FOIPA) Section.

RECOMMENDATION: None. For information.

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		Ideas	
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DETAILS: During a meeting held on 4/17/89, between FOIPA Section Chief Emil P. Moschella, FOIPA Assistant Section Chief the following \_\_\_\_\_ and Archives Specialist information was ascertained regarding the specialized indices previously used by the FOIPA Section.

With the inception of the Freedom of Information Unit (now the FOIPA Section) in 1974, a specialized indices system was developed to serve as a tracking system for the numerous requests received by the FBI. This system involved the use of 3 X 5 index cards, with each of the cards containing the following information:

- Subject of the request
- Name of the requester Date of receipt
- Assignment date 4)
- Team assignment

Analyst assignment 66-3286-144 10 MAY 30 1989

66	5 <b>—</b> (	3286	
1	-	Mr.	
1	-	Mr.	Moschella
1	-	Mr.	
1	-	Mr.	
1	-	Mr.	
1	****	Mrs	
7	_	Mr.	Shackelford
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ALL INFORMATION CONTAINED HEREIN IS, UNCLASSIFIED DATE 10/2/63 BY ALC 100290 BCE/DCG /ymm

Memorandum from to Mr. dated 4/25/89
Re: Destruction of Bureau Records

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This specialized indices system was used as a tracking system for each request received. The system contains the above information for each of the 217,000 requests received by the FBI between 1974 and August, 1981. The 3 X 5 cards did not reflect the final disposition of the requests. The system was fully used until August, 1981, when a computerized tracking system became operational in the FOIPA Section. This computer system contained all of the information which had been previously listed on the 3 X 5 cards, as well as: 1) the final disposition of the request (including pages reviewed and pages released; and 2) other miscellaneous information determined to be pertinent to the request.

Prior to the removal, from the FOIPA Section, all information contained on the 3 X 5 cards was entered into the computerized tracking system and can be retrieved in the form of a computer print-out. Inasmuch as the information pertinent to the early requests received by the FBI can be retrieved, Mr. Moschella advised that the 3 X 5 indices system had no administrative value and could be destroyed.

Authority for destruction of the 3 X 5 card indices system can be found in General Records Schedule (GRS) 14, Item 13 and GRS 23, Item 8.



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		• •	Intell.	
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Δ.	From: VRIIMV		Legal Couns.	
GIMASS //	, , , , , , , , , , , , , , , , , , ,		Off Cong &	
SRC'D ////				
Sign U		1	Public Affs.	
55.6	Subject : DESTRUCTION OF BUREAU RECORDS	/	Rec. Mgnt	
	Destruction of Field Files an	id I	Tech. Servs	
	Destruiton 2. //da //leg sta		Training	
	Rece	1743	Off. Liaison &	
	PURPOSE: To advise of the completion of the file destr	ruction	Int. Affs.	
	project in the Personnel Records Subunit.		Telephone Rm.	
			Director's Sec'	
	RECOMMENDATION: None. For information.		4.	· ——
	ALLOGIALIAN TOTAL			
\$5\$	E PARTICIONAL PROPERTY AND A STATE OF THE PARTICIPANT AND A ST			Ų.
	APPROVED: Adm. Servs. Off. of Cong. Crim. Inv. & Public Affs			
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	Pincelon Inc. anting C. L. H. att.			
	Exec. AD-Adminto 9 Rec. Mornt AHM/OVC			
	LACO. AD III LEGGLES, [ECI] DEIVS.			
	Exec. AD-LES Legal Coun Training			
	DETAILS: In November, 1986, employees of the Records I	)isposit	tion `	
	and Archival Subunit began the review and destruction of			
		ese		
	folders consisted of the application and the background	1 .		
	investigation of unsuccessful Bureau applicants. The many states of the second		and	
	destruction of these folders concluded on 3/24/89. The		* .	38
	sequential listing of the file numbers for the computer	progra	am	
	to delete the records from the automated system was con	pleted	on	
	4/24/89. The actual computer program for the deletion			
	file numbers from the automated system is not fully ope			
	at this time. Cumulative totals for the Personnel Reco			
	destruction project are as follows:	rus II.		4
A. Carrier	described project are as fortows.			
	Telders word and			
	Folders reviewed - 183,019			,
38 w <sub>1</sub>		0	. 111	110
	Folders Destroyed - 161,387	マコメ	6-14	43
	$\mathcal{L}_{\mathcal{U}}$	/ (CX O	w / /	1.3
5. S.	Mail Destroyed / - 20,868.25 inches			
	1,739.02 linear	feet.		
	1,753.02 111.042	2000	_	
	1 - Mr.		•	
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	1 - Mr.			b6
	1 - Mr. (Attention: Mrs.	_	*	<b>Ъ7</b> С
	1 - Mr	O MAY 3	O 1989	
	1 - Mrs.			
	1 - Mr. Shackelford (CONTINUED - OVER			
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	we sc (7)			
temos :	W SC'			
12.T. W.	THE CONTRACTOR OF THE CONTRACT			

ALL INFORMATION CONTAINED
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DATE 10/0/03 BY AUC 60290 BCE DCG /Jun)

4-50

MAY 30 1939 gc

Memo Re:	randum from	to Mr. ords		dated 5/2/89
	Cards Destroyed	-	10,269.50 855.80	inches linear feet
	Shelf Space (originally occupied)	-	2,848.00	linear feet
	Shelf Space (now occupied)	· –	244.00	linear feet

Shelf Space (net gain)

b6

b7C

In May, 1988, approximately 20 cubic feet of Personnel Records abstracts were transferred to the Washington National Records Center (WNRC). At the present time, an additional 38 cubic feet of abstracts are being prepared for transfer to the WNRC.

2,604.00 linear feet

MEMORANDUM

From

SSY

CLASS

SRC'D

SER

: Mr.



2/21/89

Date

Exec	AD	Adm	
Exec			
Exec	ΑD	LES	
			-

Asst.Dir.:

1 dent

Adm.Servs. Crim.

Inv	
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	b7C

Insp.

Legal Couns.

Off.Cong & Public Affs.

Rec. Mgnt.\_ Tech. Servs.

Training

Director's Sec'y\_

Subject DESTRUCTION OF FBIHO AND FIELD FILES AND RECORDS

PURPOSE: To advise of FBIHQ and field progress in the File Destruction Program.

RECOMMENDATION: None. For information.

> Adm. Servs. \_ APPROVED: & Public Affs. Crim. Inv.\_ Off of Lia. Ident. \_ & Intl. Affs. inspection \_ Rec. Mgmt. Ham Tino AD-Adm. Intell. \_ Tech. Servs. \_ Laboratory Exec. AD-LES \_\_\_\_ Legal Coun. \_\_ Training

Resolution of the civil matter American Friends Service Committee, et al v. William H. Webster, et al on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 5,182.8 linear feet of obsolete material. Of this volume 1,675.4 linear feet were destroyed since 10/1/88.

By Buairtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

By Buairtel 12/20/88, all field offices were surveyed to determine the progress of the Destruction Program. The survey revealed that since 12/87, collectively 52 field offices have destroyed a total of 11,480.35 linear feet (equivalent to 2.2 miles) of obsolete file and record material. Of this volume, 2,282.5 linear feet were destroyed since 10/1/88.

Enclosure	
66-3286 <u>Sub B</u>	
1 - Mr.	
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•	ALL INCORMATION CONTAINED

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DATE 10/2/03 BY ANC 60290 BCE/DCG Jynn

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Off. Liaison & Int. Affs.

Telephone Rm.

FEB 28 1989

	andum to Mr.		from	dated	2/21/89
RE: 1	DESTRUCTION	OF FBIHQ A	ND L		
1	PAITH CITTE	AND PECOPD	Q		

b6 b7C

As of COB 2/17/89, six field offices (Anchorage, Boston, Miami, Mobile, San Francisco and Washington Metropolitan Field Office) have not implemented the File Destruction Program. While the Washington Metropolitan Field Office has not destroyed any material, it is noted that the Alexandria Field Office destroyed 381 linear feet of material prior to merging with the Washington Metropolitan Field Office.

The attached list reveals the volume of material destroyed to date by each field office as well as those offices which have destroyed no material.

Work Sheet		Gina 10/1/00	
0.48 (Rev. 3-3-88)	• Since 12/14/87	Since 10/1/88	
1. Albany	46.7	55.8	
2. Albuquerque	122ft. 3/4 in.	7 ft. 7½ in.	
3. Anchorage	0	0	
4. Atlanta	289	46	
5. Baltimore	170⅓	0	
6. Birmingham	81	33	
7. Boston	0	0	
8. Buffalo	0	48.75	-42
9. Butte	15⅓	1½	
10. Charlotte	54	65	
11. Chicago	166 ft. 8 in.	0	
12. Cincinnati	92	0	177
13: Cleveland	54	0	<del></del>
14. Columbia	160	0	
15. Dallas	387		
16. Denver		30	
	133	64	<del></del>
17. Detroit	326	0	<u> </u>
18. El Paso	13	0	<u> </u>
19. Honolulu	5 ft. 9½ in.		
20. Houston	27.75	4	
21. Indianapolis	11½	0	
22. Jackson	27	0	
23. Jacksonville	115	5 ft. 3 in.	
24. Kansas City	21½	0	
25. Knoxville	_168	24	
26. Las Vegas	7	0	
27. Little Rock	6 ft. 5 in.	44.5	<del></del>
28. Los Angles	33	0	<del></del>
29. Louisville			
1100.1010	220.02	172.12	<del>-                                    </del>
<u> </u>	26 ft. 2 in.	2	4.54
31. Miami	0	0	
32. Milwaukee	13		
33. Minneapolis	494	50	
34. Mobile	0	0	3 3 2
35. Newark	279.8	13.1	
36. New Haven	66.33	15.95	
37. New Orleans	65.4	39.4	
38. New York City	2,141	528.7	
39. Norfolk	98	37	
40. Oklahoma City	172⅓	291/3	54.71.7
41. Omaha	512	41	
42. Philadelphia	104	34	<del></del>
43. Phoenix	397	167	3.7
44. Pittsburgh	270		- 22
46 6	32	25	
46. Richmond		5	- 32
	104	95	- 6
47. Sacramento	96	327	
48. Saint Louis	470	17	
49. Salt Lake City	25	0	17.1
50. San Antonio	81	92	
51. San Diego	205	69	
52. Şan Francisco	00	0	
53. San Juan	190.3	40.3	
54. Savannah	65	35	
55. Seattle	31.75	$1\frac{1}{4}$	
56. Springfield	49	0	
57. Tampa	75	16	
58. Washington			-
Metropolitian Field	0	0	
The second secon	0	0	
FBIHQ		<del> </del>	<del></del>
Quantico			
2000,11,11,000,10	services		
Ft Monmouth	in the second of		<del></del>
Pocatello	<u> </u>		<del></del>
Supply Room, Basement			
Takela			

<sup>\*</sup> Prior to merge with WMFO, Alexandria destroyed 381 linear feet of material.

Totals

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<sup>\*\*</sup> Since 9/9/86 FBIHQ has destroyed 5,182.8 linear feet of obsolete material.

Executive Offices	
Totals	
1. Identification	
2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
8. Technical Services	
19. Legal Counsel	
1/0. Inspection	
112 Office of Congressional and Public Affairs	
<b>Notals</b>	
1. Bern	
2. Bogota	and the second s
3. Bonn	
4. Bridgetown	
5. Canberra	
6. Hong Kong	
7. London	
8. Mexico City	
9. Montevideo	
10. Ottawa	the state of the s
11. Panama City	
12. Paris	
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Totals

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62-3286-1444 ENCLOS 66-3286 NR 4-1989
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66-3286-221-2

2-15-90 MCB -528

66-3286-1445

## **CHANGED TO**

66-3286-43-1

2-15-90 MG

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DATE 10/2/03 BY AUC 60290 BCE/DCG/YMW

Τo

.8/21/89

Date

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Insp. Intell. Lab.

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Legal Couns.

Off.Cong & Public Affs.

Rec. Mgnt. Tech. Servs.

Training\_ Off. Liaison &

Int. Affs. Telephone Rm.

Director's Sec'y

**b6** 

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**PURPOSE:** To advise of the destruction of copies of Federal Bureau of Investigation (FBI) documents pertaining to civil action "FRANCES CARTER HILLIARD, v. FEDERAL BUREAU OF INVESTIGATION"; Civil Action Number N-82-363; United States District Court for the District of Connecticut.

Field files + Records

RECOMMENDATION: None. For information.

AHM/DR

VRTION

DESTRUCTION OF BUREAU RECORDS

	APPROVED:	Adm. Servs.	Off. of Cong.
18	Fector AD-Adm.	Ident. Inspection	& Public Affs. Off of Lia. & Intl. Affs.
	EXUL AD-USS	Laboratory Legal Coun.	Rec. Mgmt. ALM down Tech. Servs. Training

<u>DETAILS:</u> Pursuant to the provisions of the Freedom of Information - Privacy Acts (FOIPA), plaintiff

requested access to any and all documents pertaining to her maintained in the files of the FBI. Material from the files maintained at FBI Headquarters (HQ) was furnished to her, with deletions pursuant to the FOIPA, by FBI letters dated 9/13/78, 10/9/28/78 and 10/5/79. Additional material, maintained by various FBI Field Offices was also furnished, by the field offices, directly to her. Subsequent to receiving the material Ms.

filed suit in the United States District Court for the District of Connecticut, requesting judicial review of the actions of the FBI. By FBI letter dated 12/21/82, declarations of Special Agent

(SA) Tom D. King and SA were furnished to the

B AUG 23 1989

66-3286

1 - 197 - 34781 - Mr.

- Mr. (Attention: Mr. and Mr. - Mr.

- Mr. Moschella (Attention Mr. Underwood)

- Mr. - Mrs

- Mr. Shackelford

Shackelford DECORDS)

ALL INFORMATION CONTAINED HEREIN IS, UNCLASSIFIED DATE 10/2/03 BY AUC 60290 BCE/DCG/your RECORDED COPY FILED IN 197-3

b6 b7C

14.							
Memor	andum	from			t	o Mr.	
RE:	Destru	ction	of	Bureau	Recor	ds '	

Office of the United States Attorney for the District of Connecticut for filing in Civil Action N-82-363. The purpose of the declarations was to support a motion for summary judgment filed by the United States Attorney on behalf of the FBI. Through <u>Stipulations for Dismissal</u> dated 1/25/85, filed with the District Court, all parties involved in Civil Action Number N-82-363 agreed to dismiss the lawsuit.

b6 │ b7С

By letter dated 8/24/87, from the Office of the United States Attorney for the District of Connecticut, the copies of the declarations, with exhibits, were returned to the FBI. Legal Counsel Division, FBIHQ, requested Records Management Division to determine if the material returned by the Office of the United States Attorney was duplicative of material maintained in the files pertaining to Civil Action Number N-82-363. It has been determined by the Records Disposition/Archival Subunit that the documents are duplicates of material filed in Bufile 197-3478 serial 8 Bulky Enclosure. Therefore, the duplicate material is being destroyed. The duplicate documents consist of ten inches of material.

(Number)

±U.S. GPO: 1987 -- 181-486

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(Time)

66-3286-1447 CHANGED TO

66-3286-1-29

2-15-90 MCB

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DATE 10/0/63 BY AUC 60290 BCE/DCG/Y

705

: Mr.



Date

9/29/89

Exec AD Adm

Exec AD Inv

Exec AD LES

Asst.Dir.:

Adm.Servs.

Crim.Inv.

Ident.\_\_\_

Intell.\_\_\_\_ Lab.\_

Legal Couns.\_ Off.Cong & Public Affs.

Rec. Mgnt.\_\_\_\_\_ Tech. Servs.

Training\_\_\_\_\_\_Off. Liaison & Int. Affs.\_\_\_\_

Telephone Rm.

<u>PURPOSE</u>: To advise of FBIHQ and field progress in captioned Director's Sector program.

RECOMMENDATION: None. For information only.

APPROVED: Adm. Servs. .. Off. of Cong. & Public Affs. Crim. Inv., Off of Lia. ident. & Intl Affs Inspection Director Rec. Mgmt . #90 AD-Adm. Inteff. \_ Tech Servs Exac AD-Inv. Laboratory

: DESTRUCTION OF FBIHQ AND FIELD FILES AND RECORDS

DETAILS: Resolution of the civil matter American Friends
Service Committee, et al. v. William H. Webster, et al. on
9/9/86, enabled the FBI to resume destruction of obsolete file
and record material after identifying and marking for permanent
retention and eventual transfer to the National Archives and
Records Administration (NARA), FBIHQ and field files and records
having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 6,078.50 linear feet of obsolete records. Of this total, 665.75 linear feet were destroyed since 1/89.

By Buairtel 12/14/87, all SACs and Legats were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

Enclosure

66-3286

1 - Mr. 1 - Mr.

1 - Mr. Shackelford

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(CONTINUED - OVER)

ENCLOSURE

HEREIN IS UNCLASSIFIED

DATE 10/2/03 BY AUC LEDZ TO BCE DCG Jymu

• OCT 13 1989

1989 b6 b70 Memorandum from to Mr. dated 9/29/89
Re: DESTRUCTION OF FBIHQ AND FIELD FILES AND RECORDS

**b6** 

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By Bulet 7/10/89, all field offices were surveyed to determine the progress of the Destruction Program. The survey revealed that since 12/87, 54 field offices have, collectively, destroyed a total of 17,955.36 linear feet of obsolete file and record material. Of this volume, 6,957.11 linear feet were destroyed since 1/89. The survey further revealed that Boston, Mobile and San Francisco have not implemented the Destruction Program.

By airtel dated 7/11/89, the Mobile Office advised that the office has not commenced the file destruction program. No indication was given by Mobile as to when the program might begin. No reason was given for the delay in implementation.

By airtel dated 8/31/89, the Boston office advised that the office had not commenced the file destruction program due to a heavy litigation workload. Boston advised that implementation of the program was expected to commence approximately 8/31/89.

By airtel dated 7/31/89, the San Francisco office advised that due to the transfer of closed files to the WRCSC in Pocatello, Idaho, the file destruction program had not commenced. Destruction was anticipated to begin in both SF and Pocatello upon completion of the transfer. No projected date was furnished to HQ by SF.

The attached list reveals the volume of the material destroyed to date by each field office and identifies those offices which have not destroyed any material.

<sup>\*</sup> These offices have not implemented the file destruction program.

66-3286-1449

CHANGED TO 66-3286-62-2

2-15-90 MB

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## **CHANGED TO**

66-3286-B-93X 46-3286-34-48 66-3286-64-8 66-3286-19-8

APR 5 1990

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> Lab. Legal Couns. Off.Cong &

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Off. Liaison & Int. Affs.

Telephone Rm.\_\_\_\_\_ Director's Sec'y

Subject: TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES
AND RECORDS ADMINISTRATION (NARA)

Destruction of Field Files and Records.

<u>PURPOSE</u>: To advise of the withdrawal of records within the 87 classification (Interstate Transportation of Stolen Property) from the Washington National Records Center (WNRC).

DETAILS: Reference is made to my memorandum dated 9/28/89, which set out the details pertaining to the review of material within the 87 classification for transfer to NARA and/or destruction in accordance with the criteria set forth in the FBI Records Retention Plan and Disposition Schedule. Referenced memorandum stated that 109,000 case files, within the 87 classification were eligible for review subsequent transfer/destruction. At the present time, 439 case files (24 cubic feet), in the 87 classification, are stored at the WNRC facility in Suitland, Maryland. In order to complete the review for transfer/destruction, of the 87 classification material, it is necessary to withdraw these records from the WNRC.

Attached is a copy of Optional Form (OF) 11 which was forwarded to the WNRC on 11/9/89.

RECOMMENDATION: None. For information only.

Enclosure

66-19268

1 - Mr. 1 - Mr. 1 - Mr. 1 - Mrs L - Mr. Shackelford

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REFERENCE REQUEST—LEDERAL RECORDS	CENTERS	TE: Use a se	parate form for e	ach request.
SECTION I—TO BE CO	7			
RECORD GROUP NO. ACCESSION NO.	AGENCY BOX NUMBE	R RECORDS	CENTER LOCATION NUI	MBER
65 065-88-0011	Entire Accession	01-80-21-7-1	through 01-	80-23-4-6
DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED (Include file FBI investigative records maintain		sification 87 (	Interstate T	ransportat
of Stolen Property). Entire acces	sion consists	of 24 boxes.		: 
				<del></del>
EMARKS				
Records to be reviewed for transfer			d Records Ad	ministrat
in view of potential historical res	search value c	f the material		
		OTHER		
PERMANENT TEMPORARY LOAN OF RECORD(S) ONLY WITHDRAWAL TELEPHONE NO.	REVIEW	(Specify)		· .
William Shackelford (202) 324-69	903 11/9/89	RECEI	PT OF RECORDS	
MESSO Federal Bureau of Investigation		Requester please sign, date		
\ KOOM 4340		file item(s) listed above, ON has been checked by the Re	LY if the block to right	
10th and Pennsylvania Avenue. N.W.				
Washington, D. C. 20535		SIGNATURE		DATE
(In Washington, D.C. area also include STOP number)	OR USE BY RECORDS	CENTER		<u> </u>
	REMARKS	CENTEN		
RECORDS NOT IN CENTER CUSTODY RECORDS DESTROYED				
THE RECORDS DESTROYED				
WRONG BOX NUMBER—PLEASE RECHECK				
ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS				·
MISSING (Neither record(s), information nor charge card found in			·····	
container(s) specified)				
RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):				
		TION CONTAINED	,	
		NCLASSIFIED 3 BY <u>Aug lead</u> 9a	BOE/DCG/	yma
	<u>'</u>			U ,
	DATE	SERVICE	TIME REQUIRED	SEARCHER'S
			REGUINED	INITIALS
SECTION III—TO BE C	OMPLETED BY REQU	ESTING AGENCY		1
GEOTION III—TO BE O	OMFECTED DT TIEGO	LOTING AGENOT	<u> </u>	
General Services Administration Federal Records Center NARS				
Washington National Records Cer	nter .	NOTE: I	n Washington, I	D.C. area
Reference Service Branch - NCWR			end to STOP 38	
Washington, D. C. 20409 (City) (State)	(Zip Code)		/	
(Uty) (State)	(219 (2000)	1 1115	4	<u> </u>
5011-106 NSN 7540-00-682-6423 PREVIOUS	EUTTON-OGABLE &	6-175	Prescribed by GSA, FPM	FORM 11 (Rev. 9-7 MR (41 CFR) 101-11
i de la companya del companya de la companya del companya de la co	NECT COTT	) Tr' /		
	INCLOSUI	VC1		

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Exec AD LES . Asst. Dir.:

Ident. insp. Intell. Lab. \_ Legal Coun. Off. Cong. & b7C Public Affs. \_\_\_\_ Rec. Mgnt. \_ Tech. Servs. Training \_ Telephone Rm. Director's Sec'y \_\_\_

Bayse Wind (10)	Date 7	/18/88
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AUDIT PROCEDURE

To recommend that the audit procedure for the PURPOSE: destruction of field office files and related records be captured and tracked via automation.

That audit information under file destruction be RECOMMENDATION: ALL INFORMATION CONTAINED captured through FOIMS.

HEREIN IS UNCLASSIFIED DATE 10/2/03 BY AUC 60290

APPROVED: \_\_\_ Off. of Cong. Adm. Servs. \_\_\_ Crim. Inv.\_\_\_\_\_ & Public Affs. \_\_ Off of Lia. Iden: \_\_\_ & Inti Affs. Inspection \_ \_\_\_\_\_ Red Mgmt. AMA Exec. AD-Adm. \_\_\_ \_\_ Intell . eratory ا \_ Tech Servs. \_ Exec. AD-LES \_\_\_\_\_ Legal Coun. \_\_\_\_\_ Training

In support of the FBI's File Destruction Program, the Office of Automation and Information Management (OAIM), Records Management Division (RMD), has been working with the Technical Services Division (TSD) in facilitating the procedure for deleting information from the FOIMS Case Management Sub-System. This procedure will include the destruction of information from the case, index and leads databases.

To effectively track records that are affected under file destruction, OAIM, RMD, is recommending that an audit trail of destroyed files be captured through FOIMS. This "destruction file" will be limited to information currently captured on the FD-478 - "List of Files Destroyed/Transferred to FBIHQ." file will be updated automatically if the case is purged from FOIMS, or the file can be updated by terminal operator for cases being destroyed that existed prior to FOIMS implementation this file, a report will be generated showing current file

destruction activity by classification and/or program. development will be coordinated with TSD through SDM/70 forms.

3	- Mr. Bays	se ,	
	(Attn:	Mr.	
	(Attn:	Mr.	
	(Attn:	Ms.	
1	- Mr.	·	
10	S. nma /10	<u>, ,                                  </u>	•

1	_	Mr.
1	_	Mr.
		Mr.
		Mr.
1	_	Mr.

18:30

SEE TSD ADDENDUM - PAGE 2

,b6 b7C

Memorandum from to Mr. Bayse, dated 7/18/88 b7C
RE: Field Office Information Management System (FOIMS)
Destruction of Field Files and Records

Audit Procedure

### ADDENDUM: TECHNICAL SERVICES DIVISION (TSD) 7/25/88, LNG: Ing

TSD concurs with the RMD recommendation that file destruction audit information be captured through FOIMS. Currently all deletions of Case, Index and Lead records are captured on the FOA-LOG file. In addition, new software has been developed to generate reports containing information about files eligible for destruction and to delete, upon request, these eligible files. To augment this software a new file must be added to capture the audit information for all files that will be destroyed, including those that were never added to online FOIMS. (FOIMS was implemented using a "day-one" approach; therefore any file closed prior to an office's implementation on FOIMS would not appear in the online database.) An SDM/70 request, including conceptual file layout, for this audit file will be forwarded to the Data Administrator. Once approval for this file is received, the audit function will be developed and implemented.

> Off. of Cong. Adm. Servs. . APPROVED: & Public Affs. Crim. Inv.-Off of Lia. Ident. & Intl Affs. Rec Mgmt. AAM Inspection Director Exec. AD-Adm. Intell. Tech Servs. Laboratory \_ Exec. AD-Inv. \_ Training . Legal Coun. Exec. AD-LES

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Legal Couns. Off.Cong & Public Affs

Rec. Mgnt. Tech. Servs.

Training Off. Liaison &

Int. Affs.

Telephone Rm. Director's Secly

SST : Mr. Bayse CLASS SRC'D SER

Subject : FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF

FIELD FILES AND RECORDS/AUDIT

PROCEDURES

ReBuairtel to All SACs 8/5/88, captioned as

above.

To provide to the Technical Services Division (TSD), a list of field office personnel authorized by their respective SAC to delete from the FOIMS, case management and index information corresponding to field office files that have been destroyed.

RECOMMENDATION: That the TSD define to the FOIMS the identity of persons listed in this memorandum as the only persons in their respective field offices, authorized to delete from the FOIMS, case management and index information that corresponds to field office files that have been destroyed.

	APPAUVED:	Adm. Servs.	Off. of Cong.
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<b>~</b>	Jes AD-Adm	India thon	
	Exec AD-LES	Legal Coun.	Tech. Servs.

DETAILS: ReBuairtel surveyed the field to identify persons, as designated by the SAC, authorized to delete from the FOIMS, case management and index information corresponding to field office files that have been destroyed. The name and access code for these individuals are to be defined to the FOIMS for the purpose of restricting the delete function, supra, to persons identified herein. Set forth below by field office are the names, Social Security Numbers and FBI Credential/Identification badge numbers for each employee listed.

1 - Mr. Bayse (Attn: NOT RECORDED - Mr. - Mr. AUG\_3\_1989 - Mr. - Mr. (Attn: 18

1 - Mr. CONTINUED - OVER TBD:crs (7)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10 10 163 BY AUC 60290

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88 RE: FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT

PROCEDURES

FIELD OFFICE	NAME	SSAN	FBI Credential/ Identification Badge #
Albany .			1914 2251 10042 263 12794
Albuquerque			2159 12672 30398
Anchorage			2926 10555
Atlanta			120 5051 16033 25069 654 30881 46186 25656 32571 10200 43277
Baltimore			42005 10255 52957 10298
Birmingham			30342 2824 10335 16188 34239
Boston			10451 30289 46243

b6

Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88 RE: FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT PROCEDURES

Buffalo	10486 43451 2483 1459 10510 12862
Butte	1460 12205 70143 16322 10541 10344
Charlotte	7475 30877 30679 02705 12805 10634
Chicago	2649 20253 20044 2258 20071 10722 37575 10856
Cincinnati	10894 20058 10914 2932 10946
Cleveland	10977 11005 11022 11030 2019 1539
Columbia	2524 2667

b6 ь7С Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF
FIELD FILES AND RECORDS/AUDIT

PROCEDURE

Dallas	12064 1524 30664 30660 2188	: :
Denver	34	
.*	2866 11421 11202	
Detroit	12546	
	2503 19954 20239 20070 499	ı .
El Paso	20188	-
	02864 38000	
Honolulu	· ·	
LOUOTATA	30172 30171	
	12463 33549	
	41325	
Houston	2737 12906	·
	236 350	
	30850 20105	
Indianapolis	11517 43240	
Togleson	12163	
Jackson	11586	
	22299 45824	
Jacksonville	12950 38635	
	12068	

b6 b7C Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88

RE: FIELD OFFICE INFORMATION MANAGEMENT

SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT

PROCEDURE

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Kansas City	1177 2046
	11700
:	16837
	11754:
	37742
	43513
	20644
	2045
Knoxville	12250
	20443
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Las Vegas	1044
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	30156 4607
Little Rock	20293
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Los Angeles	46310
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	12150
Louisville	27 2093
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Memphis	11611
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Miami	402
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	05172° 37828
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b6 b7С Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88
RE: FIELD OFFICE INFORMATION MANAGEMENT
SYSTEM (FOIMS) DESTRUCTION OF

FIELD FILES AND RECORDS/AUDIT PROCEDURE

	•	
	4:	1520 1089 2416
Milwaukee	3: 3:	9961 082 <b>9</b> 0900 1075
Minneapolis		2373 0089 555
Mobile		8224 2525
Newark	1 0. 3:	2100 6025 1065 5958 1674
New Haven	2:	2524 1526 0226 9430 9104
New Orleans	4:	0649 3526 2790
New York City	4:	3178 3636 4431 2905
Norfolk		1541 3360
Oklahoma City	1: 20	2141 2465 0310 6158

b6 b7C Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88 RE: FIELD OFFICE INFORMATION MANAGEMENT

SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT PROCEDURE

Omaha	28	182 246 319 577
Philadelphia	349 323 355	307 982 192 538 698
Phoenix	122 122 227 115	174 228 270 794 536 563
Pittsburgh		283 762
	308	312
V		202
Portland	203 254	
Richmond	303	
	326 168 407	192 560 306 708
	306	
Sacramento	12 148 140	
Saint Louis		50 76
	305	72
Salt Lake City	301 421	
San Antonio	127 307	

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b6 b7C Memorandum to Mr. Bayse from Allen H. McCreight dated 10/17/88

b6 b7C

FIELD OFFICE INFORMATION MANAGEMENT SYSTEM (FOIMS) DESTRUCTION OF FIELD FILES AND RECORDS/AUDIT

PROCEDURE

San Diego	30319 37740 40681
San Francisco	632 12698 16339
San Juan	3,0517
Savannah	12083 14568 1179 34161
Seattle	12011 332
Springfield	46573 14641
Tampa	14739 12691 14723 37235 30508 30548
WMFO	38768 33148 37803 36812 20200
	2527



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Training Off. Liaison & Int. Affs.

Telephone Rm.

PURPOSE: To advise of the completion of the file destruction Director's Sec'y project of records within the 116 classification (Department of Energy Applicants; Department of Energy Employees).

OF Field Files+ Records

For information. RECOMMENDATION: None.

DESTRUCTION OF BUREAU RECORDS

	APPROVED:	Adm. Servs.		Coun.	/ Off. of Liaison	
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15	Dep. Dir. ADD-Adm.	_Inspection _ _Intell.	Traini		Public Affs.	
	ADD-Inv.	Laboratory _		EEO .		

In July, 1987, employees of the Records Disposition/Archival Subunit began the review and destruction of non-essential, obsolete records within the 116 classification. This destruction review was in accordance with the criteria set forth in the FBI Records Retention Plan and Disposition Schedule which permits the destruction of records within this classification when the age of the material is 30 years or more. The 116 classification was established in 1946 and the destruction review, of records dated prior to 1959, was completed Cumulative totals for this project are as follows:

66-3286 - Mr. - Mr. (Attn: Mr. Miss - Mr. Shacke ford - Mr. - Mrs.

66-3286-1455

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Memorandum from to Mr. RE: DESTRUCTION OF BUREAU RECORDS

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Cases Reviewed	440,800
Cases Destroyed	422,259
Mail Destroyed	35,981.25 linear inches 2,998.43 linear feet
<pre>6 - Drawer Cabinets   (originally occupied)</pre>	283
6 - Drawer Cabinets (currently occupied)	37
6 - Drawer Cabinets (net gain)	246
Office Space Reclaimed	1,722 square feet

# Order

DOJ 2710.7C

Nov. 21, 1989

DESTRUCTION OF FIELD FILES AND RECORDS

GENERAL

Subject:

1 1

SSP

RECORDKEEPING FOR VIOLATIONS COMMITTED UNDER THE CONTROLLED SUBSTANCES ACT

- 1. <u>PURPOSE</u>. This order prescribes the procedures to be followed pursuant to 21 U.S.C. sec. 844 and 18 U.S.C. sec. 3607 for the retention of a nonpublic record by the Department of Justice, and the expungement of official records pursuant to court order.
- 2. SCOPE. This order applies to all U.S. Attorneys' offices, the Criminal Division, the Justice Management Division, the U.S. Marshals Service, the Federal Bureau of Investigation (FBI), the Drug Enforcement Administration, and the Executive Office for U.S. Attorneys.
- 3. CANCELLATION. Order DOJ 2710.7B is cancelled.
- 4. <u>DEFINITIONS</u>.
  - Expunge. To destroy, delete or obliterate; to blot out; to efface designedly; to strike out wholly; it implies not a legal act, but a physical destruction. As it applies to this order, the expungement of records is not to be greater or less than specified in the order.
  - b. <u>Seal</u>. Fastened in any manner so as to be closed against inspection of the contents.

    66-3286-1456\*
  - 5. <u>POLICY</u>. The Justice Management Division, Records Management Section (RMS), will be responsible for the administration of the nonpublic record.
  - 6. RETENTION OF NONPUBLIC RECORD.

a. The U.S. Attorney responsible for the case ing a certified copy of the court order of dismissal and discharge issued under 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a), shall obtain from his/her records all recordation relating to the person's arrest, indictment or information and trial. These recordations shall be prominently identified as nonpublic records under 21 U.S.C.

Distribution: OBD/USA/CRM/JMD/H-1
OBD/USA/F-2

BUR/USM/FBI/DEA/H-1

SPL-23

Initiated By: Facilities and Administrative Services Staff Justice Management Division

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DOJ 2710.7C Nov. 21, 1989

sec. 844(b)(1) or 18 U.S.C. sec. 3607(a). A certified copy of the court order of dismissal and discharge, and an executed Form OBD-160, Defendant Information, (with the specific name, address and zip code of each individual or agency or component (Federal, state or local) thereof whom the U.S. Attorney knows or has reason to believe is maintaining a record), shall be forwarded as indicated on Form OBD-160.

- RMS, upon receipt of a certified copy of the court order of dismissal and discharge and an executed Form OBD-160 from U.S. Attorney, shall notify the appropriate organizational elements in the department and applicable Federal instrumentalities maintaining records of these matters by Form JMD-96, Retention of Nonpublic Records, and furnish each element with a copy of the court order and Said departmental elements and Federal Form OBD-160. instrumentalities shall be responsible for maintaining their headquarters and field office records as nonpublic and protecting them against disclosure. In addition, RMS shall notify those state and local agencies whom the U.S. Attorney knows or has reason to believe are maintaining relevant records, of the existence and effect of the court order.
- 7. EXPUNCEMENT OF RECORDS. If the court enters an order under 21 U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c) to expunge from \* all official records (other than the aforesaid nonpublic records to be retained by the Department of Justice) all recordation relating to a person's investigation, arrest, indictment or information, trial, finding of guilty, and dismissal and discharge:
  - a. The U.S. Attorney responsible for the case shall:
    - (1) Obtain from the Clerk of Court a certified copy of the court order to expunge.
    - (2) Upon receipt of the court order, ascertain the eligibility for expungement based on the age of the defendant to the statute citation.
- (3) Immediately appeal, to the district court, a ruling determined to be ineligible based on the age of the defendant at the time of the offense.
  - (4) Prepare Form OBD-160 as prescribed in paragraph 6a.
  - (5) Expunge his/her own records and prepare Form DOJ-329, Certificate of Expungement.

- (6) Forward to RMS, the certified copy of the court order to expunge, Form OBD-160, and Form DOJ-329.
- b. RMS, upon receipt of a certified copy of the court order to expunge, Form OBD-160, and Form DOJ-329 from the U.S. Attorney, shall notify the appropriate organizational elements in the department and applicable Federal instrumentalities maintaining relevant records by Form JMD-95, Expungement of Records, and furnish each element with a copy of the court order and Form OBD-160. Said departmental elements and Federal instrumentalities shall be responsible for expunging their records and obtaining Form DOJ-329 from their headquarters and field offices, and delivering each Form DOJ-329 to the RMS.
- C. Expungement orders under 21 U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c) require that all records be eliminated, not sealed, except the nonpublic records to be administered by RMS. The nonpublic record shall consist of a copy of the certified court order to expunge, a copy of Form OBD-160, all applicable Forms DOJ-329, and the fingerprint card forwarded to RMS from the FBI.
- 8. <u>MULTIPLE DEFENDANTS</u>. If a court discharges a defendant and dismisses the proceedings against him/her under 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a) and subsequently orders an expungement under 21 U.S.C. sec. 844(b) (2) or 18 U.S.C. sec. 3607(c), all recordation identifying the defendant and relating \* to his/her investigation, arrest, and discharge and dismissal shall be expunged from the records of any co-defendant.

#### 9. AVAILABILITY OF NONPUBLIC RECORDS.

- a. RMS shall retain a nonpublic record in accordance with 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a) solely for use by the courts in determining whether or not, in subsequent proceedings, a person qualifies for a dismissal and discharge.
- b. When there is reason to believe an individual does not qualify for a dismissal and discharge because of a prior dismissal and discharge under 21 U.S.C. sec. 844(b) (1) or 18 U.S.C. sec. 3607(a), the U.S. Attorney at the direction of the court shall submit the individual's fingerprints to RMS, who will request the FBI to match them to existing fingerprint files within the RMS nonpublic record.
- c. The nonpublic records retained by the Department shall be available only to a Federal court upon its court order issued to the Attorney General demanding such records, or upon the written request of a U.S. Attorney, for use by a

Federal court in determining whether or not a person qualifies under 21 U.S.C. sec. 844(b) or 18 U.S.C. sec. 3607. Such order or request should be made prior to the \*application of the sentencing provisions of 21 U.S.C. sec. 844(a), or the dismissal and discharge provisions of 21 U.S.C. sec. 844(b) or 18 U.S.C. sec. 3607.

10. FORMS AVAILABILITY. Form OBD-160 and Form DOJ-329 may be obtained through normal supply channels.

HARRY H. FLICKINGER

Assistant Attorney General

for Administration

Washington, DC 20408

OCT 25 1989 Destruction of Burcall

Section

Records

Acting Chief, Records Section Federal Bureau of Investigation J. Edgar Hoover Building Washington, DC 20535

Dear Mr.

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recently asked us whether or not NARA would approve the substitution of microfilm for paper in the case of permanent FBI case files. Because of restrictions that will limit public access to FBI records after they are accessioned into the National Archives, we would prefer to accession paper records, not film. Consequently, NARA would not approve the destruction after filming of original FBI files that are permanent. NARA approval is not needed if the Bureau wishes to destroy temporary records after filming.

If you have any questions, please let us know.

Sincerely,

KENNETH F. KOSSMAN

**Øirector** 

Records Appraisal and Disposition Division

66-3286-145

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# temorandum



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Date 1/31/90 SSP in ASS ¿C'D ZR DESTRUCTION OF BUREAU RECORDS Subject:

> To obtain approval to forward attached letter to the National Archives and Records Administration (NARA) requesting approval to transfer numerous obsolete alphabetical and numerical publications to the Library of Congress.

That attached letter be forwarded to NARA for RECOMMENDATION: appropriate action.

-	, APPROVED:	Adm. Servs. Legal Coun. 6 ft. of Liaison Rec. Mgnt. 6 kint. Affs.	
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to Mr. **DETAILS:** Reference is made to memoranda dated 7/15/88 and 7/27/88, which advised that numerous alphabetical and numerous publications, dated from the early 1900s, had been removed from the files of the Records Management Division (RMD) and reviewed for final disposition, by the Records Disposition and Archival Subunit (RDAS), Records Research Unit, Records Section, RMD.

RMD requested both the Criminal Investigative Division (CID) and the Intelligence Division (INTD) to assist in determining the appropriate disposition for both the alphabetical and numerical publications. INTD recommended that 1) RMD review the publications to determine if any of the documents had been provided to the FBI by assets and 2) that the documents determined to be appropriate for transfer be offered to the

for research material prior to the transfer of any material to the Library of Congress. CID

concurred with INTD recommendations.

66	5 – 3	328	ENCLOSURE	
1		Mr.		
1	-	Mr.		
1	-	Mr.		
1		Mr.		4
1	_	Mr.	Shackelford	
1	_	Mrs.		•

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WJR:sc (7)

> ALL INFORMATION CONTAINED HEREIN, 18, UNCLASSIFIED

FBI/DOJ

Memorandum from to Mr. dated 1/31/90 RE DESTRUCTION OF BUREAU RECORDS

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In accordance with INTD communications, RDAS has reviewed the publications and those documents determined to have been provided to the FBI by assets have been segregated by RDAS and will be retained by RMD.

The attached letter directed to Mr. Kenneth F. Rossman, Director, Records Appraisal and Disposition Division, NARA, requests authority from NARA to complete the transfer of the obsolete publications to the Library of Congress.



#### THE LIBRARY OF CONGRESS

WASHINGTON, D.C. 20540

EXCHANGE AND GIFT DIVISION

1-8-90

To : Federal Libraries - Mr. Bill Shackelford, Hq FBI

Subject: Duplicate Library Materials

ALL FBI INFORMATION CONTAINED
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DATE 10/7/03 BY AUC 60290 BCE/DCG/ymi

I wish to call your attention to the duplicate publications which the Library of Congress, in accordance with 2 U.S.C. 149, offers to other libraries of the Federal Government, and to ask for your continued cooperation in forwarding to the Library of Congress all library materials which are no longer needed by your agency, in accordance with 41 CFR 101–46.301 and 41 CFR 101–46.405. We are enclosing a copy of a notice that appeared in the December 29, 1977 issue of the *Federal Register* (Volume 42, Number 250, pages 64934–64935) concerning the Library of Congress' need for excess copies of publications.

The Library's collection of duplicate publications, administered by the Exchange and Gift Division, is housed in the Library of Congress, James Madison Memorial Building, Room LM-B03.

As we have done in the past, we have shelved for your inspection both current and retrospective monographs and bound serial volumes which have proved to be duplicates and excess to our needs; a large portion of these materials comes to us as transfers from other Federal agency libraries.

Although we do not have the facilities to make available to you duplicate single issues of periodicals, selections from these materials are turned over to the Universal Serials and Book Exchange on behalf of all Federal libraries. Consequently, whenever you wish to obtain any publications from the U.S.B.E., it is not necessary for you to furnish the Exchange with any further materials for publications credit.

Under the arrangements described above, our Exchange and Gift Division serves in effect as a clearinghouse for the distribution of excess library materials to the Federal library community (and, subsequently, to non-Federal institutions in the United States). These arrangements are, as mentioned above, dependent upon your continued cooperation in forwarding to us all library materials which are no longer needed by your agency.

The only publications not useful in our program are the daily issues of the Congressional Record and Federal Register. However, it may not be worthwhile, because of the distance and the consequent expense involved in mailing materials from Federal libraries outside the Washington area, for those libraries to send to us all their duplicate publications, particularly U.S. copyrighted materials which are almost certain to be already represented in the collections of the Library of Congress. We do request, however, that you send us all duplicate or unwanted publications which are of more than ordinary value because of rarity, cost, or

66-3286-1458

Enclosures

Daniel J. Boorstin

The Librarian of Congress

NOTICES

has prepared a draft supplement to the final environmental statement for the authorized O'Neill Unit Project, Nebr. The final statement, desiganted INT FES 72-34, was filed with the Council on Environmental Quality and publicly distributed on September 22, 1972.

The supplement addresses the geology of the Norden damsite, ground water quality in the O'Neill service area, wildlife impacts, and researching techniques for improving livestock and crop production without diminishing ground-water reserves by irrigation. This supplement and its four technical appendices are prepared in response to Civil Action 75-L-96 of the United States District Court for the District of Nebraska judgment that the final statement was inadequate in the above categories.

Written comments may be submitted to the Regional Director (address below) by February 13, 1978.

-Copies are available for inspection at the following locations:

Office of Assistant to the Commissioner—Ecology, Department of the Interior, Bureau of Reclamation, Room 7622, Interior Building, Washington, D.C. 20240, telephone 202-343-4991.

Division of Engineering Support, Technical Services and Publications Branch, Engineering and Research Center, Denver Federal Center, Denver, Colo. 80225, telephone 303-234-3022.

Office to the Regional Director, Bureau of Reclamation, Lower Missouri Region, Building 20. Denver Federal Center, Denver, Colo. 80225, telephone 303-234-3779.

Nebraska Reclamation Office, Second and Locust Streets, Grand Island, Nebr. 68801, telephone 308-832-3660.

Kansas River Projects, 1706 West Third Street, McCook, Nebr. 69001, telephone 308-345-4400.

Libraries in Omaha, Lincoln, O'Neill, Atkinson, Valentine, Bassett, Norfolk, Stuart, and Grand Island, Nebr.; and at Kearney State College, Chadron State College, Wayne State College, and the University of Nebraska at Omaha and Lincoln.

Single copies of the final statement, the supplement, and the technical appendices may be obtained on request to the Commissioner of Reclamation or the Regional Director at the addresses listed above. Copies of the final environmental statement and the supplement are available at no charge. There will be a charge of \$5 per copy for the technical appendices.

Dated: December 20, 1977.

DAVID USHIO, Acting Deputy Assistant Secretary of the Interior.

[FR. Doc. 77-36976 Filed 12-28-77; 8:45 am]

[4410-01]

DEPARTMENT OF JUSTICE

Drug Enforcement Administration
[Docket No. 77-31]

COMMONWEALTH WHOLESALE DRUG CO.

Denial of Registration

On October 18, 1977, the Administrator of the Drug Enforcement Administration ("DEA"), directed to Commonwealth Wholesale Drug Co., Inc. ("Respondent"), an Order to Show Cause proposing to deny the Respondent's application for registration under the Controlled Substances Act as a distributor of Schedule III through V controlled substances. The Respondent requested a hearing and this matter was docketed by the Administrative Law Judge.

On December 8, 1977, pursuant to 21 CFR §§ 1316.54 and 1316.55, and following the exchange of written prehearing statements, the Administrative Law Judge convened a prehearing conference by telephone. Judge Young and counsel for both the Government and the Respondent participated in this conference. Subsequently, the Administrative Law Judge issued his pre-

and the Respondent participated in this conference. Subsequently, the Administrative Law Judge issued his prehearing ruling, containing, inter alia, the issues which he would consider in the hearing of this matter.

On December 12, 1977, the Respondent, through counsel, withdrew its request for a hearing on the issues raised by the Order to Show Cause and, on December 19, 1977, the Administrative Law Judge terminated all proceedings in this matter then pending before him.

Subsections (a) through (e) of section 303 of the Controlled Substances Act (21 U.S.C. 823(a)-823(e)), set forth the factors which are to be considered in determining whether the issuance of a registration to manufacture or distribute controlled substances would be in the public interest. These factors include the maintenance of effective controls against the diversion of controlled substances from legitimate to illegitimate channels, compliance with applicable State and local laws, the prior conviction record of an applicant under Federal or State laws relating to controlled substances, the applicant's past experience in the handling of controlled substances, and such other factors as may be relevant to the public health and safety.

In a case, such as this one, in which a new application for registration is involved, the applicant's prior experience in the handling of controlled substances may be scant, remote or possibly nonexistent. In such cases, other factors become relatively more important and relevant. The essence of the aforementioned factors is "trust." That is, can the applicant be entrusted with the responsibility of securing

controlled substances, taking adequate measures to prevent their diversion and keeping complete and accurate records with respect to their acquisition. inventory and distribution? Controlled substances, if diverted from legitimate medical, scientific, and industrial channels, pose a danger to the public health and safety. Congress has mandated a system of law and regulations designed to maintain a closed system of distribution and thereby to lessen the potential for diversion of these drugs. Distributors and manufacturers of controlled substances can be expected to handle greater quantities and wider varieties of controlled sub-stances than other types of registrants. Consequently, the public trust to be imposed on these registrants or licensees is relatively greater than that imposed on other registrants whose contacts with controlled substances are fewer or more remote.

The Administrator, pursuant to 21 CFR §§ 1301.54(d) and 1301.54(e), has considered all of the facts and circumstances involved in this matter and has concluded that the registration of Commonwealth Wholesale Drug Co. Inc., to be a distributor of controlled substances would not be consistent with the public interest.

Therefore, pursuant to the authority vested in the Attorney General, and redelegated to the Administrator of the Drug Enforcement Administration, the Administrator orders that the application of Commonwealth Wholesale Drug Co., Inc., be, and it hereby is, denied.

Dated: December 22, 1977.

PETER B. BENSINGER, Administrator, Drug Enforcement Administration.

[FR Doc. 77-37049 Filed 12-28-77; 8:45 am]

[1410-03]

LIBRARY OF CONGRESS

TRANSFER OF MATERIAL

**Need for Excess Copies of Publications** 

The Library of Congress needs, uses, and distributes excess copies of all types of books and government publications in all languages and scholarly periodicals, journals, and magazines.

Pursuant to the provisions of the Federal Property and Administrative Services Act of 1949 and the Federal Property Management Regulations (41 CFR Subpart 101-43.3 and Subpart 101-46.3) the Library hereby gives notice of its need for the aforementioned excess personal property (41 CFR 101-43.301) and also hereby gives notice that it uses and distributes such property (41 CFR 101-46.301).

Any Federal agency having such excess property or property available for transfer to the Library of Congress

is requested to contact the Chief of the Exchange and Gift Division, Library of Congress, Washington, D.C. 20540, and make known to him the kind and extent of the material available.

> Daniel J. Boorstin, The Librarian of Congress.

[FR Doc. 77-36923 Filed 12-28-77; 8:45 am]

[7536-01]

# NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

#### FELLOWSHIPS PANEL

#### Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 25, 1978.

The purpose of the meeting is to

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of History sumitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted by the Acting Chairman's Delegation of Authority to Close Advi-Committee Meetings, SOLA dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. McCLEARY, Advisory Committee Management Officer.

[FR Doc. 77-37050 Filed 12-28-77; 8:45 am]

[7536-01]

#### FELLOWSHIPS PANEL

#### Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the

Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 24, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of Art History submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. McCLEARY, Advisory Committee Management Officer.

[FR Doc. 77-37051 Filed 12-28-77; 8:45 am]

[7536-01]

#### FELLOWSHIPS PANEL

#### Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 20, 1978.

The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of English Literature submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5

U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

Stephen J. McCleary, Advisory Committee Management Officer.

[FR Doc. 77-37052 Filed 12-28-77; 8:45 a.m.]

[7536-01]

#### FELLOWSHIPS PANEL

#### Meeting

DECEMBER 22, 1977.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that a meeting of the Fellowships Panel will be held at 806 15th Street NW., Washington, D.C. 20506, in room 314, from 9 a.m. to 5:30 p.m. on January 19, 1978.

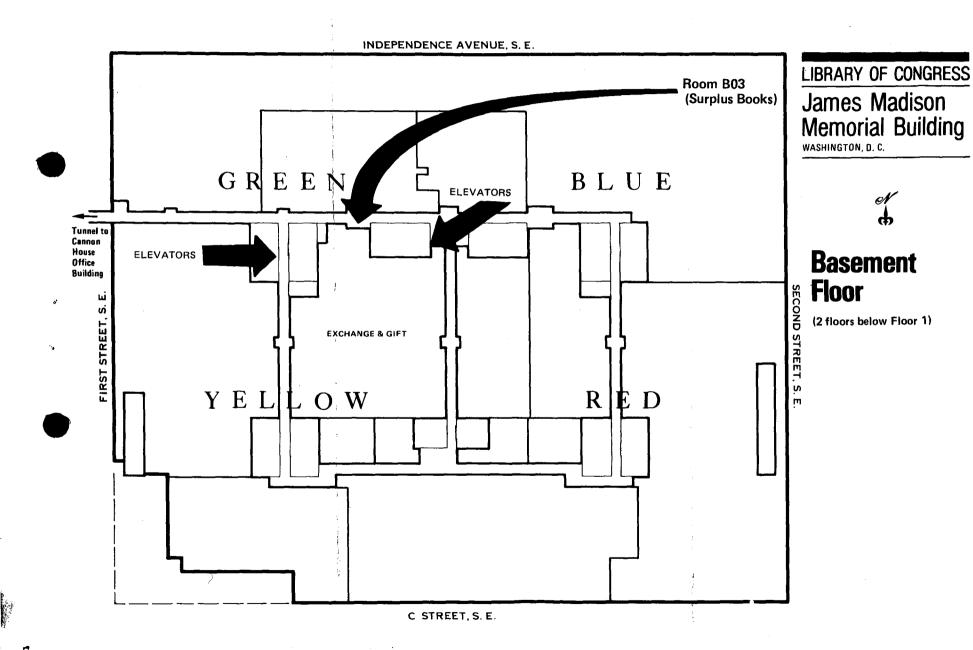
The purpose of the meeting is to review Fellowships in Residence for College Teachers applications in the field of Sociology submitted to the National Endowment for the Humanities for projects beginning after June 1, 1978.

Because the proposed meeting will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Acting Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated August 2, 1977, I have determined that the meeting would fall within exemptions (4) and (6) of 5 U.S.C. 552b(c) and that it is essential to close the meeting to protect the free exchange of internal views and to avoid interference with operation of the Committee.

It is suggested that those desiring more specific information contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call area code 202-724-0367.

STEPHEN J. McCLEARY, Advisory Committee Management Officer.

[FR Doc. 77-37053 Filed 12-28-77; 8:45 am]



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# U.S. Department of Justice

#### Federal Bureau of Investigation

Washington, D. C. 20535

January 31, 1990

SSP . Mr. Kenneth F. Rossman LÀSS Director Records Appraisal and Disposition Division National Archives and Records Administration Washington, D.C. 20408

Dear Mr. Rossman,

Destruction of Field Files and Records

The Federal Bureau of Investigation (FBI) is in possession of approximately 169 cubic feet of public source material consisting of newspapers, magazines, booklets, pamphlets and other informational type publications which the FBI would like to make available to the Library of Congress.

These public source publications, which were collected by the FBI during the course of bona fide criminal and/or security investigations, are no longer accessed by the FBI. The records are currently in storage at FBI Headquarters. The records will be tranferred to the Library of Congress, at the discretion of the employees of the Library of Congress. No restrictions will be imposed on the use of the records, by the FBI, inasmuch as the records are public source material. The transfer of these publications will permit the recovery of much needed office space by the FBI.

Attached is a letter from the Library of Congress confirming their desire to accept these records in accordance with Time 41, Code of Federal Regulations, Chapter 101, Subparts 46.405.

**ENCLOSURE** 

66-3286-1459

l - Mr.  xec AD Adm. l - Mr.  xec AD Inv. l - Mr.  xec AD LES l - Mr.  sst. Dir.: l - Mr. Shackelford	Chector Con Dir ADD-Adm. ADD-Inv.	Adm. Servs. Crim. Inv. Ident Inspection Intel Laboratory  Legal Coun. Rec Mgnt. Framing Iraming Cong. Affs Off Off. of EEO	Off. of Public Affs.
Adm. Servs Mrs ldent			10 FEB 16 1990
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 10/103 BY AUC 60290 BCE/DCG/ymu

C#550

b6 b7C Mr. Kenneth F. Rossman Director Records Appraisal and Disposition Division

If you have any questions concerning this matter, you may contact Mr. William Shackelford at (202) 324-6903.

Sincerely,

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Acting Section Chief Records Section Records Management Division b6 b7C

Enclosure

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# Memorandum



Date

3/20/90

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DESTRUCTION OF FIELD FILES AND RECORDS

To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

	APPROVED:	Adm. Servs.		Pff. of Liaison	-
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<u>DETAILS</u>: Resolution of the civil matter <u>American Friends Service</u> Committee, et al v. William H. Webster, et al. on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and making for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, FBIHQ has destroyed 6,920.55 linear feet of obsolete records.

By airtel dated 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories

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Enclosure Aprocunt	
66-3286 - ENGLOSURE ATTACHEO	66-3286-1466
1 - 66-3286 Sub B 1 - Mr. 1 - Mr.	7 MAR 20 1990
1 - Mr. 1 - Mr. Shackelford	(CONTINUED - OVER)
1 - Mrs. SC WJR:sc (8)	

DATE 10/7/23 BY AUC LOSS OF BCE/DCG/ym

b6 b7C Memorandum from to Mr. 3/20/90
RE: DESTRUCTION OF FIELD FILES AND RECORDS

By Bulet 12/13/89, all field offices were surveyed to determine the progress of the destruction program. The survey revealed that since 12/87, the field offices, except Boston and San Francisco, have destroyed a total of 22,549.20 linear feet of obsolete file and record material. Of this total, 5,617.65 linear feet were destroyed since 7/1/89.

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By memorandum 1/12/90, the Boston (BS) office advised that an extreme shortage of support personnel staff has prevented that office from pursuing file destruction. However, a recent increase in personnel resources will now enable BS to commence with file destruction.

On 12/19/89, San Francisco (SF) advised that no file destruction has been accomplished in SF. That SF closed files eligible for destruction pursuant to current guidelines have been transferred to WRCSC, Pocatello, Idaho, and that destruction will be accomplished at the WRCSC. Future statistics regarding the destruction of SF files will be reported by the WRCSC.

Each field office, as requested, has identified the classification/categories of records wherein destruction has not been addressed, and the estimated number of linear feet of shelf/cabinet space that could be recovered if destruction was brought into a current status.

The attached list identifies the volume of material destroyed by each field office, the status of destruction in each office, the two field offices that have not destroyed any material, and the approximate space that would be recovered if destruction were current.

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ENGLOSURE

Work Sheet 0-48 (Rev. 7-14-82)	LINEAR FEET DESTROYED		CURRENT OR	LINEAR FEET OF SPACE
	12/87	7/1/89	NOT CURRENT	TO BE RECOVERED
1. Albany	347.2	22.5	Not Current	100
2. Albuquerque	219' 11½"	39 3½"	Not Current	60
4. Anchorage	198.4	15.9	Not Current	20
5. Atlanta	395' 9"	26' 9"	Not Current	15
6. Baltimore	121	50' 6"	Not Current	569
7. Birmingham	2141/2	38	Not Current	120. 120. 120. 110. 110. 110. 110. 110.
8. Boston	0	0	Not Current	No Estimate Furnished
9. Buffalo	95	3	Not Current	18
10. BUTEXX				
11. Charlotte	206	0	Not Current	428
12. Chicago	883 5½	177 5½	Not Current	800
13. Cincinnati	348½ 385	0	Current	0
14. Cleveland	171		Current	35
15. Columbia	432	<u>6</u> 20	Not Current Not Current	100
<ol> <li>Dallas</li> <li>Denver</li> </ol>	397	53	Not Current	543
18. Detroit	491	44	Not Current	400
9. El Paso	108	65	Not Current	240
20. Honolulu	691/4	0	Not Current	24
21. Houston	435	112	Not Current	1,100
22. Indianapolis	1064	38½	Not Current	380
23. Jackson	88' 4"	47' 4"	Not Current	30
24. Jacksonville	338	115	Not Current	300
5. Kansas City	65.3/4	4	Not Current	60¼
6. Knoxville	198	30	Not Current	100
7. Las Vegas	64' 6"	28	Not Current	75
8. Little Rock	119' 5½"	36' 4"	Not Current	625
9. Los Angeles	255 243½"	99	Not Current	6,077
30. Louisville	158	9 103' 5"	Not Current Not Current	150 600
31. Memphis	45	45	Not Current	800
32. Miami 33. Milwaukee	15	2	Not Current	200
34. Minneapolis	615	30	Not Current	300
35. Mobile	105	15	Current	0
36. Newark	558	43	Not Current	2,500
37. New Haven	281' 6"	82' 7"	Not Current	55'
88. New Orleans	138' 6"	50.5	Not Current	206
9. New York City	7,087	2,454	Current	0
O. Norfolk	187	15	Not Current	30
1. Oklahoma City	471	72.5	Not Current	495
2. Omaha	677	87	Not Current	1,150
3. Philadelphia	183	3	Not Current	250
4. Phoenix	535	165	Not Current	9
5. Pittsburgh	869	163	Not Current	500
6. Portland	143 289	<u> </u>	Not Current	<u>40</u> 300
7. Richmond	660	83.5	Not Current Not Current	810
Sacramento     Saint Louis	558	23	Not Current	27
Saint Louis     Sait Lake City	42	42	Not Current	16
1. San Antonio	551	128	Not Current	500
2. San Diego	337	70	Not Current	110
3. San Francisco	0	0	Not Current	No Estimate Furnished
4. San Juan	275	32	Not Current	30
5. Savannah	145	25	Not Current	700
6. Seattle	198	33	Not Current	1,458
7. Springfield	171	3	Not Current	425
8. Tampa	105	0	Not Current	50
9. Washington Field	104.6	611	Not Current	850
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2. Training	
3. Administrative Services	
4. Records Management	
5. Intelligence	
6. Criminal Investigative	
7. Laboratory	
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11. Office of Congressional	
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CLASS FRANSI SRC'D FRANSI SER FRASSI REC FRANSI	MIT VIA: FICATION		DATE:	1/10/90
FROM: TO:		tor, FBI (66-1 Baltimore	19249)	
10.	SACS,	Boston Cincinnati Honolulu Mobile New York	ALL INFORMATION CONTAINED HEREIN 18 UNCLASSIFIED DATE 10/7/03 BY AUC 60290	BeE/Deg/graw

Washington Metropolitan Field Office
Field Files and Records

DESTRUCTION OF RECORDS

San Antonio

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) APPRAISAL OF FBI AND FIELD OFFICE RECORDS BUDED 2/9/90

The NARA has reviewed the fourth "Name Exceptional" case list and, as a result determined that many of the FBIHQ files meet the "Name Exceptional" case criteria and are of sufficient historical value to warrant permanent retention for eventual transfer to NARA. The "Name Exceptional" category was established during the development of the FBI Records Retention Plan and Disposition Schedule, which was approved by the U.S. District Court, District of Columbia, 9/9/86.

The field "Office of Origin" file numbers identified by the NARA during the review of FBIHQ files are set forth below by field office. By close of business 2/9/90, recipient field offices are requested to advise FBIHQ, Attn: Records Section (RS), Records Research Unit (RRU), Records Disposition and Archival Subunit (RDAS), Records Management Division (RMD), of the volume (section) and serial scope of each respective "office of origin" file listed. Once NARA has reviewed this information and determined if the field "office of origin" file meets the "Name Exceptional" criteria, you will be notified to stamp the file cover with the legend "X, Do Not Destroy, Historical Value, National Archives." Do not stamp any files until so advised by FBIHO.

66-3286 Sub B	V-175	66-3286-1461	
1 - Mr. 1 - Mr. 1 - Mr. Shackelford 1 - Mrs.	W 44 W44	🗸 🕶	
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b6 b7C Airtel to SACs, Baltimore, Boston, Cincinnati, et al RE: Destruction of Records National Archives and Records Administration (NARA) Appraisal of FBI and Field Office Records Buded 2/9/90

FIELD OFFICE	FIELD OFFICE OF ORIGIN FILE NUMBERS	FBI HEADQUARTERS FILE NUMBERS
Baltimore	194-188	194-3973 194-5091
Boston	9-4430 58-572 100-347861	9-70562 58-11053 100-438824
Cincinnati	12-514	12-18292
Honolulu		
Mobile	183-461 194-358 194-399	183-9849 194-7304 183-9849
New York	62-16084	12-9206
San Antonio	91-5575	91-75210
WMFO	157-953 185-15 (former AX)	157-14198 185-2103

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	Any	questions	<u>concer</u> ning	this	request	may	be	directed	to
FBIHQ,	Attn:		, ext	censio	on 4770.	_			

NOTE: Field Offices designated to receive this communication are being requested to furnish FBIHQ with the volume (section) and serial scope of the field "Office of Origin" file listed. The above listed cases have the potential for meeting the criteria for the "Name Exceptional" category. Recipient field offices are requested to advise FBIHQ by COB 2/9/90.

CLASS_ CRC'D_ SER _ REC	Mem	orandum			Exec AD Adm. Exec AD Inv Exec AD LES _ Asst. Dir.: Adm. Servs Crim. Inv ldent.
	То :	Mr.	Date 2/22/	'90 •∙	Insp. Intell. Lab. Legal Coun. Off. Cong. & Public Affs. Rec. Mgnt.
	From :			•	Tech. Servs. Training Telephone Rm. Director's Sec'y
	Subject:	PROPOSED CHANGE IN MANUAL ADMINISTRATIVE OPERATIONS PROCEDURES (MAOP)			

<u>PURPOSE: To place in MAOP instructions regarding the</u> destruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Retention Plan and Disposition Schedule (The Plan) which was approved by the U. S. District Court, Washington, D. C., 9/9/86. The instructions were communicated to the field by Buairtel 12/14/87, entitled "Destruction of Field Files and Records".

DETAILS:

#### REASON FOR CHANGE

From 1/10/80 until 9/9/86, the FBI was enjoined from engaging in a file destruction program. The injunction was predicated upon the civil matter "American Friends Service Committee, et al. v. William H. Webster et al. " (U.S.D.C., District of Columbia, Washington, D. C.) Civil Action No. 1655.

Plaintiffs, numerous individuals and organizations filed civil action, supra, seeking to prevent the FBI from carrying out its Records Destruction Program on the basis that the FBI's actions violated various laws and interfered with their rights and interests. After review of voluminous memoranda and subsequent to an evidentiary hearing, the District Court (The Honorable Harold Greene) found that plaintiffs had standing to bring suit under Title 5, United States Code (U.S.C.), Section

1	_	Mr.				
1		Mr.	(Division	Manual	Control	Folder)
1	_	Mr.	•			•
1	-	Mr.				
		Mr.				
1	-	Manuals Desk	•			
1	-	66-19198 (MAOP)				

TBD:sc (8)

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37 MAR 27 1990

Memorandum from to Mr
RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

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701, et seq., commonly known as the Administrative Procedure Act (APA). This ruling was based on plaintiffs' perceived need for access to research material in their respective professions (i.e., historians, journalists, teachers) and the need to discover any evidence necessary to commence legal action to remedy alleged wrongs.

The Court also found that the FBI's document disposal plan contravened both the procedural directives and the substantive purpose of the records management laws. Accordingly, the aforementioned injunction was issued and the FBI was enjoined from engaging in a file destruction program until a satisfactory records retention plan was established. As a consequence, the defendants, the National Archives and Records Administration (NARA) and the FBI were ordered to develop The Plan for submission to the Court for approval. The Plan was developed and subsequently approved by the Court on 9/9/86; thus, the injunction was vacated.

The Plan renders many of the previously authorized file destruction instructions obsolete. Consequently, new guidelines and instructions have been established and communicated to the field. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

Required contact was made with the Manuals Desk, Records Management Division, for necessary coordination and assistance prior to the preparation of this memorandum.

#### CHANGED TEXT

MAOP, Part II, Sections 2-4.5 through 2-4.5.8 (9), pages 303 through 307, delete and substitute the following:

# 2-4.5 <u>Destruction Of Field Files And Records</u>

The destruction of FBI files and records is governed by Title, 44 U.S. Code, Section 3303 and 3303a; Title 36, Code of Federal Regulations, Part 1220, the General Records Schedule (GRS); and the FBI Records Retention Plan and Disposition Schedule (The Plan) developed by the National Archives and Records Administration (NARA) and the FBI, which was approved by the United States District Court, District of Columbia, Washington, D. C., September 9, 1986.

•	•	
	to Mr.	
RE: Proposed Change in Manual	of	
Administrative Operations	and	
Procedures (MAOP)		

FILES AND RECORDS NOT IDENTIFIED HEREINAFTER ARE NOT TO BE DESTROYED WITHOUT SPECIFIC FBIHO AUTHORITY.

The following field files and records are authorized for destruction after observance of the instructions and restrictions set forth below. The file number and date of destruction are to be recorded on Form FD-478 (List of Files Destroyed/Transferred to FBIHQ). Form FD-478 containing the file numbers and dates files were destroyed is to be maintained at the beginning of each respective classification in the closed files section. For files bearing the Universal Case File Number (UCFN), the FD-478 should be filed at the beginning of the field office breakdown in the closed files section. At the option of each office, an additional copy of Form FD-478 may be maintained in an administrative control file entitled "List of Files Destroyed."

## 2-4.5.1 Restrictions:

(1) Periodically, and pursuant to criteria outlined in The Plan, FBIHQ issues to the field instructions to stamp certain field files/records, including auxiliary office files with 50 or more volumes/sections, with legends "Do not Destroy: Historical Value: National Archives" and/or "X: Do not Destroy: Historical Value: National Archives." Files so stamped are permanent and must be retained for eventual transfer to the NARA.

#### (2) Freedom of Information/Privacy Acts (FOI/PA) Request:

Upon receipt of an FOI/PA request in the field office, the request must be immediately searched through the office indices to identify any relevant files which must be immediately marked to indicate that an FOI/PA request is pending and to preclude premature destruction pending resolution of the request.

#### (3) <u>Litigation Matters</u>:

No field office may engage in file destruction until all litigation matters have been searched through the office indices and relevant files identified and marked for retention

(CONTINUED - OVER)

b6 b7C Memorandum from to Mr.

RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

pending resolution of the litigation. Case files which bear the notation that files are being retained due to pending litigation are to be maintained until notification is received from FBIHQ that the litigation has been resolved. Upon receipt of new litigation matters from FBIHQ, all file destruction must cease until the new litigation freeze sheets have been searched through the office indices and related files identified and marked for retention pending resolution of the litigation.

# (4) Tax Returns/Tax Return Information:

Tax returns and/or tax return information are to be removed from auxiliary office files prior to destruction and forwarded to the office of origin for retention in the office of origin file for five (5) years from date of receipt of the Internal Revenue Service (IRS) material from IRS, or five (5) years from the date of any disclosure, whichever is longer.

(5) Original Documents: Original FD-302s, Laboratory reports, Latent Fingerprint reports, original surveillance logs, Agents' investigative notes, original photographs and other original documents maintained in the 1-A exhibit section of auxiliary office case files are to be forwarded to the office of origin prior to destruction of the auxiliary file. Form FD-491 (Transmittal of Original Documents to Office of Origin) may be used for this purpose.

#### (6) Investigative/Administrative Needs:

Case files which continue to serve investigative, administrative or research needs may be retained if deemed necessary. If a case file that has not been marked for archival retention is retained beyond the authorized destruction period, a memorandum should be placed in each case file justifying the need for longer retention.

## 2-4.5.2 Destruction - Investigative Files and Records:

(1) <u>Index Cards</u>: Automated index records in the Field Office Information Management System (FOIMS) data base should be deleted when the corresponding file is destroyed. Manual index records corresponding to files destroyed may be purged from the general indices at the discretion of the SAC.

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Memorandum from	to Mr.
RE: Proposed Change in Manual	of
Administrative Operations	and
Procedures (MAOP)	

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(2) <u>Copy Destruction</u>: Duplicate copies of communications which <u>do not</u> contain action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc., may be removed from files that have been stamped as having historical/research value (exceptional/permanent) and destroyed. Copies of documents which contain action notations not appearing on the original file copy are to be retained along with the original file copy. Similarly, copies of documents in other investigative case files may be purged and destroyed when the case is Closed/Referred Upon Completion (Ruc'd).

## (3) Record Checks:

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- (a) <u>Auxiliary offices</u> may destroy, when six (6) months old, results of contacts with various credit, law enforcement, and Federal, state and local Bureaus to determine criminal, credit and/or employment status of individuals related to current investigations.
- (b) Record Checks in <u>office of origin</u> are to be retained/destroyed commensurate with the disposition authority of the office of origin case file to which the record check relates.

## (4) Auxiliary Office Files:

(a) Auxiliary office files in the following classifications may be destroyed one (1) year after RUC'd, or one year from the date of the last relevant communication, whichever is later, <u>AND AFTER OBSERVANCE OF THE FOREGOING RESTRICTIONS/INSTRUCTIONS</u>:

CIGSSIFICACIONS:					

Memorandum from to Mr. RE: Proposed Change in Manual of Administrative Operations and Procedures (MAOP)
classifications cont.

- (b) Classification 81: After a determination has been made that none of the foregoing restrictions are applicable, auxiliary offices case files in classification 81 may be destroyed after one (1) year in all offices except Portland and former Butte field office. Butte auxiliary office files in the 81 classification created prior to the Butte/Salt Lake City merger 6/6/89, and now resident in Salt Lake City. are permanent and must be retained.
- (5) <u>FOI/PA FILES</u>: Files containing correspondence and supporting documents (excluding official file copy of material if filed therein) <u>two (2) years</u> after the date of reply, provided access was granted to all records requested and no appeal was filed, files containing responses to requester for nonexistent records, responses to requester who provided inadequate description, or those where requester failed to pay reproduction fees.
- (6) Zero "O" Files: Zero "O" files in classifications through two hundred fifty-eight (258), exclusive of classifications 192, 213 and 214, may be destroyed when three (3) years old or when all administrative needs have been met, whichever is later. Prior to destruction, Zero "O" file material must be carefully reviewed and any policy material identified transferred to the corresponding Double Zero "OO" file for permanent retention.

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andum from	to Mr.	
Proposed Change in Manual		
Administrative Operations	and	
Procedures (MAOP)		

- (7) Nontax Criminal Information: Destroy when five (5) years old, copies of correspondence maintained in administrative control files concerning nontax criminal information requested and obtained from the Internal Revenue Service (IRS). See MIOG, Part II, Section 19.
  - (8) Freedom of Information and Privacy Acts Requests:

Files and records relating to FOI/PA requests are authorized for destruction  $\underline{six}$  (6)  $\underline{years}$  after the date of last relevant entry, reply to requester, final adjudication by court and/or FBI agreement to amend:

- (a) Records involved in litigation;
- (b) Those under appeal;
- (c) Those records involved in request to amend and/or expunge certain information, and;
- (d) Those files where access to all or part of the records requested was denied.
- (9) <u>Classification 163</u>: <u>Auxiliary office</u> (FBIHQ is origin) case files in classification 163 may be destroyed if closed for ten (10) years or longer and if none of the foregoing restrictions are applicable.
- (10) Office of Origin files in the following classifications may be destroyed when ten (10) years old if none of the foregoing restrictions are applicable.

#### Classifications:

11,	13,	16,	18,	20,	22,	24,
30,	33,	34,	53,	57,	<u>59,</u>	68,
78,	84,	85,	95,	107,		136,
154.	155,	169.	and	171		

(11) <u>Classification 116</u>: <u>Auxiliary office</u> (FBIHQ is origin) case files in classification 116 created between November, 1947, and September, 1948, and contain no correspondence between the field office and FBIHQ are permanent and must be retained for eventual transfer to the NARA.

	to Mr.
RE: Proposed Change in Manual	of
Administrative Operations	and
Procedures (MAOP)	

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Remaining auxiliary office case files in the 116 classification may be destroyed if closed for twenty (20) years and none of the foregoing restrictions are applicable.

(12) Auxiliary Office (FBIHQ is origin) case files in the following classifications may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

#### Classifications:

37,	77,	118,	121,	124,	126,	127,
128,	130,	132,	133,	138,	140,	151,
and	161					1

# (13) Legat Files and Records:

(a) The NARA has designated all Hong Kong and Mexico City Legat investigative case files and corresponding index cards as exceptional/permanent; consequently, there will be no destruction of these records. All other Legat files and corresponding index cards are eligible for destruction when five (5) years old after application of the criteria of The Plan to identify exceptional/permanent case files in this collection. Closed Legat files are stored at FBIHQ; therefore, they will be reviewed by the Records Management Division to identify and mark for preservation any exceptional/permanent Legat files. A numerical list of files to be transferred to the NARA and an alphabetical listing, by file number, of information indexed in exceptional/permanent Legat files will be furnished to all Legats with instructions to purge the Legat indices and forward the index records to FBIHQ to be matched with the corresponding exceptional/permanent file for eventual transfer to the NARA. After the index records have been purged and forwarded to FBIHQ, the index purge list may be destroyed by the Legat. The numerical list of files transferred to the NARA should be retained by the Legat for future reference.

(b) Remaining Legat files, except Hong Kong and Mexico City, will be destroyed according to the five (5) year authority granted by the NARA. In conjunction with the destruction process, the files will be reviewed and a list made of all information indexed by Legats. The Legats, except Hong Kong and Mexico City, will be furnished a list of all files destroyed and

Memorandum from to Mr.

RE: Proposed Change in Manual of
Administrative Operations and
Procedures (MAOP)

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a listing of all information indexed by the Legats. These listings are to be used by the Legats to purge and destroy the corresponding microfiche and index records. The list of information indexed may be destroyed once the index purge and destruction process have been completed. The list of files destroyed is to be retained by the Legat for future reference.

# 2-4.5.3 <u>Destruction - Noninvestigative Files and Records</u>:

<u>Copy Destruction</u>: Duplicate copies of communications may be destroyed at any time if they contain no action notations, i.e., notations issuing instructions, notations requesting action be taken, notations of certification that action was taken, etc. Copies bearing aforementioned notations not appearing on the original file copy of the communication must be retained with the original document until the entire file qualifies for destruction.

Delete paragraphs 2-4.5.4 through 2-4.5.8

MAOP, Part II, Section 2-4.5.9, page 307, delete and substitute the following:

Noninvestigative Files And Records To Be Destroyed If More Than Six (6) Years and Three (3) Months Old.

Delete paragraph commencing with "Documents identified as tax returns.....and ending......five years from the date of any disclosure, whichever is longer."

Delete paragraph (1) and substitute the following:

Field Support Account - Blue Slips (FD-37, supporting documents, receipts, cancelled checks, bank statements, check stubs, and bank passbooks, six (6) years and three (3) months, after period covered by audit.

MAOP, Part II, Section 2-4.5.10, page 307 and 308, delete and substitute the following:

Files And Records To Be Destroyed If More Than Six (6) Years Old.

Memorandum from to Mr.

RE: Proposed Change in Manual of Administrative Operations and Procedures (MAOP)

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Delete paragraph commencing with "Documents identified as tax returns.....and ending.....five years from the date of any disclosure, whichever is longer."

Paragraphs (1) and (2) remain unchanged.

MAOP, Part II, page 308, delete the current 2-4.5.11 and insert the following as new 2-4.5.11:

Files And Records To Be Destroyed When Five Years (5)
Old Or Five (5) Years From The Date Of Receipt Or
Disclosure, Whichever Is Longer.

Documents identified as tax returns and/or containing tax return information maintained in the field office 66-administrative control file entitled "Tax Return/Tax Return Information" may be destroyed five (5) years from the date of receipt of the Internal Revenue Service (IRS) material or five (5) years from the date of any disclosure, whichever is longer.

MAOP, Part II, Section 2-4.5.12, page 308, delete and substitute the following:

Files And Records To Be Destroyed If More Than Three (3) Years Old.

Delete paragraph commencing with "Documents identified as tax returns and/or containing return information....and ending ...... (For items (1)-(9) see <u>Leave/Time and Attendance (T&A) Manual.</u>)

Insert the following as paragraph (1).

Automobiles - After vehicle leaves custody by Sale, Transfer, Donation, or Exchange.

Re-number existing paragraphs (1) "Time and Attendance Registers, FD-420" through (33) "Office Personnel File....retain longer than three years.)"

Delete paragraph (34) and substitute the following:

Memorandum from to Mr.

RE: Proposed Change in Manual of Administrative Operations and Procedures (MAOP)

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Memorandum to All SACs (formerly SAC Letters), and Bureau bulletins. Carefully review to ensure that instructions which are still applicable and which will be of future value are not destroyed prematurely.

Delete paragraphs (35) through (39) and renumber (40).

MAOP, Part II, Section 2-4.5.13, page 310, delete paragraph commencing "Documents identified as tax returns..... and ending ......five years from the date of any disclosure, whichever is longer."

Paragraph (6) delete.

MAOP, Part II, Section 2-4.5.14, page 311, delete paragraph commencing "Documents identified as tax returns..... and ending ......five years from the date of any disclosure, whichever is longer."

MAOP, Part II, Section 2-4.5.15, page 311, delete paragraph commencing "Documents identified as tax returns..... and ending......five years from the date of any disclosure, whichever is longer."

Insert as paragraph (9) the following:

Law Enforcement Bulletins and related Indexing Lists.

MAOP, Part II, Section 2-4.5.16, pages 311 and 312,

Machine delete paragraph commencing "Documents identified as tax

for returns...... and ending......five years from the date of

any disclosure, whichever is longer."

Delete paragraph (5).

MAOP, Part II, Section 2-4.5.17, page 312, delete paragraph commencing "Documents identified as tax returns..... and ending......five years from the date of any disclosure, whichever is longer."

Delete paragraph (4) (e) and substitute the following:

Carefully review Memoranda to All SACs (formerly SAC Letters) to ensure that instructions which are still applicable and which will be of future value are retained.

Memorandum from to Mr. Proposed Change in Manual of Administrative Operations and Procedures (MAOP)

b6 b7C

Insert as paragraph (5), page 312.01, the following:

Individual Security Patrol Daily Report, FD-215; Combined Security Patrol Report, FD-215a; and Security Patrol Log, FD-215b.

MAOP, Part II, Section 2-4.5.18, page 312.01, delete paragraph commencing "Documents identified as tax returns...... and ending.....five years from the date of any disclosure, whichever is longer."

MAOP, Part II, Section 2-4.5.19, page 312.02, delete and ending.....five years from the date of any disclosure, whichever is longer."

Whichever is longer."

Where me copy of these move and toll in this for at least three years and MAOP. Part II, Section 2-4.5.20, page 312.02, delete.

MAOP. Part IT Section 2.4.5.21

MAOP, Part 11, Section 2-4.5.21, page 312.03; Section 2-4.5.22, page 312.03; Section 2-4.5.23, page 312.05: Section 2-MAOP, Part II, Section 2-4.5.21, page 312.02; Section 4.5.24, page 312.05; Section 2-4.5.25, page 312.05; Section 2-4.5.26, page 312.05; Section 2-4.5.27, page 313, and Section 2-4.5.28, page 313, delete paragraphs commencing "Documents identified as tax returns..... and ending ......five years from the date of any disclosure, whichever is longer."

INDEXING

Delete all indexed information pertaining to the deleted portions of MAOP (2-4.5 through 2-4.5.8(9)) and from MIOG index page 8, "Destruction in field of" heading. Change heading to "Destruction of records" and incorporate <u>undeleted</u> information left under former heading. Insert the following information under the new heading:

Destruction of records auxiliary case files (2-4.5.2(4)(9)(11)(12)copies (2-4.5.2(2)) (2-4.5.3) Freedom of Information/Privacy Acts files (2-4.5.2(5)(8)index cards ((2-4.5.2(1)), 280.03 413 investigative files (2-4.5.1(7))(2-4.5.2)

Memorandum from to Mr.

RE: Proposed Change in Manual of Administrative Operations and Procedures (MAOP)

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Legat files (2-4.5.2(13)(See also Legal Attache Manual, Section 2-15.2.) Memorandum to All SACs (formerly SAC Letters) (2-4.5.12(34)) (2-4.5.17(4)(e))noninvestigative files (2-4.5.3) office of origin files (2-4.5.2(10)) record checks (2-4.5.2(3)), 312.02 restrictions administrative files (2-4.5.1(7)) Freedom of Information/Privacy Acts requests, (2-4.5.1(2))litigation matters (2-4.5.1(3)) original documents (2-4.5.1(5)) tax information (2-4.5.1(4))tax information (2-4.5.1(4)) (2-4.5.2(7))use of FD-478 (2-4.5)

#### SAC MEMORANDUM

No SAC Memorandum is necessary.

<u>RECOMMENDATION</u>: That upon approval of above manual changes, this memorandum be routed to the Manuals Desk for appropriate handling.

	APPROVED:	Adm. Sarvs.		Off, of Liaison
	Director	Jdent	Rec. Mgnt. A	Off. of
71	Dep. Dir ADD-Adm	Inspection Intell.	Training Cong. Af/s. Off	Fublic Affs.
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TRANSMIT VIA	A: PRECEDENCE:    Immediate   Priority   Routine		SIFICATION: OP SECRET ECRET ONFIDENTIAL NCLAS E F T O NCLAS	
2		D	ate1/27/90	
L	DIRECTOR, FBI (ATTN: RESEARCH UNIT,	, RECORDS		
FROM :	SAC, BUFFALO (66-BF-12	209)	•	
	DESTRUCTION OF FIELD F FORM FD-215	FILES AND RE	CORDS	
	Re MAOP: Part II, 2-4 1 39-80 dated 11/24/80.		304 and to	
Patrol Cle However, t granted a records in	According to the MAOP, erk, Form FD-215, may be this citation is not in limited destruction provided view of the injunction the destruction of FE	be destroyed ncluded in M rogram for c on issued on	when six-mor EMORANDUM 39- ertain admini 1/10/80 whic	nths old -80 which strative
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Washington, DC 20408

Mr. Destruction of Field Files and	Robe per ER
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Acting Section Chief  Destruction of The Contraction	
Federal Bureau OI Investigation	
Washington, D.C. 20535	
Dear Mr.	
21 1990:	
concerning certain printed materials the Federal Buleda concerning certain printed materials the Federal Buleda Investigation (FBI) has accumulated. We believe that these materials are nonrecord. Consequently, the FBI does not ne materials are nonrecord. Archives and Records Administrat	ed
materials are homes and Records Administration	ion
materials are nonrecord. Consequently, the FBI does not a materials are nonrecord. Archives and Records Administrat approval from the National Archives and Records Administrat to transfer them to the Library of Congress.	
If you have any further questions regarding this matter, pl	b6 per FB]
contact	b7C per FE
Sincerely,	
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# National<sub>Archives</sub>

and Records Administration

Washington, DC 20408

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Official Business Penalty for Private Use, \$300

Mr. Acting Section Chief
Records Section
Federal Bureau of Investigation
Washington, DC 20535

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## Washington National Records Center

Washington, DC 20409

March 23, 1990

Destruction of Field Files and Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1990. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item la.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Judith A. Barnes Chief, Accession and Disposal Branch

Enclosure(s)

66-3286-1465

APR 2 390 b6

"ENCLOSURE ATTACHED"

ENCLCSURE PRECEDOS

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DATE 10/1/03 BY Auc 100290 BCE/DCG/ymu

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### NCWA

Washington National Records Center Washington, DC 20409

Official Business Penalty for Private Use, \$300





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Federal Bureau of Investigation
Records Mgt Division
J. Edgar Hoover Bldg - Room 5634
10th St & Pennsylvania Avenue, N.W.
Washington, DC 20535

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HEREIN IS UNCLASSIFED
DATE 10/7/03 BY NO 60390 BOE/DOG/ YMU
# 03-80762

#### DATE OF NOTICE DISPOSAL DATE NOTICE OF INTENT TO DESTROY RECORDS 199007 04/01/90 RECORDS DESCRIPTION The records described in this notice appear eligible for disposal on the date shown. In ACCESSION NUMBER SUBGROUP accordance with FPMR 101.11.410.8(b) they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have 065-86-0003 been destroyed. No other action is required, If you do not concur in the scheduled DISPOSAL AUTHORITY VOLUME (Cu. ft.) destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date), within the GRSN/6/1A 90 day period to the Director of the Federal records center indicated at the right. SERIES DESCRIPTION REMARKS LOCATION 17-73-53-7-2 17-74-05-7-1 SITE AUDIT

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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ALL FBI INFORMATION CONTAINED

DATE 10/7/03 BY AUC 402 90 BOE/DCG/ymu

WASHINGTON NATIONAL RECORDS

10/83-3/84

CENTER

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON, DC 20409

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FEDERAL BUREAU OF INVESTIGATION FOI/PA

DELETED PAGE INFORMATION SHEET FOI/PA# 1356897-1

Total Deleted Page(s) = 9
Page 34 ~ Duplicate;
Page 35 ~ Duplicate;
Page 57 ~ Duplicate;
Page 86 ~ b1; b6; b7C;
Page 100 ~ b3;
Page 101 ~ b3;
Page 121 ~ Duplicate;
Page 122 ~ Duplicate;
Page 123 ~ Duplicate;
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FEDERAL BUREAU OF INVESTIGATION FOI/PA

DELETED PAGE INFORMATION SHEET FOI/PA# 1346418-1

Total Deleted Page(s) = 9
Page 34 ~ Duplicate;
Page 35 ~ Duplicate;
Page 57 ~ Duplicate;
Page 86 ~ b1; b6; b7C;
Page 100 ~ b3;
Page 101 ~ b3;
Page 121 ~ Duplicate;
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### Memorandum



Date



4/2/90

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<i>b.</i>	Exec AD Inv
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D/C	Tech. Servs
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	Telephone Rm
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-55**?** To FF 1.55 Mr. TOD SER HXC

> Subject: ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

VISA APPLICANT MAIL

To advise that Visa Applicant mail being processed at the Butte Information Technology Center (ITC), be destroyed rather than filed after entry into the Intelligence Information System (IIS).

<u>RECOMMENDATION:</u> That the Butte ITC be instructed to destroy the Visa Applicant mail being processed for the Records Management Division (RMD), after it has been entered into the IIS.

	APPROVED:	Adm. Servs.	_Legal Coun	Off. of Liaison	
	Director	Crim. Inv.	_Rec. Mgnt	& Int. Affs.	
_/	Dep. Dir.	Inspection	_Tech. Servs <b>O</b> _Training	_Off. of Public Affs	
12	ADD-Adm ADD-Inv.	Intell.	Cong. Affs. Off.		
		Local activity	_011. 01 520		

DETAILS: Visa Applicant mail is generated by the United States Department of State and the Immigration and Naturalization Service, related to individuals who have applied for visas or who have been issued visas to enter the United States. If the Visa Applicant mail concerns the subject of an FBI investigation, the mail will be placed in the individual's main file. If, however, no investigation has been or is being conducted on the individual, the mail is processed into a general file for Visa b3 Applicant Correspondence, Bureau File b7E

66-3286

1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. 2 - Mr.(1 - Mr. Shackelford)

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FBI/DOJ

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Memo:	randum	from		to	Mr.	
Re:	Archiv	ral Au	uthorization for	r	,	

Destruction of Bureau Records

Visa Applicant Mail

In 5/88, the Archivist of the United States authorized the destruction of Visa Applicant mail which contains no indexing. This decision was very beneficial to the Records Processing Subunit (RPSU), Records Section (RS), RMD, since approximately 35 percent of the Visa Applicant mail received fell into this category and did not have to be processed for file. However, the volume of Visa Applicant mail is tremendous and the limited personnel resources of the RPSU were unable to remain current with the processing and alternative methods of handling Visa Applicant mail had to be devised.

The Office of Automation and Information Management, RMD, in concert with the Technical Services, Intelligence and Criminal Investigative Divisions, established a procedure whereby Visa Applicant mail will be received from the submitting agency in electronic form and automatically entered into the IIS for storage and future retrieval. The Visa Applicant mail in the RPSU's backlog of mail to be processed (approximately 220,000 pieces) is being transported to the Butte ITC for entry into the IIS by employees at that Center. The electronic information in the IIS is identical to the information on the Visa Applicant mail.

The General Records Schedule (GRS) 20, Item 2.a., captioned "Input/Source Records," address the issue of non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a National Archives and Records Administration-approved agency records schedule. This section of the GRS authorizes the destruction of these documents after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later.

Based on the above, the Butte ITC should be instructed to destroy the Visa Applicant mail being processed for the RPSU upon entry into the IIS.

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То	:	Mr.	
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From W. A. Bayse WAR

ct: PRESERVATION/DESTRUCTION OF RECORDS

Destruction of Bureau Lecerds

Automated Data Processing and Telecommunications (ADPT) Security Staff, Technical Services Division (TSD), and Mr. Unit Chief, Records Research Unit (RRU), Records Management Division (RMD), on 2/9/90, regarding captioned matter.

<u>PURPOSE</u>: To request RMD guidance on the preservation/destruction of automated mainframe computer audit records maintained by TSD.

<u>RECOMMENDATION</u>: That RMD provide guidance on the preservation/destruction of automated mainframe computer audit records maintained by TSD.

 APPROVED:
 Adm. Servs.
 Legal Coun.
 Off. of Liaison

 Crim. Inv.
 Rec. Mgnt.
 & Int. Affs.

 Director
 Ident.
 Tech. Servs.
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 Inspection
 Training
 Public Affs.

 ADD-Adm.
 Intell.
 Cong. Affs. Off.

 ADD-Inv.
 Laboratory
 Off. of EEO

DETAILS: TSD is seeking guidance in determining the preservation/destruction schedule of automated mainframe computer audit records. For RRU's information, the Freedom of Information - Privacy Acts (FOIPA) Section, RMD, opines that automated audit records constitute a system of records, as defined in the Privacy Act of 1974. TSD, with FOIPA's guidance, is filing the FBI's mainframe automated audit records in the Federal Register.

1 - Mr.	1.6-378	6-1468)
1 - Mr.	_ 66-378	
(Attn: Mr.	, Rm. 5640, TL 211)	
1 - Mr		
(Attn: Mrs.	, Rm. 6998, TL 314)	
l - Mr. Bayse l - Mrs.		2 APR 25 1990
1 - Mr	man r	4- APR 20 1000
(Attn: Mr.	, Rm. 1997, TL 153)	Chargest Carried March Control Control
1 - Mr. Wyman (Attn: Mrs.	)	

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TSD maintains audit records detailing the activities of ADP users against the files and databases maintained on the FBI's mainframe computers. These computers are used for official Bureau use, and are accessed only by appropriately authorized These types of audit records are maintained for a number of different purposes: a) damage assessments, b) Office of Professional Responsibility (OPR) investigations, c) "activity logs", d) security violations, and e) reconstruction of lost automated data. During damage assessments and OPR investigations, TSD may need to determine what information stored in the FBI's mainframe computer systems was accessed (e.g., viewed, modified, updated or deleted) by a specific authorized automated information system (AIS) user. Likewise, such investigations may require that TSD determine what authorized AIS user(s) accessed a specific segment of automated information. "Activity logs" are used to reflect job performance of FBI employees, e.g., capturing the number of new records added to an automated file per day, per employee. In addition, AISs capture security violations occurring on the AIS (e.g., failed log-on attempts). Lastly, TSD can reconstruct lost data by reviewing audit logs detailing recent activities (e.g., updates) against specific AIS files and databases.

The specific type of audit information collected is dependent on the AIS being supported as well as the purpose(s) for which it is being maintained. In general, however, automated mainframe computer audit records include, but are not strictly limited to: a) user ID, b) terminal ID from where the action logged was initiated, c) name of file/databse accessed, d) location of file/database accessed, e) the specific type of action initiated (e.g., query, adds, updates, and deletes), f) information viewed by the user as a result of a specific action, and g) information pertaining to security violations (e.g., attempts to access/update data for which the user is not authorized; an invalid log-on attempt). Audit logs are retrievable by the User ID, which is associated with and unique to each authorized AIS user.

	Ιt	is	recor	mmended	that	RMD :	review	, the	above	informat	cion
and	provide	TSD	with	appropi	riate	guid	ance c	n the	<b>;</b>		
										ter audit	
reco	ords mair	ntair	ned by	y TSD.	Quest	cions	regar	ding	this	matter ma	ìУ
be d	directed	to M	ırs.	,	ADPT	Secu	rity S	staff,	TSD	(x2236).	
									_		_

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This matter has been coordinated with Mr.

Database Administration (DBA) Program Manager, TSD.

### Memorandum



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SSP	<u> </u>		
<i>[</i> ]	1n -		
SRC'D_TO : Mr.	wc/200	Date	3/23/90
SER	<b>—</b>		
REC	- Who		
From :	V/14		
	<b>— 4</b> (°		
Subject : DESTRUCTION	OF BUREAU RECORDS		

Reference to Mr. memoranda dated 7/15/88 and 7/27/88, and to Mr. memorandum dated 1/31/90.

<u>PURPOSE</u>: To advise that the transfer of obsolete alphabetical and numerical publications to the Library of Congress has been completed.

RECOMMENDATION: None. For information only.

	APPROVED:	Adm. Servs	Legal Coun,	_C∰eſ Liaison	
		Crim. Inv.	Legal Coun Ras. Men <b>Gye/15/</b> Tenh. Sens.	& Int. Affs.	
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B	Dec. Dir.	_Haspection		Public Affs.	
	ADD-Adm.	Intell.	Cong. Aifs. Off		
/ '	ADD-Inv.	_Laboratery	Off. of EEO		

<u>DETAILS</u>: Referenced memoranda set forth the details regarding the transfer of numerous obsolete alphabetical and numerical publications to the Library of Congress. By letter dated 2/14/90, Mr. Kenneth F. Rossman, Director, Records Appraisal and Disposition Division, National Archives and Records Administration (NARA) advised that the obsolete publications were non-record material and that NARA had no objection to the transfer of the material to the Library of Congress.

Enclosure

66-3286

1 - Mr.

1 - Mr. 1 - Mr.

WS:sc (7)

66-3286-1469

1 - Mr. 1 - Mrs

1 - Mr. Shackelford MAR 90 1990

(CONTINUED - OVER)

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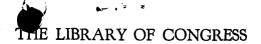
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Memor	randum from				to Mr.	dated	3/23/90
ರಾಥ.	DESTRUCTON	$\cap \mathbb{F}$	ווגשסוום	סעיכר	מחסי '	•	

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On 3/21/90, two employees of the Records Disposition and Archival Subunit, Records Research Unit, Records Section, Records Management Division, delivered 125 cartons, totaling 109.7 linear feet, to the Library of Congress. Additionally, 5.25 linear feet of material, which was determined to be inappropriate for transfer to the Library of Congress, for reasons set forth in referenced memoranda, has been destroyed in view of the NARA determination that the publications were non-record material.

Attached, for record purposes, is a receipt from the Library of Congress acknowledging delivery of the 109.7 linear feet of material.







WASHINGTON, D. C. 20540

March 21, 1990

This is to acknowledge receipt of 109.7 linear feet of obsolete records from the Federal Bureau of Investigation on the above date. The FBI records were packed in 125 cartons and delivered to the Library of Congress in two shipments by two FBI employees. This transfer is in accordance with the regulations set forth in Title 41, Code of Federal Regulations, Chapter 101, Parts 46.301 and 46.405.

ALL FBI INFORMATION CONTAINED

66-3286

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CLASS SRC'D SER REC

TRANSMIT VIA: \_AIRTEL

CLASSIFICATION: \_\_\_\_\_ DATE: \_\_\_\_4/2/90

FROM: Director, FBI

TO: Information Technology Center (ITC)

Butte, Montana

ARCHIVAL AUTHORIZATION FOR DESTRUCTION OF BUREAU RECORDS

The purpose of this communication is to authorize the destruction of the Visa Applicant mail being processed for FBIHQ.

For your information, the "General Records Schedule (GRS) 20, Item 2.a., captioned "Input/Source Records," authorizes the destruction of non-electronic documents used solely to create, update, or modify the records in an electronic medium, after the information has been converted to an electronic medium and verified.

Based on this, Butte ITC is authorized to destroy the Visa Applicant mail being processed for FBIHQ once it has been entered into the Intelligence Information System and verified.

/66-19471 Sub 7 √Bufile 66-3286	
1 - Mr. 1 - Mr.	
1 - Mr.	
1 - Mr. 1 - Mr. Shackleford)	
NOTE: See to Mr. 4/2/90, captioned as above.	memorandum dated
VRT:lg (9)	66-3286-1470
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SSP. Mass	De	TRANSMIT VIA:  ☐ Teletype ☐ Facsimile ☐ AIRTEL	PRECEDENCE:  Immediate  Priority  Routine	CLASSIFICA  TOP SEC  SECRET  CONFIDI UNCLAS UNCLAS	ENTIAL	
SRC'D SER REC	De			Date3,	/24/90	
	1 2 3	(ATTN:	RDAS, RECORDS RES	EARCH UNIT, RI	ECORDS ISION,	Records
	5 6	SUBJECT:	ICT COURT OF CAMERON	AKA		ь6 <b>ь</b> 7С
	7	103RD CAUSE	JUDICIAL DISTRICT # 08-87-3507-D	COUNTY,		
	8 9		OF EXPUNCTION LLANEOUS CIVIL SUITS	<b>;</b>		
	10	Reques	st of the Bureau:			
	11 12		v enclosed documents tion, if any, is to		ouston and S	an
	13 14	letter from AUSA Expunction of Rematter. As the	sed for the Bureau a ecords, and Order of offense to be expur n, copies of this ai	First Amer Expunction in ged occurred v	nded Petitio n captioned vithin the S	n for b6 b7C
	15 16	being forwarded	to San Antonio.	66-3286	0-1471	, i
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	21		HEDEIN IS	HATION CONTAINED JNCLASSIFIED 13 BY AUC (6029)	SCELOCKINA	}
		Approved:	Transmitted	umber) (Time)	Per RECORD	

HO 62-0

As the order requests all records relating to

s arrest on 8/15/86 be expunged, this request is
being sent to the Records Research Unit rather then the
Identification Division. Houston indices reflect one file
concerning

being #77A-7483, caption

, aka
, U. S. Courts Applicant, U. S.
Probation Officer, Southern District of Texas, Buded 6/27/83."
Houston file consists of three serials; a copy of

application for employment, airtel from the Bureau of 6/6/83, and
Houston's report of investigation out of the Corpus Christi R.A.
Houston's file contains no information regarding the 8/15/86
arrest.

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### U.S. Department of Justice

United States Attorney

#### Southern District of Texas

(713) 229-2641 (FTS) 526-4641 3300 Federal Building and U.S. Courthouse Post Office Box 61129

515 Rusk Avenue

Houston, Texas 77208

Houston, Texas 77002

March 21, 1990

b6 b7C

Attorney at Law Federal Bureau of Investigation 2500 E. T.C. Jester, Suite 200 Houston, TX 77008

Re: Expungment of Record - Ex Parte:

Leon A. Vanholsbeke; AKA Reggie Vanholsbeke; Cause No.

08-87-3507-D

Dear Ms.

I have recently been assigned to the above reference case involving an expunction of records. I am enclosing for your records a copy of the Amended Petition for Expunction of Records and an Order for Expunction signed by the state court judge on October 15, 1987.

Although the FBI is not amenable to process issued by the state court, it is my understanding that the FBI may remove records furnished to them by local law enforcment agencies if those agencies so request. Would you please check with the National Crime Information Center or any other pertinent office of the FBI to check on the status of this matter since it is a rather old case that is still open in our office?

Please call me to discuss any aspect of this matter.

Very truly yours,

HENRY K. ONCKEN
United States Attorney

Ву:

LARRY CHANDLER MARCY

Assistant United States Attorney

LCM

Enclosures: as stated

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DATE 10/103 BY AUC 60290 BCB/DCG/ym



CAUSE NUMBER 08-87-3507-D

U.S. PROBITION CON EROVALO LLE, FI

EX PARTE:

: IN THE DISTRICT COURT OF

•

CAMERON COUNTY, TEXAS

LEON A. VANHOLSBEKE, JR., AKA

REGGIE VANHOLSBEKE

103RD JUDICIAL DISTRICT

#### ORDER OF EXPUNCTION

On this the 2nd day of October, 1987, came to be heard Petitioner's Amended Petition for Expunction of Records, and it appears to the Court that this Petition should be granted.

IT IS THEREFORE ORDERED that:

- 1. Any and all records and/or files of LEON A. VANHOLSBEKE, AKA REGGIE VANHOLSBEKE, concerning the arrest and/or investigation on August 15, 1986, in Cameron County, Texas, are hereby expunged.
- 2. Any official, agency, or other entity listed below which has sent information concerning the arrest and/or investigation to a central federal depository of criminal records request such agency to return the records to the Court, or if removal is impracticable, to obliterate all references concerning the Petitioner and notify the Court of its action.
- 3. Each official, agency, or other entity listed below, return all records and files concerning the arrest and/or investigation to the Court, or if removal is impracticable, to obliterate all references to Petitioner and notify the Court of its action.
- 4. Each official, agency, or other entity listed below delete from its public records all index references to the arrest

- 5. The clerk of the Court send a certified copy of this order by certified mail, return receipt requested, to the following:
  - Cameron County District Attorney's Office 974 E. Harrison St., Brownsville, TX 78520
  - Cameron County Sheriff's Department
     954 E. Harrison St., Brownsville, TX 78520
  - 3. Brownsville Police Department 600 E. Jackson St., Brownsville, TX 78520
  - 4. F.B.I. Care of Brownsville Office 700 E. Levee 700 Bldg., Brownsville, TX 78520
  - 5. U. S. Probation Office, Brownsville, Texas 700 E. Levee - 700 Bldg., Brownsville, TX 78520
  - Alcoholic Beverage Commission
     821 Nolana Suite A
     McAllen, TX 78501
  - 7. Texas Department Of Public Safety 5805 N. Lamar Blvd., Austin, TX

and that the Clerk send to the United States Department of
Justice, Federal Bureau Of Investigations, Attention: National
Crime Information Center, Washington, D.C. 20535, an explanation
of the effect of the Order and request it to return or destroy
the records of Petitioner in compliance with this Order.

SIGNED this the 15 day of QU, 1987.

/5/ Dave a Blace

cc: Lawrence A. Walsh
Cameron County District Attorney
Cameron County Sheriff
Brownsville Police Dept.
National Crime Information Center

U.S. Probation Office
Alcoholic Beverage
Commission - McAllen
Texas Department Of
Public Safety - Austin

#### CAUSE NO. 08-87-3507-D

IN THE DISTRICT COURT OF EX PARTE:

CAMERON COUNTY, TEXAS LEON A. VANHOLSBEKE, JR., AKA

REGGIE VANHOLSBEKE 103RD JUDICIAL DISTRICT

#### FIRST AMENDED PETITION FOR EXPUNCTION OF RECORDS

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW LEON A. VANHOLSBEKE, JR., AKA REGGIE VANHOLSBEKE, Petitioner in the above-entitled and numbered cause, and files this his First Amended Petition For Expunction Of Records and petitions the Court to order the expunction of all records, and files arising out of Petitioner's arrest on August 15, 1986, and in support of such petition shows:

On August 15, 1986, Petitioner was arrested in Cameron County, Texas, by the Brownsville Police Department. Petitioner was investigated for the offense of assault; however no charges were filed against him.

II.

believe that the following Petitioner has reason to agencies, officials, or other public entities of this state have records concerning the arrest and investigation:

- Cameron County District Attorney's Office 974 E. Harrison St., Brownsville, TX 78520
- Cameron County Sheriff's Department 2. 954 E. Harrison St., Brownsville, TX 78520
- Brownsville Police Department З. 600 E. Jackson St., Brownsville, TX 78520

- 4. F. B. I. Care of Brownsville Office 3700 E. Levee 700 Bldg., Brownsville, TX 78520
- 5. U. S. Probation Office, Care of Brownsville Office 700 E. Levee 700 Bldg., Brownsville, TX 78520
- 6. Alcoholic Beverage Commission 821 Nolana - Suite A McAllen, TX 78501
- 7. Texas Department Of Public Safety 5805 N. Lamar Blvd., Austin, Tx

#### III.

Pursuant to Chapter 55 of the Code of Criminal Procedure,

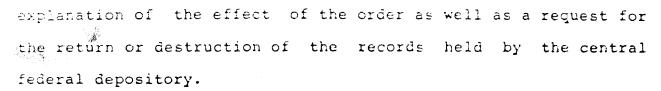
Petitioner is entitled to have all records and files concerning

the arrest and investigation expunged for the following reasons:

- 1. No indictment or information has been presented against the Petitioner for an offense arising out of the transaction leading to the arrest and investigation.
- 2. Petitioner has been released from custody on this charge.
- 3. Any charges against Petitioner arising out of the transaction for which Petitioner was arrested and investigated have not resulted in a final conviction and are no longer pending.
- 4. There was no court-ordered supervision under Article
  42.13 of the Code of Criminal Procedure on this matter.
- 5. Petitioner was not released on a conditioned discharge under Section 4.12 of the Texas Controlled Substances Act.
- 6. Petitioner has not been convicted of a felony in the five years preceding the date of the arrest.

WHEREFORE, the Petitioner prays the Court:

- 1. To set this matter for hearing.
- 2. To give reasonable notice of the hearing to each official, agency, or other public entity named in Paragraph II of this petition pursuant to Article 55.02 Section 2 of the Texas Code of Criminal Procedure.
- 3. After the hearing on this matter to order each official, agency, or other public entity, that there is reason to believe possesses records or files concerning the arrest and investigation to:
- a. Return all records and files concerning the arrest and investigation to the Court, or if removal is impracticable obliterate all references to Petitioner and notify the Court of its action.
- b. Request each central federal depository to which it supplied information concerning the arrest and investigation of Petitioner to return all such records and files to the Court, or if removal is impracticable, to obliterate all references to Petitioner and notify the Court of its action.
- c. Delete from its public records all index references to the above-mentioned arrest and investigation of the Petitioner.
- 4. To direct the clerk of the Court to send a certified copy of the order by certified mail, return receipt requested, to each official, agency, or other entity named in Paragraph II of the petition; and to send to each central federal depository an



To return to the Petitioner all records, files, and notifications of the disposition of records and files returned to the Court pursuant to its expunction order within a reasonable time of the receipt of same.

Respectfully submitted,

WALSH & ASSOCIATES 950 E. Van Buren St. Brownsville, TX 78520-7199 (512) 546-2253

LAWRENCE

ATTORNEYS FOR PETITIONER, LEON A. VANHOLSBEKE AKA REGGIE VANHOLSBEKE

#### ORDER SETTING HEARING DATE

IT	IS	ORDERED	that	the	Amended	i Petit:	lon	For	Expur	nction	Of
Records	is	hereby	set	for		_ o'clo	ck _	n	n., on	the _	
day of			, 198	87, ir	the Co	ourtroom	of	the	103rd	Judic	ial
Distric	t Co	ourt in	Brown	sville	, Texas	5.					
SI	GNEI	this the	he		day of	Septembe	er,	1987	7.		

JUDGE PRESIDING

Lawrence A. Walsh cc: Cameron County District Attorney's Office Cameron County Sheriff's Department Brownsville Police Department F.B.I. - Brownsville Office U. S. Probation Office - Brownsville Office Alcoholic Beverage Commission - McAllen Texas Department Of Public Safety - Austin

#### Certificate Of Service

I hereby certify that a true and correct copy of the above and foregoing First Amended Petition For Expunction Of Records and Order Setting Hearing Date, has been mailed to the following officials, agencies or entities, via Certified Mail, Return Receipt Requested, on this the Mail day of September, 1987:

Lawrence A. Wlash

Cameron County District Attorney's Office
Cameron County Sheriff's Department
Brownsville Police Department
F.B.I. - Brownsville Office
✓ U. S. Probation Office - Brownsville Office
Alcoholic Beverage Commission - McAllen
Texas Department of Public Safety - Austin

66-3286-1471X CHANGED TO 66-3286-B-103X3

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ALL INFORMATION CONTAINED
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#### Memorandum



Date 7/24/90

Dep. Dir ADD Adm. ADD Inv. Adm.Servs Crim.Inv. Insp IntelT Lab Legal Coun. **b6** b7C Training Cong. Affs. 0 Off. of EEO Off. Liason & Int. Affs. Off. of Public Affs Telephone Rm Director's Sec'y

From : R. G. Pril

Subject :

DESTRUCTION OF BUREAU RECORDS

<u>PURPOSE</u>: To advise of the accomplishments of a Records Disposition/Archival Subunit project, within the 66 classification (Administrative Matters).

RECOMMENDATION: None. For information only.

	APPROVED:	Adm Greys. Legal Coun	
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<u>DETAILS</u>: On 2/24/90, the Records Disposition/Archival Subunit (RDAS), Records Research Unit, Information Services Section, Information Management Division, began conducting a review of Bufile 66-2058 (Motor Vehicle Accidents Involving Bureau Cars). This destruction review included the main file and all field office sub-files. The purpose of the review was to destroy all material within Bufile 66-2058, authorized for destruction in accordance with General Records Schedule (GRS) 10, Item 5, which provides that all records related to motor vehicle accidents may be destroyed six years after the accident case is closed. Bufile 66-2058 was established in 1938 and the destruction review, of records dated prior to 1/1/84, was completed on 7/21/90. Cumulative totals for the destruction review of Bufile 66-2058 are as follows:

66-32**86** 

1	_	Mr.	
1	_	Mr.	
1		Mr.	Prillaman
1		Mr.	
1		Mr.	
1	_	Mrs	
1	_	Mr.	Shackelford

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Memorandum from R. G. Prillaman to Mr. \_\_\_\_\_ dated 7/24/90 RE: Destruction of Bureau Records

Sections Reviewed	3,337.00	
Sections Destroyed	3,183.00	
Mail Inches Destroyed	3,213.00	
Copy Inches Destroyed	28.75	•
Linear Feet Destroyed	<u>269.75</u>	
File Cabinets (originally occupied)	38.00	
Cabinet Drawers (originally occupied)	228.00	
File Cabinets (currently occupied)	11.00	
Cabinet Drawers (currently occupied)	66.00	
File Cabinets (net gain)	27.00	
Cabinet Drawers (net gain)	162.00	
Office Space Reclaimed (7 square feet per cabinet)	189.00	square feet

The destruction review project of Bufile 66-2058 was accomplished through the use of 601.50 overtime man-hours only. This project was not disruptive to the destruction/transfer review of files in the 42,87, and 91 classifications, which is beneficial to both the FBIHQ Central Records System and to FBI field offices, currently underway in RDAS. If additional overtime funding is provided to RDAS, subsequent destruction reviews will be undertaken in other classifications thereby providing additional benefits, in terms of space gains to FBIHQ. The subsequent review will be conducted in the following main files (and sub-files, if applicable):

(Continued - Over)

Memorandum for R. G. Prillaman to M RE: Destruction of Bureau Records	r.
	Visa Applicants
Classification 95	Laboratory Matters
Classification 190	Freedom of Information- Privacy Acts

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### Memorandum

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Off. Cong. & b70
Public Affs
Rec. Mgnt
Tech. Servs
Training
Telephone Rm
Director's Sec'y

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To : Mr. Bayse with each Date 3/26/90

G. Subject: PRESERVATION DESTRUCTION OF RECORDS

Reference W. A. Bayse to Mr memorandum dated 3/8/90, captioned as above, requesting Records Management Division (RMD) guidance regarding retention/destruction of automated mainframe computer audit records maintained by the Technical Services Division (TSD).

<u>PURPOSE</u>: To provide direction and guidance relevant to the retention/destruction of automated mainframe computer audit records maintained by TSD.

<u>RECOMMENDATION</u>: That instant memorandum containing direction and guidance regarding the retention/destruction of automated mainframe computer audit records be forwarded to the TSD.

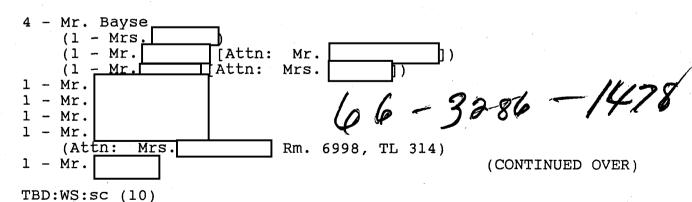
APPROVED: Adm. Servs. Legal Coun. Off. of Liaison
Crim. Inv. Sec. Mgnt. & Int. Affs.

Director Ident. Tech. Servs. Dutto Will. of
Dgg. Dir. I voaction Freining Public Affs.
ADD-Acm. Intel. Cong. Affs. Off.
APD-Inv. Laboratory Off. of EEO

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<u>DETAILS</u>: Referenced memorandum requested RMD assistance regarding retention/destruction of automated mainframe computer audit records maintained by TSD. The FBI Records Retention Plan and Disposition Schedules (The Plan) indicates <u>"Disposal Not Authorized"</u> for records fitting the category described by TSD.

66-3286



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DATE 10/1/03 BY Auc. 60290 BCE/DCG/ymul

FBI/DOJ

Memorandum from to Mr. Bayse dated 3/26/90 Re: PRESERVATION/DESTRUCTION OF RECORDS On 3/16/90, William Shackelford, Archives Specialist, Records Disposition/Archival Subunit, Records Research Unit, Records Section, RMD, contacted Dr. , Appraisal Archivist, National Archives and Records Administration (NARA), who advised that the records described by TSD in referenced memorandum can be disposed of in accordance with General Records Schedule (GRS) 20, Item 1 (c), which states as follows: Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. <u>Authorized Disposition</u>

> Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures.

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Dr. advises that, in conjunction with the GRS, The Plan will be modified by NARA to indicate destruction authorization for these records.

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		5/21	/90	
N. 4	Suggester's name)	Division of Assi	gnment	
JA L			TON METROPOLI	TAN
destroyed, a notation of the Destroyed of Transferroyed of Tile Number 1981	Universal Case File on should be made on ed to FBIHQ," showin per.	the FD-478 "L	ist of Files	
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urrent practice or rule (Include manual cita	ition as well as facts) (MAOP, Pai	ct II, Sect. 2	-4.5.1) When	files
are destroyed, Form tion is to be mainta	FD-478 containing f:	ile numbers and	d dates of des	struc-
dvantages of suggestion and annual saving	gs (include basis for estimate)		1	iles.
file, there is curre With the adoption of contact the OO and o	this suggestion, it	would then be	possible to	
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ne use by the United States of my suggestion		n of any nature by me, my hei	rs, or assigns upon the Unit	ed States.
	Mr. □ Mrs. □ Miss			
dell'acceptance de l'acceptance	Signature and	ritle of Suggester (SA)		
commendations and comments of Division and SAC, WMFO recommoderived for Case Agen	This suggestion ands it be radopted.	has merit for The benefits	pre-UCFN fil which would b	es e
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DATE 10/7/03 BY Auc 160290 BCB/DCG / July

Re: Suggestion 50-91, dated 5/21/90, from the Washington Metropolitan Field Office

# ADDENDUM OF THE INFORMATION MANAGEMENT DIVISION (IMD), 2/15/91, SHM:shm

The IMD has reviewed referenced suggestion that form FD-478 be revised to include a section that would list the Office of Origin (OO) and OO file number of pre-Universal Case File Number (UCFN) cases when so destroyed. Currently, when an indices search produces a reference to a destroyed file, there is no way of determining the OO when the file is pre-UCFN.

It is the opinion of IMD that this suggestion has merit and, with a slight modification, should be implemented. The suggestion requested that two columns be added to the form FD-478 (for the OO and OO file number in pre-UCFN cases.) However, this would greatly congest the form. IMD suggests that only the OO be captured. Once the OO is known to the Auxiliary Office (AO), if necessary can telephone the OO and obtain the file number.

An example of the FD-478 with IMD's modification to the suggestion, is attached.

#### RECOMMENDATIONS:

(1) That adoption of the modified suggestion (copy attached) proposed by IMD, i.e., capturing only the OO, be implemented.

APPROVED:	Adm. Servs. Laboratory	
<b>P</b>	Crim. Inv. Legal Coun. & Int. Affs. Ident. Info. Mgnt. CNC Training Public Affs.	
ATO-lov	Training Public Affs.  Cong. Affs. Off.  Intel:  Off. of FFO	

(2) If approved, IMD recommends that form FD-478 be revised at the next printing.

APPROVED:	Adm. Servs.	Laberatory	Off. of Liaison	
	Crim. Inv.	Legal Coun.	& Int. Affs.	
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Files crossed off this list have been destroyed or transferred to FBIHQ to be accessioned to the National Archives and Records Service (NARS).

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# DISTRIBUTION LIST FOR REVISED FORM FD-478 (3-1-91) -- (to be sent by ROUTING SLIP)

#### WHITE BOND

3 pkgs.to:	Baltimore Cleveland Miami Philadelphia	Boston Detroit Newark San Francisco	Chicago Los Angeles New York WMFO	3600	+ :
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GRAND TOTAL 22500



# Washington National Records Center

Washington, DC 20409

September 24, 1990

Destruction of field Files Dear Records Officer: Records

Enclosed are Notices of Intent to Destroy Records. records are scheduled for destruction in January 1991. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item la.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Mudith A. Barnes, Chief Accession and Disposal Branch

Enclosure(s)

66-3286-1479

"ENCLOSURE ATT ENCLOSURE

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DATE 10/7/03 BY AUC 40290 BCE/DCG/ymm)

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66-3286-1479

# NOTICE OF INTENT TO DESTROY RECORDS

90-day period to the director of the Federal records center indicated at the right.

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records

have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the

16-89-36-5-1 16-89-48-1-4

LOCATION

REMARKS

CATE 10/7/03 BY ALC 60290 BCE/DCG/ymu

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DATE OF NOTICE 10/01/90

DISPOSAL AUTHORITY

SERIES DESCRIPTION

GRSN/6/1A

SITE AUDIT

065-87-0001

ACCESSION NUMBER

199101 RECORDS DESCRIPTION

DISPOSAL DATE

SUBGROUP

VOLUME (Cu. ft.) 232

**FY84** ADDRESS OF FEDERAL RECORDS CENTER

CENTER WASHINGTON. DC 20409

WASHINGTON NATIONAL RECORDS

NA 13001 (7-88)

66-3286-1480 CHANGED TO 66-3286-B-104X

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DATE 10/1/03 BY AUC 60290 BCE/DCG/J







DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE DATE 07-09-2019

SSP :

To SAC, Honolulu (66-798) Date 11/13/90

From:

Director, FBI (66-19087)

Subject: (

DESTRUCTION OF FIELD OFFICE FILES AND RECORDS

Reference Honolulu (HN) airtel 7/5/90, captioned as above.

By referenced airtel HN requested authority to destroy material related to the movement of foreign nationals maintained in various HN files.

For information of HN, all requests for authority to dispose of file and record material not covered by the FBI Records Retention Plan and Disposition Schedule (The Plan) must be coordinated with the National Archives and Records Administration (NARA). The Plan does not address special categories of records as described in reairtel and contained in various HN files which were forwarded to the Bureau for a review and determination regarding disposition. Thus, the Information Management Division must coordinate the HN requests with the HN will be advised upon receipt of final disposition authority from the NARA.

The following HN files are being returned at this time for retention pending receipt of disposition authority from the NARA:

> Volumes 1 through 4 and Volume 21 9]Volumes 1 through 4 and Volume 40 Volumes 1 and 2

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Enclosures

66-19087

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•	$\underbrace{1}$	_	Mr.	
	1	_	Mr.	
	1	-	Mr.	Prillaman
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ADD Inv.

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Date 8/10/90

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No.

DESTRUCTION OF FIELD FILES AND RECORDS

To advise of FBIHQ and Field Office progress in the SUBJECT: captioned program.

<u>DETAILS: Resolution of the civil matter American Friends Service</u> Committee, et. al., v. William H. Webster, et. al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, 7,394.05 linear feet of obsolete FBIHQ files and records have been destroyed.

By Buairtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a limited number of miscellaneous categories.

By Bulet 6/4/90, all field offices were surveyed to determine the progress of the destruction program. The survey (results attached) revealed that since 12/87, all offices have destroyed a total of 27,146.85 linear feet of obsolete file and record material. Of this total 4,633.15 linear feet were destroyed since 1/1/90.

None. For information only. RECOMMENDATION:

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4. Atlanta 5. Baltimore 6. Birmingham 7. Boston 8. Buffalo 9. Charlotte 10. Chicago 11. Cincinnati 12. Cleveland 13. Columbia 14. Dallas 15. Denver 16. Detroit 17. El Paso 18. Honolulu 19. Houston 19. Houston 19. Indianapolis 21. Jackson 22. Jacksonville 23. Kansas City 24. Knoxville 25. Las Vegas 26. Little Rock 27. Los Angeles 28. Louisville 29. Memphis 30. Miami 31. Milwaukee 32. Minneapolis 33. Mobile 34. Newark 35. New Haven 36. New Orleans 37. New York City 38. Norfolk 39. Oklahoma City 40. Omaha 41. Philadelphia 42. Phoenix 43. Pittsburgh	416.25 linear feet  121 linear feet  226½ linear feet 101 linear feet 101 linear feet 215 linear feet 241 linear feet 363 linear feet 399 linear feet 204 linear feet 432 linear feet 432 linear feet 578½ linear feet 194 linear feet 194 linear feet 194 linear feet 194 linear feet 171.25 linear feet 184 linear feet 184 linear feet 184 linear feet 187 3/4 linear feet 187 3/4 linear feet 187 1/4 linear feet 187 1/5 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet 187 1/6 linear feet	20.50 linear feet  0 12 linear feet 165 linear feet 6 linear feet 9 linear feet 58 linear feet 14½ linear feet 14 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 27 1/4 linear feet 97 linear feet 12 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 10 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 10 linear feet
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6. Birmingham 7. Boston 8. Buffalo 9. Charlotte 0. Chicago 1. Cincinnati 2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 17. El Paso 8. Honolulu 9. Houston 10. Indianapolis 11. Jackson 12. Jacksonville 13. Kansas City 14. Knoxville 15. Las Vegas 16. Little Rock 17. Los Angeles 18. Louisville 19. Memphis 10. Miami 11. Milwaukee 12. Minneapolis 13. New York City 18. Norfolk 19. Oklahoma City 19. Omaha 11. Philadelphia 12. Phoenix 13. Pittsburgh	226½ linear feet 165 linear feet 101 linear feet 215 linear feet 941 linear feet 363 linear feet 399 linear feet 204 linear feet 432 linear feet 432 linear feet 578½ linear feet 69 linear feet 194 linear feet 194 linear feet 194 linear feet 171.25 linear feet 184 linear feet 184 linear feet 184 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 187 linear feet 188 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet	12 linear feet  165 linear feet 6 linear feet 9 linear feet 58 linear feet 14½ linear feet 14 linear feet 33 linear feet 0 86 linear feet 86 linear feet 86 linear feet 97 linear feet 97 linear feet 12 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet
7. Boston 8. Buffalo 9. Charlotte 0. Chicago 1. Cincinnati 2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 10. Indianapolis 11. Jackson 12. Jacksonville 13. Kansas City 14. Knoxville 15. Las Vegas 16. Little Rock 17. Los Angeles 18. Louisville 19. Memphis 10. Miami 11. Milwaukee 12. Minneapolis 13. Mobile 14. Newark 15. New Haven 16. New Orleans 17. New York City 18. Norfolk 19. Oklahoma City 10. Omaha 11. Philadelphia 12. Phoenix 13. Pittsburgh	165 linear feet 101 linear feet 215 linear feet 941 linear feet 363 linear feet 399 linear feet 204 linear feet 432 linear feet 483 linear feet 483 linear feet 69 linear feet 69 linear feet 171.25 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 185 linear feet 186 linear feet 187 linear feet 187 linear feet 188 linear feet 189 linear feet 190 linear feet 191 linear feet 191 linear feet 192 linear feet 193 linear feet 194 linear feet 195 linear feet 196 linear feet 197 linear feet 198 linear feet 199 linear feet 199 linear feet 199 linear feet	165 linear feet 6 linear feet 9 linear feet 58 linear feet 14½ linear feet 14 linear feet 33 linear feet 0 86 linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 12 linear feet 14 linear feet 15 linear feet 16 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet 15 linear feet 16 linear feet
8. Buffalo 9. Charlotte 0. Chicago 1. Cincinnati 2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	101 linear feet 215 linear feet 941 linear feet 363 linear feet 399 linear feet 204 linear feet 432 linear feet 433 linear feet 578½ linear feet 194 linear feet 69 linear feet 1/4 inches 471.25 linear feet 184 linear feet 184 linear feet 173 linear feet 212 linear feet 27 3/4 linear feet 27 3/4 linear feet 27 11 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet	6 linear feet 9 linear feet 58 linear feet 14½ linear feet 14 linear feet 33 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 97 linear feet 97 linear feet 12 linear feet 14 linear feet 15 linear feet 16 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet 15 linear feet 16 linear feet
9. Charlotte 0. Chicago 1. Cincinnati 2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	215 linear feet  941 linear feet  363 linear feet  399 linear feet  204 linear feet  432 linear feet  483 linear feet  578½ linear feet  194 linear feet  69 linear feet  171.25 linear feet  184 linear feet  184 linear feet  184 linear feet  184 linear feet  187 3/4 linear feet  212 linear feet  213 linear feet  213 linear feet  214 linear feet  215 linear feet  217 linear feet  218 linear feet  219 linear feet  219 linear feet  219 linear feet  211 linear feet  211 linear feet  211 linear feet	9 linear feet 58 linear feet 14½ linear feet 14 linear feet 33 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 12 linear feet 14 linear feet 14 linear feet 15 linear feet 16 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 11 linear feet
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1. Cincinnati 2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	363 linear feet 399 linear feet 204 linear feet 432 linear feet 483 linear feet 578½ linear feet 194 linear feet 69 linear feet 174 inches 471.25 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 187 3/4 linear feet 212 linear feet 212 linear feet 213 linear feet 214 linear feet 215 linear feet 217 linear feet 218 linear feet 219 linear feet 219 linear feet 219 linear feet 211 linear feet 211 linear feet	14½ linear feet 14 linear feet 33 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 12 linear feet 14 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 11 linear feet 12 linear feet
2. Cleveland 3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 10. Indianapolis 11. Jackson 12. Jacksonville 13. Kansas City 14. Knoxville 15. Las Vegas 16. Little Rock 17. Los Angeles 18. Louisville 19. Memphis 10. Miami 11. Milwaukee 12. Minneapolis 13. Mobile 14. Newark 15. New Haven 16. New Orleans 17. New York City 18. Norfolk 19. Oklahoma City 10. Omaha 11. Philadelphia 12. Phoenix 13. Pittsburgh	399 linear feet 204 linear feet 432 linear feet 483 linear feet 578½ linear feet 194 linear feet 69 linear feet 174 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 185 linear feet 185 linear feet 186 linear feet 187 3/4 linear feet 187 3/4 linear feet 188 linear feet 189 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet	14 linear feet 33 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 12 linear feet 14 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet 19 linear feet 10 linear feet 11 linear feet 11 linear feet
3. Columbia 4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	204 linear feet 432 linear feet 483 linear feet 578½ linear feet 194 linear feet 69 linear feet 171.25 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 184 linear feet 185 linear feet 186 linear feet 187 3/4 linear feet 187 3/4 linear feet 187 linear feet 188 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet 189 linear feet	33 linear feet 0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 13 linear feet 13 linear feet 13 linear feet 13 linear feet 11 linear feet 13 linear feet 13 linear feet 14 linear feet
4. Dallas 5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	432 linear feet 483 linear feet 578½ linear feet 194 linear feet 69 linear feet 1/4 inches 471.25 linear feet 184 linear feet 184 linear feet 432 linear feet 432 linear feet 212 linear feet 213 linear feet 214 linear feet 215 linear feet 216 linear feet 217 linear feet 218 linear feet 219 linear feet 219 linear feet 219 linear feet 211 linear feet 211 linear feet 215 linear feet	0 86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 13 linear feet 13 linear feet 13 linear feet 13 linear feet 11 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet
5. Denver 6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 10. Miami 11. Milwaukee 22. Minneapolis 33. Mobile 44. Newark 55. New Haven 66. New Orleans 77. New York City 89. Norfolk 99. Oklahoma City 100. Omaha 11. Philadelphia 12. Phoenix 13. Pittsburgh	483 linear feet 578½ linear feet 194 linear feet 69 linear feet 1/4 inches 471.25 linear feet 184 linear feet 184 linear feet 184 linear feet 17 3/4 linear feet 197 3/4 linear feet 197.5 linear feet 197.5 linear feet 197.5 linear feet 197.5 linear feet 197.5 linear feet 197 linear feet 197 linear feet 198 linear feet 198 linear feet 199 linear feet 199 linear feet 199 linear feet 199 linear feet	86 linear feet 87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 13 linear feet 139 linear feet 0 21 linear feet 0
6. Detroit 7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	578½ linear feet 194 linear feet 69 linear feet 1/4 inches 471.25 linear feet 184 linear feet 184 linear feet 432 linear feet 27 3/4 linear feet 27 3/4 linear feet 27 12 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet 27 1 linear feet	87½ linear feet 86 linear feet 0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 13 linear feet 139 linear feet 11 linear feet 12 linear feet 13 linear feet 14 linear feet 15 linear feet 16 linear feet 17 linear feet 18 linear feet 19 linear feet
7. El Paso 8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 9. Memphis 1. Milwaukee 2. Minneapolis 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 10. Omaha 11. Philadelphia 12. Phoenix 15. Pittsburgh	194 linear feet 69 linear feet 1/4 inches 471.25 linear feet 133½ linear feet 184 linear feet 432 linear feet 77 3/4 linear feet 212 linear feet 27.5 linear feet 27.5 linear feet 27.5 linear feet 27.9 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet 27.1 linear feet	86 linear feet  0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 13 linear feet 139 linear feet 11.50 inches 62 linear feet 0 21 linear feet 8½ inches
8. Honolulu 9. Houston 0. Indianapolis 1. Jackson 2. Jacksonville 3. Kansas City 4. Knoxville 5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 1. Philadelphia 1. Philadelphia 2. Phoenix 5. Pittsburgh	133½ linear feet 133½ linear feet 144 linear feet 145 linear feet 154 linear feet 155 linear feet 167 3/4 linear feet 177 3/4 linear feet 177 linear feet 178 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet 179 linear feet	0 36.25 linear feet 27 1/4 linear feet 97 linear feet 94 linear feet 12 linear feet 14 linear feet 33 linear feet 139 linear feet 11.50 inches 62 linear feet 0 21 linear feet 8½ inches
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5. Las Vegas 6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Las Vegas 6. Las Vegas 7. Louisville 7. New York 8. Norfolk 9. Oklahoma City 9. Omaha 1. Philadelphia 9. Pittsburgh	27.5 linear feet 259 linear feet 317 linear feet 243.02 linear feet 179 linear feet 10½ inches 211 linear feet	33 linear feet 139 linear feet 11.50 inches 62 linear feet 0 21 linear feet 8½ inches
6. Little Rock 7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	259 linear feet 317 linear feet 243.02 linear feet 179 linear feet 10½ inches 211 linear feet	139 linear feet 11.50 inches 62 linear feet 0 21 linear feet 8½ inches
7. Los Angeles 8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	317 linear feet 243.02 linear feet 179 linear feet 10½ inches 211 linear feet 05 linear feet	62 linear feet 0 21 linear feet 8½ inches
8. Louisville 9. Memphis 0. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 6. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	243.02 linear feet 179 linear feet 10½ inches 211 linear feet 05 linear feet	0 21 linear feet 8½ inches
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D. Miami 1. Milwaukee 2. Minneapolis 3. Mobile 4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 10. Omaha 11. Philadelphia 12. Phoenix 13. Pittsburgh	211 linear feet 95 linear feet	
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4. Newark 5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	20 linear feet	
5. New Haven 6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	23 linear feet	65 linear feet
6. New Orleans 7. New York City 8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 3. Pittsburgh	356 linear feet 2 inches	74 linear feet 10 inches
7. New York City  8. Norfolk  9. Oklahoma City  0. Omaha  1. Philadelphia  2. Phoenix  3. Pittsburgh	43.5 linear feet	5 linear feet
8. Norfolk 9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	1906 linear feet	1819 linear feet
9. Oklahoma City 0. Omaha 1. Philadelphia 2. Phoenix 5. Pittsburgh	.87 linear feet	0.1.
0. Omaha 1. Philadelphia 1. Phoenix 1. Phoenix 1. Pittsburgh 1. Pittsbur	12 linear feet	40.74
1. Philadelphia 2. Phoenix 5. Pittsburgh 5.	74 linear feet	97 linear feet
2. Phoenix 5	85 linear feet	2 linear feet
3. Pittsburgh	56 linear feet	21 linear feet
	98 linear feet	129 linear feet
	43 linear feet	
	05 linear feet	
	47 linear feet	
	82 linear feet	
	39½ linear feet	
	58 linear feet	
	27 linear feet	
	.9 linear feet	
	24.50 linear feet	
3. Savannah 4	12 linear feet	
i. Seattle	29 linear feet	
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#### U.S. Department of Justice

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#### Federal Bureau of Investigation

SRC'D	Washington, D. C. 20535	
REC	October 30, 1990	1.5
	President National Underground Storage, Inc. Boyers, Pennsylvania 1620	b6 b70
	Destruction of Field Files and Records  I have given FBI employees  and  authority to enter the FBI space located in your facility. This authority is effective for the week of November 26 through 29, 1990.	
	Thank you for you assistance. If you have any questions please contact me at (202) 324-4507.	
	Sincerely,	
		b6 b70
	66-3286-1484	
	1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. 1 - Mr. Prillaman ALL INFORMATION CONTAINED	ь6 ь7с
Exec AD Adm Exec AD Inv Exec AD LES Asst. Din.:	1 - Mr. (Attn: Mr. ) HEREIN IS UNCLASSIFIED DATE 1 - Mr. DATE 10/1/03 BY AUC 100390 BCE/DCG/ymm  NOTE: Employees identified above will visit the National	
Ident.	Underground Storage (NUS) site, Boyers, PA, during the week of 11/26/90, to plan and arrange for removal and destruction of the 3x5 index cards stored at the NUS facility.	
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# Washington National Records Center

Washington, DC 20409

SSP SR6'D

March 27, 1991

Destruction of Field Files and Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. records are scheduled for destruction in July 1991. - Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Accession and Disposal Branch 66-3286-1486

Enclosure(s)

ENCLOSURE

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DATE 10/7/03 BY AUC 60290 BCE DCG / YMW

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#### \*TOISPOSAL DATE DATE OF NOTICE NOTICE OF INTENT TO DESTROY RECORDS 04/01/91 199107 RECORDS DESCRIPTION The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled ACCESSION NUMBER SUBGROUP 065-87-0002 DISPOSAL AUTHORITY VOLUME (Cu. ft.) destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right. GRSN/6/1A 210 SERIES DESCRIPTION REMARKS LOCATION 13-79-27-3-3 13-79-39-3-2 SITE AUDIT 10/84-3/85 ADDRESS OF FEDERAL RECORDS CENTER FBI-RECORDS MGMT DIVISION WASHINGTON NATIONAL RECORDS J. EDGAR HOOVER BLDG- ROOM 5634 CENTER b6 per FBI 10TH & PENNSYLVANIA AVE., N. W. WASHINGTON. DC 20409 b7C per FBI DC 20535 ALL FBI INFORMATION CONTAINED WASHINGTON HEREIN IS UNCLASSIFED DATE/0/7/03 BY AUG 600 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



# U.S. Department of Justice



### Federal Bureau of Investigation

Washington, D. C. 20535

March 28, 1991

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Mr.	b6 b7C
President National Underground Storage, Inc.	JAG.
Dear Mr. Destruction of Field Files And Record	
nave given FBI employee	1886) 1880   1880) 18
authority to enter on April 2, 1991, the FBI space located in your facility. Mr. will escort truck and driver from	
Keystone Pallet Exchange, Connellsville, Pennsylvania, into your facility for the purpose of removing material stored therein.	
	<b>b</b> 6
Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.	<b>b</b> 7C
Sincerely,	
Security Programs Manager	
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1 - IMD_Front_Office	
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1 - Mr. Prillaman	, D,C
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APPROVED	
Director Legal Coun. & Int. Affs	
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### U.S. Department of Justice



Federal Bureau of Investigation

Washington, D. C. 20535

March 18, 1991

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U.S. Department of Justice

# Federal Bureau of Investigation

Washington, D. C. 20535

March 21, 1991

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Washington, DC 20408

FEB 21 1991

Honorable William S. Sessions Director Federal Bureau of Investigation Washington. D.C. 20535

Dear Mr. Sessions: DesTruction of Field Files + Records

I am sorry that you were unable to attend the December 13, 1990, World War II Executive Branch Steering Committee meeting at the National Archives. One of the agenda items at the meeting was the declassification of World War II records. One problem the group confronted in considering this matter is that no one knows just how much of the documentation from the era of World War II remains to be reviewed.

We do know that there are almost 27,000,000 pages of classified records from the World War II era currently in the custody of the National Archives. We are working to reduce this backlog, but each year the volume grows as agencies transfer more records In 1990, for example, we reviewed and declassified to NARA. 10,270,000 pages of material. At the same time, however, we accessioned another 10,232,500 pages of classified World War II records. With this situation, it is virtually impossible for NARA to estimate the resources it would require to review all of the classified records from the World War II era. Moreover, accurate data on the amount of World War II material remaining in the custody of the creating or receiving Federal agencies is currently unavailable. Enclosed is a brief summary of what is known about classified World War II records in agency custody.

Therefore, in accordance with suggestions heard at the meeting on December 13, I am requesting the assistance of the members of the Steering Committee in identifying the volume of records yet to be transferred to the National Archives and reviewed for possible declassification.

I would appreciate your assistance in determining the volume of Federal Bureau of Investigation records from the World War II era that has not yet been transferred to the National Archives. For these records, it would be helpful if you could also indicate which, if any, of these records have been previously reviewed for declassification, whether any groups of them would be subject to systematic or bulk review, and whether your agency could provide any additional resources for such a review. Please feel free to add any general comments on the declassification process. With this information, I believe that we can begin to discuss some possible transfer dates and to

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estimate the resources required for any further declassification of these important records.

I hope that you will be able to attend the next meeting of the Steering Committee, which will be held on June 3, 1991. Until then, best wishes.

Sincerely,

DON W. WILSON

Archivist of the United States

Enclosure

cc: Oliver Revell, Deputy Director for Investigations Federal Bureau of Investigation, Washington, DC 20520

#### World War II Classified Records in Agency Custody

#### INTELLIGENCE AGENCIES

- A. Central Intelligence Agency: Ca. 800-1000 cubic feet of World War II era records of the Office of Strategic Services. The agency retains original records screened out of 350 cubic feet transferred to the National Archives.
- Federal Bureau of Investigation: Ca. 2,500 cubic feet of World War II era records appraised as permanent in 1982. The records are in various subject classifications. However, two of the classes which are predominately WW II, 98 Sabotage and 65 Espionage, make up the majority of the cubic footage. Much of the World War II material is on microfilm. Since 1982 the Bureau has transferred only 290 cubic feet of records.
- The National Security Agency: Ca. 600 cubic feet of original World War II era records. Sanitized copies of 60% of this material was transferred to the National Archives (495 cubic feet).

#### MILITARY AGENCIES

- Army: Most of the World War II era records have been transferred to the National Archives. One notable exception is the Army Investigative Records Repository at Ft. Meade. Unknown volume of classified records and ca. 17,000 reels of World War II and post war microfilm. Small collections appropriate for transfer are retained by the Center for Military History and the Corps of Engineers. Unknown volume of classified World War II chemical warfare and ordnance believed to be in the custody of Edgewood Arsenal and Aberdeen Proving Ground.
- Navy: Ca. 9,200 cubic feet of World War II era The Navy Historical Center retains 2,850 cubic feet most of which is unclassified. This material is scheduled for transfer to the National Archives in 1995-96. The Marine Corps Historical Center has begun transfer of its remaining 1,350 cubic feet of World War II material to the National Archives. Another 5,000 cubic feet of Navy SEABEE World War II era material is retained by the Office of Naval Facilities Engineering Command in Port Hueneme, California. If not already declassified, these records would be suitable for "bulk" declassification.
- C. Air Force: Ca. 5,500 cubic feet of World War II Air Force Historical Research Center retained originals of ca. 500 cubic feet of World War II records and transferred a microfilm copy to the National Archives. Roughly 10% remain classified. An additional 5,000 cubic of research and development records, publications and general correspondence are currently being appraised for possible transfer to the National Archives.

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If not already declassified, these records would be suitable for "bulk" declassification.

#### CIVILIAN AGENCIES

- A. Department of Energy: Volume unknown. DOE has retained most of its predecessor agency World War II era records in various sites nationwide. The Coordination and Information Center in Las Vegas, Los Alamos, Hanford, Oak Ridge, and Lawrence Berkeley Laboratory all have World War II materials which are suitable for transfer to the National Archives. Percentage of classified remains high.
- B. Treasury: Volume unknown. Treasury has among a variety of records series in the Department Office (formerly the Office of the Secretary), World War II era records relating to International financial and monetary policy. The records of the Office of the Assistant Secretary for International Affairs have been appraised. No records have been transferred. Even if not classified, foreign government information presents access problems.
- C. Department of Justice: 3,500 cubic feet of World War II Internal Security Litigation case files containing classified records. Under a schedule approved in 1989, the Department has begun transferring World War II material to the National Archives (35 cubic feet of World War II policy records were transferred in 1989).

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April 2, 1991

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Honorable Don W. Wilson
Archivist of the United States
National Archives and Records Administration
Washington, D. C. 20408

Dear Mr. Wilson: Destruction of field Files And Records

Reference is made to your letter dated February 21, 1991, regarding the volume of Rederal Bureau of Investigation (FBI) records from the World War II era that have not yet been transferred to the National Archives.

There are approximately 90,000 (10,000 cubic feet) FBI investigative records from the World War II era. It is estimated that approximately 25 to 30 percent of these records, which to date have not been transferred to the National Archives, would meet the criteria and requirements to accession records as outlined in the FBI Records Disposition Schedule dated May 13, All are subject to a record-by-record, document-bydocument review, primarily for classification rather than declassification. This action is required since, prior to the mid-1970s, very few documents containing classified information were ever appropriately marked. The structure, content, and sensitivity of the records are not suitable for bulk review due to the manner in which classified information may be distributed throughout the record. Approximately four cubic feet of the aforementioned records have been reviewed for declassification in connection with Freedom of Information Act requests. Although these records do not meet the guidelines of the FBI Records Disposition Schedule for transfer when 50 years old, they can be

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Honorable Don W. Wilson

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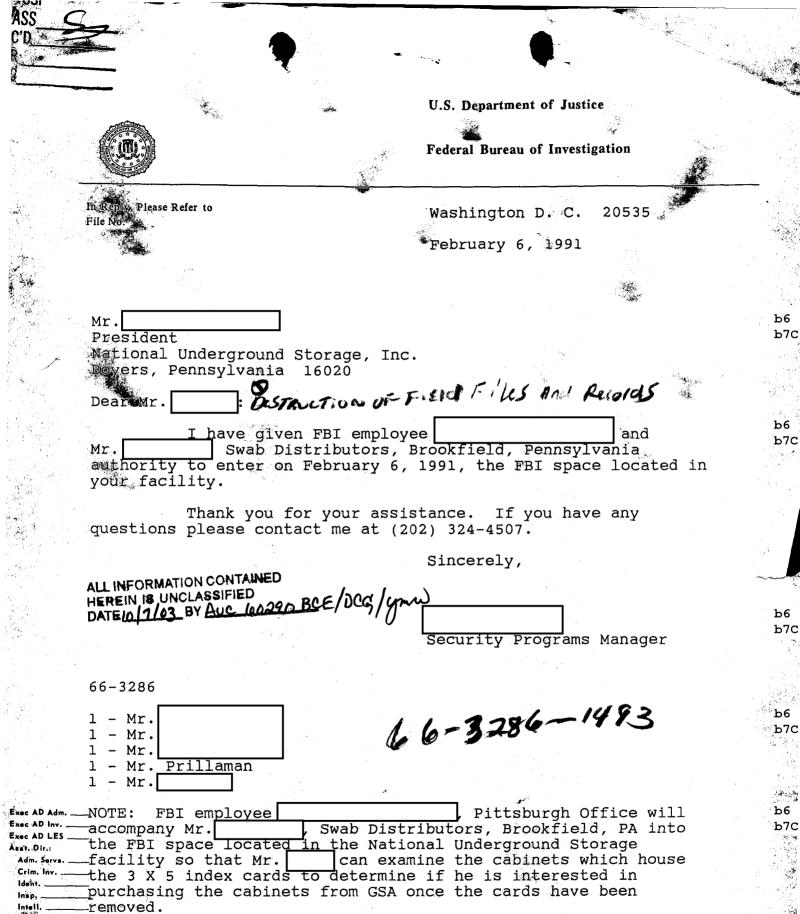
transferred earlier by mutual agreement between the FBI and the National Archives. The FBI will, in the immediate future, contact appropriate officials at the National Archives to determine their interest in making arrangements for early accession of these records.

The FBI is keenly sensitive to the concerns that historical and research records be accessioned to the National Archives, and is aggressively pursuing this endeavor. However, because of limited personnel resources and pressing investigative and administrative priorities, the FBI is unable to provide additional resources to address classification/declassification matters at this time.

I have made a note of the next Steering Committee meeting scheduled for June 3, 1991, and will await further details.

Sincerely yours,

William S. Sessions Director



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To advise of FBIHQ and Field Office progress in the captioned program.

For information only. RECOMMENDATION: None.

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Resolution of the Civil matter America Friends Service Committee, et. al. vs William H. Webster, et. al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and field files and records having historical and/or research value.

Since 9/9/86, 8,116.5 linear feet of obsolete FBIHQ files and records have been destroyed.

# ENCLOSURE

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Memorandum from R. G. Prillaman to Mr.

RE: Destruction of Field Files and Records

By airtel 12/14/87, all field offices were authorized to destroy auxiliary office files in numerous classifications as well as the destruction of obsolete file and record material in a number of miscellaneous categories.

By Buairtel 12/21/90, all field offices were surveyed to determine the progress of the destruction program. The survey (results attached) revealed that since 12/87, all offices have destroyed a total of 32,970.65 linear feet of obsolete file and record material. Of this total, 6,174.96 linear feet were destroyed during the period of 6/1/90 through 12/31/90.

	12/87	6/1/90
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2. Albuquerque	242 linear feet	17 linear feet
3. XXIIIXXXXXIXXX	Solar No. and Season	
4. Anchorage	201.4 linear feet	0
5. Atlanta	430 linear feet (Destroyed by SV ITC)	42.25 linear feet
6. Baltimore	208.42 linear feet	37.92 linear feet
7. Birmingham	235 linear feet	8.5/linear feetet
8. Boston	415 linear feet	250 linear feet
9. Buffalo	109.5 linear feet	8.5 linear feet
10. XEXITY XXX		
11. Charlotte	215 linear feet	0
12. Chicago	1,043 linear feet 11 inches	102 linear feet 4.5 inches
13. Cincinnati	412 linear feet	49 linear feet
14. Cleveland	402 linear feet	3 linear feet
15. Columbia	213 linear feet	9 linear feet
16. Dallas	432 linear feet	0
17. Denver	523 linear feet	40 linear feet
18. Detroit	776 linear feet	197.5 linear feet
19. El Paso	315 linear feet	121 linear feet
20. Honolulu	133 linear feet	63.754 linear feet
21. Houston	746 linear feet	274.75 linear feet
22. Indianapolis	168.5 linear feet	35 linear feet
23. Jackson	197 linear feet 4 inches	13 linear feet 4 inches
24. Jacksonville	529 linear feet	97 linear feet
25. Kansas City	88.75 linear feet	11 linear feet
26. Knoxville	243 linear feet	31 linear feet
27. Las Vegas	127 linear feet	29.5 linear feet
28. Little Rock		176 linear feet 3.25 inches
29. Los Angeles	435 linear feet 8.25 inches 609.1 linear feet	292.1 linear feet
30. Louisville	243.02 linear feet	0
4		36 linear feet 5.5 inches
31. Memphis	216 linear feet 4 inches	588 linear feet 5.5 inches
32. Miami	799 linear feet (Destroyed by SV ITC)	<del></del>
33. Milwaukee	175 linear feet	80 linear feet
34. Minneapolis	700 linear feet	21 linear feet
35. Mobile	122 linear feet	2 inches
36. Newark	641 linear feet	18 linear feet
37. New Haven	390 linear feet 8 inches	34 linear feet 6 inches
38. New Orleans	166.5 linear feet	23 linear feet
39. New York City	11,409 linear feet	2,503 linear feet
40. Norfolk	222 linear feet	26 linear feet
41. Oklahoma City	531.75 linear feet	19.75 linear feet
42. Omaha	842 linear feet	68 linear feet
43: Philadelphia	188 linear feet	3 linear feet
44. Phoenix	571 linear feet	15 linear feet
45, Pittsburgh	1,125 linear feet	127 linear feet
46. Portland	164 linear feet	21 linear feet
47. Richmond	316 linear feet	11 linear feet
48 Sacramento	969 linear feet	122 linear feet
49. Saint Louis	603 linear feet	21 linear feet
50 Salt-Lake City	309.5 linear feet	170 linear feet
51. San Antonio	568 linear feet	10 linear feet
52. San Diego	547 linear feet	20 linear feet
53. San Francisco	4.92 linear feet (Destroyed by Pocatello)	0
54. San Juan	351 linear feet	26.50 linear feet
55. Savannah	***	
56. Seattle	269 linear feet	40 linear feet
57. Springfield	210 linear feet	23 linear feet
58. Tampa	165 linear feet	39 linear feet
59. Washington Field	138.1 linear feet	33.5 linear feet
FBIHQ		
Quantico		
Brooklyn-Queens		
New Rochelle		
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Totals	32 970 65	6,174.96
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\*\*\* SV ITC has destroyed 811.25 total linear feet Atlanta 12.25 linear feet Miami 799.00 linear feet

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Totals



# Federal Bureau of Investigation

Washington, D. C. 20535 March 6, 1991

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#### Federal Bureau of Investigation

In Reply, Please Refer to File No.

Washington D. C. 20535

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February 5, 1991

	OESTRUCTION OF FIELD FILES AND RECORDS
	Mr. President National Underground Storage, Inc. Boyers, Pennsylvania 16020
	Dear Mr
	T have given FBI employee and Mr. PABS Supply, Kulpmont, Pennsylvania authority to enter on February 6, 1991, the FBI space located in your facility.
	Thank you for your assistance. If you have any questions please contact me at (202) 324-4507.
	Sincerely,
	Security Programs Manager
	ALL INFORMATION CONTAINED  HEREIN IS UNCLASSIFIED  DATE 16/7/63 BY Auc. 160290 BCE/DCG/ymu  1 - Mr.  1 - Mr.
	1 - Mr. Prillaman 1 - Mr. 66-3286-1496
ec AD LES st. Dir.: Adm. Servs	PABS Supply, Kulpmont, PA into the FBI space located in the National Underground Storage facility so that Mr. can examine the cabinets which house the 3 X 5 index cards to determine if Mr. is interested in
	Timestor Crim. Inv.  Sir. Into Heart Half Crim.  Action Home, Inspection Crim.  Action Home, Inspection Crim.  Comp. Afts. Crim



## Federal Bureau of Investigation

Washington, D. C. 20535

February 20, 1991

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### Federal Bureau of Investigation

CTASS SRC D SER REC

Washington, D. C. 20535

March 25, 1991

Mr.	DESTRUCTION OF FIELD FILES AND RE
President National Underground Boyers, Pennsylvania	d Storage, Inc.
Dear Mr. :	
to enter on Ma <u>rch 26</u> facility. Mr. Pallet Exchange, Cor	wen FBI employee authority 1991, the FBI space located in your will escort truck and driver from Keystone nnellsville, Pennsylvania, into your facility removing material stored therein.
	for your assistance. If you have any ntact me at (202) 324-4507.
	Sincerely,
	Security Programs Manager
66-3286	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/1/03 BY AUC (00290 BCE/DOG/ymw)
1 - IMD Front Office 1 - Mr 1 - Mr. Prillaman	· · · · · · · · · · · · · · · · · · ·
1 - Mr	66-3286-1498
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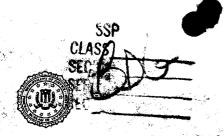
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ALL INFORMATION CONTAINED
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DATE 10/7/03 BY AUC 60290 BCE/DCR/yw





#### Federal Bureau of Investigation

Washington, D. C. 20535

March 12, 1991

	Mr.						b6
	President National Unde Boyers, Penns			0		at tield	<b>b</b> 7
	Dear Mr.	:	0020	D&S+ F11	es and	record	15
	I h to enter on M facility. Mr Pallet Exchan for the purpo	<pre>larch 13, 19 larch 13, 19</pre>	vill escort Lsville, Per	space loca truck and on nsylvania,	au  ated in your  driver from  into your f	thority Kęystone	b6 b7
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Mr.

4/4/91

R. G. Priftenan

Subject:

DESTRUCTION OF RECORDS

To advise that removal and destruction of the 3 X 5 manual index cards stored at the National Underground Storage (NUS) facility, Boyers, Pennsylvania, has been accomplished.

None - for information. RECOMMENDATION:

المرائع أسامك

In early 1988, approximately 30,348,000 3 X 5 manual index cards (13,464 linear feet or 2,642 cubic feet), which have been automated, were moved to the NUS for storage pending validation of the reliability of the automated index. In mid-1989, it was determined that these records were of no further value; thus, on 8/11/89, the Office Management Services Unit (OMSU) initiated and forwarded to the National Archives and Records Administration (NARA) for approval a request for authority to destroy these records which had been scheduled previously as permanent. By SF-115 "Request For Records Disposition Authority", Job No. NI-65-89-7, dated 1/5/90, NARA approved destruction of the 3 X 5 manual index cards. Predication for the NARA approval of this request is the automated index which corresponds to the 3 X 5 manual index records and provides the same or greater retrieval capability. Accordingly, the NARA scheduled the automated index as permanent; thus, permitting destruction of the 3 X 5 manual index cards. 66-3286-1504

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(Attn: - IMD Front Office

- Mr. Prillaman

- Mr.

- Mr. Shackelford

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**ALL INFORMATION CONTAINED** HEREIN IS UNCLASSIFIED DATE 10/7/03 BY AUC 60290 BCE DCG /you b7C

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Memorandum from R. G. Prillaman to Mr. Re: Destruction Of Records

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During the period 2/25 through 3/7/91, personnel from the OMSU, the Resources Unit, and the Pittsburgh Field Office removed the 3 X 5 manual index cards from the metal cabinets and placed them in large cardboard boxes in preparation for removal from the NUS facility to a recycling facility for destruction. During the period 3/7 through 4/2/91, the cards were transported from the NUS facility under the supervision and control of armed Special Agent personnel, Pittsburgh Field Office, to the Halltown Paperboard Company (paper recycling facility), Halltown, West Virginia, where destruction/recycling of the cards was supervised and witnessed by the Special Agent personnel.

The volume of material (13,464 linear feet or 2,642 cubic feet) destroyed/recycled totaled approximately 136,250 pounds (68.125 tons).

### Memorandum



4/26/91

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SSP CLASS 46 SRC'D_	2 <u>4</u> °	. Mr.		Date
SER CL	From	: R. G	. Pri (16 ffet)	

Reference is made to R. G. Prillaman to Mr.

memoranda dated 8/13/90 and 11/23/90, captioned "Archival

Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. \_\_\_\_\_\_ to Mr. \_\_\_\_\_ memorandum dated 12/18/90, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

<u>PURPOSE</u>: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

	APPROVED:	Adm. Servs. Laboratory Off. of Li Crim. Inv. Legal Coun. & Int.	nison Afís.
-	Director	tight. Government of the first	Affs
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<u>DETAILS</u>: Referenced memoranda set forth the details pertaining to the destruction of workpapers of the Program Evaluation Unit (PEU), OPEA, for the time period of 1972 through December 31, 1985.

On 11/15/90, the PEU, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit, Information Services Section, Information Management Division (IMD), a listing of 43 Headquarters file

66-3286

1 -	Mr.	(Attr	: Mr.
1 -	IMD	Front Office	<del>-</del>
1 -	Mr.	Prillaman	
1 -	Mr.		
1 -	Mrs		
1	Mr.	Shackelford	

66-3286-1505

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DATE 10/1/03 BY AUC 60290 BCE/DCG /gm

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Memorandum from R. G. Prillaman to Mr. RE: Destruction of Bureau Records

numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction. After a review of the material by a representative of the National Archives and Records Administration (NARA), authorization for destruction was granted. Following is a summary of the results of the RDAS review and destruction effort.

#### WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118039	62-118200
62-118506	62-118986
62-119690	62-119332
62-116529*	62-118730
62-119603	62-118132
62-119463	62-119772
62-120491	62-120231
62-120748	62-119995

#### WORKPAPERS INELIGIBLE FOR DESTRUCTION - LESS THAN 5 YEARS OLD

62-118136	62-118252
62-118410	62-117709
62-120114	62-120651
62-117573	

#### NO WORKPAPERS LOCATED

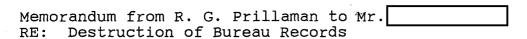
62-116247	62-117669
62-118692	62-118458
62-120545	67-765407**
62-120550	62-118265
62-120868	62-120495
62-120744	62-121488
62-117815	62-117634
62-120227	62-121182
62-118865	

#### WORKPAPERS PREVIOUSLY DESTROYED

62-118260 62-118459

- \* File Number changed by IMD to 66-19164
- \*\* Identified by PEU/OPEA as 62-765407

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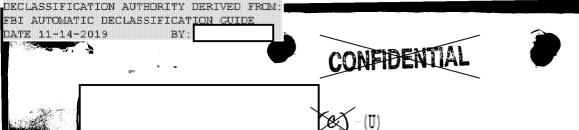


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Bufile 67-80008, captioned "Drug Deterrence Program" was reviewed by RDAS employees and it was determined that the file does not meet any of the OPEA destruction criteria. Bufile 66-19378 was not furnished to RDAS by OPEA, however it was reviewed by RDAS employees in view of the identical subject matter.

Completion of the OPEA destruction project resulted in the destruction of 43.54 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room.

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE	
EXEMPTED FROM AUTOMATIC	U.S. Department of Justice
DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE	
EXEMPTION CODE: 25X(1,6) DATE 07-31-2019 BY:	Federal Bureau of Investigation
Glass De	Washington, D. C. 20535 b7C
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WHERE SHOWN OTHERWISE.	BY LIAISON
	1 Destruction of Field bi
	Destruction of Field bi
	1, +NC
	CLASSIFIED BY: AUC 60290 BOE/DOG/Jul
	REASON 14(e12)
	As Amended
Please be advised that t	he FBI interposes no objection
to the proposed destruction of the	b1
concur that the destruction of the would be the best proced	ure. However, it is requested 🖎 🕕
	rdless of classification level and (
returned to the FBI. The procedure complete and proper disposal of al	
1 - OLIA (Attn: Mr. ) 1 - Mr. (Attn: Mr. )	66-3286-1507
ADD Adm. 1 - IMD Front Office	66 - 700 b6
Adm. Serve. 1 - Mr. (Attn: Mr. )  Crim. Inv. 1 - Mr.	
l - Mr. Shackelford	
Legal Coun. WS:SC (9.)	(SEE NOTE PAGE 2)
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originated with the FBI. Your office is requested to return the classified material, through proper channels, to the FBI, Washington, D.C., Attention: Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division.

I appreciate the opportunity to review and comment on this matter.

Sincerely yours,

Randolph G. Prillaman

Section Chief

Information Services Section Information Management Division

NOTE: Based on referenced letter dated 2/19/91. Coordinated by the Records Disposition and Archival Subunit with Special Agent, Security Programs Office, IMD, and Special Agent, Intelligence Division.

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#### Memorandum



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То	:	Mr.	
From	:	R. G.	Plibility

Date 5/14/91

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Tech. Servs.
Training
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Off. of EEO
Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.

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DESTRUCTION OF BUREAU RECORDS

<u>PURPOSE</u>: To record the results of FBI efforts to comply with the City of Philadelphia Court of Common Pleas expungement order.

RECOMMEN	DATION:	None.	FOL	TUTOLINGCTON	Off. of Lisison	1
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DETAILS: By undated letter (copy attached), received from the Department of Justice, the State of New Jersey Commission of Investigation advised that an expungement order had been entered by the Court of Common Pleas in Philadelphia requiring the expungement of specific information, pertaining to Mr. from the roster on the Bruno/Scarfo organized crime group. This organized crime roster originated with the State of New Jersey Commission of Investigation.

An indices search of FBI Headquarters General Indices System was conducted by employees of the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), with negative results. Contact with Special

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1		Mr.		(Attn:	Mr.	)
1	-	IMD	Front	Office	•	
1	-	Mr.	Prilla	aman		
1		Mr.				
1	-	Mrs				
1		Mr.	Shacke	elford		

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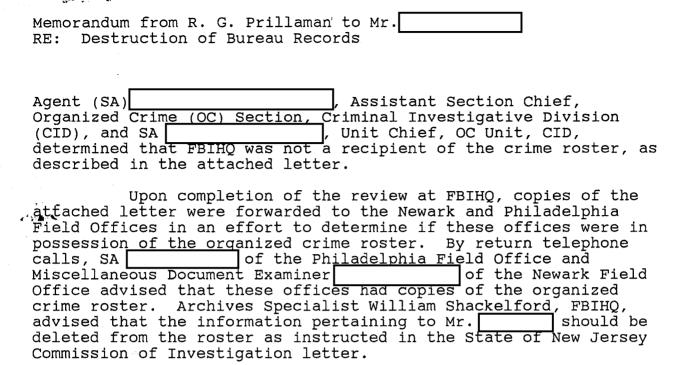
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# State of New Jersey

**COMMISSION OF INVESTIGATION** 

28 WEST STATE STREET CN 045 TRENTON, N.J. 08625 (609) 292-6767 TELECOPIER (609) 633-7366

JAMES R. ZAZZALI

CHAIRMAN

BARRY H. EVENCHICK

W. HUNT DUMONT

KENNETH D. MERIN

**COMMISSIONERS** 

NOTICE

JAMES J. MORLEY EXECUTIVE DIRECTOR

ROBERT J. CLARK
DEPUTY DIRECTOR

HELEN K. GARDINER
ASSISTANT DIRECTOR

THOMAS W. CANNON EXECUTIVE ASSISTANT

COUNSEL

CHARLOTTE K. GAAL CAROL L. HOEKJE ILEANA N. SAROS

To all agencies and individuals in possession of the Bruno/Scarfo group organized crime roster

You are listed in the records of the New Jersey State Commission of Investigation as a recipient of its roster on the Bruno/Scarfo This document contains a profile of organized crime group. associate , noting prior criminal on page "aggravated assault" activity which includes and "recklessly endangering of another." Pursuant to 18 PA. C.S. 9112(d) an expungement order has been entered by the Court of Common Pleas of Philadelphia. Accordingly, the quoted language must be obliterated and deleted from the roster. Any disclosure of the expunged offenses is subject to the penalty provided by Pennsylvania law.

90 OCT 10 A9:10

EXECUTIVE SECRETARIAL

ALL SINFORMATION CONTAINED THEREIN IS UNCLASSIFED DATE (0/7/03\_BY AUC 60290 BCE/DCG/ym)

b6 b7C STATE OF NEW JERSEY
COMMISSION OF INVESTIGATION
28 W. STATE STREET
CN 045
TRENTON, NEW JERSEY 08625



Hon. Richard Thornburgh Attorney General of the U.S. Department of Justice Room 5111 10th & Constitution, NW Washington DC 20530

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HEREN DUTCHES AND LOSSO BEE DCG WM



66 - 3286 - 1509 CHANGED TO 197-122-305X

MAY 5 1992 32み

ALL INFORMATION CONTAINED
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DATE 10/8/03 BY AUC 46290 BCE/DCG/ymw

CLA	Glade Carlos ANNIX	
SEC SER REC		
	To : Mr. Date 4/4/91	b6 b7C
	From: R. G. Printenan	
	Subject: DESTRUCTION OF RECORDS  EIGHT + Records	-
	<u>PURPOSE</u> : To advise that removal and destruction of the 3 X 5 manual index cards stored at the National Underground Storage (NUS) facility, Boyers, Pennsylvania, has been accomplished.	en (c. c. c. c. c. c. c. c. c. c. c. c. c. c
	RECOMMENDATION: None - for information.	
	APPROVED: Adm. Servs. Laboratory Off. of Liaison Crim. Inv. Legal Coun. & Int. Affs. Director Ident. Tech. Servs. Off. of Dep. Dir. Info. Mgnt Training Public Affs. ADD-Adm. Inspection Cong. Affs. Off. ADD-Inv. Intelk. Off. of EEO	
	DETAILS: In early 1988, approximately 30,348,000 3 X 5 manual index cards (13,464 linear feet or 2,642 cubic feet), which have been automated, were moved to the NUS for storage pending validation of the reliability of the automated index. In mid-1989, it was determined that these records were of no further value; thus, on 8/11/89, the Office Management Services Unit (OMSU) initiated and forwarded to the National Archives and Records Administration (NARA) for approval a request for authority to destroy these records which had been scheduled previously as permanent. By SF-115 "Request For Records Disposition Authority", Job No. NI-65-89-7, dated 1/5/90, NARA approved destruction of the 3 X 5 manual index cards. Predication for the NARA approval of this request is the automated index which corresponds to the 3 X 5 manual index records and provides the same or greater retrieval capability. Accordingly, the NARA scheduled the automated index as permanent; thus, permitting destruction of the 3 X 5 manual index cards.	
	thus, permitting destruction of the 3 X 5 manual index cards. $66-3286$ $66-3286$	
	1 - Mr. (Attn: Mr. 1 - IMD Front Office 1 - Mr. Prillaman 1 - Mr. 1 - Mr. Shackelford 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	ь6 ь7с
	TBD: SC (6)  (CONTINUED - OVER)  RMATION CONTAINED	
HEREIN I	BUNCLASSIFIED 8/03 BY AUC 60290 BCE/DCG/yma 60 29	



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During the period 2/25 through 3/7/91, personnel from the OMSU, the Resources Unit, and the Pittsburgh Field Office removed the 3 X 5 manual index cards from the metal cabinets and placed them in large cardboard boxes in preparation for removal from the NUS facility to a recycling facility for destruction. During the period 3/7 through 4/2/91, the cards were transported from the NUS facility under the supervision and control of armed Special Agent personnel, Pittsburgh Field Office, to the Halltown Paperboard Company (paper recycling facility), Halltown, West Virginia, where destruction/recycling of the cards was supervised and witnessed by the Special Agent personnel.

The volume of material (13,464 linear feet or 2,642 cubic feet) destroyed/recycled totaled approximately 136,250 pounds (68.125 tons).

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CLAS. SEC'D	S W by w
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にブ	March 1, 1991
	PERSONAL YWY OF
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	was in the state of the state o
	D March 1 th
	Mr. b6
	Washington, D. C.
	O DESCRIPTION OF
	Dear Mr: 4.00 and Kelondo
	Pederal Bureau of Investigation Washington, D. C.  Dear Mr.  I am placed to advise you of the modified adoption
	I am pleased to advise you of the modified adoption of your suggestion to show the Office of Origin (OO) and the
	00 File Number on Form FD-478 - List of Files Destroyed/Trans-
	ferred to FBIHQ. It is believed that adding two columns would
	greatly congest the form. Therefore, it was recommended only
	the 00 be captured, and if necessary, the Auxiliary Office can
<b>5</b> 50 100 100 100 100 100 100 100 100 100	obtain the file number from the 00. This revision will be included at the time of the next printing.
	included at the time of the next printing.
MAILED AR 01	I want to take this opportunity to thank you for your
Z ~	excellent suggestion. It is through the participation of employ-
MA WA	ees such as you in the Suggestion Program that our investigative
<del></del> -	efforts are enhanced. Please continue to share your ideas.
	Sincerely yours, b7c
PPROVED:	AdmisservsOff. of Liaison
rector	Crimenty. Legat Coun. & Int. Affs
ap. Dir	Infa_Night. Training Public Affs Public Affs
D-Inv.	intellOff. of EEO Weldon L. Kennedy  Assistant Director
	Administrative Services Division
	2= mm
	T - Light between life
	1 - Suggestion file 1 - Information Management Division - (For Your Information)
	1 - Information Management Division - (For low Information) 1 - Forms and Reports Management Desk, IMD - Enclosures (4) Please take the necessary steps to implement this suggestion and advise the Suggestion Desk when completed. Your division
	Please take the necessary steps to implement this suggestion
	and advise the Suggestion Desk when completed. Your division
Dep. Dir	TO PRODUCEDIA THE ENDERGY CONTRACT TIMES FORM. THE ENDERGY STATES
ADD Adm ADD Inv	changes are made to the Manual of Administrative Operations
Asst. Dir.: Adm. Servs	Procedures and the field is advised.  1 - Manuals Desk, IMD - Enclosures (4) - For Action
Crim. Inv	changes are made to the Manual of Administrative Operations  Procedures and the field is advised.  1 - Manuals Desk, IMD - Enclosures 14) - For Action  - Enclosure
inep.	NOTE: Suggestion set worth in letter to suggester and PD-252 dated
Leb	5/21/90 with addendum of IMD; 2/15/91 with attached modified sample.
Legal Coun	IMD will take appropriate steps to implement the suggestion, make
Tech, Servs	the necessary NAOP changes and advise the field. Therefore, upon approval, suggester being informed that his idea is being adopted.
Cong. Affs. Off Off. of EEO	Views attached.
Off. Lisison & Int. Affs	MCH:1h (8) Suggestion #50-91 (MV)
Off. of Public Affs	Mich-
Telephone Rm Director's Sec'y	MALL INFORMATION CONTRACTOR  HEREIN IS UNCLASSIFIED  R-6850  R-6850

66-3286-1512 CHANGED TO 66-3286-B-117X1

MAY 5 1992 322

HEREIN IS UNCLASSIFIED DATE 10/8/63 BY AUC 60290 BCE DCG JUMN

Memorandum		رق	Dep. Dir A ADD :Adm. ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv.
To : Mr.	Date	5/16/91	Ident. Insp. Intell. Lab. Legal Coun. Rec. Mgnt. Tech. Servs.
From : G.			Training Cong. Affs. Off. Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs Telephone Rm.
Subject: VS.  (U.S.D.C., E.D. MICHIC CIVIL ACTION NUMBER 3			Director's Secty
	uchin Of 1	unsel to	7
<u>PURPOSE</u> : To advise that the rerectords subject to the provision the captioned civil matter has been supplied to the caption of the caption	ns of the stipula		
RECOMMENDATION: That the Legal Department of Justice (DOJ) of	Counsel Division the completion of	(LCD) advi	ise the ect.
			· .
DETAILS: Referenced memorandum to the stipulated settlement in required the FBI to retrieve all plaintiff, day a long to the cords were to include records	the captioned civ l records, identit ted prior to 9/7/8	vil matter fiable with 84. Retrie	which n the evable
197-247			
1 - Mr. (Attn: Mr. 1 - IMD Front Office 1 - Mr. Prillaman 1 - Mr. 1 - Mrs. 1 - Mrs. Shackelford	06-3	286-,	1513

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY Auc 60290 BCE/DCG/ymu)

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(CONTINUED - OVER)

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emorandum fi	on	_	·	to	Mr	
E:		vs.	*		tes -	
(U.S.D.0	 L. E.D.	<b></b> Michigan	ı.Y			
(U.S.D.)	., E.D.	Michigan her 3906	l) 			

Offices and the offices of the Legal Attaches (LEGATS). In addition, the FBI was required to make a good faith effort to identify and retrieve records which have been disseminated to other agencies of the Federal government.

Employees of the Records Disposition and Archival Subunit (RDAS), Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), completed the review and destruction of material identifiable with the plaintiff, maintained at FBIHQ on 2/27/91. This destruction included material which had been retrieved from other agencies of the Federal government. By Buairtel dated 2/25/91, all Field Offices and Legats were instructed to forward all material, identifiable with the plaintiff, to FBIHQ for review and handling pursuant to the provisions of the court stipulation. This review and destruction was completed by RDAS on 4/25/91. Inasmuch as the DOJ has made several telephonic inquiries regarding the status of this project, LCD should advise DOJ of its completion.

#### NOTICE OF INTENT TO DESTROY RECORDS

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

REMARKS

13-57-25-4-1 13-57-37-4-4

EDOND HEAVED BLOC- BUCH 2646 PENESYLVANIA AVE.

ALL INFORMATION CONTAINED

DATE OF NOTICE

04/01/92 199707 RECORDS DESCRIPTION

DISPOSAL DATE

SUBGROUP

VOLUME (Cu. ft.)

b6

256

ACCESSION NUMBER 065-88-0001

DISPOSAL AUTHORITY

GRSN/6/1A

SERIES DESCRIPTION

SITE AUDIT 10/85-3/86

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL REDTC DS CENTER

WASHINGTON. DO POACS

NA 13001 (7-88)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Washington, DC 20409

March 27, 1991

Destruction of Field 1:65 Records

Dear Records Off

Enclosed are Notices of Intent to Destroy Records. records are scheduled for destruction in July 1992. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item 1a does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item 1a contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief Accession and Disposal Branch

Enclosure(s)

Action At a wind

CLOSURE.

66-3286-1513X Should for 1

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HEREIN IS UNCLASSIFIED

DATE 10/8/03 BY AUC LOOR 90 BCE/DCG/ymu

66-3286-1514

66-3286-B-121X

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MAY 5 1992

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY ANC 60090 BCE/DCG/y-W

66-3286-1516 CHANGED TO 66-19471-49-23

MAY 5 1992 322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE DCG / DWW

66-3286-1517 CHANGED TO 1518 66-3286-B- 125X

125X1

MAY 5 1992 322

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1618 163 BY AUC 100290 BCE/DCG/ymu)

TRANSMIT VIA: AIRTEL CLASSIFICATION: FROM: Director, FBI (66-3286 Sub B) TO: SAC, Seattle Butte Information Technology Center DESTRUCTION OF FIELD FILES AND RECORDS INFORMATION TECHNOLOGY CENTER (ITC) BUTTE (BT), MONTANA Reference is made to telephone conversation 1/27/92 between Seattle (SE) Administrative Officer, and Unit Chief Office Management Services Unit (OMSU), Information Services Section (ISS), Information Management Division (IMD), regarding FBIHQ approval for SE to use services available at the Butte Information Technology Center (BT ITC) to process a backlog of approximately 1500 to 2000 linear feet of SE files and records to determine their eligibility for destruction and/or retention for archival purposes. As you are aware, the BT ITC is an FBL staffed facility under the sponsorship of the IMD chartered to address work that can be displaced from other offices. To assist SE with reducing the file destruction backlog. SE is authorized to forward to the BT ITC files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the BT ITC is to be maintained by SE to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the BT ITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction. IMD Front Office APPROVED: Mr. Prillaman Mr. <u> 1 - 66-19471</u> AHS OH TBD: SC ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 60290 BCE/DCG/9/W Airtel Director, FoI to SAC, SE and BT ITC, dated 1/28/92 RE: Destruction of Field Files and Records Information Technology Center (ITC) Butte (BT), Montana

If it is determined during the review process at the BT ITC that a SE file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to SE for retention pending transfer to NARA. Every 60 days the BT ITC is to furnish the SE Office, by classification number, a record of the linear feet of material destroyed.

Files that are marked for pending litigation or FOIPA concerns are not to be shipped to the BT ITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records." Additionally, if a file indicates that **evidence** corresponding to the file is still in possession of the SE Office, the file is not to be forwarded to the BT ITC until SE has properly disposed of the evidence.

The SE files eligible for review for destruction are to be shipped to the BT ITC in phases and by category (Closed Administrative and Applicant files, Criminal files, and Security Use boxes of sufficient size and strength to accommodate the weight of the files. It is suggested that Number Four boxes available on GSA Schedule (order number 8115-00-FBI-0053) are The first shipment of files may commence with appropriate. receipt of this communication and include Closed Administrative Files, Applicant Files and the Corresponding single zero "O" <u>files.</u> Approximately 10 days prior to completing processing/destruction of the initial shipment, the BT ITC should request that SE forward the second phase/category (<u>Criminal files</u> and corresponding "O" files.) Similarly, the third phase/category (Security files and corresponding "O" files) are to be forwarded to the BT ITC.

Transport of files between the SE Office and BT ITC must be by armed Special Agent personnel or registered mail.

	Any	quest	tions	regard	ing	this	matter	_may	be	direct	ted	to
FBIHQ,	Attenti									ISS,		

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Jational Archives

Washington, DC 20408

SSP T.ASS SRC'D SER REC December 16, 1991

Destruction of Field Files and Records

Mr. Randolph Prillaman, Chief Information Services Section Information Management Division Federal Bureau of Investigation J.E. Hoover Bldg., Room 5634 Washington, DC 20535

ALL'INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 100290 BCE/DCG/gmm

Dear Mr. Prillaman:

A recent op-ed piece in the New York Times of December 3, 1991, referred to the FBI's handling of its records relating to the investigation of the murder of Harry T. and Harriette Moore in Florida in 1951. Enclosed is a copy of the article. You will note that the article reports that 30 pages of the file relating to this case have been destroyed, allegedly on the grounds of "protection of privacy, the bureau's inner workings and . . . 'national security.'"

As you are aware, NARA has a government-wide responsibility for preserving the permanently valuable records of the Federal Government. It appears to us that the file in question, given its size and subject matter content, is likely to be designated for permanent retention under the authorized retention plan and disposition schedule for the Bureau's records. Nearly all civil rights case files initiated before 1978 are scheduled for eventual transfer to the National Archives.

We are concerned about the statement that 30 pages from a file relating to a major civil rights murder investigation have been destroyed. I would appreciate your letting us know if any of the contents of the file have been destroyed. If the file is scheduled for permanent retention and documentation has been destroyed, please inform us of the authority used by the Bureau to expunde the records.

Thank you for helping us ensure compliance with the Records

acknowledged

66-3286-1522 SHACKES

National Archiere and Docoma Administ

Disposal Act and thereby preserve Federal records of historical or other research value. I look forward to hearing from you.

Sincerely,

JAMES J HASTINGS

Records Appraisal

and Disposition Division

Enclosure

# Florida's Christmas Murders

## By Stetson Kennedy

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STILL! JACKSONVILLE, Fla. 2.00 P fter 40 years of seeming in-4.50 difference, Florida .""h": has reopened its in-· 21 20 vestigation into the murder of Harry T. Moore, the leader of to the N.A.A.C.P. in Florida, and his wife, Harriette. But how serious is the or vistate about solving a murder that of bould expose a joint venture between and klansmen and lawmen, including a •. := helping hand from the F.B.I.?

.c. oiOn the night of Dec. 25, 1951, a bomb killed the Moores as they entered the bedroom of their frame eastern coast of Florida. It was their 25th wedding anniversary.

United This was 13 years before the assasand 27 sination of Medgar Evers and 27 inityears before a sniper's bullet killed 13 the Rev. Dr. Martin Luther King Jr. The Moore case is now being rein-, \*7: vestigated on the order of Gov. Lawton Chiles. And, while he is to be ::, commended, the Governor was not prompted by a sudden impulse to right an ancient wrong. It came about because a brave Florida woman had revealed, in September, that her ex-'husband, a Floridian now in his 70's, frequently boasted that he had been

· involved in the Moore killings. initially, one agent of the Florida "Department of Law Enforcement was assigned to the case in September, but after demands by civil rights groups, four inspectors were as-

' -- 'signed to the case.

\*\* "New evidence was not the only reason the Moore investigation was reopened. The "old" evidence is still are brand new since uncensored informais ition gathered by the F.B.I. has never 😘 "been acted on — though it has been in Florida's possession since 1980. In-'adeed, the only material released on the case came from the F.B.I. in response to a reporter's Freedom of Information Act request in 1985. Even then, only 1,000 pages were made available — with all but an estimated The F.B.I. admitted that a remaining 1,923 pages were being withheld and that 30 pages had been destroyed. The reason? Protection of privacy,

Stetson Kennedy, author of "The 'Klan Unmasked,'' was one of the first journalists to infiltrate the post-World War II Ku Klux Klan.

Christophe Vorlet

the bureau's inner workings and, unbelievably, "national security."

But even this minuscule offering provided frightening examples of what the lily-white F.B.I. and J. Edgar Hoover did, ostensibly to find the killers:

The bureau hired informants to record the license plate numbers of the 600 people who attended the Moores' funeral, and then investigated all those who attended.

An F.B.I. agent reported that "it had to be a Negro who did the job, as no one else would know exactly where the Moores' bed was located." A subsequent report stated that the N.A.A.C.P. was a "definite suspect" in the killing and that "propaganda". and fund-raising purposes may have been behind the bombing.

They didn't stop there. The F.B.I. urged the Justice Department to appoint a particular judge, George W. Whitehurst, to preside over the Federal grand jury. They also urged the department to appoint as prosecutor James L. Guilmartin, "a Florida native who understands these matters."

It was thus hardly surprising that instead of indicting anyone for more serious charges, the grand jury came up only with perjury indictments for 12 Ku Klux Klan members.

Those indictments didn't go very far, either. When their lawyer, Edgar Waybright Sr. (the Imperial Wizard of the federated Florida, Alabama and Carolina Klans) filed a motion to dismiss the case on the grounds that no civil rights had been violated and therefore the Federal jury lacked jurisdiction, the judge and the prosecutor agreed. The case was thrown out.

Even at a time when civil rights laws were virtually nonexistent, the court's dismissal required the studious suppression of all evidence implicating law officers in the conspiracy.

Frank Meech, a retired F.B.I. agent who had played a leading role in the original probe, said in an October TV interview: "There was a general feeling in the law enforcement community at that time that Harry T. Moore had gotten too big for his britches and had to go." He added, that "for the tranquillity of the South, and all, it was decided not to prosecute.'

Another guest on the show was the retired Lake County sheriff, Willis McCall, who seven weeks before the killing had emptied his gun into two black prisoners handcuffed together. Asked about accusations that he had bankrolled the Moore assassinations, Mr. McCall said with a smirk, "I would have, but I didn't have that kind of money.".

If Mr. Chiles makes good on his promise to follow the trail to its end, he will likely discover that the Moore murders were carefully planned, carefully carried out and, with the F.B.I.'s help, carefully covered up.

66-3286-1522

ALLINFORMATION CONTAINED HEREIN IR LINCI ARRIETED

479



Washington, DC 20409

December 27, 1991

Destauction of Field Files + Records.

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in April 1992.

Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item la.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief

Accession and Disposal Branch

//Enclosure(s)

66-3286-1523

Rheeledford

**ENCLOSURE** 

ENGLOSURE ATTACHED

ALL'INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC 60290 BCE/DCG/Y

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b6 per FBI b7C per FBI NO 90 SIZE 9 x 12 **KRAFT** HED SEAL CLASP



ALL INFORMATION CONTAINED ON ENVELOPE
HEREHY IS UNCLASSIFIED
DATE 10/2/03 BY AUC LADDO BCG/DCG/YM-V



## - NOTICE OF INTENT TO DESTROY RECORDS

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228 164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled

FRI - INFO MGMT DIVISION

J. FOGAR HOOVER BLDG- ROOM 5644

10TH & PENNSYLVANIA AVE. . N. W.

WASHINGTON

LOCATION

REMARKS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

WASHINGTON. DC INFORMATION CONTAINED

WASHINGTON NATIONAL RECORDS CENTER

4-10/85

SITE AUDIT

VOLUME (Cu. ft.

b7C ADDRESS OF FEDERAL RECORDS CENTER

13001 (7-88)

13-82-35-7-3 13-82-49-3-3

providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

destruction of these records, you may request an extension of the retention period by

ACCESSION NUMBER

DATE OF NOTICE 01/01/92

DISPOSAL AUTHORITY
GRSN/6/1A

SERIES DESCRIPTION

065-87-0003

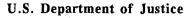
RECORDS DESCRIPTION

DISPOSAL DATE 199204

SUBGROUP

b6

149 679



## Federal Bureau of Investigation

SSP ...

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SSP CLASS\_\_\_\_ SRCED\_\_\_

Washington, D. C. 20535

January 7, 1992

Destruction of Field Files & Records

Mr. James J. Hastings Director Records Appraisal and Disposition Division National Archives and Records Administration Washington, D.C. 20408

Dear Mr. Hastings:

Reference is made to your letter dated December 16, 1991, concerning the destruction of 30 pages of FBI records pertaining to the murder investigation of Harry T. and Harriette Moore in 1951.

A review of the main investigative file revealed that seventeen documents were destroyed on December 28, 1960. The records destruction practices of the FBI, prior to January 10, 1980, were conducted in full compliance with Title 44, United States Code, Chapter 33, and the Code of Federal Regulations, Title 41, Chapter 101, Subpart 101-11.4.

For your information, we are enclosing copies of documents from our file at FBI Headquarters which identify, by file and serial numbers, the seventeen documents. However, we were not able to identify the number of pages involved. It

5-ENCLOSURE

Enclosures (4)

1 - IMD Front O	ffice (Attn: Mr. (Attn: Mr.	- Room 6296) - Room 6927		
1 - Mr. Prillama 1 - Mr.			286-1	524
- Mrs. 1 - Mrs. 1 - Mr. Shackel;	ford	060	(CTT NOTE: D	tan ing Kalangsia. Ng Arangsia

(SEE NOTE PAGE 2)

DATE 10/8/03 BY AIC 60290 BCE/DCG/YMA

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Mr. James J. Hastings Director

should be noted that these pages which identify the destroyed documents were also provided to all Freedom of Information Act requesters seeking material concerning the Moores.

We trust that this information will be helpful to you.

Sincerely yours,

Randolph G. Prillaman Section Chief Information Services Section Information Management Division

NOTE: Copy of original incoming from Mr. Hastings is attached for reference purposes. The above reply was coordinated with Freedom of Information-Privacy Acts Section and Records Disposition and Archival Subunit, Information Services Section.

APPROVED:	Adm.	Servs.	Laberatory	Off. of Lialson	
Pilot abus	Crim.	triv.	Legal Coun.	& Int. Affs.	
Dep. Dir.	_tato. b	Aznt.	NC RO Training	Off. of Public Affs.	
UNALUMBIA	_1115000	น <b>วก</b>	Cong Atts Utt.		
ABD-IRV.	Intell:		Off. of EEO		

ALL INFORMATION CONTAINED AND INFORMATION CO

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66-3286-89/

12-28-60 pl

MINOLGEURE

4-94 (4-21-55)

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66-3286-89/

44 - 4118-195 196 206 207

12-28-60 pl

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4-94 (4-21-55)



FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66-3286-891

44-4118-238 239

12-28-60 ph

ENCLOSURE

4-94 (4-21-55)

FOLLOWING SERIALS REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED IN 66-3286-891

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ENCLOSURE

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## Memorandum



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		Insp. Intell. Lab. Legal Coun.	
ate	6/29/92	Tech. Servs	
		Int. Affs.	
		Off. of Public Affs Telephone Rm.	
		Director's Office	
		511 GC (OL 3 011102	

Mr. From DESTRUCTION OF BUREAU RECORDS

Reference is made to R. G. Prillaman to Mr. memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference | memoranda dated is also made to Mr. \_\_\_\_\_ to Mr. 12/18/90 and 3/19/92, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED:	Adm. Servs.	Laboratory	Off, of Liaison	
All I Moreon	Crim. Inv.	Legal Coun.	& Int. Affs.	
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Dep. Dir.	_info. Mgnt	_Training	Public Affs.	<del></del>
ADD: Adm	Inspection	_Cong. Atts. Utt		
ADD-Inv.	_Intell	_Off. of EEO		

DETAILS: Referenced memorandum dated 3/19/92, set forth the details pertaining to the destruction of workpapers of the Program Evaluation Unit (PEU), OPEA, for the time period of 1985 through December 31, 1986.

Referenced memoranda dated 8/13/90 and 11/23/90, advised of the authorization for the annual destruction of OPEA material as granted by the National Archives and Records

Administration, on 11/15/90 under Job Number N1-65-90-4. 66-3286

66-3786-1525 1 - Mr. (Attn: Mr. 1 - IMD Front Office 1 - Mr. 1 - Mr. 1 - Mrs. 1 - Mr. Shackelford

WS:ws (7)

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DATE 10/8/03 BY AUC 100290 BCE/DCG/YMW

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Memorandum from to Mr. RE: Destruction of Bureau Records

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On 3/19/92, the PEU, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Records Policy Unit, Information Services Section, Information Management Division (IMD), a listing of 11 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction. In addition, 1 HQ file which was previously furnished to IMD by referenced memorandum dated 12/18/90 and determined to be ineligible was reviewed by RDAS in an effort to destroy the workpapers on a timely basis. Following is a summary of the results of the RDAS review and destruction effort.

### WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118136

62-117498 \*\*

62-120820

62-117669

62-121631

62-117574

62-121416 \*\*

#### WORKPAPERS INELIGIBLE FOR DESTRUCTION - LESS THAN 5 YEARS OLD

62-117498 \*\*

62-121416 \*\*

#### NO WORKPAPERS LOCATED

62-120494

62-121626

62-117584

62-122030

#### WORKPAPERS PREVIOUSLY DESTROYED

62-118200

- \* Previously furnished by memoramdum dated 12/18/90
- \*\* Partial destruction due to date of material and final reports

Completion of the OPEA destruction project resulted in the destruction of 15.41 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

Division of Assignment From: (Suggester's name) To: Assistant Director, Administrative Services Division TAMPA FD-478 information should be entered into Case Menu within the FOIMS system, under appropriate file number, or simply, program the computers to automatically transfer information from the Destruction of Case Record Menu, when processed, into case file information before FD-478 is filed in appropriate areas within the Closed Files Section. would enable office personnel who need to view information, i.e., status of case, relating to a specific case number in FOIMS to know that they will not be able to locate the file as it has been destroyed. Current practice or rule (Include manual citation as well as facts) MAOP, Section 2-4.5, page 303) FD-478, containing file numbers and dates destroyed, is maintained at the beginning of classifications or field office breakdowns. (Closed Files) Advantages of suggestion and annual savings (include basis for estimate) Current system is too time-consuming. The implementation of this suggestion would reduce the amount of time currently spent viewing the Case Menu to find the status of desired case number and then trying to physically locate the file only to discover it had been destroyed. essence, this would virtually become a one-step system when checking the computer for case information. This suggestion would be highly effective since it would allow employees to have more time to complete other tasks assigned to them. Disadvantages of suggestion 66-3286-1526 (The use by the United States of my suggestion shall not form the basis of Lunderstand that I will be considered for any justified award only if my ☐ Mr. ☐ Mrs. ☑ Mis Recommendations and comments of Division Head I believe this is an excellent suggestion and recommend that it receive further "consideration. Tampa:

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DATE 10/8/03 BY AUC. (003.90 BCE/DCG/ymw)

(Do not write in this space - for Bureau use only)

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Re: Suggestion # 153-92 from \_\_\_\_\_, Tampa Field Office, dated 6/3/92

ADDENDUM: INFORMATION MANAGEMENT DIVISION (IMD), 6/24/92, CPL: lms

The captioned suggestion has been reviewed by IMD representatives. It has been determined that once a case has been destroyed on FOIMS there is no "case" record retained on the computer and, therefore, no place to transfer information from the Destruction of Case Record Menu. The suggested activity cannot be accommodated under the current destruction process. It is recommended, however, that Tampa arrange for "Query Only" access to the Destruction of Cases function for those requiring knowledge of cases destroyed. Once this access is provided, the user can query the "cases destroyed" list to determine if a file has been destroyed.

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## PERSONAL

	Ms.	<i>\\</i>	1
	Pederal Bureau of Investigation Tampa, Florida		.7
		RUCTION OF BUREAU RECORDS	,
	Dear Ns.   DEST	RUCHON OF DURERU 11955	
	programming of information from	suggestion pertaining to the	1
	Office Information Management		3.
	posal is being considered by the		
	soon as I have received their a	recommendations, you will be	
•	notified.		
	Meanwhile, I wish to	thank you for participating	
	in the Suggestion Program. You	can be sure that any other	
	ideas you may have will be weld		
		Sincerely yours,	
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HERE	IN 18 UNCLASSIFIED  10/8/03 BY AUC 60290 BCE/DCG/ymw	4 < 1	
DATE	10/8/03 BI BULL	15/	
		Weldon L. Kennedy Assistant Director	
		Administrative Services Division	
_	72 - Tampa C		
8	2 - Tampa	in incident	
	φ Field personnel file	66-3286-1527	
MANED 27	- Suggestion file - Personnel file of	- Enclosure	
3	NOTE: Suggestion set forth in		
	dated 6/3/92. To date, no resp	onse from IMD. Therefore,	
Dep. Dir.	pending approval, suggester bei		
ADD Adm.	is being placed in a pending st are received, at which time she		
ADD Inv	decision. No views attached.	WIII DE AUVISEU OF the	
Adm. Servs Crim. inv	JLS (16) Suggestion #153-92		
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Telephone Rm	- /. w / . lkw	Vie	

## July 2, 1992

#### PERSONAL

Ms. Pederal Bureau (Tampa, Florida	of Investigation	
Dear Ms.	DESTRUCTION	OF BUREAU RECORDS

The review of your suggestion pertaining to the programming of information from Form FD-178 into the Field Office Information Management System (POINS) has been completed. Once a case has been destroyed IN FUINS, leaving no record in the computer, there is no place to transfer information, thereby making it impossible to implement your proposal under current destruction process. It has been recommended, however, that the Tempa Division arrange for "Query Only" access to the Destruction of Cases function so that the user can query the list to determine if a file has been destroyed.

Although no further action will be taken on your proposal, I do want to thank you for taking the time to participate in the Seggesties Progres. I welcome any other ideas you may have.

Sincerely yours,

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUG 1002 90 BCE/DCG/you

JLS (4) (6) Suggestion #153-92

Weldon L. Kennedy Assistant Director Administrative Services Division

2 - Tampa 1 - Field personnel file 1 - Suggestion file	66-3286-1528
l - Personnel file of NOTE: Suggestion and reasons for	
letter to suggester and FD-252 d	

d Charles

egal Coun. g. Affa. Off. of EEO Lielson & I. Affa.

ı. Dir. D Adm.

D Inv.

of Public Affs. \_\_ phone Rm. ctor's Sec'y

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## Washington National Records Center

Washington, DC 20409

September 28, 1992

Destruction of Burray Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in January 1993. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief

Accession and Disposal Branch

Enclosure(s)

ENCLOSURE

66-3286-1529

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DATE 10/8/03 BY AUC 100290 BCE/DCG / ymw

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DATE 10/8/03 BY AUC U0290 BCE/DCG/gmw

66-3286-1529 ENCLOSURE

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The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

REMARKS

LOCATION 14-59-41-3-5 14-59-53-2-6

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5640 10TH & PENNSYLVANIA AVE. . N. W.

WASHINGTON DC 20535 DATE OF NOTICE

10/01/92 199301

DISPOSAL DATE

RECORDS DESCRIPTION SUBGROUP

ACCESSION NUMBER

065-89-0001 DISPOSAL AUTHORITY

GRSN/6/1A

SERIES DESCRIPTION

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NOLUME (Cu. ft.)

SITE AUDIT 4-9786

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS

CENTER

WASHINGTON, DC 20409

ALL FBI INFORMATION CONTAINED

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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## Memorandum



To : Douglas N. Frazier

Associate Deputy Attorney General

Date 12/16/92

From:

Director, FBI

Destruction of Bureau Records

Subject:

PRESERVATION AND DISPOSITION OF FEDERAL RECORDS

Reference is made to the memorandum of Deputy Attorney General George J. Terwilliger III dated December 1, 1992, and the enclosed memorandum of Assistant Attorney General for Administration Harry H. Flickinger dated November 18, 1992.

The purpose of this letter is to advise that the records disposition practices of the Federal Bureau of Investigation (FBI) are conducted in complete compliance with the provisions of the Federal Records Act and the Records Disposal Act, as codified in Title 44, United States Code, Section 3301 and Title 36, Code of Federal Regulations, Chapter 12, Subchapter B, Part 1228. In addition, the removal of records from the FBI by departing officials is handled under the provisions of Department of Justice Order 2710.3A.

Additionally, and as the direct result of the civil litigation of American Friends Service Committee, et al., v. William H. Webster, et al.; United States District Court for the District of Columbia; Civil Action Number 79-1655, the National Archives and Records Administration (NARA), in concert with the FBI, undertook a comprehensive study of all types of FBI case files (investigative, applicant and administrative) and all types of miscellaneous records (records maintained outside of the standard case file) of the FBI. During the study, individual case files and other records were evaluated in order to determine if the material:

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66-3286-1531

**(1)** - 66-3286

1 - IMD Front Office

1 - Mr.

1 - Mr.

1 - Mrs.

1 - Mr. Shackelford

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b6 b7C Douglas N. Frazier
Associate Deputy Attorney General
Re: Preservation and Disposition of Federal Records

- had potential historical signifigance and/or research value, thereby warranting eventual transfer to NARA for permanent retention, or
- 2) was disposable after FBI investigative, administrative, and research needs had expired.

The by-product of the NARA/FBI study was the FBI Records Disposition Schedule.

The detailed instructions and restrictions of the FBI Records Disposition Schedule are explicit, extensive, and diverse in scope. Application of the statutory regulations, outlined above, coupled with the additional instructions and guidelines set forth in the FBI Records Disposition Schedule, ensures the preservation of official records, which are of lasting value as evidence of the activities of the FBI in view of their potential historical and/or research value.

1 - Director
 Office of Policy Development

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## U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

December 4, 1992

	Destruction	of Bureau	REcords
Mr. President National Underground S Boyers, Pennsylvania	Storage, Inc. 16020		
Dear Mr. :	<u> </u>		
I have given , and December 7, 8, and 9, Messrs. purpose of accessing	1992, the space lo , and will en	ter your facili	acility.
Thank you for guestions, please cont	or your assistance. tact me at (202) 32		ny.
	Since	rely,	nager
66-3286 1 - Mr. (Attn: 1 - IMD Front Office 1 - Mr. 1 - Mr. 1 - Mr.	: Mr.		
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Public Affs.

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Int. Affs Off. of Public Affs. Telephone Rm

Director's Office

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Date 1/14/93 From

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DESTRUCTION OF BUREAU RECORDS

Reference made to Legal Counsel to Assistant Director, Administrative Services Division memorandum, dated 11/16/92, captioned "Retention Of Documentation And Recordings of Career Board Deliberations"

To forward the attached "Request For Records PURPOSE: Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for documentation and recordings of Career Board deliberations.

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

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Referenced memorandum set forth the details pertaining to the requirement, as necessitated by the court decision in the civil matter of Perez v. FBI, that FBIHQ and Field Offices Course Division (LCD) that, in view of the statutes of limitations pertaining to personal injury, the minimum time for Enclosure document and record the deliberations of all Career Boards. addition, referenced memorandum detailed the opinion of the Legal

66-3286

1 - IMD Front Office

1 - Mr.

1 - Mr. 1 - Mrs

1 - Mr. Shackelford

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DATE 10/8 03 34 AVC 60290 BCE/DCG/ymw Dink 4 9

Memorandum from to Mr. dated 1/14/93
RE: Destruction Of Bureau Records
66-3286

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retention should be six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

The FBI Records Disposition Schedule contains no disposition authority for Career Board records. Therefore, NARA is being requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

	REQUEST FOR RECUESTION AUTHORITY				N1-65,93-4			
\$ 2589	HALSERVICES ADMINISTRATION ONAL ARCHIVES AND RECORDS SERVICE, WA	SHING	STON, DC 20408	DATE RECEIVED	22-93			
1. FROM (AGE	NCY OR ESTABLISHMENT)				TIFICATION TO AG			
	at of Justice		and the second second		ance with the pro 03a the disposal	request, including		
2. MAJOR SUBI				B .	nts, is approved be marked "dispo	•		
3. MINOR SUBD	reau of Investigation		<del></del>	approved	" or "withdrawn" i	in column 10. If no		
Informatio	n Management Division				re proposed for o of the Archivist i			
	RSON WITH WHOM TO CONFER	5. TELEI	PHONE EXT.	DATE		HE UNITED STATES		
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	of agency representative ertify that I am authorized in matters perta				<i>y</i>			
agency or General Ac Federal Ac	oposed for disposal in this Request of will not be needed after the retention per counting Office, if required under the projection, is attached.  Incurrence: is attached; or x is attached; or	riods : ovisio	specified; and th	at written co	ncurrence fi	rom the		
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	Documentation and recordings are created an various FBI Field Offices.	d mair	ntained at FBIHQ	and in				
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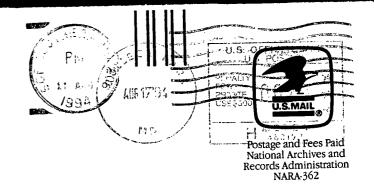
66-3286-1533

STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

## National Archives at College Park

8601 Adelphi Road College Park, MD 20740-6001

NIR
FICIAL BUSINESS
alty for Private Use, \$300



Mr. William Shackleford Records Management Division Federal Bureau of Investigation 10th and Pennsylvania Ave., NW Washington, DC 20535

ALL FBI INFORMATION CONTAINED ON ENVELOPE HEREIN IS UNCLASSIFED DATE 10/8/03 BY ALC 60290 BCE/DCG/LYMIN

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11/16/92

Date

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Assistant Director

Administrative Services Division

Legal Counsel MD (4)

Subject :

Bureau RETENTION OF DOCUMENTATION AND RECORDINGS

OF CAREER BOARD DELIBERATIONS

PURPOSE: To provide the Executive Development and Selection Program (EDSP), Administrative Services Division (ASD), with Legal Counsel Division's (LCD) opinion concerning the retention of documentation and recordings of Career Board deliberations.

RECOMMENDATION: That all documentation and recordings of Career Board deliberations be retained until the Information Management Division (IMD), Records Policy Unit, Records Disposition and Archival Subunit, in consultation with the Office of Equal Employment Opportunity Affairs Office, the Personnel Sections of ASD, and the Director's Office, determines the retention and destruction requirements applicable to the documentation and recordings of Career Board deliberations.

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<u>DETAILS</u>: By Routing Slip dated 9/2/92, Mr. Langford, EDSP Administrator, requested guidance from LCD concerning the length of time the documentation and recording of Career Board deliberations should be retained. Mr. Langford noted that Judge Bunton's order in Perez v. FBI required the FBI to document and record the deliberations of FBI Career Boards. He further noted that several field offices had inquired as to how long such records must be maintained.

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1 - Mr.	•	1 -	Mr.		
1 - Mr.		1 -	Mr.	Moschella	a .
2 - Mr.		1 -	Mr.		
(1 - Attn: Mr Schackel	ford)	1 -	Mr.		
2 - Mr.	_	1 -	${\tt Ms.}$		
(1 - Attn: Mr.		1 -	Mr.		
(1 - Attn: Mr.		1 -	Mr.		
J)K jh (16)					
CC WEDGE					
CC BB					

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC (00290 BOE/DCG / ymu)

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Memorandum from Legal Counsel to Assistant Director, Administrative Services Division Re: Retention of Documentation and Recordings of Career Board Deliberations

The duty to maintain documentation and recordings of Career Board deliberations has dual origins. After the court in Perez v. FBI entered its finding of liability against the FBI, the court invited the Bureau to submit any changes to policy and procedure the Bureau intended to make in light of the court's 9/30/88 liability opinion. In response, on 11/25/88, the Director approved a series of policy and procedure modifications to address the court-identified deficiencies in the FBI's Career Development Program (CDP). Among those modifications was the duty to maintain documentation of field office and FBIHQ Career Board deliberations. In its 5/5/89 damages opinion, the court expanded on that obligation by requiring that Career Board deliberations also be recorded. In addition, the court ordered that Career Board records be made available to the Office of Equal Employment Opportunity Affairs, the Office of Personnel Resources, and the Director, who has discretionary authority to allow access to CDP applicants.

While neither the FBI's self-assumed policy modifications nor the court's 5/5/89 Order addressed the length of time such documentation and recordings must be maintained, four legal and policy considerations are instructive on the issue.

First, the Equal Employment Opportunity Commission (EEOC) has promulgated regulations under Title VII of the Civil Rights Act of 1964 governing the filing and prosecution of claims of discrimination based on race, sex, religion, color, and national origin. <u>See</u>, 29 C.F.R., Part 1614. Those regulations require that an employee who claims discrimination must begin the complaint process within 45 days of the alleged discrimination and mandate that untimely complaints be rejected. See, 29 C.F.R. §§1614.214 and 1614.215. Complainants who fail to comply with that administrative deadline cannot thereafter sue in Federal court under Title VII to challenge the alleged discriminatory See, Low v. Heckler, 768 F.2d 409 (D.C. Cir. 1985). Since the resolution and defense of discrimination claims may require reference to the contemporaneous documentation and recordings of Career Board deliberations, such records should be kept at least the minimum amount of time in which an employee must begin the EEO complaint process and until final resolution of that claim.

Second, where an employee seeks to challenge a Career Board action on constitutional grounds as opposed to Title VII (e.g., a constitutional equal protection claim), the period of

Memorandum from Legal Counsel to Assistant Director, Administrative Services Division Re: Retention of Documentation and Recordings of Career Board Deliberations

time in which such a suit must be brought is governed by the statute of limitations governing personal injury actions in the state where the suit is filed. See, Wilson v. Garcia, 471 U.S. 261 (1985); Owens v. Okure, 109 S.Ct. 573 (1989); Doe v. Department of Justice, 753 F.2d 1092 (D.C. Cir. 1985); Strum v. Lawn, 940 F.2d 406 (9th Cir. 1991). Since personal injury statutes of limitations can be as long as six years, documentation and recordings of Career Board deliberations which would be necessary to the successful defense of such an action should be kept at least that minimum period of time.

Third, the OEEOA, Personnel Sections of ASD, and the Director's Office were granted access to such records by Judge Bunton's 5/5/89 Order and should be consulted to determine their use for such records and their recommendations for retention and disposition.

Fourth, as a result of litigation in American Friends Service Committee v. Webster, 494 F.Supp. 803 (D.D.C. 1980), aff'd in part, rev'd in part, 720 F.2d 29 (D.C. Cir. 1983), the FBI adopted a records retention and disposition plan which governs when and what records may be disposed, retained, or \_ LCD, was advised archived. On 9/25/92, SSA LCD, was adv. by Mr. William Shackelford, IMD, Records Policy Unit, Records Disposition and Archival Subunit that IMD had considered the period of retention applicable to records of Career Board deliberations at the time the Perez v. FBI orders were entered by the court and determined it was necessary to wait for a sufficient number of such records to accumulate so they could be reviewed and judged for their historical value before a retention and disposition plan could be assigned. Mr. Shackelford invited the EDSP to make a formal request to IMD for such a determination.

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LCD defers on policy matters of IMD and other interested divisions regarding retention of documentation and recordings of Career Board deliberations. However, LCD recommends that the minimum time for retention should be at least six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for purposes of the litigation, regardless of the passage of time.

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE DATE 07-09-2019 BY:



2/11/93

Date

Dep. Dir. ADD Adm. ADD Inv. Adm.Servs Crim.Inv. Ident. Insp. IntelT. Lab. Legal Coun. Rec. Mgnt.\_ Tech. Servs. Training Cong. Affs. Off Off. of EEO b7C Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm Director's Secty

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16/1

From

DESTRUCTION OF SURVEILLANCE TAPES Bureau Records

This memorandum is unclassified.

#### **PURPOSE:**

To request that the archival sub unit, Information Management Division, contact the National Archives and request an exception to policy to the ten year retention of surveillance tapes for a particular case.

#### RECOMMENDATION:

That SSA William Shackelford contact the National Archives and request an exception to policy.

	<i>\$</i> '	APPROVEI Director Dep. Dir ADD-Adm ADD-Inv		Adm. CrimIdentInfo. A _Inspec _Intell,	Inv. Agnt. WEH/2 tipe	gal Coun.  Cheh. Servs.  Chaining  Cong. Affs. O		Public Affs.	
1 1 1	Mr. Mr. Mr.								
1 1 1	 (At Mr. Mr. Mr. Mr.	rn: W	Scha	cke	lford)		°HERE	NEORMATIC IN US DINGI RESHOWN	ASSIFIE
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(8) CAS: ts

CONTINUED - OVER) 06-3286-1535

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DECLASSIEY ON: X LI

## SEGRET

Memor	candum	from			to		
Re:	Destru	ction	Ωf	Surveilla	nce	Tapes	

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DETAILS:

is the unclassified codename for a has been ongoing for five years, and a considerable volume of Top Secret audio tapes have been collected. Because the tapes are classified Top Secret, they cannot be placed into or maintained in normal Secret storage areas, but must be kept in safes. To date, the field office which has custody of the tapes has completely filled three safes and a fourth safe is almost full. The field office has asked for permission to destroy any tapes over two years old.

Examination of the Foreign Counterintelligence Manual, Part 1, Section 0-2.6.11 (Destruction of electronic surveillance tape recordings) discloses that all types of foreign counterintelligence tapes are to be retained for ten years. Unlike "Title III" surveillances, the Foreign Intelligence Surveillance Act of 1978 does not require retention of tapes. Review of the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (AG FCI Guidelines) disclosed no specific requirement to retain records other than Section VII.A (Retention), which states that any information shall be retained "in accordance with a records retention plan approved by the National Archives and Records Service."

If the National Archives concurs, the Intelligence Division proposes to authorize the field office in question an exception to policy to allow it to accelerate the destruction of these Top Secret tapes to anything older than two years. The normal procedures for destruction would be followed in all other ways.

The Intelligence Division point of contact for this request is SSA CI-2B Unit, Room 4072, telephone number (202) 324-8214.

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ALL INFORMATION CONTAINED ON ENVELUPE HENEIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 100090 BCB/DCG/y

66-3086-1535

#### NOTICE OF INTENT TO DESTROY RECORDS

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of

this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled

destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5640

LOCATION 13-77-57-7-1 13-78-09-4-4

10TH & PENNSYLVANIA AVE. . N. W. WASHINGTON

DC 20535 ALL FBI INFORMATION CONTAINED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

RECORDS DESCRIPTION

ACCESSION NUMBER

065-89-0002

DISPOSAL DATE

1993

SUBGROUP

VOLUME (Cu., ft.)

b6 per FBI pb7C per FBI

13001 (7-88)

GRSN/6/1A

SITE AUDIT

10/86-3/87

ADDRESS OF FEDERAL RECORDS CENTER WASHINGTON NATIONAL

> CENTER WASHINGTON, DC 20409

HEREIN IS UNCLASSIFED

REMARKS

SERIES DESCRIPTION

DISPOSAL AUTHORITY

04/01/93

DATE OF NOTICE



# Washington National Records Center

Washington, DC 20409

March 29, 1993

Destruction of Bureau Roards.

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1993. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief

Accession and Disposal Branch

Enclosure(s)

66-3286-1536

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE (0/8/03 BY AUC. 1000-90 BC/2/Deg/ymw)

## Memorandum



		16/64
Memorandum		Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv. Ident. Info.Mgnt.
To: Mr. Wesses	Date 4/20/93	Intell
Subject : DESTRUCTION OF BUREAU RECORDS		Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office
Reference made to memorandum dated 2/11/93, captioned "Des Tapes".	to Mr struction of Surveil	b6 b70
<u>PURPOSE</u> : To forward attached "Request I (SF-115) to the National Archives and Re(NARA) in order to obtain destruction at having no continuing administrative and	ecords Administration uthority for records	on s
Girector Crim. Jus. In Dec. Dir. Serve.	Inspection 0	ff. of EEO Affs ff. of Lieison & Int. Affs ff. of Public
DETAILS: Referenced memorandum set fort to the accumulation of a considerable votapes which have been created as a result surveillance being conducted as part of security classification level of these approcedures for the storage of the material ENCLOSURE Enclosure	olume of Top Secret  It of an electronic  the  In view of the  audio tapes routine	audio b3 b7
ALL INF	ORMATION CONTAINED 18 UNCLASSIFIED 18 03 BY AUC 60290 B	OE/DCG/ymm
1 - IMD Front Office. Room 5829 1 - Mr. (Attn: Room 5368 1 - Mr. Room 5342 1 - Mrs Room 4346 1 - Mr. Shackelford, Room 4336	66-3286	b6 b7
WS:ws (7)	• ,	

Dw. H

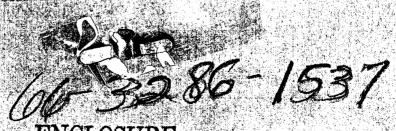
Memorandum	from		to Mr.	dated	4/20/93
RE: Destru 66-328		f Bureau	Records	l	

Current policy, which was approved by NARA under Job Number N1-65-90-003, permits destruction of audio tapes which have been created under the Foreign Intelligence Surveillance Act of 1978 when the material is ten years old. In view of the extraordinary measures which must be taken to ensure the security of the material, the Field Office which is holding the audio tapes has requested an exception to the current policy in order to allow accelerated destruction of these Top Secret tapes that are two years or older.

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The appropriate number of copies of an SF-115 have been prepared and are attached for referral to NARA.

ALL INFORMATION CONTAINED ON ENVELOPE HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 60290 BCE/DCG/ymul



ENCLOSURE

	DECLIFET FOR DECORDS DISPOSITION		ODITY	JOB NO.	LEAVE BLANK	
	REQUEST FOR RECORDS DISPOSITION A	AUIH	ORITY	DOB NO.		
	RAL SERVICES ADMINISTRATION ONAL ARCHIVES AND RECORDS SERVICE, WAS	SHING	TON, DC 20408	DATE RECEIVED	)	
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Federal Bu	reau of Investigation			that may t	e marked "dispos	ition not
3. MINOR SUBD	IVISION			1 ' '	or "withdrawn" in e proposed for dis	
	n Management Division	of the Archivist is				
4. NAME OF PER	RSON WITH WHOM TO CONFER	6. TELEI	PHONE EXT.	DATE	ARCHIVIST OF TH	E UNITED STATES
William Sh	nackelford	202-3	24-6903		1	
6. CERTIFICATE	E OF AGENCY REPRESENTATIVE	· · · · · ·	<del></del>	<del></del>	<del></del>	<del></del>
records pro agency or General Ac	ertify that I am authorized in matters pertain possed for disposal in this Request of will not be needed after the retention period counting Office, if required under the provincies, is attached.	l p	age(s) are not r pecified; and th	now needed to at written co	for the busine oncurrence fro	ess of this om the
A. GAO co	ncurrence: is attached; or x is	s unn	ecessary.	·		b6 b7C
B. DATE			D. TITLE			
04 20 1993			Records Office	r - Informati	on Manageme	nt Division
7. ITEM NO.	8. DESCRIPTION OF WITH INCLUSIVE DATES OR RET		RIODS)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	FOREIGN COUNTER - INTELLIG SURVEILLANCE AU	ONIC				
	Audio tapes of an Electronic Surveillance [EL specific FCI operation and which are of no fur investigative value. The ELSUR was authorized provisions of the Foreign Intelligence Surveillance					
	Authorized destruction for audio tapes relative authorized under the FISA of 1978, is set at 10 N1-65-90-003. The current volume of audio to continued accumulation of tapes [approximatel security classification level the material presedured for this single FBI Field Office.					
	Related transcripts, extracts, and other writter 50 years comensurate with the NARA-approve					
	DESTROY when 2 years old or when investigative needs have expired, which					
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FBI

MATERIAL R	ANCE OF THE EFERENCE FIR airtel to all as submitted	FORNOGRAPHI FORNOGRAPHI LE MPMRF)		
FROM SAC, RICHMO SUBJECT : DISCONTINU MATERIAL RICHMO RE Bureau Richmond ha	ANCE OF THE EFERENCE FIR airtel to all as submitted	FORNOGRAPHI LE (PMRF)	ed 3/17/93.	
Richmond ha	as submitted			hat
		d no materia	al to FBIHQ t	hat I
		ALL INFORMAT HEREIN IS UNI DATE <u>10/8/03</u>	ION CONTAINED CLASSIFIED BY <u>Auc. 100290</u> 8	c€/Dcg/ym
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2 - Bureau 1 - Richmond (145-0) JCP/lam (3)	1*			sto peto
	<b>.</b>		<u> </u>	

(Number)

(Time)

Memorandum	Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm. Servs. Crim. Inv. CJIS Ident Info. Mgnt. Insp. Intell. Lab. Legal Coun. Tech. Servs.
To: Mr. Leans	Date 6/23/93  Da
Subject: DESTRUCTION OF BUREAU RECORDS	Director's Office
Reference made to dated 3/3/93, captioned "Pornographic Mate	
<u>PURPOSE</u> : To advise of the completion of a located in the Laboratory Division.	the destruction of the PMRF
Crim. Inv Intell	Off. of EEO Affs
<u>DETAILS</u> : Referenced memorandum set forth existence and purpose of the PMRF which has Laboratory Division for more than fifty yeareferenced memorandum the Laboratory Division Information Management Division (IMD)	las been maintained by the rears. In addition, by sion requested assistance of
On 5/17/93, Archives Speciali Archives Technicia , Records Subunit (RDAS), Field Services/Information Information Services Section (ISS), IMD coof the PMRF.	Disposition and Archival Policy Unit (FS/IPU),
Destruction of the PMRF was cresulted in the destruction of 1,398.33 lithe recovery of approximately 850 square Laboratory Division in Room 1B098.	inear feet of material and
66-3286	66-3286-1538
1 - Mr. Room 3090 (Attn: Mr. Avign 1 - IMD Front Office, Room 5829 1 - Mr. Room 5368 1 - Mr. Room 5342 1 - Mrs Room 4346 1 - Mr. Shackelford, Room 4336	
WS: WS (7)  ALL INFORMATION CONTAINED  HEREIN IS UNCLASSIFIED  DATE IN 19/62 BY AND LOODER BOX	e/malumu

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Transmitted Per (Time) (Number)

UNITED STATES OVERNMENT

Memorandum

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FROM :	: 54	
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SUBJECT	:	AKA:
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		DATE
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Memorandum (a)			ADD Adm. ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv. Ident. Info.Mgnt. Insp.
To : Mr.	Date	9/29/93	Intell. Lab. Legal Coun. Tech. Servs Training Cong. Affs. 0 Off. of EE0
Subject: DESTRUCTION OF FIELD FILES AND RECONDANT ARCHIVES AND RECORDS ADMIN APPRAISAL OF FBIHQ AND FIELD OFFICE	ISTRA		Off. Liaison Int. Affs. Off. of Public Telephone Rm. Director's Of
Reference is made to memorandum, dated 6/1/93, captioned as above.	to Mr		
<u>PURPOSE</u> : To advise of NARA approval of disposa series of textual records maintained at the Information Technology Centers, BITC/SITC res	Butt	e and Sav	
Director Crim. Jus. Info. La Dep. Dir. Servs.	ell boratory gal Coun.	Off. o Off. o & In Off. o & TOM	f Liaison t. Affs.
DETAILS: Referenced memorandum set for det	ails rchiv ew an	pertainir rist, NARA d <u>update</u>	ng to
Enclosure			
66-3286			
1 - IMD Front Office, Room 5829 1 - Mr. Room 5368 1 - Mr. Room 5839 (Attn: Mr. Butte Information Technolog 1 - Mrs. Savannah Information Technolog 1 - Mr. Room 5342 1 - Mrs. Room 4346C 1 - Mrs. Dom 4346B 1 - Mr. Shackelford, Room 4336	y Cen gy Ce	nter	

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DATE 10/8/03 BY Aug 602-90

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b6 b7C Memorandum from \_\_\_\_\_\_\_ to Mr. \_\_\_\_\_ dated 9/29/93
Re: Destruction of Field Files and Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records
66-3286

requested to examine a series of textual records used as the input/source records for the Public Source Module.

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As a result of his appraisal of the SITC material, (Form FD-809a and any corresponding attachments), Dr. advised that the records may be considered temporary and destroyed pursuant to the provisions of the General Records Schedule (GRS), Part 20, Item 2a. GRS Part 20, Item 2a, provides that textual records, used to create, update, or modify records maintained in an electronic medium may be destroyed after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

Dr. s appraisal was confirmed by letter from James J. Hastings, Director, Records Appraisal and Disposition Division, NARA, to Mr. Records Officer, FBI, dated 9/14/93 (copy attached).

Based on above, a review of the material, and discussions between representatives of the Field Services/Information Policy Unit, Information Services Section, Information Management Division, and the Public Source Module, SITC, it was determined that a 30 day retention of the FD-809 (BITC), FD-809a (SITC) and corresponding attachments, would be sufficient to meet the needs of the Public Source Module. Therefore, Public Source material, Forms FD-809, and FD-809a, along with any attachments, presently being maintained by the BITC and SITC respectively, may be destroyed 30 days after the last transaction.



Jean E. Keeting

and Disposition Division

JAMES J. HASTINGS Director Records Appraisal Washington, DC 20408

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September 14, 1993
Mr. Records Officer Federal Bureau of Investigation Room 5342 10th and Pennsylvania Avenue Washington, D.C. 20535
Dear :
This responds to your oral request on our views of the Public Access textual request/response records at the FBI's Savannah Information Technology Center.
We believe these records fall under General Records Schedule 20, Item 2a (input/source) records. The request forms are used solely to create, update or modify the records in an electronic medium. The hardcopy printout responding to the request duplicates the data that is maintained in automated format. Our understanding is that these paper files have never been used. As they are maintained in rough chronological order, accessibility is next to impossible.
Sincerely,

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE: 0/8/03 BY AUC 60290 BCE/DOG/ymmJ

46-3286-1540



From : Date 8/25/93

Subject : DESTRUCTION OF BUREAU RECORDS

Dep. Dir.
ADD Adm.
ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.
Iech. Servs.
Training b7C
Cong. Affs. Off.
Off. of EEO
Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

1 19 79

<u>PURPOSE</u>: To forward the attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for summary abstracts and syntheses prepared by Staff Assistants to the Director of the FBI.

RECOMMENDATION: That the attached SF-115 be forwarded to NARA

for appropriate action.

APPROVED: Adm. Servs. Inspection Off. of EEO Atts. Crim. Inv. . Off. of Liaison Director Crim. Jus. Info. Laboratory & Int. Affs. Servs. logal Coun. Off. of Public DD-AUM. Ident. Tech: Servs. & Cong. Affs. ADD-WV. Info. Mgmt/S TOM Off. Training

DETAILS: In order to facilitate the review of correspondence which requires the signature of the Director of the FBI, Staff Assistants assigned to the Office of the Director prepare abstracts and/or syntheses which are brief summaries of the documents. The abstracts/syntheses are prepared on Form DO-6 and do not contain any information which is not contained in the complete documents, however in some instances have additional background information attached. Abstracts/syntheses are

#### Enclosure FNCLOSURE

66-3286

1	-	Mr.		, Ro	oom 7	717	76		
1	-	IMD	Front	Off	ice	, F	Room	5829	5
1	-	Mr.		·	Roor	n 5	3369		
1	- <del></del>	Mr.		F	000m	53	342		
1	-	Mrs.			I	Roc	om 4	346C	
1	-	Mrs.	,		Roo	om	434	6B	
1	-	Mr.	Shacke	elfo	rd,	Ro	oom	4336	

66-3286-1541

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WS:ws (8)

(CONTINUED - OVER)

"ENGLOSURE ATTACHED!

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/8/03 BY AUC (00290 BCE/DCG/gmm)

Memorandum from to Mr. dated 8/25/93
RE: Destruction Of Bureau Records
66-3286

maintained in the Office of the Director and are filed alphabetically and chronologically by name of Staff Assistant and date prepared. Creation of the abstracts/syntheses was unique to the tenure of former FBI Director William S. Sessions.

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Dr. Appraisal Archivist, National Archives and Records Administration reviewed the material and determined that the abstracts/syntheses material lacked any historical and/or research value and therefore were temporary and no longer serve any purpose. Therefore, destruction authority is being requested from NARA.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

ALL INFORMATION CONTAINED ON ENVELOPE HEREIN IS UNCLASSIFIED DATE 10/8/03 BY ALC GODEO BCE/DCG/gmw

66-3286-1541 ENCLOSURE

*		•		<del>}</del>	LEAVE BLANK (NA	RA use only)
R	EQUEST FOR RECORDS DISPOSITION	ON AU	THORITY	JOB NU		
	TIONAL ARCHIVES and RECORDS ADMINISTRASHINGTON, DC 20408	RATION (	(NIR)	DATE R	ECEIVED .	
1. FROM	(Agency or establishment)				NOTIFICATION TO	AGENCY
Depart	tment of Justice		l.			
2. MAJO	R SUBDIVISION				ordance with the pro . 3303a the dispositi	
	al Bureau of Investigation [FBI]				ng amendments, is	•
	RSUBDIVISION				ms that may be mark ed" or "withdrawn" i	
	nation Management Division [IMD]	<u> </u>			·	
	OF PERSON WITH WHOM TO CONFER	5. TELE	PHONE	DATE	ARCHIVIST OF	THE UNITED STATES
Willian	m Shackelford	(202)	324-6903			
I hereb records for the concur	cy CERTIFICATION  by certify that I am authorized to act for this is and that the records proposed for disposate business of this agency or will not be needed rence from the General Accounting Office, under the General Agencies,  is not required;  is attached.	al on the ed after under the	attached1 the retention pe e provisions of	pageriods sp Title 8 o	ge(s) are not no ecified; and that	ow needed at written
ጋATE	SIGNATURE OF AGENCY REPRESENTATIVE	eu, or		S Deell	equested.	
JAIL	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE			<b>b</b> 6
08 25 199	93		Records Officer,	IMD, FE		b7C
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PR	OSED	DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
Abstracts / Syntheses, which summarize the major issues of documents, prepared for FBI Director's review prior to signing or concurring with the correspondence.  Abstracts / Syntheses (with occasional additional background information attached) are prepared by FBI Staff Assistants to the Director and are created on Form DO-6.  Abstracts / Syntheses are filed alphabetically, by name of Staff Assistant and chronologically by date prepared and maintained in the Office of the Director.						
	TEMPORARY: Destroy when 90 days old needs have expired, whichever is later.  ALL INFORMATION OF HEREIN IS UNCLASED DATE 10/8/03_BY	CONTAIN SSIFIED AUC LOO	led 290 BCE/DIG/	/ymw		

NSN 7540-00-334-4064 PREVIOUS EDITION NOT USABLE

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	H			Asst. Dir.: Adm.Servs Crim.Inv Ident Info.Mgnt Insp.
To : Mr.	What he		Date 10/14/93	Intell. Lab. Legal Coun.
From : $igcup_{ ext{DESTI}}$	RUCTION OF BUREAU	RECORDS		Off. of EEO Off. Liaison & Int. Affs. Off. of Public A Telephone Rm. Director's Office
memorandum date Tapes" and captioned as al		memorand	on of Surveillum dated 4/20	)/93, For
Records Adminis	stration (NARA) au inuing administrat	uthorizing dest tive and/or inv	ruction of re	cords
Đứ Da	PPROVED: Adm. Servs. Grical Irv. Greetor Crim. Jus Info. Servs. DO-Arm. Ident. Info. Mannage.	Iniall. Laboratory Lagai Douri	Off, of Establishment	
	renced memoranda sation of a consided			
Enclosure			~	-1/12
1 - Mr.  (Attn: Mr.  1 - Mr.  1 - Mr.  1 - Mrs.  1 - Mrs.	Office, Room 5829 Room 4026 Room 5368 Room 5342 Room 4346 Room 4346 Ford, Room 4336		3286-1	54 <del>0</del>
	LL INFORMATION CONTAIN EREIN IS UNCLASSIFIED ATE 1018103 BY AUC (0)		ymu) is 4	A



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Current policy, which was approved by NARA under Job Number N1-65-90-003, permits destruction of audio tapes which have been created under the Foreign Intelligence Surveillance Act of 1978 when the material is ten years old. Inasmuch as routine procedures for the storage of the material can not be used, the Field Office which is holding the audio tapes requested an exception to the current policy in order to allow accelerated destruction of audio tapes that are two years or older.

On 10/12/93, Dr. , Appraisal Archivist, NARA, delivered to the Records Disposition and Archival Subunit, Field Services/Information Policy Unit, Information Services Section, Information Management Division, a copy of the approved SF-115, bearing the signature of the Acting Archivist of the United States, thereby authorizing the accelerated destruction of the audio tapes.

A copy of the approved SF-115, bearing NARA Job Number N1-65-93-05, is attached for record purposes.

NAT	REQUEST FOR RECORDISPOSITION A RAL SERVICES ADMINISTRATION IONAL ARCHIVES AND RECORDS SERVICE, WAS	AUTHO	ORITY	DATE RECEIVE	15.93-5	
NAT				DATE RECEIVED	<u> </u>	
1. FROM IAGE		SHING	TON, DC 20408	4-26		
	ENCY OR ESTABLISHMENT)				TIFICATION TO AG	ENCY
Departmen	nt of Justice				ance with the prov	
2. MAJOR SUBI						request, including
	ureau of Investigation				nts, is approved o be marked "dispo	•
3. MINOR SUBD					•	column 10. If no
					re proposed for d	•
·	on Management Division ERSON WITH WHOM TO CONFER	E TELEC	HONE EXT.		of the Archivist is	not required.
4. IVAIVIL OI 1 L	ERSON WITH WHOM TO CONTEN	p. ILLEI	HONE EXT.			IL ONITED STATES
William Sl	hackelford	202-3	24-6903	10-12-93	Usualn He	wkinn letus
6. CERTIFICAT	TE OF AGENCY REPRESENTATIVE				- Jane -	a great Line, white
agency or General Ad	roposed for disposal in this Request of will not be needed after the retention period counting Office, if required under the provingencies, is attached.	ods sp		at written co	oncurrence fr	om the
A. GAO co	oncurrence: $\square$ is attached; or $\square$ is	s unne	ecessary.			b6 b7C
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE		D. TITLE	a.		
4 20 1993 <			Records Officer	r - Informati	on Manageme	ent Division
7. ITEM NO.	8. DESCRIPTION OF WITH INCLUSIVE DATES OF RETI		100s)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	FOREIGN COUNTER - INTELLIGI SURVEILLANCE AU		•	ONIC	este.	
	Audio tapes of an Electronic Surveillance [EL specific FCI operation and which are of no fur investigative value. The ELSUR was authoriz provisions of the Foreign Intelligence Surveilla	ther ac ed in a nce Ac	dministrative and / accordance with the ct [FISA] of 1978.	or e		
	Authorized destruction for audio tapes relative authorized under the FISA of 1978, is set at 10 N1-65-90-003. The current volume of audio ta continued accumulation of tapes [approximately security classification level the material present burden for this single FBI Field Office.	years pes [a <sub>]</sub> y 5 - 6	by NARA Job No pproximately 20 cu cubic feet per year	umber ubic feet], ir], and	n i e - vej s	
	Related transcripts, extracts, and other written 50 years comensurate with the NARA-approve transferred to NARA with the	d disp	osition of the Case	Fileand	<i>3</i>	y 48 *
	DESTROY when 2 years old or when a investigative needs have expired, which		later.			, i
		*	LIFTERSTAL	RMATION C	HEIED	a- a mac lune
			DATE ID	8/03 BY A	<u>uc (00290</u>	Beelocalyn

NSN 7540-00-634-4064 ENCLOSURE

STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

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	2000	 ~~	
Me		 	



Dep. Dir.

					ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv. Ident. Info.Mgnt.
Го	:	Mr. Wte/03	Date	32 <b>2</b> 10/27/93	Intell. Lab. Legal Coun. Tech. Servs. Training Cong. Affs. Off.
From	:	C. JASTE			Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office
Subject	:	DESTRUCTION OF BUREAU RECORDS			511 CO CO CO O TO TO CO

Reference is made to R. G. Prillaman to Mr. memoranda dated 8/13/90 and 11/23/90, captioned "Archival Authorization For The Destruction Of Bureau Records." Reference is also made to Mr. Jto ¼r\_ memorandum dated 12/18/90 and Mr. to Mr. memorandum dated 4/22/93, captioned "OPEA Workpaper Destruction Project; Office Of Planning, Evaluation and Audits."

PURPOSE: To advise of the completion of the destruction of workpaper material from the Office of Planning, Evaluation and Audits (OPEA).

RECOMMENDATION: None. For information only.

APPROVED:	ARM. Servs.	Inspirition	Off. of EEG Afts.
Director	Crim. Jus. Infe.	Laboratory	A had Adia
AGO-Asim.			Off. of Public
ADD-Inc.	total Marie VIIII		& Cong. Afts

DETAILS: Referenced memoranda dated 8/13/90 and 11/23/90, advised of the authorization for the annual destruction of OPEA material as granted by the National Archives and Records Administration, on 11/15/90 under Job Number N1-65-90-4.

66-3286

66-3286-1543 1 - Mr. Room 7125 Ms. , Room 7632) 1 - IMD Front Office, Room 5829 1 - Mr. Room 5368 Room 5342 1 - Mr.1 - Mrs Room 4933 1 - Mrs Room 4933 1 - Mr. Shackelford, Room 4933

WS:ws (8)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/8/03 BY AUC 100291 b6 b7C

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Memorandum from to Mr. dated 10/27/93
RE: Destruction of Bureau Records
66-3286

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By referenced memorandum dated 4/22/93, the Program Evaluation Unit, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit, Information Services Section, Information Management Division (IMD), a listing of 8 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction.

In addition, 1 HQ file which was previously furnished to IMD by referenced memorandum dated 3/19/92 and determined to be ineligible for destruction was reviewed by RDAS in an effort to destroy the workpapers on a timely basis. Following is a summary of the results of the RDAS review and destruction effort.

#### WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-122323

62-118136

62-117669 \*

62-120114 \*\*

62-121965 \*\*

62-117816 \*\*

#### NO WORKPAPERS LOCATED

62-117573

#### WORKPAPERS PREVIOUSLY DESTROYED

62-118506

#### CASE FILES NOT AVAILABLE FOR RDAS REVIEW

62-117709 \*\*\*

- \* Previously furnished by memorandum dated 3/19/92
- \*\* Partial destruction due to date of material and final reports
- \*\*\* Case file could not be located, by RDAS employees. When located, case file will be reviewed in order to complete final destruction.

			_	
Memo	randum from Destructio <del>n or bureau l</del>	to Mr.	dated	10/27/93
RE:	Destruction or sureau	Records	_	• •
	66-3286			

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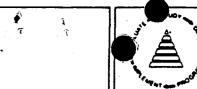
Completion of the OPEA destruction project resulted in the destruction of 8.54 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

mployee Suggestion, 0-252 Rev. (0-26-64)

	<b>7</b> ) .					
	Destruct	tion of i	Bureau	Date		
	Rec	0/25	,	- 04-06-93		
: Assistant Director,	From: (Suggester	r's name)		Division of Assignment		
ministrative Services Division	ור חכ	•		Denver		
GGESTION						
The case destr	uction report	be enhanced t	o disregard	case type when	sorting	
by file number.	•					
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rent practice or rule (include	te manual citation as w	vell as facts)				· · · · · · · · · · · · · · · · · · ·
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See Attached						*
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### SDM/70

#### MAINTENANCE REQUEST

LETEO BY DP	MR NUMBER	
COMPLET	DATE RECEIVED	14. julija (j. 15. ju

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<u> </u>	
	STEM FOIMS SYSTEM ID: DN56806
	OBLEM SERVED BY: ORGANIZATION: DENVER EXTENSION: 3079
MF	R REQUESTED BY: ORGANIZATION: DENVER EXTENSION: 3079
	MR IS FOR DETECTED PROBLEM DATE FIRST 5/5/93 PROBLEM IS: Checurrent Sporadic OBSERVED: 5/5/93 PROBLEM IS: Other:
	MR IS FOR REQUIRED CHANGE TO: DISREGARD CASE TYPE IN NUMERICAL ORDER FOR
PROBLEM/CHANGE DESCRIPTION	DESCRIBE PROBLEM/CHANGE AS WELL AS YOU UNDERSTAND IT. BE AS DETAILED AS POSSIBLE.  1. Brief problem description: Per Bureau policy, a list of cases destroyed in each classification is maintained with that classification in the closed file room. These lists are in straight numerical order regardless of the case type within the classification. Under the case destruction program, the destroyed cases report breaks the cases into segments with type C, D, R and Z appearing at the end of the report, thus breaking the straight numerical sequence of the case numbers. This has proved to be very confusing to employees consulting the destroyed case lists in an attempt a place of the case numbers. This has resulted in missed searches for destroyed files and added work in continuing to search for a file which had been destroyed. As time goes by and the file destruction lists get longer and longer, the point will be reached when it will be almost impossible to keep searching backwards and forwards thoughout the long report for file numbers not in a straight numerical sequence.  Supporting evidence attachments or references:  See attached.
	DESCRIBE YOUR PERCEPTION OF THE PROBABLE PROBLEM CAUSE/SOURCE:  The move from a manual to an atomated system for file destruction did not take into account the traditional way of maintaining file destruction lists, which is the method the majority of employees are familiar with.
IMPACT	DESCRIBE IMPACT TO YOUR OPERATION IF PROBLEM NOT CORRECTED OR CHANGE NOT DONE:  Numerous hours may be spent looking for a file that has previously been destroyed.  Under the present destruction guidelines where AO cases are eligible for destruction after one year, this problem could occur repeatedly.
PROVALS	PRIORITY Urgent (immediately) High (by next processing run) Medium (by next permitting)
	REQUESTOR DATE DP MANAGEMENT DATE REVIEW COMMITTEE (M recossory) DATE

#### DESTROYED CASES REPORT

04/06/93
DENVER DESPGPO2

PAGE 1

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CASE NUMBER	DATE RANGE	DESTRUCTION DATE
196C/SL-0001229 049A/SL-0001272 196A/SL-0001339 067D/SL-R0001391 029A/SL-0003889 029C/SL-0003890 029B/SL-0003895 088A/SL-0012297 088A/SL-0012371 015F/SL-0020670 088A/SL-0172670	RANGE	06/12/1991 06/12/1991 06/12/1991 06/12/1991 06/12/1991 08/31/1992 06/12/1991 06/12/1991 06/12/1991 06/12/1991 01/18/1992 06/12/1991 06/12/1991
088A/SL-0172744 164C/SL-0172783 029B/SL-0172801 007/SL-0172801 087A/SL-0172971 088C/SL-0173143 245B/SL-0173171 088A/SL-0173391 088A/SL-0173398 087G/SL-0173498 088C/SL-0173491 196B/SL-0173549		06/12/1991 06/12/1991 06/12/1991 06/11/1991 06/11/1991 06/11/1991 07/09/1992 01/18/1992 06/11/1991 01/18/1992 07/09/1992
196B/SL-0173648 087B/SL-0173676 087G/SL-0173689 026B/SL-0173744 091A/SL-0173834 088B/SL-0173944 196B/SL-0174088 067D/SL-R0174113 087A/SL-0174368 067D/SL-R01750357		01/18/1992 01/18/1992 01/18/1992 07/09/1992 07/09/1992 07/09/1992 07/09/1992 08/31/1992 08/31/1992

#### TROYED CASES REPORT

04/06/93 DÉSPGP02

06/11/1991 06/11/1991 06/10/1991 06/27/1992 06/11/1991 06/27/1992 06/27/1992 06/27/1992

PAGE 1 DENVER DATE DESTRUCTION CASE RANGE DATE NUMBER 256C/HQ-0000055 06/10/1991 06/10/1991 b3 b7E 252C/HO-0002269 06/27/1992 06/10/1991 06/27/1992 04/03/1993 241/HQ-0005045 04/03/1993 260A/HQ-0005098 06/27/1992 241/HQ-0005307 04/03/1993 04/03/1993 241/HQ-0005580 <u>067F/HO-0013150</u> 08/28/1992 06/10/1991 03/23/1993 073/HQ-0021005 06/24/1992 06/10/1991 161C/HQ-0023241 04/03/1993 161C/HQ-0023243 04/03/1993 161C/HQ-0023345 04/03/1993 06/10/1991 077A/HQ-0079904 03/25/1993 06/27/1992 015C/HQ-0080281 067B/HQ-0091630 08/25/1992 029A/HQ-0099619 06/11/1991 06/10/1991 077H/HQ-0156261 03/30/1993 03/31/1993 000/HQ-0156652 000/HO-0156956 03/30/1993 06/10/1991 077D/HQ-0160150 03/25/1993 03/30/1993 077D/HO-0160965 06/10/1991 06/11/1991 06/10/1991 06/11/1991 06/10/1991 06/27/1992 06/10/1991 06/27/1992 06/27/1992 06/27/1992 06/10/1991 06/10/1991 06/10/1991

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### TROYED CASES REPORT

04/06/93 DÉSPGP02

**DENVER** 

PAGE 1

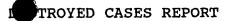
CASE	DATE	DESTRUCTION	
NUMBER	RANGE	DATE 	
		06/12/1001	<b>b</b> 3
1060/01 0001220		06/12/1991	b7E
196C/SL-0001229		06/12/1991	
049A/SL-0001272		06/12/1991	
196A/SL-0001339		06/12/1991	
029A/SL-0003889		06/12/1991	
029C/SL-0003890		06/12/1991	
029B/SL-0003895		06/12/1991	
088A/SL-0012297		06/12/1991	}
088A/SL-0012371		01/18/1992	
015F/SL-0020670		06/12/1991	
088A/SL-0172670		06/12/1991	ļ
087C/SL-0172744		06/12/1991	
164C/SL-0172783	•	06/12/1991	l
029B/SL-0172801		06/12/1991	j
007/SL-0172817		06/11/1991	į
087A/SL-0172971		06/11/1991	
088C/SL-0173143		06/11/1991	I
245B/SL-0173171		07/09/1992	ŀ
088A/SL-0173391		01/18/1992	
088A/SL-0173398		06/11/1991	
087G/SL-0173488		01/18/1992	
088C/SL-0173491		07/09/1992	1
196B/SL-0173549		07/09/1992	I
196B/SL-0173648		01/18/1992	I
087B/SL-0173676		01/18/1992	1
087G/SL-0173689		01/18/1992	
026B/SL-0173744		07/09/1992	1
091A/SL-0173834		07/09/1992	
088B/SL-0173944		07/09/1992	
196B/SL-0174088		07/09/1992	
087A/SL-0174368		07/09/1992	1
		06/12/1991	b3
067D/SL-R0001391		08/31/1992	b7E
067D/SL-R6174113		08/31/1992	1
067D/SL-R0175035		08/31/1992	ļ

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DENVER PAGE 2

CASE NUMBER	DATE RANGE	DESTRUCTION DATE
		06/11/1991
		06/27/1992
		06/27/1992
		06/27/1992
		06/27/1992
100A/HQ-0481297		06/27/1992
116A/HQ-0486547		03/31/1993
067F/HQ-0855894		08/25/1992
067B/HQ-0899358		08/25/1992
067D/HQ-0924274		08/28/1992
067B/HQ-0933805		08/31/1992
067D/HQ-0934881 067B/HQ-0936480		08/28/1992 03/23/1993
067B/HQ-0936480 067B/HQ-0936894		08/31/1992
067B/HQ-0936910		08/31/1992
067B/HQ-0938516		08/31/1992
067B/HQ-0942723		08/31/1992
067B/HQ-0945247		08/31/1992
067B/HQ-0952516		08/31/1992
067B/HQ-0955617		08/31/1992
067B/HQ-0958893		08/31/1992
161F/HQ-1010525		04/03/1993
067D/HQ-1022004		03/23/1993
252B/HQ-2002666		06/27/1992
260A/HQ~R0000479		04/03/1993
260A/HQ-R0000629		04/03/1993
259A/HQ-R0001044		04/03/1993
259A/HQ-R0001169		04/03/1993
259A/HQ-R0001277		04/03/1993
259C/HQ-R0001361 259A/HQ-R0001394		04/03/1993 04/03/1993
259A/HQ-R0001354 259A/HQ-R0001425		04/03/1993
259C/HQ-R0001500		04/03/1993
259B/HQ-R0001510		04/03/1993
259A/HQ-R0001566		04/03/1993
259B/HQ-R0001609		04/03/1993
259B/HQ-R0001626		04/03/1993
259A/HQ-R0001631		04/03/1993
259A/HQ-R0001635		04/03/1993
259B/HQ-R0001687		04/03/1993
259C/HQ-R0001708		04/03/1993
259A/HQ-R0001860		04/03/1993
259B/HQ-R0001861		04/03/1993
259D/HQ-R0001869		04/03/1993
259C/HQ-R0001878		04/03/1993
260A/HQ-R0001990 259A/HQ-R0002029		04/03/1993 04/03/1993
259A/HQ-R0002029 259A/HQ-R0002036		04/03/1993
260A/HQ-R0002338		04/03/1993
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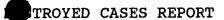
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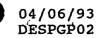
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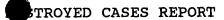
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077D/HQ-R0161291		03/30/1993
077F/HQ-R0161312		03/03/1993
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077F/HQ-R0161386		03/30/1993
077F/HQ-R0161392		03/03/1993
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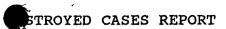
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260A/HQ-R2004696		04/03/1993
260A/HQ-R2005057		04/03/1993

Re: Suggestion #137-93, dated 4/6/93, from the Denver Field Office

#### ADDENDUM: INFORMATION MANAGEMENT DIVISION (IMD), dated 5/25/93 LDB:mdw

The Field Services/Information Policy Unit (FS/IPU), IMD, has reviewed the referenced suggestion (#137-93) from the Denver Field Office requesting a change to the destroyed cases report in the Field Office Information Management System (FOIMS).

The FS/IPU is in favor of this suggestion. The destroyed cases reports maintained at the beginning of each classification in the closed files section of the field office need to be in numerical order. UCFN's are generated in numeric sequence regardless of classification or case type. The UCFN closed files are filed in the same order, regardless of classification or case type. The destroyed cases report should list the UCFN destroyed cases in the same order in which they would be filed.

Based on the above, the FS/IPU recommends the destroyed cases report be modified to list the UCFN's in numerical order regardless of classification or case type. However, due to the redesigning of FOIMS, the comments and recommendations of the Technical Services Division (TSD) should be solicited regarding the requested changes to the existing FOIMS database.

**RECOMMENDATION:** That this suggestion be adopted; however, the comments and recommendations of TSD shall be solicited.

Jo:	
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Re: Suggestions #127-93; 128-93; 129-93; 137-93

The above suggestions in 11 be included in a Investigative new application called Fategrated Gas Management (I(M)). The ICM w. 4 be dested from 11/93 - 2/94; with operational/p.10t was available by 3/94

Future status regarding the ICM should be directed to Lankin Broughton, TSD

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PERSONAL

		Destruction Burerin Records
	Mrs.	DESTRUCTION
	Federal Bureau of Investigation	Rivery Records
	Denver, Colorado	purer,
	Dear Mrs.	
in the second		
	I am in receipt of your sug	
	destruction report be enhanced to disr	
	sorting by file number. At the preser dation is being reviewed by the appropriate the state of t	
	I am advised of the final decision, you	
	notified.	
	Meanwhile, I would like to	
	the time to participate in the Suggest	
	encourage you to submit any further in for review.	reas enac you may nave
	그 사람들은 그 사람들은 사람들이 되었다면 하는 것이 되었다면 보다 되었다.	
اخي و ا	Sincer	rely yours,
Egy 95 yan	Stever	n L. Pomerantz
	Assist	ant Director
		istrative Services Division
	2 Denver 1 - Field personnel file	1, 2201 101
	1 - Field personner file 1 - Suggestion file	66-3286-154
Dep. Dir.		- Enclosure
ADD Adm.	NOTE: Suggestion set forth in letter	
Asst. Dir.:	dated 4/6/93. To date, no response fr	
Chm. Inv.	pending approval, suggester being adviplaced in a pending status until all r	
Nap.	at which time she will be advised of t	he decision. No views
Intell	attached.	
Legal Coun	(1000) (6) Suggestion #137-93	
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Training	(1000 (6) Suggestion #137-93	
Off. of EEO		MICOLAMA
Int. Affs Off. of Public Affs	ALL INFORMATION CONTAINED	MS MOUNT
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October 7, 1993

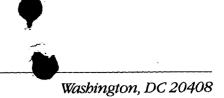
#### PERSONAL

	Mrs. Destruction Rura Au	b6
- \$ 	Federal Bureau of Investigation	b7C
	Mrs. Destruction Bureau  Denver, Colorado  Destruction Bureau  Records	
N	Dear Mrs.	2
		Ž,
	I take great pleasure in advising you that your	452
	suggestion that the case destruction report be enhanced to	**
	disregard the case type when sorting by file number has been	
•	approved for adoption. Efforts are currently underway by the	. The state of the
	Technical Services Division to implement the use of a new	1
	application called Investigative Case Management (ICM). The	
	ICM will include the changes you recommended and will be	4
	available for use by March 1994.	
	Thank you for your fine contribution to the FBI's	2
4	Suggestion Program. I hope you will continue to give us the	90
	benefit of your concern and insight.	
		1
	Sincerely yours,	
PPROVED:	Adm. Servs. Inspection Off. of EEO Affs.	y -1
iteet y	Crim. Inv Intell Off. of Liaison Crim. Jus. Info. Laboratory & Int. Affs,	126
r # 2	Servs. Legal Coun. Off. of Public	
9	Servs. Legal Coun. Off. of Public  Ident: Tech. Servs. WKN VM & Cong. Affs. Steven L. Pomerantz  Info. Momt. Iradian	*
W. W	- Assistant Director	
0	Administrative Services Division	
13		
6	2 - Denver 1 - Field personnel file 66-3286-1546	- 1 B
	1 - Field personnel file 66-3 66-1996	
	1 - Suggestion file	
no Dir	1 - Field Office Information Management Unit, Technical Services	1
DD'Adm.	Division (For Your Information)	
est Dir.:	t terpointer rire or   thereage	b6
	Holl: buggestion see forth in feeter to suddester and in Esz dated	b7C
Crim, inv.	4/6/93. IMD addendum dated 5/25/93. Per TSD	
inep	suggestion will be included in a new application called Investigative Case Management 9/23/93. Therefore, upon approval, suggester being	1
		7
Legal Coun.	advised that suggestion is being adopted. Views attached.	
Flec: Mgnt Fech. Servs	Suggestion #137-93	
Training	, LM/1~	
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Int. Affs	HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC 602 90 BCE DCG/ym	300

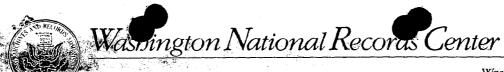
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ep. Dir...
DD'Adm. ...
DD inv. ...
ast. Dir.:
Adm. Serva.





September 14, 1993 Destruction of Bureau Records	
M →	b6 b7С
10th and Pennsylvania Avenue Washington, D.C. 20535	
Dear :	
This responds to your oral request on our views of the Public Access textual request/response records at the FBI's Savannah Information Technology Center.	
We believe these records fall under General Records Schedule 20, Item 2a (input/source) records. The request forms are used solely to create, update or modify the records in an electronic medium. The hardcopy printout responding to the request duplicates the data that is maintained in automated format. Our understanding is that these paper files have never been used. As they are maintained in rough chronological order, accessibility is next to impossible.	
Sincerely,	
Jean E. Keeting	
JAMES J. HASTINGS	
Director Records Appraisal and Disposition Division	
66-3286-1547 b6	5 7C
Sharbelford)	
ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 10/9/03 BY AUC 60290 RCE/DCG/ymw	



Washington, DC 20409

September 28, 1993

Destruction of Bureau Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in January 1994. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us the you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Judith A. Barnes, Chief

Accession and Disposal Branch

MODOSURE

Enclosure(s)

66-3286-1548

ALL FBI INFORMATION CONTAINED THEREIN IS UNCLASSIFED DATE 10/9/03 BY AUC (00290 BCE/DCG/gm)

"ENCLOSURE ATTACHED"

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66-3286-1548 ENCLOSORERII

	RECORDS DESCRIPT	ION
The records described in this notice appear eligible for disposal on the date shown, accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date		SUBGROUP
this notice. You should annotate your SF 135 (all copies) to show that the record	ds   065-89-0003	
have been destroyed. No other action is required. If you do not concur in the schedule destruction of these records, you may request an extension of the retention period.		VOLUME (Cu. ft.)
providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.	GRSN/6/1A	245
· · · · · · · · · · · · · · · · · · ·	SERIES DESCRIPTION	***
REMARKS LOCATION 12-86-15-6-1 12-86-27-4-5	SITE AUDIT	b6
	FY87	b7c
	ADDRESS OF FEDERAL RECORDS CEN	ITER
# FBI - INFO MGMT DIVISION	WASHINGTON NATION	AL RECORDS
J. EDGAR HOOVER BLDG - ROOM 5640	CENTER	
10TH & PENNSYLVANIA AVE., N. W.	WASHINGTON, DC 20	409
WASHINGTON DC 20535	ALL FBI INFORMATION	CONTAINED
	Learning Chicass	
10-2316	DATE 10 9 03 BY AL	ic registor Despite all

PNCLOSURE

NOTICE OF INTENT TO DESTROY RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DATE OF NOTICE

10/01/93

DISPOSAL DATE

199401

NA 13001 (7-88)



U.S. Department of Justice



Federal Bureau of Investigation

Washington, D. C. 20535

November 2, 1993

Messrs. purpose addition	of accessinal file ma	nd   walle mails.	ill enter your f terial stored th	ity on 11/16/93. acility for the erein, and storin
question	Thank yo s, please	u for your contact me	assistance. If at (202) 324-49 Sincerely	01.
66-3286			Security	Programs Manager
1 - Mr.		tn: Mr. ce, Room 58	Room 4246)	
1 - IRD 1 - Mr.	, Ro	3330		
1 - Mr.	, Ro		6	0-3286-1549

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE /DCG/ymul

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3/3/93

Date

ADD Adm. ADD Inv. Asst. Dir.: Adm, Servs

Dep. Dir

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Legal Coun.
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Off. of EEO
Off. Liaison & Int. Affs. Off. of Public Affs Telephone Rm. Director's Office

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Mr. To

Subject :

THE PORNOGRAPHIC MATERIAL

REFERENCE FILE (PMRF)

ODESTRUCT W OF BURBAGE RECURSES

To discontinue the Pornographic Material Reference File (PMRF). To determine the method of removal of the PMRF from the laboratory.

**SYNOPSIS:** The PMRF has been reduced to a library of Interstate Transportation of Obscene Materials (ITOM) related publications (videos, movies, books magazines). With the decreasing activity in this investigation, the file has become out of date and is of little to no value in current investigations. Consultation with the Criminal Investigative Division (CID) and the Information Management Division (IMD) confirmed the following:

1: The CID has no interest in the further maintenance or retention of the file.

2: The IMD recommends destruction rather than storage of the file.

1	_	Mr.		
1	_	Mr.	<u>Rm</u> . 5030	<i>f</i>
1	-	Mr.	Rm. 5042	66-3286-1
1	-	Mr	Rm. 5829	TT ST
1	-	Mr.	Rm. 5350	
1	_	Mr.	Mr. Rm. 3090	
1	-	Mr.	Mr. Rm. 1B224	
1	-	Mr.	Mr. Rm. 3457	•
1	-	Mr.	Rm. 3457	
1	_	Mr.	, Rm. 3372-A	
1	. –	Bur	eau File (80-hg-662)	
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**ALL INFORMATION CONTAINED** HEREIN IS UNCLASSIFIED DATE 10 9 63 BY AUC 100390 BCE/DCG / YOU ь7С

Memorandum to Mr. from dated 3/3/93 THE PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF)

Info. Mgnt.

Inspection

1: The Laboratory Division will send an all SAC RECOMMENDATIONS: Airtel advising of the date for termination of the PMRF. If any material submitted by that office is to be returned, the Laboratory should be notified prior to the closing of the file.

	APPROVED:	Adm. Somb	Laboratory	Off. of Liaison		_
M	Director	Crim. Inv. 19	Legal Coun	& Int. Affs Off. of	- met	
101	Dep Dir.	Info. Mgnt	Training	Public Affs.	X	
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In	2: Relin	nquish contro	l and posses	sion of th	e file to	th∈
TNECDMAG		EMENT DIVISION				
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deemed a	appropriate	≥.	/ 1 a.A./			_
	400000000		· Walte	, I		
0	APPROVED:	Adm. Serve.	Laboratory XIVI	LON. of Liaison	2.14	
	- Charles	Crim. Inv.	Legal Coun.	& Int. Affs	~	

\_Tech: Servs.

Off. of EEO

Cong. Atts. Off.

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The laboratory is the curator of a large volume of obscene material known as the PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF). Historically, the file was used to establish ITOM violations. There have not been any testimonies or examinations resulting from the PMRF in decades.

Even with the prevailing emphasis on child pornography investigations, the file has little or no value. The child pornography cases are autonomous. The questioned and known material are predominantly submitted in the same case, thus there is no application for the PMRF.

An estimate of the size of the PORNOGRAPHIC MATERIAL REFERENCE FILE was set forth in memo dated 11/7/86, from TO \_\_\_\_\_ captioned: "PORNOGRAPHIC MATERIALS REFERENCE FILE (PMRF) COMPUTERIZATION EFFORT".

> 26,880 5,190 5,580 900 11,760 2,490 960

Dep. Dir.

ADD-Adm.

index cards magazines and pamphlets paperback books hardcover books films and videos companies/individuals/etc advertising and literature

Public Affs.

\_Off. of

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Memorandum to Mr. from dated 3/3/93
Re: THE PORNOGRAPHIC MATERIAL REFERENCE FILE (PMRF)

The Bureau control file (80-HQ-662) consists of three sections with a total of 366 serials. It was opened Sept. 30, 1942 and the last activity is serial 366, a U.S. Customs "CUSTODY RECEIPT FOR RETAINED OR SEIZED PROPERTY" dated May 24, 1990.

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Historically, Unit Chief of the Document Section has been involved with the PMRF in various capacities since the early 1960s and provided the following:

In support of investigations of violations of the Interstate Transportation of Obscene Materials (ITOM) statutes and of investigations of child pornography investigations under the Sexual Exploitation of Children (SEOC) statutes, the FBI Laboratory has maintained the Pornographic Materials Reference File (PMRF) for more than fifty years. It has served primarily as a central dissemination point for investigative developed intelligence data on manufacturers, producers, distributors and others in the pornography industry. It has also served as a repository of seized original pornographic materials to allow technical inter- comparisons with evidentiary materials in new investigations. This is done to assist in determining the source of the materials and to establish whether there is an interstate aspect to its distribution. In this fashion it has served as a unique national resource for the law enforcement community.

The file was very active in the 1970s and early 1980s and provided valuable assistance to investigations and prosecutions of several major OC-related TTOM cases, such as MIPORN, and involving OC figures such as

and . The PMRF database was automated in the mid-1980s. With the FBI's investigative de-emphasis on ITOM and SEOC matters there has been decreasing file activity in recent years. In the absence of continuing and timely input from the field, the file has been losing the current intelligence data and sample materials necessary to be of value or to fully justify its continued existence.

Procedures for disposing of pornographic materials are long standing and well-established through instructions from FBIHQ to the field. The hard-copy pornographic materials in the PMRF were submitted to the FBI Laboratory with authority granted for final disposition, either destruction or addition to the file

Memorandum to Mr. from dated 3/3/93
Re: THE PORNOGRAPHIC MATERIAL
REFERENCE FILE (PMRF)

at the discretion of the Laboratory, and they no longer serve any evidentiary function. All prosecutive efforts were completed prior to the materials being added to the PMRF. Those materials were submitted primarily by FBI field offices and other Federal agencies such as the U.S.Customs Service, who by prior agreement continues to submit seized materials periodically; only a small percentage of materials in the file were provided by state and local law enforcement agencies.

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It should be noted that it has been the Laboratory's experience that unusual security problems are involved in storing and safeguarding "vice" materials such as pornography. Merely crating up the PMRF and having the Information Management Division (IMD) handle it would cause IMD some difficulties.

On 1/29/93,	(Unit Chief, Violent Crime
and Major Offenders Section,	Violent Crimes Unit, Criminal
	was shown the extent of the ITOM
	the supervisor of ITOM violations.
He was unaware that such an e	xtensive file existed.
07.040403	/Continu Chine Continu
On 2/8/93,	(Section Chief, Section

On 2/8/93, \_\_\_\_\_\_\_\_ (Section Chief, Section Chief. Violent Crime and Major Offenders Section, CID) advised (Section Chief, Special Projects Section, Laboratory Division (LD)) that he has no objection to either the storage or destruction of the file by IMD. \_\_\_\_\_ advised that the Violent Crime Section would not be using the reference file and ITOM matters are all but non existent except for the occasional child pornography case.

On 2/12/93, (Unit Chief, Records Management Unit, Information services Section, IMD) reviewed the expanse of the file and expressed concern with the security requirements to store the file in bureau records. He concluded that destruction of the file was both appropriate and practical.







Federal Bureau of Investigation

Washington, D. C. 20535

March 22, 1994

Destruction of Bureau Records

Mr. James Hastings

Director

Records Appraisal Disposition Division

Attention: NIR

National Archives Records Administration (NARA)

8601 Adelphi Road

College Park, Maryland 20740

ALL INFORMATION CONTAINED

HEREIN 18 UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 BCE/DCG/

Dear Mr. Hastings:

The purpose of this letter is to request an amendment to NARA Job N1-65-90-03, which granted, to the Federal Bureau of Investigation (FBI), authority for the destruction of numerous physical intelligence surveillance tapes authorized under the provisions of the Foreign Intelligence Surveillance Act (FISA) of 1978 and maintained by Field Offices of the FBI.

Item 1 of NARA Job N1-65-90-03 permits the destruction of tapes of individuals who were not the targets of an authorized surveillance, along with related records in accordance with the minimization requirements of the FISA. Item 2 permits the destruction of the remaining tapes, pertaining to an authorized surveillance, after 10 years or when agency use has been exhausted, whichever comes later. However, various Field Offices are maintaining physical intelligence surveillance tapes which were obtained prior to the implementation of the FISA. In view this, it is therefore requested that Item 2 be amended to permit immediate destruction of pre-FISA material.

Your prompt consideration of this request would be greatly appreciated.

greatly	appreciate	ed.			istinia 8.#• in o		
Dir	Crim. Inv. Crim. Jan. Inde. Sarvs.	Lagel Counsel	Off of EEO Affairs Off of Public	Sincerely you	15, 3286-	155/	
Adm. Director Inv. Dir.: Dr.: Dr.: Dr.: Deputy Director	Finance Info. Res. VELIGO Inspection	Personnel Training	& Cong Affs	(06-	3236-	b6 b7	1.1
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b gsiCoun66-3286 ic. Mgmt chi Servs				5 5 11 .4		٦ ' ١	D
ining 1 - IMD g. Affs. Off. 1 - Mr. of EEO 1 - Mr.		ce, Room 5 , Room 5368 om 5342		1 - Mrs 1 - Mrs 1 - Mr.		Room 4933 Room 4933 ord, Room 493	
Affs of Public Affs phone Rim	(8) 72/94	· ·		RETURN		- 0 403	) m

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Memorandum		Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv. Ident. Info.Mgnt.
To: Mr. Date  From:	3/15/94	Insp. Intell. Lab. Legal Coun. Tech. Servs. Training Cong. Affs. Off. Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office
Reference made to to Mr. [ dated 8/25/93, captioned as above.  PURPOSE: To record receipt of an approved "Request Disposition Authority" (SF-115) from National Arch Records Administration (NARA).	st For	orandum
DETAILS: Referenced memorandum set forth the detained to the request for destruction authority for summand syntheses prepared by Staff Assistants assigned of the Director. Dr. Appraisal Areviewed the material and determined that this many historical and/or research value and therefore and no longer served any purpose.	ary abstra ed to the Archivist, terial lac	acts Office NARA cked
The provisions of the approved SF-115, of which bears NARA Job Number N1-65-93-7 and the sign Acting Archivist of the United States, will be incomed the FBI Records Disposition Schedule.  RECOMMENDATION: None. For information only.	gnature of	the
Enclosure  APPROVED: Adm. Servs	itery Coun Sarvs	Off. of Liaison & Int. Affs.
1 - IMD Front Office, Room 5829 1 - Mr. Room 5368 1 - Mr. Room 5342 1 - Mrs Room 4933 1 - Mrs Room 4933 1 - Mr. Shackelford, Room 4933	3286	- 1552
WS:ws (7)		

ALL INFORMATION CONTAINED
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DATE 10 9103 BY AUC 60290 BCE/DCG/ymw

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Federal Bureau of Investig	ation [FBI]				approved excered approved excered approved except approved approved approved approved approved approved approved except approved approved except approved exce
Information Management	Division [IMD]			r "withdrawn" in	
NAME OF PERSON WITH V		5. TELEPHONE	DATE ACTING	ARCHIVIST OF T	HE UNITED STA
William Shackelford		(202) 324-6903	2/28/94	Neymor	d am
cords and that the reco	ords proposed for dispency or will not be nearl Accounting Officencies,	this agency in matters poposal on the attached needed after the retention ce, under the provisions ached; or	n periods specifi	are not no ed; and tha GAO Man	w needed t written
a Diversity was to	ACENICY DEDDECENTATI		Tias been requi		
25 1993		Records Offi	icer, IMD, FBI		
7. 8. DESC	RIPTION OF ITEM AND	PROPOSED DISPOSITION	N SUE	ERS OR PERSEDED CITATION	10. ACTION TAKEN (NARA USE ONLY)
ISSUES AB	STRACTS PREPARED				
Abstracts / Synth prepared for FBI the corresponden Abstracts / Synth attached) are precreated on Form Abstracts / Synth and chronological Director.	Director's review prior oce. neses (with occasional adepared by FBI Staff Assistance) DO-6. eses are filed alphabetically by date prepared and		tion nt the		

NSN 7540-00-334-4064 PREVIOUS EDITION NOT USABLE

5-109

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228





# We sington National Records Center

- 11 -

Washington, DC 20409

March 25, 1998

Bestruction of Bureau Records

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records. These records are scheduled for destruction in July 1994. Please review these notices and notify us if the records are incorrectly scheduled for destruction or must be retained because of pending litigation or claims. You must notify us if you want these records retained even if you have notified us in the past disposal cycles.

Please note that we have resumed sending notices for accountable officers' files, commonly known as site audit records. The disposition authority for these records is General Records Schedule (GRS) 6, item 1a.

To ensure that no site audit records are destroyed which are pertinent to pending claims by or against the government, litigation, or similar actions, please review these notices also and notify us if the records must be retained.

Please note that the disposition authority for accountable officer records was modified in late 1984. General Records Schedule 6 item la does not cover accounts and supporting documents pertaining to American Indians. These records cannot be destroyed. If the disposition authority for any records scheduled as GRS 6 item la contain records pertaining to American Indians please notify us.

Sincerely,

Judith A. Barnes, Chief

Accession and Disposal Branch

les Or Barnes

Enclosure(s)

66-3786-1553

NCLOSURE

ENCLOSURE ATTACHED

HEREIN IS UNCLASSIFED DATE 10/9/03 BY AUC 10020 BCE/DCG / DWW

ALL INFORMATION CONTAINED ON ENVELOPE HENEIN IS UNCLASSIFIED DATE 10/9/03 BY AUC 60290 BCE/DCG/ymu)



66-3276-1553 ENCLOSURE

Washington National Records Center Washington, DC 20409

Official Business Penalty for Private Use, \$300





Postage and Fees Paid National Archives and Records Administration NARA-362

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC. 60240 BCE/DCG 9min

#### NOTICE OF INTENT TO DESTROY RECORDS

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

GRSN/6/1A SERIES DESCRIPTION

DATE OF NOTICE

ACCESSION NUMBER

DISPOSAL AUTHORITY

REMARKS

LOCATION 20-73-54-1-1 20-74-06-2-5

SITE AUDIT 10/87-3/88

04/01/94

065-89-0004

b6 b7C 235

DISPOSAL DATE

RECORDS DESCRIPTION

199407

SUBGROUP

VOLUME (Cu. ft.)

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS
CENTER
WASHINGTON, DC 20409

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5640

10TH & PENNSYLVANIA AVE., N. W.
WASHINGTON DC. 20535

ALL FBI INFORMATION CONTAINED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

HEREIN IS UNCLASSIFED DATE 10/9/03 BY AUC 100290 BCE/DCG/ymn)

NA 13001 (7-88)

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National Archives at College Park

8601 Adelphi Road College Park, Maryland 20740-6001

APR 5 1994

Mr.			
Section Chief			
Field Information Suppos	rt Section		
Federal Bureau of Invest	tigation		_
10th and Pennsylvania A	venue , , ,	P. D. W. W. I.	Pacalle
10th and Pennsylvania Aw Washington, D.C. 20535	- Destruction	of bur thin	VECOUND
Dear Mr.			

This responds to your letter of March 22.

There is no need to amend Job No. N1-65-90-03. That job gives the Federal Bureau of Investigation the authority to destroy intelligence surveillance tapes predating the Foreign Intelligence Surveillance Act.

If you need further information, please call John Faibisy at  $(30\overline{1})$  713-7099.

Sincerely,

JAMES (J.

Records Appraisal and Disposition Division

66-3286-1554

ALL FBI INFORMATION CONTAINED HEREIN IS UNCLASSIFED DATE 6/9/63 BY AVC 60290 BCE/DCG/ymw

FBI AUTOMA	CATION AUTHORITY DERIVED F ATIC DECLASSIFICATION GUIDS 2-2019 BY:				6	Al Dep. Dirb6
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	то : С			Date 3/8/9	93	Legal Coun
,	From :		EXEMPTED FROM AUTO DECLASSIFICATION AUTHORITY DERIVED	FROM:		Off. of EEO Off. Liaison & int. Affa, Off. of Public Affa Telephone Rm
·	Subject : DESTRUCT BUREAU F		FBI AUTOMATIC DECL EXEMPTION CODE: 25 DATE 08-02-2019			Director's Sec'y
	PURPOSE: To reque Subunit, Records F Information Manage System for origina listing, file orig materials if appro	Colicy Unit, ment Division I material a inals as nec	n review the s listed on t	ervices Secti Centralized F he attached i	lon, Records .nventory	У
	RECOMMENDATION: T Subunit, Records P Information Manage System for origina listing, file orig materials if appro	olicy Unit, ment Divisio l material a inals as nec	n review the ( s listed on t	ervices Secti Centralized R ne attached i	on, lecords .nventory	7
		APPROVED:  Director Dep. Dir ADD-Adm ADD-Inv	Crim. Invin Crim. Jus. Info. La Servsindentinfo.	telt Officers of State of Stat	of EEO Affs	
	<u>DETAILS</u> : The Audi Audits, Inspection that now need to be these files has no from five to ten y retention of this	Division ha e either arc ted that mos ears. The A	hived or dest t of this info	ing sensitive coyed. A rev ormation date	files iew of s back	
ENC	LOSURE			- A 1	155	5
•	Enclosure 1 - Mr.	]		0-3286-		<b>b</b> 6
	1 - Mr. 1 - Mr. 1 - Ms.		<u>SEE</u>	IRD ADDENDUM -	PAGE 3	b70
ac	1 - Ms. L DAC:dac (6)	,		(CONTINUED	- OVER)	

Classified by: 10
Declassified on: OADR

CLASSIFIED BY AUC 6020 BCE/DCG/ymw

CLASSIFY ON THE COLOR BCE/DCG/ymw

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.



Due to the sensitive nature of this material the Audit Unit would like to ensure that the disposition of these files is done properly. Since some of the communications on file appear to be originals, the Audit Unit requests that the Records Disposition and Archival Subunit, Records Policy Unit, Information Services Section, Information Management Division review the Central Records System for original material as listed on the attached inventory listing, file originals as necessary, and destroy remaining documentation if appropriate.

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	If you have	any questions. please c	ontact Ms.
o	n extension	2905, or Ms.	on extension 3985



Memorandum from	to Mr.	dated 3/8/93	
Re: Destruction of Bureau	Records		
ADDENDIM: THEODMARTON DEGO		. (****)	

Referenced memorandum requested the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit (formerly Records Policy Unit), Field Information Support Section (formerly Information Services Section) Information Resources Division (formerly Information Management Division) review an enclosed inventory and search the Central Records System for original material, file originals as necessary and destroy or archive remaining material.

RDAS has completed the review and determined that the disposition of the material varied inasmuch as the material covered a time span from 1982-90. Portions of the material was eligible for immediate destruction in accordance with provisions of the General Records Schedules (GRS), Manual of Administrative Operations and Procedures (MAOP) and the FBI Records Retention Remaining material must be temporarily retained for eventual destruction, on an annual basis, based on the closing date of the material.

#### ORIGINALS PLACED IN CASE FILE

AP

	Airtel from SAC, WMFO dated 5/23/84 with Report of Audit; 4/1/83 - 12/31/83
	Transmittal Memorandum with Report of Audit; 3/1/86 - 2/28/87 (Original)
	Field Office Financial Audit: Washington Field Office;
	Field Office Financial Audit: Washington Field Office; Airtel
	to SAC, WMFO dated 7/8/87 (Original) dated
APPROVED:	Crim. Inv. Laboratory Off. of FEO  Crim. Jus. Info. Legal Counsel Affairs Servs. National Sec Off. of Public
Director	Finance Personnel & Cong Affs.
Deputy Director	Into Res/1998 Training

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Memorandum from to Mr dated 3/8/93

Re: Destruction of Bureau Records

ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws

♦ MATERIAL DESTROYED (GRS Part 22, Item 2)

Audit Workpapers 11/25/80 - 2/8/82 (5)

WMFO Audit Workpapers 2/1/83 - 12/31/83; Volume 5
WMFO Audit Workpapers 1/1/84 - 2/28/85; Volume 6

COPY DESTRUCTION/ORIGINALS IN FILE (MAOP 2-4.5.3)Audit; 2/8/82 - 3/31/83 (3 Copies) ( ( (Report of Airtel from SAC, WMFO 3/5/84 Transmittal Memorandum with Report of Audit; (S) 3/1/85 - 2/28/86Audit; 3/1/85 - 2/28/86 (4 Copies) ( $\mathcal{G}$ ) Report of Audit Memorandum dated 6/3/86 / Report of Airtel to SAC, WMFO dated 6/3/86 Copies) : Airtel to SAC, WMFO dated 6/11/86 ( Audit; Airtel to SAC, WMFO dated Report of 6/11/86 Airtel from SAC, WMFO dated 7/10/8 Transmittal Memorandum with Report of Audit 3/1/86 - 2/28/87 (Copy) Audit; 3/1/86 - 2/28/87 (2 Copies) **)**(□) Report of Field Office Financial Audit; Washington Field Office; Airtel to SAC, WMFO dated 7/8/87 (2 Copies)





Memorandum from to Mr. dated 3/8/93 Re: Destruction of Bureau Records	b6 b7C
ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws	
♦ <u>COPY DESTRUCTION/ORIGINALS IN FILE (MAOP 2-4.5.3)</u> continued	b1 b3
Report of Audit; Airtel from SAC, WMFO dated 7/30/87	b6 b7C b7E
: Memorandum to Mr. dated	
Audit Workpapers 3/15 - 31/83; Volume 1 of 2	<b>(5)</b>
Audit Workpapers 3/15 - 31/83; Volume 2 of 2	<b>s</b> ()
♦ MATERIAL TEMPORARILY RETAINED FOR EVENTUAL DESTRUCTION	
Audit Workpapers 7/25/85 - 9/30/87  DESTROY/January, 1996	b1 b3 b7E
Audit Workpapers 3/15 - 31/83; Volume 1 of 2)	\$
Audit Workpapers 3/15 - 31/83; Volume 2 of 2	
Audit Workpapers 3/1/85 - 2/28/86; Volume 1 of 2 DESTROY/January, 1995	
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Audit Workpapers 3/1/86 - 2/28/87; Volume 1 of 2 DESTROY/January, 1996	
Audit Workpapers 3/1/86 - 2/28/87;  Volume 2 of 2  DESTROY/January, 1996	
Audit Workpapers 3/1/87 - 2/28/88; DESTROY/January, 1997	





Memorandum from to Mr. dated 3/8/93
Re: Destruction of Bureau Records

3/1/88 - 6<del>/30/89;</del>

DESTROY/January, 1998

Volume 11

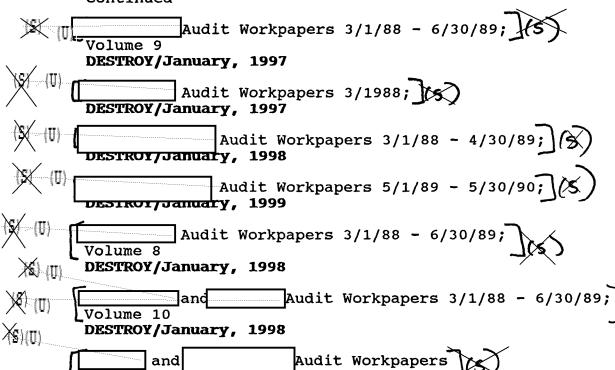
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ADDENDUM: INFORMATION RESOURCES DIVISION (IRD) 4/18/94 WS:ws

♦ MATERIAL TEMPORARILY RETAINED FOR EVENTUAL DESTRUCTION continued



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## SECRET

#### FILE INVENTORY

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FILE INVENTORY - CONTINUED

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AUDIT WORKPAPERS 11/25/80 - 2/8/82
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AUDIT WORKPAPERS 3/1/86 - 2/28/87 VOL. II OF II
AUDIT WORKPAPERS 3/1/87 - 2/29/88
AUDIT WORKPAPERS 3/1/88 - 6/30/89 VOL. IX
AUDIT WORKPAPERS 3/1988
AUDIT WORKPAPERS 3/1/88 - 4/30/89
AUDIT WORKPAPERS 5/1/89 - 5/30/90
AUDIT WORKPAPERS 3/1/88 - 6/30/89 VOL. VIII)
AUDIT WORKPAPERS 3/1/88 - 6/30/89 VOL. X
AUDIT WORKPAPERS 3/1/88 - 6/30/89 VOL. XI
(U)



National rchives at College Park

8601 Adelphi Road College Park, Maryland 2074026001

April 12, 1994

Mr. Bill Shackelford
Chief, Archival Subunit
Federal Bureau of Investigation
10th and Pennsylvania Avenue
Washington, D.C. 20535

Destruction of Bureau Records

Dear Bill:

I am returning the draft SF 115 you sent me to change the retention period for FBI grievance, disciplinary and adverse action files so that it conforms with the General Records Schedules (GRS). You do not need further authority from NARA to replace an approved deviation from the GRS with the current GRS standards. The Bureau therefore can change the disposition instructions for Classification 67, subitem f, originally approved under Job No. N1-65-87-11, to reflect GRS 1/30.

If you need further information, please feel free to call me at (301) 713-7099.

Sincerely,

JOHN D. FAIBISY

Records Appraisal and Disposition Division

Enclosure

ENCLOSURE

66-3286-1556

HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 100290 BCE/DCG/YMW

-	REQUEST FOR RECORDS DISPOSITION AUTHORITY JOB NU			DB NUMBER		
	ATIONAL ARCHIVES RECORDS ADM	INISTRATION (NIR)	ATE RECEIVED			
A STATE OF THE LOCAL CO.	(Agency or establishment)		NOTIFICATION TO	AGENCY		
Эерагі	iment Of Justice					
are a second and a second	OR SUBDIVISION		In accordance with the pro- U.S.C. 3303a the disposit			
edera	l Bureau Of Investigation [FBI]		including amendments, is	s approved except		
	OR SUBDIVISION		for items that may be man approved or "withdrawn"			
Acres a provide y to a	ation Resources Division [IRD]	5. TELEPHONE D		THE UNITED STATES		
	E OF PERSON WITH WHOM TO CONFER	D. TELEPHONE	A	THE CHILLS GIALL		
Villiar	m Shackelford	(202) 324-6903				
herebecord or the	by certify that I am authorized to act for all and that the records proposed for de business of this agency or will not be trence from the General Accounting Once of Federal Agencies,	lisposal on the attached 1 enceded after the retention period	page(s) are not nodes specified; and the	ow needed at written		
Ĺ	is not required; is a	attached; or has i	peen requested.	· •		
ATE	SIGNATURE OF AGENCY REPRESENTA	ATIVE TITLE				
12 19	94	Records Officer -	RD / FBI	:× 		
7 ITEM NO.	8. DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED	10, ACTION TAKEN (NARA USE ONLY)		
		1	JOB CITATION	- SSE CHEIT		
	Grievance, Disciplinary And Adverse A The records consist of correspondence a FBI review of grievances and adverse act If an appeal is taken to the Merit System file will include affidavits, interrogatories copies of MSPB decisions  DESTROY 4 years after case is resolved	and memoranda relating to the ions [e.g., removal / suspension]. is Protection Board [MSPB], the	JOB CITATION			
	The records consist of correspondence a FBI review of grievances and adverse act. If an appeal is taken to the Merit System file will include affidavits, interrogatories copies of MSPB decisions	and memoranda relating to the ions [e.g., removal / suspension]. In the sand answers thereto, briefs and in [from 5 years] in the approved any and Adverse Action Files.	JOB CITATION			
	The records consist of correspondence a FBI review of grievances and adverse act. If an appeal is taken to the Merit System file will include affidavits, interrogatories copies of MSPB decisions  DESTROY 4 years after case is resolved  NOTE: This SF-115 requests a reduction retention period for Grievance, Disciplina Following NARA approval, change will to Records Retention Plan.  Al	ind memoranda relating to the ions [e.g., removal / suspension]. In Protection Board [MSPB], the sand answers thereto, briefs and answers the answers thereto, briefs and answers the answers the answers the answers thereto, briefs and answers the answers the answers the answers the				
	The records consist of correspondence a FBI review of grievances and adverse act. If an appeal is taken to the Merit System file will include affidavits, interrogatories copies of MSPB decisions  DESTROY 4 years after case is resolved  NOTE: This SF-115 requests a reduction retention period for Grievance, Disciplina Following NARA approval, change will the Records Retention Plan.	ind memoranda relating to the ions [e.g., removal / suspension]. In Protection Board [MSPB], the sand answers thereto, briefs and in [from 5 years] in the approved any and Adverse Action Files. The incorporated into the FBI  LINFORMATION CONTAINED TREIN IS UNCLASSIFIED				

#### Memorandum



Dep. Dir.	
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Off. of Public	
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То	:	Mr. WS/M	Date	6/13/94
From	:	Int/p		
Subject	:	ODESTRUCTION OF BUREAU RECORDS		

Reference made to to Mr. memorandum dated 10/5/93, captioned "Transfer of Records to the National Archives and Records Administration".

PURPOSE: To advise of the receipt of an approved "Request For Disposition Authority" (SF-115) from the National Archives and Records Administration (NARA) authorizing destruction of records having no continuing administrative and/or investigative value.

RECOMMENDATION: None. For information only.

APPROVED:	Crim. Inv Crim. Jus. Info.	LaboratoryLegal Counsel	Off. of EEO Affairs
Director	Servs.	National Sec.	Off. of Public & Cong Affs.
Deputy Director	Finance Infe. Res/1/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/3/	fraining	

<u>DETAILS</u>: Referenced memoranda set forth the details pertaining to the request for disposition authority from NARA in order to permit the immediate destruction of the Electronic Surveillance (ELSUR) Manual Indices Cards. This series of manual indices cards constituted, prior to automation, the primary retrieval

ENCLOSURE Enclosure

66-3286

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1	-	Mr.		,	Ro	om	53	868
1	_	Mr.	, Ro			342		
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1	_	Mr.	Shackelfor	cd,	. F	Roon	າ 4	933

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DATE 10/9/03 BY AUC. GORGO BCE/DCG/ymu

	<u> </u>					
4.5	randum from Destruction	of Bureau		to Mr.	dated	6/13/9
KE:	66-3286	or pureau	Records	S		

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system for data related to the use of ELSUR during criminal and security investigations of the FBI. The manual indices cards were automated on 9/18/91 and the reliability of the automated system, which is currently the primary electronic retrieval system for ELSUR related data, has been confirmed.

On 6/7/94, the Records Disposition and Archival Subunit, Field Services/Information Policy Unit, Field Information Services Section, Information Resources Division, received a copy of the approved SF-115, bearing the signature of the Acting Archivist of the United States, authorizing the destruction of the ELSUR manual indices cards and the permanent retention of the automated ELSUR system.

A copy of the approved SF-115, bearing NARA Job Number N1-65-93-03 and approval date of 5/24/94, is attached for record purposes.

	REQUEST FOR RECONS DISPOSITION	AUTHO	PRITY	B NO.	1EAVE BLAN	K
	RAL SERVICES ADMINISTRATION ONAL ARCHIVES AND RECORDS SERVICE, WA	SHINGT	ON DC 20408	DATE RECEIVE	D	
	NCY OR ESTABLISHMENT)				/ <b>- / 993</b> TIFICATION TO AG	ENCY
Department of fusice					ance with the prov	isions of 44
2. MAJOR SUBE	DIVISION				303a the disposal ents, is approved o	
	reau of Investigation [FBI]	·	· · · · · · · · · · · · · · · · · · ·		be marked "disportion" in "withdrawn" in	
3. MINOR SUBD				records a	re proposed for d	isposal, the
	n Management Division [IMD]	6. TELEPH	IONE EXT.	signature DATE	of the Archivist is	not required. HE UNITED STATES
William Sh	in alta Hand		•	5-24-94		/ 0
	E OF AGENCY REPRESENTATIVE	(202) 3	324-6903	1-24-74	Clendy H	uskamp to
	ertify that I am authorized in matters pertai	nina t	n the disposal	of the agen	ov'e recorde:	that the
	·	_	ge(s) are not n		•	The second secon
•	will not be needed after the retention period					
General Ac	counting Office, if required under the prov	isions/	of Title 8 of th	e GAO Mar	nual for Guida	ince of
Federal Ag	encies, is attached.					
A. GAO cor	ncurrence: is attached; or x i	s unne	cessary.	e- gg	\$ 1948	
B. DATE	OLONA TUDE OF A OFNOY DEPOSOENTA TUE	Ī	D. TITLE		b6	
10 05 1993			Records Office	r, IMD, FBI	b7C	
7. ITEM NO.	8. DESCRIPTION OF				9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARS USE
	(WITH INCLUSIVE DATES OR RET	ENTION PERIO	OS)		CITATION	ONLYI
e de la compansión de la compansión de la compansión de la compansión de la compansión de la compansión de la c La compansión de la compansión de la compansión de la compansión de la compansión de la compansión de la compa	FBI HEADQUARTERS ELECTRONIC SU	RVEIL	LANCE (ELSU	R)		
	INDICES RECORDS					
	I. Manual ELSUR Indices Cards				N1-65-87-11	) )
	Arranged alphabetically and/or numerica  1) Subject of the ELSUR;	lly by:				
	2) Location of the ELSUR; or					
	3) FBI symbol-source number assign	ed to the	e ELSUR.		ļ	
	All information from these cards has bee					
	Automated ELSUR Indices System, whi Reliability of the Automated ELSUR Ind					
	destruction of "hard copy" index cards.	nees by.	on will be verif	od prior to		
				_	,	·
·	DESTROY upon verification that inf	ormatio	n has been conve	rted to		
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REQUEST FOR RECORDS DISSITION AUTHORITY - CONTINUATION BNO.				
	T FOR RECORDS DIRECTION AUTHORITY - CONTINUATION		2 OF 2	
7. ITEM NO.	8. DESCIRPTION OF ITEM  (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)	
	II. Automated ELSUR Indices System			
	A) Master File		**	
	1) Information in PERMANENT Case Files			
	(a) Information whose disposal is governed by a Court Order of competent jurisdiction			
	DESTROY in accordance with Court Order or other Court directive			
and the second second second second second second second second second second second second second second seco	(b) All Other Information		l de la companya de la companya de la companya de la companya de la companya de la companya de la companya de La companya de la companya de la companya de la companya de la companya de la companya de la companya de la co	
	(i) "Principal" Information	tare.		
or the second	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.	ering Color	en en en en en en en en en en en en en e	
	(ii) "Proprietary Interest" Information			
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA.			
	(iii) "Overhear" and "Intercept" Information			
	DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first			
	(iv) "Consensual" Information			
	DESTROY when Case File is transferred to NARA or no longer needed, whichever comes first			
on eyes	2) Information in TEMPORARY Case Files			
	DESTROY when temporary Case File is destroyed			
	B) Documentation			
	PERMANENT: Transfer to NARA at a date and under conditions to be determined by the FBI and NARA			

1 - Mr. Shackelford, Room 4933

(8)

WS:ws

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Memorandum		Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm.Servs. Crim.Inv. Ident. Info.Mgnt.
то : Mr	Date 8/15/94	Intell
From : J. V. DeSarnon		Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office
Subject : DESTRUCTION OF BUREAU RECORDS		b6
Reference is made to R. G. Promemoranda dated 8/13/90 and 11/23/90, of Authorization For The Destruction Of Brown is also made to Mr. 12/18/90 and 10 to Mr. 12/28/94, captioned "OPEA Workpaper Dest Planning, Evaluation and Audits."	captioned "Archival reau Records." Ref memorandum d memorandum dated	erence ated
<u>PURPOSE</u> : To advise of the completion of workpaper material from the Office of E Audits (OPEA).		
Crim. Jus. Infe	Inspection Off. of EEO Aff. Intell. Off. of Liabon Laboratory 4 Int. Affa	
<u>DETAILS</u> : Referenced memoranda dated 8/advised of the authorization for the armaterial as granted by the National Arc Administration, on 11/15/90 under Job N	/13/90 and 11/23/90, nnual destruction of chives and Records	
66-3286		
1 - Mr. Room 7125 1 - IRD Front Office, Room 5829 1 - Mr. DeSarno, Room 5368 1 - FS/IPU Unit Chief, Room 5342 1 - Mrs. Room 4933 1 - Mrs. Room 4933	6-3286=	1558 b6 b70

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 60290 8CE/DCG/ymu

(CONTINUED - OVER)

Memorandum from J. V. DeSarno to Mr. dated 8/15/94
RE: Destruction of Bureau Records
66-3286

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By referenced memorandum dated 2/28/94, the Program Evaluation Unit, OPEA, furnished to the Records Disposition and Archival Subunit (RDAS), Field Services/Information Policy Unit, Information Services Section, Information Resources Division (IRD), a listing of 7 Headquarters (HQ) file numbers to be reviewed in an effort to locate workpapers more than five years old which were eligible for destruction.

Following is a summary of the results of the RDAS review and destruction effort.

#### WORKPAPERS ELIGIBLE FOR DESTRUCTION

62-118252	3	Boxes
62-118865	1	Box
62-121632	1	Box
62-122500	1	Box
62-122541	4	Boxes
62-122570	1	Bulky

#### WORKPAPERS PARTIALLY DESTROYED

62-117500

10 Boxes - Destroyed

4 Boxes - Retained

Completion of the OPEA destruction project resulted in the destruction of 20.50 linear feet of material and the recovery of much needed space in the IMD Filing Unit Bulky Enclosure Room and Special File Room.

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DD Thy.	Carrie Marger	
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Cong. Affs		20 AN
OLL OFF:	3.55	STAPPEN.

Telephone Rm.

Dep. Dir.

8/24/94

V. DeSarno

DESTRUCTION OF BUREAU RECORDS

Reference made to Legal Counsel to Assistant Director, Administrative Services Division memorandum, dated 11/16/92, captioned "Retention of Documentation and Recordings of Career Board Deliberations", and to to Mr. memorandum dated 1/14/93, captioned as above.

PURPOSE: To advise of the receipt of an approved "Request For Records Disposition Authority" form (SF-115) from the National Archives and Records Administration (NARA) which authorizes the destruction of documentation and recordings of Career Board deliberations.

RECOMME		None.			only. Off.of EEO	
V	Director	Crim. Jus. Info. Servs Finance		National Sec	Attairs Off. of Public	
P	Denuity Director	Info. Res. DE	OKIX	Training	& Cong Affs.	

DETAILS: Referenced memorandum dated 11/16/92, set forth the details pertaining to the requirement that FBIHQ and Field Offices document and record the deliberations of all Career Boards. In addition, referenced memorandum detailed the opinion of the Legal Counsel Division (LCD) that the minimum time for

Enclosure

66-32-86-15

66-3286

(Attn: Mr. Room 4981) 1 - Mr. 1 - IRD Front Office, Room 5829

- Mr. DeSarno, Room 5338

- Mr. Shackelford, Room 5342

Room 4933 - Mrs

Room 4933

WS:ws (7)

(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10 19/03 BY AUC 60290 BCE DCG / Ymm

ENCLOSURE

Memorandum from J. V. DeSarno to Mr. dated 8/24/94
Re: Destruction Of Bureau Records
66-3286

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retention should be six years, with a provision that any record or Career Board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time. By referenced memorandum dated 1/14/93, NARA was requested to provide official disposition authority for Career Board material.

The enclosed SF-115, dated 8/4/94, bearing NARA Job Number N1-65-93-04 and the signature of the Acting Archivist of the United States, sets the disposition authority for this material at six years after final determination of the Career Board or after final adjudication of litigation, whichever is later. Approved disposition authority will be incorporated into the FBI Records Retention Plan.

#### REQUEST FOR RECOR LISPOSITION AUTHORITY TO: GENERAL SERVICES ADMINISTRATION /*-*22-93 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 1. FROM (AGENCY OR ESTABLISHMENT) NOTIFICATION TO AGENCY In accordance with the provisions of 44 Department of Justice U.S.C. 3303a the disposal request, including 2. MAJOR SUBDIVISION amendments, is approved except for items Federal Bureau of Investigation that may be marked "disposition not approved" or "withdrawn" in column 10. If no 3. MINOR SUBDIVISION records are proposed for disposal, the Information Management Division signature of the Archivist is not required. 4. NAME OF PERSON WITH WHOM TO CONFER . TELEPHONE EXT. ARCHIVEST OF THE UNITED STATES 8-4-94 William Shackelford (202) 324-6903 6. CERTIFICATE OF AGENCY REPRESENTATIVE I hereby certify that I am authorized in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached. b6 A. GAO concurrence: is attached; or | x is unnecessary. b7C B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE D. TITLE Records Offficer - Information Management Division 01 14 1993 9. GRS OR 10. ACTION 7. **ITEM** 8. DESCRIPTION OF ITEM SUPERSEDED TAKEN JOB NARS USE NO. WITH NOLLSWEDATES OR PETENTION PEROOS CITATION ONLY FBI CAREER DEVELOPMENT PROGRAM DOCUMENTATION AND 1. RECORDINGS Documentation and recordings of FBI Career Board deliberations generated in conjunction with the Executive Devvelopment and Selection Program of

66-3286-1559 ENCLOSURE

Documentation and recordings are created and maintained at FBIHQ and in

DISPOSITION: Temporary. Destroy six (6) year after final determination of the Career Board or after final adjudication of litigation, whichever is later.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC (60290

the Administrative Services Division.

various FBI Field Offices.

# National rchives at College Park

8601 Adelphi Road College Park, MD 20740-6001

> b6 b7C

August 31, 1994	14/
	P
Records Officer	<b>-</b>
Room 5342 FBI H	[eadquarter

Room 5342 FBI Headquarters Washington, DC 20535

Dear Mr.

The enclosed signed copy of an SF 258 completes the transfer and accessioning of a group of FBI video recordings (accession number NN3-065-94-008) into the custody of the National Archives.

If you have any questions about this transaction, please contact me at (301) 713-7050, extension 253.

Sincerely,

LESLIE C. WAFFEN

Assistant Chief

Motion Picture, Sound, and Video Branch

/ ENCLOSUR
Attachment

66-3286-1560

ALL FBI INFORMATION CONTAINED
HEREIN IS UNCLASSIFED
DATE 10/9/03 BY AUC 60290 8CE/DOS/June

ALL INFORMATION CONTAINED ON ENVELOPE MEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC 160200 BCE/DCG/gmw

66-3256-1568 ENCLOSURE

#### INSTRUCTIONS

This form may be initiated by either the transferring agency or a Federal records center.

#### INITIATED BY AGENCY:

Agency completes items 1 through 6 (see specific instructions below). Item 6 must be signed and dated. Send original and 4 copies to the appropriate address in item 2 sixty days before planned date of transfer.

#### INITIATED BY FEDERAL RECORDS CENTER:

Federal records center completes items 1, 2, 3A-F, if known, 4B, 5A and B, D and E and sends original and 3 copies to transferring agency records officer.

Agency completes/corrects items 3, 5A, 5C-F, and 6. Item 6 must be signed and dated. Agency sends original and 3 copies to the address indicated in item 2 sixty days before planned date of transfer

#### ITEM 1, TYPE OF ACTION:

If 1B is checked, a reference to the records control schedule number or NARS appraisal job number must be included in 5E. (Item 1B may be checked for unscheduled records if an appropriate appraisal job is cited to reflect an accretion according to prior evaluation of the series).

#### ITEM 2, TO:

When 1B is checked, requests are sent to the National Archives (NNB) unless the records control schedule or appraisal job specifies a regional archives or Presidential library.

When 2C is checked, include in that block address (number and street, city, State, and zip code) of the regional archives branch being offered the records.

#### ITEM 3, UNIT THAT CREATED THE RECORDS:

Fully identify the agency, subdivision, and unit that created or originated the records (not the agency records office). If this is not possible, or a successor unit or agency is transferring the records, then explain under Agency Remarks, item 5F.

#### ITEM 4, CURRENT LOCATION OF RECORDS:

Identify the agency location or the particular records center in which the records are located and provide FRC accession number. The stack location in the center may also be provided.

#### ITEM 5, RECORDS DATA:

<u>5A.</u> Describe the records. If the records are in a Federal records center, attach SF 135. Arrangement statement must be provided and enough description to substantiate responses in items 5B (with volume for each item) 5C and 5D.

<u>5B</u>. Estimated volume may be indicated in either cubic feet or cubic meters.

<u>5C.</u> Privacy Act notices must be cited for records subject to the Privacy Act (5 U.S.C. 552a) and should be attached.

<u>5D</u>. Specific restrictions must be fully justified and may not violate the Freedom of Information Act (5 U.S.C. 552).

<u>5E</u>. If the records have previously been scheduled in a records control schedule, the schedule and item number must be cited, and the schedule itself may be attached. If the records are not scheduled but a part of the series has been appraised as permanent in the past and transferred to a NARS depository, then cite the appraisal job number as authority and treat as a scheduled offer.

#### ITEM 6, STATEMENT OF AGENCY REPRESENTATIVE:

Signature and title of agency records officer is placed here and normally is not the name or office given in item 3.

#### ITEM 7, ACTION TAKEN BY NARS:

NARS will indicate approval and provide shipping or delivery instructions, or disapproval and recommend appropriate disposition of the records. NARS will indicate quantity of offer approved, disapproved and for which action is deferred.

If NARS approves the transfer, the Office of the National Archives sends SF 258 to the agency (or to the Federal records center if the records are in a center) with a transfer date and shipping or delivery.

If NARS disapproves the transfer, the Records Disposition Division returns SF 258 to the agency with suggestions for disposition of the records.

#### ITEM 8, RECORDS RECEIVED:

After receipt of records by a NARS depository NARS will sign and return one copy of SF 258 to the agency.

#### Memorandum



Date

	ADD Adm.
	ADD Inv.
	Asst. Dir.:
	Adm.Servs.
	Crim. Inv.
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	Info.Mgnt.
	Insp.
	Intel l.
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11/1/94	Tech. Servs. b6
/_/	Training
	Cong. Affs. Off.
	Off. of EEO
	Off. Liaison &
	Int. Affs.
	Off. of Public Affs.
	Telephone Rm.
	Director's Office

Dep. Dir.

From DeSarno

Subject :

DESTRUCTION OF BUREAU RECORDS

To forward the attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for files and records pertaining to the Violent Crime Apprehension Program (VICAP) of the National Center for the Analysis of Violent Crime (NCAVC).

RECOMMENDATION: That the attached SF-115 be forwarded to NARA for appropriate action.

	APPROVED:	Crim. Inv.	Laboratory	Off. of EEO	
		Crim. Jus. Info.	Legal Counsel	_ Affairs	
4/	Director		National Sec.	Off. of Public	
	DRECTOR	- Children - Albertage	Personnel	& Cong Affs.	
	Denuty Dissetan	WEBLO	Training		

Deputy Director Inspection Files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape are maintained in the NCAVC at the FBI Training Academy in Quantico, Virginia. files and records consist of initial requests for NCAVC assistance from local law enforcement officials, local police department reports, FBI investigative reports, research projects,

ENCLOSURE Enclosure

66-3286

1	-	Mr.		, Quantico
			n: Mr.	
1	_	IRD	Front Off	ice, Room 5829
1	-	Mr.	DeSarno, 1	Room 5338
1	_	Mr.	Shackelfor	rd, Room 5342
1	-	Mrs.		Room 4933
1	_	Mrc		Poom 4933

66-3286-1561

WS:ws (7) سعولي

(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUC (60290 BCE/DCG / YMW) Memorandum from J. V. DeSarno to Mr. dated 11/1/94
RE: Destruction Of Bureau Records
66-3286

profiling/consultation results, evidence submitted, photographs, autopsy reports, case records, news clippings, liaison between the FBI and law enforcement officials, and any other correspondence related to the case.

**b6** 

b7C

In accordance with agreements negotiated between the NCAVC and local law enforcement officials, no information will be given to any other government agency and NCAVC will return or destroy the portions of the NCAVC files submitted by the local authorities when FBI investigative/administrative use has been exhausted.

The FBI Records Disposition Schedule contains no disposition authority for VICAP/NCAVC records. Therefore, NARA is being requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

				LEAVE BLANK (NA	RA use only)
F	REQUEST FOR RECORD'S DISPOSIT	ON AUTHORITY	JOB N	UMBER	· · · · · · · · · · · · · · · · · · ·
1	ATIONAL ARCHIVES and RECORDS ADMINIST ASHINGTON, DC 20408	FRATION (NIR)	DATE	RECEIVED	•
· I · · · · · · · · · · · · · · · · · ·	(Agency or establishment)			NOTIFICATION TO	AGENCY
Depart	ment of Justice	٠,			NO ENGINE
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Federa	l Bureau of Investigation [FBI]			ding amendments, is	
7.	R SUBDIVISION			ems that may be mark oved" or "withdrawn" i	
	ation Resources Division [IRD]	E 751 551 515			*
	E OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF	THE UNITED STATES
Williar	m Shackelford	202-324-6903			- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
I hereb record for the concu	is not required;  SIGNATURE OF AGENCY REPRESENTATIVE	al on the attachedded after the retention p under the provisions of hed; or hadhed;	periods s Title 8	age(s) are not no pecified; and the of the GAO Mar requested.	ow needed at written
11/1/0	14 William Socroly	Archival Specia	list, IRD	, FBI	· 14/4
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PR	ROPOSED DISPOSITION		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	VIOLENT CRIME APPREHENSIGNATIONAL CENTER OF THE ANALYSIS OF VIOLENT OF TRAINING ACADEMY -  Files and records dealing with research in the interviolent crimes such as kidnapping, child records are maintained in the NCAVC and context assistance from local law enforcement officials, FBI investigative reports, research projects, profession between the FBI and law enforcement of correspondence related to the case.	CRIME [NCAVC] QUANTICO, VIRGINIA  vestigations of serial killings nolestation and rape. These sist of initial requests for NC local police department repe filing / consultation results, ts, case records, news clippi	CAVC orts,		
	In accordance with agreements negotiated betwenforcement officials, no information will be given agency and NCAVC will return or destroy the pubmitted by the local authorities when FBI involved exhausted.  Requested dispositions for VICAP records [Clathe NCAVC are as follows:	ven to any other government portions of the NCAVC files estigative / administrative us assification 252] maintained a PRMATION CONTAINED	e has	Dag/ymi	
		9/03 BY AUC 60290	,	0 10	

115-109

R	equest for Records Dispertion Authority - Continuation		PAGE 2 OF 2
7. ITEM NO.	8. DÉSCIRPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	1] CONTROL FILES	·	
	Administrative files consisting of requests for assistance from the NCAVC and the acknowledgements by the NCAVC. The requests are arranged by State and thereunder sequentially.		
	DESTROY when 50 years old		
	2] CASE FILES		
	Case files document the assistance provided by the NCAVC and the FBI on individual requests assistance from other law enforcement offices. Case files are aranged by Universal Case File Number [UCFN].		
	A] Case files corresponding to FBIHQ case files with 7 or more serials		
	PERMANENT: Transfer to NARA when 50 years old		<i>.</i>
	NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities		
	B] Case files corresponding to Office of Origin case files with 10 or more serials		, 3% . 3% e
	PERMANENT: Transfer to NARA when 50 years old		
	NOTE: Prior to transfer, FBI will remove and return [or destroy] all materials submitted to the NCAVC by local law enforcement authorities		
-	C] All other case files		
:	DESTROY when 50 years old		
	3] ENCLOSURES BEHIND FILES [EBFs] / BULKY EXHIBITS		
	Textual and Non-Textual materials that are too voluminous to be incorporated as part of the case file and consequently are maintained separately. These materials are assigned UCFNs corresponding to the case file UCFN.		
	DISPOSE of in accordance with the related case file EXCEPT for materials submitted by local law enforcement authorities, which will either be returned to the contributors or destroyed		
	NOTE: All EBFs / Bulkies which relate to permanent case files but which NARA determines do not have sufficient value to warrant archival retention will be destroyed at the time of transfer.		

will be destroyed at the time of transfer

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Off. of EEOA

Director's Office

TRANSMIT VIA:	AIRTEL			
CLASSIFICATION:		DATE:	2/3/95	

FROM: Director, FBI (66-3286 Sub B)

**TO:** SAC, Boston (66-4101)

Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS INFORMATION TECHNOLOGY CENTER (ITC) SAVANNAH, GEORGIA

Destruction of Bureau Records

Reference Boston airtel dated 1/27/95, captioned "File Destruction," and telephone call on 2/3/95, from Acting Unit Chief William Shackelford, Field Services Information Unit (FSIU), Field Information Support Section (FISS), Information Resources Division (IRD) to Administrative Officer

Boston (BS) Field Office, concerning the use of services available at the SITC to process BS files and records to determine their eligibility for destruction and/or retention for archival purposes.

The SITC is an FBI staffed facility under the sponsorship of the IRD chartered to address work that can be displaced from other offices. Therefore, to assist BS with reducing the file destruction backlog, BS is authorized to forward to the SITC Office of Origin and Auxiliary Office files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the SITC is to be maintained by BS to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the SITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction.

66-3286 Sub B

66- 3286-1562

ALL INFORMATION CONTAINED

Oep. Dir. 1	_	IRD	Front Of	fice.	Room	5829	)		HEREIN IS	UNCLASSIFIED 03 BY AUC 10290	BCE/SCG/Y	Lung
Chief of 7			DeSarno,				APPRO!	VED.	Crim. Inv.	Laboratory	Off.of EEO	b6
Staff T			Shackelf			336F	או ו ווע	YLU,	Crim. Jus. Info.	LegalCounsel	Affairs	b7C
		Mrs. Mrs.			om 49 n 4933		Director	****	Servs	National Sec Personnel	Off. of Public & Cong. Affs.	
CJIS Finance Info. ResWC Insp	5 : V	vs (1	.0)	•			Deputy Dire	ector	Info. Res. WES	Training		
Lab National Sec.			0									

SHACKELFORD

FBI/DOJ

b6 b7C Airtel to SAC, s and SITC, dated 2/3/95
RE: Destruction of Field Files and Records
Information Technology Center (ITC)
Savannah, Georgia
66-3286 Sub B

If it is determined during the review process at the SITC that a BS file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to BS for retention pending transfer to NARA. Every 60 days, the SITC is to furnish the BS Office, by classification number, a record of the linear feet of material destroyed.

Referenced BS airtel advised that at the present time BS has a two year backlog in searching the monthly litigation freeze reports. As explained to AO during referenced telephone call, files that are marked for pending litigation or FOIPA concerns are not to be shipped to the SITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records". In order for BS to fully benefit from the services provided by the SITC, a waiver of this requirement is granted, thus allowing the SITC employees to assist BS with the required searching of the monthly litigation freeze reports.

BS is reminded that if a file indicates that <u>evidence</u> corresponding to the file is still in possession of the BS Office, the file is not to be forwarded to the SITC until BS has properly disposed of the evidence.

The BS files eligible for review for destruction are to be shipped to the SITC in boxes of sufficient size and strength to accommodate the weight of the files. It is suggested that <a href="Number Four boxes available on GSA Schedule">Number Four boxes available on GSA Schedule</a> (order number 8115-00-FBI-0053) are appropriate.

Transport of files between the BS Office and SITC is to be accomplished by using Federal Express (FED EX) service or armed Special Agent personnel.

Any questions regarding this matter may be directed to FBIHQ, Attention: Acting Unit Chief William Shackelford, FSIU, FISS, IRD, telephone extension 4844.

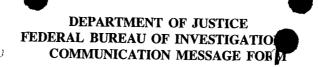
b6 b7C 0-93 (Rev. 01/25/91)

#### DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION COMMUNICATION MESSAGE FORM

4.5	COMMUNICATION ME	SSAGE FURIY
TRANSMIT VIA:  Teletype  DATE: 3/9/95  PAGE 1 OF 2	PRECEDENCE: Immediate Priority Routine	CLASSIFICATION:  TOP SECRET SECRET CONFIDENTIAL UNCLAS E F T O UNCLAS
FM DIRECTOR FBI {	66-3586}	
TO ALL FBI FIELD	OFFICES/ROUTINE/	
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UNCLAS E F T O		
CITE: //0451//		
REFERENCE MEI  JANUARY 13, 1995,  REFERENCE COI  ADDITIONAL DESTRUC  AUXILIARY OFFICE C  CATEGORIES. ATTEM  REFERENCED COMMUNI  INFORMATION-PRIVAC	CAPTIONED AS ABOVE.  MMUNICATION PROVIDED  CTION AUTHORITY FOR  CASE FILES AS WELL A  TION IS DIRECTED TO  CATION WHICH STATES  CY ACTS (FOIPA) CASE	CIAL AGENTS IN CHARGE DATED  O ALL FIELD OFFICES WITH  OFFICE OF ORIGIN AND  AS SEVERAL MISCELLANEOUS  O PAGE 3- PARAGRAPH 1 OF
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HEREIN IS UNCLASSIFIED
DATE 10/9/03 BY AUC 100290 BCE/DCG/yrw

0-93A (Rev. 01/25/91)



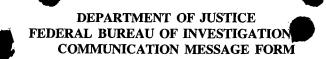
^PAGE 2 UNCLAS E F T O

FOR SIX YEARS FROM THE DATE OF RELEASE. THIS PARAGRAPH INDICATES
THAT THE FOIPA CASE FILES MAY BE DESTROYED AFTER THE SIX YEAR
PERIOD HAS EXPIRED. ALL FIELD OFFICES ARE DIRECTED TO MANUAL OF
ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP) PART II, SECTION
2-4.5.2 (&) WHICH STATES THAT FOIPA CASE FILES ARE AUTHORIZED FOR
DESTRUCTION SIX YEARS AFTER THE DATE OF LAST RELEVANT ENTRY,
REPLY TO REQUESTER, FINAL ADJUDICATION BY COURT AND/OR FBI
AGREEMENT TO AMEND. NO MANUAL CHANGES WILL BE NECESSARY.
QUESTIONS CONCERNING THIS MATTER SHOULD BE DIRECTED TO FBIHQ,
ATTENTION: ARCHIVES SPECIALIST WILLIAM SHACKELFORD, RECORDS
DISPOSITION AND ARCHIVAL SUBUNIT, FIELD SERVICES INFORMATION
UNIT, FIELD INFORMATION SUPPORT SECTION, INFORMATION RESOURCES
DIVISION, ROOM 4933, EXTENSION 6903.

BT

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0-93B (Rev. 01/25/91)



PAGE 3

Drafted By: WS:mdw	Room/TL #:	533LF	Phone N	<u> 10:</u>	6903
COPY DESIGNATIONS:					
1 - IRD FRONT OFFICE,	ROOM 5829				
1 - MR. DESARNO, ROOM	533LD				
1 - MR. SHACKELFORD, F	ROOM 5336F				
1 - MRS RO	EEPP MOC				
1 - MRS. ROOM	1 4933				
ı - MR. ROOM	6993				

b6 b7C

Teletype Facsimile AIRTEL  TO : DIRECTOR, FATTN: WILLIAM RECOMESTATION FIELD INFORM  FROM SAC, SEATTI SUBJECT: DESTRUCTION BUTTE INFORM  For the infinity Division has concluded for file destruction.  Seattle has since March, 1992. Aphave been destroyed, a Butte's assistance. The Seattle has been very  Supervisor This project. Mrs. and her attention to disuccessful completion. Staff was invaluable thuman resources to dev  The Port of the infinity of the project of the project. Mrs. and her attention to disuccessful completion. Staff was invaluable thuman resources to dev  The Port of the infinity of the project of the project. Mrs. and her attention to disuccessful completion. Staff was invaluable thuman resources to dev  The Port of the infinity of the project		
ATTN: WILI RECOMPLETED FIELD INFORM  FROM SAC, SEATTI SUBJECT DESTRUCTION BUTTE INFORM  For the inf Division has concluded for file destruction.  Seattle has since March, 1992. Ap have been destroyed, a Butte's assistance. T Seattle has been very  Supervisor this project. Mrs. and her attention to d successful completion. staff was invaluable t human resources to dev  1 HQ 2 - HQ 2 - BT 1 - SE /val (5)	RECEDENCE: Immediate Priority Routine	CLASSIFICATION:  TOP SECRET SECRET CONFIDENTIAL UNCLAS E F T O UNCLAS Date 1/10/95
SUBJECT : DESTRUCTION BUTTE INFORM  For the inf Division has concluded for file destruction.  Seattle has since March, 1992. Ap have been destroyed, a Butte's assistance. The Seattle has been very  Supervisor In narticul Supervis	IAM SHACKELFORD, RDS DISPOSITION A D SERVICES/INFORM RMATION SERVICES	ND ARCHIVAL SUBUNIT ATION POLICY UNIT SECTION
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Supervisor this project. Mrs. and her attention to d successful completion. staff was invaluable t human resources to dev  - HQ - BT - SE /val (5)	proximately 350 l nd Seattle is gre he quality of the	eatly appreciative of
2 - BT 1 - SE /val (5)	for the manner i  's knowledge retail greatly cor  The support pro Seattle in ligh	ntributed to its ovided by her and he nt of our own limite
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DATE 10/9/0	NCLASSIFIED 3 BY <u>Aur (00290 B</u> CE	Joeg/ym J

(Number)

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Date

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4/13/95

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Cong. Affs. Off.	
Off of PPO	

V. DeSarno

DESTRUCTION OF FIELD FILES AND RECORDS

To advise of FBIHQ and Field Office progress in the captioned program.

RECOMMENDATION: None. For information only.

APPROVED:	Crim. Inv. Crim. Jus. Info.	Info. Res <u>WEB</u> Inspection	Training Office of EEO	Alteria
Director	Finance	Laboratory	Affairs	4

Resolution of the civil matter America And Marends Service Committee, et. al. vs. William H. Webster, et al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and Field Office files and records having historical and/or research value.

During the period of 9/9/86 through 12/31/94, a total of 24,411.56 linear feet of obsolete FBIHQ files and records have been destroyed.

Enclosure

### LENCLOSURE

66-3286 Sub B

66-3286-1565

#### ENC. BEHIND FILE

- 1 IRD Front Office, Room 5829
- 1 Mr. DeSarno, Room 5336D
- 1 FSIU Unit Chief, Room 5336F
- 1 Miss Room 5342
- 1 Mrs. Room 4933
- 1 Mrs. Room 4933
- 1 Mr. Shackelford, Room 4933

WS:ws (8) (CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10 /9/03 BY AUC 60290 BCE/DOG/ymu)

ADD Adm.

b7C Off. Liaison &

Int. Affs.
Off. of Public Affs

b6

b7C

Telephone Rm. Director's Office

Memorandum Fom J. V. DeSarno to Mr dated 4/13/95
RE: Destruction of Field Files and Records
66-3286 Sub B

b7C

By Buairtel dated 12/14/87, all Field Offices were authorized to destroy Auxiliary Office (AO) files in numerous classifications, as well as the destruction of obsolete file and record material in a number of miscellaneous categories. In addition, by Buairtels dated 4/3/91, 11/6/91, 4/13/92 and 3/1/93, all Field Offices were authorized to destroy Office of Origin (OO) files in Classifications 1, 15, 42, 87, 88, and 91.

By Buairtel dated 1/9/95, all Field Offices were surveyed in order to determine the progress of the file destruction program. This survey (results attached) revealed that since 12/87, all field offices have destroyed a total of 80,741.33 linear feet of obsolete file and record material. Of this total, 823.76 linear feet of OO material and 1,271.42 linear feet of AO material (Total - 2,095.18 linear feet) was destroyed during the period of 7/1/94 through 12/31/94.

The attached Field Office file destruction survey lists separately the accomplishments of the Butte and Savannah Information Technology Centers and the Western Regional Computer Service Center in Pocatello. These accomplishments have been credited to the Field Offices which benefitted through the use of these three facilities.

#### FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY	<b>Date:</b> 04/13/95
From: DIRECTOR, FBI  SAC, DETROIT AO OFFICE Contact: FS	Attn: WILLIAM SHACKELFORD, RECORDS DISPOSITION AND ARCHIVAL, ROM 4933
Contact.	, I

File Number(s): 66-1868-SUB A

Document Content: Request to send files to Savannah ITC for Destruction of Field Files . Records destruction.

Title: FILE DESTRUCTION PROGRAM

DETROIT DIVISION

Details: Detroit is requesting permission to send files to Savannah ITC for destruction. Detroit presently has approximately 20,367 files which are eligible for destruction. It is estimated that this would clear approximately 5,850 linear feet in the closed files section.

Since most AO cases can be destroyed after one year and record checks after six months, the destruction of these files in the UCFN section would allow us to regain critically needed shelf space. Detroit in addition to the needed space is currently preparing for the implementation of the Automated Case Support (ACS) application. By destroying these cases it will eliminate unnecessary information being incorporated into the ACS.

In the past file destructions have been accomplished by utilizing summer employees. Detroit has not benefitted from the summer employee program for the past two years. The number of file clerks on-board responsible for this function has dwindled to 4 and their daily workloads prohibit them from performing file destructions.

Detroit would appreciate favorable consideration to thsi request and would provide all necessary support in preparation for the destruction to ensure that this project is handled in the most efficient manner.

Drafted By:	ml	cm
Approved By:		

66-3286-1566

ALL INFORMATION CONTAINED HEREIN, IS, UNCLASSIFIED DATE 10 9 03 BY AUC 60290 BCE DOG/ ymm

TRANSMIT VIA:	AIRTEL				
CLASSIFICATION	:	,	DATE:	4/19/95	

FROM: Director, FBI (66-3286 Sub B)

TO: SAC, Detroit (66-1868 Sub A)

Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS INFORMATION TECHNOLOGY CENTER SAVANNAH, GEORGIA

Reference is made to Detroit (DE) communication dated 4/13/95, entitled "File Destruction Program - Detroit Division" requesting approval to use services available at the SITC to process DE files and records to determine their eligibility for destruction and/or retention for archival purposes.

The SITC is an FBI staffed facility under the sponsorship of the Information Resources Division (IRD) chartered to address work that can be displaced from other offices. Therefore, to assist DE with reducing the file destruction backlog, DE is authorized to forward to the SITC Office of Origin and Auxiliary Office files eligible for review to determine if the material can be destroyed or must be retained for eventual transfer to the National Archives and Records Administration (NARA). An inventory of files shipped to the SITC is to be maintained by DE to document the file classification, file number, volume scope, and date of shipment. An inventory of files received at the SITC is to be maintained to document the file classification, file number, volume scope, date of receipt, and date of destruction.

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₩S:ws

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- IRD Front Office, Room 5829

- Mr. DeSarno, Room 5336D

- Mr. Shackelford, Room 5336F

1 - Mrs. , Room 4933 1 - Mrs. , Room 4933

APPROVED:

Crim. Inv.

Info. ResUED Training
Inspection Office of EEO
Laboratory Affairs

SHACKELE

Servs.

Director Finance

Deputy Director Gen. Counsel

National Sec. Office of Public & Personnel Cong Affairs

66-3286-156

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/9/03 BY AUG (ACC)

# 03 - R0762

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Asst. Dir.:
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CJIS
Finance
Info. Res.
Insp.
Lab.
National Sec.
Personnel
Training
Off. of EEOA
Off. of Public
& Cong. Affs.

Director's Office

Chief of Staff\_\_\_\_ Off. of Gen. Counsel

4/18/95

(10)

FBI/DOJ

Re: Destruction of Field Files and Records
Information Technology Center
Savannah, Georgia
66-3286 Sub B

If it is determined during the review process at the SITC that a DE file should be retained for eventual transfer to NARA because of its historical/research value, the file is to be returned to DE for retention pending transfer to NARA. Every 60 days the SITC is to furnish the DE Office, by classification number, a record of the linear feet of material destroyed.

Files that are marked for pending litigation or FOIPA concerns are not to be shipped to the SITC until the litigation/FOIPA concerns are resolved and the file(s) meet the destruction criteria set forth in the Manual of Administrative Operations and Procedures (MAOP), Part II, Section 2-4.5, entitled "Destruction of Field Files and Records." Additionally, if a file indicates that **evidence** corresponding to the file is still in possession of the DE Office, the file is not to be forwarded to the SITC until DE has properly disposed of the evidence.

The DE files eligible for review for destruction are to be shipped to the SITC in phases and by category, i.e., closed administrative and applicant files, criminal files, and security files. It is suggested that Number Four boxes available on GSA Schedule (order number 8115-00-FBI-0053) are of sufficient size and strength to accommodate shipment of the files. The first shipment of files may commence with receipt of this communication. While flexible, it is suggested that the first shipment of files include Closed Administrative Files, Applicant Files and the Corresponding single zero "O" files. Approximately 10 days prior to completing processing/destruction of the initial shipment, the SITC should request that DE forward the second phase/category (Criminal files and corresponding "O" files.) Similarly, the third phase/category (Security files and corresponding "O" files) are to be forwarded to the SITC.

Transport of files between the DE Office and SITC is to be accomplished by using Federal Express (FED EX) service or armed Special Agent personnel.

Any questions relative to instructions set forth in this communication may be directed to FBIHQ, Attention: Acting Unit Chief William Shackelford, Field Services Information Unit, Field Information Support Section, IRD.

FEDERAL BUREAU OF INVESTIGATION FOI/PA
DELETED PAGE INFORMATION SHEET FOI/PA# 1356897-1

Total Deleted Page(s) = 2
Page 14 ~ Referral/Direct;
Page 15 ~ Referral/Direct;

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FEDERAL BUREAU OF INVESTIGATION FOI/PA
DELETED PAGE INFORMATION SHEET FOI/PA# 1346418-1

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Memorandur	Dep. Dir.  ADD Adm.  ADD Inv.  Asst. Dir.:  Adm. Servs.  Crim. Inv.  Ident.  Info.Mgnt.
From : J. V. DeSarno	Insp.   Intell.   Iab.   Legal Coun.   b6   Tech. Servs.   Training   Cong. Affs. Off.   Off. of EEO   Off. Liaison & Int. Affs.   Off. of Public Affs.   Telephone Rm.   Telephone Rm.   Other Intelligence   Other Intelligence   Other I
Subject : DESTRUCTION OF BUREAU RI NATIONAL ARCHIVES AND RI APPRAISAL OF FBIHQ AND I	ECORDS ADMINISTRATION (NARA)
Reference made to dated 5/13/93, captioned as above	to Mr. memorandum b6
<u>PURPOSE</u> : To advise of the receipt Records Disposition Authority" for Archives and Records Administration destruction of case files within it various automated systems maintain Offices.	on (NARA) which authorizes the in Classifications and b3
	mation only.
Crim. Jus. Info. Scrvs. Director Finance	Info. Results Training Inspection Office of EEO Laboratory Alfairs National Sec. Office of Public &
•	ase file classifications, for
Enclosure	6-3286-1568
1 - IRD Front Office, Room 5829 1 - Mr. DeSarno, Room 5336D 1 - Mr. Room 5336F 1 - Mrs. Room 4933 1 - Mrs. Room 4933	ь6 ь7с

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/15/03 BY AUC 60290 BCE/DCG/MWW # 63 - R0762

yvs

Memorandum from J. V. DeSarno to Mr dated 4/24/95
Re: Destruction of Bureau Records;
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
66-3286

Aforementioned NARA appraisals were conducted at FBIHQ and in the Baltimore, New York and Washington Metropolitan Field Offices between October, 1991 and February, 1992. Additionally, NARA appraised numerous automated systems throughout FBIHQ and Field Offices. Upon completion of these appraisals, NARA was requested to provide official disposition authorities for material within Classifications 88, 161, 189, 192, 213, 214, 249-253, 255, 256 and \_\_\_\_\_\_, as well as the various automated systems in order to ensure that retention is commensurate with archival requirements for retention of official government records.

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The enclosed SF-115, dated 11/18/94, bearing NARA Job Number N1-65-93-06 and the signature of the Acting Archivist of the United States, sets the disposition authority for the material within the aforementioned case file classifications and as the various automated systems. The approved disposition authorities have been incorporated into the FBI Records Retention Plan and the 1995 version of the FBI Records Retention Plan will be distributed within FBIHQ after printing and assembly is completed. Twenty copies of the FBI Records Retention Plan will be furnished to NARA for appropriate distribution.

1/9/95

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Tech. Servs.	D0
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Dep. Dir.

ADD Adm ADD Inv Asst. Dir.: Adm Serve

Cong. Affs. Off. Off. of EEO Off. Liaison & Int. Affs Off. of Public Affs. Telephone Rm.

Director's Office

Mr.

J. V. DeSarno

Subject :

From

PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND

PROCEDURES (MAOP)

To place in MAOP additional instructions regarding the Sdestruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Disposition Schedule (The Schedule).

### DETAILS:

### REASON FOR CHANGE

Additional disposition authority is being granted in order to permit destruction of Field Office files and records in the auxiliary office and miscellaneous categories, outlined herein, after observance of the indicated restrictions:

In addition, provisions of The Schedule have rendered some previously authorized file destruction instructions obsolete. Consequently, new quidelines and instructions have been established. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

Enclosure

66-3286 Sub B

1 - IRD Front Office, Room 5829

1 - Mr. <u>DeSarno, Roo</u>m 5336D

Room 5336F 1 - Mr.

Room 5447 2 - Miss

(1 -Division Manual Control Folder)

1 - Mrs. Room 4933 1 - Mrs. Room 4933

66-19198 (MAOP)

WS:ws (9) (CONTINUED - OVER)

66-3286-1569

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/15/03 BY AUC 60290 BCE/DCG/ymu

RECORDED COPY FILED IN 66-19198-43.

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Memorandum from J.W. DeSarno to Mr date 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

Required contact was made with the Manuals Desk, Field Services Information Unit, Field Information Support Section, Information Resources Division (IRD), for necessary coordination and assistance prior to the preparation of this memorandum.

### CHANGED TEXT

MAOP, Part II, Section 2-4.5.2 (4)(a), delete and substitute the following:

- (4) Auxiliary Office Files:
- (a) Auxiliary office files in the following classifications may be destroyed one (1) year after RUC'd, or one year from the date of the last relevant communication, whichever is later, AND AFTER OBSERVANCE OF THE FOREGOING RESTRICTIONS/INSTRUCTIONS:

<u>Classifications</u> :

Memorandum from J. DeSarno to Mr. , dated 1/9/95 RE: Proposed Change In Manual of Administrative Operations and Procedures (MAOP) 66-19198

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MAOP, Part II, Section 2-4.5.2 (6), delete and substitute the following:

(6) <u>Zero "0" Files: Zero "0" files</u> in classifications one (1) through , exclusive of classifications

years old or when all administrative needs have been met, whichever is later. Prior to destruction, Zero "0" file material must be reviewed and any policy material identified transferred to the corresponding Double Zero "00" file for permanent retention.

MAOP, Part II, Section 2-4.5.2 (12), delete and substitute the following:

(12) <u>Auxiliary Office</u> (FBIHQ is origin) case files in the following classifications may be destroyed if closed for twenty (20) years or longer after a determination has been made that none of the foregoing restrictions are applicable:

## Classifications:

77, 118, 121, 37, 124, 126, 127, 128, 130, 132, 138, 140, 133, 151, 161, 259,

MAOP, Part II, Section 2-4.5.12, insert the following:

- (35) Foreign National Field Office Control Files Records pertaining to the movement of foreign nationals to and from the United States. Control files only; Field Office investigative case files are to be retained/destroyed commensurate with the disposition authority applicable to the specific case file classification wherein the material is maintained.
- (36) Equal Employment Opportunity (EEO) Control Files General correspondence, copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, any pertinent later legislation and EEO Committee meeting records (including minutes and reports).

b6 b7C

Memorandum from J. DeSarno to Mr. date 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

MAOP, Part II, Section 2-4.5.12, insert the following:

(37) Volumes of letters, often from chronic letter writers, which do not require acknowledgement. Correspondence is nonspecific, frequently incoherent, and contains no data of interest to the FBI or any other agency.

MAOP, Part II, Section 2-4.5.13, insert the following:

(10) Agent File Review Sheets (FD-271) maintained for inspection perspection

(11) Pending Transcription Workload and Delinquency Report (FD-703)

(11) Stop Notice cards and correspondence received by Field Offices requesting affirmative action in connection with Stop Notices placed with Immigration and Naturalization Service (INS) and Bureau of Prisons (BOP) maintained in administrative file (if no case file exists) when Stop Notices have been canceled or expire.

MAOP, Part II, Section 2-4.5.23 (12), delete.

MAOP, Part II, Section 2-4.5.23, insert the following:

- (16) Field Office Special Surveillance Group (SSG) Daily Worksheets Control files which have been arranged in monthly volumes and workshift for the purpose of gathering and maintaining statistics used for administrative purposes.
- (17) Weekly Press Summary File (WPSF)/National Periodical Summary File (NPSF) Volumes of copies of newspaper articles from various national/international newspapers (WPSF) and periodicals (NPSF). Material is furnished to Field Offices and Legal Attaches by the Office of Congressional and Public Affairs, FBIHQ, for informational/reference purposes only. Retention by the Field Office or Legal Attaches is optional.

MAOP, Part II, Section 2-4.5.24, delete.

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Memorandum from J. DeSarno to Mr. dated 1/9/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

MAOP, Part II, insert the following:

# 2-4.5.29 Files To Be Destroyed Upon Notification From FBIHO

(1) Office of Professional Responsibility (OPR) case files maintained by Field Offices may be destroyed upon receipt of notification from Administrative Summary Unit, Personnel Division, FBIHQ, that the OPR matter has been resolved.

### INDEX

The index of the MAOP should be changed to reflect the following underlined information:

Agent File Review Sheets (FD-271)	2-4.5.13(10)
Bureau of Prisons Stop Notices	2-4.5.23(11)
Chronic Letter Writer Files	2-4.5.12(37)
Control Files Equal Employment Opportunity Foreign National - Field Office	2-4.5.12(36) 2-4.5.12(35)
Equal Employment Opportunity Control Files	2-4.5.12(36)
Field Office Special Surveillance Group Daily Worksheets	2-4.5.23(16)
Foreign National Field Office Control Files	2-4.5.12(35)
Immigration and Naturalization Service (INS) Stop Notices	2-4.5.23(11)
National Periodical Summary Files	2-4.5.23(17)
Office of Professional Responsibility (OPR) Matters - Field Office	2-4.5.29(1)
Pending Transcription Workload/Delinguency Reports (FD-703)	2-4.5.13(11)

Memorandum from J. DeSarno to Mr. dated 1/1/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-19198

b6 b7C

Stop Notices

<u>Bureau of Prisons (BOP)</u> <u>Immigration and Naturalization</u> Service (INS) 2-4.5.23(11)

2-4.5.23(11)

Weekly Press Summary Files

2-4.5.23(17)

<u>RECOMMENDATION</u>: That upon approval of the above manual changes, this memorandum and the attached SAC Memorandum be forwarded to the Manual Desk for handling.

1.	APPROVED:	Crim. Inv Crim. Jus. Info.	Legal Counsei	Off. of EEO Affairs	
J. Company	Director	Servs.	National Sec.	Off. of Public	
/	Deputy Director	Info. Resides All	Training	1	

Memorandum



Memorandum			Dep. Dir. ADD Adm.
			ADD Inv.  Asst. Dir.:  Adm. Servs.  Crim. Inv.  Ident.  Info.Mgnt.  Insp.
From : J. V. DeSarnos  Subject : DESTRUCTION OF	BUREAU RECORDS	Date 5/1/95	Intell. Lab. Legal Coun. Tech. Servs. Training Cong. Affs. Off. Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office
Reference 11/1/94, captioned as ak		ndum to Mr.	dated
PURPOSE: To advise of the Records Disposition Authority and Records Admidisposition authority for the Analysis of Violent Crime Apprehensis	nority" form (SF-1 ministration (NARA or files and recon on Program (VICAL	115) from the Nati A) which sets the rds pertaining to P) of the National	lonal the
RECOMMENDATION: None.	For information of	only.	
APPROVED:	Crim. Int. Info. Res: 30 Crim. Jus. Info. Inspection	Office of EEO	
Director		Affairs Office of Public &	

Personnel\_

DETAILS: Referenced memorandum set forth the details pertaining to the appraisal, by NARA representatives, of files and records dealing with research in the investigations of serial killings and other violent crimes such as kidnapping, child molestation and rape are maintained in the NCAVC at the FBI Training Academy in Quantico, Virginia, for which no disposition authority had been previously granted.

Gen. Counsel\_

Deputy Director\_

Enclosure

ENCLOSURE	66-3286=
1 - Mr. Quantico	VY J
(Attn: Mr.	
1 - IRD Front Office, Room 5829	
1 - Mr. <u>DeSarno, Roo</u> m 5336D	
1 - Mr. Room 5336F	
1 - Mrs. , Room 4933	
1 - Mrs. Room 4933	
WS:ws (7)	(CONTINUED - OVER)

ALL INFORMATION CONTAINED HEREIN, IS UNCLASSIFIED DATE 10/15/03 BY AUC 10290 BCE/DCG/gmu

Cong. Affairs

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Memorandum from J. V. DeSarno to Mr. dated 5/1/95
RE: Destruction Of Bureau Records
66-3286

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The FBI Records Disposition Schedule contained no disposition authority for VICAP/NCAVC records. Therefore, NARA was requested to provide official disposition authority for this material to ensure that retention is commensurate with archival requirements for retention of official government records.

The enclosed SF-115, dated 4/17/95, bearing NARA Job Number N1-65-94-02 and the signature of the Acting Archivist of the United States, sets the disposition authority for the VICAP/NCAVC material. The approved disposition authority will be incorporated into the FBI Records Retention Plan.

	REQUEST FOR RECUMDS DISPOSI	TION AUTHORITY	SeB NUI	MBER NI-65	5-94-2
	ATIONAL ARCHIVES and RECORDS ADMINIS	STRATION (NIR)	DATE R	ECEIVED	
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7					
ITEM NO.	8. DESCRIPTION OF ITEM AND VIOLENT CRIME APPREHEN	·		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR. USE ONLY)

NSN 7540-00-334-4064 PREVIOUS EDITION NOT USABLE

115-109

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

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(Typed February 13, 1995)

PERSONAL ATTENTION

# MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

RE: SPECIAL AGENT CAREER BOARDS
DESTRUCTION OF RECORDS

Destruction of Field Files and Records

Approval has been granted by the National Archives and Records Administration for the destruction of documentation and records of Special Agent career boards. Minimum time for retention of field and FBIHQ career board documentation and recordings is six years after final determination of the career board, with a provision that any documentation and recording of career board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

Louis J. Freeh Director

	DNULUSUKE
66-3286 1 - Mr	66-3286-1571
1 - Mr. (Division Manual Control Folder)	
1 - Manuals Desk	
1 - 66-19198 (MAOP)	
1 - 67-739676	•
1 - Mrs.	
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DATE 10/15/03 BY AUC 40290 BCE/DCG/ymJ

Date

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Legal Coun. Tech. Servs 2/13/95

Dep. Dir. ADD Adm. ADD Inv.

Adm. Serve Crim. Inv. Info.Mgnt.

Training Cong. Affs. Off. Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm. Director's Office

Mr.

Administrator

Executive Development and Selection Program

PROPOSED CHANGES IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

Destruction of Field Files and Records

To recommend the attached changes in MAOP be made to reflect approved policy in the Executive Development and Selection Program.

That upon approval of this manual change and RECOMMENDATION: attached SAC Memorandum, this memorandum be forwarded to the Manuals Desk for appropriate handling.

,	APPROVED:	Crim. Inv Crim. Jus. Info.	LaboratoryLegal Counsel	_ Off. of EEO Affairs	
$a_{\chi}$	Director	Servs	National Sec Personnel	Off. of Public & Cong. Affs.	
U	Jeputy Director	Info. Res Inspection	Training D	$\bar{i}$	
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DETAILS:

Subject :

## REASON FOR CHANGE

The reason for the submission of attached manual change is to reflect the approval of a records disposition authority from the National Archives and Records Administration.

3 de Mi Enclosure OSIJE

ENCLOSURE

66-3286

1 - Mr. 1 - Mr.

(Division Manual Control Folder)

1 - Manuals Desk

1 - 66 - 19198 (MAOP)

1 - 67-739676

1 - Mrs.

66-3286-157L

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED LATE 10/15/03 BY AUC 100290 BCE/DCG/ymu

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RECORDED COPY FILED IN 66-19198-437

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Memorandum from Administrator, EDSP to Mr.
RE: Proposed Changes in Manual of
Administrative Operations and Procedures (MAOP)

CHANGED TEXT PART 1 SECTION 3

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3-3.1 Add:

(4) Minimum time for retention of field and FBIHO career board documentation and recordings is six years after final determination of the career board, with a provision that any documentation and recording of career board action which is the subject of litigation will be retained for the purposes of the litigation, regardless of the passage of time.

SAC MEMORANDUM

SAC memorandum attached.



### U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

May 5, 1995

Destruction of Field Files

Mr. James Hastings Director

Records Appraisal Disposition Division

Attention: NIR

National Archives Records Administration (NARA)

8601 Adelphi Road

College Park, Maryland 20740

Dear Mr. Hastings:

The purpose of this letter is to request an amendment to NARA Job N1-65-90-01, which granted, to the Federal Bureau of Investigation (FBI), disposition authority for fingerprint records, jackets containing fingerprint cards, rap sheets and related material, alphabetical name indices, which were generated in connection with the arrest of individuals or background investigations of military personnel and certain Federal civilian job applicants.

Item 2 of NARA Job N1-65-90-01 authorized the transfer of automated criminal history record information of individuals including notations of arrests, court/custody information and personal descriptive data when the records indicate that the individual has reached 80 years of age or if 7 years have elapsed since notification of individual's death. Authorized transfer also included the data system codebooks and record layouts

66-3286

MAIL

National Sec.
Personnel
Training
Off. of EEOA
Off. of Public

& Cong. Affs.

3661	1 - Mr.	Room 11861
	1 <b>m</b> r.	Room 11854
80	1 Ms.	, Room 9904
	1 - IRD Front Off:	ice, Room 5829
MAY	1 - Mr. <u>DeSarno,</u> l	Room 5336D
Dep. Dir	_1 - Mr.	, Room 5336F
Chief of Staff	1 - Mrs.	Room 4933
Off. of Gen. Counsel	1 - Mrs.	_Room 4933
Asst. Dir.:	1 - 66F-HQ-101804:	2
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DATE 10/15/03 BY AUC 60290 BCE/DCG/ymw

FBI/DO

Mr. James J. Hastings National Archives and Records Administration

identifying the logical and physical structure if the data. Additionally, NARA Job N1-65-90-01 authorized the destruction of the hard-copy fingerprint cards, fingerprint minutiae and automated indices when the records indicate that the individual has reached 80 years of age or if 7 years have elapsed since notification of individual's death.

Based on recent requests made by fingerprint contributors as well as information gathered during a survey conducted by the FBI Criminal Justice Information Services (CJIS) Division (successor to the Identification Division), the CJIS Division is requesting that NARA amend Job N1-65-90-01 to extend the retention period from 80 years to 99 years of age. This amendment request is based on the following:

- o Human longevity has increased;
- o Older individuals are engaging in criminal acts;
- o Individuals of an age greater than 80 years are applying for firearms purchases; and,
- o Individuals of an age greater than 80 years are applying for a variety of licensing and employment

If you have any questions, or need any assistance, you may contact Mr. FBI Archives Specialist, telephone (202) 324-4844.

Your prompt consideration of this request would be greatly appreciated.

Sincerely yours,

James V. DeSarno, Jr. Section Chief

Field Information Support Section

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			FBI	
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	······		. Date 5/26/95	
TO	:	DIRECTOR, FBI (66-328)	6 SUB B ROOM 4933	
FRO	м :	SAC, NEW ORLEANS (66-	2826)	Ì
SUB	JECT :		FILES TO THE NATIONAL DMINISTRATION (NARA) RECOR	eds.
out add: off: for reso Dest far	tem for and cloitional ice. The closed ources.	the storage of closed osed files are being stopen shelf cabinets some overcrowding and lace files has placed a tree We have recovered value of the amount of feet respectively.	Office has a Space Saver files. This system is matacked on desk tops, and stacked throughout the cattered throughout the cattered throughout the smendous burden on our limited the space with the Files or need for additional space overed through file	in ace mited
valu with to t	ice Orig ue. The hin our the NARA	gin case files requiring occupy approximately Space Saver System. See will recover valuable	ed and stamped certain fing retention for historically 1200 linear feet of space ransfer of these case filter of space and allow the search within this Division.	al ce Les
to t	transfer	to the NARA, these fi	s requesting Bureau authorield office case files d for retention.	-
	٠		6-3286-1575	
	Bureau New Orl	leans	y	

b6 b7C

Approved: NG/Z Transmitted Per

(Number) (Time)

ALL INFORMATION CONTAINED

HEREIN 18 LING! ASSIFIED

DATE 6/15/63 BY Auc 60290 BCE/DCG/gmm

# Memorandum



9/13/95

Date

	Dep. Dir		
	ADD Adm.		1
	ADD Inv.	_	Š
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	Int. Affs	_	
	Off. of Public Affs.		
	Telephone Rm	_	
	Director's Office	_ ;	

то : Mr. \_\_\_\_\_\_\_

rom : J. V. DeSarno

Subject :

DESTRUCTION OF HIELD FILES AND RECORDS

<u>PURPOSE</u>: To advise of FBIHQ and Field Office progress in the captioned program.

<u>RECOMMENDATION</u>: None. For information only.

APPROVED:	Cám tre	Into Res <u>LUEB</u>	halanda
	Crim. Jus. Info.	Inspection	Mice of EEO
	Servs.	Laboratory	Affaire
Director	Finance	National Sec.	office at Public A
Deputy Director		Personnel	Cong. Affairs

<u>DETAILS</u>: Resolution of the civil matter <u>American Friends Service Committee</u>, et. al. vs. <u>William H. Webster</u>, et al., on 9/9/86, enabled the FBI to resume destruction of obsolete file and record material after identifying and marking for permanent retention and eventual transfer to the National Archives and Records Administration (NARA), FBIHQ and Field Office files and records having historical and/or research value.

During the period of 9/9/86 through 6/30/95, a total of 32,018.56 linear feet of obsolete FBIHQ files and records have been destroyed. Of this total, 7,607.00 linear feet of FBIHQ material was destroyed during the period of 1/1/95 through 6/30/95.

Enclosure

# **ENCLOSURE**

66-3286 Sub B

66-3286-1576

# ENCL BEHIND FILE

1	-	IRD	Front	Offic	:e	<u>Room</u>	_5829	
1	_	Mr.	DeSarr	no/Mr.	-		Room	5336
		Mr.			R	oom!	336F	
1	-	Miss	3		Roo	m 534	12	
1	-	Mrs.		Ι,	Ro	om 45	933	
1	_	Mrs.		F	COM	493	3	

WS:ws (7)

(CONTINUED - OVER)

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DATE 10/15/03 BY AUC 100090 BCE/DCG/YMW

8

b6 b7C Memorandum from J. V. DeSarno to Mr. dated 9/13/95 RE: Destruction of Field Files and Records 66-3286 Sub B b6 b7C

By Buairtel dated 12/14/87, all Field Offices were authorized to destroy Auxiliary Office (AO) files in numerous classifications, as well as the destruction of obsolete file and record material in a number of miscellaneous categories. In addition, by Buairtels dated 4/3/91, 11/6/91, 4/13/92 and 3/1/93, all Field Offices were authorized to destroy Office of Origin (OO) files in Classifications 15, 42, 87, 88, and 91.

b3 b7E

By Buairtel dated 7/12/95, all Field Offices were surveyed in order to determine the progress of the file destruction program. This survey (results attached) revealed that since 12/87, all field offices have destroyed a total of 84,068.90 linear feet of obsolete file and record material. Of this total, 859.92 linear feet of OO material and 2,467.08 linear feet of AO material (Total - 3,363.00 linear feet) was destroyed during the period of 1/1/95 through 6/30/95.

The attached Field Office file destruction survey lists separately the accomplishments of the Butte and Savannah Information Technology Centers and the Western Regional Computer Service Center in Pocatello. These accomplishments have been credited to the Field Offices which benefitted through the use of these three facilities.

	"00"	"AO"	TOTAL "OO"	TOTAL "AO"	TOTAL SISLS
FIELD OFFICE	DESTRUCTION	DESTRUCTION	TOTAL "00"  DESTRUCTION	TOTAL "AO"  DESTRUCTION	TOTAL FIELD
FIELD OFFICE	1/95 - 6/30		}		DESTRUCTION
		1/95 - 6/95	SINCE 4/91	SINCE 12/87	SINCE 12/87
ALBANY	20.48	00.00	378.06	741.19	1,119.25
ALBUQUERQUE	11.00	9.50	249.09	392.73	641.82
ALEXANDRIA	MERGED	with	WMFO	381.00	381.00
ANCHORAGE	00.00	3.90	10.54	269.32	279.86
ATLANTA *	32.17	149.88	407.21	900.87	1,308.08
BALTIMORE *	52.60	00.00	731.43	816.70	1,548.13
BIRMINGHAM	7.00	9.00	158.00	471.00	629.00
BOSTON *	00.00	3.50	73.00	1,077.50	1,150.50
BUFFALO	00.00	2.00	192.91	316.92	509.83
BUTTE FIELD	MERGED	with	SALT LAKE	19.00	19.00
CHARLOTTE	33.40	35.75	293.01	405.37	698.38
CHICAGO	84.00	00.00	374.00	965.58	1,339.58
CINCINNATI	00.00	16.90	341.50	606.56	948.06
CLEVELAND	00.00	63.00	185.62	617.86	803.48
COLUMBIA	25.08	45.16	700.56	412.90	1,113.46
DALLAS	00.00	55.00	380.25	773.66	1,153.91
DENVER	00.00	00.00	274.00	898.50	1,172.50
DETROIT *	00.00	25.92	2,378.00	1,242.92	3,620.92
EL PASO	00.00	00.00	79.00	392.00	471.00
HONOLULU	27.00	00.00	119.00	685.16	804.16
HOUSTON *	6.02	40.21	266.51	1,169.84	1,436.35
INDIANAPOLIS *	00.00	5.00	305.54	389.50	695.04
JACKSON	232.00	00.00	407.00	255.04	662.04
JACKSONVILLE	5.00	60.00	255.50	724.50	980.00
KANSAS CITY	12.00	43.00	207.00	608.75	815.75
KNOXVILLE	4.00	8.00	469.38	456.92	926.30
LAS VEGAS	10.00	60.00	166.00	697.00	863.00
LITTLE ROCK	00.00	25.32	141.80	856.09	997.89

<sup>&</sup>quot;OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

<sup>\*</sup> FIELD OFFICES ASSISTED BY SAVANNAH - ITC

<sup>\*\*</sup> FIELD OFFICES ASSISTED BY WRCSC - POCATELLO
\*\*\* FIELD OFFICES ASSISTED BY BUTTE - ITC

NOTE: All Measurements Are In LINEAR FEET

	<del>,</del>	<del>,</del>	<del>                                     </del>	<del> </del>	<del></del>
	"00"	"AO"	TOTAL "OO"	TOTAL "AO"	TOTAL FIELD
FIELD OFFICE	DESTRUCTION	DESTRUCTION	DESTRUCTION	DESTRUCTION	DESTRUCTION
	1/95 - 6/95	1/95 - 6/95	SINCE 4/91	SINCE 12/87	SINCE 12/87
LOS ANGELES	00.00	37.50	356.16	826.44	1,182.60
LOUISVILLE	3.00	6.00	436.33	471.56	907.89
MEMPHIS	00.00	29.66	159.57	422.39	581.96
MIAMI *	00.00	00.00	253.16	1,073.50	1,326.66
MILWAUKEE	8.00	28.00	83.00	573.61	656.61
MINNEAPOLIS	9.00	7.00	214.00	1,095.00	1,309.00
MOBILE	00.00	10.00	121.00	224.17	345.17
NEWARK	6.00	123.00	595.00	1,353.00	1,948.00
NEW HAVEN	6.16	10.08	41.34	508.43	549.77
NEW ORLEANS	00.00	34.00	315.75	426.91	742.66
NEW YORK CITY	69.00	827.00	3,272.00	23,278.00	26,550.00
NORFOLK	7.00	17.00	67.00	413.00	480.00
OKLAHOMA CITY	36.00	27.00	312.35	609.46	921.81
ОМАНА	00.00	12.50	309.00	1,338.50	1,647.50
PHILADELPHIA *	29.25	60.58	453.50	1,273.58	1,727.08
PHOENIX	19.00	6.50	393.50	1,079.50	1,473.00
PITTSBURGH	24.00	19.00	328.00	1,619.00	1,947.00
PORTLAND	18.00	64.00	349.50	514.50	864.00
RICHMOND	00.00	17.00	531.00	561.00	1,092.00
SACRAMENTO ***	45.39	138.35	264.62	1,735.39	2,000.01
ST. LOUIS	7.00	25.00	225.48	829.23	1,054.71
SALT LAKE CITY	2.50	9.00	490.89	528.31	1,019.20
SAN ANTONIO	00.00	90.33	82.50	761.93	844.43
SAN DIEGO	00.00	43.00	229.81	825.75	1,055.56
SAN FRANCISCO **	8.87	71.07	512.52	553.16	1,065.68
SAN JUAN	00.00	6.50	210.37	434.42	644.79
SAVANNAH FIELD	MERGED	with	ATLANTA	412.00	412.00
SEATTLE ***	00.00	21.00	164.00	728.88	892.88

5500

<sup>&</sup>quot;OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

<sup>\*</sup> FIELD OFFICES ASSISTED BY SAVANNAH - ITC

<sup>\*\*</sup> FIELD OFFICES ASSISTED BY WRCSC - POCATELLO
\*\*\* FIELD OFFICES ASSISTED BY BUTTE - ITC

NOTE: All Measurements Are in LINEAR FEET

	<del></del>	<del>                                     </del>	<del> </del>		<u></u>
	"00"	"AO"	TOTAL "00"	TOTAL "AO"	TOTAL FIELD
FIELD OFFICE	DESTRUCTION	DESTRUCTION	DESTRUCTION	DESTRUCTION	DESTRUCTION
	1/95 - 6/95	1/95 - 6/95	SINCE 4/91	SINCE 12/87	SINCE 12/87
SPRINGFIELD	00.00	55.00	306.50	402.00	708.50
ТАМРА	00.00	11.00	147.00	380.79	527.79
WASHINGTON *	00.00	00.00	3.25	499.10	502.35
TOTAL DESTRUCTION	859.92	2,467.08	20,772.01	63,296.89	84,068.90
WRCSC - POCATELLO	8.87	54.16	456.19	412.33	868.52
SAVANNAH - ITC	19.67	130.83	830.67	3,550.24	4,380.91
BUTTE - ITC	42.14	59.85	324.99	264.01	589.00
				1	
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L	<u> </u>			<u> </u>	

<sup>&</sup>quot;OO" = OFFICE OF ORIGIN
"AO" = AUXILIARY OFFICE

<sup>\*</sup> FIELD OFFICES ASSISTED BY SAVANNAH - ITC

\*\* FIELD OFFICES ASSISTED BY WRCSC - POCATELLO

\*\*\* FIELD OFFICES ASSISTED BY BUTTE - ITC



Date

8/28/95

ADD Inv.
Asst. Dir.:
Adm.Servs.
Crim.Inv.
Ident.
Info.Mgnt.
Insp.
Intell.
Lab.
Legal Coun.

Dep. Dir. ADD Adm.

Lab.
Legal Coun. b6
Tech. Servs. b7C
Cong. Affs. Off. of EEO
Off. Liaison &

Int. Affs.
Off. of Public Affs
Telephone Rm.
Director's Office

\_\_\_\_

" WEST MER.

From : V. DeSarno

Subject

PROPOSED CHANGE IN MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

PURPOSE: To place in MAOP additional instructions regarding the destruction of field files and records and delete from MAOP instructions rendered obsolete by the FBI Records Disposition Schedule (The Schedule).

### **DETAILS**:

### REASON FOR CHANGE

Additional disposition authority is being granted in order to permit destruction of Field Office files and records in the auxiliary office and miscellaneous categories, outlined herein, after observance of the indicated restrictions:

In addition, provisions of The Schedule have rendered some previously authorized file destruction instructions obsolete. Consequently, new guidelines and instructions have been established. The new instructions and guidelines are being placed in the MAOP and obsolete instructions are being deleted.

Enclosure

# ENCLOSURE

66-3286 Sub B

1 - IRD Front Office, Room 5829

1 - Mr. DeSarno, Room 5336D

1 - Mr Room 5336F

2 - Miss | , Room 5447

(1 - <u>Division Manual Control Folder</u>)

1 - Mrs. Room 4933

1 - Mrs. Room 4933

1 - 66-19198 (MAOP)

WS:ws (9)

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(CONTINUED OVER)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03BY ALC 6029 0 BCE/DCG/ymm

manual Removed

RECORDE & PPY FILED IN 66-19198-492

b6 b7C

Memorandum from J. DeSarno to Mr. dated 8/28/95
RE: Proposed Change In Manual of Administrative
Operations and Procedures (MAOP)
66-3286 Sub B

Required contact was made with the Manuals Desk, Field Services/Information Policy Unit, Field Information Support Section, Information Resources Division (IRD), for necessary coordination and assistance prior to the preparation of this memorandum.

#### CHANGED TEXT

MAOP, Part II, Section 2-4.5.9 (1), delete and substitute the following:

Confidential Voucher Matters - Field Office files containing voucher records processed as Direct Advance Vouchers or through the Third Party Draft system including, but not limited to supporting documents, such as Draft Request Forms (FD-794), receipts, cancelled checks, bank statements, check stubs, and bank passbooks.

MAOP, Part II, Section 2-4.5.12, insert the following:

(38) Vouchers Matters - Field Office files containing voucher records which have been forwarded to FBIHO for payment.

MAOP, Part II, Section 2-4.5.15 (2), delete and substitute the following:

(2) Supply Management Matters - Files containing original correspondence relating to supply requirements and procurement matters submitted for internal supply management operation and administration, exclusive of that original material which has been incorporated into investigative case files, or that material which has been forwarded to FBIHQ.

MAOP, Part II, Section 2-4.5.15 (4), delete and substitute the following:

(4) Inventory Requisition Matters - General files containing requisitions, inventory lists and inventory cards for supplies and equipment necessary to supplement and/or maintain current inventory, exclusive of that material which has been incorporated into specific investigative case files, or that material which has been forwarded to FBIHO.

b6 b7C

Memorandum from J. DeSarno to Mr. , dated 8/28/95 RE: Proposed Change In Manual of Administrative Operations and Procedures (MAOP) 66-3286 Sub B

MAOP, Part II, Section 2-4.5.15 (8), delete.

MAOP, Part II, Section 2-4.5.15, insert the following:

(11) Career Board Documentation/Records for Support Personnel.

MAOP, Part II, Section 2-4.5.29, insert the following:

(2) Case files which have been stamped with OCIS/ISIS/IIS/TIS notations. Destroy Office of Origin case files in accordance with destruction authority granted by FBIHO. Auxiliary Office case files may be destroyed after a determination has been made that none of the foregoing restrictions are applicable.

#### INDEXING

Confidential Voucher Field Files	2-4.5.9 (1)
Voucher Field Files	2-4.5.12 (38)
Supply Management Field Files	2-4.5.15 (2)
Inventory Requisition Field Files	2-4.5.15 (4)
<u>Career Board Documentation</u> <u>Support Personnel</u>	2-4.5.29 (2)

### SAC MEMORANDUM

No SAC Memorandum is necessary. These disposition authorities were communicated to the field by Buairtel dated 7/19/95, captioned "Destruction of Field Files and Records - National Archives and Records Administration (NARA) - Appraisal of FBIHQ and Field Office Records".

<u>RECOMMENDATION</u>: That upon approval of the above manual changes, this memorandum be forwarded to the Manual Desk for appropriate handling.

APPROVED:	Crim. Inv.	_Info. Res. LEB #14	Proining
	Crim. Jus. Into. Servs	Inspection	Office of EEO
Director_	Finance	Laboratory National Sec.	Affairs Office of Public &
Deputy Director	Gen. Counsel	Personnel	Cong. Attairs

TRANSMIT VIA: _	AIRTEL		
CLASSIFICATION:		DATE:	7/19/95

FROM: Director, FBI (66-3286 Sub B)

TO: All SACs

Butte Information Technology Center (BITC) Savannah Information Technology Center (SITC)

DESTRUCTION OF FIELD FILES AND RECORDS - NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

As the result of inquiries received from several Field Offices, FBIHQ sought clarification of disposition authorities, previously approved by NARA, which permits destruction of six categories of miscellaneous Field Office records.

NARA has responded and upon receipt of this communication, you are authorized to destroy this material as follows:

(1) Supply Management Matters - Files containing original correspondence relating to supply requirements and procurement matters submitted for internal supply

1		Mr. Each	, Room Assistant D		1 -	Manu Mr. Dr.	ala Desk,	Roo	00m 5447 0m 5845 0m 5634	<b>\$</b>
ī	_	Mr.		Room 7240		_	DeSarno,		om 5336D	ě,
1	_	Mr.	Room	7901		Mr.	1		oom 5849	-
1	-	Mr.	Roc	m 7427	1 -	Mr.		ERI	F	a
1	-	Mr.		Quantico	1 -	Mr.		Roo	om 6296	
1	_	Mr.		Room 7176	1 -	Mr.		Roor	n 1334	
1	-	Mr.		Room 7176	1 -	Mr.			Room 53	36F
1	_	Miss	Roc	m 7176	1 -	Mrs.		丁厂	Room 493	3
1	-	Ms.	Room	1 <b>7176</b>	1 -	Mrs.		1.	oom 4933	
1	-	Ms.	Room	1 7176		•				
W:	<b>7:</b> 5	ws (]	49)							

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC LOSGO BCE/DCG/ymw

July with

66-3286-1577 ENCLOSURE

mctomAsp 8/28/95

b6 b7C Airtel to All SACs, BITC and SITC, dated 7/19/95
Re: Destruction of Field Files and Records National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records
66-3286 Sub B

management operation and administration, exclusive of that original material which has been incorporated into investigative case files.

DISPOSITION: Destroy when 2 years old or when all administrative needs have expired, whichever is later.

(2) Inventory Requisition Matters - General files containing requisitions, inventory lists and inventory cards for supplies and equipment necessary to supplement and/or maintain current inventory, exclusive of that material which has been incorporated into specific investigative case files.

DISPOSITION: Destroy when 2 years old or when all administrative needs have been met, whichever is later.

(3) Case files which have been stamped with OCIS/ISIS/IIS/TIS notations.

DISPOSITION: Destroy Office of Origin case files in accordance with destruction authority granted by FBIHQ and Auxiliary Office case files in accordance with the provisions of the Manual of Administrative Operations and Procedures (MAOP).

(4) Career Board Documentation/Records for Support Personnel

DISPOSITION: Destroy when 2 years old after completion of personnel action or when all administrative needs have been met, whichever is later.

(5) Voucher Matters - Field Office files containing voucher records which have been forwarded to FBIHQ for payment.

DISPOSITION: Destroy when 3 years old or when administrative needs have expired, whichever is later.

Airtel to All SACs, BITC and SITC, dated 7/19/95

Re: Destruction of Field Files and Records National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records
66-3286 Sub B

(6) Confidential Voucher Matters - Field Office files containing voucher records processed as Direct Advance Vouchers or through the Third Party Draft system including, but not limited to supporting documents, such as Draft Request Forms (FD-794) receipts, cancelled checks, bank statements, check stubs, and bank passbooks.

DISPOSITION: Destroy when 6 years/3 months old or when administrative needs have expired, whichever is later.

All offices should ensure that statistics are maintained for record material destroyed.

Manual changes forthcoming.

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b6 b7C

# FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE	<b>Date:</b> 11/01/1995
To: DIRECTOR, FBI Attn:	Acting Unit Chief Field Services/Information Policy Unit, Field Information Support Section, IRD, Room 5336-D
From: BUTTE INFORMATION TECHNOLOGY Contact:	LOGY CENTER (BITC)
Approved By:	
Drafted By: cjs	
File Number(s): 66-3286 Sub B	
Title: DESTRUCTION OF FIELD FILL INFORMATION TECHNOLOGY OF BUTTE, MONTANA	
Synopsis: The Butte ITC has con Sacramento Division.	mpleted file destruction for the
Administrative: Reference Bures ITC, dated 4/29/94.	au airtel to Sacramento and Butte
Details: On 10/23/95, the Butter files to the Sacramento Division office UCFN files. It should be destruction of files for Sacrame employees in their office to asset	n, which consisted of auxiliary e noted that this completes the ento as Sacramento now has
If you have any quest: contact Butte ITC Archives Techn	ions regarding this matter, please
	11 13001 - 157

UNITED STATES GOVERNMENT

### UNITED STATES DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION

M	em	oraj	adi	um

: Mr.

TO

ALL INFORMATION CONTAINED

**DATE:** 3/6/80

HEREIN IS UNCLASSIFIED

DATE/0/15/03 BY AUC 60290 BCE/DCG/ymw

FROM

Ident. Intell. Laboratory Legal Coun. Plan. & Insp. Rec. Mant. \_ Tech. Servs. Training \_ Public Affs. Off.

Assoc, Dir. Dep. AD Adm. Dep. AD Inv.

Asst. Dir.: Adm. Servs.

Crim. Inv. \_\_

Telephone Rm. Director's Sec'y \_ b6

b7C

SUBJECT: DESTRUCTION OF BUREAU R

PURPOSE: To provide information and justification for continued destruction of records maintained by Confidential Subunit, Voucher and Payroll Section, Administrative Services Division.

DETAILS: The records in question consist of blue slips (FD-37 and FD-536), FD-221s, receipts, etc., which support Bureau expenditures of a confidential nature, which due to their sensitive and classified nature have historically been isolated from the vouchers (SF 1012 and SF 1129) which support the expenditure of Bureau appropriated funds. These documents have received limited audit by GAO in the past.

In 1954, due to storage problems, authority to microfilm blue slips and supporting documents over five years of age, and destroy the original documents, was requested and obtained from National Archives and Records Service (NARS). The microfilm project was commenced and in 1957 discontinued due to an adverse court decision wherein original documents were not produced.

In 1974, due to security and storage problems, it was again recommended and approved that microfilming of blue slips and supporting documents be commenced inasmuch as photostatic copies would be appropriated for court purposes. Approval to destroy those blue slips and supporting documents previously microfilmed was also granted at that time.

In 1975-76, during destruction of the original documents previously microfilmed, it was noted that an appropriate index for retrieval purposes had not been established and it was virtually impossible to retrieve specific documents from microfilm records. At that time, it was also determined that an approximate outlay of \$75,000.00 for appropriate retrieval equipment in addition to the outlay of extensive employee time to prepare, microfilm, index, and store approximately 1,000,000 documents would be necessary to

66-3286-1579 66-A 3086

Memorandum to RE: DESTRUCTION OF BUREAU RECORDS

b6 b7C

bring the project up to date. Further, an additional annual outlay of employee time would be required to keep the project current.

In 1977, after closer examination of the documents in question and conferences with NARS personnel, it was determined that these documents were technically nothing more than supporting documentation for the expenditure of Bureau appropriated funds, were appropriate for destruction under General Records Schedule (GRS) 6 and had the documents not been historically isolated due to the sensitive and classified nature of same, would have been destroyed in accordance with GRS 6. It should be noted that each individual payment is manually recorded in a set of ledger records which records are being retained on a permanent basis for use in production of notorized tabulations of payments if such information is requested for court purposes.

Original blue slips, FD-22ls, receipts, etc., covering confidential payments through fiscal year 1968 have been destroyed in accordance with authority contained in GRS 6. Records for 1969 fiscal year were due for destruction on 11/1/79; however, destruction of same has been held in abeyance pending final resolution of the injunction issued on 1/10/80 regarding destruction of records.

In view of the nature of the documents in question and inasmuch as information contained therein is available from other sources, destruction of these documents in accordance with GRS 6 is appropriate.

RECOMMENDATION: For information.

(12/31/1995)

# FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE Date: 07/30/1996

To: Information Resources

From: Information Resources

FISS/FSU/5336F
Contact: , ext. 4770

Approved By:

Drafted By: :mdw

Case ID #: 66-HQ-3286

·Title: DESTRUCTION OF BUREAU RECORDS

Synopsis: To forward the attached "Request for Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain destruction authority for files and records pertaining to the Special Service Contact (SSC).

**Enclosures:** The attached SF-115 be forwarded to NARA for appropriate action.

Details: The Special Service Contact program were prominent individuals who volunteered their services to the FBI during periods of emergency. The program was discontinued in April 1945, but reinstitutes in July 1950 following the outbreak of the Korean War. The program was eliminated on April 4, 1955, as part of an effort to streamline FBI operations. Special Service contacts were not paid for their services. Case files on Special Service contact are maintained at FBI Headquarters. They are placed in classification 67 (Personal Matters) since that classification was maintained alphabetically.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/03 BY AUC 60290 BCE/DCG/ymu
#03-R0762

HQ 66-C3286-1580 GRU b6 b7C To: Information Resources From: Information Resources

Re: 66-HQ-3286, 07/30/1996

The files that deals with policy and major program decisions involving the SSC consist of 11 sections and is approximately one cubic foot. The SSC files that are maintained alphabetically consist of 100 files and approximately 4 - 6 cubic feet. Therefore, NARA is being requested to provide official disposition. The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.

b6 b7C

CC:	1	-	IRD	Front	Offi	ce,	Room	5829
	1	-	Mr.		, R	oom	53361	)
	1	-	Ms.		Roo	m 53	336F	
	1	-	Mrs		Ro	om 5	5971F	
	1	-	Mrs			Room	n 4933	3
	1	-	Mrs.			Ro	oom 49	933

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