

THE DIRECTOR

10-4-49

Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/30/91 BY SP-5 CJD/DM

The Executives Conference on 9-22-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, considered the suggestion of Mr. K. R. McIntire that changes be made in the Annual Law Enforcement Conferences as follows:

That the Conferences in the future be called "FBI Annual Institute of Law Enforcement Officers";

That one study course be designated for each Annual Conference throughout the field service and that we obtain the finest talent available for each such course, obtaining the services of approved and carefully selected judges, prosecutors, public leaders, educators and public officials;

That at each such meeting of the proposed Institute the character and ability of the instructors would give the Conference the semblance of an organization of higher learning;

That the purposes of these Institutes be to build cordial relationships between the FBI and the police in attendance, would acquaint police executives with the national picture so far as internal security matters are concerned, would permit an exchange of views on mutual problems and provide a well-prepared educational program.

The Executives Conference felt that any advantage accrued from the use of the word "Institute" would have overshadowing disadvantages. The advantage primarily would be that it might thwart other agencies from inaugurating institutes and the disadvantages would be the play on words and derogatory comments with reference to institutes and abbreviations thereof. The Conference was unanimously favorable concerning the selection of a theme and the selection of outstanding instructors, but in each instance desired to insist that the instructors be selected some months in advance of the Conference and that these proposed instructors be submitted, together with the full program, to the Bureau for approval before any invitations were extended to such instructors; the reason for this precaution being that even some judges and educators would be undesirable so far as the Bureau is concerned and so far as their viewpoints are concerned and the Bureau should first pass upon those who participate.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECOMMENDATION:

The unanimous recommendation of the Executives Conference, therefore, was:

- (1) That the present name FBI Law Enforcement Conferences be retained;
- (2) That a central or principal theme or topic for outstanding

RECORDED - 126  
INDEXED - 126  
106-2534-7386  
OCT 7 1949

cc-Mr. Mohr  
Mr. Clegg

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Memorandum for the Director

instructions be selected on an annual basis for the series of Conferences of each division;

(3) That the Field Offices be instructed to submit their proposed program and their proposed list of instructors for each phase of the program some months in advance of the actual scheduled date of the Conferences in order that the Bureau could approve both the subject matter and the instructors although it was approved that, in addition to the SAC and Bureau instructors, outstanding, carefully selected individuals be invited to participate; and

(4) That these meetings continue to be closed meetings so far as the general public is concerned and that only law enforcement officers, primarily police executives, be invited to attend.

Respectfully,  
For the Conference

Clyde Tolson

*Q. There must  
be very carefully  
planning & close  
supervision here of  
these conferences so  
that they will not  
degenerate into a  
routine procedure.*

*H*

THE DIRECTOR

10/3/49

EXECUTIVES CONFERENCE

BOOK REVIEWS OF LAW ENFORCEMENT BOOKS

The Executives Conference on 10/3/49, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Rosen and Clegg, considered a suggestion made by NA Counselor Ronald Phillips, based upon a recommendation made on the floor of the NA Associates' Retraining School, that book reviews of law enforcement books on a national scale be included in the National Academy bulletin which is sent to all Associates. It was argued that this would provide the Associates an opportunity to decide whether they desired to purchase newly-published books on law enforcement.

The Conference unanimously recommended that, when it was deemed advisable and appropriate to provide a book review, the book review be included in the FBI Law Enforcement Bulletin primarily. Objections to widespread or frequent book reviews were voiced since favorable reviews are subsequently quoted by the publishers and authors for the purpose of implementing the sale of such books, and thus it was believed that these book reviews should be on a very selective basis as occasions would demand or suggest.

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DATE 4/30/92 BY SP-5 C/P

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HHC:BG

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RECORDED - 126  
INDEXED - 126

166-2554-7387  
OCT 17 1949

cc-Mr. Mohr  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Rosen \_\_\_\_\_
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- Gandy \_\_\_\_\_

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*JAH*

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1949

The Executives Conference of October 11, 1949, consisting of Messrs. Tolson, Rosen, Glegg, Carlson, Harbo, Mohr, Fletcher, Ladd, Nichols, Tracy, and Glavin, was advised of the details of the attached Department of Justice memorandum to the heads of divisions and bureaus of the Department dated September 26, 1949, concerning the desire of the President to place those employees who are being let out of the National Military Establishment.

The Conference was advised of the President's cooperative program in placing these employees.

Respectfully,  
For the Conference

Clyde Tolson

CC - Mr. H. H. Glegg  
Mr. J. P. Mohr

WRG:tgk

ALL INFORMATION CONTAINED  
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DATE 4/30/91 BY SP-5C/bmr

RECORDED - 136

INDEXED 136

166-2554-7388  
OCT 10 1949

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

60 OCT 11 1949

THE DIRECTOR

10/6/49

THE EXECUTIVES CONFERENCE

MONTHLY ADMINISTRATIVE REPORT -  
SEMI-ANNUAL LISTING OF DELINQUENT CASES

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DATE 4/30/91 BY SP-Sci/bpp

The Executives Conference considered the Monthly Administrative Report in which are listed cases that are in a delinquent status in that no report has been submitted within the past 45 days. The purposes of this listing were discussed, and historically by specific instructions and by previous practice, it has been customary that these delinquent cases be listed so that the supervisors at the Seat of Government could review the files on delinquent cases, and thus, the Bureau could exercise this type of control over cases which have reached delinquent status. Of course, if the delinquent case is one in which no report has been received at the Bureau and is of a classification and volume that would justify communicating with the Field, this should be done.

The Executives Conference on 10/4/49, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg, unanimously recommended as follows:

1. That the present requirement that the field offices, semi-annually on a staggered basis as at present, submit the delinquent case list on a 45-day basis for delinquency, be continued.
2. That in listing these cases the Field be instructed to continue the practice of listing each classification on a separate page; that the Internal Security-R cases be on a separate page; and that the Internal Security-C cases be on a different page.
3. That the Security and Investigative Divisions be instructed to review the delinquent cases listed on these reports as they are received on all cases in which reports have been previously submitted to the Bureau and on which there is a Bureau file. In the event there has not been a report submitted to the Bureau, it is a question of judgment in each instance as to whether a letter should be addressed by the Bureau to the field office. There are, on an average, nine administrative reports received from the Field each month, which means that on a staggered basis each field office is submitting two administrative reports listing these delinquencies annually.

RECORDED 3 106-2534-7389

It is recommended appropriate supervisor charged with the responsibility of supervising the various classifications listed in the administrative report place his initials on the page on which his cases are listed, after he has reviewed the files or given appropriate attention to such cases, and that the

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- Gandy \_\_\_\_\_

cc: Mr. Mohr

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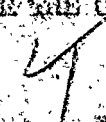
WAC

initialed copy of this page be returned to the Assistant Director who will retain such pages for a period of one year so that, in the event there are subsequently found any delays which the Bureau has not followed up, it can be determined whether the case involved had been reviewed at the Bureau and appropriate instructions issued to the Field.

5. It is recommended that the Bureau receive an original and five copies of the Monthly Administrative Reports in order that appropriate distribution might be made of these pages among the supervisory personnel.

Appropriate instructions will be issued upon the approval of the above by the Director.

Respectfully,  
FOR THE COMMISSIONER

  
Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
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Harbo \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_



THE DIRECTOR

October 4, 1949

The Executives Conference

SUGGESTION  
FBI NATIONAL ACADEMY FINGERPRINT SCHOOL

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Rosen, Harbo, Carlson, Mohr, and Tracy on October 4, 1949, considered a suggestion of Special Agent Engert of the Identification Division that the Bureau start an FBI National Academy Fingerprint School.

Mr. Engert's suggestion, briefly, is that a fourth session of the National Academy be held for a five-week school in advanced fingerprinting, including latent fingerprints, use of photographic equipment, charting for court testimony, single fingerprint systems, organization of records, and crime statistics.

The Executives Conference unanimously recommend against the suggestion for the reason that the subjects proposed can be adequately covered in regional fingerprint schools which are held from time to time throughout the country.

Respectfully,  
For the Conference,

Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

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DATE 4/30/91 BY sp-5ci/bms

RECORDED - 136

166-2554-7390

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INDEXED - 136

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Oct 11 1949

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/30/91 BY sp-sci/bw

The Executives Conference of October 4, 1949, consisting of Messrs. Tolson, Rosen, Clegg, Carlson, Harbo, Mohr, Fletcher, Ladd, Nichols, Tracy, and Glavin, was advised that Inspector's Aide Special Agent Ralph W. Bachman, during an inspection of the Philadelphia Office, pointed out to Mr. Gurnea that in the recent circularization of wanted notices, the Ohio Offices were able to have circularizations made at a very nominal cost.

Special Agent Bachman pointed out that the Ohio State Medical Association, Columbus, Ohio, to which association more than 90% of the practicing physicians belong, and the Ohio Hospital Association, Columbus, Ohio, to which association practically all hospitals in the state belong, maintained addressograph plates for physicians and hospitals. These associations agreed to address the wanted flyers at no charge to the Bureau.

With reference to circularization to liquor retailers for the entire state, the Department of Liquor Control at Columbus had the appropriate addressograph plates and these were made available to the Bureau for addressing wanted flyers going to retail liquor dealers. The only cost was \$2.00 per thousand for employees who worked after the regular working week.

Mr. Bachman points out that the same circularization at Philadelphia cost \$20.00 a thousand through the R. L. Polk & Company at Trenton, New Jersey.

Bachman suggests that the Bureau might care to consider having the Field Offices in State Capitals make appropriate inquiries in order to make proper contacts in the event similar services would be available to the Bureau on a gratis basis or on a very nominal fee basis for future circularizations.

The Conference is of the unanimous opinion that such contact should be made by the Field. Subject to the Director's approval, there is attached hereto an appropriate SAC Letter covering this particular matter.

RECORDED - 9

166-2554-7391

INDEXED - Respectfully,  
For the Conference, 1949

Clyde Tolson

OCT 12 1949

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

VRG: tgh

olson  
ladd  
clegg  
tracy  
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THE DIRECTOR

October 7, 1949

THE EXECUTIVES CONFERENCE

The Executives Conference of October 3, 1949, consisting of Messrs. Tolson, Rosen, Clegg, Nichols, Ladd, Carlson, Mohr, Harbo, Tracy, and Glavin, considered a suggestion from the SAC at San Diego that the Bureau amend its present regulations concerning notifying the Bureau of Agents attending In-Service, and that form letter FD-67, a copy of which is attached hereto, need not be prepared when an Agent departs from or returns to the Field Office from In-Service Training in Washington.

It was pointed out to the Conference that the Administrative Division of the Bureau knows when the Agent is supposed to report for In-Service training and his arrival is taken from the sign-in sheets maintained in the Chief Clerk's Office. His departure is also taken from the sign-out register maintained in the same office. The forms, FD-67, presently being received are unnecessary.

The Conference recommends, therefore, that the Bureau amend its regulations making it unnecessary for this form to be submitted on Agent travel to and from Washington on In-Service assignments.

Should the Director agree with the Conference's recommendation, the Field will be appropriately advised.

Respectfully,  
For the Conference

*[Handwritten signature]*

Clyde Tolson

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CC - Mr. R. H. Clegg  
Mr. J. P. Mohr

RECORDED - 33  
INDEXED - 33

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34 OCT 11 1949

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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RECORDED - 33

THE DIRECTOR

September 20, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 4/30/91 BY SP-5 C. J. HKS

The Executives Conference of September 19, 1949, consisting of Messrs. Tolson, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen, and Glavin, considered bids received from the SAC at San Francisco concerning the sale of certain Bureau automobiles.

For the information of the Director, the San Francisco Office advertised for bids on the sale of a number of automobiles which had outlived their usefulness insofar as the Bureau is concerned.

One car, a 1942 Ford, Special Fordor Sedan, was included in the invitations to bid. One of the Special Agents of the San Francisco Office submitted a bid in the amount of \$326.90 for this car. Three bidders failed to submit any bid for the purchase of the car in question. One bidder bid \$197.50; another bid \$228; another bid \$225; and another bid \$307.75. The Agent's bid of \$326.90 was, therefore, the high bid by \$19.15.

This matter was brought up before the Conference for the purpose of arriving at a decision as to whether Bureau employees should bid on the purchase of obsolete equipment being disposed of by the Bureau.

The Conference was advised that under the revised Statutes concerning the sale of Government property it is necessary to advertise articles for sale in public places. The Bureau has maintained the policy of posting on the bulletin board in the office a copy of the invitation to bid, this posting being considered as in a public place by the General Accounting Office. There is no Government regulation which prohibits individuals from bidding on the purchase of equipment from their employing agency. It is the opinion of the Executives Conference, however, that this procedure is undesirable and that the Bureau should establish regulations at this time which would make such participation impossible in the future.

The Conference recommends, therefore, that appropriate instructions go forward to the field to the effect that the Bureau feels it is highly undesirable for its employees to participate in bidding on the purchase of equipment being sold by the

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. H. W. Nichols  
Mr. P. Mohr

WRC:ugh  
60 OCT 13 1949

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OCT 12 1949

66-2534-1383  
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OCT 12 1949

ORIGINAL COPY FILED IN 66-3941-1

Memo to the Director

Bureau and it is not desired that employees of the Bureau bid on the purchase of such materials in the future.

In connection with the present bids, it is incumbent upon the Bureau, if the bids are to be accepted, to accept the high bid submitted by Special Agent Wayne K. Welch for car #66, a Ford Special Fordor Sedan, in the amount of \$326.90. If this bid is not to be accepted, it will be necessary to resolicit bids for the sale of the cars in question. Information has been received that the market on second-hand cars has deteriorating rapidly and it is not felt that better prices can be secured than those secured under the present bids.

Should the Director agree with the Conference's recommendation, the attached communication should go forward to the SAC at San Francisco and the appropriate instructions will be prepared by the Administrative Division advising the field concerning bids by Bureau employees in the future.

Respectfully,  
For the Conference

Clyde Tolson

I don't consider pasting in Bulletin Board in our office as meeting in spirit even though in letter the requirements of the law "to advertise for sale in public places". Such procedure should never have been adopted in first place & is to be stopped at once. See that proper advertisement is made. As for City in S. F. reject bids & advertise properly. H

WRC: tgr

I approve instructions re building by our personnel. It is an undesirable practice.

- Mr. Tolson \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Egan \_\_\_\_\_
- Mr. Gurnea \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

THE DIRECTOR

10-11-49

Executives Conference

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The Executives Conference on October 4, 1949, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen and Clegg present, unanimously agreed and recommended that there be no Retraining School of the FBI National Academy in 1950. It was recommended that the next Retraining School be called for the final week of the final session for 1951 which will probably be September 24 - 28, 1951. If this is agreeable to the Director, announcements will appear in the next FBI National Academy News Letter.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Mohr  
Mr. Clegg

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DATE 11/20/91 BY SP-5 C. J. [signature]

HHC:DMG

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Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
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66-2554-7394

OCT 12 1949

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: September 12, 1949

TO : THE DIRECTOR  
FROM : THE EXECUTIVES CONFERENCE  
SUBJECT:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/30/91 BY SP5 C/BH

The Executives Conference of August 15, 1949, consisting of Messrs. Ladd, Nichols, Tracy, Rosen, Mohr, Clegg, Carlson, Parsons for Harbo, and Glavin, further considered a suggestion previously submitted by the Special Agent in Charge at Newark concerning communications costs.

For the Director's information, SAC McKee of the Newark Division on July 8, 1949, suggested that if the regulation which requires that Agents working in the headquarters city shall call the office at intervals of two hours were dispensed with, there would be a considerable savings in communications costs over a period of a month. SAC McKee advised that local telephone calls in the metropolitan Newark area ranged from 5¢ to 25¢ and that he has issued instructions to his Agents to make the regular two-hour calls to the office only if they are in the five-cent telephone zone.

This suggestion was forwarded to the Special Agents in Charge at San Francisco, New York City, Chicago, Washington Field, Los Angeles, Detroit, and Philadelphia.

The Agents in Charge at San Francisco, New York, Chicago, and Philadelphia are opposed to any change being made in the Bureau's present regulation, they feeling that the regulation which makes it necessary for Agents to call into the office every two hours in the event they are working in the headquarters city is a very good one and that many times Agents are contacted concerning important matters when such calls are made.

The SAC of the Los Angeles Office feels that a considerable savings in communications costs by not requiring Special Agents to communicate with the Office every two hours could be realized. SAC Hood points out that the No. 3 Register prepared by Agents reflect their movements during the day and in the event there is any change in their itinerary during the day he feels that the Agents should immediately communicate with the office to have the No. 3 Register appropriately changed. He also suggests that Agents who are moving about considerably during the day contact the office once in the morning and once in the afternoon. He also suggests that two-way radio equipment be utilized where possible.

The Conference wishes to point out that two-way radio equipment is used at the present time and if an Agent is assigned

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SEP 14 1949

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

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Memo to the Director

to a two-way radio car be contacts the office by reporting the car in service and reporting it out when he goes out of service with the car. This is practiced throughout the Field.

SAC O'Connor of the Detroit Office feels that the utilization of two-way radio communications has already to a great extent superseded the use of the telephone to call into the field office. O'Connor states that in the Detroit Division, the savings by eliminating the telephone calls every two hours by Agents working in the headquarters city area would not effect much savings since many of the Agents at the present time report in and out by the two-way radio system. O'Connor feels that the Bureau could dispense with its regulation which makes it necessary for Agents to call into the office every two hours while working in the headquarters area. He feels that the No. 3 Card carries sufficient information to permit contacting Agents throughout the day if they are needed and in the event they cannot be reached by two-way radio.

SAC Hottell of the Washington Field Office suggests that the requirement for calling the office every two hours be removed in those instances where the Agent can be reached through information reflected on his No. 3 Card. It is entirely possible that an Agent can record his movements on his No. 3 Card, however, his investigations during the day may be such that it will not be possible for the office to contact him at any of the places reflected on the No. 3 Card. This is particularly true on surveillances or other confidential investigative assignments. Hottell feels that unless the No. 3 Card reflects that the Agent can be immediately contacted at any time during the day, the Bureau's regulation necessitating that Agents working in the headquarters city area call into the office every two hours be continued.

#### RECOMMENDATION

The Conference, after full consideration of the recommendations made by the SAC's above mentioned, recommends that the Bureau's present policy of having Special Agents call in to the office every two hours while working in the metropolitan area of the headquarters city be continued.

Should the Director agree with the Conference's recommendation, SAC McKee will be appropriately advised.

Respectfully,  
For the Conference



The Director

October 12, 1949

The Executives Conference

SS NORONIC DISASTER  
TORONTO, CANADA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-SC/BMT

The Executives Conference consisting of Messrs. Tolson, Glavin, Fletcher, Rosen, Parsons, McCabe, Carlson and Tracy met and considered the proposal of Mr. Colin Herrle, Director of the Disaster Service, American Red Cross, in connection with the recent SS Noronic disaster.

Mr. Colin Herrle suggested that the FBI prepare a special bulletin on the identification methods used by the FBI Representative at Toronto in the recent SS Noronic disaster. He stated he felt it would be very enlightening to not only all local Red Cross Chapters, but to local police and other public officials.

Mr. Tracy informed Mr. Herrle during a discussion of the subject that in view of the fact the FBI was not invited by any Canadian law enforcement agency or other authority, but rather was there merely in an advisory capacity to the American Red Cross, that no such bulletin should be prepared; that it might be taken as criticism of the Canadian authorities inasmuch as gross errors were committed by them in the matter of identification of the unknown dead.

Mr. Herrle also proposed that in future disasters, the FBI consider sending a representative with the Red Cross. He was informed by Mr. Tracy that this would not appear to be too desirable in view of the fact that the FBI maintains close daily liaison with all law enforcement agencies, and that when a disaster occurs such as the Texas City explosion, the local law enforcement agency in charge of identification matters requests FBI assistance through the FBI's local office or direct to Washington; that this is established procedure. Mr. Herrle was subsequently taken on a tour of the Identification Division to enable him to understand the close liaison that is maintained with local law enforcement agencies in identification matters.

The Executives Conference unanimously recommends that Mr. Herrle be informed that the American Red Cross will be furnished with a statistical report of identifications made in the Single Fingerprint Section of the Identification Division here in Washington and that this report may be utilized by the Red Cross in whatever report they desire to prepare in connection with the SS Noronic disaster; that Mr. Herrle also be advised that the Bureau does not feel it would be proper to proceed to each disaster with the Red Cross, but rather that the Bureau should maintain liaison presently existing with local law enforcement agencies which adequately covers any disaster which may occur within the United States or territorial possessions.

- Tolson
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- Gandy

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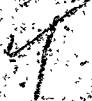
Memo to The Director

October 12, 1949

If approved, an appropriate letter will be prepared to Mr. Herrie.



Respectfully,  
For the Conference



Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Gandy \_\_\_\_\_

THE DIRECTOR

10-17-49

Executives Conference

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DATE 5/1/91 BY SP-5/BJP

The Executives Conference on 10-14-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nease, Rosen, McGuire and Clegg present, considered the matter of returning to the contributor the fingerprints of juvenile delinquents in New York State upon a court order for their return.

It was explained recently at the Conference of Magistrates at Utica, New York, that Juvenile Delinquency is not considered a crime in New York and that an arrest on a Juvenile Delinquency charge is not considered an arrest by statutory provision. In an instance where a fingerprint card had been forwarded to the Bureau, the information had been furnished legitimately by the Bureau to the Navy Department causing an enlistee in the Navy to be dishonorably discharged because he claimed to have had no arrest record previously. There was a fingerprint card showing his arrest on a charge as a juvenile in New York State. The Judges felt that a mistake had been made in transmitting the card to the Bureau or else that full information should have been furnished by the contributor on the card. The question was posed as to whether upon a court order or request the Bureau would return the fingerprints of an arrested person under these circumstances to the contributor.

Mr. Tracy recalls no instance where any Judge has made such a request or where a court order has been issued in such a situation as the one described. The usual procedure is for an attorney to write for the return of the fingerprints and we advise the attorney that we will return the fingerprints only to the contributor upon the request of the contributor.

Mr. Clegg believed that upon receipt of a court order instead of telling the Judge that we will return the prints only upon the request of the contributor we should tell the Judge that the fingerprints are being returned to the contributor; that we return the fingerprints to the contributor on the basis of the court order and advise the contributor our reason for doing so. Whether the contributor wants to resubmit the fingerprints or not, it would be his concern.

All of the members of the Conference felt that the present procedure should continue and that we should inform the Judge that we will return the fingerprints to the contributor in the event the contributor requests that this be done.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Mohr  
Mr. Clegg

RECORDED - 3  
INDEXED, 3  
Respectfully,  
For the Conference  
3 OCT 20 1949  
Clyde Tolson

HHC:DMG  
60 OCT 21 1949

THE DIRECTOR

October 19, 1949

THE EXECUTIVES CONFERENCE

FBI LAW ENFORCEMENT BULLETIN

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CIP/RF

The Executives Conference consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Clegg, Carlson, Mohr, Parsons, Glavin, Tracy, and Nichols considered the matter of the "FBI Law Enforcement Bulletin."

The Bulletin was initially inaugurated in 1932 and has been published monthly except during the war years when it was published bi-monthly.

As initially initiated, the Bulletin primarily sent out Wanted Notices containing descriptive data and a fingerprint impression. As the need developed for the Bureau to get across its messages to various law enforcement agencies, textual material was set forth in the Bulletin.

At the present time, the Bulletin contains 24 pages of textual material and an insert is made of Fugitives Wanted and Missing Persons Wanted. The textual material is published at the Government Printing Office at a cost of \$23,000 a year.

The advantages and benefits inuring to the Bureau from the "FBI Law Enforcement Bulletin" are numerous. Only a few of the highlights, however, are being pointed out:

1. The Bulletin has provided a vehicle to inform law enforcement agencies of our jurisdiction.
2. The Bulletin has been a distinct adjunct to the FBI National Academy, our training activities, and the Director's fight over the years to professionalize law enforcement. By publishing articles on police training, scientific aids, identification, traffic control, etc., a distinct contribution has been made to law enforcement.
3. The Bulletin gives to law enforcement its only real professional magazine. It is free of commercialism; it is devoted solely to explaining the Bureau's activities and furnishing information to help solve the problems of law enforcement and aid its trend for professionalization. In this connection, other publications have fallen by the wayside, such as "The Journal of Criminal Law and Criminology" put out by Northwestern University. If the Bureau's Bulletin were discontinued, this would present a serious loss to the law enforcement community.

66-254-7398

RECORDED - 102  
INDEXED - 102

66-254-7398

100 OCT 25 1949 Mr. Clegg

CC - Mr. Mohr

Handwritten initials and marks

Executives Conference memo to the Director  
October 19, 1949  
FBI LAW ENFORCEMENT BULLETIN

4. The Director's monthly introductions have made a definite contribution and have received widespread publicity. For example, the Director's statements calling for better pay for law enforcement, attacking vigilanteism, dealing with unfounded criticism, were widely disseminated to the press. The introduction has also been used to affirmatively state our position in connection with the Loyalty program, Selective Service Act, Uniform Crime Reporting and other matters, and thus constitutes an answer to the critics of the Bureau. In this connection, it will be recalled that at one time the Bulletin was about the only medium we had of getting out the Bureau's story.
5. The Bulletin has been a vehicle of building up better relations between law enforcement officers and agencies. As an example, last month the service organizations of Redondo Beach, California, made a special award to the Chief of Police for his outstanding work, particularly in regard to traffic. This came about as a result of an article in the "FBI Law Enforcement Bulletin" pointing out the Chief's activities and program. It is safe to say the Chief will be a friend of the Bureau's for life.
6. The Bulletin affords a means of publicizing badly wanted fugitives not only through the use of the insert but also through the pages of the Bulletin itself.
7. The best illustration of the manner in which the Bulletin is received is the terrific demand that law enforcement officers have made to be placed on the mailing list. This has gotten to the point where we could not any longer respond to the demands and for example, it was necessary to call upon the Chief of Police at Los Angeles to request his men to stop asking for this booklet and in turn we devised a system of sending a copy to all precincts.
8. That the content of the Bulletin is well received is illustrated by the requests which are constantly being received from other state law enforcement publications to reprint various articles which appear therein.

Executives Conference memo to the Director  
October 19, 1949

FBI LAW ENFORCEMENT BULLETIN

9. As a by-product, we reprint leading articles and reprints are used in connection with our police training schools.
10. During the war years, the Bulletin proved to be an excellent medium in illustrating the role of the Bureau in National Defense work.
11. As an additional illustration of how law enforcement looks to the Bulletin, are the numerous requests we receive to carry material on local cases such as fugitives in murder cases and unusual modus operandi in criminal cases. In the October issue, for example, we carry items from the [redacted] Department; the Darlen, Connecticut, Police Department; the Sheriff's Office, Bushnell, Florida; and the [redacted]. In other words, law enforcement agencies recognize there are no other publications in the country which have such widespread influence.

b7D

As to disadvantages -

1. The Bulletin costs us \$23,000 a year.
2. It is a restricted publication but the danger exists, of course, of a mistake embarrassing the Bureau.

There have been two such mistakes that have occurred in the last two years. In June, 1948, a Chief of Police was referred to as Joseph when he should have been referred to as Ralph, and then, of course, the September, 1949, issue reprinted the form of the St. Louis Police Department which resulted in the story appearing in the New York Compass and the dispatch from the Overseas News Agency and the Jewish Telegraphic Agency.

RECOMMENDATION

The Conference was unanimous in recommending:

1. The creation of an Editorial Board consisting of Messrs. Parsons, Carlson, Rosen, Mohr, and Nichols who would be responsible for reviewing the content of each Bulletin after which it would be submitted to the various Assistant Directors.
2. Supervisor George L. Carroll will be placed in charge of the Bulletin. He will be relieved of other assignments so



Executives Conference memo to the Director  
October 19, 1949  
FBI LAW ENFORCEMENT BULLETIN

that he will have ample time to devote to the Bulletin. Heretofore, supervisors assigned to the Bulletin have been given other assignments. Mr. Nichols pointed out to the Conference this was his responsibility and that he would see to it that one supervisor devoted ample time to this matter.

3. That the "FBI Law Enforcement Bulletin" be continued as the advantages to the Bureau far outweigh the disadvantages. It has served a valuable purpose in the past and will serve an even greater purpose in the future.

The November issue of the "FBI Law Enforcement Bulletin" was delivered to the Government Printing Office on October 17. Upon receiving advice from you, however, Mr. Nichols instructed that no action be taken on this pending further advice. If approved, a clearance will be given the Government Printing Office to proceed with the November issue.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

*I approve most reluctantly. If the persons who review it do as they did before I note several of the same names on the proposed Editorial Board we will be right back where we were with more embarrassment. I fear it will be handled properly for a few issues & then Parsons, Carlson, Rosen, Mohr & Nichols will become weary of the drudgery & it will lapse into a routine.*

THE DIRECTOR

October 20, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/19/81 BY SP-5 C/pmr

The Executives Conference of of October 18, 1949, consisting of Messrs. Tolson, Parsons, Harbo, H. W. McCabe, Clegg, Fletcher, Nease, Rosen, Tracy and Glavin, considered the attached memorandum from Mr. Nichols to Mr. Tolson under date of October 5, 1949, concerning the finding of unrelated mail becoming clipped to other pieces of mail. On this memorandum, the Director states that this particular excuse is being constantly advanced by a number of Divisions and he felt that some study should be given to the problem so that mail is not constantly delinquent by reason of such attachment.

It was pointed out to the Conference by Glavin that as long as paper clips are used as profusely as they are used by the Bureau and so long as careful examination is not made of every piece of paper attached to any group of papers clipped together, the undesirable condition of having unrelated papers attached and, therefore, not being properly handled will continue.

It was pointed out to the Conference by Glavin that in the handling of mail in his office, wherever possible, clips are not used but that staples are used, clipping together only those papers which should be clipped together. In this manner, unrelated papers cannot become attached. Further, in those instances where papers are bulky, the regular brass brad is used to join the papers together, or the regular binder metallic clip is used which eliminates the possibility of unrelated papers becoming attached to any correspondence or other papers. For the Director's information, a sample of the clip is attached hereto.

It was further pointed out to the Conference that in many instances staples cannot be used when mail is going out of the Bureau. The same is true insofar as using the brass brad which is punched through the paper. It was also pointed out that the use of the metallic clip would be undesirable as it comes in only a limited number of sizes.

RECORDED - 102 INDEXED - 102 66-2554-7599

The Conference also called to the attention of all supervisory officials at the Seat of Government, pointing out that it is the responsibility of the supervisory officials initialing mail which is grouped together to see that no unrelated papers are attached and that the responsibility for having such unrelated papers attached will be that of those who initial the correspondence.

Should the Director agree with the Conference in this matter, the appropriate memorandum will be prepared.

Respectfully,  
Clyde Tolson

*J. A. [unclear] thinks this is the idea of the purpose of this [unclear] some to mention to it. H*

W

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease

cc - Clegg  
Mohr



mc

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-50/BTH

66-2554-7400, 7401

CHANGED TO

67-80010-1302X1, 1302X

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THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 19, 1949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/81 BY SP-5 C/BMF

The Executives Conference of October 18, 1949, consisting of Messrs. Tolson, Parsons, Harbo, H. H. McCabe, Clegg, Fletcher, Nease, Rosen, Tracy, and Glavin, considered the attached memorandum from Mr. Conrad to Mr. Harbo dated October 7, 1949, concerning newly developed dictagraph equipment.

It was pointed out to the Conference that several years ago, we had the dictagraph equipment modernized so as to stop cross-talk on the various stations. It was pointed out that the new system developed by Dictagraph appears to be comparable to the present cable utilized by the telephone company for the purpose of installing tap-proof telephone lines.

It is noted that Mr. Conrad recommends that this equipment be kept in mind should a situation arise where the Bureau would desire very good communication security between rooms or offices where a connecting cable might run through areas not under the Bureau's control. At the present time no particular need is seen for this type of equipment in the Justice Building, but the equipment appears to be the most tap-proof of anything yet witnessed by Laboratory Technicians.

The Conference does not feel that any steps should be taken by the Bureau to have this new type of cable installed between the various dictagraph stations in its quarters in this building.

Respectfully,  
For the Conference

Clyde Tolson

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Wohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 35  
INDEXED - 35

66-2534-7402

66 OCT 20 1949

THE DIRECTOR

October 14, 1949

JOINT COMMITTEE

SUGGESTION NO. 222

EMPLOYEE: SAC HARRY M. KIMBALL  
SAN FRANCISCO OFFICE

SAVINGS: NONE  
AWARD: NONE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5C/bmf

SUGGESTION: That the Bureau have recorded in the Monthly Administrative Report pending files which should be maintained on the development of confidential informants, in order that these files and the amount of work involved in handling them might be reflected in the case load the amount of pending work in each field office.

- ADVANTAGES:
1. Would accurately reflect in the Bureau's records the volume of Agents' work in the office.
  2. In San Francisco, the equivalent of 8 Agents' full time has been spent each month over the past six months on this type of work without the Monthly Administrative Report reflecting such activity.

- DISADVANTAGES:
1. There is no more reason for recording this type of generalized investigative work and the use of Agents' time than there would be in recording the amount of work involved in handling contacts about identification matters, making records' surveys, operating or assisting in police schools and law enforcement conferences and various miscellaneous administrative functions that do require Agents' time in the field office. It is further felt that as long as the administrative reports are reflecting only investigative case work on pending investigative type cases that it could be reasonably assumed that the additional functions, such as developing informants, would be proportionate in various field offices; and on this basis, the Bureau would have a guide for the assignment of personnel.
  2. It is felt that activity of this type is more administrative than investigative.
  3. The development of confidential informants as an incidence to the general investigation of a specific case is not being recorded, and thus it is a practical impossibility to account for every minute of Agents' time anyhow. It is felt that confidential informants,

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INDEXED - 78 31 OCT 24 1949

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

OCT 24 1949

*W. W. Mohr*

*Expense - Confidential*

*30*

generally speaking, can be best developed incident to the handling of actual investigations rather than on a continuous and assiduous basis.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 18, 1949, those present being Messrs. Tolson, Glavin, Parsons, Fletcher, Nease, Rosen, Tracy, Mohr and N. H. McCabe, were in agreement with the Joint Committee, and recommend unanimously unfavorably to this suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR

October 18, 1949

JOINT COMMITTEE

SUGGESTION NO. 226

SAVINGS: None

EMPLOYEE: SAC W. G. BANISTER  
BUTTE OFFICE

AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/11/91 BY SP-5 CJP/DM

SUGGESTION: That a form submitted be adopted to be used at the telephone switchboard to record pending telephone calls which have been placed to outsiders, or which have been placed to someone in the office who is temporarily absent. The form would show the name of the person called, the person calling, the operator's number, time of the call and similar data.

- ADVANTAGES:
1. Where more than one telephone operator makes use of the switchboard during the day due to absence for luncheon, or to the size of the switchboard, it will provide a ready reference to pending telephone calls.
  2. Such a reference would be on a prescribed form rather than on a loose, haphazard note form.

- DISADVANTAGES:
1. This is just another form and not regarded as necessary, inasmuch as at present these matters are being handled by notations placed on pads of paper without the requirement for the establishment of a new form to be included in the list of supplies.
  2. Whether a simple notation or an adopted form, it would be destroyed at least at the close of the day, as retaining it for record purposes would not seem to be necessary, and thus a form would not be required.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable

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EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED - 78 31 OCT 24 1949

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Executives Conference on October 19, 1949, those present being Messrs. Tolson, Glavin, Parsons, Tracy, Mohr, Carlson, Fletcher, Nease, Rosen and Clegg, recommended unanimously unfavorably.

Respectfully,  
For the Conference

cc: Mr. Clegg  
Mr. Mohr

Clyde Tolson

HHC:dgn [Signature]

THE DIRECTOR

October 13, 1949

JOINT COMMITTEE

SUGGESTION NO. 269

EMPLOYEE: SA ANDREW K. UGGEN  
ST. PAUL OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5/BJM

SUGGESTION: It was pointed out that in the St. Paul Division, in important fugitive cases, when the office of origin finds a badly wanted fugitive, it obtains Bureau approval for a circular letter, and also sets forth undeveloped leads for other offices to circularize the more important police forces in their area and, at times, drivers' license and motor vehicle registration bureaus.

The suggestion is that the Bureau cause a canvass to be made of each field division to determine the number of principal law enforcement agencies to which circular letters would be distributed; and upon approval by the Bureau of the circular letter adequate copies be made up and distributed to the various field offices, so that it would be necessary only for the field office to use a rubber stamp to show the address of the office to be notified, and then to address and mail these notices when they are circularized.

The Agent points out that at present, undeveloped leads go forth, and each office must prepare its own circular letter and go through the routine of typing it and processing it generally, and then mimeographing it for distribution; and also, that even though this would impose a greater burden on the office of origin, it would be more than offset by the savings in the auxiliary offices. At the same time, the suggestion contemplates that cancellation notices would be distributed by the same method.

- ADVANTAGES:
1. Saving in time by auxiliary offices.
  2. Uniformity in the circular letter and its contents.
  3. Getting out more expeditiously information to principal law enforcement agencies which might effect the apprehension of a fugitive prior to the issuance of an Identification Order.

DISADVANTAGES:

1. Additional Burden on the office of origin.

RECORDED - 78 | 66-2554-7405

INDEXED - 78

cc: Mr. Clegg  
Mr. Mohr

30 OCT 25 1949

HHC:dgh

Confess

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

Handwritten signature



2. Substitution of a circular letter system on a nation-wide basis for the present Bureau's program of Identification Orders and Wanted Flyers.
3. It is felt that if such nation-wide circularization is necessary over and beyond the development of obvious normal leads and filing of Wanted Notices, that the Wanted Flyer or the Identification Order should be utilized.
4. It is noted that coincident with the issuance of a Wanted Flyer or Identification Order, it is the responsibility of the office of origin, under present regulations, to submit a summary-type investigative report, copies of which are to be received by all field offices.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

On October 18, 1949, the Executives Conference, consisting of Messrs. Tolson, Glavin, Parsons, Fletcher, Nease, Rosen, Tracy, Mohr and N. H. McCabe, were in agreement with the Joint Committee and recommended unanimously unfavorably to this suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR  
THE EXECUTIVES CONFERENCE

9/12/49

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5/BJH

The Executives Conference of September 9, 1949, consisting of Messrs. Tolson, Quinn Tamm, Harbo, Ladd, Carlson, McGuire, U. H. McCabe, Fletcher, Nease, Rosen, Glavin and Mohr, again considered the problem of placing Special Agents in an undercover capacity in the three Atomic Energy installations at Los Alamos, New Mexico, Oak Ridge, Tennessee and Hanford, Washington. The Conference also considered the desirability of designating married Special Agents for such an assignment.

It was pointed out to the Conference that a complete review was made of the files of all Special Agents who have entered on duty in the past two or three years to determine their technical qualifications for such an assignment. There are available two single Special Agents and one married Special Agent with no children. The Security Division has recommended that in view of the technical qualifications necessary for such an assignment a married Special Agent without children should be considered for this assignment. The Special Agents recommended for this assignment are as follows:

1. RICHARD CHARLES ERYE. This Agent entered on duty on January 24, 1947 as a Special Agent and is presently in Grade CAF 11, \$5232 per annum. He is 27, single and comes from Philadelphia, Pennsylvania. He is presently assigned to the New York Office and formerly worked in the Knoxville Division. He has an extensive background in the field of chemistry. It is proposed that he be assigned to the Atomic Energy installation at Los Alamos, New Mexico.

2. JOHN V. JACKOLSKI. This Agent entered on duty on September 22, 1947 and is presently in Grade CAF 11, \$5232 per annum. He is 30 years of age, married and has no children. He is presently assigned to the Washington Field Office, having previously served in the Pittsburgh Division. He majored in chemistry in college and has had seven years experience as a chemist. He comes from New York City. Jackolski has been recommended for assignment to the Atomic Energy installation at Oak Ridge, Tennessee.

3. ARMAND A. CAMMAROTA. This Agent entered on duty in the Bureau as a Special Agent on April 14, 1947 and is presently in Grade CAF 11, \$5232 per annum. He is 32 years of age and single. He comes from New York state. He formerly worked in the El Paso Division and is assigned to the New York Office. He majored in mathematics at LaGrange College and has had three years experience as a calculating engineer. It is proposed that he be assigned to the Atomic Energy installation at Hanford, Washington.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Mr. Gandy

RECORDED - 111

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The Bureau record of these employees is entirely satisfactory and permanent briefs of their files are attached. They have been contacted and have manifested interest and enthusiasm in accepting such an undercover assignment.

It is proposed that these Special Agents file applications on their own initiative for positions in the places indicated and to assist them in securing employment they would give the name of Commissioner Lewis Strauss, who has been previously contacted concerning these proposed assignments and is thoroughly in accord with the proposal to place such Agents in an undercover capacity in the installations indicated.

It is proposed that these Special Agents would be retained on the Bureau's payroll and appropriate arrangements would be made to deposit their Bureau pay checks in a bank of their own choosing. They will be paid by civilian contractors working for the Atomic Energy Commission and the salary they receive from such contractors will be returned to the Bureau or the respective SAC by cashiers checks and deposited in the Treasury's Miscellaneous Receipts.

The Conference was unanimous in recommending that immediate steps be taken to further these proposed undercover assignments and that the Agents in question be called to Washington for briefing and preparation for undertaking this work.

Mr. Tolson is opposed to using any married Agents on these assignments because of the possibility that there is a greater risk of exposure as obviously the Agent would have to take his wife into his confidence. Mr. Tolson also points out that even though the Agent proposed for this assignment does not have children, that this is a long range proposition, that children may come hereafter and that it would be difficult to restrain the child from exposing his father's true employment.

The remainder of the Conference feels that the married Agent could satisfactorily handle this assignment, pointing to the fact that we have used married Agents in the past in undercover assignments in this country with apparent complete success.

Should the Director agree with the majority of the Conference, appropriate instructions will be issued to the three Agents to report to Washington for conference and briefing in connection with this assignment and necessary steps will be taken to have them apply for positions at the indicated Atomic Energy installations.

Respectfully,  
For the Conference

CC - Mr. Clegg

Clyde Tolson

611 A

*copy*

SAC, NEW YORK

DIRECTOR, FBI

COMMUNIST PARTY INCITING PETITIONS  
INDEXING

Bureaulet September 22, 1949.

It will be unnecessary to index any of the petitions listed in your letter. The petitions, however, should be retained in your office for reference purposes.

CC - SAC, Albany  
Buffalo

(Approved by Executives Conference, 9/29/49, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Ladd, Carlson and Fletcher in attendance. HBF)

HBF:elo

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HEREIN IS UNCLASSIFIED  
DATE 5/1/92 BY SP-5 CIP/mt

- Mr. Tolson \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Egan \_\_\_\_\_
- Mr. Gurnea \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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RECORDED - 143

EX-33

166-2554-7407  
RECORDED  
SEP 26 1949

ORIGINAL FILED IN 100-3-4-175-2

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67-80010-1306X

THE DIRECTOR

October 21, 1949

JOINT COMMITTEE

SUGGESTION NO. 262  
EMPLOYEE: SA JOHN R. HAYES  
BOSTON OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/1/91 BY SP-5 CIP/MP

SUGGESTION: That Identification Orders and photographs of fugitives and wanted persons should be exhibited on field office bulletin boards for a period of 24 to 48 hours, and then removed, the purpose being to possibly identify such fugitives through knowledge of their whereabouts by clerical employees. Agents receive copies of all Identification Orders.

ADVANTAGES:

1. Clerical employees might see and identify one of the photographs and be able to furnish information as to possible whereabouts.
2. Special Agents who are not working on a particular case if they saw a photograph might likewise be able to identify the photograph and aid in determining whereabouts.

DISADVANTAGES:

1. This would be making a rogues' gallery out of the office bulletin board with rare likelihood of success.
2. To require the above procedure would involve expenditure of time as a routine matter in all cases.

JOINT COMMITTEE RECOMMENDATION:

It is believed that a letter should be written to SAC Soucy informing him that in special selected cases, if he has a desire to have a photograph or identification order posted on the bulletin board temporarily he may do so, but that the Bureau does not desire to make this a mandatory requirement. If approved, such a letter is attached hereto.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 105

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

The Executives Conference on 10/21/49, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlin, Ladd, Rosen, Clegg, and Glavin, unanimously agreed with the Joint Committee recommendation.

INDEXED - 105

OCT 28 1949

Attachment  
cc: Mr. Clegg  
Mr. Mohr

Respectfully,  
FOR THE CONFERENCE

66-2554-740  
9

Clyde Tolson

56 OCT 27 1949

*[Handwritten signatures and initials]*



THE DIRECTOR

October 21, 1949

JOINT COMMITTEE

SUGGESTION #237

EMPLOYEE: MATTHEW T. O'DELL

FIREARMS CLEANING KIT

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/15/81 BY SP-5 CJB/DM

SUGGESTION: The suggestion, submitted on the standard Employee Suggestion form, was a description of a "firearms cleaning kit" constructed by the employee and used in the Butte Division. The implied suggestion presumably is that the kit be adopted for use in other field offices. All cleaning rods, patches and cleaning cloth are kept in the kit. The cleaning kit is kept in the gun vault where it is readily available for each scheduled firearms training period. The employee states that the advantages are apparent in the orderly storing of equipment and in the availability of this cleaning equipment when it is needed. Needless to say, this equipment, when kept in this manner, will give longer service through its being stored safely and neatly.

JOINT COMMITTEE RECOMMENDATION:

Unanimously that no action be taken, since this does not constitute a problem in the field.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously that no action be taken. October 21, 1949, by Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, Tracy, and Harbo.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 105

INDEXED - 105

66-2554-7410

~~66-2554-2410~~

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

53 OCT 31 1949 169

RJ

The Director

10/21/49

The Executives Conference

THE FRATERNAL ORDER OF POLICE  
POLICE TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/9/91 BY SP-5cs/bmf

The Executives Conference on 10/18/49, consisting of Messrs. Tolson, Glavin, Rosen, Fletcher, Parsons, Carlson, Nease, Tracy, Mohr and H. H. McCabe, considered the information furnished by the Philadelphia office concerning the desire of the Fraternal Order of Police to associate itself with the Pennsylvania Chiefs of Police Association and the Bureau in police training in Pennsylvania. It is pointed out by the Philadelphia office that the Pennsylvania State Fraternal Order of Police Bulletin for September 19, 1949, contains a tribute to the Director for his 25 years of service and also in the same Bulletin there is an extensive article concerning the FBI - Pennsylvania Chiefs of Police training school program. The Philadelphia office has pointed out that the FOP has a total membership of over thirty thousand policemen in over seventeen states throughout the country and that the Pennsylvania Chiefs of Police Association is extremely desirous of having the FOP associate itself with the police training schools being sponsored by the Pennsylvania Chiefs of Police Association and the Bureau in the State of Pennsylvania. It is pointed out that due to the membership in the FOP there is a potential threat if the officers decide to institute their own training program.

It was pointed out at the conference that the FOP is an organization which is looked upon by the Chiefs of Police Association as a group of subordinates, and as a sort of union. It was also pointed out that if the FOP associated itself as a co-sponsor of the police training programs in Pennsylvania there would no doubt be a desire to spread this to other states in view of the precedent being set in Pennsylvania.

By way of background, it will be recalled that early in 1948 the Bureau's participation in police training schools in Pennsylvania was severely criticized by the editor of the State Bulletin of the FOP, one Ernest Roeser, in a letter to a newspaper woman in Uniontown, Pennsylvania. It will also be recalled in December 1947 the state executive board of the FOP had recommended that the FOP sponsor schools conducted by the Department of Public Instruction. SAC Boardman attended a meeting of the executive committee of the Pennsylvania Chiefs of Police Association in Harrisburg, Pennsylvania in June 1948, at which time the possible sponsorship by the FOP of schools put on by the Department of Public Instruction was discussed. At this time SAC Boardman informed the members of the committee that should the FOP desire to sponsor the schools put on by the State Department of Public Instruction the FBI would not cooperate in such schools. Mr. Boardman made it clear that the FBI would continue to cooperate fully with the Chiefs of Police Association in their training programs as long as they desired to receive

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

cc - Mr. H. H. Clegg

Mr. Mohr

NHM:mfc

RECORDED - 51

INDEXED - 51

66-2554-7411

OCT 31 1949

*Mohr*

assistance.

In July 1948 the educational committees of the FOP and the Pennsylvania Chiefs of Police Association met during the annual conference of the Police Chiefs Association in Philadelphia. SAC Boardman advised the Bureau that the educational committees of the FOP had inquired as to whether they might be accepted as a third sponsor to the police training schools conducted by the FBI and the Pennsylvania Chiefs of Police Association. This arrangement was agreeable to the Police Chiefs Association provided the arrangement would be acceptable to the FBI. This arrangement was not approved by the Director who commented at the time - "We have been subjected to the vilification of their official organ and their official editor for months. Now it is proposed we take them into camp with no indication that their official utterances will not continue. Obviously the leaders of FOP can't control their own publication or else agree with it. I think Boardman handled this approach miserably and should be so informed. I certainly see no reason to palliate the FOP. If the Chiefs want to go with them then we won't. I don't like such sell-out tactics."

The Executives Conference was unanimously against the FOP associating itself with the Bureau and the Pennsylvania Chiefs of Police Association in the police training school program.

Respectfully,  
For the Conference

  
Clyde Tolson



Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



THE DIRECTOR

October 18, 1949

JOINT COMMITTEE

SUGGESTION #232

EMPLOYEE: SPECIAL AGENT C. D. NOBLEY

TECHNICAL SURVEILLANCE LOGS

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/15/91 BY SP-5 CJP/BJR

SUGGESTION:

That duplicate copies of logs from technical surveillances which have been channelized into appropriate investigative files be temporarily maintained in a special folder in the Chief Clerk's Office until pertinent information therein has been incorporated in investigative reports. Thereafter, the duplicate logs would be destroyed. Under this system the logs would be routed to and reviewed by the Agent to whom the case is assigned before being temporarily filed in the Chief Clerk's Office. It would necessarily be given a classification and file number, but would not be serialized.

Fifteen offices were requested to submit their views and recommendations on this proposal, with four in favor and eleven opposed. Those favoring the proposal were: Baltimore, Miami, St. Paul and San Antonio. Those opposed were: Boston, Chicago, Detroit, Kansas City, Los Angeles, New Orleans, Pittsburgh, San Francisco, Seattle, Washington Field Office and New York City.

Advantages:

1. Will eliminate cluttering of the permanent case file with material which is incorporated in reports.
2. Saves space by reducing size of file.
3. Saves time spent in filing.

Disadvantages:

1. Preparation of duplicate logs increases clerical work.
2. Pertinent information is not channelized daily into other files.
3. Information in logs would not be in file to assist supervisor in reviewing file.

Mr. Tolson	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

Clegg  
Mohr

(continued)

NOV 7 - 1949

RECORDED - 28  
INDEXED - 28  
166-2554-7413  
17 NOV 3 1949

RB



Memo Director  
10/18/49  
Joint Committee  
Suggestion #232

4. Intelligence information should be correlated and maintained in one place.
5. Who determines if all information in duplicate logs has been reported before copies are destroyed?
6. Information may be in logs several months before it is reported.
7. Files can be reviewed more quickly without having to review an additional folder in the Chief Clerk's Office.
8. Increases administrative work and increases chances of copies of logs being lost.
9. Places additional burden on Chief Clerk's Office and creates administrative problem as to control.
10. Agents are required to check original sources which means checking the original log.
11. By reviewing original log, Agent benefits from all conversations therein.
12. In small offices, duplicate logs serve no purpose and are not worth the effort and expense.
13. More security without duplicate logs.

JOINT COMMITTEE RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable October 24, 1949, by Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, Tracy, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

October 19, 1949

JOINT COMMITTEE

SUGGESTION #235

EMPLOYEE: SPECIAL AGENT MARTIN W. OLIFT

REQUEST FOR CRIMINAL DATA (Form FD 125)  
REVISION PROVIDING SPACE FOR FINGERPRINT CLASSIFICATION

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

SUGGESTION:

That Form FD-125 "Request for Criminal Data" be amended by deleting either the space for "color" or "race" and substituting a space for "fingerprint classification".

In support of the suggestion, it is pointed out that the inclusion of the fingerprint classification would furnish a better basis for a name search by the bureaus of identification making such searches in response to field office requests. Also, the inclusion of this item on the form would serve as a constant reminder to field personnel that a fingerprint classification is an important element in a person's description.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5/BJM

JOINT COMMITTEE RECOMMENDATION:

When the form is next printed, the space for "color" should be deleted and a space for "fingerprint classification" should be added.

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Tolson, Ladd, Glavin, Mohr, Clegg, Fletcher, Rosen, Tracy and Harbo were in favor of the proposal, it being noted that the form has recently been reprinted and the space for "color" has already been deleted. Mr. Carlson was opposed to the proposal to add space for "fingerprint classification" when next the form is printed. He fears that the presence of this item on the form would cause some Agents to spend undue time in reviewing the file in an attempt to locate the fingerprint classification which is not available in the file.

Respectfully,  
For the Conference

66-2554-7414

INDEXED - 28  
RECORDED - 28  
Clyde Tolson

17 NOV 3 1949

RH

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

300

THE DIRECTOR

October 21, 1949

JOINT COMMITTEE

SUGGESTION NO. 259  
EMPLOYEE: ASAC H. J. BRANDT  
DENVER OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Beardman

87358

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/84 BY SP-5/BJM

SUGGESTION: That the Bureau permit field offices to close administratively deserter cases and cases involving parole violators, probation violators and conditional release violators, and also cases wherein a defendant enters a plea of guilty under Rule 20 in some other division where sentence is imposed.

ADVANTAGES: 1. Saves stenographic and Agent time in the preparation of closing reports.  
2. Duplication of effort.

DISADVANTAGES:  
1. The Bureau would not be informed when all action with respect to a case had been finally completed.  
2. It would reduce the effectiveness of field supervision by the office of origin.  
3. It expedites and improves the supervision of cases both in the field and at the Seat of Government.  
4. It causes there to be reflected in the file that the complete and final status of the case and its being closed, which would prevent an extensive file review to show whether all leads have been developed and whether the case has been completed.

JOINT COMMITTEE RECOMMENDATION: *Recorded & unfavorable.*

EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED - 28

66-2554-7415

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC: dgh

Respectfully,  
For the Conference

Clyde Tolson

*Handwritten notes and signatures:*  
304  
J. E. ...  
S. ...

THE DIRECTOR

October 21, 1949

JOINT COMMITTEE

SUGGESTION NO. 260  
EMPLOYER: ASAC R. J. EHARDT  
DENVER OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Beardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/97 BY SP-5 CJB/DF

SUGGESTION: That the rule for eliminating the necessity for restating all aliases in the title of investigative reports, when the title is changed, be again changed to require that all of these aliases appear in the title when there is a change.

ADVANTAGES: 1. When an investigative summary report is prepared and auxiliary offices receive copies, it is necessary to review the entire case file to obtain additional aliases, which requires considerable time.

DISADVANTAGES:  
1. Unnecessary stenographic and Agents' time in dictating and transcribing the lengthy titles of such reports.  
2. Any office having any special need for the added information could write for it without the requirement that all of this data be included in reports.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 10-28-49, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present, considered the above suggestion and their recommendation was unanimously unfavorable.

RECORDED - 28  
INDEXED - 28  
Respectfully,  
For the Conference  
Clyde Tolson  
OCT 27 1949

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

*[Handwritten signatures and initials]*

cc Mr. Clegg

HHC:dgh  
Mr. Mohr  
den & dimel

THE DIRECTOR

October 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 261  
EMPLOYEE: ASAC R. J. BRANDT  
DENVER OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/1/91 BY SP-5 CIP/BJ

SUGGESTION: That the Bureau resume the former rule whereby the office of origin in submitting reports once each thirty days would be required to make a restatement of all outstanding pending investigative leads, these leads to be marked with asterisks when restated.

ADVANTAGES: 1. Will aid in reviewing the file.

- 2. The suggestion proposes that this be done at the discretion of the SAC and thereby it would not make this required in every instance.
- 3. It is the simplest way of following up undeveloped leads.

DISADVANTAGES:

- 1. A tremendous amount of typing, dictating and file reviewing is required each time such a report is dictated, and this time is saved by eliminating this requirement.
- 2. It was the opinion of a majority of field representatives contacted on this matter previously that this practice should be discontinued as it consumed unnecessary stenographic and typing time, and required Agents to review files during the process of dictating reports.
- 3. Routing slips and follow-up letters are equally effective and less expensive methods of following-up leads.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: RECORDED - 28  
INDEXED - 28

66-2554-19417

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Executives Conference considered the above suggestion on 10-28-49, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present. Their recommendation was unanimously unfavorable.

Respectfully,  
For the Conference

cc: Mr. Clegg  
Mr. Mohr

Clyde Tolson

HHC:dgh



THE DIRECTOR

October 24, 1949

~~JOINT COMMITTEE~~

**SUGGESTION #238 - PAYROLL HOLDUPS**

**EMPLOYEE: LOUISE H. CONNOLLY, Chief Clerk, Boston Office**

**MEMBERS PRESENT:**

- H. H. Clegg
- L. V. Boardman
- S. K. McKee
- R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/1/91 BY SP-5 CJ/DM

**SUGGESTION:** That the Director issue a statement regarding the greater security afforded by meeting payrolls by use of checks rather than by cash payments. It was suggested that such a statement might be issued either through local chambers of commerce, police departments, or through an article prepared for publication in some industrial journal. This suggestion has for its obvious objective the reduction in the number of payroll holdups.

**JOINT COMMITTEE CONSIDERATION:**

Unanimously unfavorable. The Committee felt that a statement concerning a specific procedure to be followed by industrial concerns in meeting their payrolls would be outside the province of the FBI and might be resented by some individual business men.

**EXECUTIVES CONFERENCE RECOMMENDATION:**

Unanimously unfavorable on October 24, 1949, by Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, Tracy, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

166-2551-  
NOT RECORDED  
75 OCT 31 1949

- Mr. Tolson \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Egan \_\_\_\_\_
- Mr. Gurnea \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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THE DIRECTOR

October 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 256

EMPLOYEE: SA JAMES S. SPRATT  
NORFOLK OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CIP/DM

SUGGESTION: That the Norfolk Office be furnished with a two-door sedan of either Ford or Chevrolet type to be used on surveillances to aid in concealing the identity of Agents.

- ADVANTAGES:
1. State, county and local police departments almost exclusively use two-door sedans.
  2. It would not be easily identified as an FBI car.
  3. It could be used as effectively as a four-door sedan.

DISADVANTAGES:

1. No particular situation, according to the SAC at Norfolk, exists in that office to warrant the suggestion being adopted for the Norfolk Office alone.
2. The argument that the police departments in that area use two-door sedans negatives the advantages claimed.
3. It is more advantageous to have four-door sedans which can be obtained for a comparatively small additional cost, and has many additional advantages.
4. In case of a gun fight it would jeopardize the lives of Agents in the back seat who could not get out as quickly.

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 28  
INDEXED - 28  
66-2554-7418

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Executives Conference on 10-28-49, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present, considered the above suggestion. Their recommendation was unanimously unfavorable.

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh & dng

Respectfully,  
For the Conference

Clyde Tolson

*[Handwritten signatures and initials]*

THE DIRECTOR

10-31-49

Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 C/DH

The Executives Conference on 10-28-49, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present, considered the suggestion of Austine H. Torrey that an SAC Letter be prepared requesting that all suggestions be submitted on the regular employees' suggestion form so that there will be no uncertainty as to who made the suggestion and this will aid in the filing of the suggestions in the appropriate personnel files.

The Executives Conference, although believing that when suggestions are submitted by employees it would be desirable for the form provided to be used, pointed out that many suggestions are submitted through SAC's and Inspectors. Some of them are submitted with inspection reports, some of them are submitted by Resident Agents, where a supply of such forms is not necessarily maintained and, thus, it was unanimously recommended that there be no SAC Letter submitted requesting that suggestions be submitted only by this form.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

RECORDED - 65

INDEXED - 65

66-2554-7419

60 NOV 7 - 1949

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: October 28, 1949

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 253  
EMPLOYEE: SA H. C. BOSWELL  
TRAINING & INSPECTION DIVISION

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CJK/MP

SUGGESTION: That Bureau Bulletins and SAC Letters be retained in field offices for a ten-year period. The present rule is that they are destroyed after the oldest serial in such administrative file becomes three years old.

- ADVANTAGES:
1. There have been several instances recently when outgoing correspondence to the Field made reference to Bureau Bulletins and SAC Letters which had been destroyed under existing instructions, and the references were not available.
  2. These Bureau Bulletins and SAC Letters frequently contain pertinent and valuable information which, however, is not of sufficient brevity or permanency to include in the Manuals in adequate detail, and this information would advantageously be in the field office for a long period of time.
  3. It has been necessary to prepare photostatic copies of Bureau Bulletins and SAC Letters on occasions for transmittal to certain offices.
  4. It is only the synopsis of detailed instructions in Bureau Bulletins and SAC Letters which finds its way into the Manuals. The complete text should be available for a longer period of time than at present for study.
  5. It will assist new employees by enabling them to review background material in these Bureau Bulletins and SAC Letters to aid in their interpretation of the purposes of existing regulations.

- DISADVANTAGES:
1. Will require added filing space (although those issued since 1943 could be retained in one file drawer).
  2. Instructions and policies should be firmly established after three years and there should be little need for reference to the original communication.
  3. This would create another exception to the general rule which is now fairly uniform, and would lend itself to confusion.

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh

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JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 31, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,  
For the Conference

Directors Notation: "I agree. H."

Clyde Tolson



THE DIRECTOR

October 31, 1949

JOINT COMMITTEE

SUGGESTION NO. 252

EMPLOYEE: SA CLIFFORD J. CARMODY  
BUTTE OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

SUGGESTION: That the No. 3 cards reflecting the prospective whereabouts of Agents as they depart from field offices have the form printed on each side, so that on one day they can fill out one side, and the following day the other side would be used.

ADVANTAGES: 1. Saving in paper.

DISADVANTAGES:

1. Confusion.
2. Frequently, explanatory details may be included on the opposite side and which would always relate to the same date unless the suggestion were adopted.
3. This would require, as the employee making the suggestion points out, a cancellation stamp cancelling out that portion of the form on the side on which has already been used; and the added clerical labor in stamping these forms would be approximately equal to any saving that would be effected, in addition to the disadvantages of confusion and difficulty in reviewing that will be caused by adopting this suggestion.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CJK/aw

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/1/49, Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Nease, Rosen and Clegg, recommended unanimously unfavorably.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

HHC:dmh dgh

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

INDEXED - 126  
RECORDED - 126  
34 NOV 4 1949

166-2554-7470  
F B I

THE DIRECTOR

October 18, 1949

JOINT COMMITTEE

SUGGESTIONS 159 and 233

EMPLOYEE: INSPECTOR T. E. NAUGHTEN  
TRAINING & INSPECTION DIVISION  
INDEXING BUREAU BULLETINS AND SAC LETTERS

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CJP/PM

SUGGESTION: That the attached proposed SAC Letter concerning "Indexing Bureau Bulletins and SAC Letters" be issued to the Field to establish uniformity in the handling of administrative files and in indexing Bureau Bulletins and SAC Letters.

The Executives Conference on July 20, 1949, approved a survey of a representative group of SAC's for their views and recommendations concerning the proposed SAC Letter. Eight out of nine SAC's who responded were in favor of the SAC Letter and its contents.

ADVANTAGES TO PROCEDURE OUTLINED  
IN SAC LETTER:

1. Aids in office administration by including all instructions pertaining to one subject in one file.
2. Will prevent general administrative files from becoming too bulky.
3. Will save time in indexing, and will save space by eliminating preparation of numerous unnecessary index cards.
4. By maintaining individual files on specific subjects, Agents are afforded a more complete picture on all available information on each particular phase of administrative operations.

DISADVANTAGES TO PROCEDURE OUTLINED  
IN SAC LETTER:

1. SAC Kimball, San Francisco, states the present system is adequate, and the maintenance of numerous administrative files creates danger of error in improper filing of material.

JOINT COMMITTEE RECOMMENDATION: Unanimously favorable.

cc: Mr. Clegg  
Mr. Mohr

HHC:dgh  
Attachment

RECORDED - 126  
INDEXED - 126

66-2554-742A

24 NOV 4 1949

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease

*[Handwritten signatures and initials]*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 20, 1949, consisting of Messrs. Tolson, Glavin, Parsons, Fletcher, Nease, Rosen, Tracy, Mohr and H. H. McCabe, was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

*CT*  
Clyde Tolson

*RH*

THE DIRECTOR

October 28, 1949

JOINT COMMITTEE

SUGGESTION NO. 254

EMPLOYEE: SA H. C. BOSWELL

TRAINING & INSPECTION DIVISION

SAVINGS: None

AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 EBP

R2

SUGGESTION: Inspector Gurnea suggests a revision of the Manual of Rules and Regulations concerning the maintenance of exhibits placed in the 1-A serial of the file. Existing instructions provide that documents, evidence, photographs and confessions should be placed in a white envelope, properly stamped and identified, and then these envelopes should be placed in a larger manila envelope (Serial 1-A) to be included in the appropriate file. When the 1-A envelope becomes so bulky and voluminous that it is inconvenient to handle the file, the contents may then be placed in a special envelope which may be treated and handled as any other bulky exhibit and stored in a separate part of the office where bulky exhibits are maintained.

It is also permissible that 1-A exhibit envelopes may be placed in a sub-section "A" file when the exhibits become so voluminous as to make the file unwieldy and the white envelope is overcrowded, and yet it is not desirable to place them in a bulky exhibit file.

The Buffalo Office has suggested that the 1-A exhibit envelopes be made the first item in each section of the file to which the exhibit relates.

Inspectors Gurnea and Naughten were of the opinion that 1-A envelopes should appear as the first item in the first section only of the file, thus there is a lack of uniformity.

JOINT COMMITTEE RECOMMENDATION:

1. That the 1-A exhibit envelopes be maintained only in the first section of a particular file. When this envelope gets too bulky, then the exhibits which normally would be placed in this envelope should be maintained in the folder with the file, and the exhibit envelope would reflect the whereabouts of these exhibits, namely, in the file folder.
2. That in closed cases, this envelope containing such exhibits be placed with the bulky exhibit files, since there is no folder with the closed file.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

HHC: dph

NOV 8 1949

INDEXED - 126  
RECORDED - 126

166-2554-742

NOV 4 1949

3. Of course, unusually large books and exhibits which could not be conveniently maintained in the envelope would be filed with bulky exhibits at present, whether the case is pending or closed.
4. That instructions to this effect be issued to the Field so that there would be uniformity of interpretation.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 31, 1949, those present being Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen, Nease and Clegg, unanimously approved the recommendations of the Joint Committee, plus the provision that signed statements and similar paper exhibits may be placed immediately adjacent to the reports to which they relate. If this is approved by the Director, there is attached hereto an SAC letter to this effect.

Respectfully,  
For the Conference

Glyde Tolson

Attachment

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



THE DIRECTOR

10/18/49

JOINT COMMITTEE

INVESTIGATIONS BY SPECIAL EMPLOYEES  
RETENTION OF WORK SHEETS OR FLIMSTIES

SUGGESTION #219  
San Francisco  
SUGGESTION #230  
Los Angeles

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-SC/BMF

SUGGESTION:

*Expenditure*

Present Bureau instructions require that work sheets and forms used by Special Employees reflecting the results of their checks of records pertaining to credit information, criminal information and similar matters, usually in applicant-type investigations, be placed in a 1-A exhibit envelope and made a part of the case file. This means that the notes of the Special Employee are first placed in a white exhibit envelope, which must have appropriate identifying data placed thereon, after which this envelope is placed in the large manila 1-A exhibit envelope. The outside of the large manila envelope contains appropriate identifying data.

The San Francisco and Los Angeles Offices have submitted the suggestion that the work sheet representing the results of the record check be treated the same as a memorandum or any other serial to be placed in its appropriate chronological position in the file. This, in a great many instances, would eliminate the necessity for preparing the 1-A exhibit envelope since there would be no other material which would necessitate the preparation of such an exhibit envelope. This would result in a saving of clerical time and also a saving in file space.

The New York Office suggested that in those instances where the results of the record check were negative, the Special Employee's work sheet not be filed but that, in lieu thereof, a record be made on the administrative page of the investigative report reflecting the identity of the Special Employee who made the check of the record. New York pointed out that they make more than 10,000 such record checks per month and that the great majority of them produce negative results. The St. Louis Office suggested that the work sheets of the Special Employee making the record check not be retained in any instance but that the name of the employee be shown on the administrative page of the investigative report, including those instances where affirmative information resulted from the record check.

INDEXED 140  
66-254-7423

These suggestions were presented to the special Espionage Conference on October 10 and Messrs. E. J. Connelley, McKee, Scheidt, Belmont, Kimball and Hood favored the St. Louis proposal that in all instances the work sheets of the Special Employee be destroyed but that the identity of the employee be shown on the administrative page of the

ROV 8:10  
RTH:AF/dw  
*[Handwritten initials]*



investigative report. SAC Hottel stated that his office found the present system working satisfactorily but since it resulted in tremendous files of doubtful value being built up, he favored the St. Louis proposal.

JOINT COMMITTEE RECOMMENDATION:

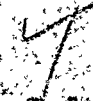
Unanimously favorable on the St. Louis proposal that no record check work sheets be filed but that the name of the employee making the record check be shown on the administrative page of the investigative report.

With reference to instances where an investigative report is prepared and is limited solely to the results of a record check made by a Special Employee, this report is shown as prepared by the SAC or by a designated supervisor. However, the initials of the Special Employee are shown on the first page as the dictator of the report. The Joint Committee concurred with the recommendation of the group of SACs that in such instances the full name of the Special Employee or employees making the record check should be shown on the administrative page, since there might be some confusion at a subsequent date as to the identity of the employee if initials alone were relied upon.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously concurred with Joint Committee on October 24, 1949.  
Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, Tracy and Harbo.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR

October 21, 1949

JOINT COMMITTEE

SUGGESTION #236

EMPLOYEE: SPECIAL AGENT C. P. HARTLEY

REPORT WRITING

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-56/DAT

*Executive Conference*

SUGGESTION: That the Bureau adopt a distinctive color for use as the first page on all applicant-type investigative reports and that this page have printed thereon the following phrases which presently are added by rubber stamp to copies which are distributed outside the Bureau: "PROPERTY OF FBI. This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned," and "This is the result of an FBI investigation and is not to be considered as a clearance."

It is pointed out that the Atomic Energy Unit at the Seat of Government distributes approximately 15,000 investigative reports per month to the Atomic Energy Commission. Since there are two copies of each report this makes it necessary for the two rubber stamps referred to above to be placed on 30,000 copies of this type of report each month. Similar procedures are used in other Sections of the Seat of Government preparing reports for transmittal to outside agencies.

The suggestion that the first page on applicant reports be a colored form has for its purpose to aid stenographers in using the proper form in appropriate instances.

RECORDED

JOINT COMMITTEE RECOMMENDATION:

INDEXED - 140

66-2584-7624

The Bureau has previously decided that when next a supply of Page 1 of the investigative report is printed it will bear the printed notation "PROPERTY OF FBI. This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned." The Joint Committee recommends that in addition, the next printing of a supply of this form the inscription of the second rubber stamp be also printed on the form as follows: "This is the result of an FBI investigation and is not to be considered as a clearance." The Committee was opposed to the adoption of a colored form for use in applicant-type cases but felt instead that the foregoing inscriptions could be printed on the standard form used as the first page and employed in all cases, notwithstanding the fact that the second inscription would not be pertinent in connection with reports submitted in criminal cases.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Clegg  
Mohr

*Handwritten initials and signatures*

30 NOV 7 - 1949

Memo Director  
Joint Committee  
Suggestion #236  
10/21/49

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, and Tracy recommend that the Bureau proceed with plans to print the inscription: "PROPERTY OF FBI. This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned." on the first page of all Bureau reports. This will be used in all types of cases, including applicant-type investigations on which it will be necessary to add the rubber stamp inscription "This is the result of an FBI investigation and is not to be considered as a clearance." in the case of all reports sent out of the FBI. They were opposed to the use of a separate form to be used only in applicant-type cases, since this would necessitate the printing and stocking of an additional form throughout the entire service and would probably result in confusion and delay when the stenographer inadvertently used the wrong first page in preparing an investigative report.

Mr. Harbo is in favor of the Joint Committee recommendation that both of the inscriptions presently stamped on applicant-type reports before they are sent out of the Bureau be printed on the first page form and used in all types of investigative reports.

Respectfully,  
For the Conference

1  
Clyde Tolson.

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

October 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 255

EMPLOYEE: INSPECTOR H. E. GURNEA  
TRAINING & INSPECTION DIVISION

SAVINGS: None  
AWARD: None

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5C/BH

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

*Expecting to forward*

SUGGESTION: That the required periodic review of Bankruptcy court dockets be discontinued.

In 1944, in order to increase criminal investigations, bankruptcy dockets were required to be examined quarterly (since placed on an annual basis) for the purpose of developing additional bankruptcy cases.

In the Middle District of Pennsylvania, it required 3 days to complete this review and compilation, and no cases were opened. In the Eastern District of Pennsylvania, 8 cases were opened, only 1 resulting in prosecution and a sentence of probation for 2 years; and in one other case, prosecution is possible but unlikely. It took approximately three-weeks' time to review these dockets over a two-year period.

- ADVANTAGES:
1. Saving of time of Agents.
  2. Meritorious cases would likely be reported by the bankruptcy officials.

- DISADVANTAGES:
1. Some cases might be overlooked and not investigated, because of failure to call them to the Bureau's attention.

JOINT COMMITTEE RECOMMENDATION:

Unanimously favorable that such surveys and docket reviews be discontinued.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 140  
INDEXED - 140  
66-2554-9425

The above suggestion was considered on 10-28-49, by the Executives Conference, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present.

Mr. Rosen pointed out to the Conference that in the New York and Philadelphia Divisions there are more Bankruptcy rings that develop than elsewhere and, although more time is required there, the likelihood of developing cases offers greater possibilities. He also pointed out that these annual checks of the Bankruptcy records automatically receive a contact between a representative of the Field Office and referees or Trustees or other Bankruptcy officials. These contacts are helpful, he believes, in the development and reporting to the Bureau of Bankruptcy frauds. In view of his further observation that in divisions other than Philadelphia and New York the

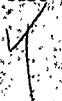
cc: Mr. Clegg  
Mr. Mohr  
HHC:dgt  
NOV 1 1949


*[Handwritten signature]*

Memorandum for the Director

prospects of developing cases are more meager and that the amount of time necessary for examining the records is considerably less, the Executives Conference unanimously disapproved the suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

  
HHC:dmg





THE DIRECTOR

October 22, 1949

EXECUTIVES CONFERENCE

Destruction of obsolete  
File and Index Material

*7/21/92 SF-4966W/rtc*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/91 BY SF-5016/mc

The Executives Conference consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Ladd, Carlson, Mohr, Parsons, Tracy, Glavin and Nichols considered the suggestion arising from the recent inspection of the Records and Communications Division that certain of the old files material be destroyed.

Illustrative of this material is the Alien Enemy Control Index, Miscellaneous Reports of the Dies Committee, three file cabinets of books, pamphlets, and papers relating to radical organizations collected from 1914-1918.

The Conference was unanimous that we include this material in the program of microfilming, that it would be most inadvisable to destroy any of this material and accordingly, the Conference recommended that portion of the inspection report pertaining to the destruction of old files, etc., be disregarded.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

cc - Mr. Clegg  
cc - Mr. Mohr

LBN:dmh

*66-2551* ✓  
NOT RECORDED  
75 NOV 18 1949

55 DEC 28 1949

INITIALS OF DATE



THE DIRECTOR

October 28, 1949

JOINT COMMITTEE

SUGGESTION NO. 253

EMPLOYEE: SA H. C. BOSWELL  
TRAINING & INSPECTION DIVISION

SAVINGS: None  
AWARD: None

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 CJP/MP

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

SUGGESTION: That Bureau Bulletins and SAC Letters be retained in field offices for a ten-year period. The present rule is that they are destroyed after the oldest serial in such administrative file becomes three years old.

- ADVANTAGES:
1. There have been several instances recently when outgoing correspondence to the Field made reference to Bureau Bulletins and SAC Letters which had been destroyed under existing instructions, and the references were not available.
  2. These Bureau Bulletins and SAC Letters frequently contain pertinent and valuable information which, however, is not of sufficient brevity or permanency to include in the Manuals in adequate detail, and this information would advantageously be in the field office for a longer period of time.
  3. It has been necessary to prepare photostatic copies of Bureau Bulletins and SAC Letters on occasions for transmittal to certain offices.
  4. It is only the synopsis of detailed instructions in Bureau Bulletins and SAC Letters which finds its way into the Manuals. The complete text should be available for a longer period of time than at present for study.
  5. It will assist new employees by enabling them to review background material in these Bureau Bulletins and SAC Letters to aid in their interpretation of the purposes of existing regulations.

DISADVANTAGES:

1. Will require added filing space (although those issued since 1943 could be retained in one file drawer).
2. Instructions and policies should be firmly established after three years and there should be little need for reference to the original communication.
3. This would create another exception to the general rule which is now fairly uniform, and would lend itself to confusion.

RECORDED - 140  
INDEXED - 140 | 66-2534-7426  
17 NOV 4 1949

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Mohr

HHC:deb 1-D

JOINT COMMITTEE RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 31, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Rosen, Nease and Clegg, recommended unanimously unfavorably.

Respectfully,  
For the Conference

*J. Edgar Hoover*  
*H*

*[Signature]*  
Clyde Tolson

THE DIRECTOR

November 1, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5 C/DH

The Executives Conference consisting of Messrs. Rosen, Nease, Fletcher, Clegg, Ladd, Carlson, Mohr, Parsons, Tracy, Glavin, and Nichols, considered the matter of writing congratulatory notes to newly appointed Federal Judges, United States Marshals, and United States Attorneys.

It was pointed out to the Conference that such letters were presently being written which fall roughly into three categories:

1. There are instances where the Federal official, namely a Judge, United States Attorney, or United States Marshal has been cooperative and has been reappointed. In each instance, our files are checked and if there is no information indicating contrary action, a congratulatory note is sent.
2. There are instances wherein a newly appointed Federal Judge, United States Attorney, or United States Marshal has had previous contacts with the Bureau, we were acquainted with him, and he was of good repute. In this event, a congratulatory note is sent.
3. There are instances wherein a Federal Judge, United States Attorney, or a United States Marshal is appointed. We, of course, have investigated him but have had no official or personal contact with him. If there is nothing derogatory in the investigative reports or in the files, a congratulatory note is sent on the premise that he in effect will enter the family relationship of the Department of Justice and we will have to come in contact with him and it is the gracious thing to do. In the past, many of them have indicated appreciation of the Director's taking cognizance of their appointment in congratulating them.

It was further pointed out that as a matter of policy, congratulatory letters are not sent in any instance where there is derogatory information.

The Conference was unanimous in recommending the continuance of sending such letters outlined in items 1 and 2; and excepting Messrs. Tolson and Nease was unanimous in recommending that letters

RECORDED  
INDEXED

66-2554-7427

EX-3

CC - Mr. Clegg  
Mr. Mohr

LBH:FML

30  
60 NOV 7 - 1949

105

Executives Conference memo Director  
November 1, 1949

continue to be sent in the third category. Mr. Tolson and Mr. Nease were of the opinion that where the Bureau had no contact and was not acquainted with the newly appointed Federal Judge, United States Attorney, or United States Marshal a congratulatory note should not be sent.

I agree with  
Tolson & Nease

H

Respectfully,  
For the Conference

✓

Clyde Tolson, Chairman

The Director

October 25, 1949

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5C/DM

On October 18, 1949, the Executives Conference, consisting of Messrs. Tolson, Rosen, Nease, Fletcher, Ladd, Carlson, Mohr, Tracy, Parsons, Glavin, and Nichols, considered the subject of microfilming of Bureau records and specifically a recommendation of the Records Section that the Bureau undertake microfilming of certain old files in the 26 and 31 classifications. The Conference unanimously recommended that we start this microfilming by the rental of one machine to be operated by the minimum of Records Section personnel that are needed.

The Conference proposed to apply this microfilming to the old closed applicant cases in the Personnel Files Unit, rather than the 26 and 31 files previously considered. It was felt that the applicant files offer very suitable material to start on as they are not original records of evidentiary, nor of archival, interest. As a matter of fact, the National Archives considers them "housekeeping" records covered by continuing authority to destroy. Also, they lend themselves to easy handling and contain a variety of paper. Their microfilming can afford us experience and the actual costs of applying this process to other files in the future, as well as a basis for comparison with estimates from commercial firms seeking contract jobs. By proceeding in this manner, there could be no possible basis for objection from any outside source.

The extent and cost of this microfilming would be as follows:

Extent of Inactive Applicant Files

41 cabinets (31 4-drawer, 10 5-drawer) - 174 drawers  
average number of files per drawer - 257 files  
average number of pages per file - 14 pages

$257 \times 174 = 44,718$  files  
 $44718 \times 14 = 626,052$  pages

Rental of Camera and Two Viewers (at \$41 per month)

Estimated production of one machine per day - 7,000 pages  
Estimated rental period ( $\frac{626,052}{7,000}$ ) - 90 days or 4 months

RECORDED - 104

INDEXED - 104

41 x 4 = 164.00  
166-2534-7428

NOV 7 1949

- Tolson
- E. A. Tamm
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Mohr
- Pennington
- Quinn Tamm
- Nease
- Gandy

WMM:eo 63

33

MEMORANDUM TO THE DIRECTOR  
October 22, 1949

- 2 -

Film

Gives 6,000 images per roll

$\frac{626,052}{6,000} = 105 \text{ rolls}$

105 rolls at \$6.12 -

\$642.60

105 rolls (security rolls) at \$6.12 -

642.60

\$1,285.20

Labor

90 days plus 9 accrued annual, 5 accrued sick - 10% days chargeable.

Camera operator - 104 days at \$8.78 (CAF-2) - \$ 913.12

Proofreader - 104 days at \$8.78 (CAF-2) - 913.12

Preparer - 104 days at \$8.78 (CAF-2) - 913.12

Arrangement and elimination checker (CAF-4)

104 days at \$10.48 - 1089.92

Supervisor (CAF-5) \$11.44

$\frac{1}{2}$  time chargeable (26 days) - 297.44

\$4,126.72

Errors plus mechanical failures (10%)

557.59

TOTAL \$6,133.51

The above personnel and cost requirements were secured from commercial firms and authorities on microfilm techniques. They are maximum. We are positive that by using our own people the personnel cost will be materially reduced. Cameras, viewers and film are on Government schedule from Remington Rand Recordak and the Diebold Company. If approved, arrangements will be made promptly to secure the equipment and begin this microfilming.

Respectfully,  
For the Conference

Glyde Tolson



THE DIRECTOR

November 11, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/1/91 BY SP-5/BJM

The Executives Conference of November 3, 1949, consisting of Messrs. Ladd, Rosen, McCabe for Clegg, Fletcher, Nichols, Carlson, Mohr, Harbo, Tracy, and Glavin, considered the desirability of advising the field regarding leave over the Christmas and New Year's holidays.

The Conference wishes to point out that in past years, the Bureau has forwarded instructions to the field that in those instances where an employee has not yet had extended annual leave during the year, consideration can be given to granting extended annual leave over both Christmas and New Year's holidays. In the past years, the field has been advised that in those instances where extended annual leave has been previously granted during the year, the Bureau would have no objection to annual leave being approved for employees whose services could be spared over one of the two holidays, i. e., Christmas or New Year's Day.

It was pointed out to the Conference that this year, there will be only four working days between Christmas and New Year's Day since both holidays fall on Sunday and under the regular Government procedure, the following Monday will be declared a non-working day. It was suggested to the Conference, therefore, that instructions be issued this year pointing out that in granting leave to employees which will permit their absence over the entire holiday period, such leave should be granted first to those employees who have not already had extended leave during the calendar year and thereafter to any other employees provided the employee's services can be spared without any unreasonable impairment of the functioning of the division.

For the Director's information, extended annual leave in the past has been considered as being granted two weeks' annual leave at one time or annual leave over a period of one week more than once during a calendar year.

The Conference recommended approval of the attached SAC Letter concerning this particular matter.

Respectfully,  
For the Conference

Clyde Tolson

Mr. J. P. Mohr

RECORDED - 22 106 - 2534 - 7429

INDEXED

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NOV 11 1949  
Mr. Clegg

WAG:ugh

THE DIRECTOR

November 2, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY AUTOMOBILE RADIOS - NEW YORK DIVISION

On October 31, the Executives Conference considered the request of the New York Field Division for 19 2-way FM radio units for installation in Bureau automobiles in that office. Thirteen of the requested units were requested to replace obsolete equipment, some of which had been removed from old cars and not reinstalled due to the unsatisfactory condition. The New York Office also requested six additional 2-way units to expand the available radio-equipped cars in that office.

The Conference, consisting of Messrs. Ladd, Glavin, Nichols, Tracy, Mohr, Carlson, Clegg, Fletcher, Nease, Rosen, and Parsons, unanimously recommends the purchase of 13 modern 2-way FM units to replace the obsolete New York equipment, but that the six additional units requested not be purchased at this time in order to conserve funds and that the New York Office be permitted to request additional equipment at a later time if their needs so indicate. The thirteen new units will cost approximately \$7,150.

Respectfully,  
For the Conference

*Handwritten initials*

Clyde Tolson

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HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5C/bw

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 22

166-2584-74/30  
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EX 3

17 NOV 8 1949

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*Handwritten initials*

*Handwritten initials*

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

THE DIRECTOR

November 2, 1949

THE EXECUTIVES CONFERENCE

RADIO EQUIPMENT - BUTTE

On October 31 the Executives Conference considered the request of the Butte Field Division for seven broadcast receivers for installation in 1948 Buick automobiles.

The request for broadcast receivers is based on the fact that there is no satisfactory police communication in the Butte territory due to the mountainous terrain. For this reason, arrangements have been made with commercial broadcast facilities to relay urgent messages to Bureau Agents. In substantiation of this, SAC Banister pointed out that the local stations are very cooperative and in a recent case a commercial station remained on the air all night solely as a means of communication with Bureau Agents working on the case. The further reason advanced is that Agents are able to obtain up-to-date weather reports, avoiding sudden storms which constitute a hazard to the Agents on the road.

The Executives Conference, consisting of Messrs. Ladd, Glavin, Nichols, Tracy, Mohr, Carlson, Clegg, Fletcher, Nease, Rosen, and Parsons, unanimously recommended the purchase of the 7 broadcast receivers, it being pointed out that the cost of this type of receiver is only \$48.67, or a total cost of less than \$350.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr  
HJRAF

RECORDED - 145

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166-2554-7431  
17 NOV 8 1949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/17 BY SP-SC/bw

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

NOV 9 - 1949

THE DIRECTOR

November 3, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/81 BY sp-5 c/bm

The Executives Conference, November 3, 1949, Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Carlson, Nichols, N. H. McCabe, Rosen, and Fletcher in attendance, were advised that Harry Bridges was indicted in May, 1949, together with two others on a charge of Fraud Against the Government, and the case is set for trial November 14, 1949.

The Immigration Service who have been handling the investigation beginning in September, 1949, forwarded to the Bureau routine INS Form G-59, requesting information concerning certain individuals on a name check basis. Some of these forms were returned marked to reflect that the person named was not the subject of a Bureau investigation, or if information of verified, factual character was available, it was furnished. 24 of the forms received were found to be subjects of Bureau investigation and the appropriate field offices have been instructed to prepare summary reports. Up to October 19, 1949, in addition 4 other requests were pending: Anna Louise Strong and John Ballam, both involved in espionage or Internal Security-R investigations; Joseph Curran, well known labor leader; and George Hewitt, who has been an I&NS informant since 1947. Between October 19 and 25, 1949, 31 additional requests were received, and on November 2, 1949, a list of 33 names was furnished and the Bureau was requested to give them preferential treatment. There are approximately 100 requests now pending, the greater majority of which have been received since October 19. Where the person's name had been the subject of Bureau investigation, reports have previously been furnished to the Division of Records in the Department.

The information desired by the Immigration Service is listed as follows:

- (1) Information concerning the attendance of the individual named on Form G-59 at Communist Party meetings with Bridges or the other two defendants, Henry Schmidt and James Riley Robertson;
- (2) Information or evidence establishing Communist Party membership of the individuals named in Form G-59 and whether that information is available in public records or through available informants;
- (3) Any derogatory information reflecting on the credibility of the individual listed, together with the source of such information. This summary would include any instances of the use of aliases or the existence of false statements or any derogatory type of evidence so that it can be used for cross-examination purposes going to the credibility.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

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EX-33

66-2559-74-37  
17 NOV 8 1949

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HBF:tlc



MEMORANDUM FOR THE DIRECTOR

The Bureau has considerable information concerning most of the persons named and there are countless file references. The volume of the work involved in the request is stupendous. It is estimated that it will exhaust the manpower of the Internal Security Section and the Correlation Unit of the Security Division to handle it, and it would take approximately sixty days. It was the unanimous recommendation of the Conference that a telephone call be placed to SAC Kimball instructing him to contact Bruce G. Barber, the District Director of the Immigration and Naturalization Service at San Francisco who has been in charge of this case. Mr. Barber is to be told that his requests are impractical; that the Bureau does not have the manpower available to handle the requests within a reasonable period of time, having in mind the trial which is starting November 15, 1949; and further, that the requests were not made on a timely basis, having in mind that most of the ones involved have been received subsequent to October 19. Mr. Barber should also be advised that the Bureau will complete the handling of the 24 summaries now pending and that they will be available on or about November 14, 1949. Further, Mr. Barber should be informed that the Division of Records of the Department has been furnished investigative reports on the individuals in whom he is interested and he may desire to arrange to have personnel available to him review these reports in the Division of Records.

If you approve, the suggested instructions to SAC Kimball will be immediately handled.

Respectfully,  
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE \_\_\_\_\_ BY \_\_\_\_\_

*Right. We  
simply cannot  
meet these requests.  
There are many  
more urgent ones within  
our primary jurisdiction  
which must take precedence.*

*RT*

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HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5 ci/OTR

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*DEC 8 1967*

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CHANGED TO

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THE DIRECTOR

11-7-49

Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/2/51 BY SP-5C/BH

On May 20, 1949, Mr. Meyers, who is in charge of the Gymnasium, submitted a recommendation that there be constructed in the Identification Building a gymnasium. The purpose of this gymnasium was to provide physical training for Special Agents attending New Agents' classes primarily and also an opportunity for physical training by the Special Agent supervisory staff at the Identification Building. When both In-Service classes and the National Academy classes are in Washington, since there are only two classrooms available in the Justice Building, all New Agents' training is given in the Identification Building when the New Agents are in Washington. The location of the gymnasium as proposed was in Rooms G-101 and G-101A in the basement of the northeastern corner of the Identification Building. The building Superintendent has roughly estimated that the cost of such construction will be \$9,266.50, all of which cost would have to be borne by the Bureau, with the exception of \$930.00, which would be the cost for erecting necessary partitions and which apparently the Public Buildings Administration would bear. Certain equipment in addition to that already on hand will bring the total cost to the Bureau for the equipment, the installation of the equipment and the gym to a total of \$10,670.92. This, of course, is an approximation.

Depending upon the number of New Agents' Classes in session, there would be required from 1 to 2 part-time physical instructors and the remainder of their time would be spent on regular clerical work. The building Superintendent advised that the general cleaning would be done by the building cleaning force, but if a large number of classes should be in session at one time a part-time attendant would be needed to supplement this general cleaning.

The question of funds was considered, with Mr. Glavin advising that the present commitments of the Bureau indicate there would be no funds for this purpose.

Mr. Glavin and Mr. Mohr, therefore, voted in opposition to the construction of the gymnasium on the basis of the fact that there were inadequate funds.

Messrs. Tracy, Parsons, Carlson, Ladd, Nichols, Fletcher, Clegg and Nease voted, however, that they favored construction of such a gymnasium if and when funds were available. (Mr. Mohr indicated that his vote, as above-reported, was for all practical purposes the same as those who voted in favor of the construction of such a gymnasium if and when funds were available. This means that, if it is later determined that funds will be available, the majority of the Conference at least favors the construction of the gymnasium as recommended.)

Respectfully,  
For the Conference

Clyde Tolson

166-2554-7434  
NOV 8 1949

Since there are no funds available at this date  
cc-Mr. Mohr  
Mr. Clegg

HHC:DMG

1049-122

THE DIRECTOR

10-18-49

Executives Conference

ALL INFORMATION CONTAINED

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DATE 5/2/91 BY SP-5 CJA/DAJ

The Executives Conference on 10-14-49, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Carlson, Ladd, Nease, Rosen, McGuire and Clegg present, considered the problems presented by SAC Hood at Los Angeles in the conference with SAC's Kimball of San Francisco and F. H. McIntire of San Diego. There are 10 universities in California that are offering instruction in Police Training matters in their curriculums.

At the University of Southern California, Los Angeles, a Police Training course began in 1929 before the Bureau's courses began to develop. They had 25 police students then and nearly 400 police students are enrolled now. 90% of those taking police subjects are law enforcement officers. Some have received degrees in Public Administration. Most of the Los Angeles Police Department officers who are instructors in this school have received Bachelor's Degrees and are working for Master's Degrees. Beginning in September 1949, additional courses were to be offered and the heads of various law enforcement agencies have been circularized concerning the expanding program pointing out that the officer, while attending the school, can earn credits toward a degree. Those who are eligible can receive benefits under the G.I. Bill of Rights. There are 1,500 students taking the course in Public Administration, 750 taking Police Science, 400 of whom are full-time police officers. 95% of the remainder are connected with law enforcement in some way, such as, probation and parole investigators, personnel of California penal institutions, prosecutors, police and sheriffs. The head of the Police Administration Section, Dr. D. E. McNamara, is very friendly to the Bureau and he intends to make the policy even more stringent and restrict the training to duly accredited law enforcement officers. He wants the Bureau's cooperation and he would like them to begin teaching appropriate subjects on the work and functions of the Bureau. These courses, initiated years ago, were established under the sponsorship of the California Peace Officers' Association, California Sheriffs' Association and they now have the sponsorship of the California Youth Authority, the California Youth Committee, the Department of Justice of the State of California and the District Attorneys' Association of California.

The City College of San Francisco started a course on Law Enforcement in 1939 at the suggestion of former Chief Quinn of San Francisco. There were 50 students last year, 5 of whom were from the San Francisco Police Department. 20 were later placed in police work. The school at present offers a two-year course in Law Enforcement. The courses are considered largely preparatory. Some of the graduates have gone to San Jose State College to obtain their degrees. This College is a branch of the San Francisco Public Schools System. The President of the Board of Education, Adrien J. Falk, who figured in the Comrap case has spoken under the auspices of the American Russian Institute and attended a reception for Molotov in San Francisco in 1935, apparently disassociated himself entirely from these groups subsequently.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Mohr  
Mr. Clegg

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66-2554-7435

HHC:DMG

NOV 9 - 1949

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## Memorandum for the Director

The San Jose State College began a four-year program in 1935, leading to an A.B. degree at colleges under the State Department of Education and there are 120 students taking either a two-year or four-year Police course leading to diplomas. They give pre-service training to the entire class regardless of whether they are or are not police officers. The school was initially begun in 1930 by the President of the College, Dr. Thomas W. MacQuarrie. Directors of the Police School have been George H. Brereton (persona non grata), William A. Wiltberger and Willard E. Schmidt, the latter formerly with the Berkeley Police Department.

The San Francisco Office advises that the City College of San Francisco does not constitute a particular threat. There is an amicable relationship with the Director of the course there and they recommend participation by furnishing training films, visual aids and delivering lectures on such basic subjects as the jurisdiction, history, functions and operation of the FBI. As for San Jose State College, they recommend certain motion pictures and the regular scheduling of lectures on the jurisdiction of the FBI, Federal investigative agencies and other subjects appropriate for pre-service police schools.

During the course of the Conference on Espionage, a conference was held attended by representatives of the Training Division and SAC's Hood of Los Angeles, Kimball of San Francisco, McSwain of Chicago, Scheidt of New York and McKee of Newark, concerning this problem.

The consensus of opinion of the SAC's was that the Bureau should recognize that colleges and universities are becoming increasingly interested in Police Training and, regardless of any efforts of the Bureau, they are going to offer such courses with increasing frequency. There were initiated in certain California schools courses prior to the Bureau's program of Police Training and they have continued to grow in certain of these schools. This, they believe, to be the trend which will gradually develop throughout the country. It was the consensus of opinion of the SAC's present that the Bureau should adopt a more liberal attitude toward cooperation with colleges and universities in Police Training courses. There was a strong sentiment among these SAC's that, eventually, pre-service training would develop throughout the country and the Bureau should gradually adopt a more liberal attitude by having representatives appear before these pre-service schools on such generalized subjects as "Functions of the FBI." There was a minority of opposition to this suggestion among the SAC's.

### Executives Conference Consideration

The Executives Conference recommended:

(1) That, when colleges and universities give Police Training to classes made up 100% of law enforcement officers, the Bureau participate, when requested, by having an instructor appear and give a lecture on the subject of

Memorandum for the Director

the Bureau's general jurisdiction and functions as a public relations step since such talks are made before public groups generally.

(2) That no instruction or lectures of any kind be given in any college anywhere which is attempting to offer Police Training and permits non-policemen or pre-entry students to attend.

It was the feeling of the Conference that we do not desire to and should not attempt to train the general public, the youth of the land, including some Communists, no doubt, in police matters and that we should not exert ourselves by utilizing manpower so that colleges and universities might collect tuition.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR

November 3, 1949

The Executives' Conference

ALL INFORMATION CONTAINED  
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DATE 5/2/91 BY 52-56107

At a meeting of the Executives' Conference on November 3, 1949, attended by Messrs. Rosen, Fletcher, H. McCabe, Nichols, Mohr, Carlson, Harbo, Tracy, Glavin and Ladd, the attached SAC letter was considered and approved.

At the same time, the conference considered the question as to whether it would be desirable to prepare a list of those individuals who have been unfriendly to the Bureau and who the field should not contact or interview without approval from the Bureau in Washington.

The conference was unanimously opposed to furnishing such a list to the field feeling that it would be the equivalent of a "Black List" and that with knowledge of such a "Black List" in the field and Agents leaving, like Velde or Kealey, might well point out that the Bureau maintains a "Black List" and might even retain a list of the names on such a list. It was felt that in lieu of furnishing such a list to the field, the attached SAC letter would alert the field to this problem and it was suggested in the future, more information be sent to the field in the form of an SAC letter concerning individual instances of unfair criticism of the Bureau, such as that in De Voto's article.

In the event you approve, the attached SAC letter will be sent out and no list will be sent to the field offices.

*I think the letter is as far as we can safely go in furnishing the field with fully informed*

Respectfully,  
For the Conference  
166-2554-7436  
F B I  
CLARENCE TO 1949

cc - Mr. Glavin  
Mr. Mohr

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

*JFM* The proposed letter is just a jumble of words & means nothing & says less. If this is the best that can be done then it would be better to do nothing.  
H.

NOV 14 1949



THE DIRECTOR

November 8, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 12/9/91 BY SP-SC/PTM

Photographing

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Glavin, Parsons, Nease, Fletcher, Carlson, and Tracy, considered a suggestion of Special Agent W. W. Bromwell of the Identification Division that approximately 500,000 Personal Identification fingerprint cards be photographed for the purpose of preparing index cards in the same manner as Loyalty non-ident fingerprint cards are presently being photographed. A bid price of 2.6¢ per card has been submitted and the approximate cost would be \$15,000.

The Conference unanimously approved the suggestion and the Chief Clerk's Office will proceed immediately to ascertain whether this work could be done as an extension of the present contract or whether new bids will have to be secured.

Respectfully,  
For the Conference,

Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

SJT:redm

RECORDED - 44

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NOV 15 1949

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- Tolson \_\_\_\_\_
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- Clegg \_\_\_\_\_
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- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

NOV 15 1949

65



THE DIRECTOR

October 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 258  
EMPLOYEE: SAC J. B. WILCOX  
SEATTLE DIVISION

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
L. V. Boardman

ALL INFORMATION CONTAINED  
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DATE 5/2/91 BY SP-5 CIB/PTF R2

SUGGESTION: That there be considered the volume of disk recordings from technical and microphone surveillances accumulating in field offices, and whether such recordings should be disposed of in order to eliminate the storage problem.

The current rule, as set forth in SAC Letter #129, dated December 6, 1946, provides that unless it is determined that the possibility exists that such recordings will be of value as evidence they may be salvaged within sixty days.

- ADVANTAGES:
1. There is a feeling that the information would never be admissible as evidence, and therefore the retention of these records is unnecessary.
  2. Would save storage space and time in labelling such records.

- DISADVANTAGES:
1. What particular laws will be enacted in case of a violent emergency is now uncertain. The rules of evidence are adjective and not substantive, and could be changed so as to make such evidence admissible, and this might be done and the records would be the best available evidence.
  2. It is frequently necessary to go back to the original source in order to clarify information in paraphrased form which appears in the file.
  3. The possibility exists that internal security cases involving detention might be handled by administrative boards without regard to formal rules of evidence, and these disks may become important in court martial proceedings.

JOINT COMMITTEE RECOMMENDATION:

The Joint Committee recommended that these disks not be destroyed except in those instances where it is observed that they contain no information of any actual or potential value.

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50 NOV 15 1949

cc: Mr. Clegg  
Mr. Mohr

HHC:HCB:dgh:dmg

EX-33

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66-2554-7438


NOV 15 1949

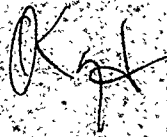
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EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference on 10-28-49, with Messrs. Glavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present, considered the above suggestion. They unanimously agreed with the recommendation of the Joint Committee and attached hereto is a letter to SAC Wilcox of Seattle.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR

October 24, 1949

JOINT COMMITTEE

SUGGESTION #247

EMPLOYEE: SPECIAL AGENT KLI J. ROSE

ELIMINATION OF SYNOPSIS IN APPLICANT-TYPE REPORTS

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
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DATE 5/2/91 BY SP-5 CIP/MP

SUGGESTION: That in all applicant-type reports, the synopsis be eliminated, including reports on Bureau applicants.

ADVANTAGES: 1. They are short reports and hence require little time to read.

2. It makes it imperative that the recipient read the entire report and not rely on the synopsis.

3. The synopsis, no matter how skillfully drawn, oftentimes does not adequately reflect the details.

4. In Bureau cases the Bureau does not rely on the synopsis.

5. Except in a file which has become voluminous or consists of many sections, a synopsis would not be necessary.

DISADVANTAGES:

1. The synopsis in applicant-type reports is useful and time-saving in connection with the very large number of file reviews made in handling name checks in connection with Bureau cases and for other agencies. Generally, the object of the name search is to ascertain whether there is any derogatory information and this type of information should always be in the synopsis.

2. This rule would make another exception to the general rules on report writing. There already exist a large number of variations in regulations concerning the preparation of reports in different types of cases. It is believed that such lack of uniformity should be held to a minimum.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVE CONFERENCE RECOMMENDATION: Unanimously unfavorable on 11/3/49 by Tolson, Boardman, Ladd, Clegg, Harbo, Mohr, Carlson, H. H. McCabe, Fletcher, Nichols, Tracy, Rosen

Respectfully,  
For the Conference

66-2554-7439  
TJ IB

- Mr. Tolson
- Mr. Boardman
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

RECORDED  
INDEXED  
Clyde Tolson.  
EX-30  
OCT 25 1949

THE DIRECTOR

October 24, 1949

JOINT COMMITTEE

SUGGESTION #246

EMPLOYEE: MATTHEW T. O'DELL

WALKIE-TALKIE POWER UNIT

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5 C/BH

SUGGESTION: Submitted on the standard Employee Suggestion form was a description of a "walkie-talkie" power unit which enables the unit to be used without batteries when there is a house current available as a source of electricity. The implied suggestion is that some field offices could be equipped with this type of power unit for use with walkie-talkies and there would result thereby a considerable saving in the cost of batteries.

The Committee was advised by the Laboratory that the Radio Section has already prepared two power units of the type proposed and that authorization has been granted for the construction of ten additional such units so that they will be available for field use as needed. The Laboratory does not feel that it would be desirable to furnish each office with such a power unit in view of the fact that this equipment can be used in lieu of the batteries only when the walkie-talkie unit is to be used where house current is readily available. Furthermore, each office has a 60-watt portable radio transmitter which is operated from house current and which generally is preferable to a walkie-talkie unit for operation from a house or other inside location, since it has greater range and stronger signals.

JOINT COMMITTEE CONSIDERATION:

Unanimously that no action be taken concerning the implied suggestion since it is felt the presently approved program for the construction of ten power units will be adequate to meet the needs of the field.

EXECUTIVES CONFERENCE RECOMMENDATION:

On November 3, 1949, unanimously concurred with Joint Committee. Present: Messrs. Ladd, Glavin, Mohr, Carlson, R. H. McCabe, Fletcher, Nichols, Tracy, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

66-2554-7440

NOV 15 1949

INDEXED - 99

RECORDED - 99

EX-3

NOV 16 1949

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

*[Handwritten initials and scribbles]*

*[Handwritten initials "RD"]*

SAC, New York

October 18, 1949

Director, FBI

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 05-04-2011

~~POSSIBLE INFORMANT~~

b7D

~~CONFIDENTIAL~~

Reference is made to your letter dated September 23, 1949, entitled "United Nations Organization; Internal Security - R". In accordance with your request, you are hereby authorized to establish liaison with [redacted] United States Mission to the United Nations, 2 Park Avenue, New York City. (S)

b7D

You are instructed to make it perfectly clear to [redacted] that the interest of the Bureau is not in the official actions of employees of the United Nations Secretariat or the employees of the Delegations to the United Nations, but that the Bureau is only interested in the activities of individuals attached to those organizations when such activities are beyond the scope of their official duties and constitute a threat to the Internal security of this country. (S)

b7D

It is expected that your dealings with [redacted] will be of such a nature as to preclude any possible embarrassment to the Bureau from maintaining official contacts with an employee of the United States Mission to the United Nations. (S)

b7D

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

WAS/mp

~~CLASSIFIED BY SP-5 C/P/TX  
DECLASSIFY ON OADR 5/8/91~~

(This was approved by Executives Conference October 19, 1949, Messrs. Tolson, Glavin, Clegg, Mohr, Carlson, Rosen, Parsons, Nease, Tracy, Nichols and Fletcher in attendance -HBF)

62-47787-3976

~~CONFIDENTIAL~~

RECORDED - 80

166-2554-7441  
RECORDED  
8. NOV 14. 1949

ORIGINAL FILE IN

58 NOV 16 1949

THE DIRECTOR

October 24, 1949

JOINT COMMITTEE

SUGGESTION #250

EMPLOYEE: ASAC JACK WEST

LEADS IN FUGITIVE INVESTIGATIONS - POST OFFICE BOX HOLDERS

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 GJ/OMF

SUGGESTION:

That the following be included under Section 49-G of the Manual of Instructions, Volume II, which sets out Suggested Sources of Leads in Seeking the Apprehension of Fugitives.

"Where it is learned that the subject maintained a post office box at the time he became a fugitive, or a short time before, consideration should be given to interviewing neighboring box holders for information of value to the investigation."

ADVANTAGES:

It is likely that neighboring box holders saw the fugitive from time to time and may have become friendly with him. They may have observed his associates or be in possession of information not otherwise available.

DISADVANTAGES:

The likelihood of the proposed procedure's resulting in valuable information is sufficiently remote to make it doubtful that the specific procedure should be placed in the Manual of Instructions.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

EX-34 RECORDED - 1

66-2554-1144  
NOV 15 1949

EXECUTIVES CONFERENCE RECOMMENDATION:

INDEXED - 1

Unanimously unfavorable November 3, 1949, by Messrs. Glavin, Ladd, Mohr, Carlson, R. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Mohr
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Handwritten initials and signatures, including a large '7' and a signature.

NOV 16 1949

Respectfully,  
For the Conference  
Clyde Tolson

Handwritten initials 'RK'



THE DIRECTOR

October 24, 1949

JOINT COMMITTEE

SUGGESTIONS #244 and 245

EMPLOYEE: FORNEY E. MICHAEL, Chief Clerk, Charlotte Division

PROCEDURE FOR CLOSED OR RUCd FILES

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/6/81 BY SP-5 CJB/BJA

P2

SUGGESTION: At present the name of the Agent assigned and date of assignment are shown on the lower right corner of the file cover and when the file is closed or RUCd the name of the Agent and date are erased and the letters "C" or "RUC" are recorded thereon in approximately the same space.

The suggestion is that when the file is closed or referred upon completion, a line be drawn through the name of the Agent and date assigned, instead of erasing these entries as at present, and that "C" or "RUC" should be written on the middle of the file cover underneath the file number instead of in the lower right corner. An alternate procedure would be to place these notations in the lower right corner immediately above the entries to be crossed out under this proposal.

ADVANTAGES: 1. At the time the clerical employee is returning files to the jackets and is placing the files on top of the cabinet to which they are to be returned, he looks at the file number. If the "C" or "RUC" is placed underneath the file number, the employee will see this at the same time he checks the number and the file can be routed to the closed section without additional loss of time.  
2. Time is saved by drawing a line through the name of the Agent and the date instead of erasing.

DISADVANTAGES:  
1. When a case is reopened erasures would be necessary in the lower right-hand corner of the file as well as for the "C" or "RUC" written at the middle of the file cover under the file number.  
2. The placing of the "C" or "RUC" in the lower right corner of the file cover readily indicates to the clerical employee whether the file is pending or closed. Some case files are reassigned to several different Agents. The proposed procedure would result in the possibility of a large number of entries on the file cover which could possibly be confusing and which would detract from the appearance of the files.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Tele. Room
- Mr. Nease
- Miss Gandy

INDEXED - 60

EX-34

(continued)

166-2554-7443

NOV 15 1949

Memo Director  
Joint Committee  
10/24/49

3. The advantage, if any, anticipated under the proposal would be so slight as not to warrant changing the procedure which has worked satisfactorily for many years.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable on November 3, 1949, by Messrs. Ladd, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

*[Handwritten initials]*

*[Handwritten mark]*

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

MAR 7 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/HF

WB

66-2554-7444

CHANGED TO

67-80010-1266X1

C

THE DIRECTOR

October 24, 1949

THE JOINT COMMITTEE

SUGGESTION #243

EMPLOYEE: SPECIAL AGENT ALLAN GILLIES

LISTING EXHIBITS FOR FILE IN REPORTS

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

SUGGESTION: That an investigative report covering the period in which exhibits are received should bear a sub-caption entitled "EXHIBITS". Under this heading should appear an itemization of the exhibits in chronological or other logical sequence, with short description of nature, source and date of receipt.

The employee states that he has followed the procedure and that it has been found of administrative and investigative value. He suggests that the proposed procedure would aid in making sure that appropriate references to exhibits acquired during the investigation appear in the investigative reports; also that the procedure would be of assistance to the U. S. Attorney and to the Agent in later preparation of summary reports.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable on the ground that the present regulations require that immediately upon acquiring an exhibit in connection with an investigation, a "green sheet" is prepared in duplicate; one copy of which is placed in the case file and the other attached to the exhibit. This green sheet in effect is a memorandum which contains information as to the Agent who acquired the exhibit; the source, date and whether it is to be returned to the person from whom obtained. In addition appropriate references are made to the exhibits in the investigative reports. The Committee feels that an additional requirement that exhibits be described in a designated portion of the investigative report would be duplicative and unnecessary.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/6/91 BY SP-5 CIP/MS

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable on 11/3/49 by Messrs. Ladd, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo.

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

EX-34

RECORDED - 60  
INDEXED - 60

66-2554-144  
NOV 15 1949

THE DIRECTOR

October 18, 1949

JOINT COMMITTEE

SAVINGS: \$736.53 annually

SUGGESTION #267

EMPLOYEE: SPECIAL AGENT H. C. BOSWELL

*W*  
~~CHARGE-OUT SLIP (FD-5)~~  
FORM-5

MEMBERS PRESENT: H. H. Clegg  
L. T. Boardman  
E. A. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/omc

SUGGESTION:

That the Bureau adopt a smaller charge-out slip (Form FD-5) than that presently employed. The proposed revision of the form is similar as to data to be recorded and the arrangement of the printed headings on the form. However, Mr. Boswell presents figures indicating that the adoption of the proposal would result in a saving in cost, attributable to paper and clerical time in the printing of the forms, amounting to approximately \$736.53 annually.

JOINT COMMITTEE RECOMMENDATION:

Unanimously favorable by Messrs. Clegg, Boardman, McKee and Harbo.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously favorable on October 24 by Messrs. Tolson, Ladd, Glavin, Carlson, Mohr, Clegg, Fletcher, Rosen, Tracy and Harbo.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr

RTR:AF

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 60  
INDEXED - 60

66-2564-79446

NOV 15 1949

EX-34 RTR

*99*



THE DIRECTOR

October 26, 1949

JOINT COMMITTEE

SUGGESTION NO. 258  
EMPLOYEE: SAC J. B. WILCOX  
SEATTLE DIVISION

SAVINGS: None  
AWARD: None

MEMBERS PRESENT:

- W. H. Clegg
- R. T. Harbo
- S. K. McKee
- L. V. Boardman

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/81 BY SP-SC/br

SUGGESTION: That there be considered the volume of disk recordings in field offices and whether such recordings should be disposed of in order to eliminate the storage problem.

- ADVANTAGES:
1. There is a feeling that the information would never be admissible as evidence and therefore the retention of these records is unnecessary.
  2. Would save storage space and time in labelling such records.

DISADVANTAGES:

1. That particular laws will be enacted in case of a violent emergency is now uncertain. The rules of evidence are adjective and not substantive and could be changed so as to make such evidence admissible, and this might be done and the records would be the best available evidence.
2. It is frequently necessary to go back to the original source in order to clarify information in paraphrased form which appears in the file.
3. The possibility exists that internal security cases involving detention might be handled by administrative boards without regard to formal rules of evidence, and these disks may become important in court martial proceedings.

JOINT COMMITTEE RECOMMENDATION:

The Joint Committee recommended that these disks not be destroyed except in those instances where it is observed that they contain no information of any actual or potential value.

INDEXED 93

166-2554-7447

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED 93

The Executives Conference on 10-28-49, with Messrs. Clavin, Parsons, Mohr, Rosen, Carlson, Nease and Clegg present, considered the above suggestion. They unanimously agreed with the recommendation of the Joint Committee and attached hereto is a letter to SAC Wilcox of Seattle.

EX-9

cc: Mr. Clegg  
Respectfully,  
For the Conference

HHC:gen

NOV 21 1949



The Director

November 10, 1949

Executives Conference

The Executives Conference, consisting of Messrs. Nease, Carlson, Rosen, Ladd, Mohr, Parsons, Tracy, Glavin and Nichols, reconsidered the phraseology previously approved by the Executives Conference on October 21, to be stamped on used on applicant reports. This phraseology is "This is the result of an FBI investigation and is not to be considered as a clearance."

It was pointed out to the Conference that the word "result" carried an erroneous connotation; that this stamp on individual reports would be factually incorrect since an applicant investigation might consist of several reports.

The Conference was unanimous in agreeing the phraseology should be changed to read "This is an FBI investigative report and makes no recommendation for clearance or disapproval."

Respectfully,  
For the Conference

Clyde Tolson

*Handwritten initials*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5/bm

LBU:lmc

cc: Mr. Clegg  
cc: Mr. Mohr

RECORDED - 44

INDEXED - 44

166-2584-7448

37 NOV 22 1949

EX-33

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

169

327

*Handwritten signature*

SAC, KNOXVILLE

November 1, 1949

DIRECTOR, FBI

UNKNOWN SUBJECTS;  
CUTTING THE POWER LINE, FAIRVIEW SCHOOL, OAK RIDGE,  
TENNESSEE, SEPTEMBER 15, 1949  
DESTRUCTION OF GOVERNMENT PROPERTY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BW

Reference is made to the inquiry of the Oak Ridge Police Department as to their jurisdiction over the above matter.

Mr. C. Arthur Rolander, Security Division, Atomic Energy Commission, advised on October 17, 1949, that the Oak Ridge Police Department has police jurisdiction in the town site of Oak Ridge, but not within the controlled area. Mr. Rolander also advised that the failure of the Security Officer at Oak Ridge to notify the Oak Ridge Police Department after reporting the incident to the Bureau was strictly an oversight.

The Bureau has adopted the following policy with respect to acts involving theft and destruction of Government property at Oak Ridge, Tennessee.

The Bureau will not investigate matters involving petty acts of mischief or ordinary crimes, such as burglary, which might involve destruction of Government property. The Bureau's jurisdiction will only be exercised in major cases involving theft or destruction of Government property, or where the offense directly or indirectly involves the operation of the critically sensitive facilities of the Atomic Energy Commission in the controlled area, as distinguished from the town of Oak Ridge itself. Within this policy the titled case would not be handled by your office. It is desired, however, that you arrange, through the Atomic Energy Commission representative who reported this violation to your office, to be informed as to violations of similar character so that the jurisdiction of the Bureau is at all times protected. In each instance when the Atomic Energy Commission representative advises you of a violation involving the destruction of Government property or theft of Government property, you should inquire as to whether the Oak Ridge Police Department is conducting an investigation to be certain that the matter is receiving attention.

In any cases of doubt in applying the foregoing policy, the Bureau should be contacted for instructions. In the titled case since complete jurisdiction has already been assumed by the Bureau, investigation should proceed to a logical conclusion.

HBF:tlc

(Approved by Executives Conference, 10/31/49  
Messrs. Ladd, Clegg, Glavin, Parsons, Rosen, Tracy,  
Mohr, Carlson and Fletcher in attendance. HBF)

66-2554  
224

ORIGINAL COPY FILED IN 52-5535-1-9

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: October 17, 1949

TO : MR. H. B. FLETCHER

FROM : MR. V. P. KEAY

SUBJECT: CUTTING OF POWER LINE CABLE  
OAK RIDGE, TENNESSEE  
SEPTEMBER 15, 1949  
ATOMIC ENERGY ACT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/19/81 BY SP-5 C/BMT

Reference is made to your memorandum to me dated October 4, 1949 advising that the Knoxville Office had pointed out that the Police Department at Oak Ridge felt that such matters as the investigation of the cutting of this cable came within their jurisdiction. You asked that it be determined from the AEC the jurisdiction of the Oak Ridge Police Department.

Mr. C. A. Rolander of the Security Division has advised that the Oak Ridge Police Department has police jurisdiction in the town site of Oak Ridge but not within the controlled area therefore, the Police Department would have police jurisdiction over this matter. However, Rolander stated that probably the basis for the inquiry was that Henke, AEC Security Officer at Oak Ridge, failed to notify the Police Department of this matter at the time he notified the Knoxville Office. Rolander checked with Henke and Henke stated it was strictly an oversight on his part as it occurred early in the morning and he did not notify the Police Department after contacting the Bureau's office.

CMB:mik

166-2554 -  
NOT RECORDED  
DEC 7 1949

November 17, 1949

THE DIRECTOR

THE EXECUTIVES CONFERENCE

~~ALL INFORMATION CONTAINED~~

~~HEREIN IS UNCLASSIFIED~~

~~CONFIDENTIAL~~

Classified by SP-30/pmf  
Declassify on: OPR 5/8/91

At the Executives Conference, November 17, 1949, Messrs. Ladd, Glavin, Harbo, Nichols, N. H. McCabe, Mohr, Nease, Carlson, and Fletcher, in attendance the following-described matter was considered.

The Cleveland Office recently interviewed [redacted] residing at Massilon, Ohio. At that time he volunteered information that in the past on behalf of an unidentified individual he approached Communist Party members for the purpose of making informants of them, or for the purpose of purchasing information. Among those contacted by him was [redacted] the Communist Party at Cleveland, Ohio, in the early 1940's. He stated his contacts with [redacted] were under a pretext and [redacted] did not furnish information knowing that it would be used against the Communist Party. [redacted] also advised that he had been in contact with [redacted] well-known Communist and member of the National Board of the Communist Party. His approach to her was that he represented a news service which wanted articles on Communism to be used for publication. After several payments, [redacted] furnished detailed information on Communism, and [redacted] believed that [redacted] eventually knew that her information was being used by forces opposed to Communism, but even then she continued to supply information because of the pay involved. [redacted] stated that he believed she was receiving from him more than \$500 a month for this information. (X)

Informant [redacted] stated that he utilized the services of [redacted] in 1942 and 1943, and dropped him in 1944. He stated that [redacted] was a person inclined to exaggerate, and for that reason, he discontinued retaining him. [redacted] however, confirmed the story of [redacted] with reference to [redacted] report on [redacted] was checked, since it had been furnished to the Bureau by [redacted] It reflects that [redacted] was completely wrapped up in the Communist Party and was fanatical in his loyalty to the Party. [redacted] had been considered in the past for possible approach by the Bureau to turn him into an informant, but no approach was ever actually made. (X)

[redacted] stated that [redacted] was exaggerating concerning [redacted]. Actually, [redacted] did talk with [redacted] and she indicated that she would furnish information on Communism at a rate amounting to about \$500 a month. [redacted] stated he had discussed this matter with Mr. E. A. Tamm and it was agreed that \$150 a month would be sufficient. Flynn would not consider this amount and the whole matter was dropped. (X)

It was recommended that [redacted] be requested to contact [redacted] in a casual manner and determine whether [redacted] would again approach [redacted] to determine their present attitude regarding the proposed publication of articles. (X)

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

CC Mr. H.H. Clegg  
Mr. J.P. Mohr

RECORDED - 44  
INDEXED - 44

66-2554-7449  
NOV 22 1949

EX-38

HBF:tlc

MEMORANDUM FOR THE DIRECTOR

on Communism with the view in mind of eventually working them into the position of informants. It is anticipated, in the case of [redacted] that in the event she agrees to furnish articles on Communism, the cost to the Bureau would approximate payments of about \$500 a month. ~~(S)~~ ~~CONFIDENTIAL~~

b7D

The members of the Conference unanimously agreed that [redacted] should be instructed to contact [redacted] to determine whether [redacted] would presently re-contact [redacted] under the pretext of getting articles on Communism for publication with the ultimate goal in mind of developing either one or both into informants for the Bureau through [redacted]. ~~(S)~~

If you approve, this matter will be discussed with [redacted] and he will be instructed to proceed in accord with the recommendation. ~~(S)~~

b7D

Respectfully,  
For the Conference

Clyde Tolson

*I suggest we get the  
views of [redacted] before  
we decide to do this  
11-17-57*

b7D

*[ No. I think it useless to  
ever consider [redacted] +  
I doubt whether [redacted]  
could be so developed ]*

b7D

~~CONFIDENTIAL~~



JAN 4 - 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/DM

*mt*

66-2554-7450

CHANGED TO  
67-80010-1317

*RE*

THE DIRECTOR

November 18, 1949

THE EXECUTIVES CONFERENCE

Indexing Loyalty Forms

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 8/8/91 BY SP-5 cjb/br

The Executives Conference consisting of Messrs. Nease, Carlson, Fletcher, McCabe, Ladd, Parsons, Tracy, Glavin, Mohr, and Nichols considered the project of indexing no record Loyalty Forms. The entire project was reviewed.

By way of background, the Bureau directed a memorandum to the Attorney General under date of June 3, 1948, pointing out that there was no method available to check membership lists of newly designated subversive organizations against the no record Loyalty Forms for the purpose of determining if Government employees, whose loyalty forms had been processed, were associated in any manner with the new organization. The Attorney General made a notation on this form to the effect that an index of Government employees should be kept so that membership lists of any new organizations could be checked against it.

We initiated a program of indexing the no record Loyalty Forms. It was pointed out that whenever a record of derogatory information is located the form, of course, is indexed.

Due to the shortage of personnel to date, we have been able to index only approximately 750,000 forms. We estimate it would take 24 typists four years to complete this indexing project. The indexing project would cost approximately \$225,000. An even greater cost is occasioned by the expansion of our index by 2,000,000 additional cards which experience has shown prove of little value.

Considerable thought and study have been given to this matter and two courses of action suggest themselves:

1. Sequencing the forms alphabetically and as membership lists of new subversive organizations are secured, for which the index was originally intended, a search could be made through the forms filed in an alphabetical manner. While this would in effect create a double search, the instances where the search would be made would be limited. It would cost comparatively little to sequence the forms and would not constitute a drain on Records Section personnel. We estimate this could be done within 30 to 60 days with a small group of employees. It is the considered judgment of the Records Section that this would serve our needs and while not the most desirable way out, it would be the best way out.

LBH:FML

cc Mr. Clegg  
Mr. Mohr

RECORDED - 67  
INDEXED - 67  
NOV 21 1949

66-3554-7451

Executives Conference Memo Director  
November 18, 1949

2. Consideration has also been given to photographing the top of the employee Loyalty Form and filing the photographic reproduction as an index card. It would cost approximately \$52,000 to do this job as each card would cost 2.6¢. It was the view of the Records Section that Number 1 be adopted and if after a period of time, this was found unworkable we could then photograph the forms.

The fact remains, if we didn't sequence the forms now, we would have to sequence the cards if we embarked upon a photographic operation. By sequencing the forms now, it would not be necessary later to sequence cards if we photographed the forms and, in the event the sequencing of the forms does not suffice, we could then photograph the forms and place photographic reproductions in the index.

→ Messrs. Glavin, Parsons, McCabe, Carlson, Nease, and Nichols favored the adoption of the first course of action.

Messrs. Ladd, Fletcher, and Mohr favored the photographing of the form and placing that in the index.

Mr. Tracy was opposed to indexing the forms at all on the grounds that the fingerprint cards are indexed in Ident, that subversive lists could be searched over there. The Conference observed in regard to this, that the cost of the search in Ident would be more than the cost of a search in the Records Section in view of the fact that the index is bigger in Ident.

The Records Section further advanced the argument on behalf of Number 1 that for practical purposes the Loyalty Program is about over, should necessity arise we could go to Civil Service or the employing agency, and we would just be expanding our index and making it more unworkable if Number 2 were adopted.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

THE DIRECTOR

November 22, 1949

EXECUTIVES CONFERENCE

RICHARD B. FOSTER, Director  
DEPARTMENT OF PUBLIC SAFETY  
RICHMOND, VIRGINIA  
GRADUATE, FBI NA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/BW

The Executives Conference on November 18, 1949, those present being Messrs. Tolson, Glavin, Mohr, Carlson, Ladd, Rosen, Fletcher, Nease, Tracy and N. H. McCabe, considered the information furnished by the Richmond Office concerning Director of Public Safety Richard B. Foster, who, it will be recalled, made some comments at the IACP Convention in Dallas concerning police training matters which indicated that he did not understand the position of the Bureau in the field of police training.

During the Dallas Convention, Foster was reported to have stated that police training should be conducted by policemen and that he hoped the IACP would have a National Academy by and for police officers which he compared to the Military Academy at West Point and the Naval Academy at Annapolis. He was also reported to have suggested that the IACP establish in its headquarters a series of courses to be given to departments and cities of various sizes, so that if a Chief of Police wanted a school he could write to the IACP Headquarters and receive a curriculum and a list of instructors who would be available in his state or area. Mr. Clogg talked to Foster at Dallas at which time he said he had no recollection of saying these things. The exact comments of Foster were obtained from the office of the IACP in Washington, and his comments are as follows:

"I want to thank you, Andy, and Gentlemen. My paper has been filed and for the sake of brevity I want to emphasize one or two points that have been mentioned before and to bring up a thought which occurred to us in a preliminary meeting a couple of days ago. You have often heard said, I know, that police training should be done by policemen. I want to re-emphasize that. If at the moment in your particular department you do not have qualified instructors there are ample courses through which those men or men you may select can be trained or qualified as instructors. Thereafter, I believe the results in training your men by your own men will justify whatever trouble or expense you may have to go to to have qualified instructors within your own department.

INDEXED - 140 RECORDED - 140 66-2584-7452

"Now Andy has mentioned not only here but many times before in years gone by the hope that one day this association and this profession will have a school for police officers controlled and run and operated by police officers - a National Academy. He may be dreaming but I do not think we are dreaming too much. We are thinking in terms of some such institution, not necessarily having the buildings and equipment but on a par with the Military Academy at West Point in so far as the profession is concerned or the Naval Academy at Annapolis. We know that is an impossibility at the present time but we think that there is a step that can be taken now in conjunction

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

NOV 23 1949  
Mr. Mohr  
McClendon dgh

with this directive of our President, Colonel Garrison, to establish in IACP in Washington this series of courses adaptable to departments from 50,000 population and up. Add to that a list of qualified police officers from all over the United States and assigners, if you desire, who are already established as capable and competent instructors and who would be willing to come to your community and participate in a school to assist in training your men. Then if any of you Chiefs who desire to establish a training program will call the IACP state that 'I am first so and so. My city is a city of so many and my force has so many men and I desire to start a training program.' You could then be furnished with a curriculum outlining the various subjects which should be covered and a list of qualified police officers, instructors possibly within the confines within your own state as well as members of the teaching profession who are capable of teaching officers. Add to that the already magnificent opportunity you have by drawing upon FBI resources and I don't believe any department in the nation will lack for want of a training program. Thank you."

SAC Amerbach at Richmond advises that Foster has been very cooperative with the Bureau and has gone out of his way to keep the office informed of happenings in Richmond which he believed would be of interest; and that in all public gatherings he has publicly expressed admiration for the Bureau and his respect for the Director. Foster has hired graduates of the FBI National Academy in many positions of importance in the Richmond Police Department, including the position of Chief of Police. According to SAC Amerbach, Foster is an opportunist and has been characterized as an individual who makes remarks without too much consideration or thought of the result. SAC Amerbach advises that Foster has called upon the Bureau for assistance in police training schools, and has always given the Bureau full credit for the participation. SAC Amerbach is of the opinion that in making his remarks at the IACP Convention, Foster may not have been entirely conversant with the Bureau's policy in connection with police training matters, and suggests that he continue to indoctrinate him as to our policy in this field.

Foster was appointed to his present position upon the recommendation of the Director, and according to SAC Amerbach, Foster has acknowledged on many occasions the fact that he secured his position as a result of the Director's recommendation, and that he is appreciative of the Director's action.

SAC Amerbach recommends that our cooperative relations continue with Foster, but that perhaps his appearances before the National Academy should be curtailed.

The President's Conference was of the opinion that Mr. Clegg should have a talk with Foster, and discuss with him the comments which he made at the IACP Convention in Dallas. It is noted that when Mr. Clegg first mentioned this to Foster in Dallas, he denied making such remarks. The Conference was of the opinion that Mr. Clegg should talk to him, and thereafter make recommendations as to our future relations with him.

Respectfully,  
for the Conference

Olyda Tolson

I don't think anything  
will be gained



THE DIRECTOR

November 21, 1949

THE EXECUTIVES CONFERENCE

1. AUTOMOTIVE RADIO EQUIPMENT

On November 21, 1949, the Conference considered the problem of supplying automotive radio equipment to the field. It was pointed out that the individual requests for automotive equipment in the field have been considered by the Executives Conference and that we are now receiving a number of requests for replacement of obsolete or worn out equipment. Since the Conference has passed on all the requests which originally sent this equipment to the field, it was considered desirable to recognize the need for this equipment and to replace it in the same manner as other equipment without each request being individually brought to the attention of the Conference.

The Conference, consisting of Messrs. TOLSON, LADD, NEASE, McCABE, NICHOLS, CARLSON, CALLAHAN, and PARSONS, unanimously recommended that the Chief Clerk's Office handle the requests for replacement of obsolete or worn out automotive radio equipment without individual consideration by the Executives Conference. Any requests for additional equipment for the field divisions will be individually considered as in the past.

Respectfully,  
For the Conference

*[Handwritten signature]*

Clyde Tolson

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CBJ/JMF

cc - Mr. H. H. Clegg  
Mr. Mohr

*[Handwritten initials]*

DJP:FMB

RECORDED - 69

166-2554-7453

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NOV 25 1949

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

NOV 30 1949

*[Handwritten initials]*

The Director

November 23, 1949

Executives Conference

The Executives Conference, consisting of Messrs. Nease, Fletcher, Clegg, Carlson, Mohr, Parsons, Tracy, Glavin and Nichols, considered the Freedom Fair and the invitation the Bureau has received to participate in the exhibition.

Mr. Nichols advised the Conference that Mr. Eddy Ford had requested that we get up an outline showing what we would like to portray, which would then be given to Mr. Kennedy of the Gardner Display Agency, who would then sit down with each of the units in the Department and endeavor to work out a method of dramatizing the various ideas.

The Bureau's program was outlined to the Conference, which was unanimously in favor of the outline. It, of course, is understood that this is tentative and subject to the details being worked out.

A memorandum is attached, transmitting the copy to Mr. Ford.

Respectfully,  
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BW

cc: Mr. Clegg  
cc: Mr. Mohr

LBN:hmc

Attachment

RECORDED - 93

66-2534-7434  
NOV 29 1949

EX-115

54 NOV 29 1949

- Tolson \_\_\_\_\_
- Nease \_\_\_\_\_
- Glavin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Belmont \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*Ok but I want it understood I haven't given final approval to our participation. I will change on whether we can get what we need to make it worth while to participate*

THE DIRECTOR

November 25, 1949

THE EXECUTIVE CONFERENCE

TWO-WAY FM AUTO RADIO  
NEW HAVEN DIVISION

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5U/DMF

On November 22, 1949, the Conference considered the request of the New Haven Division for eight 2-way FM radios for automobiles assigned to that office.

The New Haven Division requests the additional radio equipment on the basis of increased efficiency in overall investigative activities. The SAC points out specifically that there are increased surveillances in Security matters and particularly surveillances originating in the New York City Field Division.

It was pointed out to the Conference that the requested eight units would give the New Haven Division a considerably higher ratio of radio-equipped cars to total cars than other comparable offices.

The Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, McGuire, McCabe, Fletcher, Nease and Parsons unanimously recommends that in view of the availability of funds, two of the eight requested radio units be supplied to the New Haven Field Division at a cost of approximately \$1,100, and that at the time of the next inspection of that office the Inspector consider the radio needs and submit his recommendation.

Respectfully,  
For the Conference

Clyde Tolson

INDEXED - 104

RECORDED - 104

66-25347-55  
DEC 2 1949

DPM:AR  
cc: Mr. Clegg  
Mr. Mohr

X-28

Nov 28 10 32 AM '49  
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6 DEC 5-1949

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

THE DIRECTOR

November 25, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY FM AUTO RADIO  
ST. LOUIS DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/BJ

On November 22, the Executives Conference considered the request of the St. Louis Field Division for four 2-way mobile radios for the automobiles assigned to that office.

The SAC has complied with the Bureau's instructions in furnishing information pertaining to the assignment of cars in that office and has justified his request on the basis of increased surveillance, particularly in Communist Party matters.

It was pointed out to the Conference that the St. Louis office has a lower ratio of radio-equipped cars to total number of cars assigned to the office, than comparable offices.

The Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Egan, McGuire, McCabe, Fletcher, Gurnea and Parsons unanimously recommended the purchase of four 2-way radio units for the St. Louis Field Division at a cost of approximately \$2,200.

Respectfully,  
For the Conference

Glyde Tolson

*[Handwritten signature]*

*[Handwritten signature]*

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RECORDED - 104

EX-25

66-2554-7456

3 DEC 2 1949

DJP:AW  
cc-Mr. Egan  
Mr. Mohr

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U. S. DEPARTMENT OF JUSTICE

67 DEC 2 1949

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Glavin \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Tracy \_\_\_\_\_
- Egan \_\_\_\_\_
- Gurnea \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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*Edw*

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*C*



THE DIRECTOR

November 28, 1949

The Executives Conference

DISPOSITION SHEETS  
IDENTIFICATION MATTER

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5 EJP/BJW

The Executives Conference consisting of Messrs. Tolson, Clegg, Nichols, Glavin, Ladd, Rosen, Parsons, Mohr, Carlsen, and Tracy considered a suggestion that local law enforcement agencies be requested to assist in obtaining dispositions of past arrests; that a form letter be prepared similar to the form letter used by Bureau offices in requesting dispositions in order that law enforcement agencies might write to other law enforcement agencies securing the dispositions; thereafter, forwarding the form letter to the Identification Division in Washington.

At the present time the Bureau is receiving an average of 5,213 criminal fingerprints per day. Further, an average of 2,000 disposition sheets are currently being received daily. If such a form letter was prepared and supplied to local law enforcement agencies, it would increase the number of dispositions and thereby increase, to some extent, the work in the Identification Division. There would be no saving insofar as Bureau Field Divisions are concerned, except that in the future there should be less instances where dispositions are missing.

An objection in the Conference was that the Bureau would be furnishing a form to be used by the law enforcement agencies and that this is not a service the Bureau should render.

The Conference unanimously recommended against the adoption of the suggestion.

Respectfully,  
For the Conference

*[Handwritten initials]*

RECORDED - 69  
INDEXED  
EX-110

Clyde Tolson  
69

166-2554-7458  
31 DEC 2 1949

cc - Mr. Clegg  
Mr. Mohr

SJT:MP  
DEC 6 - 1949

*[Handwritten signatures]*

THE DIRECTOR

November 28, 1949

THE EXECUTIVES CONFERENCE

MOCASE

At the Executives Conference, November 23, 1949, Messrs. Tolson, Clegg, Glavin, Nichols, Tracy, Mohr, Nease, Carlson, and Fletcher in attendance, it was brought to the attention of the Conference that Assistant Director E. J. Connelley in New York had made certain observations and suggestions concerning the problem of financing the proposed cover television company through moneys received by the double agent from the Soviets in Europe. Mr. Connelley pointed out:

- (1) that should the money be given directly to the Soviet espionage agent or to the informant in Switzerland, there then would be difficulty getting the money into the United States and the concealment of the source of the money,
- (2) that a corporate set-up in Switzerland, due to various legal complications of handling and registration of the corporation under the provisions of Swiss law, would be undesirable, particularly having in mind the problem of taxes, income returns, and recording of the transactions in the books of the company; and,
- (3) that if the money paid by the Soviets to the informant was for the purchase of certain films, it would then, of necessity, have to be considered as income and would be a transaction recorded only on the books and records of the Soviet Union and would not be subject to check.

Mr. Connelley pointed out that the most desirable arrangement would be for the Soviets to furnish the money to the informant in the United States, the principal problem being to make the entire matter a legitimate transaction and also provide the Bureau with the necessary proof as to the source of the money.

The Conference was advised that it was the opinion of the Security Division that despite any suggestions made to the informant by the Bureau, the Soviets would control this transaction as they deemed desirable and it could be expected that they would maintain control of the funds advanced and would dictate in detail the manner in which the funds would be transferred to the United States and the channels to be utilized.

The Soviet agent has presently indicated that the Soviets plan to utilize existing corporate set-ups in Switzerland to handle these funds. Further, the Bureau cannot instruct the handling or the transmittal of the funds so that it contravenes any laws of the United States, and if the income tax laws are applicable, they will have to be applied to these moneys. It is believed that if the United States tax authorities or other Government interests become involved, the Bureau can control the situation within the United States so as to prevent inappropriate action resulting in compromising this case. It can be expected that the Soviets will utilize every means available to conceal the source of the funds and to make any suggestions to the informant would be of no avail.

CC - Mr. H. H. Clegg

Mr. J. P. Mohr

58 DEC 29 1949

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MEMORANDUM FOR THE DIRECTOR

Mr. Connelley also suggested it might be advisable to have an Agent return to Europe so that he would be available for consultation with the informant with reference to this expected financing of a cover company by the Soviets.

The Conference was of the unanimous opinion that the Bureau was not in a position to dictate or control in any manner the proposed financing of the television company, and having this view in mind, there would presently be no necessity for an Agent to proceed to Europe to afford a liaison or contact with the informant at this time.

In accord with the recommendation of the Conference, there is attached a letter addressed to Assistant Director E. J. Connelley, setting out in detail the Bureau's observations and opinions concerning this matter for your approval.

Respectfully,  
For the Conference

Glyde Tolson

*Director's Notation*  
*OR H*

Attachment

THE DIRECTOR

11-29-49

Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CA/BAP

The Executives Conference on November 28, 1949, with Messrs. Glavin, Fletcher, Nichols, Ladd, Carlson, Mohr, Parsons, Tracy and Clegg in attendance, unanimously recommended that the Semi-annual Conference of Bureau Supervisors and Officials be held on Wednesday and Thursday afternoon, December 7 and 8, 1949, in Assembly Room #1, Department of Justice Building. 50% of the Supervisors from each division will be requested to be in attendance on each of these afternoon conference sessions. The Conference on each day will begin at 3:30 P.M. and the program recommended is as follows:

3:30 PM-4:00 PM

Precautions to be taken by Bureau personnel; recent attempts to smear the Bureau and the facts concerning false charges; the use of proper phraseology in reports - by Mr. L. B. Nichols.

4:00 PM-4:30 PM

Lessons learned from the Coplon case investigation trial - by Mr. H.B. Fletcher.

4:30 PM-5:00 PM

Necessity for maintaining high standards in selection of Bureau personnel - by Mr. Lynn Edwards.

5:00 PM-5:30 PM

Lessons learned from recent inspections at the Seat of Government - by Mr. N. H. McCabe.

5:30 PM-6:00 PM

Discussion and forum on Bureau's Retirement Program - by Mr. A. P. Gunsser.

If the above is approved by the Director, there is attached hereto a memorandum accordingly.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Tracy \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Carson \_\_\_\_\_
- Conrad \_\_\_\_\_
- DeLoach \_\_\_\_\_
- Malone \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*[Handwritten signature]*

RECORDED - 140

66-2554-7/150

INDEXED - 140

Respectfully,  
For the Conference

EX-28 Clyde Tolson

4 52 PM '49

Attachment

cc-Mr. Mohr  
Mr. Clegg

60 DEC 7-1949

THE DIRECTOR

December 1, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP/MP

On November 23, 1949, the Executives Conference, with Messrs. Tolson, Clegg, Glavin, Nichols, Tracy, Mohr, Nease, Carlson and Fletcher in attendance, unanimously recommended that the Bureau continue the regular monthly payments to those informants of the Bureau who testified in the trial of the Communist Party leadership recently concluded. If it is assumed that the appeal period will be approximately one year, the cost of continuing these payments to the Bureau will be between \$8500 and \$9000 for the year. It is noted that there are seven informants involved. Of this number two have not been paid on a regular basis for some period of time. One is paid on a current C.O.D. basis, the other has not been paid on a regular basis since July 1947.

The Conference was of the opinion that it would be best to continue to make these payments as in the past rather than to discontinue them because:

(1) It gives the Bureau some control over their activities and provides generally for regular contact. This is important, having in mind the various efforts to secure statements and appearances on the part of informants, such as

(2) It was previously decided that cash awards should not be made at this time until the Supreme Court had rendered its decision.

(3) There has been some effort on the part of the Communist Party to cause these informants to lose their employment. A particular case in point is that of [redacted] of Cleveland, Ohio. If informants lose their positions, the payments to them on the part of the Bureau will be of material assistance to them pending reemployment.

(4) If payments are not continued, it frees psychologically the informants from following Bureau advice and instructions, and irrational conduct on the part of one or more of the informants could be most prejudicial to the Government's case.

In accord with the Conference recommendation, there are attached letters to the interested field divisions instructing that the payments be continued, as in the past.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Belmont \_\_\_\_\_  
Rosen \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Nease \_\_\_\_\_  
Belmont \_\_\_\_\_  
Rosen \_\_\_\_\_

RECORDED - 49  
INDEXED - 49  
Respectfully,  
For the Conference  
Clyde Tolson  
66-2554-7461  
RECEIVED DIRECTOR  
U.S. DEPT. OF JUSTICE  
DEC 8 1949  
Mr. J. P. Mohr  
Mr. H. H. Clegg  
but consider against [redacted] next year



O (mcw)  
P  
Y



*W  
L  
M*

TO : The Director  
FROM : The Executives Conference

Date: December 1, 1949

SUBJECT: ~~SUPERVISION OF ESCAPED PRISONERS OF WAR~~

The Executives Conference today, with Messrs. Tolson, Carlson, Fletcher, Glavin, Mohr, McGuire for Nichols, N. H. McCabe for Clegg, Parsons for Harbo, Ladd and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge, instructing the field to complete all investigations in Escaped Prisoners of War cases outstanding in their respective areas, and after all leads are exhausted the matter should be placed in a pending inactive status.

Respectfully,  
For the Conference

*[Signature]*

Clyde Tolson

Attachment  
AR:JHK

*[Handwritten initials]*

*[Handwritten initials]*

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DATE 5/8/91 BY SP-5 CFB

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66-2554-7462

3 DEC 8 1949

54 DEC 8 1949

THE DIRECTOR

December 7, 1949

THE EXECUTIVES CONFERENCE

TROPHY FOR BULL'S-EYE TARGET SHOOTING

The Executives Conference on December 4, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Nichols, Ladd, Fletcher, Carlson, and Clegg considered the following:

President L. L. Taughlin of the FBIRA recommended that the Recreation Association purchase a trophy not exceeding \$50.00 which would be awarded to the Field Office for the highest average for the April, 1950 regular Bull's-eye Target Shoot with the pistol. The proposal would be to have an average made of all the grades except those of the firearms instructors, at each office and by making announcements of the competition for the month of April, Agents would take more seriously the monthly firearms practice for the purpose of improving their shooting for the competition in April.

The Conference recommended unfavorably since it did not feel that the awarding of such a trophy solely on the basis of firearms training scores for one particular month was a proper and fair criterion for making a special reward. Agents in offices where there are "specials", important trials and other considerations, would prevent as many of the Agents getting the monthly firearms training as would be possible in other offices and would create inequities. There would not be uniform supervision and scoring rules which might lead to confusion and bickering and firearms scores are, after all, only one of a multitude of qualifications to determine the efficiency of individual Agents and of offices as a whole. For this reason, the Conference unanimously recommended unfavorably.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-SCB/MA

cc Mr. Clegg  
Mr. Mohr

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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INDEXED - 103

EX-110

66-2554-7463

DEC 9 1949

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54 DEC 12 1949

THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 292  
EMPLOYEE: SA JAMES E. WALLACE  
ATLANTA OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP JCB/BMJ

SUGGESTION: That all Bureau automobiles be equipped with the "Glare-proof" type rear view mirrors.

The advantage claimed by this employee is that this would eliminate the glare which results from the use of the conventional type mirror, with consequent added safety to the operator of the vehicle.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Most of the new automobiles being marketed at the present time are regularly equipped with so-called glare-proof rear view mirrors which are considered adequate. With reference to the older cars which may not be so equipped, the Joint Committee does not feel that the expense involved would be justified.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable December 5, 1949, by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

INDEXED - 99  
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66-2557-7464  
F B I  
3 DEC 12 1949  
RJ

cc: Mr. Clegg  
DEC Mr. Mohr  
RTH:dgh dgh

THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (A)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKes  
R. T. Harbo

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP/DPW

Fourteen field offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

**SUGGESTION:** Reports oftentimes are prepared in which the title reflects several variations of the name, such as John Peter Doe, John P. Doe, J. Peter Doe, J. P. Doe and John Doe. In view of the volume of indexing involved and the apparent lack of necessity for such indexing of variations, it is proposed that this practice be discontinued, and that index cards already made on similar variations be eliminated from the indices as they are encountered.

**ADVANTAGES:** The suggestion was favored by 8 offices - Baltimore, Boston, Chicago, New York, Pittsburgh, San Francisco, Seattle and the Washington Field Office - for the following reasons:

1. Indexing of variations of first names serves no practical purpose and will not assist in locating the desired file.
2. Saves clerical time and space.
3. The suggested procedure is now followed in the Boston Office, and separate index cards are not prepared unless a different middle name is reflected.

Two of the above offices felt that it would not be worth the time and effort involved to eliminate cards on different variations already in the indices.

**DISADVANTAGES:** The suggestion was opposed by 6 offices - Detroit, Kansas City, Los Angeles, New Orleans, St. Paul and San Antonio - for the following reasons:

1. A test check at San Antonio indicated that on common names there would be misses in searches if indexing of variations of names was eliminated.
2. Indexing on variations of names is particularly necessary where the name is a common one, such as Johnson or Smith.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Clegg  
 Mr. Mohr  
 RTH:af:CDM:dgh dah

RECORDED - 55  
 INDEXED - 55

166-2554-7465  
 3 DEC 12 1949  
 [Handwritten initials and signatures]

3. Elimination of variations presently indexed would require searching of every name through all possible variations each time a name is searched through the indices. This would increase the clerical time involved.

JOINT COMMITTEE CONSIDERATION:

Messrs. Clegg, Boardman and McKee favored the proposal, under which the subject of the hypothetical case would be indexed only as John Peter Doe; however, if the subject was commonly known as Pete Doe, that also should be indexed.

Mr. Harbo is opposed to the adoption of the proposal at this time. He feels that a more comprehensive survey of existing practices in the Field should be made, both as to the preparation of index cards and the procedures followed in searching titles in incoming reports or communications.


The majority of the Joint Committee recommend that the field be instructed that it is not sufficient to make index searches "on the nose", but that variations of the name must be searched.

Mr. Harbo believes that as detailed instructions as possible should be furnished the Field with reference to both indexing and searching of indices, and that this matter can best be handled after a survey of existing practices has been made; further, that any instructions issued to the Field must necessarily be integrated with the problems and practices of the Seat of Government Records Section.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable to the proposed changes, 11/3/49, Messrs. Ladd, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo being present. The Conference recommends that information concerning field office practices in preparing index cards and in searching indices be ascertained through the medium of the monthly self-inspection and reported to the Bureau.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (D)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/STW

Fourteen field offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

SUGGESTION: Alien Enemy Registration files have been destroyed in the Field. It is proposed that the index cards pertaining thereto presently maintained in the indices be removed.

Ha. Alien Enemy Registration

ADVANTAGES: The proposal was favored by 8 offices - Boston, Detroit, Kansas City, New Orleans, New York, Pittsburgh, Seattle and the Washington Field Office - for the following reasons:

1. Information reflecting that an individual was a subject of an Alien Enemy Registration serves no purpose at the present time.
2. Kansas City and Washington Field Offices favor removing index cards only as they are encountered.
3. Index cards are useless without the files.  
card
4. An index/prepared on an Alien Enemy Registration would serve only as a flag to indicate that the subject was an alien in World War II. This would not justify the retention of such cards.

DISADVANTAGES: The proposal was opposed by 6 offices - Baltimore, Chicago, Los Angeles, St. Paul, San Antonio and San Francisco - for the following reasons:

1. The results to be attained are not worth the time and effort required to remove the index cards prepared on Alien Enemy Registrations.
2. The presence of such index cards is a means of determining that a file exists on the individual at the Immigration and Naturalization Service.
3. Index cards should be retained for possible use in the event of another national crisis.

cc: Mr. Clegg  
Mr. Mohr

RTH:af:GIL:dgh

RECORDED - 55 166-2554-9466  
INDEXED - 55

3 DEC 12 1949

EX - 109

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

JOINT COMMITTEE RECOMMENDATION: Unanimously favorable.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference on 11/3/49, those present being Messrs. Ladd, Glavin, Mohr, Carlson, N. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, was unanimously opposed. Mr. Ladd pointed out that these references were of potential value in connection with Loyalty and Security investigations, and was strongly opposed to the removal of these index cards.

Respectfully,  
For the Conference

  
Clyde Tolson

66-2354-99  
 RECORDED - 55  
 INDEXED - 55  
 EX-100-100-1

Mr. Clegg  
 Mr. Glavin  
 Mr. Harbo  
 Mr. Nichols  
 Mr. Rosen  
 Mr. Tracy  
 Mr. Mohr  
 Mr. Tele. Room  
 Miss Gandy

Such cards should not be eliminated on active pending cases. Where the case is closed there would be no objection to eliminating such index cards. License numbers of automobiles are of little value after one year. However, motor numbers and serial numbers should be retained because in certain cases involving unknown subjects, the title will consist of the motor number and serial number.

Lost offices do not take a practice of placing dates on index cards as they are prepared, so it is impossible to determine in all instances when the card was prepared.

Cases are sometimes pending over five years; destroying such index cards means a five year loss of information. Stolen vehicles may not be recovered for five years. The space saved in the indices by eliminating such index cards is of little value.

**DISADVANTAGES:** The suggestion was opposed by 5 offices - Chicago, Detroit, Los Angeles, New Orleans and San Francisco - for the following reasons:

1. Would save space, and in time will relieve congestion in the indices.
2. This project is feasible, since index cards can be located without difficulty.
3. These index cards serve no purpose after they are five years old.

**ADVANTAGES:** Nine offices favored this suggestion for the following reasons:

**SUGGESTION:** Eliminate, as encountered, index cards on motor numbers, serial numbers and license numbers of automobiles where such index cards are over five years old.

Fourteen field offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter:

THE DIRECTOR  
 JOINT COMMITTEE  
 SUGGESTION #231 (D)  
 FIELD OFFICE INDICES  
 MEMBERS PRESENT:

- H. H. Clegg
- L. V. Boatman
- S. K. McKee
- R. T. Harbo

SAVINGS: None  
 AVOID: None

November 30, 1949  
 Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Gandy \_\_\_\_\_

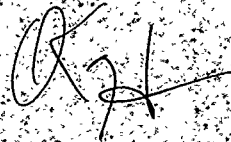
ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 5/8/91 BY SP-5 JAB/BJP

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference on 11/3/49, those present being Messrs. Ladd, Glavin, Mohr, Carlson, W. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, recommended unanimously favorably.

Respectfully,  
For the Conference



Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

100-2557-1468  
 RECORDED - 55  
 INDEXED - 55  
 34 DEC 18 1949

Clyde Tolson

Respectfully,  
for the conference

Unfavorable report December 9, 1949, by Messrs. Glavin, Mohr,  
 Garrison, Fletcher, Mr. J. Nichols, Ladd, Nichols, Clegg, Nease,  
 Harbo.

**EXECUTIVES COMMITTEE CONSIDERATION**

The Joint Committee recommended unanimously unfavorably on the ground  
 that the savings in stenographic time would be so small as not to warrant  
 a variation in the procedure as between inter-bureau mail and mail  
 going to outside agencies. Furthermore, the use of the letter "X" in  
 lieu of the word "phonetic" might lead to confusion and failure to  
 identify the word "phonetic" for the machine.

**JOINT COMMITTEE CONSIDERATION**

SUGGESTION: That in all office mail, the practice of inserting the first word  
 in each paragraph be retained in order to save stenographic time. A  
 further suggestion is that in inter-office mail the letter "X" be used  
 in lieu of the word "phonetic".

- MEMBERS PRESENT:
- J. S. Nease
  - R. T. Harbo
  - S. K. Nease
  - E. S. Nease

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 5/8/98 BY SP-5 JMT

SUGGESTION NO. 271  
 EMPLOYED: IRVING H. WATKINS  
 NEW YORK OFFICE

SAVINGS: None  
 AWARD: None

**JOINT COMMITTEE**

THE DIRECTOR

November 23, 1949



THE DIRECTOR

November 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 316

EMPLOYEE: SA JULES A. HECKART  
CHICAGO OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/17/91 BY SP-5C/BAP

SUGGESTION: That the Bureau through the cooperation of the American Horological Institute endeavor to arrange for a uniform system of "scratch marks" placed on watches by repairmen. So-called "scratch numbers" are at present generally placed on watches by repairmen, but the purpose of the suggestion is to arrange for a uniform system on a nationwide basis.

In favor of the suggestion, it is stated that this information, together with the record of the name and address of the customer presently maintained by the repair shop could be used to identify stolen watches, provide further clues in criminal matters and might be used to identify victims of disasters where no record of fingerprints is available.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Committee feels that the suggestion is impractical, and that the contemplated benefits would be far outweighed by the administrative job of arranging for such a uniform system if it were feasible. The Committee further points out that scratch numbers presently made available in connection with investigations of lost or stolen property are, of course, presently indexed in the National Stolen Property Index in the Records Section when it is pertinent to do so.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable December 5, 1949 by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease, Harbo.

INDEXED - 104  
RECORDED - 104

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

RTH:dgh

dgh

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

66-2534-9467

THE DIRECTOR

November 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 278  
EMPLOYER: SAC C. E. WERKS  
SAN ANTONIO OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. E. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/93 BY SP-5 CJB/PRO

SUGGESTION: That Form FD-113<sup>IV</sup> be discontinued, or that field offices be permitted to use it on an optional basis. This form is filled out by each Agent in the field office at the end of the month to furnish data needed by the Chief Clerk in the preparation of the field office monthly administrative report. Included are such items as number of days spent on surveillances, number of days spent on Atomic Energy cases, days on Accounting cases, etc.

In favor of the suggestion, it was pointed out that in some cases Agents are away from the field office headquarters at the end of the month, either on special assignment, on leave or attending In-Service, thereby necessitating the compilation of the information by the Chief Clerk through available records in the office as to those Agents. From this fact, the implied conclusion is drawn that it would be preferable, at least in some offices, to have the Chief Clerk compile the information as to all Agents.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee feels that the use of this form saves the Chief Clerk in field offices a substantial amount of time in collecting and compiling the necessary information.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on December 5, 1949, by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

Respectfully,  
For the Conference

RECORDED - 72

INDEXED - 72

Clyde Tolson

EX-28

RB

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr  
DEC 1 1949  
BTH:dgh dgh

h  
w  
THE DIRECTOR

November 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 284  
EMPLOYEE: BERNICE V. LOONEY  
LOUISVILLE OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
H. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/92 BY SP-5 CIP/DAP

SUGGESTION: That the mimeographed sheet of ~~Investigative Report Form, FD-72~~, be rearranged so as to provide more space for the listing of the offices to which copies of the report are designated.

This is the standard first page for Bureau investigative reports. The employee points out that the present form allows space for 6 lines of typing.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

This would require an additional and slightly separate form for this rather limited use. The Committee further points out that in the space presently available, it is possible to make two columns, thereby providing for listing 12 offices. Where this is not sufficient, additional offices can be listed on a continuation page.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on 12/5/49 by Messrs. Glavin, Mohr, Carlson, Fletcher, E.J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

Respectfully,  
For the Conference

RECORDED - 70  
Clyde Tolson.

INDEXED - 70  
EX-28 PH

cc: Mr. Clegg  
Mr. Mohr

DEC 2 1949

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

dgh

66-2554-7471

THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 287

EMPLOYEE: RUTH M. WEEKS  
OMAHA OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5 CJP/DAK

SUGGESTION: That when a file is closed the date of closing be shown on the file cover. *at closed files*

The advantage claimed for this proposal is that under present regulations files may be destroyed which are 25 years old, and in connection with a review of closed files to locate those which can be destroyed, it would be convenient to have the date of the latest serial on the file cover.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

A limited number of closed files in each classification must be reviewed periodically, and before the file can be destroyed, it is necessary to examine the contents. Consequently, no reliance could be placed upon a notation as to the date contained on the cover of the file.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on December 2, 1949, by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Nichols, Clegg, Nease and Harbo.

RECORDED - 99  
INDEXED - 99

66-2537-7472

EX-110

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

RTH:dgh dgh

55

DEC

RJ



THE DIRECTOR

November 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 286  
EMPLOYEE: RUTH M. WEEKS  
OMAHA OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
E. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-524/DB

*add*  
SUGGESTION: That when the Bureau file number is available, it be added to the assignment card in the Field. *one*

The assignment card is initially made up when a case is opened. In some instances the Bureau file number will be known at that time, but in many instances the Bureau file number will not become available to the Field until later, if at all. The main advantage cited in favor of the proposal is that in preparing the list of delinquent cases furnished to the Seat of Government semi-annually, it is required that the Bureau file number be shown if available. The employee making the suggestion feels that it would be a time saver if this information were on the assignment card in this connection.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is necessary to review the case file at the time the list of delinquent cases is prepared, because the data furnished to the Bureau includes a statement as to why the case is delinquent. The Bureau file number can thus be readily obtained at that time for inclusion on the list of delinquent cases. In the large number of cases which are never listed on the delinquent case list sent to the Bureau, it would be unnecessary clerical work to show the Bureau file number on assignment cards.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on December 5, 1949, by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- By \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

RTH:deh

INDEXED - 23  
INDEXED - 23  
Respectfully  
For the Conference

66-2554-141

DEC 12 1949

Clyde Tolson

*[Handwritten signature]*

*RB*

DEC 14 1949



THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (E)  
FIELD OFFICE INDICES

SAVINGS: None  
ATTARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJB/DA

Fourteen field offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

SUGGESTION: ~~Eliminate both the lists and the index cards on the following:~~  
~~Japanese Relocation Lists, Japanese Permit Lists, Alien Permit Lists~~  
~~and Travel Control Lists.~~

ADVANTAGES: The proposal was favored by 10 offices for the following reasons:

1. ~~Elimination of such lists and index cards~~ would reduce the size of field office indices.
2. These lists are of no value, and if destroyed the index cards thereon should also be destroyed.

DISADVANTAGES: The proposal was opposed by 4 offices - Kansas City, Los Angeles, St. Paul and San Antonio - for the following reasons:

1. The time and effort required to remove such index cards would not be worth the advantages.
2. Index cards on these lists should be retained for possible use in the event of another national crisis.
3. It would be necessary to review files before index cards on these lists could be destroyed. This makes it an impractical project.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable. 103

EXECUTIVES CONFERENCE CONSIDERATION:

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Executives Conference on 11/3/49, consisting of Messrs. Ladd, Glavin, Mohr, Carlson, N. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, was unanimously opposed because of the disadvantages cited above and the possible reference value of the material involved.

Respectfully,  
For the Conference

cc: Mr. Clegg  
Mr. Mohr

RTH:af:GZ:dch

Glved Tolson

*[Handwritten signatures and initials]*

INDEXED 103  
RECORDED 103  
66-2554-74  
DEC 12 1949

THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 304

EMPLOYEE: HELEN SHIPP  
SEATTLE OFFICE

SAVINGS: None  
AT RISK: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/97 BY Sp-5 CJB/BJF

SUGGESTION: That monthly stenographic and typing tests be given by the SAC's in the Field so that stenographers and typists can keep in practice for special work and become used to testing procedures.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee did not feel that this procedure should be made mandatory throughout the entire Field, since it would consume considerable employee time. It is felt that the present arrangement, whereby any practice tests which the SAC feels desirable in his office for selected employees or for groups of employees, provides an adequate amount of practice to the employees.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on December 5, 1949 by Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease, and Harbo.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Vehr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 143  
INDEXED - 143  
143-66-2584-7475  
3 DEC 12 1949

EX-111 RY

cc: Mr. Clegg  
Mr. Mohr  
RTH: dgh

THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 296

EMPLOYEE: SA GEORGE P. RHOADES  
BUTTE OFFICE

SAVINGS: None

AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CPT/STX

SUGGESTION: That the exhibit envelopes with metal fasteners be replaced with similar envelopes employing a small cord to hold the flap secure, since this type would prove to be much more durable and would avoid the necessity of using scotch tape to close the exhibit envelope after the metal fastener has broken off.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that when next a supply of manila exhibit envelopes is ordered, the type employing a small cord be purchased. The members of the Joint Committee feel that this type is definitely more satisfactory than the type used at present.

EXECUTIVES CONFERENCE CONSIDERATION:

EX-42  
RECORDED - 72

166-2554-7487

Mr. Glavin advised the conference that experience with envelopes employing a small cord to hold the flap secure indicated that substantially they were not any better than the present envelope with metal fasteners. Mr. Glavin pointed out that the Chief Clerk's Office is continuing to study this problem and will furnish the field with the best type of exhibit envelope which is available. The Conference on 12/5/49, composed of Messrs. Glavin, Mohr, Carlson, Fletcher, E. J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo, unanimously recommended that no change be made in the exhibit envelope at this time.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Mohr

RTH:den dgh

THE DIRECTOR

November 23, 1949

JOINT COMMITTEE

SUGGESTION NO. 274  
EMPLOYEE: VIVIAN B. KENNON  
MEMPHIS OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McLean  
E. Schmidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5 CJS/PA

SUGGESTION: That after ~~file folders~~ file folders are no longer usable, due to the fact that both sides of the file tab have been filled in, the folder be cut and used for file backs. It was pointed out that this procedure is followed in the Memphis Office. The folder is cut down to standard size, holes punched and two file backs are then available for use.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Chief Clerk's Office advised that file backs cost one-half cent each. It is believed that the employee time involved in cutting the folders down to the size needed for use as a file back and the punching of holes would result in a cost in terms of employee time in excess of the one-half cent purchase price for new file backs. Further, hand-made file backs would probably be off size and would detract from the neat appearance of the files.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable on December 5, 1949, by Messrs. Glavin, Mohr, Carlson, Fletcher, E.J. McCabe, Tracy, Ladd, Nichols, Clegg, Nease and Harbo.

Respectfully,  
For the Conference

INDEXED - 76

RECORDED - 76

DEC 12 1949

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

DEC 15 1949



The Director

December 8, 1949

The Executives Conference

STATE BUREAU OF INVESTIGATION OF SOUTH CAROLINA

The Executives Conference on December 6, 1949, with Messrs. Glavin, Tracy, Harbo, Nichols, McGuire, Carlson, Ladd, Nease, Fletcher, E. J. McCabe and N. H. McCabe, considered a bill which was introduced in the South Carolina legislature last March and which will probably be considered again next year which provides for the establishment of a State Bureau of Investigation of South Carolina. This bill was forwarded to the Bureau by SAC Mason of the Savannah Office who desires to have the Bureau's comments. The bill provides for the establishment in the State Bureau of Investigation of South Carolina a laboratory setup consisting of a firearms identification expert, one chemical technician, and one medical examiner. The Bureau would also have an Identification Bureau and would sponsor and conduct police training programs throughout the State with the cooperation of the police departments and agencies in the State.

The Executives Conference was unanimously of the opinion that SAC Mason should take no action concerning this matter and that he be instructed not to comment concerning the desirability of establishing a State Bureau in the event he is asked.

If approved, there is attached hereto a letter to SAC Mason.

Respectfully  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-50/BJ

1324  
1324  
1324  
NHLc:psd

Attachment

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 104

INDEXED - 104

166-2554-7478  
15 13 II  
31 DEC 13 1949

60 DEC 15 1949

- 1son
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- ase
- ndy



The Director

December 8, 1949

The Executives Conference

IN-SERVICE TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIP/PS

The Executives Conference on December 6, 1949, with Messrs. Tolson, Glavin, Tracy, Harbo, McGuire, Carlson, Ladd, Nichols, Fletcher, Nease, E. J. McCabe and M. H. McCabe being present, considered the desirability of eliminating the one-day specialized training from the In-Service curriculum and substituting therefor instruction to be given in the classroom and tours of the Identification Division and the Laboratory.

The Conference recommended that the one-day specialized training be discontinued. This training has, in the past, consisted of training in Photography, Defensive Tactics, Firearms, Police Training, Accounting, Laboratory work, and Sound training for those men who assist qualified sound men. In place of these courses, the following schedule was recommended for the one-day previously devoted to specialized trainings:

- 9:00 a.m. - 11:00 a.m. Tour of the Identification Division. The class members will report to the Identification Building at 9:00 a.m. and return by Bureau bus to the Justice Building, at 11:00 a.m.
- 11:00 a.m. - 1:00 p.m. Laboratory course - half of this instruction to be given in the classroom and the other half would consist of a tour of the various sections of the laboratory.
- 1:00 p.m. - 2:00 p.m. Luncheon
- 2:00 p.m. - 5:00 p.m. This time would be allocated to the Security Division to permit them to have additional time to discuss Espionage and Communist matters.
- 5:00 p.m. - 6:00 p.m. This hour to be utilized to increase the time allotted to the discussion of Atomic Energy from one-half hour to a full hour.

RECORDED - 104  
INDEXED - 104

166-2554-7479  
B3 II

EX-42

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

34 DEC 16 1949

Respectfully  
For the Conference

Clyde Tolson

*[Handwritten signature]*

THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (G)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

*Essential Conference*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP5 C/BK

Fourteen offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

SUGGESTION: That the year in which made be stamped near the top center of index cards when prepared and filed. This would reflect the approximate date of any complaint or activity which forms the basis for investigation, and will, in future years, enable the field to eliminate index cards more easily in searching indices. It will speed up name checks. It will also assist in consolidation of index cards prepared on the same individual, and will assist in removing and destroying cards as authorized by various consolidation projects. Files in the Field are destroyed when over 25 years old, and when such files become more numerous in the Field, the date on the index card will be of assistance. This proposal does not apply to cards already prepared and filed.

ADVANTAGES: This proposal was favored by 10 offices for the following reasons:

1. The date would aid in current searches, increasing the possibility of making identifications.
2. Where numerous references are found, it will be possible to determine from the index cards which files have been indexed since a certain date. This would eliminate the necessity of reviewing files beyond this particular date for the purpose of furnishing information to outside intelligence agencies.
3. The proposal would assist in preparing up-to-date indices, and would improve field office administration.
4. The Los Angeles Office recommends that both the month and year in which the card was prepared be shown, and that where two or more references appear on a single card, each reference be given a separate date. This would be of value in consolidating references in Security cases and would result in saving of time in file searches.

RECORDED 6  
INDEXED 6  
66-2554-7480

DISADVANTAGES: This proposal was opposed by 4 offices - Chicago, Kansas City, Atlanta and Washington Field - for the following reasons:

1. It would serve no purpose since clerks, from experience, can tell by the file number whether the case is recent or old. It would mean additional typing where two or more references are consolidated on a single card.
2. The Chicago Office points out that the date on the index card is of no value since a file check and review is necessary for final determination.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

cc: Mr. Clegg  
Mr. Mohr  
RTH:af:CB:dgh dgh

*Handwritten initials/signature*

3.

The Kansas City Office points out the possibility that too much reliance may be placed on the date of the complaint or receipt of information as reflected on the index card rather than on the similarity of cases or the actual identification of individuals concerned.

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable that the month and year be shown for each separate reference on the index card, as suggested by Los Angeles.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/3/49, those present being Messrs. Ladd, Glavin, Mohr, Carlson, W. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, recommended unanimously favorably.

Respectfully,  
For the Conference

  
  
Clyde Tolson

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: December 8, 1949

TO : The Director  
FROM : The Executives Conference

SUBJECT: STATE BUREAU OF INVESTIGATION OF SOUTH CAROLINA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/OMB

The Executives Conference on December 6, 1949, with Messrs. Glavin, Tracy, Harbo, Nichols, McGuire, Carlson, Ladd, Nease, Fletcher, E. J. McCabe and N. H. McCabe, considered a bill which was introduced in the South Carolina Legislature last March and which will probably be considered again next year, which provides for the establishment of a State Bureau of Investigation of South Carolina. This bill was forwarded to the Bureau by SAC Mason of the Savannah Office who desires to have the Bureau's comments. The bill provides for the establishment in the State Bureau of Investigation of South Carolina, a laboratory setup consisting of a firearms identification expert, one chemical technician, and one medical examiner. The Bureau would also have an Identification Bureau and would sponsor and conduct police training programs throughout the State with the cooperation of the police departments and agencies in the State.

The Executives Conference was unanimously of the opinion that SAC Mason should take no action concerning this matter and that he be instructed not to comment concerning the desirability of establishing a State Bureau in the event he is asked.

If approved, there is attached hereto a letter to SAC Mason.

Respectfully  
For the Conference

Clyde Tolson

NHMc:mjd

Attachment

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 66

166-2554-7481  
DEC 15 1949

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INDEXED - 66

EX-126

ORIGINAL COPY FILED IN 194-39720-2

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294



THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (C)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/PAF

SUGGESTION: Eliminate both ONI flimsies and the index cards pertaining thereto where such information is no longer pertinent or needed and where the information contained in the flimsy is already in the Bureau files. This would not include ONI flimsies which have been placed in case files.

ADVANTAGES: Fourteen field offices were requested to furnish their opinion on this suggestion designed to streamline field office indices. This suggestion was favored by 10 offices for the following reasons:

1. ONI flimsies not maintained in individual case files serve no practical purpose and should be eliminated, along with index cards relating thereto.
2. The Boston Office has already destroyed ONI flimsies and corresponding index cards, with the exception of those containing pertinent information which are maintained in individual case files.
3. Saving of space and elimination of unnecessary cards from the indices.

DISADVANTAGES: The suggestion was opposed by 4 offices - Kansas City, Los Angeles, San Antonio and San Francisco - for the following reasons:

1. Destruction of ONI flimsies would be the same as destroying any miscellaneous file, such as "100-0" file. Los Angeles reports that references based on ONI flimsies and index cards prepared thereon have been of value in Loyalty cases. In some instances, the ONI flimsies represent the only reference in the Los Angeles files.
2. Kansas City states that the time and effort involved to eliminate ONI flimsies and index cards thereon would not be worth the saving of space.
3. San Antonio points out that the adoption of this suggestion would mean locating all files which contain ONI flimsies, and is therefore impractical.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

cc: Mr. Clegg  
Mr. Mohr

RTH:af:ODI:dgh

66-2557-  
NOT RECORDED

75 DEC 19 1949

58 DEC 23 1949

66-16263-547  
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EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/3/49, those present being Messrs. Ladd, Glavin, Mohr, Carlson, N. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, was unanimously opposed on the ground that the information on the ONI films may be pertinent to Security and Loyalty investigations. Mr. Ladd pointed out that ONI records are decentralized; this information furnished one of our field offices may not be in the headquarters' ONI files. Further, approval of Archives probably necessary before films could be destroyed.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

11/30/49

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5/BJR

The Executives Conference of November 29, 1949, consisting of Messrs. Nease, McCabe for Clegg, Carlson, Ladd, Parsons for Harbo, Rosen, Fletcher, Nichols, Tracy, and Glavin, considered the signing in and out by Bureau employees at the Seat of Government on the sign-in and sign-out registers. A copy of this register is attached hereto. This register, which is utilized only at the Seat of Government is used by all employees to record the hour of entry on duty in the morning and the hour of departure at night.

The Conference was advised that during the inspection of the Identification Division the question had come up as to the time which should be reflected on this record as the reporting-duty time. It was pointed out to the Conference that many of the employees in the Identification Division actually arrive in the building sometime before their actual hours of duty; however, they do not sign in until 8:00 a.m. They sign out at 4:30 p.m., these hours being the hours of duty for the regular day shift. Many of the employees who enter the building at 7:30 a.m. or before in the morning do not report for duty immediately. Many of them go to the cafeteria for breakfast before reporting to their sections for the purpose of performing their regular duties.

The Inspectors presently inspecting the Identification Division feel that employees, upon reporting in the building, should sign in the actual time of their arrival in the building rather than the beginning of the regular work day at 8:00 a.m.

The Conference unanimously felt in this particular instance that employees should not sign in on the register until they are ready to go to work; and that all employee reports in the building, either in the Identification Division or the Department of Justice, before his regular work hours and proceeds to the cafeteria or reads his morning paper, that employee should not sign in at the earlier hour but should sign in when he begins to perform his actual duties for the day. Under the present procedure, the sign-in registers are picked up at the beginning of the work day and any employee who is not signed in and who has not previously been granted leave is checked on to see whether the employee has arrived tardy or is on emergency annual leave or sick leave.

Should the Director agree with the Conference recommendation that employees sign in only when they actually begin their work for the day, all Divisions at the Seat of Government will be advised.

Respectfully,  
For the Conference

CC Mr. Clegg

- Mr. Tolson
- Mr. Ladd
- Mr. Clegg
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Mohr
- Tele. Room
- Mr. Nease
- Miss Gandy

66-2554-  
NOT RECORDED  
DEC 19 1949

W

THE DIRECTOR

November 30, 1949

JOINT COMMITTEE

SUGGESTION #231 (B)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP/PP

Fourteen field offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

SUGGESTION: Eliminate index cards from the indices based on passenger lists covering individuals who arrived in the United States by plane or vessel during World War II.

ADVANTAGES: Eleven of the 14 offices surveyed favored the suggestion for the following reasons:

1. Saves space
2. Reference to passenger lists is of little value. Los Angeles Office believes it easier to disregard such references than to remove the cards from the indices.
3. The lists are obsolete and contain no physical descriptions and like identifying data.

The Boston Office suggests that the only index cards of this type which should be retained are those on which case files have been opened indicating derogatory information.

RECORDED - 49  
INDEXED - 49  
66-2054-748

DISADVANTAGES: The suggestion was opposed by 3 offices - Kansas City, New York and San Francisco - for the following reasons:

1. Such passenger lists have been of assistance in espionage investigations in New York City in certain instances where some inquiry had been made and background information developed. The SAC at New York, however, believes that the field offices should be allowed to destroy such index cards when they are believed valueless.
2. San Francisco and Kansas City believe that the results obtained from eliminating such cards would not justify the clerical time or work involved in removing the cards.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo

cc: Mr. Clegg  
Mr. Mohr

ATTN: GDM:dgh

54 DEC 21 1949

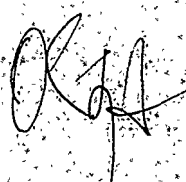
*Walter*  
*Mohr*

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/3/49, those present being Messrs. Ladd, Glavin, Mohr, Carlson, W. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, recommended unanimously that the lists and the index cards pertaining thereto should be destroyed when there is no additional descriptive data or background data in the files of the office. If, in connection with the questioning of the passengers, additional background data were obtained and recorded in a memorandum which is now in the files, the index card should not, of course, be destroyed.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR

December 7, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

~~CONFIDENTIAL~~

At the Executives Conference, December 1, 1949, Messrs. Tolson, Ladd, Clegg, Glavin, Parsons, Nichols, Rosen, Tracy, Mohr, Nease, Carlson and Fletcher in attendance, the suggestion was made that available daily technical surveillance summaries in the Bureau files be eliminated from review unless some special reason exists for a review of the references to such material.

For several years the Washington Field Office furnished to the Bureau on a daily basis summaries of the results obtained through various technical surveillances. These summaries were furnished by the Washington Field Office because of their [redacted] during the war period, it being necessary that the Bureau be kept advised constantly as to developments with reference to [redacted]. Some daily summaries are also furnished to the Bureau in special cases, such as the Gregory case [redacted] and on [redacted].

It has been noted, in checking this material in connection with the preparation of memoranda, that the pertinent information contained in these summaries appears in other material, such as reports, letters or teletypes from the Washington Field Office, and almost without exception pertinent information is duplicated.

The Washington Field Office has recently been instructed to discontinue all daily summaries of technical surveillance information and the Washington Field Office presently is furnishing to the Bureau by proper communication any pertinent development requiring action. The daily summaries are maintained in subfiles.

It was recommended, in connection with the preparation of correlation summaries, that references to these daily summaries be ignored and that references to daily summaries otherwise be ignored unless some special reason exists requiring that these references be reviewed in connection with the preparation of any particular memoranda or summary.

The Conference unanimously approved this recommendation. If you approve the recommendations of the Conference, references to the daily summaries will not be reviewed and the Records Section will be instructed to discontinue writing them up in the absence of a specific request.

Respectfully,  
For the Conference

Clyde Tolson

INDEXED - 72

66-2554-7483  
RECORDED - 72 DEC 19 1949  
Classified by SP-5 C/DM  
Declassify on: OADR  
5/14/91

58 DEC 29 1949

EX-87

BBF:tlc

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
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Harbo  
Mohr  
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THE DIRECTOR

December 5, 1949

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5 CJB/bmp

The Executives Conference of November 29, 1949, consisting of Messrs. Tolson, Tracy, Parsons, Harbo, Mohr, Carlson, Ladd, Nichols, Clegg, Fletcher, Rosen, and Glavin, considered the desirability of the Bureau's continuing to make the FBI Laboratory facilities available to local law enforcement agencies.

The Conference was advised that the total operating cost for the Lab from January 1 to July 1, 1949, was \$395,886.85. The cost of the FBI Laboratory services to local law enforcement agencies during the same period, January 1 to July 1, 1949, totaled \$51,517.81.

In considering the advantages of the maintenance of laboratory services for local law enforcement agencies, it was pointed out as follows:

1. The Laboratory facilities made available to police have increased cooperation between the Bureau and these agencies and have helped the field in obtaining the assistance of individual law enforcement agencies.

Original cannot be located and is not on record. When original is received in Files Division, it will be filed either with this copy or may be given a new serial.

12/20/49 635

It was pointed out to the Conference that SAC Scheidt in the recent past stated that the Laboratory is one of the finest selling points the field has in its dealing with police.

INDEXED - 69  
RECORDED - 69

2. The Laboratory points out that many letters of commendation and thanks are received by the Bureau from law enforcement agencies which have been assisted by the Laboratory in the handling of their cases.

3. It was further pointed out that rendering service to local law enforcement agencies is a definite contribution in the public interest since there are so few laboratories properly equipped and having the personnel trained to make the most of scientific examinations of physical evidence; and that it has unquestionably permitted the solution of many crimes which would not have otherwise been solved. In this way, a real service is being rendered to the citizens and tax payers of the country. It was pointed out that there are very few areas where the volume of work would justify the setting up of a Laboratory to do the things that law enforcement

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

58 DEC 10 1949  
Mr. H. A. Clegg  
Mr. J. P. Mohr

14

Memo to the Director

needs. Many investigations would suffer were it not for the fact that the Bureau's central Laboratory is available.

4. It was further pointed out that the Laboratory facilities provide law enforcement agencies with a central clearing house which is necessary in some instances. An example of this is the Fraudulent Check File where material submitted by several police agencies in different parts of the country is identified as the work of one criminal. Incidental to this, it provides the Bureau with information when there would have been violations within the Bureau's jurisdiction.

Mr. Glavin wishes to point out that in his opinion one of the greatest advantages in the Laboratory's handling certain scientific and technical examinations for local police is the fact that those law enforcement agencies which do not have progressive state laboratories or large city laboratories receive the advantage of having scientific and technical evidence properly examined in our Laboratory, many times assisting in the clearing up of vicious local crimes. To the people on the cross roads of the country, the FBI is law enforcement. This service, which costs only \$100,000 a year, really brings out to those people the fact that the FBI is the foremost law enforcement agency in the country; and that it has the interest of good law enforcement at heart, not only from a Federal standpoint or from a big city standpoint, but from the viewpoint of the people of the country as a whole. He feels that the Bureau would suffer greatly through the discontinuance of the assistance the Bureau is now rendering local law enforcement agencies.

The Conference, with the exception of Mr. Tolson, recommends that we continue to make our laboratory facilities available to local law enforcement agencies in the future as we have in the past. Mr. Tolson is opposed to the continuance of these services. He feels that Congress does not give the Bureau its appropriations for such purposes and that the ~~service~~ we get from local law enforcement officials and prosecutors is given because those organizations and individuals are getting something for nothing. Mr. Tolson recommends that the Laboratory handle only cases for Federal agencies and the Bureau. He recommends that there be a research Laboratory to furnish advice where necessary to local agencies. He does not feel that the Laboratory should be continued as a public comfort service.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 31A  
SA ROBERT G. AULENBACHER  
BUFFALO OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/BW

SUGGESTION: This employee has submitted 7 suggestions regarding the firearms training program of the Bureau. The suggestions, the reasons for such suggestions and the Joint Committee recommendations are as follows:

- (1) That instead of firing the Practical Pistol Course twice on each of the scheduled firearms training periods, the course be fired only one time; and that there be substituted for the other firing of the course the firing of 50 rounds from the 50 yard barricades on a bull's-eye target.

In support of this suggestion, it was claimed that such practice would materially improve the scores of Special Agents, and that it would give the instructor an opportunity to correct mistakes on the part of Agents.

Mr. Sloan states that the time consumed in such training would not be practical in the field office firearms training, and that such training is given to Special Agents while in attendance at In-Service classes. Mr. Sloan further points out that the instructors in field offices should observe the shooters and make any corrective steps necessary; and furthermore, that the Agents are apparently well qualified with the use of the revolver in that the average score last year for In-Service classes at Quantico was 91%. Mr. Sloan also states that during the winter months there will be "off hand" shooting at a bull's-eye target which should cover the required training suggested by this Agent.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 66  
INDEXED - 66  
DEC 22 1949

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Nease and Clegg present, recommended unanimously unfavorable.

- (2) That the time limit of 5 seconds on the snap shooting course be increased and that the method of scoring be changed so that an Agent is given

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 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

JSR:dgh dgh

*William* *JK*

credit if he gets only one hit on each target. The snap shooting course, as presently given, requires the firing of 5 shots on 2 targets from a distance of 50 yards in 5 seconds. The course is fired with the revolver and with the rifle.

Mr. Sloan points out that the purpose of the snap shooting course is to familiarize the Agents with quick shooting at long distances with a hand gun and a shoulder weapon, and to teach the men the advantages of a shoulder weapon over a hand gun at distances of 50 yards. Mr. Sloan further states that the time limit of 5 seconds is believed most desirable since the course was designed for an Agent to shoot at 2 targets which might be assumed to be shooting at him, and that he would of necessity have to get his hits on the 2 targets in 5 seconds or be shot himself. Mr. Sloan further points out that the snap shooting course is not intended as a permanent feature of firearms training, and as indicated above, is merely to familiarize the Agents with the advantages of the shoulder weapon.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable in view of the nature of the course.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Nease and Clegg in attendance, recommended unanimously unfavorable.

- (3) That in firing the machine gun at 50 yards, the Agents be required to put the safety on after each shot, in order that they may automatically acquire the habit of using the machine gun safely and effectively.

Mr. Sloan points out that kind of training is and can be done while dry firing with the machine gun, and that it is not necessary to practice this operation during the 50 yard slow fire phase of the machine gun course. The 50 yard slow fire phase, according to Mr. Sloan, is designed to teach sight alignment more than the operation of the weapon.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Nease and Clegg in attendance, recommended unanimously unfavorable.



- (4) That there be a clarification of Bureau Bulletin #35, Series 1949, dated July 15, 1949, which states that if an Agent is unable to attend a firearms training period, it will be necessary for him to make up these courses at the next regularly scheduled firearms training period. The Agent points out that some confusion arises when the next regularly scheduled firearms training period does not call for the firing of the courses missed by some Agents at the previous training period.

Mr. Sloan points out that very little confusion has arisen, as most Special Agents in Charge have the Agents who missed the previous firearms training period shoot make-ups on courses missed even though they may not be scheduled for that particular shoot.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Neese and Clegg present, recommended unanimously unfavorable.

- (5) That firearms records be kept on a calendar year basis. In support of this suggestion, the Agent states that many make-ups are fired during the June training period, and if an Agent who is scheduled for make-ups at that time is absent, it is impossible for him to qualify during the firearms training year. He believes this would be overcome if firearms records were kept on a calendar year basis.

Mr. Sloan points out that he sees no necessity for changing the present system.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Neese and Clegg present, recommended unanimously unfavorable.

- (6) That whenever an Agent shoots a score of less than 95 on the Practical Pistol Course that the target must be examined by a firearms instructor



in order that the instructor can analyze the target and make suggestions for correction of improper shooting practices.

Mr. Sloan points out that the firearms instructors are required to give helpful and constructive advice when necessary, and that there is no reason to believe that the firearms instructors are not doing this.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Nease and Clegg present, recommended unanimously unfavorable.

(7) That the Special Agents in Charge may, at their discretion, order special firearms training periods for those Agents in their offices who they feel to be weak in certain weapons.

Mr. Sloan points out that SAC's are expected to make certain that if an Agent needs additional firearms training he receives it, and that this procedure is being followed. Mr. Sloan further states that if felt desirable, SAC's will be informed that such practice should be followed.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee feels that no instructions should be issued to the SAC's regarding special firearms training periods. In most instances, the necessary training can be given during regular training periods; and if for some unusual reason, special training periods should be scheduled, this can be done.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 12/19/49, with Messrs. Glavin, Harbo, Mohr, Ladd, E.J. McCabe, Carlson, Nease and Clegg present, recommended unanimously unfavorable.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
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- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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THE DIRECTOR

December 19, 1949

THE EXECUTIVES' CONFERENCE

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HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5CIB/ML

The Executives' Conference of December 14, 1949, consisting of Messrs. Ladd, Harbo, Carlson, Mohr, McCabe for Rosen, Tracy, Nease, and Glavin considered memoranda of Mr. I. W. Conrad of the Laboratory, and a communication from the Special Agent in Charge at San Francisco concerning automobile siren specifications. It was pointed out to the Executives' Conference that information had been received from San Francisco that the Bureau's automobile sirens do not meet California regulations. The Laboratory recommended that a communication go forward to the Special Agent in Charge at San Francisco, setting forth certain suggestions for testing the sirens presently installed on cars there to determine definitely whether the sirens presently utilized by the Bureau meet the regulations set out by the State of California.

The Laboratory further recommended that a communication go forward to the Special Agent in Charge at New York, suggesting that arrangements be made by the New York Office with the Federal Electric Company, Incorporated, New York City, to test several new Federal Type S sirens of the type presently in use by the Bureau on its automobiles and technical advice concerning the testing, included in the communication in question. The Laboratory further suggested that a letter go forward to all Special Agents in Charge pointing out the fact that the State of California has a vehicle code applying to horns or warning devices, setting forth certain technical requirements that must be met by vehicles operating within the State of California, and that each Special Agent in Charge ascertain the existence of any local or state vehicle codes affecting automobile sirens or other attachments, and that the text of all pertinent regulations be forwarded to the Bureau. The Conference was advised that the Bureau has in the past advised the various divisional offices that local laws and regulations governing the use of sirens and red lights are to be obeyed by the field at all times.

INDEXED - 93 RECORDED - 93 66-2554-7486

The Conference recommends approval of the suggestions of the Laboratory, and the appropriate communications are attached hereto.

Respectfully,  
For the Conference,

Glyde Tolson

cc: Mr. J. P. Mohr  
Mr. Glavin

URG: pom

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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THE DIRECTOR

December 15, 1949

THE EXECUTIVES CONFERENCE

~~EXAMINATION IN FEDERAL COURT OF  
MENTAL COMPETENCY OF ACCUSED~~

The Executives Conference today with Messrs. Ladd, Harbo, Mohr, Carlson, N. H. McCabe for Mr. Clegg, Tracy, Nichols and E. J. McCabe for Mr. Rosen in attendance approved the attached Bureau Bulletin advising the field of the enactment of new legislation providing for a judicial determination in Federal Courts of mental competency of accused persons.

Respectfully  
For the conference:

*Tom*  
Clyde Tolson

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 ci/bmw

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EX-87

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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JAN 6 1950

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*MB*

JOINT COMMITTEE

SUGGESTION #231 (H)  
FIELD OFFICE INDICES

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
L. V. Boardman  
S. K. McKee  
R. T. Harbo

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DATE 5/6/91 BY SP-5C/pw

*Executive Conference*

Fourteen offices were requested to furnish their opinion on the following suggestion designed to streamline field office indices. The results of the survey, along with the Joint Committee recommendations, are set out hereinafter.

SUGGESTION: That lists of individuals and organizations presently in the field office files be destroyed if the lists have not been identified with any criminal case or any particular investigation and such lists have no intelligence or security value, and the persons thereon or organizations mentioned have not been identified with or suspected of subversive activities. It is further proposed that such existing lists falling within this category and the index cards prepared thereon be destroyed, and the Field be instructed that in the future, upon receipt of such lists above mentioned, they are to be destroyed without indexing.

ADVANTAGES: This proposal was favored by 9 offices for the following reasons:

1. Such lists and index cards are generally of no value and seldom reveal the source and often refer to organizations which are of no current interest.
2. Examples of these lists are Commanders of various American Legion Posts, lists of hotel employees, etc. They serve no purpose and are subject to constant change.
3. Saving of space and clerical time in indices searching.

DISADVANTAGES: The proposal was opposed by 5 offices - Kansas City, Los Angeles, New York, San Antonio and San Francisco - for the following reasons:

1. The status of organizations and individuals covered by such lists might change as a result of infiltration by subversive groups. To eliminate such lists under these circumstances may require the necessity of relying on the memory of certain employees to establish the reliability of organizations or individuals.
2. Good judgment should be exercised in determining whether such lists should be indexed. Over a period of time, these lists may become worthwhile background data.

INDEXED - 33

66-2554-7489

JAN 10 1951  
Mr. Clegg  
Mr. Mohr  
RTH:af:ODM:dgh dgh

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3. Destruction of these lists is impossible in the New York Office, since the lists are not in any one file, and a detailed search would be required to locate such lists. The New York Office feels that the retention of these lists in the future should be discretionary, and if the lists are of no specific value, they are not to be retained.
4. The San Antonio Office advises that a file review would be necessary to locate such lists, and that the anticipated benefits would not be worth the time and effort involved.
5. The Kansas City Office is unable to identify lists of this type which would not be worth saving.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 11/3/49, consisting of Messrs. Ladd, Glavin, Mohr, Carlson, H. H. McCabe, Fletcher, Nichols, Tracy, Rosen and Harbo, was unanimously opposed to any project for elimination of cards and lists presently in the files. Any lists of the types referred to in the suggestion should not be indexed in the future.

Respectfully,  
For the Conference



Clyde Tolson



December 20, 1949

The Director  
The Executives Conference  
POLICE TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY sp-5ci/baw

Reference is made to the attached Executives Conference memorandum dated December 5, 1949, in which are listed advantages and disadvantages of the Bureau's participation in field police training schools. Also, there are set forth the recommendations of the Executives Conference as of that date.

The Director's routing slip attached to the memorandum called for an objective review of this matter, and it was considered again on December 20, 1949, with the following present: Messrs. Glavin, Tamm, Harbo, Carlson, E. J. McCabe, Mohr, Iadd, Nichols, and Clegg.

A review was made of the recent situation brought about by the resolution of the American Municipal Association. Our relationships with that organization were reviewed, as well as other background data. The following opinions of the Special Agents in Charge who have been contacted for their views and their opinions were also given consideration:

SAC McSwain felt that police training had made a contribution to the law enforcement profession. Requests are increasing in the Chicago Division, and when a police department sincerely asks for our assistance he does not see how we can afford to deny them. On the other hand, he would like to see us clean up some cases and conduct more investigations, but he wants to recommend that we stay in police training when requests are made.

SAC Scheidt recommended that we get away from the idea of "domination" 100 per cent, and that we work out a plan of cooperating with colleges and universities with the idea of being helpful in police training. From the standpoint of the police, they have nothing left, no other help is available that is worthwhile, the responsibility of leadership rests on the FBI, and our idealism as well as our selfish interest should be considered. For every critic there are ten who praise our participation. He recommends that we respond favorably to all requests genuinely and sincerely made for assistance in police training.

SAC Brantley recommends that we continue in field police training, that we fought stronger battles than this one, and he doesn't want the AMA to push us off our position. Police schools result in increased work and cooperation.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

CG H. R. Clegg  
J. P. Mohr

HEC:KMT

60 JAN 4 - 1950

RECORDED 109  
INDEXED 103

66-2557-7488  
DEC 28 1949  
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EX - 109

Memorandum to the Director

December 20, 1949

SAC ~~Boardman~~ believes we should keep on as we are, rendering all requested services.

SAC Rhodes thinks we should by all means stay in the field. First, because it is helpful to the police; and second, it is helpful to the Bureau from the standpoint of good will and new cases.

SAC Carson advised Mr. Ladd that he thought we should stay in without any arm-twisting.

SAC McKee thought, in the long run, we would be better off to get out of field police training, and that "it isn't worth the fight."

SAC Boardman believes that the present political trend against statism and the socialistic state should put us on notice that we should get out at this time.

SAC Hood favors our continuing to give help to the graduates of the FBIJA only.

Executives Conference Consideration:

Messrs. Glavin, Tamm, Harbo, Mohr, Ladd, Carlson, and McCabe, again expressed their views as in favor of the recommendations in the attached Executives Conference memorandum of December 5, 1949.

They advised that if the Bureau left the field it would be cutting the rug out from under our friends, and would not be a decent thing to do; that the police would conclude that they cannot depend upon the Bureau since they had joined with the Bureau in promoting police training, and the Bureau would be running out on them, and that the pressure would be so terrific on the Bureau that we would undoubtedly be brought back into the field by compulsion.

Mr. Nichols and Mr. Clegg recommended that we withdraw from the field police training for the reasons shown under "Disadvantages" in the attached and previously submitted Executives Conference memorandum; and for the further reason that the Bureau has about reached the maximum of benefit that can be expected from this type of police training; that the graduates of the FBIJA should handle local needs to the best of their ability; and that police departments should get other help as available to assist these graduates.

Memorandum to the Director

December 20, 1949

Although those favoring continuing in police training were not compromising their views to this extent, it was unanimously decided by all the members of the conference present that in the event a decision is reached that the Bureau withdraw from field police training, the following additional recommendations are unanimously made:

1. That the Bureau fulfill all specific commitments which have been made up to this time.

2. That in those instances where police chiefs associations and departments have severed all other connections and depend exclusively on the FBI for promoting and assisting in their schools, we should continue to assist them to convert their program to some sort of program which they desire even to the extent of assisting in the conversion process for a period of twelve months if necessary, which would be fair and reasonable for those who have been loyal to the Bureau's program of training.

3. That the Bureau would accept for any legitimate police training school an invitation to have someone speak or lecture on the subject, "Work and Functions of the FBI," and include therein discussions which administratively affect the FBI work such as White Slave Traffic Act, Unlawful Flight investigations, How to Send Evidence to the Laboratory, the Principal defects in Taking and Submitting Fingerprints. The Bureau would not, however, teach laboratory techniques, how to classify fingerprints, or how to conduct investigations, but would handle only those subjects which promote the FBI's jurisdiction and aid the FBI administratively.

4. That for the graduates of the FBIINA our field offices would serve as consultants concerning their police training program in that they could come to an agent or the field office and discuss their program just as they can discuss fingerprints or crime statistics work, although this does not involve any commitments for training.

5. That the Bureau would not make use of any films or supplies in police training work. Most of our films have to do with such matters as traffic and safety, and this equipment and such similar supplies would no longer be made use of in any manner.

6. That the textbooks which are now in process of being reviewed not be published or printed but that they be placed "as is" in the lecture files as reference material for use before the FBIINA and the Bureau's training schools.

Memorandum to the Director

December 20, 1949

7. That no lecture material, outlines, or similar data, either in the field or at the Seat of Government, be made available to anyone outside the Bureau at any time in police training, since it was not desired to permit such data to fall into the hands of those who are going to charge fees, engage in lecturing, or who might misinterpret these notes and outlines.

Respectfully,  
For the Conference

*T.M.*

Clyde Tolson

While I am inclined to  
the minority views I will  
approve the recommendations  
of Mr. 5 with strong prohibition  
against any solicitation. This  
on June 15, 1950 I want  
matter considered again as  
to whether to stop entirely or  
continue along the indicated  
lines.

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THE DIRECTOR

November 15, 1949

THE EXECUTIVES CONFERENCE

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DATE 5/8/91 BY SP-5 CIP/MS

FBI FORMS

The Executives Conference, consisting of Casper, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, H. H. McCabe, Nichols, Fletcher, Nease, and Carlson, considered the survey made at the request of the Director of Bureau Forms. A survey of the forms in the FBI Form Book had previously been made and it was pointed out that certain of the forms in the Bureau's form book which contain descriptions of persons were not uniform in describing a person as to "color" or "race." Some of the forms utilized "color," other forms utilized "race." It was unanimously recommended by the Executives Conference, and approved by the Director, that these forms use "race" instead of "color" as a descriptive item.

There are numerous forms, particularly in the Identification Division and the Statistical Section of the Records and Communications Division, that are not included in the FBI Form Book which include descriptions and utilize the word "color" as a descriptive item. It is also true that certain Bureau publications, such as reprints from the Law Enforcement Bulletin, "The Classification of Fingerprints," include forms, by way of illustration, in which the word "color" appears as a descriptive item.

It was unanimously recommended by the Executives Conference that any Bureau form including the word "color" on the next printing be changed to "race" instead.

The survey of all forms utilized at the Post of Government in the seven divisions indicated there are hundreds of forms used. There is no uniform procedure of keeping a record of the forms that are used in the various divisions, nor is there any uniform requirement as to the procedure necessary for a division to adopt a new form. The following recommendations were made believing that the adoption of them would result in economy and efficiency in maintenance and use of forms:

- (1) That each division prepare a Form book including all forms utilized in the division.
- (2) That upon completion of this form book it be submitted to the Training and Inspection Division. The Training and Inspection Division would then review all of the form books of the various divisions and compile a "Post of Government Form Book." This form book would include a section of forms utilized by all divisions. There would then be a separate section for each division, including the forms used only by that division.
- (3) Whenever a division desires to adopt new forms for use within the division, they could be submitted to the Training and Inspection Division for review by the supervisor responsible for the maintenance of the Post of Government Form Book.

RECORDED - 69 66-2554-7490

INDEXED - 68 DEC 30 1949

EX-110

- Tolson
- Ex. A. Tamm
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Egan
- Gurnea
- Harbo
- Mohr
- Pennington
- Quinn Tamm
- Nease
- Gandy

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By following the above procedure it is believed that many unnecessary forms might be eliminated and that forms of a similar nature could be consolidated, and it would then be possible to find in one place all forms utilized at the Dept of Government.

The Executive Conference unanimously approved the above suggestions concerning a "Dept of Government Form Book."

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson

cc: Mr. Mohr  
Mr. Clegg

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

12/16/49

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DATE 5/8/91 BY SP-5 CJP/ML

The Executives Conference of December 8, 1949,  
consisting of Messrs. Glavin, Tracy, Ladd, Mohr,  
Ladd, Nichols, Clegg, Rosen, Egan, Tolson, and Carson.

Agents, as well as clerical employees, pay their hospitalization  
or Blue Cross dues, or fees, to a clerk, or clerks, designated in the field  
offices and at the Post of Government. Mr. Nichols suggested that in New  
York where there are approximately 300 employees who are members of the  
Special Agents Mutual Benefit Association, most of whom have been members of  
the Blue Cross Plan, pay their dues in the Special Agents Mutual Benefit  
Association to the same clerical employee designated in the New York Office  
to collect for Blue Cross. It was felt that in a few of the other larger  
offices in the Bureau where there are a large number of Agents that they  
might also desire to follow the same procedure. This would not only be  
more desirable from the standpoint of the Agents but would also be very  
desirable from the standpoint of the Association because it would eliminate  
considerable clerical work.

The Conference was unanimously of the opinion that it would be  
proper to permit a clerical employee in the field office, or the Post of  
Government, to collect the dues for the SA if, in the opinion of the Agent  
in charge, it would cause no greater inconvenience than presently exists in  
the collection of Blue Cross or Group Hospitalization.

Respectfully,  
TON LEE CANTRELL

Clyde Tolson

CC: Mrs. Mohr  
Mr. Clegg

INDEXED - 99

RECORDED - 99

66-2554-7491  
JAN 6 1950

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

34 JAN 9 1950

THE DIRECTOR

December 13, 1949

THE EXECUTIVES' CONFERENCE

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HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5 ci/bmp

At the Executives' Conference, December 12, 1949, Messrs. Ladd, N. H. McCabe, Harbo, Nichols, E. J. McCabe, Tracy, Mohr, Nease, and Fletcher in attendance, the titled case was brought to the attention of the Conference.

This case involved a Soviet espionage ring operating in the 1930's in Europe with headquarters in Switzerland. This case has been handled by the Bureau from a general intelligence standpoint and a number of persons involved are now residing in the United States and are the subjects of individual investigations. The New York Office, as office of origin, has requested Bureau permission to place the main case file in a closed status, the results of additional investigation to be reported in the case files on the individual subjects of current Bureau interest.

Prior to closing cases of espionage character, the file references are reviewed to be certain that no information in Bureau files has been overlooked in the development of the case. It is known that the file references to this case are extensive and most numerous. Search slips have not been made, but it is estimated that the total references would be between four to five thousand. It was recommended that authority be granted to close this case without a review of the file references, having in mind that this case has been under investigation for several years and that the individual subjects are handled on an individual case basis. The Conference was of the unanimous opinion that the review of the numerous references was not justified and suggested that the case be closed without reviewing the references.

If you approve, this case will be placed in a closed status and further development of this espionage group will be handled through the investigation of individual subjects.

Respectfully,  
For the Conference

INDEXED - 99  
RECORDED - 99

Clyde Tolson

66-2554-7492

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CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

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54 JAN 9 1950

THE DIRECTOR

December 21, 1949

The Executives Conference

IDENTIFICATION DIVISION  
Pensacola, Florida, Police Department  
Request for Assistance

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/77 BY SP-5 Cj/ow

The Executives Conference consisting of Messrs. Ladd, Nichols, Glavin, McCabe, Nease, Carlisle, Mohr, and Tracy considered the request of the Pensacola, Florida, Police Department, for an expert from the Identification Division for a period of several days to answer questions and make suggestions to three fingerprint men.

Subsequently, word was received from the Pensacola Office that a consolidation of the identification records of the Pensacola Police Department and the Escambia County Sheriff's Office was underway, the combined facilities to be under the direction of the Police Department. The Mobile Office advised that this consolidation made the request more urgent in view of problems incident thereto.

The situation was checked telephonically with the Mobile Office and advice was received that there was no political angle involved; that the Sheriff's Office had turned their fingerprint files over to the Police Department with the expressed desire that the Police Department handle their fingerprint work. The Mobile Office feels that the Bureau should send an expert to confer. It will take an expert from the Identification Division two or three days.

The Conference unanimously recommends approval of the request and that a representative from the Identification Division be sent to Pensacola the early part of January, 1950.

If the Director approves, the Mobile Office will be appropriately advised.

Respectfully,  
for the Conference

Clyde Tolson

RECORDED - 70  
INDEXED - 70  
EX - 101  
66-2554-7493  
JAN 2 1950

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

34 JAN 6 1950

THE DIRECTOR

11-18-49

Executives Conference

IN-SERVICE TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/AV

The Executives Conference on November 1, 1949, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Carlson, Ladd, Nichols, Fletcher, Nease, Rosen and Clegg, considered a suggestion concerning the one-day specialized training which is given during the In-Service course. At the present time a choice of 8 subjects is offered, namely, Sound Training, Photography, Defensive Tactics, Firearms, Police Training, Accounting Investigations, Inspectors' Aide Training and Laboratory Short Course. The suggestion which is recommended unanimously by the Conference is that the following half-day courses be offered for those who qualify and are designated by the SAC's. These courses would be given during the one day devoted to specialized training and would make it possible for an Agent to take any 2 of these courses during the specialized training day.

COMMUNISM - 1/2 day. Instruction in this course would include those matters which the Security Division feels should be given added emphasized attention to a select group of students. There is no restriction upon those who may attend such a course of instruction, but it was unanimously recommended that those who enroll should be working on Communism or related matters so that the course will be of greater pertinence to their work.

ESPIONAGE - 1/2 day. In this course there would be emphasized those matters which cannot be adequately covered during the regular In-Service courses. It was recommended by the Conference that those who should be permitted to enroll in such a course should be approved to engage in Communist or closely related investigations, Espionage or investigations involving nationalistic tendencies.

CRIMINAL INVESTIGATIONS - 1/2 day. This course will provide a half-day of specialized instruction on important aspects of regular investigative work which cannot be adequately handled during the regularly scheduled In-Service course. Emphasis would be placed on matters of vital concern, and there would be considerable advantage in directing their comments to personnel who are engaged primarily in the investigation of criminal matters. It was unanimously recommended that those permitted to enroll should be restricted to the agents working on criminal, civil and accounting matters.

EX-87  
RECORDED - 72  
166-2554-7494

IDENTIFICATION MATTERS - 1/2 day. It was believed that this course for those selected by the SAC's to take this specialized training would be valuable to provide increased emphasis on identification problems which the agents face in their daily criminal work. Particular attention could be devoted to the location, lifting, preserving and photographing of latent prints, as well as practice and refinements in the photographing of prints in difficult positions.

The above courses of specialized training bring to a total of twelve the specialized subjects in which In-Service students may take from one-half to one full

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr  
HHC:BG:dmg  
NOV 26 1950

*W. M. ...*



day of training. Those who select a one-half day subject will automatically be expected to select another half-day subject to complete the one day of specialized training which is now provided. For example, those who take Communism, if qualified to take Espionage, could take both of these one-half day subjects in the same day.

At present, the course in Sound Training is given in the Laboratory by Laboratory personnel; the course on Defensive Tactics is given in the gymnasium; the Laboratory Short Course is given in the Laboratory; the course on Accounting Investigations is given in either the Accounting Supervisor's office or in an office made temporarily available by the Training and Inspection Division; the course in Police Training is given in the office of Police Training Supervisor Nanna, although a part of this day is spent examining and reviewing Laboratory equipment and procedures in the Laboratory; and the Firearms Training is given at Quantico. The course in Photography, which is usually the largest group, is given primarily in a classroom which, in most instances, is the only classroom at the Justice Building available at that time. The other courses would have to be given in offices, and in nearly every instance arrangements can be made for one of the offices assigned to the Training and Inspection Division to be used during the temporary absence of the instructors from their offices before other classes. This makes it more convenient to audit and check on the progress in these classes.

It should be pointed out that the SAC in the various field offices designates the courses of specialized training which he desires the agents from his office to take, and this is usually followed, except for those who are designated by Mr. Tolson's office to take the Inspector's Aide training which is given, in each instance, in the offices of Mr. McCabe and Mr. Clegg.

Respectfully,  
For the Conference

Clyde Tolson

h

THE DIRECTOR  
THE EXECUTIVES' CONFERENCE

December 19, 1949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/16/91 BY SP-5 CJP/DMF

The Executives' Conference of December 14, 1949, consisting of Messrs. Ladd, Harbo, Carlson, <sup>Mohr</sup> J. McCabe, Egan, Tracy, Nease, and Glavin was advised that a survey of space had been made by Mr. Egan and Mr. Callahan of the Administrative Division to determine whether any additional space is available in the building.

The Conference was advised that the Records and Communications Division had requested additional space for the Crime Records Section, and that the Security Division has requested additional space for that Division.

The Conference was further advised that the Director had expressed concern over the fact that a great number of the investigative files of the Washington Field Office, presently located in this building, were physically stored in the Identification Division building. The Director wanted to know whether something could not be done about this.

In checking into this matter, it was determined that the space assignments at the present time are very tight and that the various Divisions cannot release further space in this building.

It was pointed out to the Conference that the field office occupies slightly more than 10,000 feet in the Department of Justice building at this time, and that their files stored in the Identification Division building occupy 3,365 square feet of space and they need more space for the expansion of these files at the present time.

Mr. Egan felt that if steps were taken to return the Records and Communications Division files back to this building and to move the Cartographic Section and part of the Supply Section in the Identification Division building at the present time, there is a possibility that we would be able to secure about 25,000

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr

Mr. J. P. Mohr  
Mr. Clegg

RECORDED - 66

INDEXED - 66

JAN 6 1950

WAG:pat

Memo to the Director - (Continued)

square feet of space which could be utilized for housing the Washington Field Office, if a move of the Field Office would be approved from the Department of Justice building to the Identification Division building.

The Conference considered other possible moves rather than the field office from this building to the Identification Division building. It was pointed out that a great deal of the Training and Inspection activity is now housed in the Identification Division building, that part of the Administrative Division activities are housed in the Identification Division building, as are a large part of the Records and Communications Division activities. Also included in the Identification Division building is a portion of the Laboratory covering Translators and Cryptographic Section employees. It was the consensus of opinion that it would be undesirable to move any other portion of the Dept of Government activities to the Identification Division building at this time. It was pointed out that some consideration had been given to moving the Document Section of the Laboratory to the Identification Division building. However, it was pointed out by the Conference that the Document Section is one of the sections of interest to the public in touring the Bureau's facilities. It was further pointed out that removal of the Document Section would not result in sufficient space to take care of our needs for expansion in this building.

The problem of securing space outside either building was discussed. It was pointed out by Glavin that in his recent discussions with administrators of the Public Buildings Administration he, Glavin, had been advised that Public Buildings Administration officials are frantically looking for additional space to house other agencies present and contemplated in Washington at this time.

The Conference, with the exception of Mr. Mohr, recommends that a full and detailed survey be made of the space occupancy in the Identification Division building, looking toward the moving of the Field Office to that building. Mr. Mohr is of the opinion that the Identification Division building is too out of the way for housing of the Field Office, and he is opposed to any consideration being given to the housing of the Field Office in that building at this time.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Memo to the Director - (Continued)

In the event further consideration is to be given toward moving the Field Office from this building, a complete detailed study will be made. Such a move would require a major change of space assignments both in the Identification Division building and the Department of Justice Building.

Respectfully,  
For the Conference,

J. Edgar Hoover  
1-1-50

Clyde Tolson

I agree. But maybe we can find for placement of Field Office outside of either Ident. or the Bldg. That would relieve congestions all along.

H

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
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THE DIRECTOR

THE EXECUTIVES' CONFERENCE

December 13, 1949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/OWE

MAINTENANCE OF SECURITY INDEX AT THE SEAT OF GOVERNMENT

At the Executives' Conference, December 12, 1949, Messrs. Ladd, N. H. McCabe, Harbo, Nichols, E. J. McCabe, Tracy, Mohr, Nease, and Fletcher in attendance, it was recommended that the present arrangement of the Security Index at the Seat of Government be changed.

At the present time the Security Index has two principal breakdowns, one an alphabetical breakdown which includes all current and cancelled Security Index cards including alias cards. This is duplicated, with the exception of the alias cards, in a geographical breakdown by field divisions. The geographical group is also broken down under priority programs known as Detcom and Gomsab in that the individual cards are tabbed. In addition, there is an "Inactive Section" composed of Security Index cards on individuals in the armed forces and a "Special Section" containing the duplicate card on individuals who are Government employees, Atomic Energy employees, espionage subjects, and others of similar character.

ELIMINATION OF

It was recommended (1) that the geographical section be eliminated entirely and the tabbing of the subjects under Detcom and Gomsab be on the alphabetical cards. The geographical section is maintained by the field to facilitate apprehensions. No purpose is served in maintaining a geographical breakdown at the Bureau, in that the entire Security Index is now on IBM cards, and if it becomes necessary to make any compilations on individuals in any one field division, it can be handled through the use of the IBM cards, and the geographical breakdown is believed to be entirely unnecessary at the Seat of Government.

RECOMMENDATION

(2) It was recommended that all of the Security Index cards, including alias cards, of cancelled Security Index subjects be removed from the alphabetical section. This will materially reduce the size of the Security Index, as it is now maintained, and will facilitate the clerical maintenance of it. Further, the field presently maintains cancelled cards in their Communist Index. Also, the Statistical Section of the Bureau is maintaining cancelled IBM cards so that if necessary, any information needed concerning Security Index subjects whose cards have been cancelled can be obtained by referring to the IBM cards.

(3) It was recommended that the "Inactive Section" and the "Special Section" be retained, and to avoid as much duplication as possible, that there appear in the alphabetical section only a dummy card listing the name of the subject and making reference to either the "Special Section" or the "Inactive Section," whichever is appropriate.

RECORDED - 66 66-2534-7496

The recommendations result in completely eliminating a duplicate set of the Security Index cards. They eliminate much clerical work in the handling of

cc - Mr. H. H. Clegg  
Mr. J. P. Mohr

APM  
INDEXED 66  
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THE DIRECTOR

1/4/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5/BJ

The Executives Conference of January 4, 1950, consisting of Messrs. Tolson, Glavin, Harbo, Ladd, Rosen, Clegg, Carlson, Nease and Mohr, in accordance with the Director's instructions, considered the attached memorandum of December 21, 1949, with respect to the procedures in conducting applicant investigations and particularly the method suggested to avoid interviews with those individuals having a hostile or critical attitude toward the Bureau and its work.

It was pointed out to the Conference that apparently the hostility and criticism of the Bureau stem not from our normal day to day criminal investigative work but to a very slight extent to investigations in the Internal Security field and very specifically and definitely to applicant and Loyalty investigations. It was felt that if some procedure could be devised to avoid interviews with individuals in applicant type cases where the individuals have exhibited a hostile or critical attitude toward the Bureau that much could be accomplished to eliminate the difficulties experienced in the past. The Conference felt it would be undesirable to prepare a list of any sort which might be termed a "blacklist" to be distributed to all of the divisional offices. It was proposed that the following procedure be instituted immediately at the Seat of Government in order to meet the objectives desired by the Director in connection with this matter:

1. The Crime Records Section shall be responsible for preparing and maintaining in a current status a list of those individuals known to be hostile to the Bureau. It is felt that it is imperative that a list be prepared because the judgment of individual Supervisors referring cases to the field will differ depending upon the extent of their day to day newspaper reading, radio listening and perusal of various and sundry periodicals. It would also mean that each Supervisor would have to either prepare his own list or endeavor to depend on a faulty memory. Furthermore, an individual may at one time appear to be hostile to the Bureau and subsequently his attitude may change and it may be very desirable to interview him.

*Each name should be the subject of a memo*

2. This list shall be furnished to only those Supervisors at the Seat of Government who have the responsibility for assigning Loyalty or applicant cases to the field. This will include Supervisors in the Loyalty Section of the Security Division, the Applicant Section of the Investigative Division and those Supervisors in the Administrative Division handling Bureau applicant cases. This will mean that not more than 25 Supervisors at most at the Seat of Government will have possession of such a list. These Supervisors shall check all references presented and former employers against this list before referring the case to the field for investigation.

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

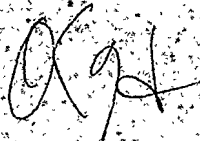
RECORDED 136  
66-2554-11497  
JAN 10 1950  
INDEXED - 13613

It was pointed out that the procedure recommended will not provide against interviews with neighbors of the applicants or subjects under investigation in connection with the Loyalty Program nor would it provide against interviews of associates whose names are brought up during the course of the investigation. Likewise it would not provide against interviews with college professors whose names were not given by the applicant or the Loyalty subject as references, but who are contacted in the course of the ordinary investigation. It was felt, however, that the bulk of the people who are interviewed in these cases are set out as references by the applicant and it would only be on a rare occasion that a person hostile to the Bureau would be interviewed in a neighborhood investigation, as an associate or as a college professor.

It was also unanimously recommended by the Conference that in addition to the preparation of the list recommended and the checking at the Seat of Government by the indicated Supervisors, that where a specific individual has manifested hostility or unjust criticism against the Bureau that the specific field office or offices which would likely contact the individual be advised in writing in the form of a Personal and Confidential SAC letter. In these letters the SAC will be instructed that it is his responsibility to advise all of the Agents in the office of the undesirability of contacting the individual in question without prior Bureau authority. The field will be instructed that in addressing their communications to the Bureau requesting authority to contact such individuals, the letter or communication should not contain the phraseology that the interview will be conducted unless advised to the contrary but specific approval must be obtained from the Bureau before such a contact is made.

Should the Director agree with the recommendations of the Conference set forth in this memorandum, appropriate steps will be taken to inaugurate the policy recommended.

Respectfully,  
For the Conference

  
Clyde Tolson

CC - Mr. Clegg

cc - Mr. H. H. Clegg  
Mr. J. P. Mohr

*Handwritten initials*

For the Conference

Clyde Tolson

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77-66-2554-7498  
JUN 10 1950  
U.S. DEPT. OF JUSTICE

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DATE 8/6/91 BY SP-5 E/BJW

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Name  
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THE DIRECTOR

January 6, 1950

THE EXECUTIVES' CONFERENCE

At the Executives' Conference, December 28, 1949, Messrs. Ladd, Callahan, Tracy, Harbo, Lohr, Nichols, H. H. McCabe, Carlson, E. J. McCabe and Fletcher in attendance, it was brought to the attention of those present that the Bureau has been receiving the "London Daily Worker." This publication is not indexed and apparently there is no demand for the papers after they have once been filed. They are utilized for research purposes. It was suggested that the Bureau continue to obtain the "London Daily Worker" for research purposes; that it should be reviewed as received, anything pertinent clipped, and the paper destroyed after it is thus reviewed.

It was pointed out to the Conference however that only one copy of the "London Daily Worker" is being received by the Bureau and that the Library of Congress does not subscribe to the paper. Therefore, should the Bureau desire copies at a later date they would not be available if we destroyed them. Consequently, the Conference was of the unanimous opinion that copies of this publication should be retained, particularly having in mind that it would not be available to the Library of Congress.

If you approve, this publication will be reviewed and handled as it has been in the past.

Respectfully,



THE DIRECTOR

November 25, 1949

JOINT COMMITTEE

SUGGESTION NO. 312  
EMPLOYEE: SA H. C. BOSTELL  
TRAINING & INSPECTION DIVISION

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: J. S. Rogers  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5UPM

SUGGESTION: That the block heading bearing the names of field offices and Seat of Government officials to whom SAC Letters are distributed be eliminated, and that all SAC Letters other than special no number SAC Letters be distributed to all Special Agent Supervisors at the Seat of Government.

In support of this suggestion, it was pointed out that the <sup>1/2</sup>elimination of the block heading would reduce by 20% the number of pages of printing necessary for SAC Letters. This estimate is based on a survey of the SAC Letters sent out during the first six months of this year. It was also pointed out that all supervisors at the Seat of Government should be afforded copies of SAC Letters in view of the fact that on many occasions supervisors are designated as SAC's or ASAC's.

Other advantages listed were that this would permit the issuance of only one SAC Letter per week instead of two as now required; that filing space for SAC Letters would be saved, and that the reduction in the number of SAC Letters would reduce the cost of handling both at the Seat of Government and in the Field.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The amount of paper saved by the elimination of the block heading is negligible. The retention of the block heading facilitates the distribution of SAC Letters, and it does not appear that there is any necessity for all supervisors to be given copies of all SAC Letters. If such distribution was made, it would more than offset the saving in space gained by the elimination of the block heading.

The Joint Committee recommends that the distribution of SAC Letters be handled as in the past, and that in those instances where all supervisors should receive copies that this be done by following the present procedure and adding "and Supervisors" at the end of the block heading.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously that copies of all SAC letter be furnished to all

RECORDED - 55

INDEXED - 55

54 JAN 11 1950

Mr. Mohr

JSH:gh Jqh

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OFFICE  
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- Tolson
- Ladd
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- Glavin
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- Rosen
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- Nease
- Gandy

supervisors at the Seat of Government, except the unnumbered SAC letters which are highly confidential and the subject matter of which is such as to require the number of copies distributed to be held to a minimum.

The Conference favored continuing the present physical form of the SAC letters, whereby the names of all offices are printed on the letter, since this simplifies the procedure involved in distributing the letters.

Conference 12/8/49; present - Messrs. Tolson, Ladd, Glavin, Mohr, Nichols, Clegg, Nease, Fletcher, E. J. McGuire, Carlson, Tracy and Harbo.

Respectfully,  
For the Conference

  
Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

December 29, 1949

THE EXECUTIVES CONFERENCE

RADIO EQUIPMENT - MINNEAPOLIS OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY 31-501/ML

On December 29, the Conference considered the request of the Minneapolis Office for 9 commercial radio receivers to be installed in the Bureau's automobiles operated in North Dakota and South Dakota. The Bureau automobiles presently operating in these states have no radio equipment. In North Dakota, there is no state-wide police radio hook-up. In South Dakota, although they have a state police radio system, it is not reliable, particularly in the western part of the state due to the mountainous terrain.

The commercial radio stations in North and South Dakota broadcast emergency information concerning criminal offenses throughout the day; furthermore, SAC Rhodes has received assurances from the commercial radio stations in these two states that they would handle broadcasts for Bureau automobiles upon request. The second basis for the request for this type of equipment is that the Agents operate in sparsely settled territory where it is desirable to have advance information concerning blizzards.

The Conference unanimously recommends the approval of the request for 9 commercial broadcast receivers at a total cost of approximately \$450. Present were Messrs. Ladd, Glavin, Tracy, Mohr, W. H. McCabe, Carlson, E. J. McCabe, Nichols, Fletcher, and Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

RTH:AF  
cc-Mr. Clegg  
Mr. Mohr

ADDENDUM: 1/9/50 (JPM:DW)

Installation of

I strongly recommend the approval of the commercial radio receivers to be installed in the Bureau automobiles operated in North and South Dakota. This equipment, as indicated, is used by the Agents in tuning in to commercial radio stations and the Agents are thereby able to obtain immediate information concerning crimes that may have been committed, such as bank robberies and the like and information concerning efforts to apprehend fleeing criminals in that part of the country. Arrangements are also perfected whereby the Minneapolis Office can in emergency situations broadcast messages to the Bureau cars. This is done through a code which does not identify the message as being from an FBI car and the message usually is to this effect: "Car 25, call your office." The Bureau

RECORDED 58  
INDEXED 58

66-2554-7300

Agent riding in Car 25 immediately realizes the significance of the message and at the nearest telephone he will call the Minneapolis Office. This is a very desirable arrangement and is used infrequently since the Agents on road trips maintain contacts wherever possible with the local police departments to send and pick up any messages from the office.

As you know, the distances in North and South Dakota are great and an Agent may be travelling 200 or 300 miles between towns and it is during those periods of time that it is desirable to have emergency contact with the Bureau cars. It is also during these long trips in the remote sections of the country that it is desirable for the Agents to be promptly advised of weather information such as storm warnings and the like.

I have checked with Mr. Conrad in the Laboratory and he advises me that in order to provide Bureau radio coverage of North and South Dakota, it would probably cost between \$100,000 and \$150,000 to install the necessary equipment, which does not include the continuous upkeep. In view of the thinly populated area it would be uneconomical to invest such money in transmitting equipment.

The use of commercial stations to transmit messages to Bureau cars is not extensive and is utilized only in those areas of the type covered by the Minneapolis Office and the Butte Office where distances are great. In localities where the population is more dense, better police facilities are available and these facilities are utilized by the Bureau to obtain emergency messages and the like.

J. J. Lee  
1-9  
✓  
O. J.



THE DIRECTOR

December 30, 1949

THE EXECUTIVES' CONFERENCE

At the Executives Conference, December 29, 1949, Messrs. Iadd, Glavin, N. H. McCabe, Harbo, Nichols, E. J. McCabe, Tracy, Mohr, Carlson and Fletcher in attendance, advice was furnished that the Detroit Division has obtained from a storage company in Grand Rapids, Michigan, a large volume of records which have been in storage since 1932. The storage company planned to burn the records because the person who stored them is deceased and there are no known relatives surviving.

These records were turned over to the Detroit Division, and it was determined that they relate to the Michigan Realm of the Women of the Ku Klux Klan covering periods from 1923 to 1927. The material appears to be primarily financial records covering dues and orders for robes. Some of the financial records are maintained by counties and some by cities. There are some cancelled checks. The Bureau files fail to indicate any current activity on the part of this group in Michigan or elsewhere in the United States. The records are very voluminous and occupy more than half of a steel storage cabinet. It was recommended that these records be destroyed with the exception of a few items containing background information, such as the Kloran or Ritual of the Women of the Ku Klux Klan; a pamphlet entitled "Delivery of Charter;" a pamphlet entitled "Military Committee, Women of the Ku Klux Klan;" a pamphlet entitled "The Truth About the Women of Ku Klux Klan;" and one or two other items of similar character.

The Conference was of the unanimous opinion that these records were obsolete and the financial and dues records should be destroyed and only the few selected items retained.

If you agree, the material will be handled in accord with the recommendations of the Conference.

Respectfully,  
For the Conference

Glyde Tolson

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DATE 5/8/91 BY SP-59/JMF

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Carlson  
Iadd  
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Glavin  
Nichols  
Tracy  
Mohr  
Harbo  
Fletcher  
E. J. McCabe  
N. H. McCabe  
Iadd  
Fletcher  
Tracy  
Mohr  
Harbo  
Fletcher  
E. J. McCabe  
N. H. McCabe

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

HBF:tlc

RECORDED - 58  
INDEXED - 58

66-2559-7501



THE DIRECTOR

1-10-50

Executives Conference

*N.A.*  
GRADUATION EXERCISES

3rd SESSION, FBI NA

MARCH 31 - GRADUATION SPEAKER

The Executives Conference on 1/10/50, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Ladd, Rosen, Carlson and Clegg present, recommended that in the order named two of the following be selected to be the speakers at the next Graduation Exercises of the FBI National Academy which will be held on March 31, 1950. In the event one declines, the third will be an alternate.

- (1) Dr. Norman Vincent Peale  
Marble Collegiate Church  
New York City
- (2) Congressman John J. Rooney  
Brooklyn, New York  
Member of the Appropriations Committee
- (3) Dr. Vannevar Bush  
President  
Carnegie Institution  
Washington, D. C., concerning whom a biographical sketch and summary is attached.

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HEREIN IS UNCLASSIFIED  
DATE 5/8/97 BY SP-5 *sp-5*

Respectfully,  
For the Conference

*Y*  
Clyde Tolson

Attachment

*OK*

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen HHC:DMG  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

RECORDED - 104

INDEXED - 104

166-2554-9512

JAN 10 4 42 PM '50  
U.S. DEPT. OF JUSTICE  
RECEIVED

JAN 12 1950

THE DIRECTOR

January 5, 1950

The Executives' Conference *Memo*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5/BJ

*mem*  
At a meeting of the Executives' Conference on January 4, 1950, attended by Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Clegg, Carlson, Nease and Ladd, the Conference was advised of the efforts which have been made to work a Double Agent of the Bureau's into the biological warfare program through the [redacted] of the Naval B. W. Research Center, University of California. [redacted] has indicated in the past a willingness to assist the Bureau in this regard; however, he has now advised that the remaining funds for this project will not permit the employment of a confidential informant on his staff although he could use the informant if it were not for the lack of funds.

b7D

The Conference was further advised that the San Francisco Office had recommended that the Bureau contact Admiral T. A. Solberg, Chief of Naval Research in Washington, and request that additional money from a confidential fund of Admiral Solberg's be made available to [redacted] for the purpose of employing this Double Agent.

b7D

The Conference was unanimously opposed to the Bureau making any such approach directly or indirectly. San Francisco therefore suggested that in lieu thereof that the Bureau advance from its confidential fund \$1500 to [redacted] to be used in paying the salary of the Bureau's informant through the end of the fiscal year and also advance \$2832 for the purpose of paying his salary through the next fiscal year.

b7D

The Executives' Conference was unanimously opposed to this program and recommended that no action be taken until and unless [redacted] appropriations permits him to employ the informant.

b7D

In the event you approve the action of the conference, there is attached hereto a teletype to the San Francisco Office.

Respectfully,  
For the Conference

66-2554-7503

*H. H. Tolson*

JAN 9 1950

Attachment

RECORDED

RECORDED - 43

DHL: dad

cc - Mr. Clegg

52 JAN 12 1950

232

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

THE DIRECTOR

January 17, 1950

THE EXECUTIVES CONFERENCE

TEXT BOOK "~~THE~~ INTERVIEW IN LAW ENFORCEMENT"

The Executives Conference on January 16, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Nichols, Fletcher, Carlson, Rosen and N. H. McCabe considered the advisability of the Bureau having published the attached text book entitled "The Interview in Law Enforcement." A copy of this proposed book has previously been furnished to all members of the Executives Conference for their review. It was pointed out at the conference that although the book contains valuable techniques and established practices, it would be undesirable for the Bureau to discuss these matters in print. It was also pointed out that many of the techniques suggested in the book have not been the subject of judicial review and that if the courts should, at some future time, declare any of the methods set forth in this book as being unethical or illegal, it would result in the embarrassment of the Bureau. In view of these objections and the possibility of the Bureau being criticized by certain members of the press, members of certain liberal groups, certain classes of lawyers and enemies of the FBI, the Conference was opposed to any further consideration toward having this book published.

The Conference also felt that there should be a review made of the interviewing techniques that are taught to officers attending the FBI National Academy in order that their might be eliminated any objectionable techniques that may be discussed before the Academy. This review will be made immediately.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/9 BY SP-5 C/BOR

NHMC:bar

RECORDED - 34

INDEXED - 34

66-2554-7504  
JAN 20 1950

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

54 JAN 23 1950

THE DIRECTOR

November 21, 1949

THE EXECUTIVES CONFERENCE

TWO-WAY FM MOBILE UNITS  
EL PASO OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/DM

On November 21, 1949, the Executives Conference considered the request of the El Paso Field Division for additional radio equipment to be placed in cars assigned to that division.

*for Cars in El Paso Office*

In view of the number of fugitive cases with which the El Paso Field Division is working with the New Mexico State Police, it was considered desirable to change two of the radio equipped cars in that division so that they would communicate with the New Mexico State Police radio system. This can be accomplished by two additional crystals and two receivers at a total cost of approximately \$550. These two cars will then be able to communicate with the State Police radio on their frequency or with other Bureau cars with Bureau frequency.

The El Paso Field Division also requested five additional two-way FM units to increase the number of radio equipped cars available in that field division. The SAC has shown justification for additional radio equipment but in view of the shortage of funds and the present consideration of opening a field office at Albuquerque, it was considered desirable to furnish them only two of the requested five units at this time at a cost of approximately \$1,100.

The Executives Conference, consisting of Messrs. TOLSON, LADD, NEASE, McCABE, NICHOLS, CARLSON, CALLAHAN, and PARSONS, unanimously recommended supplying the El Paso Field Division with two crystals and two receivers on State Police frequency and with two new FM mobile units on the Bureau frequency at a total cost of approximately \$1,650.

Respectfully,  
For the Conference

*J*

RECORDED - 5

Clyde Tolson

66-2554-7505  
JAN 24 1950

INDEXED - 5

80-750

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Mr. H. H. Clegg

Mr. Mohr

194

INITIALS OF ORIGINAL

DJP:FMB

ORIGINAL COPY FILED





THE DIRECTOR

December 7, 1949

THE EXECUTIVES CONFERENCE

DISSEMINATION OF INFORMATION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY sp-5 c/pm

At the Executives Conference, December 5, 1949, Messrs. Ladd, Clegg, Glavin, Harbo, Nichols, E. J. McCabe, Tracy, Mohr, Nease, Carlson, and Fletcher in attendance, advice was furnished that the Bureau is receiving an increasing number of requests from the various intelligence services for information on individuals who have been the subject of an applicant type investigation, such as Atomic Energy Applicant, Voice of America, and similar type investigations. These requests are being received not only at the Seat of Government in increasing numbers, but also in the field.

About a year ago the Bureau began to receive an unusually large number of requests from the Civil Service Commission for the results of applicant type investigations. This was occasioned by reason of the fact that the Bureau, through a prescribed form provided by the terms of the Loyalty Order, furnished advice to the Civil Service Commission as to the fact that an applicant type investigation has been made of a certain individual. Due to the volume of the requests from the Civil Service Commission, it was approved by the Executives Conference that instead of making reports available, the Civil Service Commission would be furnished orally the pertinent information. The dissemination of this information to the Civil Service Commission has been handled through the conference method since that time. It has been the uniform practice that when the file reveals nothing derogatory, such advice is furnished to the Civil Service representative and detail is eliminated.

The Bureau, in the past, in applicant type investigations has utilized a synopsis form of reporting and has also instructed the field to strip their files so that only a single copy of the reports remains. In many instances it is impossible to furnish a copy of the report because there is only one copy available, and also little purpose is served in distributing such reports because they contain no detail. The expense of duplicating the reports has been regarded as unwarranted. In responding to requests involving this situation received from Government agencies other than the Civil Service Commission, a rubber stamp has been utilized reading:

(Date of last investigative report)  
INVESTIGATION REVEALED NOTHING  
DEROGATORY CHARACTER, REPUTATION,  
EMPLOYMENT, NEIGHBORHOOD AND ASSOCIATES

66-2584  
RECORDED  
JAN 25 1950

ORIGINAL FILED IN 66-2584-277

It was recommended that this stamp be utilized not only at Bureau Headquarters but also in the field in responding to name check requests covering an applicant type investigation.

This recommendation was brought to the attention of the Conference because a question had been raised as to whether or not the wording of the stamp

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

*[Handwritten signatures and initials]*

INITIALS ON ORIGINAL

HBF:tlc

66 FEB 2 1950

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

could be construed to constitute a clearance. The Conference was of the unanimous opinion that the stamp was not objectionable; however, they felt that additional wording would resolve any doubt and the following sentence was added: "This is not a recommendation or finding by the FBI as to clearance or non-clearance of the individual involved." The stamp in its entirety will now read:

"(Date and place of last investigative report)  
INVESTIGATION REVEALED NOTHING DEROGATORY  
CHARACTER, REPUTATION, EMPLOYMENT, NEIGHBORHOOD,  
AND ASSOCIATES. THIS IS NOT A RECOMMENDATION OR  
FINDING BY THE FBI AS TO CLEARANCE OR NON-  
CLEARANCE OF THE INDIVIDUAL INVOLVED."

There is attached for your approval a letter addressed to all Special Agents in Charge authorizing the use of the suggested stamp.

Respectfully,  
For the Conference

Clyde Tolson

FJB:tlc

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

1/24/50

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5C/BMX

The Executives Conference of January 23, 1950, consisting of Messrs. Ladd, Harbo, Fletcher, W. H. McCabe, Carlson, Rosen and Mohr, considered the present instructions in the Stenographers' Manual concerning the preparation of yellow copies of memoranda.

Section 4, Part A, Subsection (2) of the Stenographers' Manual instructs that yellow copies shall not be prepared with regard to intra-Bureau memoranda except Executives Conference and summary memoranda.

The Executives Conference after giving this matter consideration recommended that the Stenographers' Manual be changed so that yellows are required in the following instances:

a. Executives Conference memoranda.

b. Summary memoranda. This includes all memoranda which are prepared as compilations of material in Bureau files, reviews of publications or memoranda which constitute the results of analyses or research.

c. Cover memoranda transmitting or explaining summary memoranda.

The Executives Conference felt that the foregoing instructions would provide yellows in those cases where they are desired yet would not make them mandatory in all instances thereby constituting an additional burden on the part of typists and stenographers and on the Records Section in handling and filing such additional material.

Should the Director agree with the recommendations of the Conference an appropriate memorandum will be sent to all Supervisors at the Seat of Government advising them of the requirements in connection with the preparation of yellows and the necessary change will be made in the Stenographers' Manual.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. ...

Clegg

Glyde Tolson

RECORDED - 76

JAN 30 1950

EX - 8

60 FEB 1 - 1950

THE DIRECTOR

January 19, 1950

THE JOINT COMMITTEE

SUGGESTION #302  
CHARGE-OUT SLIPS

EMPLOYEE: JOHN E. DAILEY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5CJ/PH

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

SUGGESTION: That two forms be adopted for use in field offices when files are removed from an employee's work box for a temporary period. Form A would be filled out by the clerk removing the file and would be left in the employee's work box for his information. Form B would also be filled out by the clerk and would be attached to the file, thus notifying the employee for whom the file was withdrawn that it should be returned to the employee from whom taken.

This proposal was referred to selected field offices for their recommendations. Four offices favored the adoption of Form A and four offices opposed the proposal. As to Form B, three offices favored the proposal and five were opposed.

- ADVANTAGES:
1. Will eliminate confusion on the part of the employee from whom the file is taken.
  2. Will be of assistance in locating a particular file by furnishing the Chief Clerk's office additional information as to the location of a file.
  3. Will result in a savings of time.
  4. Would facilitate return of files to employee from whom taken.

- DISADVANTAGES:
1. Provides an additional form to be kept in mind by employees, which adds to administrative burden and problem.
  2. Adoption of the proposal would tend to encourage retention of files by Agents for a long period of time.
  3. Removal of files from employees' work boxes does not occur frequently enough to justify the use of this form.
  4. Would result in files' being returned to an employee without being recharged in the records of the Chief Clerk's office or would add an unnecessary burden in the Chief Clerk's office through the preparation of additional charge-out slips.

RECORDED - 127  
INDEXED - 127 66-2554-7508

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable for the reasons above and also because the proposal was generally opposed by the larger offices. If the form were desirable, would have the greatest need for such form.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously unfavorable on January 13, 1950;

Clegg, Mohr, Carlson, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson. RB

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_  
Mr. Clegg 310  
Mr. Mohr

RMH:AF



THE DIRECTOR

January 19, 1950

JOINT COMMITTEE

*Executive Conference*

SUGGESTION #333

~~NUMBER THREE REGISTER CARDS AND AUTOMOBILE REGISTER~~

EMPLOYEE: GEORGE J. DAGEL, Special Agent

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/91 BY SP-5C/BTW

SUGGESTION: That the Bureau discontinue the use of Number Three Register Cards and the Automobile Register in Resident Agencies. Existing instructions provide that where three or more Special Agents are assigned to a Resident Agency, one shall be designated as a senior Resident Agent and a Number Three Register must be maintained. The Number Three Register must be checked daily by the senior Resident Agent and then routed to the SAC with pertinent comments, if any. Where there are two or more cars assigned to a Resident Agency and there are more Agents assigned to the city than there are cars, an Automobile Register is maintained and is checked daily by the senior Resident Agent.

SAC Hoag recommends that the use of these registers be discontinued in Resident Agencies. He points out that during the working day the Number Three Register is of no practical value for there is seldom anyone available in the Resident Agency to check these cards to furnish information as to the whereabouts of the Agents if it is desired to contact them. He points out that the Agents normally keep in communication with the police department for important messages, and if they are in the automobiles they can be reached through radio.

JOINT COMMITTEE CONSIDERATION:

Unanimously that the use of the two registers should be continued. The registers were installed for the purpose of enabling the SAC to make the most effective use of the manpower and automobiles available in the Resident Agencies. It is the observation of the members of the Joint Committee that where three or more Agents are assigned to a Resident Agency, there frequently is one of the Agents in the office for a limited period of time during the day and the records would be of assistance.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously that the two registers be continued on January 23, 1950, by Messrs. Ladd, Fletcher, H. H. McCabe, Mohr, Carlton, Rosen, and Harbo.

Respectfully,  
For the Conference

RECORDED - 127  
INDEXED - 127

Glyde Tolson JAN 30 1950

66-2554-7509

- Tolson \_\_\_\_\_
- add \_\_\_\_\_
- legg \_\_\_\_\_
- lavin \_\_\_\_\_
- nichols \_\_\_\_\_
- roben \_\_\_\_\_
- tracy \_\_\_\_\_
- harbo \_\_\_\_\_
- ohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- case \_\_\_\_\_
- andy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr  
RTH:AF

JAN 31 1950

RB



THE DIRECTOR

1/24/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5CJ/pm

The Executives Conference of January 23, 1950, consisting of Messrs. Ladd, Harbo, Fletcher, H. H. McCabe, Carlson, Rosen and Mohr, considered the procedure of changing dates on correspondence and memoranda. The Conference was advised of the fact that in the Coplon-Gubitchev pre-trial hearing a memorandum was introduced which bore a changed date. The memorandum in question was originally prepared on October 31, 1949 and was subsequently changed to November 7. The defense attorneys endeavored to make an issue over this fact and to impute a sinister motive to the Bureau by alleging that the date was originally November 21 and had been changed to November 7. This matter was completely resolved in the pre-trial hearing when the defense counsel conceded that the date had been changed from October 31 to November 7.

The Conference unanimously recommended that in the future dates on intra-Bureau memoranda should not be changed in order to give them a current date. Should it be necessary to return such memoranda for corrections, additions or deletions, unless the memorandum is completely retyped the memorandum should retain the original date and no effort should be made to change the date on such intra-Bureau memoranda. This refers only to memoranda which are prepared for Bureau purposes and are not sent out of the Bureau.

With respect to outgoing correspondence, the Conference unanimously recommended no change in the present procedures and felt that where correspondence was returned for corrections, deletions or additional information, it would be desirable and advisable to change the dates in order to bring them to a current status where the change can be made without a considerable amount of erasing or materially changing the appearance of the correspondence in question. In other words if the erasure can be done neatly no objection should be interposed to such a procedure. Of course if it cannot be done neatly the correspondence would have to be retyped, which is the current practice.

Should the Director agree with the recommendations of the Conference, an appropriate memorandum will be addressed to all Supervisors at the Seat of Government advising them of this practice. These instructions should also be incorporated in the Stenographers' Manual.

- Mr. Tolson \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

*Jaguel*  
*JPH*

Respectfully,  
For the Conference

RECORDED - 127  
INDEXED - 127

1662554-7510

Clyde Tolson JAN 30 1950

13

EX-3

JPM:DW

Clegg 310

January 27, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 ei/bjh

MEMORANDUM FOR MR. TOLSON  
LADD  
CLEGG  
GLAVIN  
HARBO  
NICHOLS

ROSEN  
TRACY  
CARLSON  
FLETCHER  
MOHR  
NEASE

*Executive Conference*

*Destroyed*

You are instructed that all tickler copies of correspondence or memoranda that have been in existence for sixty days shall be destroyed except as indicated in the next paragraph. The period stated is the maximum and should any tickler have served its purpose in a lesser period of time, it should be promptly destroyed.

At least every sixty days, each Assistant Director shall review the ticklers in the possession of the Supervisors in his division to definitely determine whether the Supervisors are abiding by the instructions set forth herein. Should the Assistant Director determine that the ticklers in certain types of cases of a continuing nature should be retained for a longer period of time, the Assistant Director may so instruct the particular supervisory employee. However, the Assistant Director is instructed to submit a memorandum to Mr. Tolson advising him of the identity of the Supervisor and the ticklers he has approved for retention beyond the sixty-day period.

Whenever a Supervisor has been transferred from a division or has resigned, before such Supervisor departs on transfer or ceases active duty, all ticklers in his possession shall be obtained by the Assistant Director for review to determine whether they should be destroyed or assigned to the Supervisor's successor.

The instructions set forth in this memorandum are effective immediately.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Misc. Gandy

JPM: D. WENT FROM D. O.  
 TIME 6:31-PM  
 DATE 1-29-50  
 BY [Signature]

RECORDED - 121  
 INDEXED - 121

EX-87

RECEIVED  
 U.S. DEPT. OF JUSTICE  
 B-1  
 1950  
 66-2554  
 JAN 30 1950  
 12

The Director

January 17, 1950

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/8/91 BY SP-SCI/PTX

The Executives Conference of January 16, 1950, consisting of Messrs. Tolson, Tracy, Parsons, Mohr, Ladd, Nichols, Norman McCabe for Clegg, Fletcher, Carlson, Rosen and Glavin, was advised that at the present time the Bureau has received bids on the purchase of 35 magnetic tape recorders and 18 magnetic tape playback units, which were to be utilized by the New York Division in connection with its technical coverage. The procurement of bids for the purchase of such equipment had been previously discussed by the Executives Conference and instructions had been issued to secure bids and those bids would be reviewed upon receipt to determine whether such equipment should be purchased.

It was pointed out to the Conference that since the Bureau's technical coverage has been materially curtailed, it was felt that it would be desirable to reconsider the necessity for purchasing these additional recording devices.

Mr. Parsons of the Laboratory stated the magnetic tape recorder is the most up-to-date recorder; that, however, the recorders presently utilized by the Bureau can be used in the future.

It was also pointed out to the Conference that Mr. Bell, Chief of the Audit Division of the General Accounting Office, had telephonically communicated with Glavin to ascertain whether any additional telephone tap machines have been purchased by the Bureau since the end of the war. Glavin informed the Conference that he had advised Mr. Bell that no such additional machines had been purchased by the Bureau since the war.

The Conference feels that in view of its curtailed technical coverage at this time, that no further action should be taken looking toward the purchase of these magnetic tape recorders. Should the Director agree, bids recently received covering the purchase of such equipment will be disregarded.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Case \_\_\_\_\_
- Adm. \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED - 72662554 1512

NOT RECORDED  
146 FEB 2 1950

Clyde Tolson

*[Handwritten signatures and initials]*

56 FEB 19 1950

cc - Mr. Mohr  
cc - Mr. H. H. Clegg

INITIALS ON ORIGINAL

WRG:VH

ORIGINAL FILED IN

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5 C/OW

*7-14*  
JUL 14 1950

66-2554-7513

CHANGED TO

67-80010-1381

THE DIRECTOR

1/31/50

THE EXECUTIVES CONFERENCE

POST EXCHANGE  
QUANTICO, VIRGINIA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5ci/paf

The Executives Conference on 1/30/50, consisting of Messrs. Ladd, Mohr, Harbo, Fletcher, Carlson, McGuire, Nease, Glavin, Rosen and N. H. McCabe, considered the matter of permitting Agents of the Bureau attending In-Service school at Quantico, as well as new Agents and members of the FBI National Academy, utilizing the Post Exchange at Quantico, Virginia.

The Conference was advised that recently when General Cates had lunch at the Academy in Quantico he brought up the question of Agents using the Post Exchange and remarked that their business had fallen off considerably. General Cates went so far as to chide General Shephard into doing something to get the FBI business back again in order that they could raise more funds for their athletic teams.

On January 23, 1950, Major Sweeney advised Mr. Newby that everything had been cleared for Agents of the FBI to purchase at the Post Exchange under the authority of the original letter from the Secretary of the Navy to the Attorney General granting this privilege to Agents who were in training at Quantico. This letter specifies Special Agents of the FBI and police officers in Quantico, Virginia. Major Sweeney advised that this matter could be handled by Agents filling out the usual applications and Post Exchange passes would be issued to them the following day. These passes would be collected and returned to the Post Exchange office when the Agents left their assignment at Quantico.

The Conference was unanimous in recommending that the new Agents, In-Service Agents and members of the National Academy be permitted to utilize the Post Exchange at Quantico.

Respectfully,  
For The Conference

Clyde A. Tolson

RECORDED - 61

INDEXED - 61

FEB 3 1950

7514

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

NHM:mfc

66-2537

154

W. J. ...



THE DIRECTOR

1-17-50

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION NO. 318  
ASAC JOSEPH F. SANTOIANA, JR.  
NEW HAVEN OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-50/BMP

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

SUGGESTION:

*Executive Conference*

(1) That, when information is received from a live informant, meaning from an individual as distinguished from a technical surveillance, the information be reported in a tabulated form to show the group covered; date of meeting; place of meeting; name of the informant under "information furnished by"; the name of the Agent to whom the information was furnished and the date on which it was furnished. The form is suggested so that when this data is subsequently to appear in a large number of files the source of the information, the nature of the coverage and similar data will be set out in tabulated form easily located.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable, due to the fact that this form does not meet all of the situations under which information is received from an informant. Sometimes information is received concerning an individual instead of a group. Sometimes it does not relate to the place of meeting and all basic data should be submitted appropriately. No information is received that it is not being set forth completely and the use of this form as a requirement to be included as a rule in some manual is believed to be formalizing a requirement that is now obvious and basic and should not be in any required form.

EXECUTIVES CONFERENCE CONSIDERATION:

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Unanimously unfavorable. 1/30/50. Present: Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire, N. H. McCabe, Fletcher, Carlson, Nease, Harbo.

HHC:DMG

RECORDED - 75  
INDEXED - 75

166-2554/RJ 75-15  
FEB 6 1950

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Memorandum to the Director

SUGGESTION:

- (2) When memoranda are prepared, based on information received from an informant or other source which will go into a large number of files, from 5 to 50, for example, as cross-references, the suggestion is that the date stamp be cut into the stencil and that it bear the initials of an Agent or a Supervisor so that this data could go to all of the pertinent files without further date stamping or initialing.

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable, due to the fact that it is believed before any information goes into any file, whether assigned or unassigned, the information should be reviewed by a Field Supervisor or by the Agent to whom the case is assigned so that any necessary action to be taken based on the contents of the memorandum will be called to the attention of the appropriate employee. At times such information, if known to the Agent to whom the case is assigned, might warrant expeditious action of some special type or warrant the submission of an expedite report, or might justify other action which would not be known to this particular Agent because someone else had initialed the memorandum on the stencil, thus, authorizing the filing of this data in numerous other files.

Attached hereto is a letter to the New Haven Office advising of the undesirability of this practice.

Attachment

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee. If approved, the attached *sent* letter may go forward to New Haven.

*AKH*

Respectfully,  
For the Conference

*T*  
Clyde Tolson.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5ci/bmc

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APR 27 1950  
*met*

66-2554-7516

CHANGED TO

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OFFICE MEMORANDUM. UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : THE EXECUTIVE CONFERENCE  
SUBJECT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/BJ

The Executive Conference of November 29, 1949, consisting of Messrs. Tolson, Tracy, Parsons for Harbo, Mohr, Carlson, Ladd, Nichols, Clegg, Fletcher, Rosen, and Glavin, considered the desirability of the Bureau's continuing to make the FBI Laboratory facilities available to local law enforcement agencies.

The conference was advised that the total operating cost for the Lab from January 1 to July 1, 1949, was \$395,886.85. The cost of the FBI Laboratory services to local law enforcement agencies during the same period, January 1 to July 1, 1949, totaled \$51,517.84.

In considering the advantages of the maintenance of laboratory services for local law enforcement agencies, it was pointed out as follows:

1. The Laboratory facilities made available to police have increased cooperation between the Bureau and these agencies and have helped the field in obtaining the assistance of individual law enforcement agencies.

It was pointed out to the Conference that SAC Scheidt in the recent past stated that the Laboratory is one of the finest selling points the field has in its dealing with police.

2. The Laboratory points out that many letters of commendation and thanks are received by the Bureau from law enforcement agencies which have been assisted by the Laboratory in the handling of their cases.
3. It was further pointed out that rendering service to local law enforcement agencies is a definite contribution in the public interest since there are so few laboratories properly equipped and having the personnel trained to make the most of scientific examinations of physical evidence; and that it has unquestionably permitted the solution of many crimes which would not have otherwise been solved. In this way, a real service is being rendered to the citizens and tax payers of the country. It was pointed out that there are very few areas where the volume of work would justify the setting up of a laboratory to do the things that law enforcement

186  
53 FEB 5 1950  
H. A. Clegg  
Mr. J. P. Mohr

INDEXED - 104

RECORDED - 104

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146 FEB 6 1950

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needs. Many investigations would suffer were it not for the fact that the Bureau's central Laboratory is available.

4. It was further pointed out that the Laboratory facilities provide law enforcement agencies with a central clearing house which is necessary in some instances. An example of this is the Fraudulent Check File where material submitted by several police agencies in different parts of the country is identified as the work of one criminal. Incidental to this, it provides the Bureau with information when there would have been violations within the Bureau's jurisdiction.

Mr. Glavin wishes to point out that in his opinion one of the greatest advantages in the Laboratory's handling certain scientific and technical examinations for local police is the fact that those law enforcement agencies which do not have progressive state laboratories or large city laboratories receive the advantage of having scientific and technical evidence properly examined in our Laboratory, many times assisting in the clearing up of vicious local crimes. To the people on the cross roads of the country, the FBI is law enforcement. This service, which costs only \$100,000 a year, really brings out to those people the fact that the FBI is the foremost law enforcement agency in the country; and that it has the interest of good law enforcement at heart, not only from a Federal standpoint or from a big city standpoint, but from the viewpoint of the people of the country as a whole. He feels that the Bureau would suffer greatly through the discontinuance of the assistance the Bureau is now rendering local law enforcement agencies.

The Conference, with the exception of Mr. Tolson, recommends that we continue to make our Laboratory facilities available to local law enforcement agencies in the future as we have in the past. Mr. Tolson is opposed to the continuance of these services. He feels that Congress does not give the Bureau its appropriations for such purposes and that the praise we get from local law enforcement officials and prosecutors is given because those organizations and individuals are getting something for nothing. Mr. Tolson recommends that the Laboratory handle only cases for Federal agencies and the Bureau. He recommends that there be a research Laboratory to furnish advice where necessary to local agencies. He does not feel that the Laboratory should be continued as a public comfort service.

Respectfully,  
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION: "We will continue this for another half year & then again evaluate it. Let me have review on July 1, 1950. H. U"



THE DIRECTOR

December 5, 1949

ON: EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/97 BY SP-5 CIL/OM

To Bureau file in copy of letter to Mr. Tolson

The Executives Conference of November 29, 1949, consisting of Messrs. Tolson, Tracy, Parsons for Harbo, Mohr, Carlson, Ladd, Nichols, Gregg, Fletcher, Rosen, and Glavin, considered the desirability of the Bureau's continuing in the field of police training.

The Conference was advised that field police training in the past, from available figures at hand at this time, cost the Bureau approximately \$230,000 a year. The Conference was advised of the following advantages and disadvantages insofar as police training is concerned:

ADVANTAGES

(1) Field police training schools aid materially and more than any other one thing in preserving the jurisdiction of the Bureau. Outside agencies, such as the military, Civilian Defense and others seeking any encroachment on the Bureau's jurisdiction, have found and will continue to find, so long as our schools are conducted, an alertness as to the Bureau's jurisdiction and, in case of controversy, loyalties will have been established in advance.

(2) It is believed that the police training services rendered by the Bureau to law enforcement agencies are the most practical, realistic and valuable services rendered to the police by the Bureau when there is taken into consideration the actual need and the actual value of these services.

(3) These schools provide a valuable aid to the graduates of the FBI National Academy and are more effective than any other field operation in keeping alive and friendly these contacts made during the sessions of the Academy.

(4) The public relations value of these schools has been most important, in fact, one of the most significant items forming a basis for publicity in connection with the Bureau's activities.

(5) For every one element of hostility engendered by the schools, there are at least 500 friendly, more amicable and more cooperative ties established, which is a good proportion and a good dividend on the basis of any calculation.

(6) These schools provide the Bureau with a means of reaching the rank and file of policemen. When they need it, it is given

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

66-2554-7518  
INDEXED 69  
RECORDED 69  
J. P. Mohr

EX-115

58 FEB 12 1950  
J. P. Mohr

Memo to the Director

an opportunity for indoctrination, the development of friendships and cooperative attitudes. In the first six months of 1949, there were approximately 61,400 policemen of all ranks attending these schools in which the Bureau participated at least to some extent. These schools contribute to an increasing number of new cases referred to the Bureau, with resulting records of accomplishments. With so many of our Agents having been devoting their attention exclusively to Loyalty, Atomic Energy and Internal Security cases, these field police schools are the surest method of reconverting our activities to a law enforcement basis as personnel is available to handle such work.

(7) It is believed that the Bureau obtains from the local police forces \$100 worth of service for each \$1.00 expended for all the Bureau's cooperative services. These schools have helped bring this cooperation and have helped in maintaining it.

(8) These schools have contributed materially to the prestige and standing of the Bureau with the police and with the public. It is believed that the friendships and loyalties developed toward the Bureau and our general relationships with the police of the country are at the highest peak of all times, certainly many times superior to conditions which prevailed prior to the Bureau's entry into this field of activity.

(9) The Bureau is charged with the coordination of Internal Security work which coordination is brought about in a large measure through the influence of these schools.

(10) The Bureau's leadership in law enforcement we today take for granted and it is obvious before these schools were started we were vying with the Secret Service, Post Office and Treasury agencies over the questions of leadership and influence. There is no question about the Bureau's position today and the police training schools have materially assisted in developing this desirable condition.

(11) Our continued participation will have a tendency to keep out racketeers, self-seekers, and persons interested in a monetary gain only.

(12) Local law enforcement schools serve to act as feeders for candidates to the National Academy.

(13) The FBI's continued leadership has a tendency to insure uniformity in police training and methods employed in the obtaining and preservation of evidence which is considered highly desirable.

(14) Teaching police schools gives our Agents rare opportunities to learn police techniques and current problems facing the police which might not come to their attention if they serve only as investigators.

(15) Police training schools have, in the past and will in the future, make a great contribution to professionalizing the police and raising their standards of ethics and conduct.

Memo to the Director

(16) The abandonment of local police schools would be a hardship to the Bureau at a time of a national emergency when it is necessary to organize the Nation's police force behind a campaign promulgated by the Federal Government.

(17) It is generally conceded that our work in local police schools has facilitated the everyday work of individual Agents and has made their work much more pleasant.

(18) Our withdrawal might be regarded with a certain measure of condemnation by police agencies which sincerely feel they are in need of our aid and expect to receive it on a continuing basis.

(19) During the past 12 to 15 years we have in no instance declined a request for aid and training by a legitimate, cooperative law enforcement agency.

(20) The cost of operating these police training schools is estimated at only 1/200 of the Bureau's appropriation.

(21) The Bureau provides assistance in at least 96% of all police schools of all types conducted anywhere in the United States. This is an amazingly high percentage. The Bureau assisted in 1,228 schools during the first six months of this year and it is extremely doubtful if there were as many as 50 additional schools of all types, even counting those offered in colleges, universities, Northwestern University, the IACP Traffic Division and police schools, such as those in the New York City Police Department in which the FBI did not participate.

DISADVANTAGES

(1) If, after the operation of field police schools for a number of years with what appears to be obvious advantages, there still remains a doubt among the executive staff of the Bureau and opposition in this staff to this established Bureau function, it is perhaps better to discontinue the project entirely and focus our attention on things in which there can be developed full cordiality and uniform support.

(2) 96% coverage of this field is perhaps considerably greater than the coverage in any other field of Bureau activity. It appears that it could be said safely that we do not have reported to us 96% of the National Motor Vehicle Theft Act cases, White Slave Traffic Act cases, and we do not have sent to us copies of 96% of the fingerprints taken or 96% of the Laboratory cases, or we do not get 96% of all police agencies to submit Uniform Crime Reports. With this high percentage of coverage, control and, in fact, domination, if there is to be uncertainty as to whether the Bureau should continue in this field, it is better to decide negatively now than to continue with such uncertainty prevailing and recurring.

(3) It takes a portion of the Bureau's budget money which could be used for other purposes.

(4) Manpower which could be used on investigative work is required and tied up in order to operate these schools.

(5) There is some hostility generated among self-seekers and promoters and also among a few sincere people who were misinformed as to the Bureau's motives.

(6) There are potential dangers of further bickering, occasional conflict and criticism from strong advocates of local self-government, from colleges and universities who desire to enter this field and profit by it and perhaps some state legislators who are not fully acquainted with the services the Bureau can render in their states.

(7) There is some feeling in a few areas that the field police schools are in competition with state Departments of education, with vocational schools, municipal leagues and similar groups. At times, the local police feel a sense of loyalty and obligation both to the Bureau and to their own departments and the state Department of Education offers pay for participation by police officers in police training schools on an hourly basis which the local instructor is able to collect in addition to his regular salary.

(8) Our policy is not quite logical since we operate the FBI National Academy for the purpose of training police instructors and then, when police instructors are able to assist the state Board of Education and collect the fee for it, we are in opposition to our own Graduates and our own initial policy.

(9) There is a possibility that some state legislators in the future might enact legislation establishing police schools which would be, in the final analysis, embarrassing to the Bureau's program and we would find ourselves in opposition to established state law.

The Executives Conference, in its consideration as to whether field police training should be continued, recommends unambiguously as follows:

(1) That police training as a Bureau function and approved project be continued.

(2) That there be no solicitation by any Bureau representative for specific police training schools. It was agreed that Agents and Agents in Charge in public appearances could and should call attention to the Bureau's services in the field of police training; that they would be permitted to discuss with police chiefs and police instructors, individually, the Bureau's services; that there would be no active solicitation, no overselling nor "arm-twisting," and there would be no request for the inauguration of a police training school of any specific type, at any specific time or in any department or agency; that if competition on the part of universities or colleges, municipal leagues, vocational education, groups, or outright



Memo to the Director

facilitators and others arises, there would be no effort to stop or have discontinued the program which they have started. Upon request for a police school or for assistance in such a school, this did not automatically mean that such service would be rendered; however, unless the group was an undesirable group or some uncooperative, double-crossing type of police agency, it would normally be expected that the services requested would be rendered. Existing policies against training non-policemen in police techniques and participating with or in commercialized projects would continue to prevail as at present.

In the event some university or other group starts a police school, it was recommended that we not communicate with the SAC in any way, <sup>officially</sup> for since he would not, if the above is approved, be charged with the duty of soliciting police training schools, thus the fact that some other outfit was putting on a police school would not automatically and without other factors being present subject the Field to criticism. It should be pointed out further that, with the lessening of the number of GI's in colleges and universities, the schools' eagerness for state or Federal funds in other fields would manifest itself, and it could be expected that there would be an increased trend on the part of colleges and universities to get in the police training field.

(3) It was believed that when requests are received from police departments for police training, it would be agreeable to discuss with them whether they wanted to make plans for future recruit and in-service schools and, if so, at what time, <sup>and</sup> the specific types of schools desired. Although this is constructively solicitation, it is solicitation which follows a request and is the logical type of inquiry which an SAC should make so that he would know how to plan the use of his Agents' time, the needs for police instructors, and other factors incident to his general office planning.

Mr. Glavin was in agreement with the above recommendations with the exception that he does not feel that the Bureau should continue in the field of traffic instruction.

Respectfully,  
For the Conference

Clyde Tolson



THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

SUGGESTION NO. 340  
SAC C. E. WEEKS  
SAN ANTONIO OFFICE

MEMBERS PRESENT: H. H. CLEGG  
R. E. HARBO  
S. K. MCKEE  
E. SCHEIDT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 c/bms

SUGGESTION: That the ~~stop notice~~ index be checked every three months instead of once a month by field offices.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

It is pointed out that a large number of stop notice index cards are maintained by various field offices for example, the New York Office maintains nearly 1500 and the San Antonio Office as many as 160. It is the responsibility of the office to remove stop notices at the time the information is received for the purpose of removing obsolete cards. The purpose of this monthly check is to act as a tickler system to determine whether the Agent to whom the case is assigned, whether in this office or another office, has fulfilled his responsibility. It is felt that considerable amount of time will be saved by making a check every three months instead of once a month and it is believed that every three months is sufficient frequency for the proper maintenance of stop notice index cards.

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Tracy and Harbo favor the proposal. Messrs. Glavin, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols and Rosen were opposed; they feel that the present requirement for checking the stop notices monthly furnishes greater protection against the possibility that an individual will be unduly detained by a law enforcement agency based upon an outstanding Bureau request which an Agent inadvertently failed to cancel at the appropriate time.

Respectfully,  
For the Conference

RECORDED - 104  
INDEXED - 104

104-662554-1579  
FEB 21 1950  
Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Glavin \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Kohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

50 FEB 9 1950

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #344  
BULKY EXHIBIT CHARGEOUTS

*Executive Conference*

SUBMITTED THROUGH SAC EDWARD SCHEIDT

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. K. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-50/018

SUGGESTION: Present regulations provide that when bulky exhibit material is charged out to an Agent, a chargeout slip shall be placed in the investigative case file. The suggestion is that the New York Office be authorized to discontinue the present procedure and to substitute for it an arrangement whereby the chargeout slips will be arranged in numerical order and maintained in a chargeout box in the custody of the clerical employee responsible for the maintenance of bulky exhibits.

In support of this proposal, SAC Scheidt points out that in the New York Office all bulky exhibit material is maintained in one central location, whereas the pending and closed case files are distributed on many different floors. As a result, considerable time of clerical employees is consumed in placing the chargeout slip in the file when the exhibit is issued to an Agent and at a later date removing the chargeout slip from the file when the exhibit is returned. Under the proposed procedure, this time would be saved since the chargeout slip would be prepared and maintained in the room where the bulky exhibit material is stored and to which it will be returned when the Agent no longer needs it.

JOINT COMMITTEE CONSIDERATION: The Committee felt there was considerable merit to the proposal and recognized that the problem in the New York Office is somewhat different from the condition existing in the majority of Bureau offices. In view of this fact, the Committee unanimously recommends that New York be authorized to try the proposed procedure for a period of six months, after which the results of the test period would be considered and evaluated for the purpose of determining whether it should be continued in New York and, if so, whether it should be applied to any other field offices. In view of the fact that several months ago the Los Angeles Office made a similar request, the Committee recommends that the six-months trial period be extended to both the Los Angeles and New York Offices.

EXECUTIVES CONFERENCE RECOMMENDATION: Messrs. Tracy, Mohr, N. H. McCaps, Carlson, Rosen, Harbo favored the Joint Committee recommendation. Messrs. Ladd, Nichols, Fletcher, Glavin, *op-17* have charged out from the file will be contained in the case file, should be continued.

INDEXED - 104 RECORDED - 104  
Respectfully,  
For the Conference

FEB 8 1950

Clyde Tolson

- Tolson
- Ladd
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Tele. Room
- Nease
- Gandy

Mr. Clegg 41  
Mr. Harbo 9  
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THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

SUGGESTION NO. 343  
SAC, L. V. BOARDMAN  
PHILADELPHIA OFFICE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 cjb/mtf

SUGGESTION:

That all Agent personnel be furnished in a loose leaf notebook photographs and identifying data concerning Identification Orders of fugitives. The descriptive data contained regarding each fugitive would be based upon the information in Identification Orders.

It was pointed out in view of the suggestion that by using this material in pocket size, each Agent could carry with him pertinent data about all IO fugitives; that this would cause Agents to become acquainted with physical appearance and background data regarding the fugitives; that this would result in continuous efforts by Agent personnel to locate and apprehend IO-subjects and hence would result in the apprehension of more fugitives.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously opposed the suggestion pointing out that some years ago a procedure closely comparable to that proposed was adopted and followed by the Bureau but was discontinued because it took a great deal of time to keep it up-to-date. It served no practical purpose.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Present: Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, and Harbo.

Respectfully,  
For the Conference

Clyde Tolson

INDEXED - 104

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66-2554-7521

RB

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

ES:HHC:EAR

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THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #345  
DESTRUCTION CLOSED 26- FILES

EMPLOYEE: SAC FRED HALLFORD

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. K. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY SP-5 CBT/BTP  
*destruction may*

SUGGESTION: That the Bureau consider the advisability of destroying all closed files in ITSMV cases, wherein the identity of the subjects is unknown and three years have elapsed since the car was stolen. Under the proposal, the front cover of the file will be retained and filed in numerical sequence in the closed files section.

SAC Hallford points out that the Louisville Office has 19 four-drawer file cabinets filled with closed cases involving ITSMV cases, of which it is estimated that at least one half involve unknown subject cases.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable. Present regulations provide for the destruction of closed cases which are 25 years old and it is not felt special rules should be made for individual classifications.

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously unfavorable, 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, W. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

*4*  
Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr

RTH:AF

RECORDED - 104

INDEXED - 104

66-2554-7522

FEB 8 1950

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*RO*

58 FEB 9 1950

THE DIRECTOR

1-20-50

JOINT COMMITTEE

SUGGESTION NO. 324  
SA A. T. POTTER  
EL PASO FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 C/BJP

SUGGESTION:

That there be prepared and distributed to Field Offices charts illustrating the various component parts of safes, such as, door plates, flanges, combination nests, tumblers, "keyster", et cetera, which could be used in Field Police Training Schools on the subject Safe Burglaries.

*Charts by [signature]*

JOINT COMMITTEE CONSIDERATION:

Unanimously unfavorable.

It has been ascertained that the Field has already been furnished with some photographs and slides showing the types of safe burglaries which have been committed and samples of burglary tools. It was believed unnecessary, in the absence of previous requests and the showing of any specific need for this data, that action be favorably considered. Further, it was recognized that this would be, in effect, training in how to burglarize safes.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 104  
For the Conference  
INDEXED - 104  
66-2554-7523  
FEB 8 1950  
37

Clyde Tolson.

cc-Mr. Clegg  
Mr. Mohr

50 FEB 9 1950



THE DIRECTOR

1-19-50

JOINT COMMITTEE

SUGGESTION NO. 320  
OKLAHOMA CITY FIELD OFFICE

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 EJP/OW

SUGGESTION:

That a form be printed up for use as a Confidential Informant card on which would be shown such data as name, residence address, business employment address, type of information, criminal record and another form on which would be shown the name, symbol number and type of information.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It was believed that this printed form should not be used. There would be on different informant cards a different amount of information under each of the items which might not fit into the space allowed on the form. There might, in fact, be additional information desirable on some cards and some of this information might not be available in some instances.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, W. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

HHC:DMG

RECORDED - 104

INDEXED - 104

EX-11

66-2554-7524

FEB 8 1950

3

RD

50 FEB 9 1950

THE DIRECTOR

January 17, 1950

JOINT COMMITTEE

SUGGESTION #942

SA [redacted]  
SEATTLE OFFICE

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY sp-5/cj/mr

SUGGESTION: That a duplicate ~~stop notice~~ stop notice index be prepared to be placed immediately under the file cover of the case. One stop notice card is prepared at present and maintained in the stop notice index.

It is pointed out that the advantages of placing a duplicate card to go in the case file would be that the duplicate card would act as a constant reminder whenever the file is examined that a stop is outstanding; that action to cancel the stop will be taken at once when any communication is received indicating cancellation; that a monthly check to remove obsolete cards would not be necessary since the duplicate in the file would be too obvious to be overlooked and that both the original and duplicate cards could be made at one typing and would not involve additional typing operation.

The disadvantages to the suggestion would be that it would add another element to the maintenance of stop notice cards and files and thus require additional time and effort; that the fact the card was at the top of the case file would not in itself prevent failures to remove stops and that reliance could not be placed upon the card in the file as the sole criteria for removing a stop inasmuch as in order to determine the action with respect to a stop, it is necessary to examine the pertinent serials in the file pertaining to the stop. Some files contain more than one volume and the information upon which the stop was predicated might be in a different volume than that containing the stop card.

It was the feeling of the committee that the proposal called for additional administrative operations which is not necessary.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

*[Handwritten signature]*

Respectfully,  
For the Conference

Clyde Tolson

66-2554-7525

INDEXED - 61

FEB 8 1950

*[Handwritten initials]*

58 FEB 6 1950

THE DIRECTOR

1-19-50

JOINT COMMITTEE

SAVINGS: None  
AWARD: None

SUGGESTION NO. 321

SA [redacted]  
CHICAGO FIELD OFFICE

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJA/BM

SUGGESTION:

That the system of serializing green sheets in files be changed. A green sheet in a file is to show that certain bulky exhibit material is not a part of the file, but has been filed with bulky exhibit material elsewhere in the office. The present rule requires that green sheets be given serial number 1-B. In the event there are additional green sheets required, then the green sheet shall be numbered 1-B-1, 1-B-2, 1-B-3, 1-B-4, et cetera.

The suggestion proposes that this system of numbering be changed and that the green sheets be numbered merely 1-B and that the various items on the green sheet numbered in sequence would automatically show the order in which the pages should be placed. For example, if on the first page there were 20 items in the bulky exhibit and Item 21 appeared on the next page that this would appear to properly identify succeeding pages without requiring this special type of page numbering.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

In view of the present system that has been adopted and is now being practiced and in view of the very minute amount of work involved in numbering these pages in numerical sequence, it was believed that any change involving such a minute savings of time, if any, would not be justified.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease cc-Mr. Clegg
- Gandy Mr. Mohr

RECORDED  
Respectfully,  
For the Conference

66-2559-7526

Y. [Signature]  
Clyde Tolson

FEB 1950

HHC:DMG

[Handwritten initials]

194

[Handwritten initials]

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #350  
BULKY EXHIBIT INDEX

SA

EMPLOYER: SAC D. A. BRYCE

MEMBERS PRESENT: H. H. CLEGG  
E. SCHEIDT  
S. K. MOHR  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/18/91 BY 20-50 JBY

SUGGESTION: The present requirement is that each field office maintain a 3x5 card index of all bulky exhibit materials. The cards are maintained in numerical order by file number. In addition, offices having a large number of bulky exhibits may maintain a second copy of the index card which is filed by date and used as a tickler to follow up on the disposition of the material.

The suggestion is that the present requirement for the bulky exhibit index with the cards arranged in numerical sequence be discontinued and that the field offices be permitted to employ no index at all or maintain only a single 3x5 card for each case which is filed by tickler date.

In support of the proposal it is pointed out that the indexing presently required is an administrative burden. This index is checked as a result of an administrative tickler and the index cards checked against the bulky exhibits at that time.

JOINT COMMITTEE CONSIDERATION:

Unanimously that the present procedure be continued. This problem has been given considerable study during the past several years and surveys of field opinion have been obtained, as a result of which the present regulations have been adopted. It is pointed out that the present index of bulky exhibit material arranged in numerical sequence by file number is the only means whereby the SAC can have a readily available inventory of all the bulky exhibits in the office without actually going to the bulky materials themselves.

EXECUTIVE CONFERENCE RECOMMENDATION:

Unanimously that the present procedure be continued. 2/1/50 Present: Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference  
RECORDED - 61  
INDEXED - 61  
Clyde Tolson.

66-2534-7527  
FEB 8 1950  
34

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr

198

THE DIRECTOR

1-17-50

JOINT COMMITTEE

SAVINGS: None  
AWARD: None

SUGGESTION NO. 317  
MISS [REDACTED]  
SAN JUAN OFFICE

b6  
b7C

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

SUGGESTION:

That in the future when Probation Flash letters are prepared, the space allocated to "FPC", meaning fingerprint classification, be enlarged. A sample was attached to show that there is not adequate space there at the present time and that there would be an advantage in making an additional line available for including this data after "FPC".

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY sp-sc/pw

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease cc-Mr. Clegg
- Gandy Mr. Mohr

RECORDED - 67  
INDEXED - 61

66-2557-7528

R3

194



THE DIRECTOR

January 19, 1950

JOINT COMMITTEE

SUGGESTION #337

ATOMIC ENERGY ACT CASES - LOOSE FILING WHILE IN PENDING STATUS

EMPLOYEE: SA VAUGHN I. PARRY

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
E. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/16/91 BY SP-5ca/bw

SUGGESTION: In Atomic Energy Cases, rather than preparing a separate file with fronts and back covers and Acco fasteners, that the serials in a pending case in this category be placed in the file jacket and retained in loose form, and when the outgoing closing report is submitted, all serials will be pulled and sent to the closed files. The employee believes that this would serve considerable money in the purchase of file covers and in the reduction of clerical time involved in handling the files.

SAC Hood is opposed to the suggestion. He believes that the savings would not be as great as anticipated, since we salvage file backs and Acco fasteners and re-use them many times. Also, loose serials stapled together would become torn in handling and there is the possibility of confusion in handling this material on a different basis from other case file material. Furthermore, Atomic Energy Act case files are not consolidated into one big file (i. e., 116-1 to 116-50) until all files in that numerical sequence have been closed and the closed files are reviewed for this purpose every six months. There are no file jackets in the closed section and the material would be unsightly and difficult to handle.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE RECOMMENDATION: Unanimously unfavorable, on January 23, 1950, by Messrs. Ladd, Fletcher, N. H. McCabe, Mohr, Carlson, Rosen, Harbo.

Respectfully,  
For the Conference

Slyde Tolson

RECORDED - 114

INDEXED - 114

FEB 9 1950

19

cc-Mr. Clegg  
Mr. Mohr  
DTH:AF

EX-9

RAJ

FEB 10 1950

THE EXECUTIVES' CONFERENCE

At the Executives' Conference, January 30, 1950, Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Mohr, Carlson, Ladd and Fletcher in attendance, the Conference was advised with reference to the handling of correspondence concerning field technical surveillances that instructions require that they be sent under confidential cover marked "June." Further, that this material is also to be retained in a file separate and apart from the main file room in a confidential office where other confidential correspondence is now handled and filed.

With reference to the filing of this material at the Seat of Government, reference was made to the instructions to the field which were in effect that this material was to be placed in a sub-file and handled by a separate group of employees. The Conference was advised that the establishment of sub-files at the Seat of Government had been considered by the Records Section, and the Records Section recommended that instead of a sub-file at the Seat of Government, the correspondence be charged out from the main file of the Records Section, utilizing appropriate charge-out slips in the pertinent files and that the material thereafter be retained in the confidential office. In other words, the June material relating to technical surveillances would be recorded and indexed in the main file, but the actual written material would be charged out of the file reflecting that it was in the possession of the personnel handling the material in the Confidential Room. There, it would be retained in appropriate file folders. The Conference was advised that the Security Division handling the Confidential Room was willing to accept the suggested system of the Records Section if that best suited their operations.

The Conference was of the unanimous opinion that the file material could be handled and retained in the Confidential Room in the manner suggested by the Records Section. If you approve, the material will be so recorded, serialized and filed.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE \_\_\_\_\_ BY \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

INDEXED - III  
RECORDED - III

66-2554-7530  
FEB 8 1950

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

CC - Mr. J. P. Mohr  
Mr. H. H. Clegg

HBF:tlc  
190  
FEB 10 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5/MP

copy: ahs

January 31, 1950

~~CONFIDENTIAL~~  
PERSONAL ATTENTION

MEMORANDUM FOR: SAC, CHICAGO  
SAC, DALLAS  
SAC, DETROIT  
SAC, LOS ANGELES  
SAC, MIAMI  
SAC, MINNEAPOLIS  
SAC, NEWARK  
SAC, NEW YORK  
SAC, OMAHA  
SAC, PHILADELPHIA  
SAC, SAN ANTONIO  
SAC, SEATTLE

*Sugg # 384*

RE: MICROPHONES

The Bureau is desirous of evaluating the present regulation which requires that a microphone be installed in at least one conference room of each field office. It is requested that you advise the Bureau concerning the use of the microphone installation in your office and the value therefrom. If the review of the situation in your office indicates that installation is desirable and should be continued, it is requested that you furnish information indicating the types of situations in which the microphone has been found desirable or necessary.

Within two weeks of the receipt of this communication, it is requested that you advise the Bureau by letter as to your recommendation as to whether the present policy should be continued, together with the reasons for your recommendation.

Very truly yours,

DECLASSIFIED BY SP-5 CCB/DBE  
ON 5/8/91

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5 CCB/DBE

John Edgar Hoover  
Director

Approved by Executives Conference 1/30/50  
Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire,  
N. H. McCabe, Fletcher, Carlson, Nease, Harbo

RECORDED & INDEXED

*66-2554-7531*

NOT RECORDED  
146 29 1950

*1950 293*

ORIGINAL FILED IN 66-2554-7531

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #349  
MAIL COVER CARDS

EMPLOYEE: SAC D. A. BRUCE

MEMBERS PRESENT: H. H. OLEGG  
E. SCHEIDT  
G. K. MCKEE  
H. H. HARBO

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/91 BY SP-5 CJP/BJW

**SUGGESTION:** That the field be authorized to retain ~~mail cover cards~~ mail cover cards for a period of six months after the expiration of the cover. The present regulation provides that the mail cover card may be retained for a period of 30 days after the expiration of the mail cover.

In support of the proposal, it is pointed out that occasionally a Postmaster will forward to the office information concerning mail received by an individual on whom a 30 day cover was placed several months previously and because the mail cover card has been destroyed it is difficult and sometimes impossible to identify the file to which the mail cover related.

**JOINT COMMITTEE CONSIDERATION:**

Unanimously unfavorable. It is felt that the provision for keeping the mail cover cards for thirty days beyond the expiration of the mail cover is adequate. If the tracing occasionally received at a later date is of sufficient importance, it can doubtless be identified by placing it on the Agents' bulletin board.

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, H. H. McCabe, Klatchar, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Mohr	
Tele. Room	
Nease	
Gandy	

ENC-AP

RECORDED - 61

INDEXED - 61

FEB 10 1950

66-25574-7532

150  
FEB 14 1950

*[Handwritten initials]*

THE DIRECTOR

2/6/50

JOINT COMMITTEE

SUGGESTION #336  
REPORTS - CONDENSING

EMPLOYEE:

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
E. Scheidt  
S. K. McKee  
R. T. Harbo

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJP/PA

SUGGESTION: That in short reports where there are only one lead and one or two confidential sources, these both be placed on the same sheet of paper. She also suggests that the administrative page, when one is required, be combined with the lead and informant page.

The employee feels that this can be done, since the lead page, the informant page and administrative page or pages are removed from all copies of reports distributed outside the Bureau. Under the proposal there would be a savings of as much as two pages for each copy of the report. In addition, there would be a considerable savings in stenographic time as a result of the elimination of time needed to assemble the sheets and insert carbon paper, when a separate sheet is used for undeveloped leads, informant page and administrative page under the present practice.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable on the ground that the possible savings is so small as not to warrant changing the established procedure which has worked satisfactorily. It is felt that the information indicating the identity of confidential informants should in all event be placed on a separate page. In the event a court should require the presentation in court of the administrative and undeveloped lead pages, it is felt the court will not require the presentation of the page revealing the identity of confidential informants.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously concurred with Joint Committee. The Conference further recommends that instructions be issued to the field that the following sequence be used in assembling investigative reports: (1) investigative pages; (2) administrative pages; (3) undeveloped lead pages; (4) informant page. In all instances, the informant page would be the last page of the report. 2/2/50 - Present: Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, N. H. McCabe, Fletcher, Carlson, Nichols, Harbo.

Respectfully,  
For the Conference

INDEXED  
RECORDED 86 80

Clyde Tolson

62-534-7533  
FEB 13 1950  
37

cc - Mr. Clegg  
Mr. Mohr

ETH: F

7  
198

RH



THE DIRECTOR

2/6/50

JOINT COMMITTEE

SUGGESTION NO. 293  
RE: ~~REPORT WRITING~~  
(MADE AT ESPIONAGE CONFERENCE)

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5U/BMP

SUGGESTION: That references presently shown on the first page of investigative reports immediately after the synopsis be placed instead at the top of the first administrative page.

If the Bureau is correct in its position that the administrative section of the report is not a recording of the results of an investigation and would not normally be produced in court in response to a court order, then it would appear desirable to eliminate the references from that portion of the report made available to the court because it would thus not make readily available information concerning the existence of other types of communications or reports.

JOINT COMMITTEE CONSIDERATION: The Committee felt there should be no change in the present procedure whereby the references are placed on the first page immediately following the synopsis. Any change from this procedure would involve a substantial additional administrative burden which the Committee feels is not justified for the reason that if the Court orders the introduction of a report it will probably require the presentation of the administrative portions of the report as well, in view of the trend of recent Court rulings.

The Committee felt, however, that if a change is to be made the complete reference should be placed on the last page of the report, with the provision that this must be either an administrative page, undeveloped lead page or informant page. If the report would otherwise consist only of investigative pages, then a separate administrative page must be prepared in order to set out the references. With reference to applicant-type cases, the Committee felt that we should continue our present procedure of having the references listed on the first page immediately following the synopsis.

INDEXED - 80

RECORDED - 80

EXECUTIVES CONFERENCE RECOMMENDATION: In applicant-type cases we continue to place the synopsis on the first page in view of the large volume of such cases presently handled and the administrative savings which result from this practice.

In all other classes of cases, the Conference felt that the reference should be the last item on the last page of the report with the provision that this must be an administrative page, undeveloped lead page or informant page. 2/1/50 Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

cc-Mr. Clegg  
Mr. Mohr  
RTH:AP



*Handwritten initials*

THE DIRECTOR

January 16, 1950

JOINT COMMITTEE

SUGGESTION NO. 308  
INSPECTOR T. E. NAUGHTEN

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/8/71 BY 9-501/DM

SUGGESTION:

Due to the fact that certain subjects, when apprehended in some district other than the district of prosecution then desire to enter a plea of guilty, that the rules concerning summary reports be changed so that the office where the guilty plea is entered would be authorized to make a special type of summary report which they call a "guilty plea" type of summary. This summary would vary from the usual type of prosecutive summary in that it would contain a comprehensive summary of the offense, admissions of the subject, the identification record and such data as would be helpful in connection with the guilty plea and sentence.

It is the present rule that the office of prosecution will prepare prosecutive summary reports.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee unanimously recommended unfavorably. It was felt that, in the event a guilty plea is to be entered at some place other than the place of prosecution in keeping with Rule 20, all that is necessary is to provide the U. S. Attorney with the basic data on which to prepare his information to prepare the court to accept the guilty plea and impose sentence. This might at times be included in a teletype from the office of prosecution or office of origin; at times it may be oral information adduced from the local Field Office file and given to the U. S. Attorney who would make notes. Thus, it was felt there should be no change in the existing rule.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. 2/1/50. Messrs. Tolson, Glavin, Tracy, Mohr, N. H. McCabe, Fletcher, Carlson, Ladd, Nichols, Rosen, Harbo, 13

RECORDED - 80

62-554-7535

INDEXED

EX-9

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Clegg  
Mr. Mohr

HHC:DMC

cc: Mr. Ladd  
Mr. Rosen  
Mr. Callan

The Director

January 31, 1950

A. Rosen

DISSEMINATION OF REPORTS COVERING  
BRIEF, CONCISE OR SYNOPSIS  
INVESTIGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5C/PMP

The Executives' Conference on January 31, 1950, considered the present policy relating to transmitting information to the Department, to the White House, and to other agencies requesting information of the Bureau, which information does not represent a complete investigation of an individual who is the subject of the inquiry.

At the present time no contact investigations for the Department. These requests emanate from Mr. Peyton Ford and the Attorney General. The Department requests that to make a restricted inquiry, directing our inquiries along specific lines in that they are to be discreet and the Department transmits this request to us orally and in most instances by a brief form memorandum request. The following types of requests are received from the Department and the language used is as follows:

- "quick teletype investigation requested.
- "quick character check requested, no full field.
- "Investigation should be confined to ascertaining the popular reaction toward the individual as a Federal Judge."

In connection with the above, we are usually limited in time so that we have to return the results of our inquiries within a period of 48 hours, and in some instances we are allowed but one day.

Another type of inquiry of a limited character occurs in loyalty investigations as such. For in these investigations our loyalty reports are confined to the narrow issue of loyalty and do not purport to delve into the man's general life.

In connection with Atomic Energy Act investigations, these, of course, are limited by agreement with the Atomic Energy Commission to cover a portion of the man's life and are not investigated as a full character investigation unless special circumstances arise during the course of the inquiry. In effect, therefore, they are limited by agreement with the Commission.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 101  
INDEXED - 101

166-2554-7536  
MAY 19 1950  
66  
FEB 1 1 22 PM '50  
RECEIVED-101 SOH  
DEPT. OF JUSTICE

8 MAR 31 1950

ORIGINAL COPY FILED IN 66-17725-27

Memorandum for the Director

RECOMMENDATION

In view of all of the above circumstances, the Conference unanimously recommended:

That we immediately institute the following procedure:

Where memoranda or letters are transmitted to the Department or to the White House, we incorporate a statement that the investigation is partial or is pursuant to a limited specific request, whatever the language may be, so that there can be no doubt as to the extent of our report.

This statement should be at the opening of the report wherever possible and in CAPS.

We follow this procedure with reference to transmitting memoranda at the present time wherever we can but we do not have the safeguard in our reports and the above procedure is, therefore, recommended by the Conference.

Those in attendance were Messrs. Tolson, N. H. McCabe for Clegg, Carlson, Fletcher, Mohr, McGuire for Nichols, Tracy, Glavin and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. H. H. Clegg  
Mr. Mohr

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Room \_\_\_\_\_  
Nease \_\_\_\_\_

THE DIRECTOR

January 26, 1950

JOINT COMMITTEE

SUGGESTION #347  
NOTATIONS ON CASE STATUS CHANGES

EMPLOYEE:

MEMBERS PRESENT: H. H. CLEGG  
R. SCHEIDT  
S. E. MCKEE  
R. T. HARBO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5/BJW

b6  
b7c

SUGGESTION: Present regulations require that the status of each case be designated in the lower right corner by the letter "C" or "RUC" or if the case is pending the name of the Agent to whom assigned is written in this space. If the case is reopened the letters "C" or "RUC" are erased and the name of the Agent to whom the case is assigned, together with date assigned, are placed in the lower right corner. Whenever a case is reassigned the old name and date are erased and the new name and date are inserted. The suggestion is that when the case is opened, the name of the Agent and the date assigned be indicated immediately under the printed inscription "Federal Bureau of Investigation" on the file cover. If the case is reassigned, then the new name and date can be written directly under the previous name with no need for erasing. When the case is closed, this change in status can be indicated by writing the letters "C" or "RUC" in the lower right-hand corner. If the case is reopened, then and only then would it be necessary to erase the notations "C" or "RUC".

This procedure would save considerable clerical time in the Chief Clerk's Office in the field and in addition would furnish a record of the Agents to whom the case had been assigned at different times, which might possibly be of value.

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

EXECUTIVE CONFERENCE RECOMMENDATION:

Messrs. Tracy, Carlson and Harbo favored the proposal. Messrs. Glavin, Mohr, Rosen, Ladd, H. H. McCabe and Fletcher were opposed on the ground that this would make for an untidy appearance of the file front and that a small savings in clerical time under the proposed procedure would not be adequate justification for a change.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
EX. 9

INDEXED

66-2557-7536

FEB 13 1950

RR

Mr. Clegg  
Mr. Mohr  
Room  
FEB 15 1950



THE DIRECTOR

1-19-50

JOINT COMMITTEE

SUGGESTION NO. 322  
SUBMITTED BY SA R. G. FLETCHER  
TO INSPECTOR T. E. NAUGHTEN

SAVINGS: None  
AWARD: None

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
SAC E. Scheidt  
SAC S. K. McKee

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DATE 8/19/91 BY SP-5 CJP

SUGGESTION:

The calling for clarification of existing instructions which are interpreted in the nature of suggestions as follows:

(1) At night the ~~Sources~~ Sources of Information index cards be locked up.

JOINT COMMITTEE CONSIDERATION:

The Sources of Information, according to the manual, shall be readily and easily available to the Agents in the office. There are some Agents who might have need for this material occasionally at night. All offices are open with someone on duty 24 hours a day and, in the event there are Sources of Information cards in cabinets not equipped with locks in Field Offices, it was not felt that there would be justification for the purchase of locked cabinets or special locks for these cabinets for such a purpose. Some offices, it is understood, do have these cards in cabinets that will lock and they make it a practice to lock them up at night.

It was not believed that it should be made a requirement, however, that this be done. It should be borne in mind that these are Sources of Information cards and not Confidential Informant cards.

EXECUTIVES CONFERENCE CONSIDERATION:

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Unanimously concurred with Joint Committee. January 30, 1950.  
Present: Messrs. Tolson, Ladd, Glavin, Mohr, Rosen, McGuire,  
N. H. McCabe, Fletcher, Carlson, Nease, Harbo.

INDEXED - 75

cc - Mr. Clegg  
Mr. Mohr

166-2554-7537  
RECORDED  
84 FEB 14 1950

HHC:DMG

52 MAR 3 1950

ORIGINAL COPY FILED IN 66-72251

Memorandum for the Director

(2) It is now required that manuals, FBI Handbooks, Bureau Bulletins and SAC Letters be maintained in a safe and secure place so as not to be available to unauthorized individuals.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee reviewing the background of the current instructions observed that, although originally consideration was given to a rule requiring that these materials be locked up after office hours, it was felt that the phraseology of the present rule was the best that could be adopted practically and that, therefore, there is no requirement that this material be locked up at night.

There is attached hereto a proposed letter to SA R. G. Fletcher, with a carbon copy for Inspector T. E. Naughton giving additional details concerning these matters, as requested.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, January 30, 1950.  
If approved, the attached letter may go forward to Special Agent R. G. Fletcher.

Respectfully,  
For the Conference

Glyde Tolson.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

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WHERE SHOWN OTHERWISE

EXEMPTED FROM AUTOMATIC  
DECLASSIFICATION  
AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
EXEMPTION CODE 25X(1)  
DATE 08-02-2011

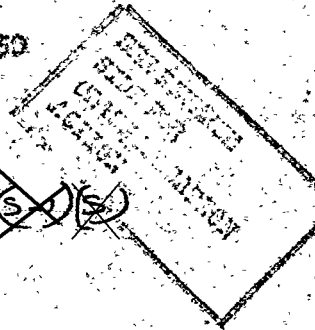
THE DIRECTOR

Per OGA letter dated  
6/20/2011

2-2-50

A. Rosen

~~SECRET~~



~~EXEMPTED FROM AUTOMATIC DECLASSIFICATION~~  
~~BY [CENTRAL INTELLIGENCE AGENCY APPLICANT INVESTIGATIONS]~~ (S) (S)

(U) The Executives' Conference considered our progress relating to  
[Central Intelligence Agency applicant investigations] to recommend future  
action at the termination of our present agreements.

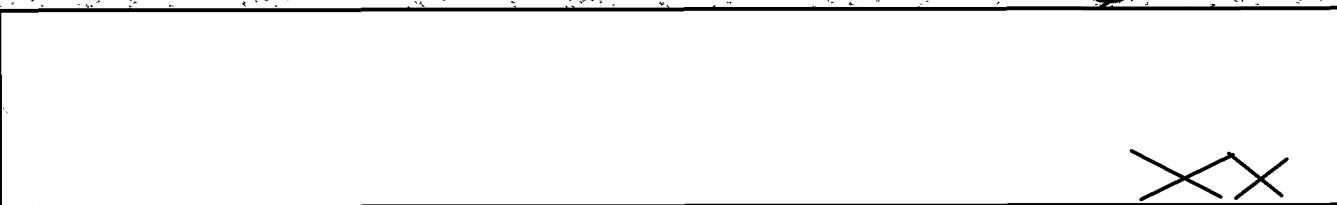
(U) ~~OUR SECRETARY REPORT [TO CIA]~~ (S) (S)

Classified by ~~SP-5 C/T~~  
Declassify on: ~~DATE~~  
5/8/91

(S) As a result of a request from CIA, a conference was held at the Bureau  
at which Colonel Sheffield Edwards, [redacted]

(S) [redacted] Mr. Ladd, Mr. Rosen and Mr. Callan represented the Bureau. (S) (S)  
This conference was held on December 2, 1949. Subject to the Director's approval,  
it was agreed that the Bureau could continue to [conduct investigations for CIA on  
the same basis upon which we are currently conducting them except for a volte in  
price from [redacted] per investigation] through the fiscal year of 1951. (S) (S)

(U) CIA was advised of this agreement by letter dated December 12, 1949, from  
the Director to Admiral Roscoe W. Willenshawter, the Director of CIA. Willenshawter  
acknowledged our letter on December 16 and confirmed the agreement. (S) (S)



- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

(U) (See memo from Mr. Rosen to Mr. Tamm dated 10-10-46 - 66-6200-118-18X; (S)  
Memo from Mr. Callan to Mr. Rosen dated 12-30-46 - 66-6200-118-34x; Memo  
from Mr. Rosen to Mr. Ladd dated 12-7-48 - 66-6200-118-79x; Memo from Mr.  
Ladd to the Director, dated 12-8-48 - 66-6200-118-80.)

RECORDED 34  
SERIALIZED

55 FEB 15 1950

Some live Another Gov't Agency

ORIGINAL COPY FILED IN 62-74750-1091

Memorandum to the Director

~~SECRET~~

This matter had been previously submitted to the Director and the majority view of the conference on December 6, 1949 was approved by the Director outlining the following reasons which motivated the majority of the conference in its decision. These reasons are as follows:

1. CIA desired the investigations and was requesting continuation of the agreement.

2. CIA had scrupulously observed the agreement.

3. CIA had expressed itself as being eminently satisfied with the investigations.

4. The dead lines were such that no serious inconvenience was caused the Bureau in handling these investigations.

5. The cases were referred to the Bureau by CIA in an even flow so that no emergency situations were created.

6. The conduct of these investigations by the Bureau gave CIA no excuse for the maintenance of a large investigative staff in the domestic field.

7. The arrangement would result in a reimbursement to the Bureau during the fiscal year 1951 in an amount of [redacted]

Following the Director's approval of the recommendations, a letter was forwarded to Admiral Miller-Rochon on December 12, 1949. (S-1)(S)

EXECUTIVE SUMMARY

The Executives' Conference with the exception of Messrs. Tolson, Glavin and Mohr recommend that we continue our policy for the reasons indicated above. Those opposing indicated that they were opposed to continuing because we had too much work of our own to do and that we, therefore, could not afford to handle these investigations. As the considerations still prevail the majority were in favor of approving the existing policy. [There has been no breach of the contract as yet by CIA.] Our present agreement takes through to June 30, 1951.

Those in attendance were Messrs. Tolson, Ladd, Harbo, Glavin, Nichols, Mohr, Tracy, Carlson, Fletcher, H. H. Goddard and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

~~SECRET~~

The Director

February 2, 1950

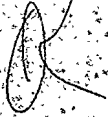
The Executives Conference

The Executives Conference of January 31, 1950, consisting of Messrs. Tolson, McCabe for Clegg, Harbo, Carlson, Tracy, Mohr, Fletcher and Glavin, considered a suggestion by Mr. H. L. Edwards, Personnel Officer, in connection with again advising Bureau employees concerning the FBI Suggestion Program.

The Conference was advised that Mr. Edwards had suggested that a folder comparable to the folder attached labeled "B" be prepared to contain the information reflected on the charts attached hereto.

The Conference recommends approval of Mr. Edwards' suggestion in this matter.

Respectfully,  
For the Conference



Clyde Tolson

Attachment

cc - Mr. H. H. Clegg  
cc - Mr. Mohr

WRG:VH

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DATE 5/8/91 BY SP-5 CIB/BJR

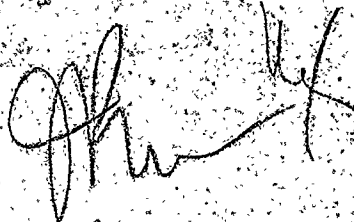


- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 101

INDEXED - 101

66-2557-7539  
FEB 16 1950



1900

FEB 23 1950



h  
THE DIRECTOR

2-8-50

Executives Conference

There is attached hereto a memorandum prepared by Mr. H. C. Boswell of the Training and Inspection Division dealing with the legislative history of wire tapping since the Federal Communications Act of 1934. This matter was discussed and considered by the Executives Conference on February 8, 1950, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Nease and Clegg present. The matter was considered not only as to what would be desirable from the standpoint of convenience to the Bureau's activities, but also from the standpoint of what would be proper and desirable to the general benefit of the Bureau and the country.

Mr. Nichols and Mr. Carlson concurred in the suggestion of Supervisor Boswell that there be recommended orally to the Department that appropriate legislation be sought authorizing the use of wire tapping techniques and approving the admissibility of any evidence obtained thereby when approved by the Attorney General and in Kidnaping and Extortion cases and other felonies when human life is in danger and in Espionage, Sabotage, Treason, subversive and related matters affecting the national security.

Those opposed to the suggestion, believing that no suggestion either orally or in writing should be made by the Director or anybody connected with the Bureau concerning such proposed legislation, are Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Fletcher, Nease and Clegg.

Respectfully,  
For the Conference

Clyde Tolson

ORIGINAL FILED IN 62-12114-4389

*See this information  
I am inclined  
to do this*

Attachment  
cc-Mr. Mohr  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin:DMC *DMC*
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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DATE 5/8/91 BY SP-5 CUB/BJ

INDEXED - 78

RECORDED - 78

66-2554-1540

NOT RECORDED  
146 FEB 20 1950

EX-15

60 FEB 23 1950

*W. M. ...*

THE DIRECTOR

2-8-50

Executives Conference

UNITED STATES ATTORNEYS' CONFERENCE  
ASSEMBLY ROOM #1, ROOM 5231  
FEBRUARY 13 - 14, 1950

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DATE 1/18/91 BY SP-5C/BMP

On February 8, 1950, the Executives Conference, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Nease and Clegg present, unanimously recommended as follows:

(1) That Mr. Fletcher and Mr. Rosen or, in the event of their necessary absence, a representative of the Security and General Investigative Divisions designated by them, be present at all regular sessions of the U. S. Attorneys' Conference in addition to Mr. Clegg. The purpose of these representatives would be to answer questions particularly with reference to specific cases that might be brought up or to obtain information with reference to them if they do not have personal knowledge of these cases and policies relating thereto.

(2) That in keeping with the practice followed at the 1949 Conference of U. S. Attorneys there be no assignment of each of the U. S. Attorneys for an interview or for contact by Seat of Government officials and Supervisors. In years prior to 1949, when this was done it became rather "obvious" particularly when Supervisors would call out a U. S. Attorney from a business session of the Conference in order to get some expression of praise or criticism or approval with reference to the Bureau's work and the work of the Field Offices. With Messrs. Fletcher, Rosen, or their representatives, and Mr. Clegg present, it was felt if anyone had any complaints or any matters to discuss they would have ample opportunity to do so on their own initiative and, of course, these three representatives would mix and converse with the U. S. Attorneys at recess periods and at other opportune times in addition to being present at the business sessions. It was also pointed out regular suggestions are now solicited and received from U. S. Attorneys when they have suggestions to make and the assignment of each U. S. Attorney for interview would seem unnecessary.

(3) That as in the past and as requested on this occasion the Bureau photographers take a photograph of the U. S. Attorneys Conference in the center courtyard when it adjourns for the noon recess period on February 13, or if the weather is unfavorable, on February 14th.

There is attached hereto a list of the U. S. Attorneys up to date as of January 16, 1950.

Respectfully,  
For the Conference  
RECORDED - 11

100-2854-7542

FEB 23 1950

Clyde Tolson 34

81

Attachment

cc-Mr. Mohr  
Mr. Clegg

HHC:DMF

*[Handwritten signatures and initials]*

Date of removal 3-2-50

Report

Letter

Enclosure

Exec. Conf.

submitted by

Tolson

dated

1-24-50

has been removed for Mr. Lamphere

to be sent to

kept permanently in his office, Room 4708

See file 66-2554-7530 for authority.

Subject

June Mail

Synopsis

This is to be removed from file upon the return of the item and forwarded to the Coordinator of Mail and Files

Date

3-2-50

Removed by

R. Gillispie

File Number

66-2554-7541

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DATE 5/8/91 BY SI-501/PAK

THE DIRECTOR

February 16, 1950

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5C/BW

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson, and Fletcher in attendance, the Conference was advised a Subcommittee on Control of Persons Departing from the United States, Interdepartmental Committee on Internal Security, had inquired for information from the Bureau as follows:

(1) How many subversive identifications have been made by the Bureau on the basis of fingerprint cards submitted in connection with visa applications? With reference to this question, the Bureau does not keep statistics of this nature. The number of identifications made on the basis of fingerprint cards submitted in connection with visa applications is very small, and those identifications that are made are not broken down as between subversives and others. It was recommended that the Subcommittee be advised that the Bureau does not maintain such statistics.

(2) What would be the Bureau's problem in handling approximately one thousand fingerprint cards per day on a current basis of visa applicants? In the first six months of the current fiscal year the Bureau actually received fingerprint cards of this character in excess of one thousand per day. It was recommended that the Subcommittee be so informed.

(3) Would the Bureau be interested in limiting the prints of visa applicants who may actually be granted visas to aliens from iron curtain countries and aliens of iron curtain nationality, regardless of the country in which they applied for a visa? The Alien Registration Act does not so limit the taking of fingerprints in connection with visa applications, and it was recommended that the Bureau offer no comments since this related to legislation. It was recommended also that it should be pointed out to the Subcommittee that such a limitation might be impractical particularly in cases involving fraud or false statements. It would be difficult to assure that all persons falling into the suggested group could be identified for the purpose of being fingerprinted.

(4) Would the Bureau be interested in the prints of all suspect nationals, regardless of the country of origin or residence? Under the provisions of the Alien Registration Act of 1940, the Bureau receives prints of all aliens seeking immigration into the United States whether or not they are suspect. It was observed that the Subcommittee was just beginning its deliberations, and it was recommended that a Bureau representative maintain contact with the Committee to follow the thinking and developments within the Subcommittee on the problem of the entrance of aliens into the United States.

CC - Mr. J. P. Mohr  
Mr. H. H. Clegg

HBF:tlc:dbb

RECORDED - 94  
INDEXED - 94

166-254-1543  
FEB 28 1950  
37

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

*Yes H*

The members of the Conference were in unanimous agreement with the recommendations.

If you approve, the Committee will be advised in accord with the foregoing observations, and a representative from the Security Division will continue to be in attendance at their meetings.

Respectfully,  
For the Conference

*T*

Clyde Tolson

*A, but I  
don't think our  
representative  
ought to act other  
than an observer.  
He simply hasn't  
time to guide this  
other outfit.  
H*



DATE: February 13, 1950

TO : Mr. Harbo

FROM : Mr. Bowles

SUBJECT: Security of Bureau Mail - Research Project

REFERENCE

*Executive Conference*

Re memorandum to Mr. Harbo from H. B. Fletcher December 27, 1949, in which it is suggested that a research project with reference to the security of mail is desirable in an effort to find a practical adhesive which will provide reasonable security.

RECOMMENDATION

That the Laboratory be authorized to spend such time as is necessary - consistent with current work and not to exceed 30 days of actual time without further authorization - to develop a sufficiently simple yet satisfactory tamper proofing method.

Approved by Exec. Conf. 2/21/50  
Messrs. Tracy, Mohr, G. H. McCabe,  
Nease, Carlson, Rosen, Glavin, Harbo.

30-693

JEB:PJR

*66-2554-1*  
*1/2 1/4 1950*

65 APR 18 1950

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ORIGINAL COPY FILED IN 66-2554-92

The Director

February 15, 1950

The Executives Conference

PURCHASE OF "THE PORTO-CLINIC"

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DATE 5/8/91 BY SP-5CJ/om

The Executives Conference of February 14, 1950, consisting of Messrs. Tolson, Harbo, Mohr, Rosen, Nichols, Fletcher, Carlson, Tracy, McCabe for Clegg and Glavin, considered a memorandum submitted by Mr. F. M. Kunz of the Training Division concerning the purchase of a "Porto-Clinic." A leaflet describing the instrument is attached hereto.

It will be noted from Special Agent Kunz' memorandum that the unit is contained in a finished wooden carrying case, 19 inches high, 18 inches deep, 11 inches wide, weighing 28 pounds. Mr. Kunz feels that the need for a driver testing device in connection with the training of the FBI National Academy has long been needed; that this device will provide tests for visual acuity, color perception, field of vision, depth perception and reaction time. Mr. Kunz further points out that the equipment could be utilized in connection with local police training schools; that the unit costs \$197.50 F.O.B., New York.

He recommends that one of the units be used in connection with the traffic training of the FBI National Academy and local police schools, and that the unit should be obtained by April 1, 1950, so that it would be available for use during the Agents' Traffic Refresher Course.

The Conference in considering this particular device did not feel that it was necessary, pointing out that the utilization of one particular device might result in law enforcement officers feeling that the Bureau recommended the use of a system or device which possibly might cause complaint to be filed with the Bureau from other organizations having comparable instruments.

The Conference recommends that this device be not purchased at this time.

Respectfully,  
For the Conference

*KCT*

Clyde Tolson

66-2554-7594

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Room \_\_\_\_\_

CC: Mr. H. H. Clegg  
Mr. Mohr

RECORDED - 94  
INDEXED - 94

WBG:VH

Attachment

The Director

February 16, 1950

The Executives Conference

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DATE 5/8/91 BY SP-5 CI/BWA

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Harbo, Mohr, Carlsen and Tracy, on February 16, 1950, considered the following matters concerning the Identification Division.

For the Director's information, during the past fiscal year the Identification Division received a total of 594,050 fingerprints from the Civil Service Commission. During the same fiscal year 174,618 fingerprints were received from the Navy Department; 51,808 fingerprints from the Marine Corps; 78,012 fingerprints from the Maritime Commission; 142,055 fingerprints from the Coast Guard. Sometime ago the Bureau approved the returning of applicant type fingerprint cards to local police departments after search through the criminal file, the non-idents being stamped to that effect and the idents being returned with a copy of the record. This eliminated the typing or photographing of the index card, the sequencing and filing of the index card, and the sequencing and filing of the fingerprint card.

With the view of reducing the cost of operating the Identification Division, Mr. Tracy recommended that the applicant procedure be extended to all fingerprints received from the Civil Service Commission, being returned to the Commission after search through the criminal file. The savings involved would be the elimination of the preparation of approximately 500,000 index cards and the sequencing and filing of these cards, and the sequencing and filing of the same number of applicant fingerprint cards.

It was pointed out that some Attorneys General have questioned the advisability of the Bureau maintaining a non-criminal file and that the same question had been raised by the House Appropriations Committee, together with the question as to why should not the Civil Service Commission pay for the service rendered. The Conference unanimously, with the exception of Mr. Tracy, voted to keep the Civil Service Commission fingerprint cards.

The Conference was further advised of the receipt of a telephonic request from an official in the Office Management Bureau of the Navy Department. This official has previously had conferences concerning the armed forces fingerprint cards and she made inquiry as to whether or not the Bureau was desirous of assuming the responsibility of the handling of Navy fingerprint cards. The Department of Defense has been working on a consolidation of their various facilities and it apparently is their desire to have the Bureau extend its fingerprint service to all other branches of the Navy. The Bureau now renders a criminal search for the Army and

cc - Mr. Mohr

Mr. Clegg

RECORDED

166-2554-7545

FEB 16 1950

SJT:MP

37

Handwritten notes in the left margin, including "for the" and "copy to" with arrows pointing to various parts of the document.

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

Memo to The Director

February 16, 1950

effective July 1, 1950, will extend this service to a non-criminal search to verify prior enlistments. The Navy and Marine Corps, however, have separate fingerprint files and heretofore have made their own searches to establish prior enlistments.

If the Bureau extends its services to the Navy, this would undoubtedly sooner or later extend to the Marine Corps, Coast Guard and Maritime Commission. It was therefore recommended to the Conference that Navy, Marine Corps, Coast Guard, and Maritime Commission fingerprints be returned after a search of the criminal files, the same as is proposed for the Civil Service Commission. This would result in a substantial saving, eliminating the preparation of index cards, and the sequencing and filing of the index cards and the ~~fingerprints~~ fingerprints cards. *flom*

The Conference, with the exception of Mr. Tracy, voted to continue to receive the Navy, Marine Corps, Coast Guard, and Maritime fingerprint cards in our files, to index and sequence and file them in the Identification Division. Further, that the Navy official who inquired be advised that the Bureau would be unable to extend its service beyond the service being presently rendered, and that the Bureau did not desire to accept the present Navy fingerprint file.

Respectfully,  
For the Conference

*Jaguel*  
*A*

*[Signature]*  
Glyde Tolson

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY sp-5 c/bw

*W*

The Director

February 23, 1950

The Executives Conference

The Executives Conference consisting of Messrs. Harbo, Glavin, Carlson, Norman McCabe, Mohr, Nease and Tracy, on Tuesday, February 21, 1950, considered the following matter pertaining to the Card Index Section, Identification Division.

*Procedure for FCR*  
~~When searching current fingerprints in Card Index Section, idents are checked prior to leaving the Section to insure that the fingerprint card is properly initialed; that all aliases have been searched; that the signature has been searched, and that FBI numbers listed on the back have been noted. This procedure is to detect any errors and avoid the necessity of returning the fingerprint card for further search. It is recommended that this check be eliminated and instead that the Typing Section return errors at the time of answer. It takes the time of approximately 5 employees in the Card Index Section to perform this checking procedure. The number of errors subsequently returned would involve much less work in checking than the present procedure of checking all idents made when the fingerprints are first searched in the Card Index Section. It is estimated there will be a definite saving of between 2 and 3 full time employees. A trial of this procedure will determine in a reasonable period of time whether it is sound.~~

The Conference unanimously agrees on the change in procedure.

Respectfully,  
For the Conference

Clyde Tolson

*I hope they are put on production without delay*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 ci/DM

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

SJT:MP

*yes*

RECORDED - 69

INDEXED - 69

EX-9

66-2559-7546

53 MAR 3 1950



The Director  
The Executive Conference

February 21, 1950

WANTED RESEARCHING  
Technical Section - Identification Division

The Executive Conference consisting of Messrs. Harbo, Glavin, Carlson, Norman McCabe, Mohr, Nease and Tracy, on Tuesday, February 21, 1950, considered the researching of fingerprint cards in the Identification Division involving wanted notices.

Regular Wanted Notices - Present Procedure

About 800 requests monthly are received from law enforcement agencies for the placing of a "want" against a fingerprint record. The Technical Section "researches" the fingerprint card through the criminal file and also through the dead file. This is to insure there is no additional criminal record or dead record in the files. Approximately 5 additional criminal prints are located each month as a result of the "researches."

Recommendation: That no "research" be conducted in the Technical Fingerprint files.

Bureau Fugitives - Present Procedure

About 700 requests monthly are received to place "wants." A research is made through the criminal, dead, and non-criminal fingerprint files before the want is posted.

Recommendation: That Bureau Fugitives be researched through the criminal and dead fingerprint files only.

A name search would continue to be made in the criminal and non-criminal Card Index files.

Identification Order (IO Fugitive) - Present Procedure

These are handled the same as Bureau Fugitives; however, in addition a research is made (1) at the time the individual is a Bureau fugitive; (2) at the time a fugitive memorandum is prepared in Ident; (3) at the time the glossy photo print of the IO is made; (4) at the time the IO is printed by the Technical Section. For the month of December, 1949,

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 149

66-2534-7547

INDEXED - 140

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-56/PH

1950 MP  
30 MAR 2 1950

Memo to the Director

February 21, 1950

there were 22 IO fugitive cases and for January, 1950, there were 25.

Proposed Procedure: That at the time an individual becomes an IO fugitive and the glossy photograph of the IO has been prepared, the fingerprints be then researched through all files, no other research being conducted.

When "wants" are placed a colored metal tag is placed on the fingerprint card in addition to a notice being entered on the card itself. Any incoming fingerprints should be identified and the Fugitive Supervisor advised immediately if a Bureau case. The additional researches in the case of Bureau fugitives and IO fugitives are to make doubly sure that any errors are caught. These are therefore administrative devices to eliminate the possibility of error.

There are several million fingerprint cards in the non-criminal fingerprint file which have not been searched through the criminal file such as personal identification, military, applicant, etc. and were given only a name search. At the time of the first wanted research such fingerprints are located in Bureau cases. For some time all incoming current receipts are searched against the criminal file, therefore, idents are currently being made.

On the average only 5 additional criminal records are located each month as a result of the 800 researches of wanted notices from other law enforcement agencies and therefore in this number of cases the complete identification record would not be available.

There are 52 fingerprint employees assigned to searching "wanted" fingerprints and if the above suggested modifications are placed in effect there will be a saving as follows:

- 1. Regular wanted notices received from law enforcement agencies

Saving of employees                    2

- 2. Bureau Fugitives - the longest search is against the non-criminal file. At the time of the wanted research by Card Index many non-criminal cards are located with the same name. This increases the time involved in the search of the non-criminal fingerprint file. The only fingerprint cards currently received being filed in the non-criminal file are loyalty, armed forces and aliens. Applicant prints are being returned.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

It is therefore believed that the number of instances wherein we would miss a prior record is decreasing with time. There will, of course,

Memo to the Director

February 21, 1950

if the restricted procedure is put in effect, be instances wherein Bureau fugitive cases there will be a fingerprint of value missed. However, at this time it is believed that the savings involved are probably justified.

Net saving under this procedure - 29 fingerprint employees

10 fugitives -

The net saving on the suggested restricted procedure - 1 employee

Mr. Rosen and Agent Martin, Fugitive Supervisor, are in agreement with the proposed changes in procedure in view of the savings involved; although, they point out there will be some identifications that will be missed by the change in procedure.

The Executives Conference unanimously recommends the adoption of the recommendations.

Respectfully,  
For the Conference

  
Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Kohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

The Director

February 23, 1950

The Executives Conference

*from*

The Executives Conference of February 23, 1950, consisting of Messrs. Tolson, Carlson, Nease, McCabe for Clegg, Nichols, Rosen, Mohr, Harbo, Tracy and Glavin, was advised concerning the attached circular received from the Bureau of the Budget addressed to the Heads of Executive Departments and Establishments concerning information on Government films. The purpose of the memorandum was to secure information as to the accessibility and availability of United States Government films that are available for public use. Such films are cataloged, the catalog being made available to community organizations, educational institutions and other organizations which might utilize such films for shows before their members.

The Conference was of the opinion that none of the films utilized by the Bureau at the present time fall within this category.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

WRG:VH

Attachment

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

*190*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/OK

RECORDED - 140  
INDEXED - 140

66-2554-7548

THE DIRECTOR

2-17-50

0 Executives Conference

*hm*

There is attached hereto the work sheet of classes, the amount of time for each subject and the source or identity of the instructor for the two-day orientation course for new employees. This course is identical with that given during 1949, with the single exception that it proposes that the discussion of the functions of the Investigative Division, the Records and Communication Division, the Laboratory, the Files Section, the Identification Division, the Training and Inspection Division and the maintenance of desks and equipment, all be given by the same instructor from the Training and Inspection Division. In the past there has been a separate instructor for each of the divisions which has some advantage in that it will permit the representative of the division to appear before the class and emphasize those matters he believes to be currently of greatest importance. On the other hand, since the appearance of each of these representatives ranges from 15 to 30 minutes, it becomes necessary, since the schools must be held at the Identification Building, that the instructor travel to and from the Identification Division at the time the busses run in addition to giving the instruction at the specific time indicated. This seemed to be a waste of time and the Executives Conference, with Messrs. Tolson, Glavin, Harbo, H. B. Fletcher, Carlson, Mohr, Tracy, McGuire and Clegg present, unanimously agreed with the recommendation that the functions of the above-mentioned divisions be handled by a single instructor.

In addition to these subjects, it is to be noted that there is a separate one-hour discussion of the Chief Clerk's Office and the requirements involving leave, registration, salary payments and the like, given by the Administrative Division.

If the above is approved, the attached work sheet will be used in the future.

Respectfully,  
For the Conference

*Clyde Tolson*  
Clyde Tolson

Attachment

Tolson cc-Mr. Mohr  
Ladd Mr. Clegg  
Clegg  
Glavin HHC,DMC  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/KF

RECORDED - 140  
INDEXED - 140 *jm*

*66-2554-7549*

*4/21/90*



h  
THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 366

EMPLOYEE: [REDACTED]

BIRMINGHAM OFFICE

FIELD FIREARMS TRAINING RECORD

SAVINGS: None  
AWARD: None

b6  
b7c

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5/bmf

SUGGESTION: That the Field Firearms Training Record (Form FD-40) be revised in order to show the minimum number of times the Agent is required to participate in specified types of firearms training annually. Provision should also be made for recording some of the technical training which in the past has been required each year.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee recommended unanimously unfavorably since instructions concerning firearms training are issued once each year, and there may be changes in the requirements so that any printed headings of the types suggested would be misleading. Further, the same procedure will, in the future, be applied to technical training in other matters, and therefore the old provision with reference to maintaining the record of such training would likewise possibly be obsolete when the instructions for the ensuing year are issued.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Mohr

RTH:deh

INDEXED - 21

RECORDED - 22

66-2554-7550

RECORDED

977-713

THE DIRECTOR

2-24-50

A. Rosen

The Executives' Conference unanimously approved making available to [redacted] pictures and write-ups from jewel theft and con man albums to [redacted]

b7D

[redacted] indicated that [redacted] was interested in indexing these photographs and write-ups in their files and he felt that [redacted] might be of some assistance to the Bureau because if these individuals appeared in [redacted] they could be identified from the data indexed in [redacted] files.

This will be handled through liaison if approved.

Those in attendance were Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully  
For the Conference:

[redacted]  
Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY 6-1-01/DAF  
R

RECORDED - 61

INDEXED - 61

166-2554-755  
MAR 1 1950  
36

Dmk

THE DIRECTOR

February 1950

JOINT COMMITTEE

SUGGESTION NO. 362

EMPLOYEE: SA ARTHUR T. POTTER  
EL PASO OFFICE

FINGERPRINT PATTERN SLIDES

*Executive Conference*

MEMBERS PRESENT: H. H. Clegg  
B. T. Harbo  
S. K. Nease  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/18/91 BY SP-5 C/B/MS

SUGGESTION: That a complete set of slides, standard size, be made up of the various fingerprint patterns, including questionable deltas, cores, ridge counts and tracings, and that such slides be furnished to the various fingerprint instructors in the Field for their use in conducting training schools in fingerprint matters. Agent Potter in making the suggestion was of the opinion that these slides would be a valuable training aid, and by furnishing them to the instructors in the Field it would obviate the necessity of shipping such slides from Washington each time a set was required by a fingerprint instructor.

JOINT COMMITTEE CONSIDERATION:

At the present time, there are no slides in existence in the Bureau of the type suggested by Agent Potter. Mr. G. J. Engert of the Identification Division has pointed out that he and the other fingerprint men in the Identification Division do not use slides for teaching in connection with police schools. He cited the following disadvantages:

1. Room is so dark it is difficult to take notes.
2. Officers get drowsy.
3. Requires extra individual to operate slide projector.

Mr. Engert further pointed out that it is doubtful whether other fingerprint instructors would use such slides if they were made. He mentioned that slides were prepared a few years ago for teaching a general fingerprint course; however, the demand for them was very slight and practically no requests have been received for slides of this type for the past two years.

The Joint Committee felt that Mr. Engert's comments were well taken, and for the reasons cited by him, unanimously opposed the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50. Present: Messrs. Tolson, Ladd, Harbo, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

INDEXED - 84  
RECORDED - 84  
66-2554-7552

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr  
PS-dgh  
jgh

1950  
EX-34

*RT*

THE DIRECTOR

February 21, 1950

JOINT COMMITTEE

SUGGESTION NO. 353

EMPLOYEE: SA WASON G. CAMPBELL  
LOS ANGELES OFFICE

TERRITORIAL ALLOCATION LIST

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/81 BY SP-5 C/BK

SUGGESTION: That sufficient Territorial Allocation Lists be prepared for furnishing not only to personnel but for inclusion in each Postal Guide in each office. Also, that in future publications of the Territorial Allocation List that they be prepared in pamphlet form so that they will fit not only in the Postal Guide but in the FBI Handbook for ready reference.

It was pointed out that it was believed the above procedures would save time on the part of all Agents in setting out leads and would diminish the number of misdirected leads.

JOINT COMMITTEE CONSIDERATION:

The Bureau presently furnishes 3,900 copies of the Territorial Allocation List to the Field. It is the feeling of the Joint Committee that this number is adequate, and that the number of references to this list as compared to the total number of undeveloped leads set forth is such that the suggested changes are not merited. The present form of issuing the Territorial Allocation List has met existing needs for a long period of time.

The Joint Committee was unanimously of the opinion that the suggested changes should not be made.

EXECUTIVES CONFERENCE CONSIDERATION: RECORDED - 68

INDEXED - 68

66-2584-7553  
FEB 21 1950

The Executives Conference on 2/23/50, consisting of Messrs. Tolson, Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and N. H. McCabe, unanimously agreed with the recommendation of the Joint Committee.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Glyde Tolson

cc: Mr. Clegg  
Mr. Mohr

SKM:dgf  
1050  
dgh

V. M. Brown

THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 363

EMPLOYEE: SA ARTHUR T. POTTER  
EL PASO OFFICE

FINGERPRINT TRAINING SUPPLIES

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CJS/MP

SUGGESTION: That a standard amount of fingerprint training supplies, such as fingerprint magnifiers, practice classification sets, slides of fingerprint patterns, enlarged charts of various fingerprint patterns, classification and sequence charts and latent fingerprint kits be furnished to the Special Agent fingerprint instructors in the Field who are generally utilized on specialized fingerprint schools.

It is pointed out that there is no restriction on the Field with reference to ordering a reasonable quantity of supplies for use in handling fingerprint schools with the exception of fingerprint magnifiers. At present, the Bureau does not have sufficient fingerprint magnifiers to place them throughout the United States in various zones.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously that the present procedure be continued whereby supplies are furnished upon request to individual offices to the extent that such equipment is available.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, 2/27/50. Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 127

INDEXED - 127

MAR 15 1950

31

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Clegg

Mr. Mohr

dgh

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AP



THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 364  
EMPLOYEE: SA ARTHUR T. POTTER  
EL PASO OFFICE

SAVINGS: None  
AWARD: None

~~FINGERPRINT CHARTS~~

MEMBERS PRESENT: H. H. Clegg  
H. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 CIB/MS

SUGGESTION: That a chart entitled "Structure of Friction Skin" be enlarged to standard wall chart size and appropriate colored, and that this enlarged chart be furnished to the fingerprint instructors in the field for display in training schools.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The chart is reproduced from the booklet entitled "Classification of Fingerprints" which is utilized by every fingerprint instructor in fingerprint schools, and copies of the pamphlet are usually in the hands of the members of the school. It is felt that the preparation of a large wall chart would be of little value and the work involved would be unwarranted.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50, Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr cc: Mr. Clegg
- Nease cc: Mr. Mohr
- Gandy RTH:gh

RECORDED - 20

INDEXED - 20

66-2534-7555

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THE DIRECTOR

February 23, 1950

JOINT COMMITTEE

SUGGESTION NO. 361  
SAC E. D. HASON  
SAVANNAH OFFICE  
FORMS FD-125 and 126

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

SUGGESTION: That Forms FD-125 and FD-126 be revised so that a sheet of carbon paper can be used and both can be filled out at the same time. Form FD-125 is a Request for Criminal Data, and Form FD-126 is a Request for Credit Information. These forms are used in the Field by Special Agents.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

It is not felt that this suggestion is practical inasmuch as the two forms call for information which is quite different, hence it would not be possible to so phrase or space the forms so that a carbon copy could be made of one while the other is prepared.

For example, the Request for Criminal Data contains information as to race, fingerprint classification, height, weight, hair, eyes, arrest number, criminal specialty and other identifying data none of which items are called for on the Request for Credit Information.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/27/50: Present: Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson

31

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr

ST-113

INDEXED - 80

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-50107K

THE DIRECTOR

2-24-50

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 05-11-2011

A. Rosen

**SURVEY OF CHINESE COMMUNIST  
ACTIVITY IN THE UNITED STATES  
INTERNAL SECURITY - CH**

~~CONFIDENTIAL~~

The Executives' Conference unanimously recommended that the field be instructed to be alert to the necessity for being fully informed of activities pertaining to the Chinese Communist movement in the United States.

The survey is to be made for the purpose of gathering as much detailed information as can be obtained concerning the subject matter of this movement, such as the gathering of information concerning the identity of important persons, publications, organizations actively working in behalf of the movement in the United States, etc. The Bulletin is self-explanatory and has set a deadline for the completion of this project to be within thirty days upon receipt of the attached instructions.

The proposed Bulletin is attached and will go forward if approved.

Those in attendance were Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully for the  
For the Conference

Clyde Tolson

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

Attachment

AR:FE

RECORDED - 33

INDEXED - 33

66-2554-7557

MAR 1 1950

34

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

Classified by ~~SP-5 ci/pmf~~  
Declassify on: ~~OADN~~

5/8/91

THE DIRECTOR

February 27, 1950

EXECUTIVES CONFERENCE

REVISION OF LECTURE MATERIAL  
POLICE TRAINING PROGRAM

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and H. H. McCabe, considered the suggestion which had been made by police instructors attending In-Service school, that in bringing up-to-date police training school outlines in the various field offices, we follow the procedure of selecting a specific subject for each of the field offices and send to these offices copies of available material in the Training Division lecture files. In each office, a police instructor would be designated by the SAC to prepare a comprehensive lesson plan on the subject designated for that office, to be completed by a specified date. This material would be returned to the Bureau, reviewed carefully in the Training and Inspection Division, and then copies made to be distributed to each office for the use of police instructors. In this manner, we could have 52 lesson plans on 52 different subjects taught to police schools revised within a relatively short time. Of course, the material would be carefully reviewed at the Bureau before copies were sent to other offices.

Messrs. Glavin, Tracy, Harbo, Rosen and Carlson were in favor of this suggestion, as well as Mr. McCabe. Messrs. Mohr and Nichols were opposed, believing that such revisions in lecture outlines should be done at the Seat of Government in the Training and Inspection Division.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/81 BY SP-5 C/PJK

RECORDED - 61

INDEXED - 61

66-2554-7550  
MAR 2 1950  
37

cc: Mr. Clegg  
Mr. Mohr

Tolson: NTM:cgh  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

*dgh*

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*50 10*  
*W. J. ...*

MAR 3 - 1950

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TO : THE DIRECTOR  
FROM : THE EXECUTIVES\* CONFERENCE  
SUBJECT:

DATE: February 1950  
4/1/50

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson, and Fletcher in attendance, the Conference was advised that the following policy is followed by the Bureau with reference to searches of luggage and personal effects of persons entering and leaving the United States.

With reference to diplomatic personnel or similar official personnel of foreign governments, requests are not made of the Customs Service to effect baggage searches. When information is received indicating that the persons involved is carrying material of importance to national security, such information is furnished to the United States Department of State. With reference to diplomatic and foreign official personnel, it is the policy of the Bureau to make no search of their baggage or other material under their control without the permission of the State Department. The Customs Service in the past has stated that it does have the right to make a customs search of a diplomat's personal effects and baggage which are not under diplomatic seal.

With reference to individuals having no official status, the Bureau field office requests the local office of the Customs Service to effect a search of a subject's baggage when, in the opinion of the field office, it is believed something of value will be ascertained. A Bureau Agent may be present at the time of the search but in the capacity of an observer only.

The only instructions to the field are contained in SAC letters dated April 30, 1944, and April 13, 1945, in which it was indicated that requests from the Bureau representatives for searches of the effects of persons entering or leaving the country would be honored by Customs officials and that Bureau Agents would participate only as observers.

The Conference was of the unanimous opinion that the existing policy followed as a matter of practice was satisfactory, but that the field should be informed of that policy by appropriate bulletin. For your approval, there is attached a Bureau bulletin setting forth the Bureau policy with reference to the search of the effect of persons entering and leaving the United States.

Respectfully,  
For the Conference

RECORDED - 61  
Clyde Tolson

CC - Mr. H. H. Clegg  
Mr. J. P. Mohr

HBH:tic

166-2554-7589  
MAR 2 1950  
37

INDEXED - 62

44  
MAR 2 - 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/91 BY SP-5CJ/OW



THE DIRECTOR

February 28, 1950

EXECUTIVES CONFERENCE

SUGGESTIONS

The Executives Conference on February 27, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, Carlson, Nease and Clegg, unanimously recommended that when suggestions are received and considered by the Joint Committee of Field and Seat of Government representatives and the suggestion is unanimously recommended unfavorably by the Joint Committee, that the matter not be presented to the Executives Conference for further consideration provided the Assistant Director in charge of the Division concerned with the suggestion agrees with the finding, as evidenced by his initials on the yellow copy of the Joint Committee memorandum. This Joint Committee memorandum recommending negatively, which decision is approved by the Assistant Director directly concerned, would then be routed through Mr. Tolson's office to the Director's Office for approval or disapproval by the Director or his Office Manager.

Since many of the suggestions are repetitions and have been previously considered and acted upon, since many of them are not adaptable or considered logical, since the views of two Special Agents in Charge and two Assistant Directors would be unanimously opposed to the suggestion, and since there would be a concurrence by the Assistant Director whose work is directly concerned, there would be an experience has proven that there is but a small possibility that there would be a reversal of this recommendation by the Executives Conference. It would be, in each instance, subject to review by Mr. Tolson's office and final approval by the Director's Office.

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DATE 5/18/91 BY SP-5 C/BW

Respectfully,  
For the Conference

*Ab*

Glyde Tolson

RECEIVED DIRECTOR  
F B I  
U. S. DEPT. OF JUSTICE  
FEB 28 5 24 PM '50

cc: Mr. Clegg  
Mr. Mohr

- Tolson HHG:dgh
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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*Jgh*

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INDEXED - 61

66-2554-7560

60 MAR 3 - 1950

The Director

March 1, 1950

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Carlson, Clegg, Ladd, Belmont, Rosen, Mohr, Harbo, Tracy, Glavin and Nichols, considered the suggestion of Mr. Engert that steps be taken to arrange for the various Government agencies to submit an additional form which would be filled out in connection with the ~~Employee Loyalty~~ form in order that this form could then be used as an index card.

The present practice is to file federal employee loyalty forms in numerical sequence and search them specially when requested against lists of subversives. It has been the view of the Records Section that the main indices should not be cluttered with 3,000,000 index cards occasioned by processing federal employee loyalty forms inasmuch as a master index is maintained at Civil Service.

The Conference was unanimous in recommending unfavorably on the suggestion. A letter to Mr. Engert is attached.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
cc: Mr. Mohr

Attachment

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HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5CJ/BR

LBN:hmc

EX-34

66-2554-7561

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 73  
INDEXED - 22

63  
MAR 6 1950

THE DIRECTOR

3-1-50

Executives Conference

DEPUTY SHERIFF MARLIN EDGAR CONSTANTINE  
FBI NA APPLICANT  
44TH SESSION

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5 CIP/MS

The Executives Conference on 2-27-50, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd, Nichols, Carlson, Nease and Clegg present, considered the application of Deputy Sheriff Marlin Edgar Constantine for attendance at the April Session of the FBI National Academy. He is a Deputy Sheriff of Maricopa County, Phoenix, Arizona. He was born in 1908 at Rife, Pennsylvania, finished High School and has been employed by the Pennsylvania Railroad, also has been a truck driver, and was a salesman for the Standard Oil Company for 5 years. He was a hosteler for the Pennsylvania Railroad for 2 years. He then joined the Harrisburg Police Department in 1938 and continued there until 1942. He then became an Inspector for a manufacturing company and since 1944 he has been a Deputy Sheriff at Phoenix. He was married in November 1942 to Angeline M. Thomas of Hagerstown, Maryland and investigation showed that the applicant resided with Miss Thomas as common-law husband and wife from 1931 until they married in 1942. Individuals contacted stated that the applicant and his wife were a very fine couple of excellent principles and good moral background. Those who were acquainted with the applicant and his wife prior to the marriage were of the opinion that they were married while living together. He served in the Army from March 1943 to September 1943 and was discharged because of a severe back strain that limited the motion of the spine, but he has no disability at the present time and receives no disability compensation. His physician stated he is capable of strenuous physical exertion. There was no other unfavorable information.

In view of the premarital relationship, Mr. Tolson recommended unfavorably.

Other members of the Conference recommended favorably in view of the recognition of common-law relationships and in view of the fact that those who were acquainted thought the applicant was married and in view of the subsequent good repute of the applicant and his wife since their marriage.

Respectfully,  
For the Conference

Clyde Tolson

*I concur*  
*gt*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg cc-Mr. Mohr
- Glavin Mr. Glegg
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo HRC:DMG
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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INDEXED - 124

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*EX-8*

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*1950*

THE DIRECTOR

3/1/50

EXECUTIVES CONFERENCE

SPEED/DICTATION TRAINING

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and W. H. McCabe, considered the problem of affording training to stenographers who desire to increase their speed.

The Conference was unanimously in favor of permitting stenographers at the Bureau, who desire to improve their shorthand speed, to attend a dictation class for ½ hour daily to brush up on their stenographic speed. The Conference felt that this training should be given between 5:00 - 5:30 P. M. each day and that this time be devoted to taking dictation and that the transcription of the dictation should be after working hours on the employees own time. Mr. Glavin pointed out that this would be particularly advantageous for employees who failed the Bureau's stenographic test.

If approved, arrangements will be made to conduct this class in the Training and Inspection Division for those stenographers who desire to receive such training. It is believed that we should set a maximum of thirty days as the length of time which any stenographer may attend this class and that after they have been in attendance for two weeks they be given a test at 120 words per minute and those passing the test would not attend class thereafter.

If approved, the various divisions of the Bureau will be instructed to notify the stenographers of the availability of this training.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 124

INDEXED - 124

*66-2554-7563*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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NHMc:mfc

*mfc*

*[Signature]*

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DATE 5/8/91 BY SP-5 CBJ/DAF

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MAR 1 1950

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THE DIRECTOR

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EXECUTIVES CONFERENCE

\*TRAINING FILMS FOR NEW AGENTS

The Executives Conference on February 23, 1950, consisting of Messrs. Glavin, Harbo, Rosen, Carlson, Mohr, Nichols, Tracy and N. H. McCabe, considered the suggestion of Mr. K. R. McIntire that the Bureau undertake to make our own training films for new Agents' training.

Mr. McIntire points out that this could be done more economically than having films made by outside people since we have a 16mm sound recording movie camera available. Additional equipment, including spot lights and flood lights, would cost in the neighborhood of \$1,000. Mr. McIntire's suggestion contemplates starting out in a modest way by making a series of "shorts" lasting no more than ten minutes each on subjects appropriate for new Agents' training, to be supervised by an Agent to be transferred to the Training and Inspection Division.

Messrs. Glavin, Tracy, Harbo, Mohr and Nichols were opposed to this suggestion. It was not felt that the quality of the films would be satisfactory for new Agents' training and would not justify the expense. Messrs. Carlson and N. H. McCabe were in favor of the Bureau making short motion picture films for new Agents' training.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Clegg  
Mr. Mohr

RM:mfc

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-5 C/BK

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
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INDEXED - 124

EX - 8

66-2554-7564

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THE DIRECTOR

March 1, 1950

THE EXECUTIVES CONFERENCE

Death of Agents in Bureau Bulletins

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Nease, and Carlson, considered a suggestion that in the future when an Agent dies and he is a member of the Special Agents Mutual Benefit Association that this fact be included in the Bureau Bulletin advising of the Agent's death. It was pointed out that there are now approximately 1,800 members in SAMBA and that many of the Agents are interested in knowing whether the deceased Agent was a member. There appeared no real reason for excluding such information from the Bulletin.

The Executive Conference unanimously recommended that when an Agent is a member of the Special Agents Mutual Benefit Association that this fact be included in the Bureau Bulletin advising of the Agent's death.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

JAG:pc

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HEREIN IS UNCLASSIFIED  
DATE 5/8/92 BY SP-5/bmp

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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56 MAR 8 1950

THE DIRECTOR

1/17/50

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 5/8/91 BY SP-5 UJ/pms

The Executives Conference of January 16, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Ladd, Nichols, N. H. McCabe, Fletcher, Carlson, Rosen and Mohr, considered the fact that at the present time only ten Bureau divisional offices have 250-watt central radio stations and whether it would be desirable to extend our coverage in this field any further. It was pointed out to the Conference that the Director had noted we had only ten offices equipped with such radio equipment and the Director had inquired whether a study had been made of extending these facilities to other divisional offices.

The Conference was advised that the 250-watt central radio stations are presently located in the following divisional offices: New York, Washington, Los Angeles, San Francisco, Chicago, Philadelphia, Newark, Detroit, Baltimore and Miami.

The Conference was further advised that at the time these installations were made the Laboratory had considered all divisional offices and had given specific consideration to possible installations in the following offices: Cleveland, Boston, Pittsburgh, St. Louis, New Orleans, Milwaukee, Dallas, Buffalo, Portland and Houston. The Conference was advised that as a result of surveys and checks made by Bureau inspectors at these offices it was concluded that there was insufficient work to justify the expenditure of placing 250-watt central radio stations in them.

The Conference was advised that the 250-watt central radio stations are two-way affairs between the station and radio equipped cars and they generally operate efficiently within a 30-mile radius of the central station. Consequently the maximum benefit can only be obtained in those areas where there is a high concentration of population and utilization of a considerable number of Special Agents. During the original survey of this equipment it was ascertained that it would have maximum value only in those offices where there was considerable physical surveillance work and that the cost of installing and operating the stations would not be justified in offices where the equipment was merely used to contact Agents who were conducting investigations.

The Conference was advised that the Laboratory has prepared a survey of the radio equipment in the field and with specific reference to the utilization and performance of the 250-watt central radio stations in those divisions which now have that equipment. This survey in connection with the monthly inspection reports which are required

- Mr. Tolson \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Egan \_\_\_\_\_
- Mr. Gurnea \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Mr. Gandy \_\_\_\_\_

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JPM

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of the field and has been prepared to be sent out as the monthly project for February 1950.

The Conference unanimously recommended that before considering extending the 250-watt central-radio station equipment to any other offices, we should await the results of the survey of the utilization and experience with the equipment in the ten offices which now have it. The Conference was advised that the cost of installing one of the 250-watt central radio stations averages \$9000 per field office. In addition the annual average cost for leased telephone lines to remote receivers from the central station ranges from \$2500 to \$3000 per office. Depreciation and repair of the equipment are estimated at \$1500 per office annually. One full time clerical employee is necessary as a radio dispatcher during regular working hours and in addition a substitute operator would be required at lunch periods or at such times as the regular operator was on annual or sick leave. As indicated, the Conference recommended before any further installations of this type of equipment are made that the results of the survey from the ten offices now equipped should first be obtained.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*Richard expedite  
study of H.*  
CC - Mr. Clegg

THE DIRECTOR

2-26-50

A. Rosen

~~ROBIN~~

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DATE 5/8/91 BY SP-5 CJB/PAW

The letter which was submitted by Mr. Gurnea in the Robin case was rewritten and the substance thereof was brought to the attention of the Executives' Conference. The proposed letter is attached.

The letter briefly, which is a proposed draft of a memorandum, is for its purpose, the suggestion that the SAC take certain contacts in the underworld.

The purpose of the memorandum is to bring about "pressure" upon outstanding racketeers in various areas in such a manner as to immediately reduce their revenues, in the hopes that this procedure will result in affirmative action on their part to give us information concerning the possible solution of the Robin case. Not only might this be the purpose but it would also serve as a vehicle upon which to approach those characters who might be of assistance at a later date on various and sundry criminal matters.

It was pointed out that the procedure has worked in other cases and might be desirable.

**ACTION TAKEN:**

The following are opposed to the suggestion: Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr and Nichols, stating it should not be done on a nationwide basis but that if any specific situation arose consideration could be given to its use. There is a possibility it will result in adverse criticism.

*+Lall*

In view of the potential, Rosen feels that it should not be used when a specific situation arises but that the procedure should be begun at this time. To do have a talking point, it being the Brinks case. This will give us an approach to these persons and an opportunity to work our way in. There is a possibility of some mishandling in the field offices as our approach may be misconstrued, but it is believed that the potential justifies our taking this chance.

Those in attendance were: Messrs: Tolson, Glavin, McCabe, Tracy, Carlson, Harbo, Mohr, Nichols and Rosen.

Respectfully  
For the Conference

MAR 6 1950

Glyde Tolson

RECORDED - 125  
INDEXED - 125

46-2554-7567

MAR 8 1950

Room  
Attach  
AR 17

copy sc.

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: February 21, 1950

FROM : W.W. BROMWELL

SUBJECT

There is attached a memorandum regarding missing persons which, if desirable, may be published in the next bulletin to the Division Offices.

mp

Attachment

Approved by Executive Conference 2/27/50.  
Messr. Tolson, Ladd, Clegg, Glavin, Nichols,  
Rosen, Carlson, Nease, Harbo, Mohr, and Tracy  
were in attendance.

S. J. Tracy

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DATE 5/8/91 BY SP-5CJ/bxf

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66-2534

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146 MAR 20 1950

5 MAR 20 1950



The Director

March 1- 50

The Executives Conference

*Memorandum of*

The Executives Conference consisting of Messrs. Tolson, Clegg, Nichols, Ladd, Glavin, Carlson, Rosen, Harbo, Belmont, Mohr, Nease and Tracy, considered a suggestion that photographic prints of unidentified latent fingerprints handled in the Single Fingerprint Section of the Identification Division be filed in the Single Fingerprint Section rather than in the case file in the Records Section.

It was pointed out to the Conference that when latent fingerprints are developed and current correspondence is handled, the material is sent to the Records Section with the yellow of the outgoing communication. In such cases investigation is currently proceeding and within a reasonable period of time incoming correspondence naming suspects for comparison purposes is received. Sometimes this correspondence comes in within a day or so after the case has been finished and an outgoing letter has been sent. This creates a locate problem for the Records Section in order that the suspect prints may be compared with the photograph of the prints in the case file. If the photographs were filed in the Single Fingerprint Section by case number, this would eliminate the locate problem for the Records Section. Approximately 16 case files are currently called per day and the Records Section is of the opinion there would be a definite saving if the photographic copies of the latents were filed in the Single Fingerprint Section.

The Conference unanimously recommended the adoption of the suggestion.

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DATE 5/8/91 BY SP-5 GJ/BJF

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

SJTAMP

RECORDED - 64

INDEXED - 64

MAR 6 1950

EX-9

60 MAR 7 - 1950

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

TO : THE DIRECTOR

DATE: 2-28-50

FROM : A. Rosen

SUBJECT: ROBINK

Brink's Inc., Chicago, has offered a \$100,000.00 reward for the arrest and conviction of the persons responsible for the robbery of Brink's at Boston. The Commercial Union Assurance Company Limited, New York, has offered a reward of not exceeding five per cent of the actual monetary value thereof for recovery of money and property (excluding checks).

Inspector Gurena has requested Bureau authority to send a letter to all offices setting out the details of these rewards. The attached proposed letter has been prepared setting forth the details of the rewards offered and, in addition, it points out that representatives of the FBI are not entitled to receive any rewards, that the FBI has no control whatsoever over the distribution of the rewards but that the FBI, if specifically requested to do so, will advise the Reward Committee of information furnished by any individual which leads to the arrest and conviction and/or recovery of the money.

## RECOMMENDATION:

The Executives' Conference unanimously recommended this letter be transmitted from Washington to all field offices.

Those in attendance were Messrs: Tolson, Nease, Carlson, Clegg, Ladd, Mohr, Harbo, Tracy, Glavin, Nichols and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

DIRECTORS NOTATION: "OK, H."

AR:FE

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DATE 5/2/91 BY SP-5 CIB/

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THE DIRECTOR

February 24, 1950

JOINT COMMITTEE

SUGGESTION NO. 367

EMPLOYEE: [REDACTED]

BIRMINGHAM OFFICE

FORM FD-109

MEMBERS PRESENT: H. H. Clegg  
E. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/8/91 BY SP-56/PAK

b6  
b7c

SUGGESTION: That Form FD-109, which is the letter transmitting the Agent's personnel file and related items to the office to which an Agent is transferred, be modified as follows:

- (a) Eliminate reference to leave record card and leave slips.
- (b) "Delinquent technical training" changed to reflect the training received in accordance with existing requirements.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Some of the proposed changes are inadequate, and the proposal to have printed headings for the listing of technical training is undesirable because technical training may and possibly will be modified from year to year.

The Joint Committee recommends that when the next supply of Form FD-109 is prepared, it should be brought up-to-date in any respects where revisions are required at the time.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously concurred with Joint Committee, 2/27/50. Messrs. Tolson, Ladd, Mohr, Clegg, Carlson, Nease, Rosen, Tracy, Glavin, Nichols, Harbo.

Respectfully,  
For the Conference

Clyde Tolson.

662554-7569  
7 1950

RECORDED - 76

INDEXED - 76

cc: Mr. Clegg  
Mr. Mohr

RTH:dgh

hgh

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

THE EXECUTIVES' CONFERENCE

ALL INFO. HEREIN IS UNCLASSIFIED DATE 2/11/87 BY SP5C/ut  
#323,613 5/8/91 SP-5C/DA

At the Executives' Conference, February 13, 1950, Messrs. Tolson, N. H. McCabe, Harbo, Nichols, Tracy, Mohr, Carlson and Fletcher in attendance, the members of the Conference were advised, in accordance with your instruction, of the present Bureau policy and jurisdiction in connection with possible acts of sabotage to commercial aircraft. It was stated that this policy has been arrived at through agreements with the Civil Aeronautics Administration and by Departmental ruling.

The Conference was advised that on January 4, 1945, the Bureau entered into an agreement with the Bureau of the Civil Aeronautics Administration pertaining to airplane crashes wherein a possibility of sabotage existed. This agreement applies only to commercial aircraft flying regularly established and scheduled routes, and, in part, stipulates:

- (1) The Civil Aeronautics Board is charged with investigation of aircraft accidents and the FBI is responsible for the investigation of acts of sabotage.
- (2) The FBI will make inquiries into every scheduled air carrier crash. If the cause of crash is not apparent, an FBI representative will establish close-working liaison with CAB investigators handling the case.
- (3) If the CAB investigation establishes the crash is attributable to causes other than sabotage, the FBI inquiry will be concluded. If it appears from the CAB investigation that sabotage is involved, the FBI will assume control and direction of the investigation under the war-time sections of the Sabotage Statute.

INDEXED - 20 | 66-254-1570  
NOT RECORDED  
43 MAR 9 1950

As a result of this agreement, the Bureau established a policy that we would investigate only airplane crashes and limit those to cases wherein sabotage was established as the probable cause. This agreement was concurred in by Thomas J. Gaudin, Assistant Attorney General, Criminal Division, by memorandum of August 26, 1945.

EX-115

On April 28, 1949, the Bureau of Safety Investigation, CAB, advised the Bureau of four incidents involving damage to airplanes owned and operated by United Airlines and reported these incidents as "attempted sabotage. The Conference was advised that since none of these four incidents involved a crash, the facts were submitted to the Criminal Division of the Department for an opinion as to whether investigation should be conducted by the Bureau in these types of cases. On May 23, 1949, the Criminal Division advised the Bureau of its ruling that investigation would have to be conducted in view of the language of the Sabotage Statute. Accordingly, the Bureau conducted investigation which reflected that all

H. Clegg  
R. Mohr

*[Handwritten signatures and initials]*

MEMORANDUM FOR THE DIRECTOR

the incidents involved were the result of either negligence or carelessness on the part of airline personnel. The results of these investigations were brought to the attention of the Criminal Division on June 20, 1949, and it was pointed out that it did not appear practical to investigate incidents, such as these, where no evidence of sabotage was presented. It was further noted that the present policy with regard to airplane crashes was to withhold any investigation until CAB investigators developed definite information indicating that a crash was the result of sabotage. By memorandum of July 5, 1949, Assistant Attorney General Alexander M. Campbell, Criminal Division, replied as follows:

"It is believed that existing statutes, as outlined in my memorandum of May 23, 1949, will be adequately complied with if the Bureau undertakes investigation after the Civil Aeronautics Board investigators have developed definite information indicating that a crash is the result of sabotage."

The Conference was of the unanimous opinion that the present Bureau policy and procedure in connection with possible acts of sabotage to aircraft were satisfactory and should be continued; that in those instances where doubt existed, the matter should be referred to the Department for an opinion as to investigation.

If you agree, the above described procedure will be continued.

Respectfully,  
For the Conference

Glyde Tolson



THE DIRECTOR

February 23, 1950

87855

EXECUTIVES CONFERENCE

DISPOSITION AND DISPOSAL OF RECORDS, DATA SLIPS AND MEMORANDA FROM WIRE TAPS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 3/11/81 BY 5251

The Executives Conference on February 27, 1950, consisting of Messrs. Tolson, Glavin, Tracy, Ladd, Egan, Clegg, Nichols, Gurnea, Rosen and Gandy, considered the application of the opinion submitted in writing by the Department of Justice concerning the disposal and destruction of data, records and recordings based upon wire taps. You will recall that Attorney General in the Corson Case filed a memorandum with the court stating that Special Agents had violated the Federal Law (1) by destroying memoranda, monitoring slips, record recordings, without complying with the laws relating to the preservation and disposition of Government records, (2) by removal or publication of Government records in violation of the law prohibiting the destruction of such records and documents, and (3) by destroying the records in order to prevent their subsequent release by Court process the Agents were then in contempt of court.

Does these propositions, together with the further inquiry as to whether there was involved any violation by the destruction of the records as material Government property, were presented to the Criminal Division of the Department of Justice, and opinions and memoranda dated February 8 and February 14, 1950, have been received in each instance advising that there was no violation in any of these propositions by the FBI Agents, and that the same practices could continue without a violation of the law being involved. (A summary of the opinion is attached hereto, which reflects that the allegations of Starns are without merit, that all material wire logs in temporary in nature and may be destroyed without violation of the law that there is no prohibition against the retention of this material as long as it has value and as long as it retains its temporary character.) The Department did propose that uniform administrative procedure be adopted for the handling of this material, and previously, on December 22, 1949, an SAC letter was sent to the Field instructing that the longhand or typed memoranda or notes made by the Agent monitoring the lines, the records, discs and recordings of such telephone conversations which were intercepted, and all other records, notes and data pertaining to the product of this telephone tap should be destroyed except a final summary log prepared daily. These materials were to be destroyed promptly after the log had been prepared by the Agent to whom the case was assigned and by a Field Supervisor. Thus, there would be retained in the field office the summary log form which data would be subsequently dictated as part of an individual case when pertinent and applicable into the individual case reports. These logs are maintained in a sub-section of the pertinent file, but they are kept in a locked office separate and apart from the regular file room, under the immediate supervision of patrol personnel. The pertinent file room these logs is guarded by stenographers especially assigned to this confidential work, and the index is kept showing the name of subject and the file number (including sub-section) are then sent to the general indices for filing.

The Executives Conference considered the above matters and recommended as

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Mohr
- Tele. Room
- Miss Gandy

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1. That the instructions in the SAC letter dated December 22, 1949, be continued as is, calling for the destruction of all notes, records, discs and recordings except the summary log prepared on a daily basis, and for the retention of the summary log in the special confidential room handled by specially selected employees.

2. Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Rosen, Ladd and Nichols recommended that the summary logs be retained and maintained as at present, but that the sub-sections of the files containing these logs be considered as temporary files and records. This characterization of these files as "temporary" would permit the subsequent destruction of these files at any time the Bureau subsequently decided that such files or any part of them should be destroyed. It was recommended, however, that these files be retained but that they be considered as temporary files. The reason for the retention of these files for an extended period is the fact that index cards are prepared on many of these daily logs and the index cards are placed in the general indexes. This would make it difficult and impractical to require a subsequent review of the files for the purpose of removing index cards prior to destruction. Also, prior to SAC letter dated December 22, 1949, most of the memoranda, data, logs and transcripts of telephone taps went directly to the case file, and it would be an impractical task to go back through these numerous files and remove these numerous transcripts, memoranda and records as far as those heretofore recommended were concerned. Therefore, the recommendations of the majority was that the files containing the logs be retained but be considered as temporary. The Department has ruled that the head of an agency has authority to determine whether a record or document should be considered worthy of retention or whether it should be considered as temporary, and they also ruled that temporary records could be retained as long as they were of value. Thus, the proposal is that they be considered "temporary" and that no automatic system of destruction be set up in view of the practical difficulties involved in destroying them and the index cards and related material pertaining to them.

Messrs. Condon, Nease and Glegg were of the opinion that these logs should be considered as temporary records and files, and that upon the specific recommendation of a Special Agent in Charge with reference to any of these files, they could be destroyed with Bureau authority.

Mr. George Incepp, who participated in preparing the Department's opinion, advised Mr. Glegg orally on this date that ~~such~~ a memorandum in the Bureau's files pending a decision of the Director that these logs are considered temporary would suffice to establish clearly that they are temporary in character.

3. A recommendation was made and unanimously recommended unfavorably by the Executive Conference that the Department be furnished with a complete outline of the procedure followed in order to be sure that the Department agrees in writing with the system in effect at the Bureau. This was recommended unfavorably in view of the fact that the Attorneys in the Criminal Division who prepared this opinion

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and furnished detailed oral information as to the action taken and practices engaged in, they were thoroughly familiar with the procedure, and to advise the Department formally again as to this procedure would have the disadvantages of binding the Bureau to this procedure in the future when, in fact, some violation might become desirable within the limits of the opinions rendered by the Department of Justice.

An SAC letter will be forwarded to the field offices advising that pursuant to the opinion and instructions of the Criminal Division of the Department of Justice, the instructions as approved above by the Director are being submitted.

Respectfully,  
For the Conference

Hyde Tolson