

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
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FOI/PA# 1511466-000

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Page 29 ~ Referral/Consult;  
Page 30 ~ Referral/Consult;  
Page 31 ~ Referral/Consult;  
Page 32 ~ Referral/Consult;  
Page 33 ~ Referral/Consult;  
Page 34 ~ Referral/Consult;  
Page 35 ~ Referral/Consult;  
Page 36 ~ Referral/Consult;

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MR. NICHOLS

February 9, 1951

F. W. WALKART

PROPOSED BULLETINS

*EXECUTIVE CONFERENCE*

There are attached several proposed bulletins, one on requests for special messenger service and the other on initialing of mail. Both of these problems were raised again during the recent self-inspection of this Section.

The bulletin on special messengers provides for a drastic curtailment of this service. I feel this action is justified in view of the attached report which reflects that we handled well over 20,000 requests for special messengers in January. Despite numerous bulletins in the past warning that requests for special messengers must be reduced, they have continued to increase.

A survey last month indicated that many of the requests were coming from clerical personnel and on numerous occasions it was definitely felt they were unnecessary. We have also had considerably more trouble with clerical personnel requesting special messenger service and demanding immediate attention. By contrast, the supervisory personnel have been very considerate in this regard and have allowed us to hold up their request for messenger service in order to take care of multiple calls with one messenger.

Accordingly, it is believed that the limitations proposed in the memorandum on special messenger service should be approved and put into effect immediately.

The bulletin on initialing mail simply reiterates long-standing requirements on this subject. It is believed that the suggestions contained therein will clarify some of the problems, particularly with the new Supervisors coming into the Seat of Government. We, of course, supplement this with personal contact among the Supervisors and also during supervisory training classes for new Agents here at the Seat of Government.

RECOMMENDATION:

That both bulletins be approved for distribution to employees here at the Seat of Government.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5C/BJ  
Comp # 323, 013

FWW:eo  
Attachments

ADDENDUM: LBN:CMC, 2-24-51

Unanimously approved by the Executives Conference consisting of Messrs. Glavin, Harbo, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease and Nichols.

DIRECTOR'S NOTATION: "O.K.H."

66-2141-8586

RECORDED - 51

NOT RECORDED  
142 MAR 13 1951

51 MAR 27 1951

ORIGINAL FILED IN

cc: Mr. Rosen  
Mr. Price  
Mr. Pope

The Director

March 6, 1951

The Executives Conference

Interstate Transportation of Stolen Motor Vehicle

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5C/BA

The attached proposed SAC Letter is designed to reduce errors of substance in investigations of Interstate Transportation of Stolen Motor Vehicle cases which will conserve investigative and supervisory time. The SAC Letter includes a discussion of the following matters:

1. Interviews with recovering officer.
2. Interviews with owner.
3. Examination of automobile.
4. Description of automobile in complaint.
5. Reporting information concerning hearings before U. S. Commissioners.
6. Reporting information that owner has been notified immediately upon recovery of car.

The attached SAC Letter was approved by the Executives Conference on March 5, 1951, with Messrs. Harbo, Mohr, Sizoo, Belmont, Tracy, Clepp, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc: Mr. H. H. Clegg  
Mr. Mohr

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

56 MAR 19 1951

RECORDED - 130  
INDEXED - 130

66-3554-8587

THE DIRECTOR  
JOINT COMMITTEE

March 2, 1951

SUGGESTION NO. 637  
EMPLOYEE: SPECIAL AGENT CLAY ZACHRY, JR.  
SAN ANTONIO FIELD DIVISION  
SUGGESTION AS TO WANTED FLYERS TRANSLATED  
INTO SPANISH

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 CBN

SUGGESTION:

EXECUTIVE CONFERENCE

Employee suggests that whenever Wanted Flyer is circulated in Mexico or other Spanish speaking countries that the subject's height be expressed in the metric system of measures and the weight similarly in the metric system. They are not accustomed to feet, inches and pounds and this descriptive item would not be of value to the Mexicans.

JOINT COMMITTEE CONSIDERATION: Unanimously favorable.

The Joint Committee recommended unanimously favorable in those special instances where Wanted Flyers or identification orders are prepared in Spanish for circulation in Spanish speaking areas.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

The Executives Conference on February 28, 1951, consisting of Messrs. Ladd, Glavin, Mohr, Sizoo, Belmont, Rosen and Clegg recommended unanimously favorable.

Respectfully,  
For the Conference

Clyde Tolson

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

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 44

INDEXED - 44

66-254-8588  
MAR 3 1951

HHC: IGS

MAR 23 1951

51-123

THE DIRECTOR

3/14/51

THE EXECUTIVES CONFERENCE

The Executives Conference of March 13, 1951, consisting of Messrs. Ladd, Glegg, Sizoo, Tracy, Belmont, Harbo, Rosen and Mohr, considered a suggestion made by the Identification Division that employees on extended sick leave be given honorary memberships in the FBIRA and that copies of the Investigator be sent to such employees.

After discussing the matter, the Conference was of the unanimous opinion that it would be undesirable to afford honorary memberships in the FBIRA to anyone. This has not been done in the past and the Conference was of the opinion that this would be an undesirable procedure.

The Conference was unanimous, however, in recommending that the Investigator be sent to all employees on extended sick leave whether they are or are not members of the FBIRA. The Crime Records Section will maintain the addresses of employees on extended sick leave and forward copies of the Investigator to them in the event the Director approves the recommendation of the Conference.

Respectfully,  
For the Conference

Glyde Tolson

*Also to all employees on military leave*

CC - Mr. Glegg

*yes*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 C. B. M.

*66-2334-8589*

JPM:DW

RECORDED - 119

MAR 17 1951

INDEXED 119

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

*yes*  
6 MAR 20 1951

The Director

March 13, 1951

The Executives Conference

REQUESTS FOR FILMS FROM POLICE DEPARTMENTS

The Executives Conference on March 12, 1951, consisting of Messrs. Ladd, Tracy, Rosen, Sizoo, Mohr, Belmont, Harbo and Clegg, considered the suggestion of Supervisor G. E. Nanna concerning the use of films by police departments.

The Bureau has been able to acquire either on loan or purchase basis, a number of films dealing with a variety of subjects, including traffic enforcement and safe driving, which are produced commercially. At times the Bureau field offices or the Seat of Government will receive requests for loan of a particular film for a police school. Sometimes the film is to be shown before groups of auxiliary police only, and the Bureau does not participate by providing instructors for such schools, other than to lecture, if requested, on Bureau jurisdiction. The suggestion was that the Bureau not send films direct to the police department for use in their training programs unless the Bureau has Agents participating as instructors in the training program, but that the Bureau advise where these films can be rented or purchased.

RECOMMENDATION:

It was unanimously recommended that, since these films when loaned to police agencies do not require the presence of Bureau personnel to operate the projector, if the Bureau had such a film available for which other commitments had not been made, they should be loaned to the police department making the request regardless of whether it was to be used before auxiliary police, or in regular schools in which FBI Agents were participating. Of course, if the film had already been booked for a school in which FBI Agents were participating, it would not be made available for use otherwise and, in such event, the police department could be informed that the only copy available would be in use on the dates mentioned but that they might desire to rent or purchase such a film from the specific agency which would be named and the address furnished.

If this is approved, this policy will be followed in the future.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 119

INDEXED 119  
FV

MAR 17 1951

HHC:IGS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/23/97 BY SP-5 CBJ/je

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

MAR 20 1951

66-554-8590

Handwritten initials

The Director

March 8, 1951

Joint Committee

b6  
b7c

SUGGESTION NO. 649

EMPLOYEE: MISS [REDACTED]  
Albuquerque Division

SUBJECT: SICK LEAVE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/23/91 BY SP-5 C/DHP

SUGGESTION:

EXECUTIVE CONFERENCE

Present regulations require that an Agent working out of headquarters city place his certification for sick leave not exceeding one day on the reverse side of his daily report. Employees working in headquarters city place the certification for sick leave on the reverse side of the No. 1 (Attendance) register.

The suggestion is that the certification of sick leave on daily reports be made in red pencil. It is stated that this would serve as a flag to the clerk handling the daily reports to make sure that the sick leave has been posted to the Time and Attendance records before the daily report is filed.

This matter was referred to the Administrative Division which favored the idea and in addition suggested that all absences on sick or annual leave should be indicated on both No. 3 cards and daily reports, sick leave in red pencil and annual in blue pencil. The purpose is, of course, to flag the information for any clerical employee who reviews the material in connection with maintaining Time and Attendance records.

JOINT COMMITTEE CONSIDERATION:

Unanimously opposed to the suggestion on the ground that it would unnecessarily complicate existing regulations and that any such regulation would be difficult to enforce since to comply with the proposal it would be necessary for Agents to carry red and blue pencils. Existing Bureau regulations require that employees in the headquarters city who take sick leave or annual leave for less than the whole day shall indicate this fact on the No. 1 (Attendance) register by showing the exact time of departure with an explanatory notation in the right hand column of the attendance register. Needed information for absences less than an entire day is normally obtained from this source. Any review of the No. 3 register cards is for the purpose of checking to make certain that all employees have complied with the regulations and made appropriate entries on the attendance register.

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

374  
MAR 22 1951  
Mr. Mohr  
PTH:VH

INDEXED - 24

EX-27

ORIGINAL FILED IN 4-8591  
MAR 19 1951  
82



THE DIRECTOR

March 15, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/23/91 BY SP-5 CIP/PA

The Executives Conference of March 14, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, McIntire, Clegg, Ladd, Sizoo, Rosen, and Glavin considered a suggestion submitted by Special Agent R. C. Graham of the Administrative Division that the Bureau ~~microfilm~~ microfilm the Bureau employees' retirement cards, forwarding these ~~microfilmed~~ microfilm records of the retirement cards to one of our inland offices so that such information would be available to the Bureau in the event of an unexpected attack which would result in destruction of Bureau records in Washington.

Mr. Graham pointed out that the retirement cards maintained by the Bureau represent the only record in existence of the amount of money withheld from employees' salaries for retirement and it is felt absolutely essential that arrangements be made to have a record of these cards in a location other than Washington. It would be necessary for us to microfilm approximately 12,500 cards at the present time. Microfilming equipment is available at the Bureau and would not cause a great deal of additional work. It would take two employees one day to microfilm these records.

The Conference recommends that these retirement cards be microfilmed and the microfilm copies thereof be forwarded to the Omaha Office for safekeeping. The Conference further feels that it would be desirable to re-microfilm these cards at least once a year, sending the microfilm record to the Omaha Division at that time.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 138

INDEXED - 138

MAR 20 1951

66-2554-8593

61 MAR 22 1951

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

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

The Director

March 12, 1951

Joint Committee

SUGGESTION NO. 648

EMPLOYEE: INSPECTOR H. B. LONG

SUBJECT: RECORD OF CASES ASSIGNED TO POLICE

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 CIB/BJE

SUGGESTION:

The monthly administrative report prepared by field offices presently shows for individual police departments the number of cases assigned at the end of the month and the number delinquent.

The suggestion is that the listing of information concerning cases assigned to the police be amplified to show

1. Number of cases assigned at beginning of month
2. Number assigned during month
3. Number closed during month
4. Number assigned at end of month
5. Number delinquent.

The advantage of the proposal is that it will adequately reflect the total volume of cases referred to and handled by police rather than simply showing the number assigned as of the last day of each month.

JOINT COMMITTEE CONSIDERATION:

Unanimously favorable.

RECORDED - 138

INDEXED - 138

62-2331-8594

MAR 20 1951

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable, Messrs. Ladd, Mohr, Clegg, Belmont, Sizoo, Rosen, Tracy and Harbo, March 12, 1951.

Respectfully,  
For the Conference

Glyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

RTH:VH

61 MAR 22 1951

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

Handwritten initials and signatures, including "RD" and a large signature.

THE DIRECTOR

March 8, 1951

JOINT COMMITTEE

SUGGESTION No. 666

EMPLOYEE: Miss [redacted]

Training and Inspection Division

TIME AND ATTENDANCE REPORTS

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

b6  
b7c

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 CJP/HF

SUGGESTION:

Miss [redacted] of the Training and Inspection Division has suggested that the data which is uniform on the Time and Attendance Report (Standard Form 1130) be placed thereon by ditto machine if one is available at the Seat of Government and in the Field Offices, or by mimeograph machine when the ditto process of duplication is not available.

The present practice is to type all the data on the cards. This data is as follows:

- \*1. Name, title, accumulated Sick Leave and Annual Leave on line 1.
- \*2. The division, such as New York City, and the code number for the division such as 13-200, line 2.
- \*3. The inclusive dates of the pay period, such as "3-18-51 thru 3-31-51," line 3.
- \*4. The pay period number, line 4.
- \*5. The leave accrued during the reporting period.
- \*6. Number of hours worked during the regular pay period.
- \*7. The amount of required overtime worked, such as 8 hours for Saturday.

RECORDED - 637

INDEXED - 67

6-2134-8595

MAR 20 1951

\*Can be duplicated on all reports for a pay period.

①

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

cc - Mr. Mohr  
59 MAR 22 1951  
HHC:IGS

\*8. The total number of days worked and the total number of hours worked.

\*9. The name of the Special Agent in Charge or Division Chief.

When no leave is taken during the pay period, all the above data except item #1 can be transposed on the card by mimeograph or ditto type of duplicating process.

If leave is taken on Saturday, it will be necessary to make a change of one figure for that particular Saturday. It can be made by a simple eraser or by use of ink eradiator and writing in the correct figure in longhand. The number of hours worked on all other days are not affected by regular annual leave or sick leave, and it would be affected only in those rare instances where leave is taken without pay.

#### Experience in this Work:

1. In the Training and Inspection Division this procedure has been followed for several weeks. It has met the specifications and requirements of the Chief Clerk's Office. During the most recent pay period it was found that the savings in time by this procedure for approximately 750 employees in the Training Division, which includes New Agents in training, was 6½ hours. This is a minimum savings without any requirements for checking, because the duplication process, once it is found accurate, will in each instance be uniform.
2. In the New York Office this procedure was tried for two pay periods. Not having a ditto machine, they mimeographed the uniform information and the net savings for approximately 750 employees was slightly in excess of 3 hours, and the clerical employee in charge of leave records advised that the "mimeographing of these reports is an excellent idea and practicable in the New York Office."
3. In the Newark Office the amount of savings per pay period was approximately 3 hours for 245 employees.

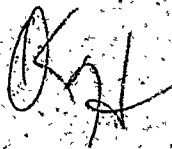
JOINT COMMITTEE CONSIDERATION:

1. The Joint Committee unanimously recommended that instructions for the preparation of these Time and Attendance reports in this method of using a duplicating process be issued to all Field Offices. It is pointed out that when this is done the only typing necessary on these cards is the first line setting forth the information in item #1 above.
2. On the calculation of a conservative type that there would be less savings in smaller Field Offices, the Joint Committee made a minimum savings estimate of 4 hours for 1,000 employees each pay period. For 12,000 employees and for one year of 26 pay periods, based on the average salary of Grade 3, the savings would be \$1,761.00. This would entitle the employee to a cash award of \$75.00, which was unanimously recommended by the Joint Committee.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg recommended unanimously favorable both of the recommendations of the Joint Committee, and if approved there is attached hereto an SAC Letter in this regard.

Respectfully,  
For the Conference

  
Clyde Tolson

Attachment

cc: Mr. Rose  
Mr. Price  
Mr. Pope

The Director

March 13, 1951

The Executives Conference

Interstate Transportation of Stolen Motor  
Vehicle Cases - Automobile Theft Rings

The attached proposed SAC Letter sets forth certain suggestions for the field which it is believed will develop information concerning automobile theft rings. The SAC Letter incorporates a discussion of the following matters:

1. Development of sources of information among used car dealers.
2. Periodic check of police records on unrecovered automobiles.
3. Periodic check of motor vehicle bureau registrations for fictitious registrations.
4. Development of sources of information among insurance companies selling wrecked automobiles.

The attached SAC Letter was approved by the Executives Conference on March 5, 1951, with Messrs. Harbo, Mohr, Sizoo, Belmont, Tracy, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

*RKL*

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/23/91 BY SP-5 CJD/DM

CC: Mr. H. H. Clegg  
Mr. Mohr

JDP:mec/ML

RECORDED - 67

INDEXED - 67

66-2554-18596

MAR 22 1951

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

The Director

March 15, 1951

The Executives Conference

FBI NATIONAL ACADEMY  
SHOULDER PATCHES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5/BJB

The Executives Conference on March 15, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Nichols, Sizoo, Laughlin, and Clegg considered the suggestion that the Bureau approve shoulder patches containing the FBI National Academy seal which can be purchased by National Academy Graduates.

There are attached hereto shoulder patches of the United States Park Police, Oldsmobile Service and Ford, and the shoulder patches for the National Academy would follow one of these three types, except the seal of the National Academy would be used. Some of the Graduates might want them on their uniform, others on their shooting jackets, sweater, Police Boys Club blouse or athletic uniform. Regarding the cost, they could be made up in groups of less than 110 at \$1.00 each, or in quantities of between 110 and 220 for between 90¢ and 95¢, and if there was a demand for as many as 2,000, the cost would be between 60¢ and 65¢ each.

Although the National Academy students and Graduates do buy considerable jewelry in the way of identification pins, tie holders, rings and pocketbooks, on all of these devices the seal is not readable unless one is very close to it. The shoulder patches would be readable from a considerable distance.

Messrs. Harbo, Nichols and Clegg felt that with the letters FBI on the seal it would be undesirable if this type of identification emblem would be approved and felt it would cause some people to believe that the officer is an employee of the FBI, and they were, therefore, opposed to the approval of this type of emblem.

All other members of the Conference were favorable since there was practically no distinction between this type of emblem and the emblem on their pins and rings.

Respectfully,  
For the Conference

*Loyce*

66-2547-8597  
APR 20 1951  
Clyde Tolson

Attachment

RECORDED - 67

INDEXED - 67

cc - Mr. Mohr  
MAR 22 1951  
HHC:IGS

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Felt
- Nease
- Gandy

The Director

March 7, 1951

The Executives Conference

FIRST AID PROGRAM FOR PERSONNEL  
AT THE SEAT OF GOVERNMENT  
WAR PLANS

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg considered the Bureau's War Plans which call for the training of 25 per cent of the personnel at the Seat of Government in First Aid. This requirement is considered adequate first aid services in the case of bombing or other catastrophe. To date thirty-two Bureau employees have been trained and qualified to serve as first aid instructors.

On November 1, 1950, the Bureau approved postponing further action in this program until March 1, 1951.

At this particular time, since it would require a total of 39 classes and 24 hours of instruction to be given to each class for a total of 1092 employees at the Seat of Government, and due to the volume of work and the shortage of classroom space, it was recommended that this matter be postponed again until July 1, 1951.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 CJK/MTT

RECORDED - 113

INDEXED - 113

EX-110

166-2534-8598

MAR 18 1951

HHC:IGS

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

60 MAR 26 1951

Handwritten initials



THE DIRECTOR

J. P. MOHR

EXECUTIVES CONFERENCE ATTENDANCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 C/B/T

The Executives Conference today was attended by Messrs. Ladd, Tracy, Clegg, Glavin, McGuire for Nichols, Belmont, Rosen, Parsons for Harbo, Nease, Sizoo and Mohr.

Mr. Tolson was absent since he was out of the building.

Mr. Nichols was absent since he was working on a special and Mr. McGuire was 30 minutes late since he was making arrangements for the Big Brother television program tomorrow.

Mr. Harbo was absent since he is conducting the inspection of the Washington Field Office.

The Conference was advised of the Director's desire that at the next Executives Conference meeting the group be advised that he wanted the Supervisor on duty at night and holidays to be utilized to review files and perform other duties when some emergency matter arises and not wait until the regular staff comes on duty to do it. It was pointed out to the Conference that it happens occasionally that an Assistant Director or an employee in some division may get a call late at night on some matter which requires a review of the files or the performance of some other duty and it normally would not be possible to go ahead with this work until the following work day, in which event the matter should be referred to the night or holiday Supervisor for immediate attention.

Messrs. Ladd and Belmont pointed out to the Conference that the night and holiday Supervisors were kept extremely busy with work which arises during the night and holidays and in addition thereto, the night and holiday Supervisors handle the work which normally would be taken care of on their regular desks. Messrs. Ladd and Belmont explained that if there was a considerable volume of such work referred to the night and holiday Supervisors, they would like to have it called to their attention so that arrangements could be made to have additional help provided in order that the night and holiday Supervisors would not be bogged down with special types of work. It was suggested in the event the night or holiday Supervisor finds he is becoming bogged down with any such referrals to him, he should of course promptly call it to the attention of his Assistant Director.

JPM:DW

CC - Mr. Nichols DIRECTOR'S NOTATION: "The primary purpose of having Harbo Supervisors on at night is to handle specials that arise. H."

INITIALS ON ORT RECORDED - 136

52 JUL 17 1951

66-2534-8599  
MAR 20 1951

THE DIRECTOR

March 16, 1951

JOINT COMMITTEE

104  
SUGGESTION No. 576A  
EMPLOYEE: W. R. SVOPE  
RADIO OPERATOR  
SAN ANTONIO DIVISION

~~NEW YORK~~  
AUTHENTICATION SYSTEM

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
A. Scheidt  
S. K. Hickey

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HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5 CJP/MT

SUGGESTION:

Employee suggests a method of identifying Bureau radio messages as authentic. The system suggested is that each Field Office would be furnished with a chart in the nature of a code. There would be one chart for each day and the code would be one each minute of the day. In the section of the radio message which reflects the date and the time, three additional letters would be used. These three letters would change each minute of the day as shown on the chart. By adding these three letters to the radio message date and time group, it would authenticate the message provided these three letters were the three letters on the chart for that particular minute of the day. It would be necessary to possess this chart in order to know which three letters would be used.

In the Pacific zone during the recent war, radio operators on submarines would dispatch a message which would be immediately answered by enemy stations posing as the intended recipient of the message or offering to act as a relay station. The code symbol would authenticate and positively identify the receiving station as well as the sending station.

The San Antonio Office operator recently overheard a message on the Bureau frequency and a question arose in the operator's mind as to the authenticity of the communication, which prompted him to make this suggestion.

RECORDED - 73

cc - Mr. Mohr  
Mr. Clegg

MAR 21 1951

INDEXED - 73

HHC: IGS: IV

EXHIBIT 7 B

106-2554-8600

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

Executive Conference

Advantages:

- (1) This would prevent, or at least limit the likelihood of an impersonator or enemy station misleading the Bureau by using its frequency and network.
- (2) Although some small amount of time would be required to check against the chart, which would be 1 page for each day, in time of a more urgent emergency or war, it would be worth this added trouble, which approximates 30 seconds for each message.
- (3) It would guarantee delivery by the intended Bureau office, since the sending office would not be misled by some enemy routine acknowledgement, which becomes possible merely by imitating existing procedures.
- (4) This would be actually a two-way check in that both the sending and receiving offices would each check the chart as to the authentication for each individual message.

Disadvantages:

- (1) It would take some additional time during an emergency when there would be obviously heavy traffic over this network, particularly if regular communications facilities were out of commission.
- (2) It might be possible that some thief would steal this chart from an office safe and, therefore, be in a position to give the accurate authentication to one of the Bureau's stations unknown to the Bureau radio operator. This, however, could be effective only for 1 day, since the charts are changed daily and, if the entire pad were lost, the Bureau would be advised and a new set of charts would be transmitted as a substitution.
- (3) To produce a year's supply of these charts by the Cryptanalysis Section of the Laboratory would cost approximately \$130.00.
- (4) This would go into effect only in the event of an emergency and there would be no value unless the emergency became more acute or unless war was declared.

(5) In the event the emergency became more serious or war is declared, there would then be time enough to transmit such authentication charts to the Field.

(6) In the every-day usage of radio signals, operators get accustomed to the rhythm or personal peculiarities of the operator and this recognition of the personal peculiarities or technique is the most advantageous authentication there is. It should be pointed out, however, in the event the Bureau's network was used widely in time of war, most of the Field Office operators would not be acquainted with the personal peculiarities and techniques of other Field Office operators due to the amount of acquaintanceship with their sending techniques.

(7) Similarly, this type of identification is recognized and studied attempts are made in time of war to impersonate the peculiarities of an operator.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee recommended unanimously favorable that these charts be prepared and furnished each Field Office and the use of this code would be started only on Bureau instructions based on the necessity or advisability.

EXECUTIVES CONFERENCE CONSIDERATION:

For the reasons above stated, Messrs. Tolson, Glavin, Belmont, Ladd and Rosen recommended unfavorably.

Messrs. Tracy, Harbo, Sizoo, McGuire and Clegg recommended favorably.

Respectfully,  
For the Conference

Clyde Tolson

*I am in favor of it.*

W  
THE DIRECTOR

March 6, 1951

THE EXECUTIVES' CONFERENCE

COMPLAINT ROOM -- SEAT OF GOVERNMENT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/25/91 BY SP-5 cjb

On March 5, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Harbo, Rosen, Tracy, Mohr, Sizoo, Nease and Belmont, considered the question of whether a complaint room should be set up here at the Bureau, now that the Washington Field Office has moved from the Justice Building, for the purpose of interviewing complainants who come to the Bureau.

A number of persons come to the Director's Office during the normal day for the purpose of furnishing information or making a complaint which may be of interest to the Bureau. When the Washington Field Office was located in this building, the majority of such complainants were referred to the Complaint Desk in the Washington Field Office. If the complainant had information which should be received by the Bureau directly, he was referred to the appropriate Supervisor here at the Bureau.

Now that the Washington Field Office has moved from the building, the question arises as to whether a complaint room should be manned in this building to handle complainants coming to the Bureau. In order to do this it would be necessary to set up two rooms, one to be used as a reception room and the other to serve as the interview room. It will further be necessary to assign a Supervisor and a stenographer to this duty, either on a revolving or permanent basis. Possibly, the Supervisor could perform additional duties other than interviewing complainants, but his primary responsibility would be to handle complaints. This, of course, would be a duplication of effort inasmuch as the Washington Field Office has the facilities and arrangements to interview complainants.

Messrs. Ladd, Clegg, Harbo, Rosen, Tracy, Sizoo and Belmont recommended that we attempt to utilize the facilities of the Washington Field Office to handle these complainants, except in those instances where, as in the past, the type of complaint indicates that the matter should be handled by a Supervisor at the Bureau. It was pointed out that the Washington Field Office is only two blocks away and by politely advising a complainant that the Bureau has a special representative located at the appropriate room in the Washington Field Office for the specific purpose of receiving information, it will be possible to refer complainants to the Washington Field Office and avoid a duplication of effort.

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

CC - Mr. Clegg  
Mr. Mohr

RECORDED 3  
INDEXED 3

8601

MAR 22 1951

AHB:tlc

MEMORANDUM FOR THE DIRECTOR

Mr. Mohr and Mr. Nease were of the opinion that it will be necessary to set up a complaint room and reception room here in the Justice Building, as they don't feel that it is desirable to refer complainants outside of the Building. They feel that if a complainant is referred to the Washington Field Office, he may not proceed to that office and the information he possesses may be lost to the Bureau, and further that the general procedure of referring an individual to another building is undesirable.

In the event you approve, the recommendation of the majority will be followed on a trial basis. In the event it does not work out, adjustments, of course, will have to be made.

Respectfully,  
For the Conference

I agree. Who would manage personnel from field office?  
H. H.

Clyde Tolson

THE DIRECTOR

March 6, 1951

JOINT COMMITTEE

SUGGESTION NO. 645

EMPLOYEE: Special Agent Frederick A. Frohose, Jr.  
Honolulu Field Division

COPIES OF REPORTS AND OTHER COMMUNICATIONS

MEMBERS PRESENT: H. H. Clegg  
R. T. Harbo  
S. K. McKee  
E. Scheidt

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DATE 10/23/91 BY SP-5C/bmf

SUGGESTION:

Employee suggests that the number of copies of reports and other communications should be reduced, particularly when submitting closing reports, when the office preparing the report seldom has need for more than one copy in its files. He suggests that there be no hard and fast rule, but that it be left up to the judgment of the Agent dictating the report to prepare but one copy of the report when one copy will suffice. As an alternate suggestion, he recommends that when the closing or RUC report is prepared, the Field supervisor destroy all unnecessary copies before they are filed.

Advantages:

1. Would save space, filing time and paper.
2. Sometimes reports are of 300 to 400 pages in length and these reports take up a great deal of space.

Disadvantages:

1. A system of consolidating files in instances when time permits makes this suggestion of limited value.
2. In a reasonable percentage of cases, closed or RUC'd, it is necessary to reopen the case, and it would cost more to prepare the copies needed than it would cost to prepare the additional copies of the report at the time it is initially typed.
3. Occasionally the Bureau requests a Field Office to furnish a copy of the report to some other agency or intelligence group, and this would be impossible if only file copies were prepared.

Gilson  
Add  
Aegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

66 MAR 26 1951

RECORDED - 116

66-2554-8603

MAR 22 1951

HHC:IGS

INDEXED 119

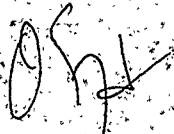
4. Particularly in instances where closing reports consist of 300 to 400 pages, it is better to prepare the copies when the report is initially prepared than to have to retype this amount of work subsequently.
5. The same objection would apply where Field supervisors destroy extra copies of report, also in such instances the paper would not be saved.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

The Executives Conference on March 5, 1951, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Sizoo, Rosen, Tracy and Clegg recommended unanimously unfavorable.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR

March 20, 1951

THE EXECUTIVES CONFERENCE

PERSONNEL PASSES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/91 BY SP-5CJ/MS

On March 13, the Conference composed of Messrs. Ladd, Mohr, Clegg, Belmont, Sizoo, Rosen, Tracy and Harbo, considered the proposal of the Laboratory for the authorization of 15 days research time for the development of additional processes for the preparation of highly secure personnel passes.

It was pointed out that the Laboratory has developed a radically new type of personnel pass in which the entire card including the perforate is transformed into an integral sheet-like piece. This information has previously been furnished to other governmental agencies and we have taken initial steps to obtain a patent for the process. It is believed highly desirable that the additional research time be devoted to this project in order that we may fully complete the initial development and possibly develop processes producing personnel passes superior to the one we already have developed. Private manufacturers are experimenting in this field and it would be to the advantage of the government to develop, if possible, two additional processes similar to the one we have already devised which would enhance our prospects for obtaining a generic patent covering the preparation of personnel passes of the type described.

The Conference unanimously recommends the approval of 15 days research time for the Laboratory to endeavor to produce two additional thermosealing methods for the preparation of highly secure personnel passes.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 95  
INDEXED - 95  
66-2554-8603  
MAR 22 1951

- 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

cc - Mr. Clegg  
Mr. Mohr

MAR 23 1951

SECRET

EX-22

R.B.

THE DIRECTOR

March 6, 1951

THE EXECUTIVES' CONFERENCE

SUGGESTED MANNER OF MAKING AMERICAN LEGION CONTACTS  
MIAMI DIVISION

On March 5, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Harbo, Rosen, Tracy, Mohr, Sizoo and Belmont, considered a letter dated February 21, 1951, from SAC Mason, of Miami, setting forth his plan to recontact American Legion contacts of the Miami Division during the annual convention of the Department of Florida American Legion in Tampa from April 20 to 22, 1951.

Mr. Mason pointed out that under Bureau instructions American Legion contacts are to be recontacted annually; that these contacts may be made by telephone and inasmuch as many of the contacts within the Miami Division are in the rural areas, the only logical telephone contact would be via long distance at considerable cost. He pointed out it would be economical and advantageous to complete as many of the annual recontacts as possible during the above convention. In connection therewith, he proposes that he will secure appropriate rooms at the hotel headquartering the convention in Tampa in which he will place an Agent and stenographer who, with SAC Mason's assistance, will make a number of recontacts. He proposes to drop a short note to each of the contacts about a week before the convention advising them of the room which will be occupied by the Miami Office and suggesting that they stop by. Those contacts who are missed during this convention, he will attempt to contact at the National American Legion Convention in Miami during the fall of this year.

The Executives' Conference unanimously recommended against the proposed plan of Mr. Mason on the basis that the atmosphere of an American Legion Convention is not conducive to recontact work and in order to accomplish the purpose, it is desirable that the recontacts be made individually with the American Legion contacts and preferably in their home territories.

There is attached a letter to the Miami Office with a copy to Mobile. In the event you approve, this letter will be forwarded.

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

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Respectfully,  
For the Conference

INDEXED 119

MAR 22 1951  
86

Glyde Tolson

CC - Mr. Clegg  
AHD:t1c Mr. Mohr

ORIGINAL COPY FILED 100-117-90-114

THE DIRECTOR

February 20, 1951

EXECUTIVES CONFERENCE

SHIFTS IN RECORDS SECTION

The Executives Conference reconsidered the questions as to shifts in the Records Section.

Present Shifts

<u>Time</u>	<u>Number of Employees</u>
8 AM to 4:30 PM	145
9 AM to 5:30 PM	864
2:30 PM to 11 PM	46
3:30 PM to 12 Midnight	26
11 PM to 7:30 AM	19
12 Midnight to 8:30 AM	92

Proposal by the Executives Conference

The Executives Conference on February 19, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Sizoo, Nichols, and Clegg present, recommended as follows:

Main Daytime Shift - 8 AM to 4:30 PM

10% of Daytime Shift - 9 AM to 5:30 PM

Night Shift - 3 PM to 11:30 PM

Midnight Shift - 11:30 PM - 8 AM.

Exceptions

Due to overtime being put in by Supervisors, there are 2 Messengers who now work until 9 PM and it was agreed that this Messenger Service should continue to be staggered in such a manner that a minimum number of Messengers can be on duty until 9 PM.

Since the Midnight Shift goes off duty at 8 AM and the principal Daytime Shift comes on duty at 8 AM, it will be necessary to have 15 employees report on duty at 7:30 AM to check the employees coming in at 8 AM and prior thereto for security purposes.

cc - Mr. Mohr

Mr. Clegg

RECORDED - 67

INDEXED - 67

MAR 28 1951

34

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DATE 10/21/91 BY SP-5 C. B. H.

66-2554-8606

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Boy
- Holloman

Memorandum for the Director

With approximately 900 employees reporting on duty at 8 AM, all the entrance doors and elevator services would be utilized on the floors where the Records Division is located in order that these employees can promptly get to their sections for the performance of work. Due to the requirement that all persons entering the Records Section exhibit their proper credentials or badge, clerical employees are assigned to desks alongside these doors for the purpose of checking anybody entering the Records Section.

Justification

8 AM to 4:30 PM Shift - Main Day Shift

*Q*  
An increasing number of Supervisors are reporting in between 8 AM and 9 AM requesting increased services of the Records Section prior to 9 AM. The 8 AM Shift, as the principal shift, is also desirable in order that the morning incoming mail can be processed and service provided in getting the mail as quickly as possible to the offices of the supervisory staff; thus, the 8 AM to 4:30 PM Shift, as the principal shift, appears more desirable from the standpoint of Bureau needs. The importance of this Shift, being the principal Shift, is further indicated by the necessity of preventing too much overlapping of shifts with the 3 PM Shift beginning in the afternoon. With the 8 AM Shift leaving at 4:30 PM, this reduces by 1 hour the overlapping of employees in the same section by having them leave at 4:30 PM instead of 5:30 PM. Its principal value is that it will enable the File Room "to get ready" in its processing of the mail for the supervisory staffs in the other divisions which come on duty at 9 AM. It, incidentally, was described as the Shift more desirable from the standpoint of most of the personnel.

9 AM to 5:30 PM Shift

Due to the fact that the other Divisions in the Justice Building are working until 5:30 PM regularly, service is needed until 5:30 PM throughout the Bureau and, thus, the 9 AM to 5:30 PM Shift is recommended in order to continue this service until 5:30 PM. It was believed, however, that this group should be limited to 10% of the total groups coming in at either 8 AM or 9 AM and the selection of those who would be on the 9 AM to 5:30 PM Shift would depend primarily upon the needs of each of the units as to the number of personnel required. It was felt that the selection of the individuals should be left to the administration of the Records Section with Bureau needs being considered of primary importance. It would be unwise to build up the 3 PM Shift substantially since, after 5:30 PM, the requests for files and services practically come to a standstill. The present assignments to the Afternoon, or Night Shift which would begin at 3 PM, are very largely file reviewers and name checkers rather than "service" personnel who locate files, check index

*This shift is to be eliminated & the 3 P.M. can be strengthened*

Memorandum for the Director

cards and the like. If the 3 P.M. Shift was built up with added "service" personnel, they would have practically no work to do after 5:30 P.M. When it becomes necessary to build up the supervisory staff in the Investigative, Security and other divisions on night shifts, then this 3 P.M. Shift can be increased with "service" personnel. When this occurs, the 9 A.M. to 5:30 P.M. Shift can be eliminated. At present there is not enough backlog of work in all the "service" units (Indexing, Filing, Classifying, Messenger, and other processing units) to require personnel until 11:30 P.M.

The number of calls for serials, files and special memoranda in the Files Section between 4:30 P.M. and 5:30 P.M. now averages 1 per minute. Many of them are "specials". 41 Messengers are required from 4:30 P.M. to 5:30 P.M.

There are at least 50 telephone calls in the Service Unit for special memoranda, files and serials between 4:30 P.M. and 5:30 P.M., including special locates which are wanted by ranking officials, who, presumably, did not know they would need all of them until 4:30 P.M. or later.

Throughout the day officials and some Supervisors are engaged in conferences, interviews, and confer with subordinates and visitors and this type of work is reduced by 4:30 P.M. Then the calls for files and serials to be examined during the evening hours are made in large numbers. Total calls by telephone for files between 4:30 P.M. and 5:30 P.M. are 800, 50 of which are "hot specials." In the Indexing Unit, Supervisors during the course of the morning or afternoon will ask to see index cards on a certain name so that they can pick out the files more likely to be pertinent in order to prevent hundreds of files unnecessarily being brought to the Supervisor. These index cards are picked up when they are available beginning at 4:30 P.M. by which time most of the Supervisors have finished with them.

The final incoming mail pick-up is at 5:10 P.M. This mail needs to be opened and checked for expedites and "specials" so that they can be sent to the Director's Office and to other officials before the Service Units depart at 5:30 P.M. In the Personnel Files Unit, the busiest hour is from 9 A.M. to 10 A.M. The second busiest hour is from 4:30 P.M. to 5:30 P.M. This has been greatly increased due to the Applicant Program and increased overtime.

3 P.M. to 11:30 P.M. Shift

By permitting the Night Shift to come on duty at 3 P.M. this would permit these employees to be released to depart for their homes at 11:30 P.M., which would be the time that the Midnight Shift

Memorandum for the Director

would be coming on duty. This was thought by the Conference to be a more desirable time than midnight or later, due to problems involving safety to the clerical employees in this section of Washington.

It should be pointed out that the 2 Shifts presently starting at 2:30 P.M. and 3:30 P.M. are made up largely of employees who are doing name checks and file reviews and there are not enough trained employees on the afternoon shifts at present which in the future would come in at 3:00 P.M. to care for the needs of the Bureau for service and files between 4:30 P.M. and 5:30 P.M.

11:30 P.M. to 8:00 A.M. Shift

This Shift also is primarily made up of personnel handling name checks and file reviews rather than "service" personnel. By coming to work at 11:30 P.M. they avoid the necessity of being out on the streets at midnight or later. Therefore, these hours were thought to be most desirable from the Bureau's standpoint.

Effective Date

It was recommended that this new schedule become effective on Monday, March 5, 1951, which would provide ample time for permitting planning, organization and the administrative detail required for making the changes and it also would provide adequate time for the individual employees to make adjustments involving transportation, obtaining breakfast at their boarding houses and other similar considerations.

Respectfully,  
For the Conference

Clyde Tolson

If the supplemental appropriation is granted, we should have three (3) straight shift around the clock.

Approved: [Signature] 2/20  
2/20/51

THE DIRECTOR

March 20, 1951

THE EXECUTIVES CONFERENCE

The Executive Conference of March 20, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Logan, Clegg, Mohr, Nichols, Sizoo, Nease and Glavin considered the desirability of establishing an additional field office at Scranton, Pennsylvania to cover the Middle District of Pennsylvania. At the present time, it was pointed out that Harrisburg covers the Eastern District of Pennsylvania, and the Philadelphia Office covers the Eastern and Middle Judicial Districts of Pennsylvania.

The Conference was advised that at the present time the Philadelphia Office has established six Resident Agencies in the Middle District of Pennsylvania. The tabulation of these Resident Agencies with the personnel assigned is reflected below:

RESIDENT AGENCIES IN THE MIDDLE JUDICIAL DISTRICT

<u>Resident Agencies</u>	<u>Agents Assigned</u>	<u>Agents on Road Trips</u>	<u>Agents on Special</u>	<u>Case Load Assigned</u>	<u>Unassigned</u>
Scranton	5	1	3	206	13
Wilkes-Barre	7		10	250	6
Williamsport	2			101	9
State College	1	1		103	9
Harrisburg	6 (1 SR)			400	2
York	3	1	1	103	3
<b>TOTAL (20 Agents 1 S.L.)</b>	<b>33 (1 SR)</b>	<b>3</b>	<b>14</b>	<b>1,174</b>	<b>43</b>

In connection with the present case load pending in the Middle Judicial District, of 1,174 assigned cases and 43 unassigned cases for a total of 1,217 cases, the Conference was advised that 337 of these pending assigned and unassigned cases are in the CC classification, which covers contacts, American Legion and Club Informants only, and that 400 of the pending cases are applicant cases while only 125 pending cases are security type cases and only 350 pending cases are the general criminal type. Summarizing, we have only 401 security and criminal type investigations pending in the Middle District of Pennsylvania at the present time.

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

Mr. I. H. Clegg  
Mr. J. P. Mohr

RECORDED - 44

INDEXED - 44

66-2554-8607

MAR 23 1951

54 MAR 27 1951

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Memo for the Director - Continued

The Conference further wishes to point out that even though an office were established in the Middle Judicial District of Pennsylvania, it would be necessary to maintain Resident Agencies in the Resident Agency cities other than headquarters, & by due to the spread of work throughout the territory.

TRAVEL FACILITIES

It was pointed out to the Conference that travel facilities in the Middle District of Pennsylvania by common carrier are poor. Train service between the cities is unsatisfactory, bus service is not exceptionally good, roads are excellent and most of the travel is made by automobile. The only city which has excellent common carrier transportation between Philadelphia to Harrisburg.

AVAILABILITY OF SPACE

There is no space available in Harrisburg. Space is available at Scranton, approximately at an approximate cost of \$3.00 per square foot. There is no Federal space available at Scranton.

POPULATION

Scranton is really the center of population in the Middle Judicial District of Pennsylvania. The Scranton - Wilkes-Barre territory, which are adjacent large cities, is 647,434 persons. The total population in the Middle Judicial District is 2,055,703 with an area of 50,487 square miles. Scranton itself has a population of 122,727 people. Scranton for the past ten years has been known as a dying city. The population of this city has decreased approximately 35,000 people in the last ten years and it has dropped from the 63rd largest city in the United States today to the 89th largest city.

FEDERAL FACILITIES

The Clerk of the Middle Judicial District of Pennsylvania has offices at Scranton, Pennsylvania. The Office of the United States Attorney is located at Scranton, as is the office of the United States Marshal. The Grand Jury normally sits at Scranton. There are two United States Commissioners assigned to that city, and an Assistant Federal Probation Officer. Both the Federal Reserve and the Bureau of Internal Revenue have headquarters at Scranton.

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

The Executive Conference, after giving consideration to this particular matter, and realizing that 1/3 of the work presently



Memo for the Director - Continued

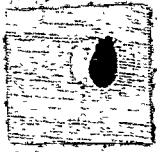
pending in the Middle Judicial District of Pennsylvania, i.e., 335 cases are cases having to do with contacts on plant informants and American Legion contacts, and further realizing that there are less than 500 security and general intelligence cases pending in the Middle District at the present time, does not feel that favorable consideration should be given to the establishment of a new divisional office in the Middle District of Pennsylvania. The Conference wishes to further point out that the work to be distributed in the Middle District that even though a field office were to be established, it would necessitate large accident agencies elsewhere in the District.

Should the Director agree, no further action will be taken in connection with this particular matter at this time.

Respectfully,  
For the Conference

Clyde Tolson

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



THE DIRECTOR

March 20, 1951

THE EXECUTIVE CONFERENCE

The Executive Conference of March 20, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Clegg, Mohr, Nichols, Sizoo, Nease and Glavin considered a suggestion submitted by Special Agent D. C. Crochran of the Administrative Division that we forward to the Omaha Office on the same periodic basis as we forward payrolls to that office, a copy of the reports reflecting the accumulated earnings of employees for the calendar year. Mr. Crochran pointed out that this information would be necessary in order to determine the amounts withheld from salary for income taxes, retirement and savings bonds in the event our original records were destroyed. It was pointed out that such records are available on a pay period basis and in view of the fact that little or no additional work would be entailed in the preparation of this report, he felt that consideration should be given to forwarding an accumulated earnings report to the Omaha Office simultaneously with the current payroll records which are forwarded four times a year.

It has been ascertained that the preparation of this additional copy of the report would require the services of one employee for one hour four times each year. In other words, it would take only four hours a year to have this additional copy of a report prepared for transmission to Omaha.

The Executive Conference unanimously recommends that this copy of the earnings reports be forwarded to the Omaha Office four times each year.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*[Signature]*

URG-JC

RECORDED - 19

INDEXED - 19

66-2554-8608  
MAR 23 1951

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

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

57 MAR 27 1951

*[Handwritten signature]*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 ci/bhx

THE DIRECTOR

March 28, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of March 20, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Dixon, Clegg, Mohr, Nichols, Sizoo, Kluge and Glavin recommended approval of the attached letter to all Special Agents in Charge concerning the activities of the Confidential Fund.

It was pointed out to the Conference that previous instructions regarding these matters were sent out in 1948, that we have from time to time had to advise the field concerning errors in the proper substitution of blue slips, et cetera, and it was felt that it would be desirable to have up to date instructions submitted to the field covering this particular matter at this time.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5CJ/PJF

66-2554-8609  
MAR 27 1951

RECORDED - 104

INDEXED - 104

WAG:JA  
Attachments

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

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

MAR 29 1951

THE DIRECTOR

March 21, 1951

The Executives Conference

SEARCHING PROCEDURE IN  
Technical Section of the  
Identification Division

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C. D. H.

The Executives Conference consisting of Messrs. Ladd, Clegg, Rosen, Harbo, Belmont, Sizoo, Mohr, and Tracy on March 12, 1951, considered a suggestion concerning the searching of fingerprints in the Identification Division.

A study was made of the searching procedure in the Technical Section of the Identification Division to determine whether any additional shortcuts could be placed in effect. In the searching procedure, when an identification is made against a master print in file, the search stops at that point if the master print has been previously searched through all classifications within a two-year period. If the master print has been in the file over two years, the searcher is required to continue the current search through all classifications.

A committee examined 3,662 such identifications and ascertained that 1,514 required an additional search under the rules. As a result of the additional 1,514 searches, 18 additional criminal records were located. In other words, 18 misses had occurred resulting in a second master fingerprint card being in the file. These 18 errors were therefore corrected.

For the Director's information, prior to World War II, the additional search was required if the master had been in file over one year; however, due to the heavy volume of work during World War II, the time was extended an additional year.

The net result of the committee research was that the additional search under the rule resulted in a 1.1 per cent additional identifications made. These identifications would not be made without the present rule. The committee suggested in view of the present delinquency in the Technical Section and with the thought in mind of speeding up the handling of current work, that the rule be changed and the additional search not be required for the duration of the present emergency. The advantages would be it will be possible to make additional searches per day, and the disadvantages would be that 1.1 per cent additional records would not be located and the number of errors in the file would increase daily instead of being removed as is done under the present procedure. If the rule were in effect any

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

cc - Mr. Clegg

Mr. Mohr

MAR 29 1951

EX-22

RECORDED - 63

INDEXED - 63

MAR 27 1951

66-2504-8610  
N

Memorandum for the Director

great length of time, the original file would contain an increasingly large number of duplicate fingerprints which would not be a part of the criminal record of the individuals concerned.

The Conference, in view of the present national emergency and the need for increasing the searching productivity to the maximum extent unanimsously recommends approval of the suggestion for a trial period of 90 days and that statistics be kept by the Identification Division for that period of time to determine the number of additional searches made possible by suspension of the two-year rule above referred to. At the end of 90 days the matter will be reconsidered by the Conference to determine whether or not the increased number of searches during the present emergency justifies a further suspension of the two-year rule for the duration of the emergency.

The Conference also recommends that a checking squad of three fingerprint employees be assigned during this period to spot check throughout the Technical Section criminal files, these employees to check for misfiled prints, misclassified prints, and possible duplicate prints in file. The Conference was of the opinion that while such a checking squad would not be able to locate many duplicate fingerprints in file, the fact that a checking squad was constantly spot checking throughout the Technical criminal files would tend to keep employees more alert and on their toes in connection with their daily work.

Respectfully,  
For the Conference,

  
Clyde Tolson

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

THE DIRECTOR

March 21, 1951

The Executives Conference

UNITED STATES BOARD FINGERPRINTING  
PROGRAM OF TWO MILLION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIB/PC

The Executives Conference consisting of Messrs. Tolson, Glegg, Ladd, Nichols, Glavin, Harbo, Rosen, Sizoo, Belmont, Mohr, Nease, and Tracy on March 20, 1951, considered the handling of 2,000,000 National Defense fingerprint cards from the armed services.

The Conference was advised that the average daily fingerprint receipts the past few months have been 21,000. The estimated maximum capacity of the Identification Division in its present space on a six-day, three-shift basis with a personnel of 4,350 is 40,000 fingerprint cards per day. This will permit an increase of approximately 19,000 daily after the hiring and training of the necessary personnel.

It is recommended by the Identification Division:

1. When conferences are held with the armed forces in connection with the details of the 2,000,000 National Defense fingerprint cards, the armed forces be advised the Bureau will accept 10,000 fingerprint cards per day beginning September 1, 1951. (This will permit the Identification Division to handle the entire 2,000,000 by June, 1952)

2. The armed forces also be advised that the Department of Defense must handle the supplying of fingerprint cards to contributors.

3. That fingerprint cards will be accepted from only three sources, i.e. the Army, Navy and Air Force.

4. That it will be the responsibility of the respective agency to check the fingerprint cards prior to submission to the Bureau for obvious clerical error.

5. After search, answers will be made on Idents only and to the respective branch of the armed service only. (This procedure will reduce administrative costs.)

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

EX-100 Glegg  
Mr. Mohr

RECORDED - 132

66-254-8611  
MAR 28 1951

INDEXED - 132

SJT:do jo

Memorandum for the Director

in the Identification Division to a minimum.)

6. The armed forces should also be advised to use the new Applicant Fingerprint card now available at the Government Printing Office which card permits the photographing of index cards in the Identification Division.

Most of the recommendations made above have already been made in prior correspondence between the Bureau and the Unions Board; however, it is felt as soon as a conference is arranged between the Department and the armed forces, all details of procedure in the Identification Division should be reduced to writing and be agreed upon by all concerned.

The date of September 1, 1951, is suggested as a starting date inasmuch as it will take time to secure and train fingerprint employees. It takes approximately four months after an employee enters on duty before the employee has reached the minimum requirements as a qualified searcher. The Unions Board has been previously advised that the Bureau could not accept large quantities of additional fingerprints without sufficient time to recruit and train the necessary personnel. It is therefore felt that the September 1, 1951, date will undoubtedly be acceptable to them.

The Conference unanimously approves the foregoing recommendations as the basis for discussion when a conference is held. The Records Section's suggested procedure will be submitted to the Director separately.

Respectfully,  
For the Conference,

Clyde Tolson

*A but I want it distinctly understood we will not make any more toward handling this project until funds are in hand*

*H*

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

THE DIRECTOR

March 22, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/91 BY SP-5 CJB/HK

The Executives Conference of March 20, 1951, consisting of Rogers, Tolson, Tracy, Harbo, Mohr, Belmont, McInire, Clegg, Ladd, Sizoo, Rosen, and Glavin considered a suggestion submitted by Mr. H. L. Edwards in connection with the improvement of our suggestion program. He suggests that the attached circular explaining our suggestion program policy be printed and distributed to Bureau employees.

The circular has been revised to include up-to-date information concerning the Bureau's suggestion program such as the Bureau's suggestion boxes placed throughout the Justice Building and the Identification Building.

The Conference recommends approval of the ~~re-issuance~~ issuance of the ~~suggestion program circular~~.

Mr. Edwards further suggests that he feels it would be desirable to follow up the issuance of the revised suggestion program circular by regularly and periodically publicizing information concerning suggestions received, their adoption, and the recognition given employees making such suggestions. He points out that at the present time the Investigator is used for this purpose but the Investigator does not reach all employees. (The Conference points out that approximately 90% of all Bureau employees at the Seat of Government are members of the FBI and receive the Investigator.) He points out that publishing this information in the Investigator does not have the effect of keeping the suggestion program constantly before employees. Mr. Edwards believes that a system of bulletin board publicity by means of posters and the like should be used at intervals of one month or every three months which ever period might be desirable. He states that these posters could be prepared in the Cartographic Section, based on information furnished them by the Administrative Division, and in this way employees would be constantly reminded of the suggestion program and the desirability of submitting suggestions.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo 100-33
- Belmont Attachment
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. H. L. Clegg  
Mr. J. P. Mohr

RECORDED - 42

6-254-8612

MAR 30 1951

INDEXED - 42

EX-110

50 APR 2 1951

Handwritten signature and date: *Walt 2 Apr 67/0*

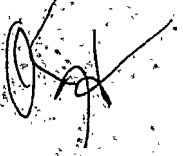


Memo for the Director - Continued

The Conference feels that in view of the fact that the great majority of employees in the Bureau are members of the FBIUM, that we continue our utilization of the Investigator for the dissemination of information concerning awards being granted for suggestions made by our employees.

Mr. Edwards further recommends that the Bureau continue the policy of sending individual letters acknowledging receipt of suggestions from the employees. The Conference is in agreement with this policy.

Respectfully,  
For the Conference

  
John Edgar Hoover  
Director

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

The Director

March 26, 1951

The Executives Conference

POLICE RADIOS IN BUREAU CARS  
SPRINGFIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 c. bte

On March 20 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, Nichols and Harbo considered the request of the Springfield Office for two automobile radio receivers to enable reception of broadcasts over the Illinois State Police network. The Illinois State Police are in the process of changing from AM to FM equipment and at present the Springfield Office receives their broadcasts with the old style AM police radio receivers. However, it is expected that the State Police conversion will be completed by early fall at which time the Springfield Office will be unable to receive transmissions by the State Police network unless new equipment is provided.

The Conference unanimously recommends the purchase of two radio receivers for the Springfield Office at an approximate total cost of \$500. This recommendation is contingent upon Congressional approval of the Bureau's supplemental appropriation for the current fiscal year. The Springfield Division will be instructed to maintain a use record of this equipment for sixty days and thereafter consideration will be given to the desirability of purchasing additional such equipment for that office.

Respectfully,  
For the Conference

*[Handwritten initials]*

*[Handwritten signature]*

Clyde Tolson

*[Handwritten initials]*

CC: Mr. H. H. Clegg  
Mr. Mohr

INDEXED - 42

146-2554-8613

MAR 28 1951

BTH:VH

RECORDED - 42

EX-110

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

51 MAR 31 1951

The Director

March 26, 1951

The Executives Conference

SIGNATURE SECTION OF THE  
NATIONAL FRAUDULENT CHECK FILE

On March 20 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, Nichols and Harbo considered the proposal that specimens in the Signature Section of the National Fraudulent Check File be removed after they have been in the file five years.

The Fraudulent Check File consists of two parts: (a) the Master Section which contains photographic copies of the entire check; (b) the Signature Section which contains photographic copies of signatures on checks mounted on 3 x 5 cards. Several years ago a procedure was set up whereby checks are periodically removed from the Master Section, when they are no longer of value, so that the number is held down to approximately 15,000 checks. However, this procedure has not in the past been applied to the Signature Section with the result that there are approximately 60,000 specimens in the Signature Section and this portion of the file is growing at the rate of approximately 7,000 specimens per year.

It is the consensus of opinion of the Document Examiners in the Laboratory that little value would be lost if we eliminated from the Signature Section all specimens that have been in the file over five years. A test check of all identifications in fraudulent check cases during a three month period substantiated this opinion.

The Conference unanimously recommends approval of the proposal to remove from the Signature Section of the National Fraudulent Check File all specimens that have been in the file over five years.

Respectfully,  
For the Conference

*OK*

7

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/29/91 BY SP-5 cyb/...

Glyde Tolson

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

RTH:VH

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

INDEXED - 42

RECORDED - 42

MAR 31 1951

EX-110

MAR 31 1951

66-2-54-8614

The Director

March 26, 1951

The Executives Conference

REQUEST FOR MINIATURE RADIO TRANSMITTER  
LOS ANGELES DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/24/97 BY SP-5 CJP/PRO

On March 20 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, Nichols and Harbo, considered the request of the Los Angeles Office for a miniature radio transmitter which can be concealed in a brief case. Los Angeles already has such a unit and has advised that it is being used daily. Los Angeles has submitted a detailed report indicating how effectively this unit was being utilized on current investigations.

The Conference unanimously recommends approval of the Los Angeles request for an additional brief case radio transmitter, the parts to cost approximately \$70.00, with the construction work to be handled by the Laboratory. This recommendation is contingent upon Congressional approval of the Bureau's supplemental appropriation for the current fiscal year.

Respectfully,  
For the Conference

*KJH*

*Clyde Tolson*

*Pa*

CC: Mr. H. H. Clegg  
Mr. Mohr

RTH: VH

*VH*

RECORDED - 66-2534-8613  
MAR 1951

INDEXED - 42  
EX-110

*RY*

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

*311105A*

THE DIRECTOR

March 27, 1951

THE EXECUTIVES' CONFERENCE

DELINQUENCY IN SECURITY INVESTIGATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5C/DB

On March 26, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Harbo, Tracy, Mohr, Sizoo, and Belmont, considered a proposed SAC Letter to the field pointing out the delinquency in security investigations and instructing that a careful review of the security work in the field be made with a view toward bringing the work into a current status.

It was pointed out to the Conference that a survey of pending work in the field has reflected a heavy increase in the delinquency of security cases. This is true generally in the field and particularly in those offices bearing the heavy security load.

Comparing the figures for the end of June, 1950 with the end of January, 1951, the following picture is presented:

DELINQUENCY BREAKDOWN FOR ALL DIVISIONS

	<u>Pending Matters</u> (65, 100 and 105)	<u>Delinquent Matters</u> (65, 100 and 105)	<u>Percentage</u> <u>of Delinquency</u>
June 1950	12,157	4,386	36.1%
Jan. 1951	29,761	15,895	53.6%

	<u>Pending Matters</u> (all other Classifications)	<u>Delinquent Matters</u> (all other classi- fications)	<u>Percentage</u> <u>of Delinquency</u>
June 1950	46,514	6,644	14.3%
Jan. 1951	94,216	23,761	25.2%

\*\*\*\*\*

It was pointed out that the heavy responsibility carried by the Bureau in the security field makes it imperative that security cases be handled, in so far as possible, on a current basis, and in spite of the number of deadline cases in other fields, we cannot allow the security work to take the position of work which can be handled when the field is able to reach it, but rather every effort must be made to work these cases as promptly as possible and keep them in a current status. To that end, the attached proposed SAC Letter to the field was recommended unanimously by the Conference. In the event you approve, it will be sent.

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

MAR 31 1951

Respectfully,  
For the Conference

RECORDED  
INDEXED  
118

66-2524  
MAR 31 1951  
8616

CC - Mr. Clegg  
Mr. Mohr

AHB:tlc  
Attachment

Clyde Tolson

The Director

March 26, 1951

The Executives Conference

RADIO RECEIVERS ON POLICE FREQUENCIES  
INDIANAPOLIS DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIP/DC

On March 20 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, Nichols and Harbo considered the request of the Indianapolis Office for two radio receivers to be installed in the office of the SAC to permit monitoring of broadcasts of the Indiana State Police and the Indianapolis City Police.

The Indianapolis Office has advised that this equipment is needed to enable them to learn immediately of pertinent information in the possession of the local and state agencies in cases where the FBI and local agencies are operating jointly.

The Conference unanimously recommends the purchase of the FM radio receivers requested by the Indianapolis Office at an approximate total cost of \$200. This favorable recommendation is contingent upon Congressional approval of the Bureau's supplemental appropriation for the current fiscal year.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

BTH:VH

RECORDED - 118

INDEXED 118

EX-47

66-2554-8617

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

51 MAR 31 1951

THE DIRECTOR

March 27, 1951

The Executives Conference

HANDLING MILITARY FINGERPRINT CARDS  
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C/BH

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Harbo, Rosen, Sizoo, Belmont, Mohr, Nease, and Tracy on March 20, 1951, considered a suggestion from the Identification Division concerning the handling of military fingerprint cards.

For the Director's information, there is a backlog of over 500,000 fingerprint cards pertaining to personnel in the Army, Navy, and Air Force. These fingerprints are awaiting search in the Technical Section. They have been searched in the Card Index Section; however, it has not been possible to completely search them in the Technical Section in view of the increased daily receipts of fingerprint cards.

At the present time the Identification Division is receiving Missing in Action and War Dead forms from the Department of Defense in connection with persons killed in action in the Korean Theater and it is essential in connection with this particular type of work that identifications be effected as promptly as possible. This cannot be done unless the fingerprints are classified and in file sequence. The Department of Defense submits the fingerprints of unknown deceased in order that the identification might be made by fingerprints. Accordingly, it is recommended by the Identification Division that armed services fingerprints, following the Card Index search, be classified and filed until such time as sufficient personnel has been trained to handle all incoming fingerprint work.

For the Director's information, approximately five per cent of identifications are made in the Card Index Section. These identifications have been promptly furnished to the armed services at the time of original search. The additional search in the Technical Section results in slightly less than one per cent additional identifications. By classifying and filing the armed services prints without the Technical Section search, the additional identifications, of course, will not be made; however, it is felt that these particular identifications are probably not too important to the armed services. In addition, the Adjutant General's Office, Department of the Army, advised last February that if agreeable with the Bureau, certain criminal records need not be sent, i.e.:

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

RECORDED - 116  
INDEXED - 116

66-2554-8618


MAR 31 1951

1. Criminal offenses with sentence of one year or less unless several offenses are listed or a wanted notice is on file.
2. Prior military service with the same service number.
3. Arrests such as drunk and disorderly, sleepers, vagrants, disturbing the peace, and minor traffic violations.

As a result of the Army's request, such records are not presently being furnished.

The Conference unanimously recommends in view of the present emergency and the need for prompt identification of unknown deceased from the armed services, that the suggestion be approved.

Respectfully,  
For the Conference,

  
Clyde Tolson



The Director

March 26, 1951

The Executives Conference

POLICE RADIOS IN BUREAU CARS  
INDIANAPOLIS DIVISION

On March 20 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nease, Nichols and Harbo considered the request of the Indianapolis Office for 38 additional FM automobile radio receivers to enable receipt of broadcasts by the Indiana State Police radio.

The Indianapolis Office has recently been furnished 6 radio receivers of this type and they have submitted a use report covering the first 60 days. Indianapolis cited specific instances wherein the receivers have saved considerable time and travel by Bureau Agents and assisted in the prompt handling of certain cases, particularly ITSMV violations.

Mr. Conrad recommends that the Indianapolis Office be furnished 20 additional radio receivers rather than the 38 requested by Indianapolis. The request of the SAC would provide such a receiver for each automobile assigned to the office. The Conference recommends 20 FM automobile radio receivers to enable receipt of broadcasts by the Indiana State Police be furnished to the Indianapolis Office at an approximate total cost of \$5,000. This will be sufficient units to equip each automobile used by Resident Agents and Agents assigned on road trips. This favorable recommendation is contingent upon approval of the Bureau's supplemental appropriation for the current fiscal year.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

INDEXED - 66

66-2554-8619

RTH: VH

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

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DATE 10/24/91 BY SP-5C/bt

THE DIRECTOR

March 28, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of March 28, 1951, consisting of Messrs. Tolson, Ladd, Clegg, Harbo, Sizoo, Rosen, Belmont, Nichols, Tracy and Glavin, considered a suggestion made by Mr. Holloman, President of the CHRA, that the Bureau permit the use of its panel truck to transport baseball equipment to and from the playing field. This truck would be needed approximately 3:30 in the afternoon, every day.

The Conference was advised that the Bureau had given permission for the use of the truck for this purpose in years past, and the Conference, with the exception of Messrs. Tolson and Clegg, felt that this arrangement would be satisfactory.

Messrs. Tolson and Clegg felt it would be undesirable to continue permitting the use of the Bureau's panel truck for the transportation of baseball equipment.

Respectfully submitted,  
For the Conference,

Glyde Tolson

*Handwritten initials*

cc - Mr. Clegg  
Mr. Mohr

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DATE 10/24/91 BY SP-5 ci/kmf

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

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THE DIRECTOR

March 27, 1951

THE EXECUTIVES CONFERENCE

TECHNICAL SURVEILLANCES

ALL INFORMATION CONTAINED

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DATE 10/24/94 BY SP-5 C/BJP

On March 27, 1951, the Executives Conference, consisting of Messrs. Tolson, Callahan for Glavin, Harbo, Tracy, Mohr, Belmont, Ladd, Rosen, Clegg, Nichols, and Sizoo, considered a suggestion concerning the submission of justification letters on technical surveillances.

For some time prior to September 1950 it was the Bureau's requirement that form letters justifying the continuance of technical and microphone surveillances be submitted on each such surveillance every six months. By memorandum, dated September 14, 1950, you instructed that justification letters on technical surveillances be submitted once each month by the field. The field was instructed to do so by SAC letter dated September 26, 1950.

It was suggested that consideration now be given to changing this requirement and permitting the submission of such letters less frequently. As a result of the discussion, with the exception of Mr. Mohr, the Conference unanimously voted to recommend that such letters be submitted on a three months' rather than a one month basis. It was felt that this change would result in the reduction by two-thirds of the amount of time spent in the field and the seat of government in the preparation of, consideration of, and passing upon such letters; that, since the period covered would be longer, each individual letter would contain a better picture of the value of the technical for such period and give a better basis for a decision as to its continuance; and that in such a change would neither diminish the supervisory control in the Bureau over such installations nor affect the responsibilities of the field. It was further recommended that, in the event a change is approved, it be impressed upon the Special Agents in Charge that it is the Bureau's continuing desire that all such technical installations be productive and closely supervised, and, in the event a Special Agent in Charge concludes a technical installation is not producing valuable information, it is his responsibility to immediately recommend its discontinuance.

Mr. Mohr recommended that the Bureau's rule be changed to permit the submission of such justification letters once each six months for the same reasons and in view of the even greater time savings. He expressed the opinion that it was basically the Special Agent in Charge's responsibility to be sure such technical installations were productive, and that he felt they could be adequately supervised on a six months' basis, providing the Special Agents in Charge were

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Belmont \_\_\_\_\_  
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RECORDED - 63

INDEXED - 63

APR 2 1951

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adequately impressed with their responsibilities as outlined above.

It was the opinion of the majority of the Conference that our desire to keep technical installations at a minimum and the constant changes among the personages and organizations subject to such coverage justified the submission of such letters on a three months' basis rather than a six months' basis. It was felt that the additional supervisory control in the Bureau, which would result from the submission of such letters each three months, as compared to six months, would be most desirable.

If you approve either the recommendation of the majority of the Conference, or Mr. Lohr's recommendation, an appropriate letter to all Special Agents in Charge will be prepared.

*I agree with Mohr*  
*pc*

Respectfully,  
FOR THE CONFERENCE

*J*

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

JAS:pc

*I agree. It can be  
reconsidered later  
as to whether 6 mos  
should be adapted.*

*H*

THE DIRECTOR

March 28, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 10/24/91 BY SP-SC/DK

The Executives Conference, with Messrs. Tolson, Sizoo, Glavin, Belmont, Tracy, Harbo, Clegg, Ladd and Rosen in attendance, today considered the ~~Crime Survey Program~~ bearing in mind that at the present time the information contained therein is not and cannot be distributed to sources outside of the Bureau.

The entire Conference unanimously felt that the ~~Crime Survey Reports~~ contain information which should be of considerable value to each field office in that it presents a consolidated review of criminal intelligence information, in one source, of the situation in a territory. It represents and contains information which otherwise would not be incorporated in files inasmuch as it does not relate to any specific cases under our jurisdiction.

Agents obtained much of the information from individuals in the form of gossip and unverified incidental information which when put together with other like data develops a rather coherent picture concerning the criminal element, concerning the operation of police departments and other activities in which the Bureau should be cognizant of if we are to intelligently function. Under the old system prior to Crime Survey reports, most of this data was contained in the possession of older Agents, experienced Agents, who, during the course of the years picked up this so-called criminal intelligence. It served the particular Agent well but it wasn't much use to new Agents coming into the area and, of course, it was of no use in the event the particular Agent happened to be transferred from the area in question.

Consequently, as everyone felt that the program should be continued, that it would appear to have a very definite purpose and as it was recognized that this was immediate reference material in the event a new SAC came into the territory or a new Agent came into the territory, before making such a recommendation it was felt that the matter should be called to the attention of all field offices and that each SAC should be asked his opinion with reference to the program.

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

CC\*Mr. Clegg  
Mr. Mohr

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Memorandum for the Director

RECOMMENDATION

A letter is being prepared to all SAC's to submit immediately their views concerning the continuance of the Crime Survey Program and value it has in each of the field offices. Suggestions will be solicited for the improvement of the program.

Respectfully,  
For the Conference

*g*  
Clyde Tolson

*But what I am complaining about is the lack of proper use of it here. Apparently little or nothing has been done with it here.*

*H*

THE DIRECTOR

March 29, 1951

THE EXECUTIVES CONFERENCE

CRIME SURVEY PROGRAM

The Executives Conference today, with Messrs. Tolson, Sizoo, Belmont, Harbo, Glavin, Mohr, Tracy, Nichols, Clegg, Ladd and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge which was prepared in accordance with the memorandum from the Executives Conference to the Director dated March 28, 1951.

Respectfully,  
For the Conference

Clyde Tolson

*RH*

Attachment

cc-Mr. Clegg  
Mr. Mohr

AR:LS

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- Tolson
- Ladd
- Clegg
- Glavin
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- Gandy

The Director

March 29, 1951

The Executives Conference

INCREASE OF THEFT FROM INTERSTATE SHIPMENT VIOLATIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/27/91 BY SP-5 C/PJ

PURPOSE

To suggest that an SAC Letter be sent to all offices calling to their attention the increasing number of violations of this nature which are presently occurring.

FACTS

The Bureau previously issued instructions in SAC Letter #59, Series 1950, dated August 22, 1950, alerting the Field to the possible increase in thefts from interstate shipment and hijackings as commodities became more scarce.

In recent weeks, it has become apparent that there are an increasing number of thefts and hijackings being committed in which commodities such as nylon, rayon, woolen, liquor, steel, coffee, and other goods which are becoming scarce and more in demand are being taken. The Milwaukee Division recently recovered 364 cases of Seagrams whiskey stolen from a trucking company in Chicago, and the New York Division recovered over \$30,000 worth of stolen woolens and have arrested 14 subjects in connection with this theft.

ACTION RECOMMENDED

It is believed that the increasing number of thefts of this nature should be brought to the attention of the Field, and they should be instructed to insure that all violations are being properly brought to the attention of their offices and thereafter, the cases are afforded prompt and vigorous investigative attention.

Unanimously approved by the Executives Conference on March 29, 1951, with Messrs. Tolson, Ladd, Belmont, Harbo, Glavin, Mohr, Tracy, Nichols, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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cc - Mr. Mohr  
Mr. Clegg

LPJ:scb

INDEXED - 49



THE DIRECTOR

March 20, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 10/24/91 BY SP-5 cph/k

The Executives Conference of March 20, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Clegg, Mohr, Nichols, Glavin, Nease and Glavin considered a memorandum submitted by Mr. H. L. Edwards concerning the policy regarding work on Saturday, March 24, 1951. It was pointed out by Mr. H. L. Edwards that Mr. T. J. Feeney of the Training and Inspection Division brought up this matter at Personnel Conference, due to the fact that he had received a number of inquiries from employees who felt it would be desirable to consider Saturday, March 24, 1951, the Saturday before Easter, as a non-work day, the same as we did the Saturdays preceding Christmas and Kew Years.

\* OVER TIME

Mr. Feeney's reasons for making the suggestion were (1) Easter is listed as the number one religious day of the year for the bulk of people; (2) many people with families would prefer being off, inasmuch as they would like to do with the children because of the children's activities over the Easter week-end; (3) many of the female clerical employees would like to do their Easter shopping on this particular day, inasmuch as they have experienced difficulty in shopping while working the six-day week; (4) many employees who live nearby would like to spend this week-end at home which would be possible if they had the additional day.

The Personnel Conference was evenly divided on the problem as to whether the Bureau should consider Saturday, March 24, 1951, as a non-work day or whether we should consider Saturday as a working day and liberalize the granting of leave to the extent that all people requesting leave be spared, making exception to the established 57 ceiling for Saturday absences.

The Executives Conference was advised that Mr. Edwards had recommended that we liberalize the granting of leave, consistent with the efficient functioning of the office.

The Conference was in unanimous agreement, feeling that due to the tremendous amount of work being referred to the Bureau for attention at this time, it would be undesirable to have Saturday, March 24, 1951 as a non-work day. The Conference further pointed out that many of the children's activities over the Easter week-end are on Easter Monday rather than on Holy Saturday. The members of the Conference will be more liberal on the granting of leave on March 24, 1951, should the Director approve this recommendation.

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Respectfully,  
For the Conference

*The will consider Mar. 24 as a non-work day*

Tolson  
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Nichols  
Rosen  
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Clegg  
Mohr

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People have responded so well to the additional work we might want this. ORIGINAL COPY FILED IN 100-11496-747

THE DIRECTOR

March 28, 1951

THE EXECUTIVES' CONFERENCE

~~CONFIDENTIAL~~

~~MEASURES FOR INCREASED SECURITY OF  
COMMUNICATIONS INTELLIGENCE~~

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WHERE SHOWN OTHERWISE

On March 26, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Harbo, Tracy, Mohr, Sizoo and Belmont considered certain recommendations of the United States Communications Intelligence Board Security Committee to that Board on measures for increased security of communications intelligence.

Background:

Referral/Consult

The U. S. Communications Intelligence Board (USCIB) has as its members ONI, G-2, Air Force Intelligence, State Department, CIA, and the FBI. The principal matter of concern is a security of information produced by the [redacted]

Information produced by [redacted] is disseminated to the various interested members of USCIB. This distribution is becoming increasingly voluminous and reached well over 750,000 items of distribution in September, 1950. The various agencies receiving this information may, within the scope of their own requirements, distribute it as received to certain of its subordinate agencies, such as, the G-2 submitting it to the Joint Chiefs of Staff, to General MacArthur, and to other foreign U. S. military points. [CIA may be expected to do similarly.] Within the State Department there is a rather wide distribution. There are at present certain standards of security set forth in the USCIB Directives but it is felt that, with the increased dissemination of this information, it is vitally important for its source to be kept confidential and it is necessary to provide additional security. This is further emphasized by the fact that it is believed important at times to bring the material to the attention of Government agencies which are not members of USCIB and this activity will likely be increased in the future.

The Suggestions:

The suggestions of USCIB are as follows:

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

(1) Appoint a full-time Security Officer who would report directly to the Chairman, USCIB, and who should be assisted by a small competent staff.

It is proposed that the USCIB Security Officer will be responsible for keeping USCIB informed regarding major COMINT (Communications Intelligence) security problems; coordinating USCIB security

APR 5 1951

~~CONFIDENTIAL~~ INDEXED - 131

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CC - Mr. Clegg  
Mr. Mohr  
AHB:tlc

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MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

procedures; assisting the Security Committee in the formulation of security policies; and performing such duties as the Chairman of USCIB may direct. It is further proposed that the Security Officer will be selected from nominations submitted by USCIB members with the following suggested functions: maintain a list of indoctrinated personnel in USCIB member and department agencies; draft the security regulations; with the consent of the Board member representing the department or agency concerned, conduct security surveys; based on the findings of such surveys, recommend to the COMINT Activity surveyed, appropriate action for the improvement of such security procedures; maintain continuous review of all aspects of COMINT security; assist operating Security Officers and serve as a point of reference for difficult security problems; handle all COMINT security problems which arise outside participating departments and agencies.

(2) Issue a basic security manual establishing standards and procedures for all phases of COMINT security.

Inasmuch as the regulations currently enforced by the various USCIB members, while basically similar, differ greatly in the thoroughness with which they set forth procedures for all phases of the COMINT activity, the Security Committee suggests that one of the duties of the proposed Security Officer would be to compile USCIB regulations using as a basis the British-U.S. COMINT agreement, and various USCIB directives which set forth security procedures. In other words, a compilation into a manual of all security regulations which now evolve from the various agreements and which establish such regulations as the USCIB code words, etc.

(3) Direct the USCIB members to study the command control over COMINT to insure that their organizational structure gives those having the responsibility for the protection of COMINT the adequate and overriding authority necessary for COMINT protection.

In connection with this recommendation, the Committee discussed several matters which it felt required further exploratory study by the member agencies, such as the need to obscure COMINT activities by concealing COMINT budgets of the various departments; compartmentation of COMINT in the member agencies; simplifying and centralizing the control of COMINT within the member agencies.

(4) Authorize the USCIB Coordinator to control dissemination of certain sensitive categories of COMINT after approval of each category by USCIB at executive session. This might be accomplished by confining the material to  and nominating a USCIB member representative to inspect them there.

Referral/Consult

~~CONFIDENTIAL~~

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

(5) Request the Chairman of USCIB to investigate the possibility of bringing Public Law 513 to the attention of publishers and press representatives through the medium of a special Department of Defense press conference.

(6) Direct the USCIB members to examine and perfect their plans for maintaining security during the possibility of emergency expansion or a large scale moving of their COMINT facilities.

Recommendations:

These suggestions were reported on favorably by the Security Division. Thereafter, Mr. Clegg reviewed the suggestions and agreed with all but the first, namely, the appointment of a security officer.

In connection with the appointment of a security officer, it was pointed out that he would have no power of inspection, but would serve in an advisory capacity to those requesting such service. He would also coordinate and prepare any additional directives or regulations affecting security. It was pointed out that control over the security measures of non-member consumers of USCIB material is desired; that someone needs to be designated for the purpose of coordinating existing security regulations in the form of a basic security manual and no one of the USCIB representatives would have time for such a project. It was further pointed out that there would be no real danger of the security officer of USCIB conducting inspections of the security practices of member agencies, since this would require changes in the basic USC (National Security Council) Directive creating USCIB, and further, the military has indicated they would never agree to such authority on the part of a USCIB security officer.

Mr. Clegg pointed out the following advantages and disadvantages with regard to the appointment of a security officer:

Advantages:

(1) It would place a responsibility on a specific officer for answering inquiries of agencies receiving this confidential material as to how to improve their security and also there would be placed on this officer the responsibility of issuing directives approved by USCIB affecting security.

(2) This would make certain that agencies not members of USCIB are alerted as to the confidential character of the information and as to security measures they should employ. This officer and staff would correlate all the existing instructions into one manual-type communication.

~~CONFIDENTIAL~~

MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

~~CONFIDENTIAL~~

(1) If a Security Officer is established even though his services are presently available only to those soliciting them, the next move might well be to have him inspect the various USGIB members as to security. This the Bureau would not want. It is understood that before this could be done, there would have to be a unanimous agreement in the change of regulations. So the Bureau would not be placed in an embarrassing position, it is believed better not to set up this position which might become potentially dangerous or embarrassing.

(2) It is certainly within the competency of the various departments to establish their own security measures. If the Joint Chiefs of Staff decide on a plan of military strategy, this practice is undoubtedly made known to the three military services, to the White House, State Department, and probably CIA, and thus already there are other matters equally as important which are already being maintained. If one needs advice, they should seek it within the scope of their own organization.

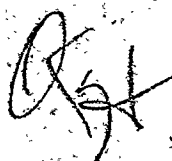
Mr. Glegg recommended that the representatives of the USGIB member groups at a conference each discuss the security measures employed in their respective agencies so that a record can be made of these general measures and it can be circulated if USGIB desires in order to alert the various agencies.

RECOMMENDATIONS OF  
EXECUTIVES' CONFERENCE:

The Executives' Conference unanimously recommended that the Bureau representative to USGIB take the position of approving all the suggestions listed above with the exception of number one, i.e., the appointment of a security officer. The Conference unanimously recommended that a security officer not be appointed, inasmuch as the Bureau's assent to the appointment of a security officer could be interpreted as approving the activities and recommendations of such a security officer which might be difficult to control at some future date.

In the event you approve, the recommendations of the Executives' Conference in this matter will be followed.

Respectfully,  
For the Conference



~~CONFIDENTIAL~~  
Clyde Tolson

~~CONFIDENTIAL~~

THE DIRECTOR

March 29, 1951

THE EXECUTIVES' CONFERENCE

EMERGENCY DETENTION PROGRAM

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

On March 28, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Tracy, Clegg, Rosen, Sizoo, Nichols, and Belmont, considered a proposed SAC Letter to the field issuing further instructions on the Emergency Detention Program.

As a result of conferences with the Department, certain items which have been unsettled in connection with the Emergency Detention Program have now been clarified. An SAC Letter has been prepared, setting forth the additional instructions to the field.

The Executives' Conference considered two possibly controversial items in connection with this proposed letter, namely:

- (1) Total Immobilization of an organization's headquarters or offices (page 11 of proposed SAC Letter)

The Conference was advised that the Department states there is no Federal law under which offices, headquarters or buildings occupied by subversive organizations can be immobilized by padlocking. Therefore, the Agents should occupy such quarters until the search is completed. In the event any attempt is made by court order to have the Agents vacate the premises prior to the completion of the search, the field is instructed to consult with the United States Attorney. After the search is completed, if it is desired to continue the immobilization of the premises in question to prevent their use by subversive organizations, the matter should be discussed with the United States Attorney for his advice. In certain states it may be possible to obtain immobilization by padlocking under the state law. Prior to taking any action to immobilize such premises, the field is instructed to consult with the Bureau for prior authority.

Executives' Conference Recommendation:

The Conference unanimously was of the opinion that the procedure, as set forth in this letter, is sound regarding this item.

- (2) Instructions and Material to be furnished to Designated Resident Agents: (Page 16 of proposed SAC Letter)

At the present time the field is only authorized to keep a supply of certain forms connected with the Emergency Detention Program.

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Attachment  
 CC - Mr. Clegg  
 APR 6 1951  
 AHB:tlc

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MEMORANDUM FOR THE DIRECTOR

at the resident agencies, namely, forms FD 167 to 170, Apprehension Notice and Register, Receipt for Property, Receipt for Apprehended Person, and Consent to Search.

Several field offices having resident agencies some distance from the headquarters city have pointed out that it will be impossible to effectively place the Emergency Detention Program into effect unless appropriate resident agencies are furnished the necessary information in advance. It was pointed out that under emergency conditions, there may be a considerable delay in communications and mail which will definitely hamper the field in getting instructions and the necessary information promptly to the resident agencies where pick-ups are to be made.

It was pointed out to the Conference that a delay of even several hours in initiating apprehensions by the resident agencies will probably mean the difference between success and failure to apprehend many of the Security Index subjects. This is true because once the program is placed into effect anywhere in the country, the word will spread quickly and subjects will go into hiding. Therefore, it was recommended to the Conference that the field be instructed that:

(a) The Senior Resident Agent in each resident agency or a resident agent designated by the SAC receive detailed instructions as to the method of placing into operation the Emergency Detention Program and be familiar with the use of the various forms and warrants under the Program.

(b) In addition to the forms already furnished to the Resident Agents, sufficient copies of the Master Warrant of Arrest and Master Search Warrant should be furnished to the same Resident Agent and also copies of the Presidential Warrant of Arrest and the Presidential Search Warrant, where necessary. These forms are to be maintained sealed under lock in a safe place in the Resident Agency with no notations to identify the Emergency Detention Program.

(c) A 5 x 8 card for each Security Index subject residing in the Resident Agency territory who is included in the General Section of the Security Index should be prepared and personally maintained by the designated Resident Agent at the Resident Agency under lock in a secure place. No cards should be maintained at Resident Agencies on persons in the Special Section of the Security Index because additional review will be made on all persons in the Special Section and Bureau clearance obtained prior to their apprehension.

MEMORANDUM FOR THE DIRECTOR

The card will have no reference to the Emergency Detention Program on it but will contain the following information: Name of Subject; Priority Designations for Detcom and Comsab by placing the capital letters "DC" and "CS" in parenthesis after the name of the subject; Description, Residence-Address, Business Address, and photograph, if available, stapled to the card.

The field is instructed to advise the Bureau when these cards have been prepared and placed in the Resident Agencies.

(d) The SAC is instructed that it is his personal responsibility to see that these cards in the Resident Agencies are maintained in a current status and that the designated Resident Agent checks them against the Security Index in the field office at least once each thirty days.

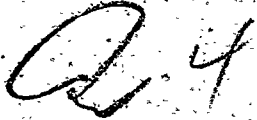
(e) In those cases where the designated Resident Agent has no office, the material for use in this program is to be maintained by him in the same secure manner as Bureau manuals and other confidential documents.

Executives' Conference Recommendation:

The Conference unanimously recommended that the designated forms be sent to the Resident Agencies and that the cards bearing the name and description of the subjects, as set forth above, should be prepared and sent to the Resident Agencies under the conditions set forth. The Conference was of the opinion that the urgent need for the Resident Agents to have sufficient information to permit them to launch this program immediately upon receipt of instructions outweighed the risk of allowing this information to be present at the Resident Agencies. The Conference felt that such risk is minimized by the fact that the material in question makes no reference to the Emergency Detention Program; that responsibility is placed individually on the designated Resident Agent to handle this material; that appropriate instructions are issued to handle the material in a secure manner. It was further pointed out that the Resident Agent already has access to the identities of Security Index subjects at the field office, and therefore, in effect, no new information is being made available to him.

In the event you approve, the proposed SAC Letter which is attached will be sent to the field.

Respectfully,  
For the Conference

  
Clyde Tolson



The Director

December 11, 1950.

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5/cib

The Executives Conference of December 8, 1950, consisting of Messrs. Tolson, Nease, McGuire for Nichols, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons for Harbo, Tracy and Glavin, considered a suggestion submitted by [redacted] of the Records and Communications Division, wherein he suggests that in view of the fact that the internal security of our Nation is at hand, he believes that more rigid measures should be taken at the entrances of the Department of Justice Building to safeguard against undesirable individuals gaining entrance to the building. Mr. [redacted] who entered on duty in the Bureau on November 6, 1950, states that on his first day of duty he had not been issued credentials to enter the building and he believes that any individual entering the building should show his or her credentials.

b6  
b7C

The Conference was advised that at the present time the following security procedures are followed by the Public Buildings Administration in permitting individuals to enter the Department of Justice Building. No passes, credentials or other identifying data are needed by any individual to enter the Department of Justice Building from 8:00 A.M. until 6:00 P.M., Monday through Friday. Before 8:00 A.M. in the morning and after 6:00 P.M. at night, Monday through Friday and all day Saturday and Sunday, as well as holidays, no individual is permitted in the building unless he is appropriately identified by exhibiting his building pass or, in the case of Bureau employees, exhibiting appropriate Bureau identification badges, passes or credentials. The Bureau employees do not have to sign-in on the register at the guard's desk on these occasions, the guards recognizing the Bureau's credentials in permitting the employees to enter the building. All other persons entering the building must sign the register at the guard's desk. The exception for Bureau employees was made at the request of the Bureau several years ago when great difficulty was experienced by having our employees coming in on Saturdays and other off hours line up to sign-in in the building.

Insofar as the automobile entrance is concerned, no car is permitted to gain entrance through the automobile entrance unless his car exhibits an identification sticker or until the driver has exhibited both a building pass and a garage pass, which testify to the right of the employee to enter the building space by automobile. The guards, as a matter of practicality of course, do not demand the exhibition of passes from certain of the high officials utilizing the Department of Justice parking space, their identities being very well known.

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

cc: Mr. H. H. Clegg  
Mr. Mohr

RECORDED 90

INDEXED 90

66-2544-8628

APR 5 1951

EX-1307

APR 6 1951

Attachment

Memorandum for the Director

Insofar as the Bureau's space itself is concerned throughout the building, no unauthorized person can gain entrance to our space on the sixth or seventh floors. Numerous guard posts have been set up and employees must identify themselves in every instance when they seek entrance to the space occupied by the Bureau on those floors. On the remaining floors all of the Bureau's space is broken up into small offices. The possibility of an unauthorized individual gaining entrance to our space is very remote since any unknown individual would be questioned immediately if found in the space and, when the space is not occupied, it is locked.

In the Identification Division, no person can gain entrance to the Identification Division Building without being appropriately identified. If a person other than a Bureau employee is identified and seeks entrance to the building proper from either of the two entrances of the Identification Division, such an individual is not permitted to enter Bureau space until an employee of the Identification Division has reported to the guard to escort the individual to the office in question. Of course, employees of the Public Buildings Administration and the cafeteria, who properly identify themselves, are permitted to enter the building to perform their duties.

For the Director's further information, it is pointed out that the Bureau maintains a security patrol in both the Identification Division building and the Department of Justice Building after hours, on Saturdays, Sundays and holidays. This security patrol gives continuous coverage to all of the space occupied by us in both buildings.

The Conference does not feel that it should request further security steps to be placed into effect by the Public Buildings Administration at the present time and, should the Director agree, it is suggested that the attached communication go forward to Mr.

Respectfully,  
For the Conference

b6  
b7c

05A  
T  
Glyde Tolson

THE DIRECTOR

November 16, 1950

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 cbr/px

The Conference considered the suggestion of SAC Hood that certain security controls be set up with reference to Crime Survey reports, actual and potential informant files and related matters.

In reaching this conclusion, the following factors were taken into consideration by SAC Hood in connection with his suggestions:

1. Police officers appointed as Special Agent Employees for the duration of the emergency, being on a temporary basis, owed their loyalty to other departments a few months ago and in most instances within a few years will again owe loyalty to these same departments. These officers may develop an unfriendly attitude because of disciplinary action. It is possible for them to disclose confidential information to former associates in law enforcement.

2. Instances could arise where a Bureau employee has relatives employed in law enforcement agencies. Under these circumstances clerical employees whose relatives are so employed could be in a position to obtain confidential information and could disclose it.

3. Hood points out that some individuals who possess excellent possibilities as informants are extremely apprehensive that their identities will become known to a large number of Agents and that some Agents eventually leave the service and enter private investigative work. There are several ex-Agents in Los Angeles whose reputations, now that they are in private work, are not good.

4. Since the Bureau cannot exercise control over former employees, their employment and associates, it is felt that added precaution should be taken to make information contained in our Crime Survey files and related matters secure at all times.

In view of the above factors, Hood recommends the following:

1. All offices should maintain their Crime Survey reports, actual and potential informant files, and racketeering files and related matters in separate cabinets under different locks from those maintained for other files, and they should be under the control and supervision of a reliable clerical employee. Any Agent

cc-Mr. Clegg

Mr. Mohr

AR:LS

61 APR 7 1951

RECORDED  
INDEXED

66-2554-8629  
5 155

Memorandum for the Director

requiring a serial from these files should have the appropriate permission of the SAC, ASAC or Supervisor prior to having it charged to him. The same would be true of any file or section of a file.

2. It is recommended that only specified clerks and stenographers handle the files and dictation in connection with these matters.

3. It is recommended that, except in the individual file on a confidential informant, there be no identification of the informant appearing in any other file; they should always be referred to by symbol number only.

4. No information should be given from these files to any law enforcement agency or outside organization in the ordinary liaison work of the office, but only upon the express permission of the SAC or ASAC.

5. Outgoing mail should be handled under confidential cover in the same manner as personnel matters at the present time.

6. It is recommended that each SAC be granted authority to designate the specific files to be handled under this procedure, furnishing the Bureau a list thereof from time to time.

RECOMMENDED ACTION

The Conference unanimously recommended unfavorable to the aforementioned recommendations with the following exceptions:

1. Mr. Mohr pointed out that SAC Hood, at the present time, has authority to handle special informants in a most highly confidential manner and that, therefore, if any SAC had a special problem with reference to special informants it could be worked out so that appropriate treatment could be given the confidential character of the informant in special instances.

2. Mr. Rosen pointed out that as a general rule the Crime Survey reports are not treated any differently than any other reports; that they are made available to all Agents requesting the file, and the Conference agreed that it might be desirable for the entire Agent personnel in a particular office to have available all this information relating to Crime Surveys inasmuch as the Agents could be better informed in connection with the handling of criminal cases.

There is, however, a definite risk and it is recognized that certain persons may, at a later date, disclose information as a result of the data obtained from the Crime Surveys which might be embarrassing in view of which Mr. Rosen recommends that we allow

Memorandum for the Director

those Special Agents in Charge to look into the problem in such offices as Los Angeles, San Francisco, Chicago, New York and Philadelphia, to determine just what the hazard may be. Perhaps special treatment could be given situations in these offices. Mr. Rosen pointed out that the problem cannot just be turned down without further study and recommends that such a survey be made.

Those in attendance at the Conference were Messrs. Tolson, Laughlin for Belmont, McGuire for Nichols, Sizoo, Mohr, Glavin, Tracy, Harbo, Clegg, Ladd and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

*I agree with Rosen*  
*11-22*  
*4*

*yes*  
*H*

The Director

March 30, 1951

The Executives Conference

~~KEFAUVER COMMITTEE HEARINGS IN NEW YORK~~  
DETECTIVE WALTER F. A'HEARN  
SARATOGA SPRINGS, NEW YORK  
FBI NATIONAL ACADEMY GRADUATE

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HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C. B. H.

The Executives Conference on March 27, 1951 consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg, considered the newspaper accounts of the testimony before the Kefauver Committee of Detective Walter F. A'Hearn who is a graduate of the FBI National Academy. The New York Office has furnished the newspaper clippings covering the testimony of A'Hearn and a review of these clippings reveals the following:

1. A'Hearn stated that he did not know for sure whether gambling was going on in the various clubs in Saratoga Springs because he never did go inside the buildings. When asked why he didn't go in he answered he had no orders to go in.
2. A'Hearn admitted that he received \$10 per night and that his partner on the police force also received \$10 per night during the season for escorting employees of the Piping Rock and Arrowhead Clubs to and from a local bank. The employees of the Piping Rock and Arrowhead Clubs were escorted from the bank with money at around 7:00 p.m. and then back to the bank after closing hours in the early morning, where the money would be placed in the night deposit box.
3. A'Hearn made deposits in the Adirondack Trust Company after the close of the gambling season as follows:

\$ 300	1945
2,100	1946
2,000	1947
1,000	1948
1,500	1949

RECORDED - 134  
INDEXED - 134  
APR. 5 1951  
66-2154-8630  
EX-30 2F

No deposit was made in 1950 because all gambling was stopped at Saratoga Springs in 1950.

cc - Mr. Mohr  
Mr. Clegg

HEARINGS

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

4. A'Hearn admitted that one reason he did not go into these clubs to find out if gambling was going on was because he would be fired if he did. He stated that he would be fired either by the police chief or the police commissioner.
5. Senator Tobey in commenting on a statement by A'Hearn that he did not know whether gambling was going on in the clubs since he had not seen the gambling, stated that A'Hearn should have known what was going on since they paid him \$70 a week to take money back and forth and that A'Hearn should have known that it was gambling money to be used in making change. Tobey also stated, "Why try to fool this Committee? Come through clean. There isn't a man in this room, in this country, who believe that statement of yours, that you didn't know gambling was going on in there. Tell the truth. You are under oath." After this statement A'Hearn replied, "I never seen any."

In view of the fact that it is obvious that A'Hearn was well aware that gambling was going on and since he received money for escorting employees between such establishments and the bank, it is recommended that his name be removed from the Directory of Graduates of the FBI National Academy and from all Bureau mailing lists.

I agree  
H

Respectfully,  
For the Conference

Glyde Tolson

I think we ought  
to consider whether  
the National Academy  
should be continued.

3/30

- 2 -  
certainly a few more cases  
like this will stigmatize our  
N.A. & reflect on F.B.I.  
H.

THE DIRECTOR

April 5, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/97 BY SP-5C/BK

The Executives Conference of March 29, 1951, consisting of Messrs. Tolson, Sizoo, Clegg, Mohr, Rosen, Nichols, Ladd, Belmont, Harbo, Tracy, and Glavin considered a suggestion submitted by Mr. B. C. Brown concerning the submission of the biennial inventories.

It was pointed out to the Conference that Mr. Brown pointed out that a complete inventory is taken in connection with each regular inspection, that a number of such inspections have been made within the last three or four months, and he feels that those offices which have been inspected since the first of the year need not submit a biennial inventory on April 15, 1951, as previously instructed. Brown points out that it would appear to be a waste of time to duplicate this work in those offices, especially in view of the fact that an inventory is usually made only biennially and that to take an inventory would require several man days time in addition to the regular work.

It was pointed out to the Conference by Mr. Clegg that regular inspections have complete inventory of the divisional offices made. Mr. Clegg was in agreement with the remainder of the Conference that rather than making any exception to the inventory which must be submitted to the Bureau for check every other year, that amending instructions could be issued to the inspectors that the complete inventory need not be taken by such inspectors during the regular inspection of a divisional office. Mr. Clegg pointed out that instructions will still go forward that the inspector would necessarily have to check code books, firearms and the like in the field during an inspection. However, he would not have to check every desk, chair, chair mat, waste basket, etc.

The Conference unanimously recommends that the Bureau continue to receive the biennial inventories on April 15 of every odd year and that the inspection staff be instructed that complete inventories need not be taken by them during inspections in the future.

Should the Director agree, appropriate instructions will go forward to the inspectors concerning this matter.

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

*[Handwritten initials]*

RECORDED - 34  
Respectfully,  
For the Conference

66-2554-8631

INDEXED - 34 APR 5 1951

7-V7  
Clyde Tolson

*[Handwritten signature]*

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

APR 7 1951



The Director

April 2, 1951

The Executives Conference  
LIEUTENANT [redacted]  
Wilmington, Delaware  
FBI NATIONAL ACADEMY APPLICANT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/29/91 BY SP-5 CJK

b6  
b7c

The Executives Conference on March 26, 1951, consisting of Messrs. Ladd, Harbo, Belmont, Sizoo, Tracy, Mohr and Clegg, considered the application for an FBI National Academy representative from the Wilmington, Delaware, Police Department. The application was received from Superintendent Andrew J. Kavanaugh on March 7, 1951, at the Baltimore Office. Funds have been appropriated for the attendance of Lieutenant [redacted] of that Department, and the funds will expire by July, 1951, and revert back to the City Treasury if not used for this purpose. The Baltimore Office advised that due to this stipulation, it is imperative that utmost consideration for the April Session of the Academy be given to this application, and its acceptance is recommended by the Baltimore Office.

MEMORANDUM FOR THE DIRECTOR  
SUBJECT: RE ANDREW J. KAVANAUGH

A review of Bureau files reflects that there are some 350 to 400 references concerning Andrew J. Kavanaugh. Most all of these reflect a spirit of friendliness on Kavanaugh's part. A summary was prepared regarding Kavanaugh on October 22, 1948, in a memorandum from Mr. M. A. Jones to Mr. Nichols (62-41495-96), the pertinent portions of which are as follows:

".....He was on the first training committee of the I.A.C.P. when the FBI National Academy was formed. He continued on this committee until 1945. He is a past President of the I.A.C.P.

"In 1935 the Director sent a telegram to the City Mgr. of Miami recommending Kavanaugh as a 'capable administrator, has excellent reputation, character and integrity.....' (62-36097-1)

In 1937 a Miami citizen wrote to Mr. Hoover and said, 'My good friend Kavanaugh spoke very highly of you and your great work.....' (94-4-917-1)

"In 1944 former Agent P. W. Haviland, then Supt. of Delaware State Police told Mr. Clegg that the Bureau was being fooled by Kavanaugh; that he was not openly hostile but critical of the Bureau at times. His complaint was more or less hearsay evidence. (67-136385-75)

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 14

INDEXED - 14

66-2554-8632  
APR 5 1951

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

APR 2 1951  
Attachment

"From time to time between 1944 to 1947 non-specific data reached the Bureau that Kavanaugh had made derogatory statements but concrete evidence or positive proof is lacking. The files of our Baltimore office were reviewed in September 1946 for proof of Kavanaugh's hostility but no shred of positive proof was found. (62-41495-90; 62-36097-133)

"Kavanaugh is impetuous, bullheaded, outspoken, has an Irish temper and, according to Resident Agents at Wilmington, feels he is the best police officer in the country, but the Resident Agents have never heard any derogatory statements made by Kavanaugh against the Director or the Bureau." (62-41495-90)

In a memorandum from Mr. Jones to Mr. Nichols on October 20, 1948 (62-36097-136), there is set forth information furnished by former Superintendent Paul W. Haviland of the Delaware State Police, a former Agent, who advised me that the Bureau was being fooled by Kavanaugh. The pertinent portion of that memorandum is as follows:

"..... Haviland also quoted Kavanaugh as stating on one occasion, 'I wonder why Edgar is getting interested in this matter which is not FBI business,' and stated that the matter referred to was traffic or some other type of police work. (67-136385-75)

"Regardless of Haviland's remarks a memorandum from Mr. Clegg to the Director, dated May 3, 1944, revealed that Kavanaugh was a member of the I.A.G.P. Police Training Committee which met in Washington on May 1 and 2, 1944, which voted unanimously that Mr. Clegg be requested to convey to Mr. Hoover the committee's deep appreciation for permitting them to find out what the Bureau was doing on the Crime Prevention Program, and unanimously recommended that the I.A.G.P. consider itself as a sponsor of this program just as it considered itself the sponsor of the N.P.A., etc. There was no hostile view taken by Kavanaugh during the meeting of this committee. (94-1-152-5615)

"On 7-18-46, Mr. Clegg wrote a letter to the SAC at Baltimore stating information had been received from confidential sources, that at the meeting of the I.A.I. at Rochester, 'this week Superintendent Kavanaugh made derogatory comments concerning the Bureau and the Director, and there were indications that he had made known his hostilities, and had been critical in his conversations with other people.' The SAC at Baltimore was requested to be most circumspect at all times in their dealings with Kavanaugh." (62-36097-133)

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

Since the preparation of this summary memorandum, we have been advised of one instance of an attitude on the part of Kavanaugh which appears to be hostile to the Bureau:

At the I.A.C.P. Convention in Dallas in September 1949, Kavanaugh presided over the panel forum on Police Education and Training as he was the Chairman of the Police Training Committee. Richard H. Foster, Director of Public Safety of Richmond, Virginia, VA, was on the panel and in his remarks he made the statement: "Now Andy (referring to Kavanaugh) has mentioned not only here but several 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. We may be dreaming but I do not think we are dreaming too much."

This reference by Foster indicates Kavanaugh's interest in the establishment of a police academy which would have the backing and the assistance of the I.A.C.P. Of course, no action has been taken to establish such a school.

VIEW OF SAC CARSON

SAC Carson, who is in Washington today (April 2, 1951), has advised Mr. Rogers of this Division that he recommends that favorable consideration be given to Kavanaugh's request for the attendance of a representative of his Department at the April Session of the Academy. Carson has stated that the relationship between Kavanaugh and the Baltimore Office of the Bureau has been very good and that Kavanaugh has been cooperative.

EXECUTIVES CONFERENCE CONSIDERATION

Due to the fact that the enrollment for the April Session has been completed prior to the receipt of the application for [redacted] attendance, the Conference unanimously recommended that Kavanaugh be informed that the Bureau will be pleased to consider [redacted] for the July Session if he desires to make arrangements for the funds to be earmarked for this purpose prior to such funds reverting back to the City Treasury. Of course, the applicant will have to qualify and be investigated before he is accepted.

b6  
b7c

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

If approved, there is attached hereto a letter to  
Havanaugh accordingly.

Respectfully,  
For the Conference

Clyde Tolson

*I am opposed*

*4-3*

*4*

*1*

*I agree. There is  
nothing to be gained  
to Law Enforcement  
on F. B. I by making  
this appointment.*

*HL*

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

The Director

March 28, 1951

The Executives Conference

REPORT WRITING

The Executives Conference on March 27, 1951, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Glegg, considered the suggestion raised in the Executives Conference sometime previously that the present practice of dividing investigative reports into two sections, (1) investigative and (2) administrative, be discontinued.

You will recall that following the criticism of reports made public in the Coplon case and because of criticisms which have been made on occasions by Government agencies as to the contents of Bureau reports, a change of procedure was adopted to provide that unverified and uncorroborated rumor and gossip and other data which might not be pertinent would be placed in an administrative section of the investigative report. This section is on separate pages and the reason for preparing the report in these two separate sections is to avoid the dissemination of the type of information which should be in the administrative section. A general guide to the organization of the contents of the report was that the information which should be disseminated to agencies outside the Bureau should be in the investigative section and that which should not be disseminated would be placed in the administrative section. There was also some feeling that in the event a subpoena was issued for a report or the court ordered its introduction, only the investigative section would be presented, but it was realized that an order for the entire file would, of course, make available both sections of the report. It was felt, however, that the Bureau would be safeguarded because the data in the report which was not for dissemination would be on pages clearly labeled as "administrative." This was quite a departure from the previous rule to the effect that information relating to an investigation should be reported in logical sequence. Previously, if there were some very special and confidential items which it was believed should not appear in the report, this material was submitted by letter to the Bureau for its confidential information and guidance. The previous type of report was, therefore, more easily prepared.

cc - Mr. Mohr  
Mr. Glegg

HHC: IGS

RECORDED - 137

INDEXED - 137

APR 5 1951

25

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DATE 10/11/91 BY Sp-Scib/AL

50 APR 9 1951

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

The Bureau adopted and it is now the present rule that the reports should be in two sections when there is administrative type data which should not be disseminated and which should be reported.

#### Advantages:

To adopt the suggestion that the administrative section of the report be discontinued as a separate section.

(1) It was believed that there would be a saving of time in the preparation of reports, in dictation, and in organizing the material to be incorporated in the report.

(2) The requirements for report writing would thus be simplified, more easily understood and new Agents could more quickly and more easily be trained as to the requirements and rules of report writing, and there would be less confusion in their minds about the problem.

(3) Unverified and uncorroborated data could be described as such in the report.

(4) It was believed that whatever information is pertinent, whether corroborated or not, if it comes into the possession of a representative of the Bureau, it should be made known to the interested intelligence, prosecuting agency or other agency having sufficient interest to receive the report. It was felt, in fact, that it might well be dangerous for such data to repose in the Bureau's files without dissemination. There frequently arise during the course of investigation allegations and statements concerning a subject or applicant which cannot be proven or disproven, but so long as the source is shown and it is pointed out that the data is not verified, it was believed to be important that the Bureau furnish this information to the interested agency.

(5) An examination of files would be simplified and more quickly accomplished if all the information is in one section of the report in logical sequence instead of divided into two sections and thus out of logical sequence in many instances.

(6) Information which on infrequent occasions it is believed should not be included in a report could be furnished to the Bureau by letter and it was believed, based upon the practice previously followed, that the number of such letters would be comparatively very few.

(7) It would eliminate the requirement that the Agents, including new Agents recently appointed, engage in any evaluation of the information in order to determine whether it should go in one section of the report and be disseminated or in the other section and not be disseminated.

(8) The present practice often results in the necessity of the report being revised in Washington in order to include in the section to be disseminated material information which had been set forth in the administrative section of the report. It was felt that there was danger that the Bureau would be charged with concealment if such items were overlooked.

(9) The present system is no guarantee ~~against~~ the protection of the administrative section of the report, since a subpoena for the file will require the entire file.

#### Disadvantages:

(1) In the event reports or files are produced in court, the fact that the Bureau Agents are intelligent enough to distinguish between trivia and evidence and between rumor and intelligence information and the fact that the Bureau recognizes that certain unfounded and uncorroborated charges have been made, is clearly indicated by the fact that the unfounded and uncorroborated rumor and trivia is clearly labeled and appears in the administrative section. This should preclude any busts for charges that the Bureau is disseminating idle rumor in the nature of malicious scandal and unverified charges made by malicious persons.

(2) It is believed that even now not enough time is spent in organizing the material for an investigative report before it is dictated, that reports could be greatly improved if more time were spent in such organization and the present procedure requires that the information in the Agent's notes be reviewed and organized prior to dictation. This is a good requirement for this purpose and even better organization and planning of the contents of the report is still needed.

The time consumed in organizing the material is fully compensated for at the time of dictation and at the time of the various reviews of reports and files in the Field and at the Seat of Government.

(3) All the information is being reported under the present system, but that which is rumor or unverified information and yet pertinent is being included in the administrative section of the report. If the administrative section is abolished, there would be a natural ~~consequence~~ <sup>tendency</sup> to omit some data as unworthy of reporting, and, thus, the evaluation by the Agent as to what will and will not be reported is potentially more dangerous than for him to report all of the pertinent data by organizing it along approved lines. All information is still in one report rather than in two separate reports, but it has been organized as to materiality, pertinency and worthiness for dissemination.

(4) Supervisory and Agent time in subsequent file reviews would be saved because it would be easier to locate material being sought if the material is properly organized.

(5) It will reduce the chances that in the past have been made that the Bureau disseminates information unworthy of dissemination and the Bureau held up to ridicule by unfriendly officials of other agencies.

(6) The present system is in practice and the change would require the reindoctrination of several hundred new Agents, and an evaluation of the advantages and disadvantages of the present system would appear to make a change unnecessary.

#### CONSIDERATION BY THE FIELD AND JOINT COMMITTEE

This matter was presented to twelve Field Offices. The Newark, Pittsburgh and Chicago Offices voted in favor of the suggestion of reverting back to the report form previously used. The Pittsburgh Office, although voting for the change, indicates that the present system should be continued in Applicant cases.

The Philadelphia, Washington, Baltimore, New York, Seattle, Boston, Los Angeles, San Francisco and Cleveland Offices were opposed to the suggestion for the reasons stated. The Los Angeles Office, while opposing the suggestion, felt that there should be a liberalization of the rules concerning material which might be included in the investigative report so that an agency to which a report is disseminated would get the complete picture.



Of the Joint Committee, Messrs. Scheidt, Harbo and Clegg opposed the suggestion. Mr. McKee favored the suggestion.

EXECUTIVE CONFERENCE CONSIDERATION

*General*  
Messrs. Tolson, Callahan, Mohr, Belmont, Ladd, Rosen, Sizoo and Nichols favored the suggestion with the understanding that if it should become necessary in any case to advise the Bureau of any information which should not be included in the regular investigative report, then such information should be submitted by letter and, thus, the administrative section of the report should be eliminated. Of course, administrative pages setting forth the names of informants and undeveloped leads would be continued as they are on separate pages anyway.

Mr. Tracy favored continuing the present policy, but felt that a communication could be prepared liberalizing the amount and type of information which would be placed in the investigative section of the report, which is similar to the suggestion by SAC Hood.

Messrs. Harbo and Clegg were opposed to the suggestion and agreed with the majority of the SAC's contacted that the requirement should continue as is.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR  
THE EXECUTIVE CONFERENCE

April 9, 1951

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/21/41 BY SP-5 C. D. H.

The Executive Conference of March 28, 1951, consisting of Messrs. Tolson, Clegg, Gleng, Rosen, Nichols, Ladd, Belmont, Harbo, Tracy and Glavin considered a suggestion submitted by Mr. H. J. Edwards, Personnel Officer of the Bureau, that the Bureau revive its poster campaign such as was utilized with good results during World War II.

It will be recalled by the Director that the Cartographic Section had prepared a number of very timely posters during World War II, some having to do with proper maintenance of equipment, others with implementing the suggestion program, the confidential nature of the work in the Bureau, and others having to do with the general overall Bureau problems. He stated that these posters were placed around the Bureau and were well received. Mr. Edwards feels that a series of posters could again be initiated, one poster perhaps implementing the suggestion program, another dealing with the security of our information, another with absenteeism and various other matters of pertinent interest. Mr. Edwards further suggested that we could implement the posters by having each division concentrate on the subject of the poster at the time the poster is on display.

The Conference, with the exception of Mr. Tracy, felt that it would be desirable to reinstitute our poster program. Mr. Tracy feels that such a program is not necessary at this time, that in the event the country goes to war, further consideration could be given to the re-establishment of the poster program in question. Pending the Director's decision no further action is being taken in connection with this matter.

Respectfully,  
For the Conference

INDEXED - 74

Clyde Tolson

551-8634

APR 11 1951

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

Mr. H. H. Gleng  
Mr. J. P. Mohr



The Director

March 30, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIL/DK

The Executives Conference consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Sizoo and Nichols considered the matter of handling deferred recording and the present procedure in handling applicant mail and they were unanimously in favor of continuing present procedures which are as follows:

Handling Applicant Mail - Last January it was agreed that an experiment would be undertaken in the handling of mail in the applicant category. In this category the mail was routed directly to the supervisor where it was kept in a folder until the completion of investigation at which time the serials were forwarded to the Records Section. Prior to January, we were in the practice of processing each individual piece of mail at a cost of \$5.06 per case. With the adoption of the new system all serials were sent to the Records Section upon completion of investigation, indexed and serialized and other serials placed in the file. Following this procedure the cost of processing a closed case was \$.43. In addition, mail was gotten into the file quicker and all around it was proved far more efficient. It was pointed out for the Director's information that this system was applied only when no derogatory information was developed. Whenever derogatory information was developed a full processing treatment was afforded such mail. It was the unanimous recommendation of the Executives Conference that this be continued.

Deferred Recording - This procedure was adopted some years ago in order to expedite the handling of incoming mail and rather than fully process an incoming communication a record was made of it and the mail was then sent through and a recording was deferred until the mail returned to the file section. Actually, the term "deferred recording" is a misnomer. This process could be more accurately described as "expedite processing." It was pointed out to the Conference that with the increase in mail this system serves a more vital purpose than ever before and it was the unanimous recommendation of the Conference that this procedure be continued. However, it was felt that in the future the procedure should be referred to as "expedite processing" to more accurately describe the procedure.

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

Respectfully,  
For the Conference

Clyde Tolson

78 16-2557-8635  
APR 5 1951

50 APR 9 1951

The Director

March 31, 1951

The Executives Conference

MOBILE RADIO EQUIPMENT  
HOUSTON DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/81 BY SA-SC/BJB

On March 29 the conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Sizoo, Nichols and Harbo considered the request of the Houston Office for equipment to enable two-way radio communication between six Resident Agents' automobiles and local police agencies, at a total cost of approximately \$2,500.

Automobiles of the Houston Office presently are equipped with radio receivers which enable Agents to receive messages via the State Highway Patrol radio network. The SAC advises the objection to the present set-up is the fact that no one knows whether the Agent has received the message until he has an opportunity to go to a telephone to acknowledge the call.

The Conference unanimously recommends unfavorably as to the Houston request since present equipment enables the office to contact the Agents in automobiles via the State Highway Patrol network. If the Director concurs the attached letter to Houston may go forward.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. H. H. Clegg  
Mr. Mohr

Attachment

RPH:VH

RECORDED - 36  
INDEXED - 36

EX-27

RJ

30 APR 9 1951

The Director

April 3, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIP/RT

The Executives Conference on April 3, 1951, consisting of Messrs. Glavin, Harbo, Mohr, Tolson, Ladd, Laughlin and Clegg, considered the suggestions in a personal letter from SAC Wily dated March 29, 1951, as follows:

(1) He felt that Field Offices should be graded on new work received each month and their low delinquency. He explains that he tries to keep his delinquency percentage low wherever he is an SAC and that he believes the object of an SAC should be to increase incoming work, to increase convictions, to locate more fugitives and to keep delinquency low. He does not feel that the assignment of personnel to the Field Offices should be on a basis of the delinquency percentage alone, as he feels that some SACs attempt to keep their delinquency from being so low so that personnel in their offices will be increased.

The Executives Conference considered this matter and recommends that there be no system of formally grading Field Offices on the basis of new work received and low delinquency, but that, of course, this should be given consideration in the efficiency rating prepared on the SACs.

The Executives Conference agrees that the number of pending cases should not be considered as a sole basis of assigning personnel to Field Offices, nor should the percentage of delinquency be the sole basis for such assignments, and it was believed that production, the number of cases received and the number of cases closed per month, together with the total volume of work pending in the office, should all be considered and that SAC Wily was correct in this conclusion. These factors are given consideration by the Bureau in making personnel assignments.

It was pointed out that particularly at this time when there is a plant informant and American Legion contact program which requires a large amount of Agents' time and as there are subversive cases which Field Offices are opening as the facts seem to justify and when the manpower available makes it practicable to do so, it is possible today for a Field Office to control the percentage of delinquencies by making frequent reports in order to prevent the cases from becoming delinquent and by opening more cases in the Field Office during the month.

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

cc - Mr. Mohr

APR 9 1951

HHC: IGS & dmj

RECORDED - 39

INDEXED - 39

EX-45

66-2554-8637

APR 10 1951

5

This is further justification of the conclusion reached by SAC Fuly. The Conference was opposed to the delinquency percentage being a controlling factor due to the fact that short reports of piecemeal investigations submitted once each five weeks will prevent a case from becoming delinquent and involves more paper work than if the case were thoroughly investigated and closed out in one report.

*I think Wylie's specific suggestion has merit and should be further considered.*

(2) SAC Fuly recommends regional conferences of SACs on a one-day basis each two months. His recommendation would be for the purpose of enabling the SACs to become better acquainted; in order to clarify the problems of the SACs in the same general area; and each SAC could learn from the others some new techniques or ideas for their mutual advantage. They could be occasionally attended by Bureau officials.

The Executives Conference felt that there was some but not a great deal of benefit in the SACs becoming personally acquainted; and there was not enough justification for these conferences to be held routinely and without advance justification as to some specific problem which may be existing. It was pointed out by the Conference that instructions are issued on a nation-wide rather than regional basis in most all instances. However, when there have been some special problems a regional meeting has been held in states like Texas, California and in New York with reference to police training and law enforcement cooperation. All members of the conference opposed this program of scheduling routine conferences unless some specific reason existed for the conference.

Messrs. Glavin, Harbo, Mohr, Rosen and Glegg were of the opinion that the visits of the SACs to Washington on an annual basis was a more desirable solution than to have the SACs meet, even with a Bureau Inspector or official present, in some regional area at stated and periodic intervals.

Messrs. Tracy, Ladd and Laughlin recommended an annual meeting of the SACs in Washington with half of them here at one time and another half at a separate meeting and for a two or three-day period.

(3) Mr. Fuly suggests that the Bureau send a squad of instructors to the Field to give training in lieu of In-Service courses at the Seat of Government. He suggested calling in about

*I think we should advise all SAC'S that Bureau will consider regional meetings of SAC'S if they can justify the need for them with respect to specific problems*

*I am in favor of regional conferences at least as a trial. Of course we will have the visits to Washington*

*most certain*

*TOLSON*

*H*

thirty-five police instructors and organizing them in teams of instructors with each team giving training to Agents at about ten offices. One man on each team would be given training in criminal matters, another on internal security matters, and the training work could be divided up among the teams of about five men each. This suggestion contemplates that half of the Agents in the office would be trained for three days and the other half would be trained for the next three days.

The Executives Conference considered this suggestion and in lieu of this suggestion Messrs. Mohr, Ladd, Rosen, Laughlin, Glavin and Clegg recommended that, just as soon as funds were available, In-Service Classes be resumed with 100 Agents in each class of two-weeks duration and with a new class to start each Monday. They suggested that, unless In-Service was held with this degree of frequency, we would be hopelessly behind, since there are a number of new Agents who have been in the Field approximately a year who are greatly in need of In-Service training and there are some more experienced Agents in the Field who have not had In-Service for over three years, and with the total number of Agents now in service the In-Service classes would have to be held weekly and in groups of 100 to catch up the backlog of needed In-Service training.


Mr. Tracy recommended that a team of three instructors go to the Chicago Office and, on an experimental basis, provide In-Service training to the new Agents who have not yet attended In-Service training, in order to see if this would not be more economical and at the same time approximately as productive as In-Service schools. If it was found to be advisable, this program could be expanded.

Messrs. Harbo and Clegg favored the suggestion that on an experimental basis a team of three selected Bureau Supervisors conduct In-Service schools at Chicago and Charlotte with three days training for each group of one-half of the Agent personnel in each office and the same of course would then be repeated for the other half. This was believed to be more desirable than selecting police instructors in the Field, since the Supervisors who would go out from the Bureau would be better acquainted with the problems of the Bureau than could be imparted to police instructors who would be brought in temporarily from the Field for training. Although Mr. Clegg favored the resumption of regular

In-Service courses, he favored this suggestion on an experimental basis for purposes of future planning, then if it were found that this was satisfactory, plans could then be made to continue this training in the Field and have In-Service courses in Washington less frequently and for a shorter period of time. When they were held it would permit the Agents to receive the benefit of firearms training and major case work at Washington.

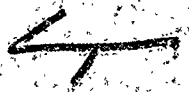
There is attached hereto an acknowledgment of SAC Wylie's letter and a more detailed reply will be made after final action has been taken on his suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

I think we should  
try this

4-5



Attachment

I am in favor of re-initiating In Service Training here if at all possible but feeling that then I share Harbo's and Clegg's views.

H

I want Wylie added to Field Conference which now consists of Scheidt, McKee, Harbo + Clegg. Also add Mason and Kimball to it.

H



The Director  
0  
The Executives Conference

December 16, 1950

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/21/97 BY SP-5 C/JS

The Executives Conference of December 15, 1950, consisting of Messrs. Ladd, Nease, Nichols, Belmont, Clegg, Parsons for Harbo, Mohr, Tracy, Rosen and Glavin, considered two suggestions made by the Milwaukee Office concerning Bureau war plans.

1. The Special Agent in Charge at Milwaukee pointed out that the Deputy Chief of the Milwaukee Civil Defense and Disaster Committee stated that Special Agent credentials would be considered sufficient to permit the movement of Special Agents of the FBI after an enemy air raid or other disaster.

He also stated that in the case of clerical employees, he, the Deputy Chief, Milwaukee Civil Defense and Disaster Committee, would be willing to issue regular civil defense identification cards to FBI clerks, these cards containing a thumb print, picture and birthdate of the individual. He stated he would be willing to furnish the card complete, including photographing the FBI clerical personnel. The SAC requested Bureau authority to take appropriate steps to have such cards prepared for clerical employees of the Milwaukee Office by the Milwaukee Civil Defense and Disaster Committee.

It was pointed out to the Conference that at the present time a recommendation is pending concerning the issuance of uniform identification cards to all Bureau clerical employees, the further suggestion being made that upon approval by the Director of such identification cards, that arrangements be made with the civil defense authorities in the various divisional cities to approve the utilization of the uniform card for Bureau clerical employees. In view of this pending recommendation, it is suggested that further action concerning this particular matter be held in abeyance.

*There is this.*

2. The Milwaukee Office further points out that the Civil Defense and Disaster Committee at Milwaukee has presently in operation a control center where initial air raid alarms from the Air Base located at Selfridge Field, Michigan, will be received. The control center will then relay the alarm, probably one hour before actual enemy activity over the Milwaukee area, to the Fire and Police Alarm Bureau and other designated units, such as the Red Cross, Civilian Air Patrol, Wisconsin Electric Power Company, etc. The Agent in Charge at Milwaukee advises that he was advised by the civil defense officials that it would be possible to provide a direct line from the Police Department to the Milwaukee Office at this time so that emergency orders could be transmitted directly to the FBI Office at the time the Police Department alerts its own police units. The SAC at Milwaukee states

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

RECORDED - 49

62-2554-8638  
APR 5 1951

cc: Mr. E. F. Clegg  
Mr. Mohr  
VH: smk

62 APR 7 1951

INDEXED - 49

Memorandum for the Director

the initial cost for such a direct line would be between \$300 and \$500.

He further points out that through such an arrangement advance notice would be available for dispersal of Bureau equipment and preparation of the office for the emergency; that, further, in addition to air raid alerts, the police will disseminate alerts on disasters of all kinds which would be helpful to assure immediate notification of the FBI of matters which may be the result of sabotage. He also points out that through such a line, there would be approximately 1,200 police boxes throughout the city of Milwaukee available for use by Special Agents of the Bureau in an emergency. He points out that this is a particularly useful aspect for Agents who are working in sections where telephones are not available, a situation particularly true at night-time. He points out further that because such calls would pass through a police department switchboard, these call boxes would be used only in cases of great emergency. He further points out that the Milwaukee Police and Fire Department operate independently of the Wisconsin Telephone Company and, in view of this fact, are not subject to interruption by telephone strikes, destruction of telephone lines, or discontinuance of service under actual emergency conditions.

He further points out that if we had a direct line to the Police Department, employees on night or weekend duty, who may be confronted with emergencies in the Milwaukee Office, would have a direct line with the police without dialing a number. The Conference after careful consideration of this particular matter feels that it would not be necessary for the Milwaukee Office to have a direct telephone hookup with the Police Department for notification of possible bombings in case of attack; that arrangements should be perfected by the SAC at Milwaukee with the military authorities so that he would be appropriately notified just as rapidly as would police or other officials in that particular territory.

The Conference does not feel that it would be particularly desirable to have a direct line to the Police Department for utilization by security patrol clerks or other clerical employees on duty in the Milwaukee Office after hours in reporting any emergencies. Further, it does not feel that it would be desirable for Agents of the Bureau to utilize the police call boxes, which are located in the city of Milwaukee, for reporting to the office on any official matters. The Conference, therefore, recommends that the SAC at Milwaukee be advised that the Bureau feels it is undesirable to arrange for a hookup by direct line with the Milwaukee Police Department at this time.

Respectfully,  
For the Conference

Clyde Tolson

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

DATE: 2-24-51

TO : MR. NICHOLS

FROM : F. W. WAIKART

SUBJECT: SENDING OF CRIMINAL RECORDS TO THE RECORDS SECTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 J. [signature]

The Records Section from time to time receives FBI criminal records which have been sent to us for filing by some of the Bureau Supervisors. In the majority of instances there does not appear to be any valid reason for filing these in the case file since at any later date it will be necessary to secure an up-to-date criminal record from the Identification Division. It is realized, of course, that there are occasions when a good reason exists for wanting the criminal record placed in the case file and this will be done if the criminal record is marked "file" and initialed as in the case of newspaper clippings.

It is suggested that the attached Memorandum For All Bureau Officials and Supervisors be sent, instructing that such criminal records will returned unless properly marked "file" together with the Supervisor's initials.

WMM:nle  
Attachment

ADDENDUM: 3/2/51 LBN:mb Unanimously approved by the Executives Conference consisting of Messrs. Tolson, Sizoo, McIntire, Rosen, Belmont, Ladd, Mohr, Harbo, Tracy, Glavin and Nichols.

166-2554-2431

APR 14 1951

RECORDED 97

166-2554-8638X

APR 13 1951

L-11

731

TO : THE DIRECTOR  
FROM : EXECUTIVES CONFERENCE

DATE: April 4, 1951

SUBJECT: INCREASING ACCOMPLISHMENTS  
SOURCES OF INFORMATION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/13/91 BY SP-5 C/BMP

The attached letter to all Special Agents in Charge is intended to ~~augment~~ our ~~Criminal Informant~~ Program by requiring more frequent contact with those individuals who are not themselves Criminal Informants but who have been or can be of assistance to the Bureau.

BACKGROUND:

The requirement for contacting Criminal Informants frequently has demonstrated that many new cases, much worthwhile information, and increased cooperation can be obtained thereby. It is believed that such contacts with people listed as Sources of Information and Confidential Sources would be similarly profitable.

The proposed SAC Letter points out that persons formerly listed as Confidential General Investigative Informants and Sources of Information have been suggested to the Bureau as Criminal Informants, have been rejected because they could not produce information regularly, their names have been relegated to the ~~Source of Information~~ Index, and more or less forgotten.

It provides for a re-examination of the Source of Information Index and the Confidential Source Index to select the names of those having good contacts in the criminal underworld. They are to be listed as ~~Potential Criminal Informants~~ and contacted regularly. It also provides for the selection of the bankers, insurance company representatives, hotel managers, used car dealers, and others of similar capabilities who have reported cases in the past, and requires contact with them as frequently as their particular position or occupation will justify. There is no policy involved in this connection.

Unanimously approved by the Executives Conference April 5, 1951, with Messrs. Tolson, Glavin, Tamm, Harbo, Mohr, Nease, Belmont, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

Attachment  
CGS:BLG

CC MR. CLEGG  
CC MR. MOHR.

54 APR 11 1951

Clyde Tolson  
INDEXED - 134

RECORDED - 134

166-2554-8639  
APR 9 1951

cc Mr. Tolson  
Mr. Ladd  
Mr. Clegg

ALL INFORMATION CONTAINED

April 4, 1951

HEREIN IS UNCLASSIFIED

DATE 10/24/91 BY SP-5 CIB/DTF

The attached letter to all Special Agents in Charge is intended to augment our Criminal Informant Program by requiring more frequent contact with those individuals who are not themselves Criminal Informants but who have been or can be of assistance to the Bureau.

BASIC PRINCIPLES:

The requirement for contacting Criminal Informants frequently has demonstrated that many new cases, much worthwhile information, and increased cooperation can be obtained thereby. It is believed that such contacts with people listed as Sources of Information and Confidential Sources would be similarly profitable.

The proposed C/C letter points out that persons formerly listed as Confidential General Investigative Informants and Sources of Information have been suggested to the Bureau as Criminal Informants, have been rejected because they could not produce information regularly, their names have been relegated to the Source of Information Index, and were or soon forgotten.

It provides for a re-examination of the Source of Information Index and the Confidential Source Index to select the names of those having good contacts in the criminal underworld. They are to be listed as Potential Criminal Informants and contacted regularly. It also provides for the selection of the bankers, insurance company representatives, hotel managers, used car dealers, and others of similar capabilities who have reported cases in the past, and requires contact with them as frequently as their particular position or occupation will justify. There is no policy involved in this connection.

Unanimously approved by the Executive Conference April 5, 1951, with Messrs. Tolson, Glavin, Tamm, Harbo, Mohr, Nease, Belmont, Clegg, Ladd and Rosen in attendance.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIB/DTF

Clyde Tolson

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

65 APR 16 1951

66-2554-8229

THE DIRECTOR

April 3, 1951

The Executives Conference

SUGGESTION REGARDING ERROR SLIPS  
POSTING SECTION  
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CJA/AF

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Rosen, Harbo, Mohr, Laughlin, and Tracy on April 3, 1951, considered a suggestion from the Identification Division for a new type error slip for the Posting Section.

The Conference was advised that the proposed error slips are superior to the old in that:

1. They clearly indicate to the typists and readers which errors are scoreable and which are not scoreable.
2. They are more complete and will eliminate the necessity in most instances of writing out detailed instructions to correct errors.

The proposed error slips have been tested in the Posting Section for several months and have proved to be an improvement and to be satisfactory.

The Conference unanimously recommends approval of the suggested forms and if the Director approves, there is attached a proposed letter to the employee thanking her for her interest in making the suggestion.

Respectfully,  
For the Conference,

Clyde Tolson

Attachment

cc - Mr. Clegg  
Mr. Mohr

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

RECORDED - 40  
INDEXED - 40

66-2551-8640  
APR 9 1951  
37

EX-91

54 APR 11 1951

THE DIRECTOR

April 5, 1951

The Executives Conference

PRIVATE DETECTIVE LICENSES  
STATE OF NEW JERSEY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/28/91 BY SP-5 JAK/mk

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Belmont, Rosen, Clegg, Mohr, Nease, and Q. Tamm for Tracy, on April 5, 1951, considered a problem arising in the Identification Division caused by the submission of fingerprint cards from the State Bureau of Identification in New Jersey reflecting the fingerprints of applicants for licenses as Private Detectives.

It is noted that these fingerprint cards are being received without names but containing merely a number instead of a name. These fingerprint cards are being prepared because of a New Jersey State Statute which provides that the name of the applicant for a Private Detective license shall not appear on the statement prepared at the time of application for such a license. A copy of the Statute has been received in the Bureau and has been reviewed in the Identification Division, and it has been ascertained that nowhere in the Statute is there any prohibition against the use of the name of the applicant on the fingerprint card.

The handling of these fingerprint cards in the Identification Division presents an administrative burden. Fingerprint cards are first searched by name in the Card Index Section, and if identified, this eliminates the necessity of a fingerprint search. This is the cheapest method of searching in the Identification Division and reduces the over-all cost of the operation of that Division. The problem also arises on the basis of effecting identification by fingerprints with a wanted man and having available for advice to the wanting agency only a Detective license number of an individual in the State of New Jersey and not being able to furnish the wanting agency with the individual's name and place of employment.

It is also noted that while these fingerprint cards are at present returned to the contributor after search, they may at some time in the future be retained in the Identification Division, and if retained, there would be no way of indexing the card in the Card Index Section.

Because of the above reasons, the Conference was unanimously of the opinion the fingerprint cards should be returned to the State Bureau of Identification and not handled unless the name is inserted on the fingerprint card. If you approve, there is attached hereto a letter to the Special Agent in Charge at Newark instructing him to return the cards.

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

RECORDED - 38

INDEXED - 35

Respectfully,  
For the Conference  
66-2554-80411  
APR 10 1951

cc - Mr. Clegg  
Mr. Mohr

QT:edm

EX-86

Clyde Tolson

The Director  
0  
The Executives Conference

April 7, 1951

UNITED STATES ATTORNEYS' CONFERENCE

The Executives Conference on April 5, 1951, consisting of Messrs. Glavin, Tamm, Mohr, Harbo, Ladd, Belmont, Rosen, Nease and Clegg, considered the notification that the United States Attorneys' Conference would be held May 23, 24 and 25, in Washington and the request of Deputy Attorney General Peyton Ford that Classroom No. 1, (5231) be made available for this Conference.

In view of the fact that this room has on occasions in the past been made available for this purpose, it was unanimously recommended by the Conference that in view of the specific request it be made available for this United States Attorneys' Conference.

If approved, there is attached hereto a memorandum for Mr. Ford to this effect.

Respectfully,  
For the Conference

Clyde Tolson

7-16-1962

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5C/BWF

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

cc - Mr. Mohr  
Mr. Clegg

HHC:IGS

RECORDED - 120  
INDEXED - 120

66-2554-8642

APR 9 1951

EX-86

51 APR 11 1951



cc-Mr. Ladd  
Mr. Rosen  
Mr. Alden  
Mr. Pennington  
Mr. McGrath

THE DIRECTOR

April 4, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C. J. [Signature]

The Conference, with Messrs. Tolson, Laughlin for Belmont, Mohr, Glavin, Harbo, Tracy, Clegg, Ladd and Rosen in attendance, on April 3, 1951, considered H.R. 2395 and S. 26, bills relating to the extension of authority granted to the Secret Service.

It is recalled hearings have been held both in the Senate and House Subcommittees concerning the legislation which the Secret Service has submitted, which legislation, in effect, would give the Secret Service authority, by specific statutory enactment, to investigate its personnel for such offenses as Bribery, Impersonation, etc.

We have objected to the Department and the Department has on the record submitted its objections to both subcommittees above-mentioned.

THE PRESENT QUESTION

Mr. Foley, Acting Secretary of the Treasury, has submitted a letter to the Attorney General again restating the position of the Treasury Department. Foley has indicated that for years the Treasury Department has investigated violations pertaining to its own personnel even though those violations may include Bribery, Impersonation and Theft or Embezzlement of Government Property. Mr. Foley states that that authority stems from the language in appropriation bills submitted by the Treasury Department over the years.

We have gone over this problem on many occasions with representatives of the Department. They have been fully informed concerning the Bureau's objections to the legislation.

The Department of Justice and representatives of the Treasury Department have continued to disagree and the impasse which previously existed still prevails. The Treasury Department will not concede that they do not have jurisdiction to investigate Bribery matters and, of course, the Department of Justice supports the FBI's position that violations of the Bribery statutes, Impersonation statutes, etc. are within the primary jurisdiction of the FBI and should not be handled by any other agency in spite of the fact that the personnel involved may be employed by Treasury or any other agency in the Government.

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

Attachment

RR:LS

LS

Gandy

cc-Mr. Clegg  
Mr. Mohr

65 APR 19 1951

RECORDED - 34  
INDEXED - 34  
EX-86  
166-2557-8643  
APR 9 1951  
25

Memorandum for the Director

The effect of Mr. Foley's letter is to get the Department to compromise its present position. The Bureau insists that the Department does not compromise on the stand previously taken.

Upon receipt of Mr. Foley's letter, the Department prepared a memorandum to the Bureau suggesting various changes which, in effect, compromise the Department's position and partly accede to the request of the Treasury Department.

The defects of the suggested compromise changes have been outlined in a memorandum to Mr. Peyton Ford. This memorandum is attached and restates the Bureau's position heretofore taken that it does not desire to change its position.

RECOMMENDATION

The Conference unanimously recommended that we continue to insist upon handling Bribery violations, Impersonation violations and other violations coming within our attested jurisdiction, that to compromise our position in this case would open the door to a breakdown of the stand we have taken heretofore.

The attached memorandum to Peyton Ford should, therefore, be sent to him.

Respectfully,  
For the Conference

Clyde Tolson

*I do not agree. I think anyone of Dept suggestions # 5, 6 or 7 would be satisfactory. I agree & prefer No 6. We have to compromise in this thing sometime. This jurisdictional dispute has been going on for 15 or 20 years.*

THE DIRECTOR

March 27, 1951

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/27/91 BY SP-5 ci/bm

DEVELOPMENT OF NATIONAL DEFENSE INFORMANTS  
AMONG ACTIVE COMMUNIST PARTY MEMBERS

On March 26, 1951, the Executives' Conference, consisting of Messrs. Ladd, Clegg, Harbo, Tracy, Mohr, Sizoo and Belmont, considered a suggestion of the Security Division that the field be authorized, with prior Bureau permission, to selectively approach active Communists under pretext for the purpose of sizing them up as possible informants.

It was pointed out that as a result of recent Bureau policy authorizing the interview of past members of the Communist Party prior to cancellation of Security Index cards on them, we have received concrete benefits in the form of information furnished. Of 300 persons interviewed under this program, approximately 200 have exhibited a cooperative attitude; 189 have admitted former Communist Party membership; and, 135 have furnished valuable information concerning other Communist Party members. However, only 53 could be considered for future development as informants and probably less than half of these would be able to reactivate themselves in Communist Party activities.

The Security Division recommended that we carry this type of interview one step further for the purpose of securing the cooperation of persons who have not yet disassociated themselves from the Communist Party. The surprising extent of the cooperation encountered in our current program of interviewing persons who have been active in the Communist Party indicates a distinct possibility that we will be able to secure cooperation to some extent from individuals who are presently in the Party. In view of the present need for informants within the Communist Party, it is felt that this step is justified.

Since the most lucrative source of potential informants is within the Party itself, it was recommended that the Bureau authorize pretext interviews with certain active Communist Party members, whether or not there is any sign of disaffection, disillusionment, etc. If, during these pretext interviews, the subject is determined to be cooperative, the results of each interview will be furnished to the Bureau with a recommendation for a direct approach. This pretext interview will be carefully reviewed and consideration given to authorizing a direct approach to act as an informant. By

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

cc - Mr. Clegg  
Mr. Mohr

AHB:rlc  
ADD 11 1051  
Attachment

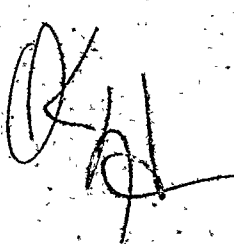
RECORDED - 63  
INDEXED - 63  
66-2554-8644  
APR 9 1951

MEMORANDUM FOR THE DIRECTOR

utilizing pretext interviews and by careful selection of prospective informants, each of which will be passed on by the Bureau, we should be able to avoid any possible embarrassment in connection with this program. Pretext interviews would be based on the location of IO fugitives or other criminal type inquiries, during which time the attitude of the individual can be determined in so far as the FBI is concerned.

The Executives' Conference unanimously recommended that the Bureau institute this program as a further step to develop confidential informants within the Communist Party. In the event you approve, an appropriate SAC Letter is attached.

Respectfully,  
For the Conference



Clyde Tolson

cc - Mr. Ladd  
Mr. Rosen  
Mr. Felt  
Mr. Rans

April 2, 1951

The Director

The Executive Conference

SUPERVISION  
SELECTIVE SERVICE ACT, 1948

ALL INFORMATION CONTAINED  
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DATE 10/25/91 BY SP-5 c/bm

There is attached a proposed SAC letter pointing out to the Field the necessity for constant effort in cases of the above character to prevent the accumulation of an unmanageable backlog and offering suggestions to the field to improve and expedite processing of these cases. Since this SAC letter does not involve policy but merely restates previous instructions, it was not taken up at the Executive Conference.

Recommendation:

It is recommended the attached SAC letter be approved.

*R*

*4*

Attachment

RECORDED - 108  
INDEXED - 108

100-2554-8645  
APR 5 1951

ISR: JJJ/TCS

cc - Mr. Clegg  
Mr. Mohr

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

62 APR 12 1951

*Ph* *R* *SB*

THE DIRECTOR

March 27, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CBT

The Executives Conference of March 27, 1951, consisting of Messrs. Tolson, Ladd, Sizoo, Clegg, Belmont, Mohr, Harbo, Tract, and Callahan for Glavin considered the attached letter from E. S. Grant, Sr., President of Government Services, Inc., which corporation operates cafeterias and other facilities in Government buildings throughout the District and in which you are requested to permit your nomination for election as an active member of this corporation or to designate some qualified person able and willing to take a useful part if elected in this corporation.

The referenced communication points out that in checking over the list of active members it has been noted that the FBI has no representative to speak for its employees who use its cafeterias and other facilities. Further, membership meetings are held two or three times a year and at each annual meeting three of the nine Trustees are elected for three-year terms. It points out that news letters and progress reports are mailed to members between meetings to keep them informed of the activities of this corporation.

The Conference unanimously recommends that the Bureau continue not to participate in this corporation through the designation of a representative at this time.

For the Director's information, the Department of Justice has a representative on this corporation, namely, Harvey Donaldson.

Respectfully,  
For the Conference

Wyle Tolson

RECORDED - 117

66-2551-8646  
RECORDED  
75 APR 7 1951

Attachment  
WFC:JC

Mr. H. R. Clegg  
Mr. J. R. Mohr

130

INITIALS ON ORIGINAL  
*[Handwritten Signature]*

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

65 APR 17 1951

ORIGINAL COPY FILED IN 66-2551-94

THE DIRECTOR

April 7, 1951

THE EXECUTIVES' CONFERENCE

ARMY SECURITY FORMS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 cjb/brp

On April 5, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Rosen, Quinn Tamm for Mr. Tracy, Mohr, Nease, and Belmont, considered the proper method of handling numerous Army Security Forms being received by the Bureau.

Since the end of December, the Bureau has received approximately 1,000 forms from the headquarters of G-2 at Washington, D. C., furnishing the name and identifying data on individuals concerning whom an allegation of subversive activity has been made. These individuals are no longer in the Army. In checking these forms we have found that there are main files on some, "See" references on others, and no record on the remainder. We have found that much of the information contained on these forms was furnished by the Bureau to G-2.

In view of the large volume of these forms and the fact that the information contained thereon is largely duplicated already in our files, the Security Division proposed that the forms be photostated and sent to the appropriate field office covering the address of the subject with instructions that the names be checked in the field office indices and the information be considered for possible investigative action, if warranted. In this manner the information will be given appropriate attention in the same manner as though it had been furnished directly to the field office and duplicate searches of the file will be avoided.

The Executives' Conference unanimously recommended that the attached SAC Letter be sent to the field, advising them that these forms will be sent to the field offices and instructing them, in the proper method of handling them. In the event you agree, this procedure will be followed.

Respectfully,  
For the Conference

*[Handwritten signature]*

Clyde Tolson

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

Attachment  
CC - Mr. Clegg  
Mr. Mohr

INDEXED - 18

RECORDED - 18

EX-6

APR 14 1951

*[Handwritten file number: 65-2556-8647]*

AHB:vic 10 1951

The Director

4-7-51

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CIL/OTW

The Executives Conference of April 5, 1951, consisting of Nease, Tolson, Nease, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Quinn Tamm (for Tracy), and Glavin, was advised by Glavin that a communication had been received from the SAC at Pittsburgh regarding the field office at Huntington, West Virginia. Soucy, in his communication of March 30th, stated that he had received information from the resident agency at Huntington, West Virginia, that Congressman H. G. Burnside, who is very much interested in seeing the field office reopened in the state of West Virginia, particularly in Huntington, had stated that it was his understanding that plans for a new Federal Building at Huntington will be approved by July 1, 1951, and should the Bureau be interested in ultimately obtaining space in the new building, consideration should be given to this matter at an early date.

Mr. Soucy, during his recent attendance at Conferences in Washington, also advised Glavin that he has received information that commercial space of approximately 15,000 square feet has become available at Huntington.

It will be recalled that the Conference considered the opening of a new office on October 25, 1950, and the Conference memorandum concerning this matter is attached hereto. It was recommended at that time that no divisional office be opened in West Virginia since it appeared that the work in that state could be just as economically handled from Pittsburgh as it could from an office in West Virginia and, further, with the present setup in West Virginia we do not have the additional overhead payment of administration of an additional divisional office. The Director approved the Conference recommendation.

Glavin further advised that he instructed Soucy while he, Soucy, was in Washington, to advise the Bureau without delay as to the amount of work presently pending in West Virginia, the location thereof, the type of work, that is, internal security, regular original and applicant work, and also advise us as to the number of informant cases under the plant informant and American Legion program are pending in that state at the present time and that the Bureau would again review this particular matter.

Pending the receipt of this information from the Pitts-

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

RECORDED - 18

INDEXED

APR 14 1951

APR 16 1951

Mr. Mohr  
Mr. Clegg

66-2534-8640



Memo for the Director

Burgh Office further action concerning this particular matter is being held in abeyance.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*See that we get  
the information  
promptly*

*4-9*

*[Signature]*  
*yes*  
*[Signature]*

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

The Director

April 7, 1951

The Executives Conference

ASSIGNMENT OF INVESTIGATIVE WORK TO  
POLICE INTERNAL SECURITY SQUADS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C/BH

The Executives Conference on April 5, 1951, consisting of Messrs. Glavin, Tamm, Mohr, Harbo, Ladd, Belmont, Rosen, Nease and Clegg, gave consideration to the trend that is now developing of Field Offices recommending that police departments be removed from the approved list of departments to which they might assign cases.

You will recall that there have been approved over 1600 police agencies for Field Offices to assign cases to, and since then the Bureau has been following up the Field Offices trying to encourage the assignment of an increased number of cases to the departments approved.

There is attached hereto a letter from the New Orleans Office recommending that ten of the largest police agencies in the New Orleans Division be removed from the approved list. The New Orleans Office advised that some of them pointed out the fact that they had a shortage of personnel, that at other times only one man can be made available to handle this work on a part-time basis, and in most instances when work is assigned they are slow in completing the investigations, the reports show incomplete work when they do submit them and an Agent's investigation is necessary to complete the case.

There is also attached a letter from the Salt Lake City Division recommending the removal of the Police Department and Sheriff's Office at Ogden, Utah, because of a rivalry in these two organizations and the jealousy that exists between them, and it was felt that one of the agencies might try to embarrass the other on the basis of an assignment of a Bureau case. The rivalry and jealousy between the two departments in the same area should not prevent their being able to do the work for the Bureau, and it is not believed that this is ample justification.

The Salt Lake City Office advised that the former Sheriff at Monticello, Utah, was defeated and his successor is now under investigation for illegal possession of Government property, and they recommend the removal of this agency. In this instance it appears that there is adequate ground to remove the agency because of indicated corruption.

cc - Mr. Mohr  
Mr. Clegg

HHC: IGS

RECORDED - 18

INDEXED - 18

66-2551-8649  
APR 11 1951

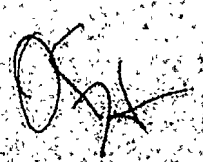
The Executives Conference unanimously felt that just because a police agency was slow in handling investigations or was limited in manpower was no reason why one or more cases per month could not be assigned to such agency. Of course, an agency should be removed when it is corrupt. It was felt that it was advisable where police agencies do not make thorough or prompt investigations for conferences to be arranged to improve this, so that if the emergency becomes even more acute they will be more able to assist the Bureau and such assistance might well be essential. The Conference also objected to the idea of removing police departments from the approved list just because it is not at the present moment doing work within the capability of that agency to handle. Next month the situation may change, and if the Department is already approved, the case or cases can be assigned directly by the Field Office without further correspondence with the Bureau.

It is also recommended the attached SAC Letter go forward.

It is recommended that the Bureau not approve removing the Ogden, Utah, Police Department and Sheriff's Office from the approved list, but it was recommended that the Monticello Police Department be removed because of the investigation of the new Sheriff on a charge of illegal possession of Government property.

It was also recommended the New Orleans Office be advised that adequate reasons have not been submitted for removing any of the departments on the list submitted.

Respectfully,  
For the Conference

  
Clyde Tolson

Attachments

THE DIRECTOR

April 11, 1951

THE EXECUTIVES' CONFERENCE

COMMUNIST FRONT INVESTIGATIONS  
INTERNAL SECURITY - C.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/29/91 BY SP-5 CIB/br

On April 9, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Sizoo and Belmont, considered the question of whether we should put the Department on notice, when transmitting reports on Communist front organizations, that these organizations should be considered for the Attorney General's subversive list.

Existing instructions require each field division to promptly initiate an investigation of each suspected Communist front organization formed within their division and to submit a report to the Bureau as soon as possible. Copies of all pertinent reports on Communist front groups are furnished to the Records Administrative Branch of the Department without delay.

The attention of the Attorney General or the Department is not specifically called to a particular organization for consideration under Executive Order 9835. The Attorney General has the sole responsibility of designating an organization within the purview of Executive Order 9835. The Bureau, from the inception of the Loyalty Program, has, therefore, emphatically disclaimed any part in or responsibility to designate or cite organizations and has refrained from any action which might conceivably be construed as causing an organization to be designated or cited.

The question was raised whether this procedure is correct, or whether, when transmitting reports on organizations which might merit consideration by the Attorney General for inclusion in his list of subversive organizations, we should specifically refer the reports for such consideration.

The Executives' Conference unanimously recommended that hereafter when we submit to the Department reports on Communist front or subversive organizations, such reports be transmitted by cover memorandum with the wording to the effect that the Attorney General may wish to examine the report in detail in consideration of the provisions of Executive Order 9835. As you are aware, it is under this Order that the Attorney General designates and lists organizations as subversive.

In the event you approve, this procedure will be adopted.

RECORDED - 18  
INDEXED - 18  
61-3554-8650

Respectfully,  
For the Conference

Glyde Tolson

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Talia, Room
- Nease
- Gandy

cc Mr. Clegg  
Mr. Ladd

AHB:tlc

THE DIRECTOR

April 9, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5/BJT

The Executives Conference of April 9, 1951, consisting of Messrs. Tolson, Laughlin for Belmont, Clegg, Rosen, Ladd, Mohr, Harbo, Tracy and Glavin was advised by Glavin that the Bureau had submitted invitations to bid for the purchase of 2000 Colt official police revolvers or equal, to take care of the added Bureau inactive personnel. He advised that we have received a bid from the Colt Manufacturing Company totaling \$75,040, the low bid being received from the Smith and Wesson Company totaling \$60,430. The bid from Smith and Wesson is approximately \$15,000 less than the bid from the Colt Company.

The Conference was advised that the firearms men stated that they felt the revolver of the Colt Manufacturing Company is safer than that of the low bidder, Smith and Wesson, for the following reasons:

1. It is not possible to close a loaded cylinder on a cocked Colt revolver while it is possible to do so on the Smith and Wesson.

2. The cylinder of the Colt gun turns into the frame, and the Smith and Wesson revolver turns in the opposite direction with a tendency to swing out from the frame if pressure is applied to the cylinder latch while firing.

3. The cylinder latch on the Smith and Wesson revolver, to disengage the cylinder, is pushed forward and on the Colt it is brought to the rear which means that in firing the Smith and Wesson double action, if pressure is applied to the latch, the cylinder is jammed and the gun cannot be fired.

The firearms men further state that the revolver of the Colt Manufacturing Company is three ounces heavier than that of Smith and Wesson. This extra weight in a revolver is an advantage to the agent in firing.

The firearms men state that the low bid of Smith and Wesson Company, if accepted, would mean the Bureau would have to maintain two different sets of replacement parts, tools and shop equipment, and further it would necessitate the purchase of a new type of holster. In the past the Bureau has been able to make

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

Hand Mr Sloan - No axes  
still

RECORDED - 18  
APR 14 1951

INDEXED - 18  
EX-6

Mr. H. H. Clegg  
Mr. J. P. Mohr  
APR 10 1951

44-6-2 5754-8651  
[Handwritten initials and scribbles]

Memo for the Director - Continued

repairs on most of the revolvers in use. If the Smith and Wesson bid is accepted, it will be necessary for the gunsmith to spend time at their factory learning how to repair the new type of revolver.

Insofar as the holsters are concerned, it is necessary for the Bureau to purchase additional holsters and the acceptance of the Smith and Wesson bid will not cause any increased cost insofar as the purchase of holsters is concerned. The Conference, after careful consideration of this entire matter, does not feel that the Bureau can reject the bid of the Smith and Wesson Company. The Conference points out that the Smith and Wesson is a good revolver and the disadvantages of using the revolver are not such that the Bureau would be justified in spending an additional \$13,490 in procuring the Colt official police revolver.

In response to an inquiry as to the reason why the Bureau has not purchased Smith and Wesson revolvers before, it was pointed out that the Colt bid had been low in the past. However, the Colt representative's bid on this occasion is considerably in excess of the bid of the Smith and Wesson Company.

The Conference recommends the acceptance of the Smith and Wesson bid.

Respectfully,  
For the Conference

Glyde Tolson

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

The Director

April 9, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
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DATE 12-7-99 BY SP-5 C. B. W.

~~UNITED STATES ATTORNEYS' CONFERENCE~~

At the Executives Conference on April 9, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Ladd, Harbo, Mohr, Belmont, Rosen, Sizoo and Clegg, concerning the United States Attorneys' Conference to be held in Washington May 23, 24 and 25, 1951, the following recommendations were unanimously made:

(1) That the Special Agents in Charge be instructed to call upon the United States Attorneys in their respective districts between now and May 1, 1951, to discuss and solve any existing problems, to obtain any suggestions and to settle any matters between the United States Attorney's Office and the Field Office that is possible and to refer any others that are pending to the Bureau. That they should report to the Bureau promptly the results of these conferences so that by the time the United States Attorneys arrive here there would be no pending problems unsettled. The United States Attorney at Montgomery, Alabama, Mr. Edward Burns Parker, should not be called upon in view of his constant griping about Agents being draft dodgers and other false statements of that sort.

(2) It is recommended that Messrs. Rosen, Belmont and Clegg be in attendance full time throughout the Conference.

(3) It is recommended that if inquiries are made the Bureau advise the Department that there will be no formal scheduled appearance of a Bureau representative before the Conference of United States Attorneys, in view of the procedure of settling these matters locally.

(4) That there be no assignment of the supervisory staff in Washington to call upon the United States Attorneys while here so that if anything was said by the United States Attorneys which would justify our writing a letter to them, this could be done. It was felt that this type of contact was too obvious and should not be done as a matter of formal assignment.

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

cc - Mr. Mohr  
Mr. Clegg

Attachments

HHC:IGS

52 APR 16 1951

RECORDED 18  
INDEXED EX-8

66-2554-8652  
APR 14 1951

(5) It was agreed that if the Department requested the Bureau to take a photograph of the United States Attorneys' Conference as in the past this be done.

If approved, there is attached hereto an SAC Letter, together with a memorandum to Messrs. Rosen, Belmont and Clegg, and a letter to Mobile with copies to Birmingham instructing that United States Attorney Edward Burns Parker at Montgomery, Alabama, not be interviewed.

Respectfully,  
For the Conference

Clyde Tolson

*[Handwritten initials]*



THE DIRECTOR

4/10/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/24/91 BY SP-5 CIB/DM

The Executives Conference of April 3, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Rosen, Glegg, Laughlin for Belmont and Mohr considered the present procedure of sending identification records out by the Identification Division of the Bureau.

b6  
b7C

The Conference was advised that this question was raised as a result of an erroneous identification record which was sent out to the San Antonio Police Department with respect to one [redacted] who had applied for a hacker's license and her arrest record, which was sent to the San Antonio Police Department, had included an arrest on a narcotics charge which appeared on Part II of the identification record. The notation which appeared on this identification record was obtained from a disposition sheet that had been sent to the Bureau on an individual of the same name as [redacted] but without there being any other identifying data other than the fact that the arrest occurred in Texas and the [redacted] in question was also from Texas.

The Conference was advised that our identification records consist principally of two parts. Part I is prepared from entries which are made as a result of the receipt of fingerprint cards which are submitted to the Identification Division. The dispositions on Part I of the identification record are obtained from disposition sheets and letters which are sent in to the Identification Division by contributors. The disposition sheets that are submitted may contain in addition to the name of the subject additional identifying data such as the FBI number, the arresting police department number, the description and the charge for which the individual was originally arrested. In some instances there may only be the name of the subject with no identifying numbers or identifying description of the subject. These latter cases are also posted on Part I of the identification record where the identification is made by the name and by the original charge of arrest which is supported by the original fingerprint card sent in.

Where a disposition sheet or a communication is received that cannot be identified with Part I of the identification record, the present procedure in the Identification Division is to post this additional arrest on the Part II of the identification record as a notation.

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

The Part II of the identification record consists of the notations obtained from disposition sheets, from the admitted arrests or criminal history appearing on fingerprint cards and from correspondence.

CC - Mr. Glegg

INDEXED - 18

APR 14 1951

166-2534-8653

JPM:DV

APR 16 1951

RECORDED - 18

37

Part II of the present identification record contains a notation at the bottom in small print with an asterisk before the notations appearing above, which states that that part of the record is not based on fingerprint cards. The Conference was advised that the majority of errors that occur in the identification records exist in the Part II of the identification record because of the manner of posting this information from the information submitted by contributors.

The suggestion has been made that the Bureau discontinue the Part II of the identification records in the future and that we not send out Part II of the identification records on existing records. The advantages of this suggestion are as follows:

1. Part II of the identification record has been the primary source of difficulty over the years in that the so-called notations are not supported by fingerprints and arrested persons on many occasions have denied the truth of these notations in open court, by communications to the Bureau or by lodging complaints to police departments and others.

2. Part II of the identification record will continue to serve as a continual source of complaints and possibly result in embarrassment to the Bureau.

3. It has been demonstrated that in many instances the information contained in Part II of the identification record has been erroneous and when this has occurred it has been embarrassing to the Bureau and obviously to the individual concerned.

4. There is no sure method that can be devised whereby the information which may be contained in Part II of the Identification record will in fact be an accurate, correct record of additional arrests of an individual.

5. There have been increasing occasions whereby the FBI fingerprint identification record has been made public; i. e., political campaigns, in connection with an individual's application for a political office, elective or non-elective. In many instances the individual concerned has taken exception not to Part I of the identification record but instead to Part II which contains these so-called notations which cannot be proven or disproven by the Bureau or by the submitting agency without further exhaustive investigation.

6. It eliminates the possibility of error on the part of the Bureau or on the part of the submitting agency.

7. Notations, as such, have no value in the criminal record when produced in court unless verified by investigation. However, in many instances prosecuting attorneys and police officers have introduced in court the Part II of the identification record and the defendant at that time denied the so-called arrest.

8. The page on which these notations appear has the signature of the Director and the signature of the Director is used to authenticate the record which may not be true, which thus weakens the standing of the FBI and the Director's signature in other types of communications and with reference particularly to Part I of this record.

9. The FBI Identification Division records should be based solely on fingerprints as it is a fingerprint division essentially.

10. This will result in material savings in time and money in going through the administrative process of posting these indefinite and uncertain records.

The disadvantages of instituting this suggestion are as follows:

1. From the beginning the Identification Division has rendered this service. For it to stop at this time would likely result in widespread protests from police, including the IACP.

2. It would be desirable for the FBI Special Agents and the investigators of various police agencies to have the information which now appears on Part II of the identification record; e.g., in Washington, D. C. recently the local court through such a notation was able to secure the fingerprint card from a local police department and have that card searched through the files of the Identification Division and introduced that fingerprint card in evidence.

3. Appropriate phraseology can be devised to add to the forms on which these records appear so as to clearly show that these are investigative leads and not positive identifications.

Messrs. Glavin and Mohr were in favor of the suggestion and recommend that hereafter the Bureau discontinue the preparation of Part II of the identification record and that it be eliminated from all future records sent out of the Bureau.

The remainder of the Conference, consisting of Messrs. Tolson, Tracy, Harbo, Ladd, Rosen, Clegg and Laughlin, was in favor of continuing the Part II of the identification record as it presently is constituted except they recommend that no notations be posted on Part II of the identification record when the disposition sheet or other communication on which the information is based contains only the name without other identifying data. They felt that all notations appearing on Part II of the identification record should be obtained from the admitted arrests or criminal history appearing on the fingerprint records previously submitted or from disposition sheets or communications where the name is given plus the FBI number, the police number or the fingerprint classification. To make this point per-

fectly clear, this group of the Conference feels that no notations should be posted based solely on name, locale or description, which are not supported by other identifying data.

*Agree. H*  
The majority of the Conference also recommends that in the future all disposition sheets from which notations are placed on identification records be retained in the identification file in the Identification Division. The reason for this recommendation is due to the fact that it will provide a system whereby responsibility can be fixed for errors occurring in connection with the posting of data from such disposition sheets. The identity of the clerical employee making the search in the Card Index Section will be reflected since the employee will note on the disposition sheet their identifying number and initials and other employees in the Identification Division who handle the disposition sheet in connection with the notations that are placed in the identification record will make appropriate notations identifying themselves on this material.

The Conference was unanimous in recommending that if we continue sending out Part II of the identification records to include phraseology at the bottom of the identification record as follows: "Notations indicated by \* are not based on fingerprints in FBI files. The notations are based on data furnished this Bureau concerning individuals of the same or similar names or aliases and are listed only as investigative leads." The Conference recommended that this notation be printed on the next order of paper for the Identification Division. *A H*

In the event the Director agrees with the majority views of the Conference, the Identification Division hereafter will follow the procedure of posting data from disposition sheets on Part I and Part II of the identification record where the name of the individual is given along with other identifying data such as the FBI number, the police department number or the fingerprint classification and they will continue on Part II to post information from the criminal history of admitted arrests appearing on fingerprint cards and from correspondence where sufficient identifying data is furnished. All disposition sheets and any correspondence from which notations are made will be retained in the appropriate files in the Identification Division. Further, when a new supply of identification record paper is ordered for the Identification Division, the notation recommended above will be printed at the bottom of the paper in order to put all contributors on notice with respect to the limitations concerning data appearing on Part II of the Identification record.

*A for majority view H*

Respectfully,  
For the Conference

*Y*  
Clyde Tolson

The Director

April 11, 1951

~~The Executives Conference~~

COMPLAINTS ON MATTERS NOT UNDER FBI JURISDICTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 CBT/BJ

The Executives Conference on April 11, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Glegg considered the matter of handling complaints received from citizens concerning violations not under the jurisdiction of the FBI.

PRESENT POLICY

Present policy set forth in Bureau Bulletin #4, Series 1951, dated January 18, 1951, concerns the "Policy With Reference to Referring Crimes Outside of the Bureau's Jurisdiction to Local or Federal Agencies Having Jurisdiction," provides as follows:

"If a complainant reports a matter to your office and it is the subject of a memorandum for your file prepared in such a manner as to incorporate information containing a substantive offense not within your jurisdiction, you should, nevertheless, direct a communication to the nearest representative of the department charged with the investigation of such a violation, even though the complainant indicates his intention personally to report the matter to the agency having primary jurisdiction.

"This will insure that data contained in our files relating to an offense not within our jurisdiction are, nevertheless, referred in writing to the interested agency, even though the complainant has expressed his intention to communicate directly with the other interested agency."

VOLUME OF SUCH COMPLAINTS RECEIVED AT THE BUREAU

There are about 100 letters in this general category received at the Bureau daily. Approximately 50 of these letters set forth violations specifically and to such an extent that they are referred to other agencies. Of these 50, about 35 are referred to other Federal agencies such as the Narcotics Bureau and about 15 are referred to the local police agencies. Of these local violations, if the matter is urgent or the offense

cc: Mr. Mohr  
Mr. Glegg

HHC:ehw

RECORDED - 44

66-254-8654  
APR 14 1951

INDEXED - 44

130

62 APR 16 1951

Tolson  
Ladd  
Nichols  
Belmont  
Mohr  
Clegg  
Glavin  
Harbo  
Rosen  
Sizoo  
Tracy  
Harbo  
Mohr  
Clegg  
Glavin  
Harbo  
Rosen  
Sizoo  
Tracy

is serious, the information is sent to the field office for prompt referral to the proper police agency. Frequently, however, in making complaints about matters which do not appear to be unusually serious or urgent, the complainant is written, with the suggestion that the matter is not under the jurisdiction of the Bureau and that he might refer the matter to the local authorities.

Of the remaining 50 letters, about half of them are non-specific in that they refer to no specific violation, but complain about conditions, and these letters are acknowledged. If there is enough information to justify it, they are told to make their complaint to the local police or if it is about police inefficiency, it may be suggested that they contact the prosecuting attorney. Very often these types of letters also contain other data and copies of the complainants personal correspondence, and the enclosures are returned with the acknowledgment.

The remaining half of this group of letters is considered on their face and from the context or signature as being from mentally deranged individuals. There is a file of about 5,000 index cards on such correspondents in the Records Section which is commonly referred to as the "nut file." These letters are not acknowledged when received from those who appear to be mentally deranged.

#### CONDITION OF THESE COMPLAINTS AS RECEIVED IN CRIME RECORDS SECTION

In the Records Section when the letter is opened, the miscellaneous complaints concerning violations, both Federal and local, which are not under FBI jurisdiction, are sorted in a stack apart from the regular Bureau mail. These letters are not stamped. They are not recorded in any manner, but they are placed in two envelopes by the Records Section employees. In one of the envelopes are placed the "specific" complaints about matters not under the Bureau's jurisdiction and in another envelope are placed the "non-specific" complaints of this type. These two envelopes are then forwarded directly to the Crime Records Section. Thus, they do not contain markings, file stamps, time stamps or any other notations placed thereon by any Bureau employee. By routing slip the original incoming communication is sent to the Federal investigating agency having jurisdiction. The request for the original complaint has been specifically made by at least the Secret Service.

If the complaints are about violations under more than one agency's jurisdiction, the original is sent to one agency and copies to the other agencies. No copies are kept in the Bureau unless there is something of Bureau interest in these complaints.

Violations of local laws are handled in the manner heretofore described, in that specific complaints are referred through the appropriate field office to the local police agency. Copies of the complaints are sent from the Bureau to the field office and the original is maintained at the Bureau.

#### RECOMMENDATION

1. It was unanimously recommended that the complaints about Federal violations not under the jurisdiction of the Bureau be handled as at present by routing the original to the agency having jurisdiction and keeping no copies in the Bureau's files unless there is a matter of Bureau interest referred to therein. If the complaint refers to more than one violation, copies are dispatched to the other appropriate Federal agencies having jurisdiction.

2. Should the Bureau Send the Incoming Complaint of a Local Violation Directly to the Police or to the Field Office?

It was unanimously recommended that these matters be referred to the local police through the field office as at present. The reasons for this are that the field office is thus able to maintain its proper contacts; undue significance will not be given to miscellaneous complaints, which might be the case if it came directly from the Bureau over the Director's signature. The local office would best know whether the matter is under the jurisdiction of the Sheriff's Office or the Police Department; and the field office will know to which officer to refer the complaint.

3. In Referring Complaints of Local Violations to the Police Through the Field Office, Should the Original or a Copy of the Complainant's Letter be Forwarded?

The conference unanimously recommended that a copy rather than the original be sent. The reason for this recommendation is that very seldom has it been necessary that the original be sent to the police, which protects

the Bureau's records, as to the disposition of the complaint, since the local police files are more likely to be improperly maintained than the Federal enforcement agency files, and in those few instances where someone has inadvertently stamped the incoming communication with the time stamp or other Bureau stamp, this stamp would not have to be removed.

4.

If the Original Complaint in the Bureau's Files is Later Needed by the Local Authorities, Should the Various Markings and Stamp Impressions be Removed?

When the incoming communications are placed in the Bureau's files, there will be file stamps, time stamps, cross reference notations, indexing symbols, routing notations and occasionally longhand notations placed on the incoming letter.

It was unanimously recommended in the event the Bureau received a specific request for such original communication, that the stamp impressions and all notations should be removed before it is sent to the local agency requesting it - however, a photostat would first be made for retention in the Bureau's files which would show all the notations and stamps, which later would be removed. This photostat would go in the Bureau's file to replace the letter removed.

Some years ago, the Department received a letter from a citizen. When the letter was returned it still had the notation "Criminal Division" on it. The citizen writing the letter was offended and gave out statements to the press critical of the Department because of this notation and his interpretation as to what it meant. It has been the Bureau's policy since 1926 to remove as best they can all such markings and notations on any communication sent outside the Bureau when it was necessary to do so. In October 1950, orders for this to be done were reissued. This is believed advisable because a routing to the "Espionage Section," for example, would carry a connotation which it might be well for the recipient not to have. For the protection of the Bureau in case someone should claim some ulterior motive in removing these notations and stamps before the original is sent out, it was



recommended that the document first be photostated, then the notations and stamps would be removed from the original which would be sent out. The photostat showing the original letter with the stamps and notations would be placed in the Bureau's files. This would provide an answer to any inquiry made as to what was erased.

5. Should the Handling of Miscellaneous Complaints Not Under the Bureau's Jurisdiction Be in the Crime Records Section or the Investigative Division?

Prior to November 1945, these complaints were handled in the Investigative Division. This work was transferred on the recommendation of Mr. Hendon to the Crime Records Section at that time.

The Executives Conference unanimously recommended that this work be left in the Crime Records Section. The reason for this recommendation is that the File Room reports frequent difficulty in determining whether a matter is specific enough to be considered a complaint or a violation. Letters of inquiry are handled by the Crime Records Section and frequently these letters of inquiry will contain a complaint. All sorts of correspondence from obvious "nuts" is handled in the Crime Records Section where the index cards on "nuts" are maintained. An examination of several incoming letters showed requests for information of miscellaneous character and also reported a complaint not under the Bureau's jurisdiction. Such mixed letters as to their contents would make duplicate routing and handling if the processing of the complaint were handled in one Division and the request for information was handled in another. At times a letter would refer to the Kefauver Hearings, ask for a copy of the Director's statements before that Committee and also report a local condition. All of this is now handled by the same supervisor. Also, it does not require the full time of one supervisor to handle these matters. There are two supervisors on the Miscellaneous Correspondence Desk in the Crime Records Section. From 50% to 75% of one supervisor's time is spent on these miscellaneous correspondent letters.

In addition, the time of one clerk, one stenographer and half the time of one typist is utilized. There would be no savings in personnel to transfer this work to the Investigative Division.

The present arrangement, which it is recommended should continue, will leave the Investigative Division the responsibility of supervising investigations under the jurisdiction of the Bureau. Mr. Rosen reports that there is the closest liaison maintained between the Investigative Division and Crime Records Section in handling matters in which there might be some investigative interest under the jurisdiction of the Bureau and that no difficulty had been encountered in handling the type of communication which also included matters under the Bureau's jurisdiction.

The difficulty which arose in dealing with the communication from Caroline Chambers of St. Cloud, Florida, will under the above recommendations be corrected by transmitting copies of the letter to the appropriate police agency through the Bureau's field office in the future.

Respectfully,  
For the Conference.

*C*  
Clyde Tolson

*All approved  
but be certain to  
see that our local  
offices promptly handle  
matters referred to  
them by us for reference  
to local police agencies.  
H*

The Director

April 11, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/91 BY SP-5 C. B. B.

The Executives Conference consisting of Messrs. Ladd, Tracy, Rosen, Belmont, Sizoo, Glegg, Glavin, Harbo, Mohr, and Nichols considered the situation occasioned by Sheriff A. N. Neut Burns releasing a criminal record on [redacted] Oklahoma Sheriffs & Peace Officers Association.

b6  
b7c

It was pointed out that when a law enforcement agency submits fingerprints or makes a request for a criminal record this is furnished to the appropriate agency. The criminal record contains a notation that the contents are for official use only and is marked confidential. The responsibility for the use of the criminal record is transferred from the Bureau to the agency making the request.

The conference considered the possibility of how such an abuse as this could occur and how it might be avoided in the future. The conference was of the unanimous opinion that we could not refuse to furnish criminal records requested by law enforcement agencies; however, the conference was of the unanimous belief we could put a stop to furnishing records to those agencies who violate the confidence and in the event they make further requests for criminal records we could at that time send the record to the SAC and have the SAC make inquiry as to why the criminal record is desired. If upon inquiry of the SAC a satisfactory explanation is not given he would then withhold the record.

The conference was unanimous that we adopt such a policy.

It is also believed that instead of writing [redacted] it would be desirable for SAC Bryce to call upon [redacted] and furnish him with the facts.

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b7c

Respectfully,  
For the Conference

*I think Bryce should vigorously protest to Burns re his*

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

RECORDED - 18  
INDEXED - 18

Clude Tolson

66-2554-8655

APR 14 1951

cc: Mr. Clegg request for Mr. Mohr  
LBN: CM card use of this information. No further requests from Burns should be honored unless we are given the reason

4-12-51

The Director

April 12, 1951

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/29/91 BY SP-5 ci/bmr

The Executives Conference of April 9, 1951, consisting of Messrs. Tolson, Sizoo, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin was advised that under date of April 6, 1951, in the Joseph Young column, entitled Federal Spotlight, comment was made that "The Civil Service Commission has cracked down on the Air Force Department for paying salaries to prospective stenographers and typists while they attended business schools as well as paying their tuition fees."

The Conference did not feel that this action by the Civil Service Commission would in any way affect the Bureau's present training school for stenographers and typists in the Bureau. Stenographic classes are held for 1 1/2 hours each day, the Stenographers donating 45 minutes of their time and the Bureau donating 45 minutes. There are 2 different kinds of typing classes held. One class is for all Bureau employees who wish to learn to type or who are brushing up on their typing. This class is held before and after the working day. The other typing class is called "on the job training", which time is given by the Bureau for one hour to those employees in the Records Section to become well-versed in the procedures followed by the Records Section and who are assigned to specialized typing duties at the end of their training period.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

TRT:CA

RECORDED - 181

INDEXED - 18

EX 6

44-2534-8656  
APR 12 1951

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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THE DIRECTOR

4/11/51

THE EXECUTIVES CONFERENCE

67310

The Executives Conference of April 5, 1951, attended by Messrs. Tolson, Glavin, Quinn Tamm, Ladd, Rosen, Clegg, Nease, Belmont, Harbo and Mohr, considered a suggestion that hereafter instead of the Director's name appearing on the identification record which is sent out to contributing law enforcement agencies that Mr. Tracy's name as Assistant Director of the Identification Division be utilized.

The Executives Conference discussed this matter at considerable length and some of the members were of the opinion that legally the fact that Mr. Tracy's name was substituted for the Director's would not change the legal status of these records and the Director may well still be subjected to suit by individuals. The Conference, however, was unanimously of the opinion that since a legal question was involved, this entire question should be appropriately explored on an informal basis with a representative of the Department.

The Conference was unanimously of the opinion that Mr. Mohr should informally discuss this entire matter with Mr. Hubert H. Margolies of the Claims Division of the Department. In the event the Director agrees with the majority views of the conference, Mr. Mohr will informally discuss this problem with Mr. Margolies.

Respectfully,  
For the Conference

*Handwritten initials*

*Handwritten mark*

*Handwritten mark*

Clyde Tolson

CC - Mr. Clegg

JPH:DJ

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/24/91 BY SP-56/bj

RECORDED - 18

INDEXED - 18

EX-6

66-354-8657  
APR 14 1951

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