

65724

November 21, 1952

MR. TOLSON ..

THE EXECUTIVES CONFERENCE

65723

Mr. McGuire advised at the Executives Conference November 21, 1952, that the Statistical Section in preparing for the 1952 annual Uniform Crime Report Bulletin submits to police departments participating in the program adequate supplies for preparing returns B and C, and a form for age, sex, and race of persons arrested. A form letter transmitting these supplies is sent to each department. The attached form letter was unanimously approved by the Executives Conference consisting of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Clegg, Gresham, McGuire, and Holloman.

Respectfully,  
For The Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

JJM:cm

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DATE 1-27-92 BY SP5 CLJ/TPT  
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see draft re-078-468

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Mr. Tolson

12/11/52

The Executives Conference

REPORT WRITING

SUGGESTION OF ASAC HOWARD FLETCHER  
WASHINGTON FIELD OFFICE

Present at the Executives Conference of December 10, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen, and Mason.

The Conference considered a suggestion from ASAC Howard Fletcher of the Washington Field Office that the regulations relative to report writing be changed so that certain investigations would be handled with a minimum number of reports coming to the Bureau.

Specifically, Mr. Fletcher has in mind that the office of origin request investigations from auxiliary offices by memorandum or report with no copies designated for the Bureau, and these auxiliary offices report the results of investigation in similar form to the office of origin without submitting a copy of the report to the Bureau, and the office of origin conclude the investigation administratively or when necessary, submit one report which would serve as an opening and closing report to the Bureau. Mr. Fletcher has in mind that this practice be followed under the following circumstances:

1. No process of arrest outstanding.
2. The inquiry did not originate on the basis of a Bureau request.
3. The information developed is negative or trivial, and no specific reason exists for advising the Bureau.
4. Applicable only to the following types of cases: Deserters, Selective Service Act of 1948, Interstate Transportation of Stolen Motor Vehicle, Theft from Interstate Shipment, Theft of Government Property (where subject

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cc - Mr. Mohr  
Mr. Clegg

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is carried as Unknown throughout the entire investigation) and Impersonation.

Mr. Fletcher states he realized that his suggestion would result in placing upon the field the responsibility for all of the supervision in many cases. He believes this would be a desirable thing to do and will relieve Supervisors at the Bureau from routine responsibility so that greater stress can be applied to matters of more importance at the Bureau. Mr. Fletcher believes also that his suggestion, if adopted would result in the saving of considerable time at the Seat of Government, not only from a supervisory aspect, but in the Records Section, which will have fewer reports to process and file.

The Investigative Division had the following objections to Mr. Fletcher's proposals:

1. If reports would be received in Deserter cases only at the conclusion of the investigation, it would be impossible for the Bureau to insure that all offices are complying with the Bureau requirement that fugitive leads be covered within 30 days and that the investigation be handled in a logical manner.
2. In the various types of cases mentioned, it would be impossible for the Bureau to answer inquiries from citizens and members of Congress.
3. It is frequently necessary for the Bureau to evaluate the necessity for Agents to testify in court-martial proceedings in Deserter cases when requested by military authorities. The determination as to whether an Agent should testify cannot be made in the absence of reports.
4. The Investigative Division does not attempt to afford lead-by-lead and case-by-case supervision. However, all reports are read and letters are directed to the field making numerous suggestions during the course of investigative activity. This would be impossible if reports were not received until after investigation had been completed.
5. The present procedure at the Seat of Government in reviewing reports from the field has made it



possible to co-ordinate individual cases in various field offices into "ring" cases. In other words, component cases not recognized as a part of a big, overall operation, are put together at the Bureau to form a complete picture of a large-scale criminal activity. Major cases frequently grow out of Bureau recognition of what may appear initially to be routine field investigations.

6. To leave to the discretion of 6,000 Agents in 52 offices the definition of "trivial information" and the determination of what the Bureau would desire to receive in the way of reports would result in a destruction of existing standards and varied interpretations with accompanying varied procedures.

In view of the opposition of the Investigative Division to the proposals of Mr. Fletcher, the Executives Conference unanimously reacted unfavorably and recommends that the suggestion not be adopted.

If approved, there is attached hereto a letter to ASAC Fletcher.

Mr. Tolson

11/21/52

Executives Conference

USE OF RECORDING TIME CLOCKS IN FIELD OFFICES.

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The Executives Conference of November 19, 1952, comprised of Messrs. Belmont, Gearty, Glavin, Harbo, Ladd, Mason, McGuire, Mohr, and Tracy considered a suggestion made by SAC Alvin C. Schlenker concerning the use of time clocks for recording the arrival and departures of employees.

It was pointed out at the conference that Title 5, Section 27 of the District of Columbia Code prohibits the use of mechanical devices for recording arrivals and departures in government executive offices in Washington. The Conference also considered certain other objectionable features such as cost, problems involved in keeping track of time and attendance, and the supervision of the system, the possibilities of mechanical failures, and certain psychological disadvantages.

The Conference unanimously opposed the suggestion.

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cc: Mr. Clegg  
Mr. Mohr

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Mr. Tolson

12/12/52

The Executives Conference

Present at Conference were: Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Belmont, Nichols, Gearty, Rosen and Mason, 12/10/52

FORM FD-1

The Miami Office suggested that the word "here" not be typed opposite "Office of Origin" on blue assignment cards.

This is a suggestion which has been made from time to time by the field. It relates to the fact that there are two types of assignment card, as follows, in the field:

1. White cards, for cases originating in other offices, and
2. Blue cards, for cases originating within that particular field division, or, in other words, the origin is "here."

The Miami Office suggests that since a blue assignment card indicates that this office is origin, it is unnecessary to type on it the word "here." This is true, with regard to the original of the assignment card, for the blue color automatically indicates this office is origin.

The Miami Office has overlooked, however, the fact that ticklers are yellow in all instances, whether the case originated in this office or in some other office. Consequently, a supervisor cannot tell from an examination of the tickler card alone whether his office is origin or some other office is origin, unless the word "here" appears on the tickler card. Since the tickler card is a carbon copy of the original assignment card, it becomes obvious that the word "here" must continue to be typed on the original assignment card.

This matter was checked with SAC Hood of the Washington Field Office, who points out that he favors the suggestion of the Miami Office. However, it is still necessary for the word "here" to appear on the tickler.

The Executives Conference felt that in view of the above facts, no change should be made in the use of the word "here" on assignment cards.

If approved, no further action is necessary, as the Miami Office has already been thanked for its idea.

cc - Mr. Mohr  
Mr. Clegg

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MR. TOLSON

December 11, 1952

THE EXECUTIVE CONFERENCE

The Executive Conference of December 11, 1952, consisting of Messrs. Ladd, Tracy, Holloman, Guarby, Rosen, Belmont, Mohr, Nichols, Harbo, and Glavin, considered a memorandum from Inspector's Aide [redacted] to Mr. Clegg who is in charge of the inspection in New York in connection with the regular shifts of the New York Office.

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It was pointed out to Mr. Clegg by Special Agent [redacted] that for the past twelve weeks, two Agents of the Criminal Section of the New York Office have been assigned to regular duties from 3:00 P.M. to 11:00 P.M. daily, Monday through Saturday, and that two Agents are assigned from 8:30 A.M. to 5:30 P.M. Saturday and Sunday. It was pointed out that these Agents are assigned to these shifts of duty to take care of emergencies which might originate after regular working hours and on Saturdays and Sundays.

It was pointed out that such emergencies are as follows:

1. Anonymous tips relative to location of a wanted fugitive.
2. Information from person previously interviewed relative to whereabouts of fugitive.
3. Information received from informants.
4. Urgent teletypes from other offices relative to current whereabouts of fugitive.
5. No card cases reported by the P.D.
6. Subjects of pending Bureau cases picked up by P.D.
7. Shore Patrol or Military Police reports of detention of subject for IUV or Impersonation.
8. Arrival of stowaway or crime on High Seas subject.

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cc: Mr. Mohr  
Mr. Clegg

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Memo to Mr. Tolson (continued)

It was further pointed out that the regular shifts of duty have been in effect for twelve weeks and Agents so assigned have handled the arrest or detention of 41 Selective Service, Illegal Wearing of Uniform, and Crime on the High Seas subjects. Twenty fugitives have been apprehended. It was pointed out that the only other way these particular emergency assignments could be handled would be through the calling of the men at their homes in order to handle emergencies as they arise.

It was further pointed out to the Conference that Inspector Brown felt these irregular shifts of duty should be approved, and Mr. Clegg is in agreement with Inspector Brown in this regard.

The Executives Conference was of the unanimous opinion that the shifts of duty from 2:00 P.M. to 11:00 P.M., Monday through Saturday and the 8:30 A.M. to 5:30 P.M. shift on Saturdays and Sunday be approved.

The Conference further points out that the New York Office should be advised that the Bureau can approve only a forty-hour week for regular assignments of such Agents since these assignments are rotated among the Agents assigned to the Criminal Section. The Bureau could not approve a forty-eight hour week assignment as presently set up for the two men working from 2:00 P.M. to 11:00 P.M. Monday through Saturday each week.

It was pointed out to the Conference that these men usually take a day off the following week on compensatory leave or count the sixth day as voluntary overtime, but claim only a forty-hour week. The overlap of assignment from 2:00 P.M. to 11:00 P.M. is absolutely essential in view of the volume of work received from the Police Department of New York City during those hours on Saturdays.

The Conference suggests that the attached communication go forward to the Special Agent in Charge of New York concerning this matter.

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-19-52

FROM : C. L. TROTTER

SUBJECT: ~~CROSS REFERENCE INDEXING BY EMPLOYMENT~~

EXECUTIVE CONFERENCE

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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The Streamlining Committee, Records Section, has made the suggestion that cross-referencing by employment in the Radio and Communications Industry be eliminated. Pursuant to your instructions there follows a summary of the background and recommendations concerning this suggestion.

~~X Radio Industry cards~~  
~~X Communications Industry cards~~

Background:

In June, 1949 a survey was made pursuant to the Director's instructions as a result of the Security Division's failure to include information concerning CBS White House Correspondent Charles Collingwood in a memorandum prepared on Communist Infiltration into CBS. The Director indicated that the lack of knowledge concerning Collingwood indicated some defect in our present system. This survey found that this defect and recurrences could be avoided through cross reference indexing to CBS employment or activity in the radio industry and recommended cross-reference indexing of CBS employment to the Bureau's main file on communist infiltration in the radio industry. The Records Section was instructed to cross-reference index CBS employment but recommended strongly against extending this practice. On July 13, 1949 the Executives Conference considered these recommendations and was unanimous that further study be made. Mr. F. W. Waikart and Mr. H. C. Boswell reported results of survey August 2, 1949 and recommended that Records Section cross-reference index by employment persons in the radio industry and persons employed by telephone companies, Western Union, and similar communications companies. The Executives Conference approved recommendations. August 10, 1949, this procedure was adopted.

In October, 1952, the Records Section Streamlining Committee made the suggestion that we no longer cross-reference by employment in the radio and communications industry. It was recommended that the matter be referred to the Inspection Staff for appropriate evaluation and recommendations. By his report October 7, 1952 Inspector Vechery advised his survey reflected the following facts. At present there are 19½ drawers of "see" cards on "Communications Industry", estimated at 23,400 cards, and approximately 2,600 "see" cards occupying about 2½ drawers on "Radio Industry". These cards are filed alphabetically by subject's name and the space occupied would cost slightly over \$100. Supervisors in the Domestic Intelligence Division advised that at no time have they ever requested a search of these sections and knew of no instance when such a search had ever been requested. They could conceive of no situation when the words "Communications Industry" would be searched as such. They could conceive of a possible instance when "Radio Industry" would be searched in connection with

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Memo to Mr. Nichols  
RE: CROSS REFERENCE INDEXING BY EMPLOYMENT

11-19-52

(Continued)

general requests from congressional committees, and this would only be a check search since a running memorandum is maintained on this subject. The Service Unit of the Records Section advised that no requests had been received for such a search. Other inquiries throughout the Records Section failed to reveal a single request for such a search. The cost of this project to date had been conservatively estimated at \$4000 and the estimated future cost to be \$1500 a year. These cards averaged approximately 33 per day since the project was started.

Recommendation:

Inspector Vechery recommends, (1) That cross-reference indexing of "Communications Industry" be discontinued since this breakdown is too general for practical search and has served no useful purpose in the last 3 years.

(2) That cross-reference indexing of "Radio Industry" be continued since very few cards are currently being prepared and a conceivable use for these cards exists.

(3) That the index cards presently in the General Index on "Communications Industry" be destroyed.

Mr. Belmont by memorandum of 11-3-52 to Mr. Ladd, expressed agreement with each of the above recommendations.

ADDENDUM, LBN:MP 11/24

Approved by the Executive Conference consisting of Messrs. Ladd, Tracy, Rosen, Mason, Gearty, Belmont, Mohr, Glavin, Harbo, and Nichols.

MR. TOLSON

December 3, 1952

THE EXECUTIVES CONFERENCE

*File*

The Executives Conference of December 1, 1952, consisting of Messrs. Ladd, Winterrowd, Rosen, Belmont, Tracy, Gandy, Clegg, Mohr, Harbo, and Glavin, considered a suggested memorandum to the Assistant Directors and Messrs. Tolson, Ladd, and Nichols, concerning organization charts of the various divisions at the Seat of Government to be submitted once each quarter and recommended approval thereof.

It was pointed out to the Conference that at the present time the submission of organizational charts is not necessary under Bureau regulations and the Administrative Division has found on numerous occasions that in making their cost accounting studies of the various divisions that up-to-date assignments are not available from records maintained by the Statistical Section. This is brought about by assignment changes not being referred to the Statistical Section for its information. It is felt the organizational charts as recommended will make uniform the submission of such data and the Statistical Section punch card records will be in a more current condition in the future.

CC: Mr. Mohr  
Mr. Clegg

RRG:ot

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Mr. Tolson

December 10, 1952

The Executives Conference

ATTENDANCE OF H. H. CLEGG  
AT I. A. C. P. BOARD OF  
OFFICERS MEETING IN NEW YORK  
DECEMBER 15 and 16, 1952

*work*

The Executives Conference on December 5, 1952, Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Rosen, Ladd, Gearty, Nichols, and Clegg being present, considered the inquiry of Mr. Clegg. The I.A.C.P. Board of Officers meets in New York on December 15 and 16, 1952. Mr. Clegg is to attend. His inquiry is whether the Bureau should be "on the record" or "off the record" in its discussion of the following proposals:

1. To establish a Federal Agency to receive and disseminate information about organized crime and criminals and their movements.
2. The proposal of the Commission on Organized Crime of the American Bar Association that there be established a State Police Council appointed by the Governor to make recommendations and surveys concerning and consolidation of local Police Departments.
3. The proposal by the same commission for the creation of a State Department of Justice with the State Attorney General being given authority to supersede the local authorities in "investigation and prosecution."

In the event the discussions by the Bureau representative are "on the record," the information used would be that appearing in the Introduction to the current issue of the "FBI Law Enforcement Bulletin," the disadvantages of the Federal Clearing House, which have been previously listed in memoranda prepared at the Bureau, a copy of which is attached, and the objections to the formation of a State Police Council and a State Department of Justice, which have appeared in memoranda prepared at the Bureau, copies being attached.

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cc - Mr. Mohr  
Mr. Clegg

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EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference unanimously recommended favorably that the discussions at this conference be "on the record." This means that they will be recorded stenographically, and the minutes will be circulated to all the members of the Executive Committee of the I.A.O.P.

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Mr. Tolson

December 2, 1952

The Executives Conference

SUGGESTION #681-52

Radio Communications  
Officer, Portland Office  
Re: MONITORING CONTINENTAL EMERGENCY  
STATIONS HOURLY

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The Executives Conference on December 2, 1952, Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Gearty, Tracy, Belmont, Rosen, Winterrowd and Clegg, unanimously recommended unfavorably as to the suggestion of Radio Communications Officer of the Portland Office, that the continental emergency stations be monitored once each hour at periodic intervals for calls from the relay stations instead of twice each day as at present. This he believed would permit more traffic over the radio network and he thought would contribute to economy in communications costs.

The reason for recommending unfavorably is the fact that radio traffic is necessarily limited by the necessity that messages must be encoded and further by the capacity of control stations for handling these messages. ~~Also, it would violate the agreement with the Federal Communications Commission to increase the traffic over this network.~~ It would also require additional personnel since the radio personnel would be spending more time on this monitoring project than at present and they are assigned to clerical duties when they are not engaged in such monitoring procedures.

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MR. TOLSON

December 4, 1952

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS INSURANCE FUND

The Executives Conference of November 26, 1952, consisting of Messrs. Tolson, Belmont, Mohr, Nichols, Ladd, Gearty, Mason, Harbo, Tracy, and Glavin considered the attached letter to all members of the Special Agents' Mutual Benefit Association resulting from a meeting of the Board of Directors held on November 21, 1952, and recommended its approval. It was pointed out to the Conference that the Board of Directors did not feel that additional benefits should be declared for the coming fiscal year due to the following reasons:

1. In excess of 900 new members were enrolled during the past year in respect to whom there is not yet available a sufficient experience factor to adequately appraise anticipated future obligations to this group.
2. Our experience with claims resulting from Poliomyelitis expense benefits has been limited to such an extent there currently exists no satisfactory indication of future costs.
3. During the past year, operating expenses have exceeded income because of increased benefits consistently afforded members at no additional cost in premium.

For your further information, as of the close of the insurance year, October 30, 1952, we had total assets of \$137,715.56. Of this amount, \$77,700.00 was in Government securities; \$57,881.37 was in cash; the remainder being in accrued interest on bonds, returned checks, and furniture and fixtures.

At the same time, we had current liabilities totalling \$40,066.03. We had a surplus or a net worth of \$87,647.53.

During the insurance year we had a total income of \$8,194.31. Our total expenses were \$29,552.29. We had a net loss from operations of \$14,358.23. Our dividends or returns from the insurance company will approximate \$50,000 for the past calendar year. This amount will increase our so-called net worth from \$87,647.53 by the amount of the premium. This premium is less than the amount received from the

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cc: Mr. Mohr  
Mr. Clegg

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Memo to Mr. Tolson (continued)

insurance company last year. We cannot be assured of a continuous big premium and if we were to extend benefits this year since we have so many new members who have enrolled during the past year, our expenses might be such that our dividend payments from the insurance company would be materially reduced. If this were so, necessary funds for the continued operation of the Special Agents' Mutual Benefit Association would have to be drawn from our net worth which is basically unsound, or the premium payments to individual members would have to be increased to take care of the added expenses. The Conference was advised that it was the unanimous opinion of the officials of the Special Agents' Mutual Benefit Association that additional benefits should not be declared for the next insurance year since such additional benefits would materially increase our insurance costs for the year. For instance, if we raised our surgical benefits one-third, as was suggested by Mr. Beebe, our Manager, except for maternity benefits (which would remain as is) our additional costs would be \$29,000 a year.

Further, if we increase the surgical benefits approximately 50 per cent, except maternity (which would remain as is), our additional costs would be \$39,000. Further consideration was given to increasing the amount of Life Insurance from \$5,000 to \$6,000 a year but this additional cost would approximate \$21,400 a year. It can be seen with the additional costs which would accrue through the increase of benefits a relatively short period of time might elapse before our dividend returns would take care of our insurance payments with the result we would be in financial difficulties unless premiums were increased.

not

There is attached hereto a letter addressed to the members of the Special Agents' Mutual Benefit Association advising of the meeting of the Board of Directors held on November 21, 1952, pointing out that a \$2.00 reinstatement fee would be necessary for those members who permit the "grace period" to elapse in the future. Further, furnishing each member with a ballot of the individuals to be elected to the Board of Directors for the forthcoming insurance year. The proposed nominees are as follows:

Seat of Government

Field

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- S. J. Tracy
- F. L. Jones
- L. B. Laughlin
- J. R. Halley
- J. S. Rogers
- D. J. Parsons
- B. H. Suttler

- R. J. Abbaticchio
- J. Alden
- H. B. Fletcher
- G. K. McKee
- E. G. Ryan

Mr. Tolson

November 20, 1952

Executives Conference

SIMPLIFYING THE NUMBER ONE  
FIELD OFFICE REGISTER

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-21-92 BY SP5U  
LPT

The Executives Conference on November 19, 1952 considered simplifying the No. 1 register for field office use. Present were Messrs Belmont, Gearty, Glavin, Harbo, Ladd, Mason, McGuire, Mohr, and Tracy.

The field office register #1 is our basic attendance record on which all employees register their arrival each morning. Clerical employees, in addition, also show the time of departure for lunch, return from lunch, and final departure in the evening. At present, all employees sign the register in chronological order of arrival in the morning. It was believed that time could be saved by having these registers prepared in advance in alphabetical order, thus simplifying the problems of the time and attendance clerks as well as reducing congestion at the registers, for example, during the lunch hours. In order to ascertain the value of this procedure, an experiment of 30 days duration was conducted.

The Washington Field Office, Newark and Savannah used the new system during the month of October. Washington Field Office and Newark are enthusiastically in favor of the new system. Savannah says the amount of time saved is too little to constitute a major advantage, but Savannah does point out other advantages.

The new system has the following advantages:

1. Greater accuracy in maintaining time and attendance records. Errors are noted more easily.
2. Greater speed in checking the registers each morning. Washington Field Office estimates a net saving of 7 hours per week.
3. Greater speed in preparing the registers. Washington Field Office estimates 5 hours clerical time per week saved on this phase of the operation.
4. Eliminates the need for separate accounting for the whereabouts of employees each day since, under the new system, this is automatically handled during the

110

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

EDM:bp

cc: Mr. Tolson

RECORDED - 58

INDEXED - 58

66-2534-10131

DEC 22 1952

WAC

70 DEC 30 1952

ORIGINAL FILED IN 66-2534-10131-110

ordinary processing of the register in the morning. Washington Field Office estimates a net savings of 2½ hours per week on this phase of the operation.

5. Eliminates congestion at the registers since employees do not have to write anything except to note the time.
6. Employees sign more promptly and with fewer errors for sick leave.

The following disadvantages are noted:

1. More pages will be used each day since the names of all employees will appear on the register and not only those who are actually present.
2. The SAC or Supervisor must place a check mark beside the name of each employee who is not on duty at 8:30 a.m. instead of simply drawing a line as at present.

The Conference agrees with the SAC's of Washington Field Office and Newark that the new system results in a net saving of time and simplification of administrative operations. The Conference unanimously favors the adoption of the new system for the entire field. The Seat of Government already has a similar system. It should be noted that the proposed method does not change any of the basic uses of the register but simply achieves results more quickly and easily.

If this is approved, there is attached an SAC letter directing the field to adopt the new procedure and a change for the Manual of Rules and Regulations.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MR. TOLSON

12/9/52

EXECUTIVES CONFERENCE

Present at the Conference on 12/8/52, were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Gearby, Winterrowd and Mason.

FORMS

The Conference was advised that there have been suggestions from time to time from the field that a form be created for use by the supervising stenographer of a field office to notify individual stenographers of their dictation assignments for the day. The Bureau has approved such a form for use by the New York Office. The Washington Field Office has now requested authority to use such a form.

With the new procedure of stenographers advising the SAC of their evaluation of the dictation ability of Agents whenever they have received dictation of 1 hour or more, it is now possible to combine into one form: (1) notification to the stenographer of her dictation assignment, and (2) provide a place for the stenographer to indicate her evaluation of dictation ability.

After completed by the stenographer, these forms can be dropped into the error folder (one is maintained for each field employee by the SAC) and these forms can be used in preparing performance ratings on Agents.

The Conference is unanimously agreeable to the issuance of the attached form.

If approved, there is attached an SAC Letter.

Attachment

cc-Mr. Mohr  
Mr. Clegg

(If approved, this form will bear Form #FD-213.)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-21-92 BY SP5/CP

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols EDM:DMG
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

NO MANUAL CHANGE NECESSARY

INDEXED - 79

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INITIALS ON ORIGINAL

50 JAN 5 - 1953

ORIGINAL FILED IN 66-2554-101



MR. TOLSON

December 11, 1952

THE EXECUTIVES CONFERENCE

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~~BRIDGES~~

The Executives Conference of December 10, 1952, consisting of Messrs. Tolson, Gearty, Mason, Nichols, Ladd, Rosen, Belmont, Mohr, Harbo, Tracy, and Glavin, considered a suggestion submitted by [redacted], Special Employee of the New York Office, that the credentials of the Special Employees should contain the large blue FBI background imprint which is present on the credentials of the Special Agents. [redacted] pointed out that persons contacted must read the credentials of the Special Employees to verify their employment with the FBI, whereas if the credentials contained the large FBI imprint they would realize at a glance the association of the employee with the Bureau.

Mr. [redacted] further stated that those persons who are contacted by Special Agents recall the large blue imprint on their credentials and these persons show some hesitancy in furnishing records when credentials of a Special Employee are exhibited without the imprint. Mr. [redacted] stated that this results in an explanation by the Special Employee that he is not a Special Agent, that his duties are limited to the reasons therefor, etc.

Inspector's Aide [redacted] advised Mr. Clegg concerning this suggestion that Mr. [redacted] did not suggest the credentials of the Special Employees should imitate the credentials of the Special Agents but felt that when a person glances at the credentials of the Employee and realizes he is with the FBI, the questions mentioned heretofore would be avoided to a large extent. He stated that time spent answering these innumerable questions could then be devoted to reviewing a number of records.

The Conference was advised that Inspector Brown recommended favorable consideration.

There is attached hereto the type of credential utilized by Special Employee [redacted].

The Conference after careful consideration of this matter felt there should be no change in the credentials utilized by Special

cc: Mr. Mohr  
Mr. Clegg

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

ORIGINAL FILED

Memo to Mr. Tolson (continued)

Employees making limited credit checks and other such public contacts since during the years these credentials have been utilized by Special Employees and there has been no real difficulty experienced by such employees in performing their regularly assigned duties. Should you agree, Special Employee [redacted] will be appropriately advised.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MR. SOLESON

December 16, 1952

THE EXECUTIVE CONFERENCE

RECEIVED  
DATE 12-16-52 BY SP/CLC

The Executive Conference of December 16, 1952, consisting of Messrs. Holloman, Rosell, Gearty, Mason, Nichols, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin, was advised that Mr. Ross L. Tolson, the Deputy Attorney General, under date of December 1, 1952, forwarded to the Bureau a copy of a proposed bill to authorize payment of a gratuitous indemnity to survivors of law enforcement officers who are killed in the line of duty and for other purposes.

It was pointed out to the Conference that the Deputy Attorney General is desirous of securing the Bureau's views regarding this proposed legislation.

It was further pointed out that this legislation is being supported by the Secretary of the Treasury to cover all law enforcement officials in the Federal Service. It was pointed out to the Conference that the Secretary of the Treasury stated that in the past the Treasury Department has supported private legislation for the relief of survivors of law enforcement officers who have died from injuries willfully inflicted on them on account of the performance of their duties. An enactment of the proposed legislation would make unnecessary private relief legislation for the benefit of survivors of law enforcement officers killed under the circumstances covered by the proposed bill. The Treasury Department is of the opinion that the proposed legislation would provide by general legislation, benefits for such survivors which would be fair and equitable.

A copy of this suggested bill is attached hereto. It will be noted under Section B thereof it is stated, "Upon certification by the head of a department or agency that a law enforcement officer employed thereby has died from a personal injury willfully inflicted upon him by another person while the law enforcement officer was engaged in the performance of his official duties, or on account of the performance of his official duties, the Chairman of the Civil Rights Commission shall pay to the beneficiary of the law enforcement officer the sum of \$10,314,000."

RECORDED - 6  
DEC 23 1952

The Conference wishes to point out that the proposed legislation would cover Bureau Agents who lose their lives from personal injuries willfully inflicted on them on account of the performance of their duties or while engaged in the performance of official duties.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

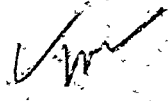
cc: Mr. Mohr

53 DEC 20 1952

Memo to Mr. Tolson (continued)

Discussion was had in the Conference that this legislation probably could be amended to protect and to cover law enforcement officers losing their lives through automobile accidents, etc. The conference feels, however, that the legislation as it stands and which must be reintroduced in the next session of Congress if it is to be considered is desirable legislation and unanimously recommends that Mr. Malone be so advised.

If the Director agrees, the attached suggested communication should go forward to the Deputy Attorney General.



- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

THE DIRECTOR

December 19, 1952

THE SUPERVISORY ASSIGNMENT

The Executive Conference of December 17, 1952, consisting of Messrs. Ladd, Belmont, Harbo, Mason, Mohr, McGuire, Gearty, Tracy, and Glavin, considered the supervisory assignments of the Richmond Office.

It was pointed out that as of December 1, 1952, there were 1,273 investigative matters pending in the Richmond Office and 19 Special Agents were assigned thereto and three supervisory desks were approved, namely the SAC, the SMC, and one Supervisor.

Messrs. Mohr, McGuire, Gearty, and Tracy are of the opinion that two supervisory officials, namely the SAC and the SMC should be able to handle the supervisory work of the Richmond Office.

The remainder of the Conference, Messrs. Ladd, Belmont, Harbo, Mason, and Glavin, are of the definite opinion that two supervisors could not adequately handle the supervisory assignments of the Richmond Office at this time; they feeling that with the case load, Agent personnel, and territory to be covered that three supervisors should be continued at the present time. Pending the Director's decision, further action in connection with this matter to be held in abeyance.

CC: Mr. Mohr  
Mr. Glavin

Respectfully,  
For the Conference

Glyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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66-2554-10135

DEC 23 1952

53 DEC 29 1952

EX - 103

Mr. Tolson

12/11/52

The Executives Conference

[Redacted]

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b7c

SUGGESTION FOR REVISION OF  
ADMINISTRATIVE REPORT

The Executives Conference on December 5, 1952, Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Rosen, Ladd, Gearty, Nichols, and Clegg being present, considered the suggestion of Miss [Redacted] that there be added to the Monthly Administrative Report an additional column for the purpose of providing space for typing the delinquent matter data on the right side of the form.

To add an additional column would make the paper wider, would require a new type of paper cut, and it appears that the employee is under the impression that the additional column can be placed to the right automatically, without regard to the increased width of the paper which is now standard form.

The Administrative Division opposed the suggestion.

The Executives Conference unanimously is opposed.

cc - Mr. Mohr  
Mr. Clegg

HHC:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/21/94 BY [Redacted]

RECORDED - 281  
INDEXED - 141

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103 DEC 22 1952

INITIALS ON ORIGINAL

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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ORIGINAL FILED IN 66-2554-525

Mr. Tolson

12/18/52

The Executives Conference

SIZE OF FBI NATIONAL ACADEMY

Present at the Conference 12/17/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Gearty.

The Executives Conference on 12/17/52 considered a change in policy regarding the size of FBI National Academy Classes.

PROBLEM:

More than 110 law enforcement agencies have submitted requests to have representatives attend the next session of the FBI National Academy. Under our present policy, we can accept only 60 of these applicants. Since we have about two sessions per year, we could, therefore, accommodate only 120 men per year.

It is felt desirable to increase the attendance at each session from 60 to 80 men in order that we can more nearly meet the demand for this training.

EXECUTIVES CONFERENCE ACTION:

The Conference unanimously recommends that attendance at the next session and future sessions of the National Academy be increased to 80 men per session.

*Handwritten signature*

cc: Mr. Mohr  
Mr. Clegg

EDM:mew

*Handwritten "OK"*

RECORDED - 79

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DEC 23 1952

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DATE 7/2/97 BY SP/SC/CP

INDEXED - 79

68 DEC 31 1952

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MR. POLKIN

December 10, 1953

THE IDENTIFICATION CONFERENCE

*Pick*  
The Executive Conference of December 10, 1953, consisting of Messrs. Ladd, Nichols, Mohr, Belmont, Harbo, Clegg, Joad, Harbo, Tracy, and Glavin, considered a suggestion submitted by special agent Ronald G. Lacey of the Records and Communications Division that the presently utilized identification card (vertical badge - samples attached hereto) be treated in some fashion whereby the different divisions will be identified by a different color.

Previously, Mr. Lacey pointed out that if each division had a distinctive color for its badge it will be much easier for the employees on guard duty to recognize his or her division and an employee of another division who is desirous of entering areas other than his own.

It was pointed out to the Conference that at the time to had identification buttons, various colors had for the divisions.

The Conference was advised that colored paper is not necessary badge. It was pointed out to the Conference if necessary, our present type of badge could be further identified with a striping on the badge such as horizontal or the attached samples or by any other design, horizontal, or vertical stripes which might be desired.

Mr. Nichols pointed out to the Conference he feels that it would be to the advantage of the Bureau to give consideration to different colored badges for employees of the various divisions. He feels that when a change is made in the identification badges that consideration be given as to what type to have a distinctive colored badge for each of the divisions at the Seat of Government.

The Conference unanimously recommends no change in our badges at the present time.

Attachments  
10; Mr. Mohr  
Mr. Lacey

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DATE 11-13-84 BY SP-6  
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INDEXED-1

66-25547-10138

JAN 7 1953

DEC 9 1953



Mr. Tolson

12/12/52

The Executives Conference

SUGGESTION #673-52  
DISTINCTIVE MARKING ON TAPE  
BINDING EVIDENCE SHIPPED BY FBI  
LABORATORY

Present at the Executives Conference of December 10, 1952, were Messrs. Tracy, Glavin, Tolson, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen, and Mason.

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The Conference considered a suggestion from Miss [redacted] of the New York Office to the effect that special paper tape bearing a red stripe or some other distinctive marking be used to wrap packages of evidence sent from the Bureau to the Field. The purpose of the suggestion is to flag the field office that evidence is involved so that due care may be used in opening the package in order that evidence will not be disturbed by some clerical employee or other unauthorized employee having no connection with the case.

This suggestion was carefully inquired into by the Training and Inspection Division. It appears that evidence is dispatched from two sources at the Bureau:

1. FBI Laboratory (evidence from this source is wrapped by the Laboratory examiner who initially handled the evidence. After wrapping a copy of the Laboratory report is put on the outside of the inner wrapper. The package is then wrapped again so there is an outer covering of wrapping over the top of the Laboratory report. Thus, when a package is received in a field office and the outer wrapping is removed, the Laboratory report is encountered before the inner wrapping is disturbed and thus the package can be given to the appropriate investigative employee for handling.)
2. Single Fingerprint Section - Identification Division. (Precisely the same procedure is

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

EDM: bw

RECORDED - 9

INDEXED - 9

DEC 22 1952

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DATE 11-22-82 BY SP3C/PLT

53 JAN 8 1953

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followed in returning evidence to the field, except that the document between the inner and outer wrappers consists of a carbon copy of the letter of transmittal.)

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b7c

A further check with Miss [ ] of the New York Office indicates that there is no great problem which caused her suggestion and that occasionally (at wide-spread intervals) a package is opened at the bottom rather than at the top and consequently the opening clerk does not see the carbon copy of the Laboratory report or the carbon copy of the letter of transmittal between the two wrappers because this is underneath the package when the package is opened upside down.

Inquiry by the Training and Inspection Division further indicates the possibility that as a package is turned over again and again in the wrapping process at the Bureau, the wrapping employee may occasionally forget which is the top and bottom and affix the frank to the bottom rather than the top, thus causing the package to be opened in an upside-down position in the field. This is a human error rather than a fault in the system. Taking cognizance of these findings, the Executives Conference unanimously felt that the Bureau should not go to the expense of buying specially marked wrapping tape.

Evidence stickers are already in existence, but since they are addressed to the Laboratory (rather than from the Laboratory), they are not suitable for transmitting packages to the field.

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The Executives Conference felt that since Miss [ ] suggestion has already been acknowledged, no further action need be taken in this particular matter, and, if approved, this memorandum will be routed to Messrs. Harbo and Tracy as a reminder to all employees in the Single Fingerprint Section and FBI Laboratory to take special pains to see that the frank is placed at the top of each package wrapped.

November 26, 1952

Mr. Tolson

L. B. Nichols

*O* EXECUTIVE CONFERENCE

For the past several weekends, one or more of the Divisions at the seat of Government has desired to send an ~~air-tel~~ air-tel to a field office in order that the information would be on the SAC'S desk at 9:00 o'clock, Monday morning, but the nature of the information not being felt sufficiently important as to warrant a teletype. This has occurred either late Saturday night after the mail room is closed or on Sundays. The supervisors on duty in the Investigative and Domestic Intelligence Divisions or Laboratory have called the mail room supervisor who is on call over the weekends and have had an employee from the mail room come down just for the specific purpose of mailing an air-tel to a field office. This requires that the mail room employee be given compensatory leave during the following work week, when he is really needed on the job.

It is suggested in the future that whenever any office of an Assistant Director desires to send an air-tel after the closing hours in the mail room on Saturdays, which is 4:00 P.M., or on Sundays or holidays, when the mail room is not open, that the office of the Assistant Director be authorized to initial the outgoing air-tel "JEH" and so note on the yellow that it has been initialed and by whom; and that the office of the Assistant Director desiring to send the air-tel place the air-tel in an envelope and put six cents air postage on the envelope without having to call in an employee of the mail room. A limited supply of stamps for this purpose will be maintained in the switchboard and an appropriate record will be kept as to whom stamps have been furnished and for what purpose. The yellow of the air-tel upon being dispatched, would then be routed to the Director's Office the next morning. It is to be clearly understood that in each instance the Assistant Director is to personally authorize the dispatch of the airtel and the yellow should so state. This agrees with present policy of permitting Ass't Directors to authorize outgoing wires when Director's Office is closed.

cc: Mr. Wherry

JJM:arm

ADDENDUM, JJM: MP, 11/28/52

Approved by the Executives Conference unanimously on November 28, 1952, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, McGuire, Gearty and Mason.

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HEREIN IS UNCLASSIFIED  
DATE 11/22 BY [signature]

ORIGINAL COPY FILED IN 62-14749-1851

*me*

INDEXED - 61

RECORDED - 61  
EX-112

DEC 19 1952

66-2534-10140

INITIALS ON ORIGINAL

*JJM*  
 68 JAN 8 1953  
*will approve*  
*but Ass't Director's must*  
*personally approve - JJM*

Mr. Tolson

December 8, 1952

The Executives Conference

SUGGESTION #718-52

Identification Division  
Re: SEARCHING PROCEDURE OF  
WANTED RESEARCH DESK

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b7c

The Executives Conference on December 4, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, Glavin and Clegg, considered the suggestion of [redacted] clerical employee of the Identification Division. [redacted] suggested that the names of deserters, regular Bureau fugitives and subjects of security flash notices not be searched through the Bureau's dead file, but that they continue to search Identification Order subjects through the dead file.

Each search through the dead file costs an average of 22 cents. But one identification has been made in 26 months. Based on the number of searches per year, the savings, if this suggestion were placed in effect, would be \$3599.70. Mr. Tracy favors the recommendation.   
3467.20

The Executives Conference recommended unanimously favorably and felt that the attached letter should go to the Field advising of this fact that searches would not be made through the dead file automatically, except on Identification Order subjects and when the Field specifically requested.

The Conference also unanimously recommended that Armstrong be awarded \$130.00, which would be the amount authorized for a savings in the above amount.

An appropriate letter to [redacted] is attached hereto.

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b7c

Attachments

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-16-83 BY SP3C/...

DEC 11 6 33 AM '52  
S. BERT...  
DIRECTOR

INDEXED - 93  
RECORDED - 7

66-2554-10141  
RECORDED  
102 JAN 2 1953

HHC:IGT  
JAN 13 1953

INITIALS ON ORIGINAL

ORIGINAL FILED IN 100-7631-9789

Revised figures

b6  
b7c

Mr. Tolson

12/30/52

The Executives Conference

"Prepared For" Stamp  
Suggestion of Mrs. [redacted]

Those present at the Conference 12/19/52 were Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Gearty, Mason, Winterrowd, Tracy, and Holloman.

The Executives Conference on December 19, 1952, considered the question of an award for Mrs. [redacted] for her suggestion regarding placing the "Prepared For..." stamp on the docket sheet in a subject's jacket in the files of the Identification Division instead of placing the stamp on a separate sheet of paper which then had to be filed.

b6  
b7c

This suggestion was previously considered and a 30-day trial approved. The trial indicates that the system works satisfactorily and that some 1524 sheets of master coated book paper and 8 hours of typing time was saved. Mr. Tracy estimates the annual savings at \$189.36.

The Conference unanimously recommends that Mrs. [redacted] be given a \$10.00 cash award.

cc: Mr. Mohr  
Mr. Clegg

EDM:new  
*Maced*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-14-92 BY SP8/TPT

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Miss H. [redacted]  
R. [redacted]

RECORDED - 63  
INDEXED - 63

66-2554-10142

JAN 6 1953

79

INITIALS ON ORIGINAL

EX-113

ORIGINAL COPY FILED IN 66-1431-

MR. TOLSON

December 5, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 3, 1952, consisting of Messrs. Tolson, Mohr, Belmont, Nichols, Ladd, Carty, Holloman, Tracy, Harbo, Mason, Rosen and Glavin, was advised that the President by Executive Order Number 10407 dated November 6, 1952, prescribed regulations governing agreements to be entered into between the Secretary of the Treasury and any state or territory with respect to the withholding of such state or territorial income taxes from the compensation of employees of the United States. It was further pointed out to the Conference that only the States of Oregon and Vermont and the Territory of Hawaii have withholding laws on state or territorial income taxes. No agreements have been entered into by the Secretary of the Treasury with any of these states or territories up to the present time. In the event there is wide adoption of withholding tax legislation by the various states, the problems of the Bureau's Payroll Section will be materially increased since withholding tax on a country-wide basis for a number of states will necessarily have to be established and meticulous care will necessarily have to be exercised in the following transfers and assignments of Agents and clerical personnel. At the time this entire matter was being considered, it was pointed out by the Department of Justice representatives to the Treasury people and to the Budget people the difficulties which would confront the Bureau, the Immigration and Naturalization Service, and possibly other segments of the Department in conducting such withholding taxes. It was pointed out that Agents work in several states during a taxable period and they are subject to transfer as the needs of the service demand with the result that the work would be exceedingly difficult. In the preparation of the Executive Order, no exceptions were made for any government service. There is nothing further to do in connection with this matter at this particular time.

The Administrative Division will follow this matter closely and will keep you advised of any developments in connection therewith.

- Tolson \_\_\_\_\_
- Ladd cc: Mr. Clegg
- Nichols \_\_\_\_\_ Mr. Mohr
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin URG: jmr
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/12/90 BY [signature]

INDEXED-37

RECORDED-37

166-2554-10143  
DEC 29 1952

271  
70 JAN 15 1953

ORIGINAL FILED IN 66-7681-711

Mr. Tolson

12/15/52

Executives Conference

INDEXING PROCEDURES  
SECURITY MATTER CASES

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Mason, Gearty, and Rosen on 12/10/52 considered a suggestion from the Training and Inspection Division that a 30-day test be run on Security Matter Cases submitted by the Washington Field Office using a previously suggested form whereby the dictating Agent would indicate whether or not names mentioned in the body of the report should be indexed in the central index at the Bureau.

The rule for the past few years has required the indexing of names of persons involved in the Security activities of an individual subject as reflected in the investigative reports. It is believed that we are now duplicating indexing at the Bureau in many instances. During the recent inspection of the Records Section it was found that for each item of Security mail submitted 2.76 reference index cards were being made. This is caused by several different conditions such as:

(1) A situation involving the activities of 10 individuals in a Communist Front Organization; that in such instances individual files would be opened on <sup>each of</sup> the subjects; that in the reports on each individual the activities of his associates in this organization would be mentioned and indexed. Ten main cards and 90 reference cards would be made under such circumstances, however, only the 10 main cards are essential as the activities of each of the individuals is complete in his own file.

(2) The preparation of summary reports results in repeating information appearing in earlier investigative reports and results in the duplication of indexing.

(3) Where information is taken from one case and included in other reports for informational purposes such as a report on an individual setting forth the names of the Communists who dominate activities of a Front Group. The indexing of such individuals would duplicate that appearing in the file of the Front Group itself.

1 ENCL.

C

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JAS:ATP  
cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols

RECORDED - 96  
INDEXED - 96  
Mr. Belmont  
Mr. Trotter

EX-122

66-2534-1014A  
JAN 5 1953  
49  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-21-82 BY SPSC/LPT

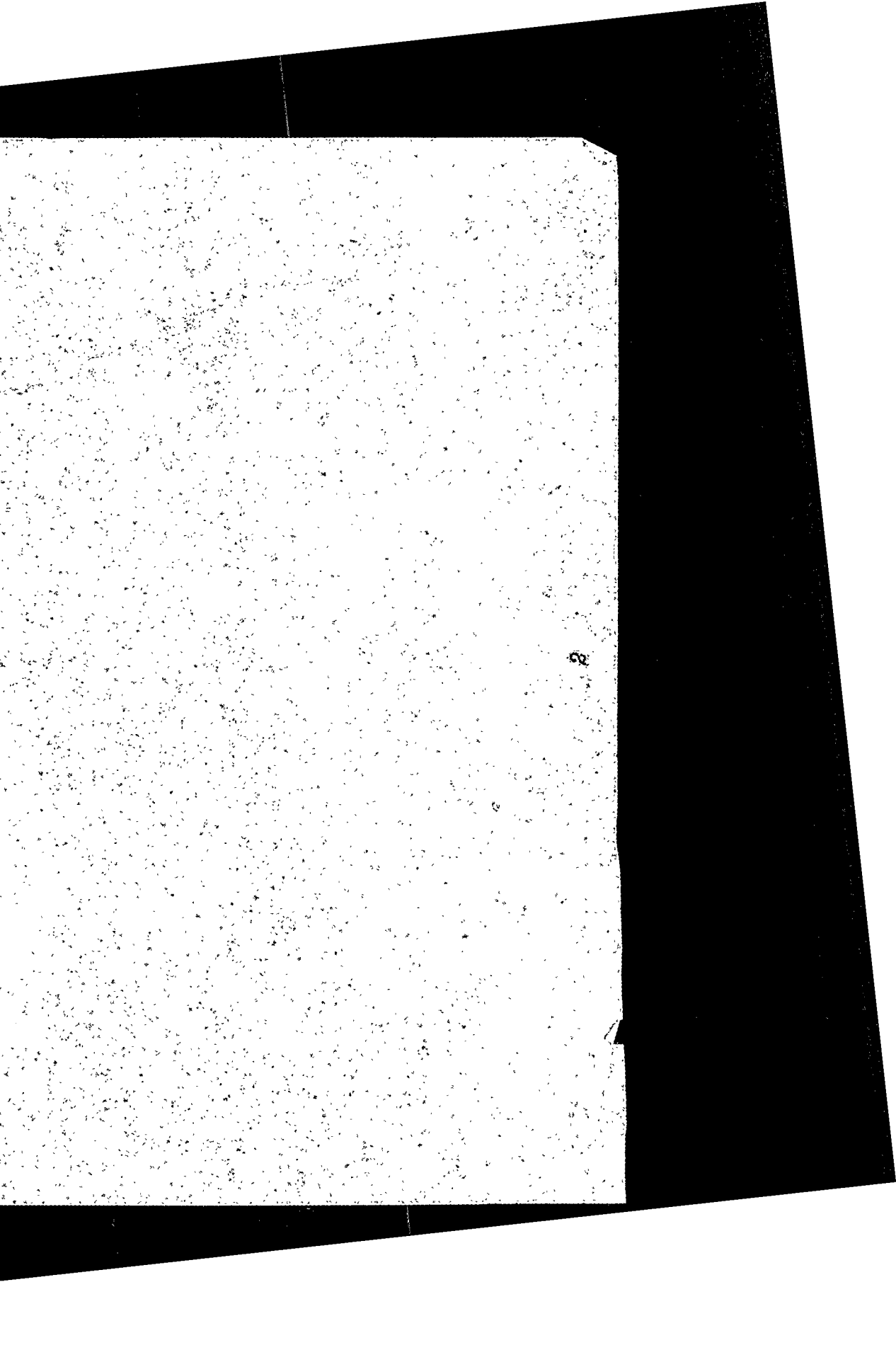
70 JAN 19 1953

ORIGINAL FILED IN 66-2534-416

In an effort to reduce the indexing, a suggestion was considered by the Executives Conference on 7/2/52 that a form be prepared for the use of the reporting Agent whereby he would indicate which names required indexing. This was not recommended favorably at that time. However, upon reconsideration the Executives Conference unanimously approved the recommendation that a 30-day test of the use of this form be made with the Washington Field Office. (A copy of the suggested form is attached.) While the use of this form may have application to all classifications, it was recommended that the test be confined to Security Matter Cases in the 100 classification. It was further recommended that a Supervisor of the Records Section assist the Washington Field Office in the initiation of the use of this form; that reports received from the Washington Field Office with the form attached be indexed by the Classifying Unit in accordance with the instructions appearing on the form; that a review be made of each such report by a Records Section Supervisor to determine if the form was properly used by the Field Office and that adequate indexing was done on this basis, and that an appropriate tabulation and final report with recommendations be made by the Records Section at the conclusion of this test.

There is attached for your consideration in this connection a suggested letter to the Washington Field Office.





SUGGESTED BUREAU INDEXING

- No additional indexing required. Derogatory information regarding individuals listed herein other than subject previously reported or is currently being submitted by this office in individual reports relating to these persons.
  
- Above applies, with the exception of those names checked in blue ink on right-hand margin, original pages.
  
- New information. Normal indexing suggested.

(Initials of field dictating or reviewing Agent.)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-82 BY SP5 [signature] [initials]

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66-2554-10144  
ENCLOSURE

cc: Mr. Ladd  
Mr. Rosen  
Mr. Winterrowd  
Mr. Price  
Mr. Hughes

Mr. Tolson

December 22, 1952

The Executives Conference

Attendance 12-22-52:

WHITE SLAVE TRAFFIC ACT

Messrs, Ladd, Clegg, Glavin,  
Harbo, Tracy, McGuire,  
Laughlin, Mohr, Holloman,  
Gearty, and Winterrowd.

SYNOPSIS:

The Conference unanimously approved the issuance of the attached SAC Letter suggesting each office have at least one Agent assigned to specialize in WSTA cases to produce better statistics, develop WSTA informants, and gain a better knowledge of vice and criminal conditions in each Division. This is not being made mandatory, however, each office not having a squad or Agent specializing in this type of case is asked to advise what type of program it is following.

DETAILS:

At the Executives Conference of today, December 22, 1952, it was pointed out that in furtherance of the program to develop good informants in WSTA matters and general intelligence on criminal matters it is recommended that at least one Agent in each office be assigned to WSTA cases. Twenty Divisions have no Agent specializing in WSTA. WSTA Squads are productive. Dallas, New Orleans, Mobile, and Memphis have Squads, good informant coverage, and for the first third of the fiscal year account for 37 convictions, nearly 50% of the 81 convictions obtained thus far. Even though the 81 convictions exceeds the convictions obtained for the same period in the previous fiscal year one Agent should be assigned to specialize. Of the 24 Divisions with no convictions llkdo not have a WSTA Squad or an Agent specializing in WSTA. (This lack of accomplishments has been called to the attention of each office by letter.)

The SAC Letter recommends at least one Agent specialize in WSTA to develop informants and cases. If there is not sufficient work for him the criminal informant and gathering of general Investigative Intelligence information may be assigned. The letter leaves to the discretion of the SAC the advisability of this assignment.

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

Attachment

cc: Mr. Clegg  
Mr. Mohr.

EHW: dw

339  
8 JAN 12 1953

RECORDED - 96

ALL INDEXED  
DATE 1/2/53

JAN 5 1953

62-2554-10145  
INDEXED ON ORIGIN

While it is not being made mandatory that at least one Agent be so assigned in this type of case, each SAC not adopting this recommendation must advise the Bureau as to what program he is utilizing in order to improve statistics in this matter and develop additional informants and coverage.

The SAC Letter suggests close supervision of WSTA Squads so results are obtained, surveillances by Agents to prove interstate travel and surveillances on paydays of servicemen, industrial areas, etc. It also suggests dissemination of WSPA intelligence obtained from date books obtained from prostitutes.

ACTION:

It is recommended that the attached SAC Letter go forward.

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

Mr. Tolson

December 19, 1952

The Executives Conference.

b6  
b7c

SUGGESTION #689-52

Miss [redacted]  
Records and Communications Division  
Re: MARKING INCOMING PACKAGES  
CONTAINING EVIDENCE, TRAINING FILM, ETC.  
FOR ATTENTION OF APPROPRIATE DIVISION

The Executives Conference on December 18, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Gearty, Tracy, Belmont, Mohr and Clegg, considered the suggestion of Miss [redacted] of the Routing Unit of the Records and Communications Division that reminder be sent to all Field Offices reiterating instructions concerning the appropriate marking of packages containing evidence, undeveloped film, training film, single fingerprint matters or supplies so that these matters would be appropriately labeled for the proper Division.

Inquiries developed that there are occasional omissions on the part of the Field, neither frequent or serious, when the Field fails to mark certain items for the attention of the FBI Laboratory or for the attention of the Administrative Division. It was pointed out that brief cases, for example, are sometimes not marked for the attention of the Chief Clerks Office, or that certain packages of evidence are not marked for the attention of the FBI Laboratory.

The Conference felt that these instances were so infrequent and present regulations are so clear that no additional instructions to the Field are necessary.

RECORDED - 51

166-2554-10146  
RECORDED  
83 JAN 5 1953

ORIGINAL FILED IN 66-76262-916

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

HHC:IST

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/21/98 BY SP3C/LPT

INDEXED  
C

79 JAN 13 1953

Mr. Tolson

December 18, 1952

The Executives Conference

SUGGESTION #741-52

SA John W. Lewis  
New York Field Office

Re: ~~TRANSMITTING COMMUNICATIONS BETWEEN  
BUREAU AND NEW YORK BY TELEPHONE WHICH  
WOULD NORMALLY BE TRANSMITTED BY TELETYPE~~

The Executives Conference on December 18, 1952 consisting of Messrs. Ladd, Harbo, Glavin, Gearty, Tracy, Belmont, Mohr and Clegg, considered the suggestion of SA John W. Lewis of the New York Office that communications which would ordinarily have been transmitted by teletype from New York to the Bureau and from the Bureau to the New York Office be transmitted instead by telephone.

SAC Boardman considered the suggestion impractical and the Records and Communications Division recommended unfavorably because of the heavy telephone traffic already on this line.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. A letter is attached to this employee concerning his suggestion if approved.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-21-92 BY SP6/EL/487

ORIGINAL FILED IN 66-18649-157

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

Attachment

HHC:IST

RECORDED - 41  
INDEXED - 41

166-2557-10147  
JAN 5 1953

JAN 9 - 1953

Mr. Tolson

December 19, 1952

The Executives Conference

SUGGESTION OF [redacted]  
GENERAL INDEX UNIT  
RECORDS AND COMMUNICATIONS DIVISION.  
RE: ~~LIGHTING~~ - ~~GENERAL INDEX UNIT~~

The Executives Conference on December 18, 1952 consisting of Messrs. Ladd, Harbo, Glavin, Gearty, Tracy, Belmont, Mohr and Clegg, considered the suggestion of [redacted] of the Records and Communications Division that the General Index cabinets in the 6200 corridor in the Records Section be moved so that the aisle which is now in the normal location toward the inside space be left at the outside of the space along the wall. He felt that this would bring the cabinets more directly under the lights in that corridor.

b6  
b7c

*Joy*

The Records Section recommended unfavorably because the suggestion is applicable to only about 25% of these index cabinets and would result in more confusion since part of the cabinets would be lined up that way and another part would be lined up a different way and the present system reduces the amount of space occupied as well as the number of cabinets which would have to be moved.

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Glavin reported that the lighting in this area was already adequate and as a result the Conference recommended unanimously unfavorable as to the suggestion. A letter is attached to the employee concerning his suggestion if approved.

*Q*

Attachment

cc - Mr. Mohr  
Mr. Clegg

H-C:IST.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/2/92 BY SP8CUT/pt

RECORDED - 154  
INDEXED - 154

66-2534-10147X  
JUN 15 1954  
51

F 264  
50 JUN 17 1954

EX-130

ORIGINAL FILED IN 66-818-3346-

Mr. Tolson

12/23/52

Executives Conference

OFF-CAMPUS EXTENSION COURSES  
GEORGE WASHINGTON UNIVERSITY

The Executives Conference of 12/22/52 consisted of Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Gearty, Laughlin, Holloman, Winterrowd, Tracy, and Glegg.

Mr. Rudolf C. Freyeisen, Assistant Director of the Off-Campus Division of George Washington University called at the Bureau and explained a program wherein clerical employees or others could take special classes conducted by George Washington University professors with the view toward getting credit for a college degree or for other purposes. The charge is \$12 a semester if the courses carry college credit or the fees will be on an individual basis if college credit is not being sought. The question is whether the Bureau will be willing to circularize all of its employees with the view to making a survey to find out: (1) Do the employees desire to take any courses off-campus and in this general vicinity, perhaps in a nearby government building. (2) What subject or subjects would the employees like to study in this manner.

Based upon the survey, if 20 or more students desired the same subject, they would teach the subject in some available space in the general vicinity of the office building where the employees work.

It was made clear that no classrooms could be made available in the FBI buildings because of the security problem involved.

The Conference recommended unanimously that there be no such circularization of employees for the purposes suggested. Employees who desire to take this type of training are privileged to go to night classes at any of the universities of their choice in Washington and it was felt that the Bureau should spend no time with the view to promoting this type of training.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- McGuire \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Holloman \_\_\_\_\_

cc: Mr. Mohr  
Mr. Glegg

HHC:ATP

RECORDED  
INDEXED - 4

Jaguel  
- 3

166-2554-10148

JAN 7 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-14-83 BY SP-8  
497

53 JAN 8 1953



Mr. Tolson

December 31, 1952

Executives Conference

INTERNATIONAL ASSOCIATION OF  
AUTO THEFT INVESTIGATORS

*John*

The Executives Conference on December 29, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Winterrowd, Belmont, Tracy and Clegg, considered the above matter.

The Oklahoma City Office advised on October 30, 1952, of the existence of an organization known as the International Association of Auto Theft Investigators. The idea is that of a graduate of the FBI National Academy, Detective [redacted] of the Oklahoma City Police Department. The Association has already been incorporated as a nonprofit organization. Additional information was requested of the Oklahoma City Office and it was learned that the membership fee will not exceed \$3 per year per member, there will be no paid employees and to date, according to Chief of Police L. J. Hilbert of the Oklahoma City Police Department, favorable responses have been received from approximately thirty-five different law enforcement agencies and more are expected to respond favorably. There does not appear to be any conflict with the International Association of Chiefs of Police as the captioned organization is interested solely in auto thefts.

b6  
b7c

[redacted] of the National Automobile Theft Bureau in Oklahoma City, has expressed himself favorably concerning the organization. Supervisor J. D. Pope, handling motor theft cases in the Investigative Division, concurs in the belief that there appears to be no objection to the idea which might be beneficial if properly developed.

A convention of the organization is planned for May 26-28, 1953. A program will be prepared for the convention. It appears that members will have the obligation to furnish the Association headquarters with pertinent information of recent and current cases of auto thefts for dissemination to other members of the Association. Chief of Police Hilbert of the Oklahoma City Police Department sent a letter to the Director through SAC Bryce inviting all members of the FBI (presumably to become members) and welcoming cooperation and assistance in setting up the program.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments

EX-115

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 4166-2554-10149  
JAN 2 1953

INDEXED - 41

62 JAN 14 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-19-01 BY SP3C/ST

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended as follows:

1. That the Bureau as an organization not join the Association, but that it be a cooperative nonmember.

2. That in the absence of any derogatory information prior to the proposed convention in May, 1953, SAC Bryce be authorized to assist in the preparation of a program for the first meeting.

3. That the attached letter to SAC Bryce be sent in which there are instructions to him to inform Chief of Police L. J. Hilbert of Oklahoma City of the Bureau's position.

*[Handwritten initials]*  
ADDENDUM: HHC:tst 1/2/53

Mr. Nichols subsequently advised, "I think we should not endorse. Stand in the side lines and see what happens. I certainly don't think we should work in setting up program."

*I definitely agree with Nichols*

*1-3*

*←*

*I agree*  
*FH*  
*1-5*

*I Concur*  
*H*

EX-115

December 31, 1932

THE EXECUTIVE CONFERENCE

The Executive Conference of December 31, 1932, consisting of Messrs. Pasvich, Clegg, Linderford, Ladd, Harbo, Gerty, Tracy, Belmont, and Glavin, reconsidered the procedure to be followed by the Washington Field Office in furnishing surveillance schedules to Agents assigned to physical surveillance duty.

The members of the Conference were advised that this matter had been initially considered by the Executive Conference December 22, 1932, at which time it was recommended unanimously by the Conference that physical surveillance schedules not be furnished to Agents on physical surveillances but that such Agents be orally advised concerning their duties and be permitted to take notes in connection therewith and that the Agents be responsible for the safe-guarding of the notes in the same manner as other investigatory notes are safe-guarded by them.

The Conference was advised that the Director wished to have this matter further considered, they being advised of the Director's concerns regarding the previous consideration thereof. This matter was again considered in considerable detail by the Executive Conference. The majority of the Conference, with the exception of Mr. Glavin, recommended that it was their feeling that it is essential at times if an Agent is to perform his surveillance duties properly that he have in his possession certain information concerning the surveillance in question. It was pointed out by several members of the Conference that on many physical surveillances that Agents must necessarily take notes of the contacts made by persons being surveilled, addresses visited, and of other activities of the persons being surveilled, and such notes could be subject to loss and possibly being found by subject or some other interested person to the embarrassment of the Bureau but the Agent is responsible for the safe-guarding of these particular notes.

It was further pointed out by several members of the Conference that many times it is necessary and essential that an Agent on a physical surveillance have in his possession notes as to code words which may necessarily have to be utilized by him, the description of the subject being surveilled, and at times it is necessary that the subject's picture be in the possession of the Agent.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Glavin  
EX-115

RECORDED - 41  
INDEXED - 111  
HEREIN IS UNCLASSIFIED  
DATE 1/10/82 BY SP-5 JCS/LL

10/50  
ll

Memorandum to the Director (continued)

The majority of the Conference felt that these investigative items were absolutely necessary and essential to the Agent if he is to properly perform his duties and the Agent responsible must bear the responsibility for the safe-guarding of such items.

The majority of the Conference, therefore, changed the recommendation recommending that, if necessary, surveillance schedules be furnished to Agents going out on surveillances; that these schedules contain necessary information to enable Agents to properly perform their surveillance duties; that these schedules be charged out to the Agent at the time he is assigned to the surveillance on a specific tour of duty; and that it be the responsibility of his Supervisor to secure the schedule from the Agent immediately upon his being relieved from the tour of duty. The majority of the Conference feels that in this way, information which necessarily must be in the possession of the Agent to have him properly perform his duties will be in his possession, yet he is being held personally accountable for the safe-guard of such information and he must turn in any written information previously furnished him to his Supervisor when he is relieved from his tour of duty.

Several members of the Conference felt that having full knowledge of the necessity for investigative notes that they did not feel that they could recommend the issuance of instructions whereby an Agent going out on a physical surveillance could not take appropriate notes with him with the result that the surveillance might be jeopardized.

*and memo*  
Mr. Glavin was in disagreement with the majority of the Conference. He commented to the effect that the Director had ordered further consideration given to this particular matter and it had to do with physical surveillances only and not with any notes, papers, or reports which might necessarily be utilized by Special Agents in the performance of their duties in other investigative cases. It was the opinion of Mr. Glavin that no physical surveillance schedule should be prepared for Special Agents going out on physical surveillances. It was pointed out by him that he felt the physical surveillance schedules such as those furnished by the Washington Field Office containing code words could cause embarrassment to the Bureau if they fell into unauthorized hands and that every Agent on surveillance did not need such a schedule with him. It was Mr. Glavin's contention that in the great majority of instances when such schedules were necessary, the Bureau radio from Bureau radio cars would be utilized in transmitting the information to other radio cars and the interested field office. If code words were necessary and the code words were such that they could not be remembered on oral instructions to the Agent, that such code words be maintained in the glove compartment in the car so that

Memo to the Director (continued)

they could be constantly checked for safe-guarding. Comment was made that it would be necessary for an Agent on foot to use code words from a public telephone booth. Mr. Glavin is of the opinion that such use of code words would be a rarity and need not be considered as of sufficient import to have the Bureau approve Agents on physical surveillance carrying physical surveillance schedules with them. Mr. Glavin recommends, therefore, that Agents going on physical surveillance be orally advised concerning the duties to be performed in connection with such surveillances; that when it is necessary to utilize code words for communication over Bureau radio from a Bureau radio car that the approved list of code words if too long to be remembered be furnished to the Agent driving the car; that the list of code words remain in the car during the period of time the car is utilized on an active surveillance and this list of code words not be removed from the car during the period of time it is in active service on the surveillance in question; that the time the Agents are relieved from their assignment at the end of their tour of duty that this surveillance schedule containing the code words be returned to the Supervisor in charge of the surveillance. Mr. Glavin further feels that Agents on surveillances should be permitted to make whatever notes necessary concerning the progress of the surveillance.

Pending the Director's decision, further consideration of this matter is being in abeyance.

Respectfully,  
For the Conference

Glyde Tolson

*I agree with  
Glavin and Mohr  
1-3  
Z J Conner  
H.*

son \_\_\_\_\_  
ols \_\_\_\_\_  
ont \_\_\_\_\_  
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ra \_\_\_\_\_  
can \_\_\_\_\_

Mr. Tolson

January 2, 1953

The Executives Conference

SUGGESTION #771-52

SA Arthur W. Pejeau

Cleveland Office

PLACING BUREAU FILE NUMBER

ON FIELD INVESTIGATIVE FILE

The Executives Conference on December 30, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Sizoo, unanimously opposed the suggestion of Supervisor Arthur W. Pejeau of the Cleveland Office that the Bureau authorize Field Offices to place the Bureau file number on the cover of Field Office investigative files.

The Conference opposed the suggestion due to the likelihood that frequently arises of file numbers being transposed and it was thought to be better to dictate the Bureau file number when it is conveniently available in the file and reference is made to the file in correspondence with the Bureau. It was felt that the likelihood of transpositions and errors in copying the number on the Field Office file would offset any advantages of the suggestion.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/29/92 BY SP2/CAJ

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 41

INDEXED - 41

166-2554-10151  
JAN 7 1953

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

HHC:tst

JAN 13 1953

ORIGINAL FILED IN 66-2554-10151

MR. TOLSON

January 2, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of December 31, 1952, consisting of Messrs. McGuire, Clegg, Winterrowd, Ladd, Harbo, Sizoo, Gearty, Tracy, Belmont, and Glavin, was advised that Mr. Nichols had submitted a memorandum to Mr. Tolson advising of the fact that Mr. [redacted] in the Services Branch of the Administrative Division of the Department of Justice late on the afternoon of December 29, 1952, had communicated with Mr. Nichols' office concerning the distribution of contribution literature for the Crusade for Freedom. Mr. Nichols stated that [redacted] advised that he, [redacted] intended to distribute the material at strategic points in the Department of Justice proper and he inquired as to how the Bureau desired its distribution handled and to whom the material, and in what numbers, should be sent.

b6  
b7c

The Executives Conference unanimously recommends that [redacted] be advised to send whatever material he has for distribution throughout the Bureau to the Administrative Division and the Administrative Division will see that the supply of leaflets and pamphlets is made available to each division in the event any employee wishes to contribute to the Crusade in question.

CC: Mr. Mohr  
Mr. Clegg

Jaque  
1-3  
✓

H.

b6  
b7c

DEC:jt

Copies [redacted] letter and supporting material not received and attached

RECORDED - 41

INDEXED - 41

File 3554-10152  
20 JAN 11 1953

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

53 JAN 8 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/2/82 BY [redacted]



MR. TOLSON

December 23, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 23, 1952, consisting of Messrs. Ladd, Harbo, Mohr, Mason, McGuire, Gearty, Laughlin, Tracy, Winterrowd, Holloman and Glavin considered the procedure known to be followed by the Washington Field Office in furnishing surveillance schedules to Agents assigned to physical surveillance duty. It is not known whether other Divisional Offices follow the same procedure at this time.

It was pointed out to the Conference that in a recent physical surveillance in Washington Field Office, surveillance schedules showing Agents assigned to surveillance cars, dates of assignments and a number of code words with explanatory data were furnished to the Agents assigned to the surveillance. The subject of the surveillance informed Washington Field Office informant that he had found a paper showing the names of 2 Bureau Agents as well as a number of code words which were utilized in describing certain of the subject's contacts, his residence, etc.

It was pointed out to the Conference that no system had been set up in the Washington Field Office to insure the security of these surveillance schedules furnished to the surveilling Agents. It was pointed out to the Conference that the Special Agent in Charge of the Washington Field Office stated that these schedules, like other notes and material maintained by Agents, are supposed to be properly protected and destroyed when they have served their purpose. It was the contention of the Field Office that it is the responsibility of each Agent to see that such papers are properly and promptly destroyed after they are no longer needed.

*Definitely disagree. It is the responsibility of SAC, H.*  
The Conference was advised that the Bureau manuals are silent on the issuance of such surveillance schedules. 10/53.

INDEXED 92  
RECORDED-101

This matter was discussed in great detail by the Executives Conference and the Conference unanimously recommends that in the future no such surveillance schedules be issued to any Special Agent assigned to surveillance duty. It recommends that the surveillance duties be discussed orally with the Agents to be assigned on the surveillance by the supervisor in charge and that the Agents be permitted to take whatever notes are necessary so that they may properly handle the surveillance. The Conference points out that the Agent would then be responsible for the investigative notes he made on such

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Mohr  
RG:us

70 JAN 9 1953

*I can't go along with this. If the lack of security consciousness in Wash. Field is any criterion then such notes will fall into hands of the subject H.*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/1/83 BY SP-6/STP



Memo to Mr. Tolson

a surveillance in the same way that he is responsible for any other  
investigative notes which he may need to assist him in the proper  
performance of his duty and it would be the responsibility of the  
agent to see that such notes are promptly destroyed in the Field  
Office after they have served their purpose. The Conference feels  
that in certain surveillance Agents will need notes particularly  
when it is necessary to utilize code words for radio transmission  
since it may not be possible to memorize the code words which of  
necessity must be used. The Conference unanimously felt that through  
pertinent notes jotted down by the Agent during an oral conference  
with the supervisor at the time the surveillance is set up that  
maximum protection will be afforded the security of such assignments.

V/m

all of this is just "gobbly - duck" - you  
might as well use schedules as to allow  
indiscriminate notes & no control of distribution -  
next the Ex Conf will no doubt suggest  
mailing a subject a copy !!!

H.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Office Memorandum • UNITED STATES GOVERNMENT

TO : Ac. BELMONT

DATE: December 15, 1952

FROM : V. P. Leary

SUBJECT: LIAISON SECTION  
ADMINISTRATIVE

Handwritten initials and a vertical checklist with checkmarks.

PURPOSE:

To recommend that the Name Check Unit be permitted to work from 8:00 a.m. to 4:30 p.m., rather than 9:00 a.m. to 5:30 p.m., beginning Monday, December 22 - 12/17/52: Unanimously recommended for approval by Executives' Conference.

DETAILS:

The Name Check Unit of this Section was moved to the Identification Building early in November. The majority of the employees in that Unit have advised me that they would like to work on an 8:00 a.m. to 4:30 p.m. shift. Many of the employees in this Unit are girls and they have indicated a desire to leave the Identification Building before dark in view of the rough neighborhood surrounding that building.

It is observed that employees of the Identification Division, Records Section, and the Voucher Unit of the Administrative Division, who are assigned in the Identification Building on the regular daytime shift, work from 8:00 a.m. to 4:30 p.m., thus permitting them to leave the area before dark. The Translation Section of the Laboratory does work from 9:00 a.m. to 5:30 p.m.

In view of the character of the neighborhood surrounding the Identification Building, plus the fact that the work of this Unit is closely allied with the work of the Records Section since the Name Check Unit receives a heavy volume of files, it would appear to be desirable to have the Name Check Unit work on an 8:00 a.m. to 4:30 p.m. shift. It is noted that the Supervisors assigned to this Unit normally will remain until after 5:30 p.m. and could handle any special which arises after the 4:30 p.m. closing time.

RECOMMENDATION:

That the Name Check Unit of Liaison Section located in the Identification Building be permitted to work on an 8:00 a.m. to 4:30 p.m. shift beginning Monday, December 22.

JSA:lac

cc - Administrative Division

INDEXED-114 66-2554-10154  
RECORDED-114

JAN 1 1953

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MR. TOLSON

11/24/52

EXECUTIVES CONFERENCE

Present at the Conference on 11/18/52, were Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Holloman and Mason.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/93 BY SP-1/STP

The Executives Conference considered the results of a survey by Inspector Vechery in the handling of Identification Orders, Apprehension Orders and Wanted Flyers. Mr. Vechery's survey was prompted by observations of Agents in the San Antonio Office that:

- (1) Greater selectivity should be given to the designation of Identification Order and Wanted Flyer subjects;
- (2) The number of Identification Orders and Wanted Flyers issued should be reduced to the minimum to prevent the possibility of the program becoming too routine in the eyes of the public; and
- (3) The fingerprints of the subject should be included on the Wanted Flyers to make it unnecessary to later issue an Identification Order.

The findings were:

(1) As to greater selectivity in the designation of Identification Orders and Wanted Flyer subjects... an even volume of these was issued in the fiscal years 1951 and 1952. There was a substantial increase in the month of September 1952. In that month two out of 16 Identification Orders issued and three out of 9 Wanted Flyers issued were considered, in the opinion of Inspector Vechery, as of questionable justification. Mr. Vechery cannot find fault, however, inasmuch as the issuance of the IOs was a matter of judgment, met with Bureau regulations, and contributed to the solution of the cases.

(2) With regard to reducing the number of Identification Orders and Wanted Flyers issued to prevent the program from becoming routine, Mr. Vechery pointed out that, in the period from July 1, 1951, to September 30, 1952, a total of 34 Wanted Flyers were issued and 27 apprehensions were made. Of these apprehensions made, 16 occurred within 11 days from the date of issuance of the flyers. Mr. Vechery pointed out that it is the current rule to issue an Identification Order within 48 hours after the issuance of a flyer. A flyer is immediately issued in most important cases and this can be gotten out quickly because it does not contain fingerprints. It is followed by Mr. Mohr & Mr. Clegg

Tolson  
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Mason  
Tracy  
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Mohr  
Tele. Rm.  
Holloman  
Gandy

INDEXED - 26  
RECORDED - 26

10/55  
100 JAN 7 1953

EDM:DMG

Attachment  
JAN 12 1953 EX - 107

ORIGINAL FILED IN 62-307-1-1166

Memorandum to Mr. Tolson

about 48 hours later with an Identification Order and, thus, additional publicity results, which is exactly what is desired.

The Conference unanimously felt that there should be no delay in the issuance of the Identification Order after a Wanted Flyer has already been distributed. Veohery felt that there should be a 15-day lapse between the issuance of the Wanted Flyer and the Identification Order for during that period, approximately one-half of the subjects would be taken into custody and, thus, an Identification Order would not be necessary. The Conference pointed out that the flyer goes to hotels, post offices, and to other places which can be helpful in finding a fugitive, whereas the Identification Order itself contains fingerprint records and is best suited for the files of identification officers of law enforcement agencies. Any delay in issuing the Identification Order would mean the files of the identification officers of police departments would be incomplete during the interim. The Conference felt that an SAC Letter should go to the field, instructing that care be taken to not mail copies of Identification Orders to hotels and other sources, individuals or agencies not needing them, in those instances in which a Wanted Flyer had been previously issued. Such an SAC Letter is attached for approval.

(3) Subjects' fingerprints be included on Wanted Flyers.... This matter has been partially covered above. The Conference felt that the Wanted Flyer and the Identification Order each serve a distinct purpose and that fingerprints should be kept on Identification Orders but, on the other hand, Wanted Flyers should not be held up for the purpose of making complete fingerprint checks and reproducing fingerprint records. The Conference felt that no change should be made with respect to this item.

For record purposes, and future consideration in the event this matter should arise again, attention is called to the 10-page analysis of this entire program, prepared by Mr. Veohery, in the attached memorandum from Mr. Clegg to Mr. Tolson, dated 11/14/52.

The Records and Communications Division, pursuant to the Director's instructions of November 11, 1952, has prepared an SAC Letter to the field and a manual change, instructing that neither Wanted Flyers nor Identification Orders be furnished to newspapers and periodicals unless representatives thereof have specifically requested such documents be forwarded to them as issued.

Mr. Tolson.

December 16, 1952

The Executives Conference

WESTERN STATES CRIME CONFERENCE  
SOURCE OF INFORMATION

*ewl*

The Executives Conference today, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, Holloman, Nichols, Mason, and Rosen in attendance, unanimously approved forwarding the attached letter to the Portland Office with copies for Butte, Denver, Salt Lake City and Seattle.

The Portland Division has advised that at the Western States Crime Conference, October 1952, at Pocatello, Idaho, law-enforcement agencies of Oregon, Washington, Idaho, Montana, Utah and Wyoming entered into a cooperative effort to pool information on activities of major known hoodlums, particularly safe burglars, narcotic burglars and major armed robbers with a view to keeping one another advised of their activities, whereabouts, etc. None of the Bureau Divisions in any way contributed to the forming or setting up of this effort; however, an Agent did appear at the Conference to advise representatives present of the Bureau's interest in the identity and activities of known bank robbers, bank burglars and the Bureau's jurisdiction under the Unlawful Flight to Avoid Prosecution Statute. All offices were previously instructed to refrain from participating in the establishment of this information pool and not to contribute to it on the theory that we furnish information of interest to other agencies to them individually and directly. The Portland Office was instructed to submit further details concerning this matter to the Bureau.

It is recommended that the instructions previously directed to the Portland, Butte, Denver, Seattle and Salt Lake City Field Divisions be reiterated by letter that they not participate in the maintenance of this file and give no information to it. It is further recommended, however, that the field offices be authorized to check this file if they so desire when such would be a logical, investigative step. At the same time it is recommended that the field offices also be advised that the Bureau instructions not to contribute to this effort in no way alter the present Bureau rules regarding the supplying of information coming to our attention to any and all interested Law Enforcement Agencies individually.

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

Attachment

cc: Mr. Mohr  
Mr. Clegg

AR:dwl

68 JAN 12 1953

*RECORDED*  
*INDEXED*

166-2554-10156

JAN 5 1953

CS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/9/83 BY SPSC/2  
GA

ORIGINAL FILED IN 62-78683-5

cc: Mr. Ladd  
Mr. Rosen  
Mr. Winterrowd  
Mr. Price  
Mr. Pope

Mr. Tolson

December 31, 1952

The Executives Conference

Conference attendance on  
12-23-52: Messrs. Ladd, Rosen, Mohr,  
Glavin, Mohr, Rosen, McGuire,  
Gandy, Lughlin, Holloman,  
and Winterrowd.

INTERSTATE TRANSPORTATION OF  
STOLEN MOTOR VEHICLES

SYNOPSIS:

On December 23, 1952, the Executives Conference considered and recommended that an SAC Letter be issued instructing the Field to develop close liaison with police departments in an effort to get all car thefts involving interstate transportation. Many U. S. Attorneys have declined clear-cut ITSMV cases in favor of state prosecution. It was proposed and recommended that a survey be made by the twenty-four offices whose percentage of convictions in car cases were low. This survey would give a brief outline of the case, the U. S. Attorney's opinion, and the results of state prosecution. The deadline for this survey is February 1, 1953. This matter will then be discussed with the Department at a later date.

DETAILS:

On December 23, 1952, the Executives Conference was presented with three recommended courses of action, which recommendations were based upon a study of information submitted by field offices which have been below average in the percentage of convictions and which were required to submit information so that the reasons behind the low percentage of convictions could be obtained. As a result of data supplied from twenty-four field divisions it was determined that there appeared to be two basic problems which are briefly set forth as follows:

1. Various police agencies follow the policy of holding a subject arrested with a stolen car from another state for the police department where the car is stolen. The Conference was also advised that in Birmingham such a policy once existed; however, as a result of close cooperation with the Auto Theft Squad of the Birmingham Police Department, a working arrangement was arrived at where all car thefts involving interstate transportation were referred to the Birmingham Office.

It was recommended to the Conference and unanimously approved by it that a SAC Letter be directed to the Field advising the Field to endeavor to change such a policy of nonreferral if it exists by developing closer working arrangements with Auto Theft Squads. An appropriate SAC Letter is attached.

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

29 JAN 13 1953

RECORDED-148  
INDEXED-148

66-2354-10157  
JAN 8 1953  
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AW:dw

The Conference, however, proposed a recommendation which was unanimously approved that the Crime Records Section working in conjunction with the Training Division survey the possibility of having a National Academy graduate or some cooperative Chief of State or local police in a state which requires the above-described examinations, prepare an article for the Law Enforcement Bulletin which would show the favorable results that have been obtained by the examination or inspection of automobiles from out of state which are being licensed.

RECOMMENDATION:

There is attached an appropriate SAC Letter along with a communication to the twenty-four offices mentioned above for approval.

In the event the proposal that an article be prepared for the Law Enforcement Bulletin is approved this memorandum should be directed to the Training and Inspection Division.

*ASL*      *✓*

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

MR. TOLSON

1/6/53

THE EXECUTIVES CONFERENCE

SPECIAL SQUADS  
ATOMIC ENERGY PROJECTS

The Executives Conference of January 6, 1953, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Glegg, Gearty, Sizoo, McGuire, Rosen and Mohr, considered the present Bureau practice of having the various field offices submit letters to the Bureau with the names of Special Agents to be considered for the Special Squads for admittance to exclusion areas and access to top secret information of Atomic Energy Commission projects in the field.

The Conference was advised that this procedure was started in May 1947 and since that time the field has been submitting the names of Agents for these Special Squads and after approval, the field office then furnishes the names to the local security officer of the Atomic Energy Commission. The Conference was further advised that this matter entails a considerable amount of correspondence with the field and only in rare instances is it necessary to deny an Agent designation to this Special Squad since the field is on notice that only Agents who have good records and whose qualifications are sound should be designated for this work.

The Conference was unanimous in recommending that henceforth the field be instructed it will no longer be necessary to submit the names of the Agents for these Special Squads to the Bureau but that the names should be furnished directly by the SAC to the local security officer of the Atomic Energy Commission.

The necessary SAC Letter and Manual Changes are attached.

JPM:DW  
CC - Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-28-83 BY SP5/CF/CF

RECORDED - 65  
INDEXED - 104

166-2554-10158

JAN 8 1953

78 JAN 13 1953

to

KZH



Mr. Tolson

January 2, 1953

The Executives Conference

SUGGESTION #757-52

Miss [redacted]  
Records and Communications Division  
Re: BREAKDOWN OF GENERAL FILES  
INTO SUBFILES

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The Executives Conference on December 30, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Sizoo, unanimously opposed the suggestion of Miss [redacted] of the Records Section that Supervisors should be alerted to anticipate the growth of general files and suggest the conversion of material into subfiles earlier than they do at present.

The Records Section officials were opposed to any action being taken other than the present practice of discussing the matter orally with various Section Chiefs who in turn will discuss it with their supervisors in their conferences. Different problems arise in each Section and standardization of instructions would be difficult, if not impossible. Thus, they feel this should be handled on an individual basis.

For the above reason the Conference opposed the suggestion.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-21-92 BY SP5/STP  
LPT

INDEXED - 93 / 100-2557-10159  
RECORDED - 93 / JAN. 7 1953  
41

cc - Mr. Mohr  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

HHC:ist

JAN 12 1953

ORIGINAL FILED IN

Mr. Tolson

January 2, 1953

The Executives Conference

~~PREASSEMBLED REPORT AND  
MEMORANDUM FORMS  
SUGGESTION #732-52~~

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Clerk [redacted]  
Oklahoma City Office

SUGGESTION:

Clerical employee [redacted] of the Oklahoma City Office suggested using preassembled report and memorandum forms with "single use" carbon paper already inserted. He felt that thousands of dollars would be saved annually by saving time in inserting carbon paper.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on December 30, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Sizoo, considered the above suggestion. The memorandum forms (SF-64) cost \$1.30 per thousand. If they are preassembled with carbon paper inserted the cost would be \$35.00 per thousand, or in larger lots of 100,000 the minimum cost would be \$15.00 per thousand. The investigative report forms cost \$1.54 per thousand. If the suggestion were adopted the preassembled form would cost \$26.74 per thousand or in larger lots \$36.00 per thousand.

It would take from three to six months to obtain delivery. It would be necessary to get the forms assembled in two-page, three-page and on up to nine-page sets and this would involve a storage problem.

The Conference recommended unanimously unfavorably.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

HHC:ist

RECORDED - 66

INDEXED - 66

JAN 7 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-27-83 BY SP5/STP/STP

ORIGINAL FILED IN 66-5482-112

53 JAN 13 1953

Mr. Tolson

December 4, 1952

The Executives Conference

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b7c

SUGGESTION #714-52

Mrs. [redacted]

Records Section

Re: SEARCHING INDICES

The Executives Conference on December 2, 1952, Messrs. Tolson, Tracy, Callahan, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen, Holloman and Clegg being present, recommended unanimously that in the future, except for the initial investigative report or reports with changed titles, the Records Section search only the true name in the event the true name results in the identification of the file. It will not be necessary under such circumstances to search any of the aliases except for the initial report and reports marked changed reports.

In the indexing procedures the true name will be placed on an index card. It will be filed appropriately and aliases will be put on separate cards and filed in proper alphabetical sequence. It will thus not be necessary to place the aliases on the true name card and this amount of typing can be saved. Subsequent reports which are initial reports or changed reports will be searched as to the true name and all aliases.

The Records Section was unanimously favorable as was the Executives Conference.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/19/83 BY [signature] LPT

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

HHG:IST [signature]

INDEXED - 20  
RECORDED - 20

66-3554-10761

JAN 7 1953

EX - 104

78 JAN 13 1953

ORIGINAL COPY FILED IN 66-3554-10761

MR. TOLSON

January 7, 1953

The Executives Conference

b6  
b7c

PROPOSAL TO REDUCE MAILING COSTS

The Executives Conference on January 6, 1953, consisting of Messrs. Tolson, Ladd, Glegg, Glavin, Harbo, Sizoo, Gearty, Belmont, Mohr, and Tracy considered a suggestion from Miss [redacted] of the Identification Division designed to reduce mailing costs.

For the Director's information, regular and air mail is picked up by the Post Office Department twice daily at 1:30 PM and 7:00 PM. It takes on the average 1,250 small white window envelopes, 475 large manila window envelopes, and 300 fingerprint size window envelopes daily. Air mail and special delivery costs average \$880 per month.

Miss [redacted] suggests in order to reduce mailing costs:

1. That the mail go out once daily at 7:00 PM.

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Advantages

1. Will reduce the number of small envelopes used, permitting the inclusion without folding of additional records in a large brown envelope.
2. There will be a reduction in the number of envelopes of all types used.
3. There will be a lower mailing cost.

Disadvantage

1. Delay of 5 to 6 hours in the mailing of those now sent out at 1:30 PM.

Savings

Approximately \$5,600 a year based on daily mail average of 25,000. There would also be an additional savings in envelopes and employee time, which savings cannot be accurately computed.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/01 BY SP-10/BJC

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Glegg  
Mr. Mohr

SJT:edm

RECORDED - 59  
INDEXED - 59

66-2554-10162  
JAN 9 1953

JAN 13 1953

Memorandum for Mr. Tolson

January 7, 1953

2. Discontinue sending replies by air mail on straight drunk charges.

Advantages

1. Reduction in number of air mail envelopes.
2. Reduction in mailing costs.

Disadvantages

1. Delay in the delivery of records on straight drunk charges by sending regular instead of air mail.

Savings

There would be a reduction of approximately 80% on replies being sent by air mail. This would average 1,500 pieces of air mail per day and the savings in postage would be approximately \$5,700 a year.

The Executives Conference unanimously recommended approval of the above two suggestions, and there is attached a letter thanking Miss

*OK*  
*1-8-53*

b6  
b7c

THE DIRECTOR

January 6, 1953

THE EXECUTIVES' CONFERENCE

PREPARATION OF SUMMARY REPORTS IN SECURITY INDEX CASES

The Executives' Conference of January 6, 1953, consisting of Casper, Tolson, Ladd, Clegg, Glavin, Harbo, McGuire for Nichols, Rosen, Tracy, Mohr, Gandy, Sizoo and Belmont, discussed the problem as to whether the moratorium on the summary report project for Security Index cases should be lifted at this time. You will recall that on September 3, 1952, this moratorium was declared on the project to be reinstated in all offices on January 1, 1953. In view of the personnel situation in those offices having personnel available to the project were instructed on October 1, 1952, to reinstitute the project at that time.

Executives' Conference Recommendation

The Executives' Conference was of the unanimous opinion that we should not reinstitute the project in all offices at this time but rather should continue under the present procedure whereby offices are working on summary reports as they are able. To do otherwise would necessitate the transfer of personnel between offices which the Conference did not consider warranted for economy reasons.

The Conference recommended that a letter be directed to the field instructing that they prepare summary reports as personnel becomes available within each office. It was recommended that the field continue to submit the quarterly status letters concerning their progress in the project. It was also recommended that we again consider reinstating the project in all offices on July 1, 1953.

If you approve, there is attached hereto a proposed SAC Letter for your signature. This matter will again be brought before the Executives' Conference on July 1, 1953.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED - 59  
INDEXED - 59

JAN 9 1953

11

INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/01 BY SP-10/BJA

cc - Mr. Clegg

JAN 12 1953

Attachment  
cc - Bufile 100-385000

166-2554-10763

Mr. Tolson

12/29/52

The Executives Conference

Present at the Conference on 12/22/52 were Messrs. Ladd, Harbo, Glavin, Mohr, Mason, McGuire, Gearty, Laughlin, Winterrowd, and Holloman.

SAC CONTACT CARDS

The Executives Conference on December 22, 1952, considered a suggestion by Miss [redacted] of the New York Office that SAC Contact Cards in the general office indices should reflect:

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1. Whether SAC should contact such individual exclusively.
2. Date of preparation of card.
3. Instruction that any reference placed in indices on such SAC contact subsequent to filing of SAC contact card be called to attention of SAC. Further, that the Manual of Rules and Regulations be revised to reflect the above.

The claimed advantages of this procedure are:

1. So that Agents on checking indices will know whether it is okay for them to interview individual carried as SAC contact.
2. To keep SAC advised of activities of such persons particularly if derogatory information is received.

No savings are claimed.

PRESENT PROCEDURE:

SAC Contact Cards reflecting dates of contacts, type of service or cooperation, etc., are kept in the exclusive possession of the SAC. The general office indices merely reflect the name and a notation "See SAC." An Agent checking indices on such persons would then contact the SAC for further data.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

EDM:mew

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-92 BY SP5U/STP

RECORDED - 104

INDEXED - 104

66-2534-10164  
JAN 9 1953

63 JAN 19 1953

ORIGINAL FILED IN 66-1994-5

EXECUTIVES CONFERENCE ACTION:

1. Unanimously unfavorable as to noting on the card in the general indices "to be contacted exclusively by the SAC."
2. Unanimously favorable as to placing on the card in the general indices the date of preparation of the card.
3. Unanimously favorable as to placing a notation on such cards in the general indices reflecting "All new reference must be routed to SAC."

Attached are appropriate manual changes for the Manual of Rules and Regulations and the Inspectors' Manual. Also, attached is a letter to Miss Tate and a proposed Bureau Bulletin.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



Mr. Tolson

December 31, 1952

b6  
b7c

The Executives Conference

SUGGESTION #746-52

Miss [redacted]  
Records and Communications Division  
Re: HANDLING DEADLINE MAIL IN  
CONSOLIDATION UNIT

The Executives Conference on December 29, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Winterrowd, Belmont, Tracy and Clegg, recommended that for a sixty-day trial period the Records Section be authorized to apply the provisions of the following suggestions:

1. Deadline mail on which duplicate files or serial errors are discovered and which cannot be handled by the Consolidation Unit within the deadline be sent to Expedite Processing and on to the supervisor without "desearching" (removing "out" cards, making erasures, et cetera).
2. A notation "Expedite Processing" be placed on the "out" card which would be allowed to remain in the General Index.
3. A routing slip be attached to such mail directing the supervisor to return it to the Consolidation Unit, thus by-passing all steps previously taken by routing, General Indexing, et cetera, and in effect taking up where it left off.

After sixty days a report would be made as to the advisability of continuing these suggestions.

BACKGROUND INFORMATION:

When mail is received, it is searched in the General Indices and when there is no record, an "out" card is placed in the General Indices which indicates that there is no file on this mail and it is in the process of being placed on record. Sometimes, during the process of placing the "out" card in the Indices, a file is discovered, when, for example, the fifth name or alias on the mail is being processed. In this event the material must be sent to the Consolidation Unit for a decision and handling.

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 67

166-2202-10165

INDEXED - 67

JAN 7 1953

41

HHC:IST  
70 JAN 14 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/25/83 BY [signature]

ORIGINAL FILED IN 66-2202-3357

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Assuming that a duplicate file is discovered on deadline mail and the Consolidation Unit cannot handle its function within the deadline date, then all must be undone, the "out" cards are to be removed and erasures made of notations on the mail since the mail must go to Expedite Processing Unit and then to the case supervisor. Under these conditions, if the "out" card were allowed to remain in the General Index while the mail is in Expedite Processing, confusion would result in the event that subsequent mail is received on the same subject. Later, when the mail is returned to the Consolidation Unit by a supervisor, all of the work previously done must be repeated ("out" cards replaced, et cetera).

ADVANTAGES:

1. Permits action to be taken within deadline date.
2. Work done need not be undone or done over when the mail is finally returned for recording.
3. Saves time and confusion in handling subsequent mail on the same subject when the "out" card is marked "Expedite Processing" and serves as a flag and results in connecting the two pieces of mail, even though the first piece is not yet on record.

DISADVANTAGE:

1. There may be a delay in getting a new file made up since the supervisor might not be able to handle the mail and get it back to the Records Section in a short time.

EXECUTIVES CONFERENCE RECOMMENDATION:

That the Records Section be authorized to try the above suggestions for sixty days and to submit recommendations on March 1, 1953, to show estimated savings, the desirability of making a cash award, and whether the practice should be continued.

Mr. Tolson  
The Executives Conference

January 2, 1953

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SUGGESTION #761-52

Mrs. [redacted]  
Records and Communications Division  
Re: REISSUING INSTRUCTIONS TO FURNISH  
FULL BACKGROUND INFORMATION WHEN  
REQUESTING NAME CHECKS

The Executives Conference on December 30, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Sizoo, considered the suggestion of Mrs. [redacted] of the Records Section that Bureau Supervisors and clerks be again reminded to furnish full background information when requesting name checks.

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The Records Section is opposed since it appears that most Supervisors and clerks are aware that all the information they possess should be furnished, and when there is a failure to comply the matter should be handled on an individual basis. Thus, the Conference unanimously opposed the suggestion.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/24/92 BY [signature]

ORIGINAL FILED IN 66-2537-336

RECORDED-84  
INDEXED-84

66-2537-10166  
JAN 7 1953  
41

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Glegg

HHC:ist

88 JAN 13 1953

Mr. Tolson

12/24/52

The Executives Conference

PROCEDURE ON SECURITY INFORMANT INDEX CONCERNING TYPES OF COVERAGE

The Executives Conference on December 17, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Geady, considered the matter of whether the field offices should be permitted to prepare blind memoranda to supplement the security informant index. A survey was conducted of fourteen offices concerning this matter. Six offices were in favor of preparation of such memoranda, three offices believe it should be handled by a breakdown in the security informant index regarding types of coverage, and five offices were opposed to any change in the present system.

The Conference was of the unanimous opinion that blind memoranda should not be prepared and that it should be permissible, but not mandatory, to have a breakdown in the security informant index concerning types of coverage.

Should the Director approve, there is attached an SAC letter and proposed manual of instructions revision.

cc - Mr. Mohr  
Mr. Clegg

EDM:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/92 BY SP5/SLC/PT

RECEIVED IN ROOM  
JAN 9 5 13 PM '53

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

53 JAN 13 1953

RECORDED-84  
INDEXED-84

JAN 9 1953  
49

ORIGINAL FILED IN 66-25542-3-735

Mr. Tolson

December 31, 1952

The Executives Conference

SUGGESTION #740-52

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b7c

Clerk [redacted]

Miami Division

Re: ~~USING BOTH SIDES OF~~  
~~CHARGE-OUT SLIPS~~

The Executives Conference on December 29, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Winterrowd, Belmont, Tracy and Clegg, considered a suggestion that both sides of charge-out slips be used. At present the charge-out slip is printed on one side. The suggestion is that with a colored pencil the used side be marked out with an "x" and the other side then used.

The Bureau has just printed one million charge-out slips at a cost of \$800. This is approximately a six-months' supply. The cost of charge-out slips is eighty cents per thousand. The cost of the paper represents a part of this cost. Thus the advantage of the suggestion would be in the savings of paper.

Disadvantages include the confusion which would result from failure on the part of employees to cancel out the used side of the form before using the reverse side. The failure to cancel the used side would result in misleading information, erroneous charge outs and difficulty in locating the file. It was felt that the comparatively small savings involved would make it undesirable to adopt the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

1. Unanimously unfavorable.

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2. Letter to clerical employee [redacted] of the Miami Office is attached expressing thanks for his suggestion.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment

cc - Mr. Mohr  
Mr. Clegg

HHC:ist

JAN 13 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/10/88 BY [redacted]

RECORDED-29

INDEXED-29

EX-122

JAN 9 1953

29

66-2554-10168

ORIGINAL FILED IN 66-1294-138

Mr. Tolson

12/15/52

The Executives Conference

Present at Executives Conference 12/10/52:

Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Belmont, Nichols, Goarty, Rosen and Mason.

MAILING PROCEDURE OF

REGISTERED MAIL

Miss [redacted] Supervisor, Routing Unit, Records Section, Records and Communication Division, suggested:

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1. That only mail of a confidential nature or designated as "security information" be registered. Security regulations require the registration of such mail. The mailing room, however, advises that each daily dispatch of mail contains at least one item and generally more of a security type which requires registering, and since it costs no more to register a packet of mail than to register only one piece of mail, the whole packet should be registered in order to provide maximum security.

The postal service is not entirely dependable and the Bureau has received hundreds of misdirected communications in recent weeks, sometimes an entire mail bag full of erroneous mail. Registering helps prevent such errors.

The Conference recommends no change in existing procedures.

2. Mail to nearby field offices not be forwarded special delivery as is the existing practice, as a possible means of saving the cost of special delivery.

The Conference agrees, except as to Boston, where special delivery mail is received exactly one day earlier than regular mail.

cc - Mr. Mohr  
Mr. Clegg

Records and Communications

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

EDM:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/2/00 BY [signature]

[Handwritten initials/signature]

RECORDED - 5

JAN 9 1953

INDEXED - 5

47

EX - 11

22 APR 23 1953

ORIGINAL FILED IN 66-15849-10169

3. Only communications of an urgent nature be forwarded to all field divisions by special delivery or airmail special delivery, depending on the location, and other mail be sent by regular mail. The mail room felt that it was inadvisable to separate airmail and regular mail dispatched to each office because of the added handling costs, the necessity for additional space and additional personnel, all of which costs would be a great deal more than postage. The Conference agrees with the mail room view.
4. Bureau supervisors and officials be required to attach to mail of an urgent nature a tag similar to the pink "Special" tag, which would read "Special Delivery" or "Airmail Special Delivery" and any untagged mail to go via regular mail.

Inquiry has revealed that the tagging of such mail would cause additional sorting and handling problems and that the suggestion is not advisable. The Conference agrees.

The Conference recommends the dispatching of the attached SAC letter and an evaluation of replies from the field concerning the elimination of special delivery mail, except to Boston. This evaluation would be handled by the Records and Communication Division. After evaluation, the Records and Communication Division will recommend to the Training Division whether an award should be given to Miss [redacted] and in what amount.

There is attached an appropriate communication to Miss [redacted] thanking her for her suggestion.

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JUL 1 3 45 PM '51

RECEIVED

MAIL ROOM

Mr. Tolson

12/24/52

The Executives Conference

SECURITY INDEX VERIFICATION PROJECT

The Executives Conference on December 19, 1952, at which were present Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Geady, Mason, Winterrowd, Tracy, and Holloman, considered a suggestion made by Special Agent Supervisor Warren T. Marchessault of New York City, that a special squad of ten to fifteen Agents be organized whose sole function would be to verify addresses and employments of security index subjects.

PRESENT PROCEDURE

These cases are "farmed out" among Agents on a number of different squads, who work the cases along with regularly assigned work.

The disadvantages of the present system are:

1. Disruptive influence on regular work.
2. Looser supervision.

SUGGESTED PROCEDURE

Set up a special squad of ten to fifteen Agents to handle the six-months verification of addresses and employments of security index subjects. (There are approximately 3,500 security index cards in New York now, with an anticipated increase up to between six and seven thousand cards.)

The claimed advantages of the suggested system are:

1. One Agent would handle a large number of verifications in one area, saving considerable transportation time.
2. It would reduce the commoner types of pretexts and lessen the possibility of a pretext backfiring.

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

EDM:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/21/82 BY SP-3/UC/PT

66-9557-10170  
JAN 8 1953  
41

ORIGINAL FILED IN 66-9557-1407

38 JAN 26 1953



3. Increased production - anticipated development of various techniques and sources of information would expedite matters.
4. Reduces administrative problems and simplifies fixing of supervisory responsibility.
5. Serves as a training groundwork toward more complicated security work.

The admitted disadvantages of the system are:

1. Since each Agent so assigned would handle a large number of subject cases, he would have to review the file each time he rechecked each subject, because he would be unable to remember the details of so many cases.
2. It would limit the Agent's experience in handling regular investigative matters and in writing reports.
3. The assignment would be monotonous and tends toward over-specialization.

#### EXECUTIVES CONFERENCE RECOMMENDATION

The Executives Conference unanimously favors a three-months trial in New York City. If approved, there is attached a letter to the SAC in New York, giving authorization and instructions for a three-months trial of this plan.

Mr. Tolson

12/11/52

The Executives Conference

ECONOMY PROGRAM  
COST OF AMMUNITION

The Executives Conference on December 5, 1952, Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Rosen, Ladd, Gearty, Nichols, and Clegg being present, considered the suggestion of SAC D. K. Brown of San Francisco that in the future, training with Bureau revolvers be with regular service ammunition rather than "mid-range" wad cutter ammunition. The wad cutter ammunition costs \$41.97 per thousand, while the service ammunition costs \$44.37 per thousand, and the adoption of this suggestion would result in \$2,40 savings per thousand rounds of ammunition.

ADVANTAGES

1. Agents accustomed to firing the same ammunition they would use on a raid know more what to expect in the way of recoil and noise, and thereby greater constancy and perhaps accuracy might be obtained.

2. It is more economical.

DISADVANTAGES

Extensive use of service ammunition with a louder noise and heavier recoil might make the fingers of the trainee sore and his "flinching" from the noise and recoil more noticeable if over an extensive period of using service rather than wad cutter ammunition.

EXECUTIVES CONFERENCE CONSIDERATION

It was unanimously recommended by the Executives Conference that if the present supply of wad cutter ammunition has been used, <sup>the present supply of</sup> that all future training

cc - Mr. Mohr  
Mr. Clegg

KHG:bw

Attachment

31157

RECORDED-21

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JAN 8 1953

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REC-18

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3-35 PM '53

59 JAN 13 1953

Stoan

with the revolver be with regular service ammunition, except in new Agents' training at Quantico. Over a more extended period, wad cutter ammunition would be used in new Agents' classes only.

If this is approved, there is attached hereto a letter acknowledging receipt of the suggestion and advising of the action taken, to SAC Brown.

Mr. Tolson

December 18, 1953

The Executives Conference

~~SECRET~~

~~WFO-NAY AUTOMOBILE RADIO EQUIPMENT AND INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE~~

On December 18 the Conference composed of Messrs. Ladd, Nichols, Glavin, Mohr, Clegg, Gearty, Holloman, Belmont, Tracy and Harbo was advised that the Laboratory had perfected a means of utilizing the automobile top in lieu of the normal radio antenna used in connection with our regular two-way automobile radio installations. This technique has been used experimentally with very favorable results and will of course be of considerable value in connection with surveillances involving Russian subjects.

The Conference unanimously concurred in the Laboratory's recommendation to utilize available radio equipment to make the new type installation in two Washington Field Office automobiles which will thereafter be used in Russian surveillance work. The Washington Field Office will be instructed to submit a report of their experience with the new equipment after thirty days at which time consideration will be given to the desirability of providing the New York Office with similar automobile radio installations to facilitate their Russian surveillance work.

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

Classified by ~~6082~~  
Declassify on: OADR

RECORDED-147

100-2037-10172  
JAN 8 1953  
41

INDEXED-147

RTH:VH

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

53 JAN 16 1953

ORIGINAL FILED IN

*Handwritten scribble*

Mr. Tolson

12/30/52

The Executives Conference

Present at Conference on 12/22/52 were Messrs. Ladd, Harbo, Glavin, Mohr, Mason, McGuire, Gearty, Laughlin, Winterrowd, Holloman.

The Executives Conference on 12/23/52 considered a suggestion that we revise our system of numbering files.

THE SUGGESTION:

Designate a letter to be used as the first character following the classification on all types of cases, a definite letter to be used each year, and the numbering in each classification to begin anew each year. The file numbers would then appear as follows:

26-G1, 26-G2, 26-G3, etc.

The letter "G" would be the letter for 1953; "H" would be the letter for 1954, etc.

CLAIMED ADVANTAGES:

1. The smaller the file number, the smaller the percentage of possibility of error will exist.
2. The Bureau will be saved the time of handling and copying millions of numbers.
3. In subsequent years, in reviewing files - by observing the letter in a file number, the year the file was prepared will be known.

DISADVANTAGES NOTED:

Unfavorable because:

1. All numbering machines would have to be replaced.
2. The letter "I" could not be used because it would be confused with the figure "1"

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

EDM:mew

RECORDED - 79  
 INDEXED - 79  
 EX. - 108  
 JAN 13 1953  
 DATE 13 1953

66-3534-10173  
 JAN 3 1953  
 61

ORIGINAL COPY FILED IN 66-3665-2271

3. In filing, this system would require three sequences, one by letter (we now use two sequences, the classification number and the file number).

4. In active voluminous classifications, the numbers would go up into the five-digit figure anyway, and with the letter there would be added a sixth digit.

5. This system would be good for twenty years or so from now, and then we would have to repeat the sequence of the letters. This would be confusing. (It is suggested that we begin with the letter "g" in order to avoid confusion with our LA and LB serials.)

EXECUTIVES CONFERENCE ACTION:

Unanimously unfavorable. If approved, no further action is required.

Mr. Tolson

12/30/52

The Executives Conference

Those present at the Conference on 12/19/52 were Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Gearty, Mason, Winterrowd, Tracy, and Holloman.

*Out*

The Executives Conference on December 19, 1952, considered the use of the California State Teletype System by our three California offices.

BACKGROUND:

As an economy measure San Diego, Los Angeles, and San Francisco on October 7, 1952, were instructed to experiment until December 1, 1952, with communications sent via the State Teletype System to resident agents and to each other where security would permit. *Cost*

RESULTS OF SURVEY:

On December 9, 1952, Los Angeles submitted the results of the experiment covering all 3 California offices and reporting a total savings for the October-November period of \$405.30.

The following advantages and disadvantages were cited:

ADVANTAGES:

1. A considerable savings in Western Union and teletype costs results from the use of this system.
2. There has been no apparent lessening of efficiency through use of this system.
3. It has proved more convenient and effective in many instances to send a state teletype in contrast to the delay sometimes necessary in reaching a resident agent by telephone.

*4*

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

EDM:msw

JAN 10 1953

RECORDED - 52

INDEXED - 53

166-2537-10174 M

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DISADVANTAGES:

1. Although no messages are sent which in any way compromise security, it is recognized that state teletypes are available to persons other than Bureau personnel. During the period in which this survey has been made, no situation has been conceived in which unauthorized persons could utilize the contents of those messages to the disadvantage of the Bureau.

EXECUTIVES CONFERENCE ACTION:

The Executives Conference unanimously recommends that the use of the State Teletype system be continued and that the California office be instructed to exercise constant vigilance to see that the messages are actually delivered expeditiously and to avoid using this means of communications for messages of a confidential nature in security type cases and in applicant cases.

Attached is a letter for signature implementing these instructions.



Mr. Tolson

January 7, 1953

The Executives Conference.

SUGGESTION #739-52  
SA (A) Fred S. Bauknight  
New York Office  
Re: OFFICE OF ORIGIN IN COURT  
OF CLAIMS CASES

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Glegg, considered unanimously unfavorably the suggestion of SA (A) Fred S. Bauknight that upon completion of the investigation of Court of Claims cases the Washington Field Office thereafter be carried as office of origin. The present procedure designates the Washington Field Office as the office of origin upon the completion of the investigation and after the taking of testimony before the Commissioner of the Court of Claims.

The Investigative Division is opposed to the suggestion since during the time between the completion of the investigation and the taking of testimony before the Commissioner frequent conferences are held by Agents with attorneys of the Department and between these attorneys and representatives of the plaintiff and as a result additional investigation based on new data is often required. This would mean the shifting of the office of origin back and forth resulting in confusion. Thus, the Conference unanimously recommended unfavorably.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/21/88 BY [signature]

66-2554-10175  
JAN 13 1953  
66

INITIALS ON ORIGINAL

cc - Mr. Mohr  
Mr. Glegg

HHC:ist

[Handwritten signature]

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

60 FEB 3 1953

ORIGINAL FILED IN 66-6200-83-1

Mr. Tolson

12/18/52

The Executives Conference

GRADUATION EXERCISES  
FBI NATIONAL ACADEMY

Present at the Conference 12/17/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Gearty.

The Executives Conference on 12/17/52 considered the problem involved in getting employees to the Departmental Auditorium at the proper time on the occasions of the FBI National Academy Graduation Exercises.

The problem involved is to get the employees to the Auditorium in time to be seated prior to the beginning of the Exercises without wasting time and to have them arrive from the various buildings so that they will not all reach the Departmental Auditorium at the same moment thus creating confusion in filling the seats. The Conference considered the matter and unanimously recommends as follows:

1. Justice Building employees should arrive at the Auditorium approximately 5 minutes prior to those from other buildings.
2. If the weather conditions are favorable, employees should be released from the various Bureau Buildings according to following time schedule:

Identification Building	9:35 A.M.
Ninth and H St. Building	9:45 A.M.
Justice Building	9:50 A.M.

3. In the event weather conditions are unfavorable, i. e., rain, sleet, ice, snow, extreme cold or heat, additional time should be allowed because of the problems created by slow transportation, handling of over shoes, raincoats, etc. Under these conditions it is suggested that employees be released from the various Bureau Buildings as follows:

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

EDM:mew

RECORDED-20

166-2554-10176

JAN 12 1953

41

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-9-92 BY SP5C/T  
LPE

JAN 29 1953

ORIGINAL FILED IN 100-1-1-9230

Identification Building  
Ninth and H. Street Building  
Justice Building

9:20 A.M.  
9:45 A.M.  
9:50 A.M.

If the Director approves, this matter will be called  
to the attention of all Assistant Directors.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Tolson

12/29/52

The Executives Conference

RECORDS STREAMLINING  
SUGGESTION PROGRAM - #114  
Classifying Unit, Records Section

The Executives Conference on December 19, 1952, at which were present Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Gearty, Mason, Tracy, Winterrowd, and Holloman, considered a suggestion that two publications of the William J. Burns Detective Agency not be retained in our files hereafter. These publications are the "Protective Bulletin for the American Hotel Association" and the "Protective Magazine for Merchants and Affiliated Credit Bureaus."

This matter was previously considered by the Investigative Division, the Identification Division, the Laboratory, and the Training and Inspection Division. All agreed that indexing and filing these bulletins served no useful purpose.

The Executives Conference unanimously recommends that the above publications be destroyed following current review, and no longer be sent to the Records Section to be made a part of the Bureau's permanent records.

EDM:bu

cc - Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-2-83 BY SP5CUT/RT

66-810-3366

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

# 748-52

RECORDED 13

NOT RECORDED  
138 JAN 12 1953

66-2554 10177

EX - 108

INITIALS ON REVERSE

63 JAN 21 1953

ORIGINAL COPY FILED IN

Mr. Tolson

January 12, 1953

The Executives Conference

SUGGESTED SPECIAL CONFERENCES ON THEFT FROM INTERSTATE SHIPMENT MATTERS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-80 BY SP3/BJC/PT

The Executives Conference today, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty, McGuire, and Holloman in attendance, unanimously approved this suggestion that a series of such conferences be held by all field divisions with local authorities on the subject of theft from interstate shipment. This conference was suggested in view of the importance of fully discharging our responsibilities under the statutes pertaining to thefts from interstate shipment and the success of the recently completed auto theft conferences.

Inasmuch as goods moving in interstate commerce are illegally obtained in a variety of fashions, such as armed robbery, burglary, larceny, sneak thievery, embezzlement, and fraud, conferences dealing with these methods and investigative techniques employed in working theft from interstate shipment cases would be of great interest to local authorities because many of the same techniques can be utilized in working every day police cases of a local nature.

It is believed that such conferences would point up to local authorities our jurisdiction in theft from interstate shipment cases, resulting in the reporting of such cases to us more promptly; that these conferences would be of value to local authorities because of the knowledge gained thereby in fields of primary interest to them, such as robbery, burglary, larceny, etc.; that these conferences would have a salutary effect on the field in that the focusing of attention on theft from interstate shipment cases will result in such cases being handled with added vigor, and that the over-all effect of these conferences would result in additional accomplishments in this type of case.

In the event you approve of the idea to hold such conferences, detailed plans and instructions for the field will be worked out in conjunction with the Training and Inspection Division and submitted for approval.

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

cc - Mr. Clegg  
Mr. Mohr

AR:dvl

INDEXED-52

166-2554-10178

JAN 15 1953

RECORDED-62

63 JAN 19 1953

Mr. Tolson

January 2, 1953

The Executives Conference

FUGITIVE MATTERS

The Executives Conference on December 30, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Clegg, Ladd, Winterrowd, Gearty and Sizoo, unanimously recommended unfavorably the suggestion made by the Inspectors, when they were recently in conference that the deadline for handling leads in Fugitive cases be increased from thirty to forty-five days. Considerable difficulty is now incurred by Field Supervisors and by Inspectors in determining if the leads were covered in thirty days when, in fact, the report may be ready to dictate and considerable research is necessary in order to find out if the lead is covered. They also pointed out that this would bring Fugitive case leads on a similar "rule of thumb" basis to other types of leads and investigations in ascertaining if there is a delinquency.

The Executives Conference felt that there would be similar difficulty in doing research to find out if reports were ready to dictate, if the deadline were forty-five days, and the only difference would be that it would probably be less frequent when inquiries were made. More important it was felt that the way to catch fugitives was to expedite the handling of leads and this is the primary purpose of fugitive investigations. It was unanimously agreed that there should be no extension of the deadline on Fugitive cases.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-28-72 BY SP5/ct/pt

ORIGINAL COPY FILED IN 62-122-1125

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

HHC: 1st

EX - 107

RECORDED - 71

INDEXED - 71

66-2554-10179  
NOT RECORDED  
133 JAN 12 1953

62 JAN 21 1953

Mr. Tolson

12/18/52

The Executives Conference

NEW YORK FIELD OFFICE MAILING LIST

Present at the Conference 12/17/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Coarty.

The Executives Conference on 12/17/52 considered an inquiry made by the New York Office concerning mailing of Identification Orders, Wanted Flyers and Apprehension Orders to the hotels in New York City.

BACKGROUND:

Section 6A (11) of the Manual of Rules and Regulations requires that the field office mailing list should include all hotels. By SAC Letter #127, Series 1952, dated December 5, 1952, the Bureau directed each field office to re-evaluate its needs as to the number of Identification Orders, Wanted Flyers and Apprehension Orders required for distribution. The offices were instructed to carefully examine their needs in the light of the provisions of Section 6A (11) of the Manual of Rules and Regulations and to notify the Bureau concerning same. By letter dated December 9, 1952, the New York Office advised that the New York Office mailing list does not include the names of all hotels in the New York territory, pointed out that if all hotels should be included an additional 4,000 addressograph plates would be required, and requested Bureau advice as to whether these plates should be obtained. The New York Office also asked whether the plates could be prepared from pages removed from various telephone books in order to avoid typing which would otherwise be required.

EXECUTIVES CONFERENCE ACTION

The Conference considered this matter and unanimously recommends that the New York Office be instructed to include in its mailing list all hotels in its territory.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 51

INDEXED - 51

166-2554-10189  
JAN 13 1953

EDM:mew

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/94 BY [signature]

JAN 19 1953

ORIGINAL FILED IN 62-14954-15-66

If the Director approves, there is attached a letter to the SAC New York instructing that the addressograph plates should be requested and advising that the Bureau can provide these by using the information set out on pages from the various telephone books. The letter further instructs the SAC to examine the Hotel Red Book for 1952-53, which reflects approximately 1,500 hotels instead of 4,000, to determine whether or not this listing would serve as a better guide.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Candy \_\_\_\_\_



The Director

January 8, 1953

The Executives Conference

DESERTER INVESTIGATIONS

SUPERVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/9/82 BY SP3C/LP

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, considered the suggestion of Supervisor [redacted] of the Identification Division concerning the filing of Wanted Notices in Fugitive Deserter cases. At present upon the preparation of a fugitive index card in the Investigative Division there is also prepared a form requesting wanted notices to be filed in the Identification Division with respect to such deserter.

Mr. [redacted] has pointed out that 449 out of 709 such notices were cancelled within thirty days of the date the Wanted Notices were received in the Identification Division. He, therefore, recommends that the Wanted Notices not be filed in the Identification Division until the lapse of thirty days. In a survey of 47 Fugitive Deserter cases it was discovered that four of them were located within the first fifteen days after the Wanted Notice was placed and seven additional ones during thirty days. The remainder were arrested subsequently.

b6  
b7C

Mr. [redacted] estimates that if the suggestion is approved six employees in the Technical Section, three in the Posting Section and three in Card Index—a total of twelve employees' time would be saved.

This would, of course, be offset by all the time spent by Special Agents during the thirty-day interval endeavoring to locate a fugitive, when if a Wanted Notice had been filed all of this Agents' time might have been saved. It would be particularly embarrassing to have Agents searching for a fugitive and learn that a police department had already forwarded a set of fingerprints to the Identification Division showing that the fugitive had for two or three weeks been incarcerated.

A

The Conference, with the exception of Mr. Tracy, recommended unanimously unfavorably. Mr. Tracy favored Mr. [redacted] suggestion as a means of saving approximately twelve clerical employees' time in the Identification Division. Letter to Mr. [redacted] attached.

b6  
b7C

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

*Isabel*  
*majority view*

RECORDED - 63  
Respectfully,  
For the Conference  
INDEXED - 63  
EX-112  
Clyde Tolson

78 JAN 19 1953

Mr. Tolson

12/19/52

The Executives Conference

MARKING EXHIBITS FOR  
EXTENDED RETENTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/20/20 BY SP/BJT

Present at the Conference 12/17/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Gearty.

The Executives Conference on 12/17/52 considered a suggestion made by Special Agent Forrest F. Burgess of Philadelphia to Inspector B. C. Brown concerning marking exhibits for extended retention.

THE SUGGESTION:

In a security case where an exhibit is maintained which is useful as evidence in a different case a notation should be placed on the exhibit in the first file indicating its value to the second file in order that it will be preserved. The Agent would note on the exhibit envelope the file number of the case in which the evidence is also being used.

BACKGROUND:

This procedure is being followed in Philadelphia Office at the present time. The claimed advantage is that it insures the maintenance of evidence that might be needed at a later date in a different case. This matter was discussed with the supervisors in other offices by the inspection staff. The Inspectors report that there appears to be no particular problem in these offices concerning the retention of the exhibits. The supervisors of security cases in Pittsburgh and New York were cool to the idea and felt that it did not represent any improvement over the present system. The supervisors and the inspector's aides felt that the present notations on exhibit sheets concerning the purpose to be served by the exhibit and the probable date the exhibit may be returned or otherwise disposed of amply serve the purpose. It is further noted that this system, while it may be of limited value in security cases, apparently has no application in criminal cases and no instances have been found in which the suggestion would be of any value in criminal cases.

cc: Mr. Mohr  
Mr. Clegg

EDM:mew

RECORDED - 5

JAN 14 1953

INDEXED - 5 52

52

79 JAN 21 1953

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

A  
WACM

EXECUTIVES CONFERENCE ACTION:

The Conference unanimously recommends that the suggestion not be adopted, and that a letter be sent to Special Agent Burgess thanking him for his suggestion.

Nelson \_\_\_\_\_  
Add \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MR. TOLSON

December 29, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 22, 1952, consisting of Messrs. Tolson, Tracy, Clegg, McGuire, Harbo, Laughlin, Holloman, Ladd, Mohr, Gearty, Winterrowd, and Glavin, considered a memorandum to the heads of all divisions and bureaus under date of December 16, 1952, sent by Mr. S. A. Andretta, Administrative Assistant Attorney General, concerning the William A. Jump Memorial Award. He stated that he would appreciate our earnest consideration of the award program and hoped the Bureau would recommend someone who qualifies. Recommendations should be forwarded to Andretta no later than January 23, 1953.

The Conference was advised that the purpose of the award "... is to give special recognition and encouragement for sustained interest, growth, and development in the field of public administration, and for exemplary achievement or notable contributions in this field to the efficiency and quality of the public service. Such public recognition should be an incentive to young people for increased interest and high level performance in this field, and will add quality and integrity to the public service. It will give needed financial assistance to the extent funds are available to deserving persons who otherwise would not be able to obtain specialized experience or to complete their education."

Those eligible are "Any employee of the Federal Government who has not passed his (or her) 36th birthday on December 31, 1952, and whose performance over a considerable period of time demonstrates unusual competence and interest in public administration, endorsement for leadership, creative thinking, and close adherence to the basic principles of enlightened public service, shall be eligible to compete for the 1953 Award."

There is attached hereto one of the statements forwarded to the Bureau by Andretta concerning the William A. Jump Memorial Foundation.

The Conference is of the unanimous opinion that the Bureau not recommend any employee of the Bureau for this award at this time. Should you agree, Andretta will be so advised.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr  
Attachment  
WAC:jmr

Final file [unclear]

101 - RECORDED  
INDEXED - 104

66-2554-110783  
RECORDED  
103 JAN 15 1953

63 JAN 29 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/21/83 BY SP8/ST

18-2922-81

ORIGINAL FILED

Mr. Tolson

January 12, 1953

The Executives Conference

b6  
b7C

SUGGESTION #773-52

Mrs. [redacted]

Records and Communications Section

Re: ABSTRACT SLIPS

The Executives Conference on January 7, 1953, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Gearty, McGuire and Glegg, considered the suggestion of Mrs. [redacted] of the Records Section that additional information including the birth date, birthplace, address and similar descriptive information regarding subjects be added to abstract slips.

b6  
b7C

Messrs. Nichols, Trotter and Eames of the Records and Communications Division recommended unfavorably as it was time consuming, would require more typing personnel and was unnecessary.

EXECUTIVES CONFERENCE CONSIDERATION:

For reasons cited, unanimously unfavorable. Attached hereto is a letter acknowledging Mrs. [redacted] suggestion.

b6  
b7C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/20/98 BY SP254/T

RECORDED-140

INDEXED-140

166-2554-10184

JAN 13 1953

Attachment

cc - Mr. Mohr  
Mr. Glegg

ES. WV 85 6 11 AM '53  
U.S. DEPT. OF JUSTICE  
DIRECTOR

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

HHC:ist

68 JAN 21 1953

113

The Director

January 12, 1953

The Executives' Conference

HANDLING OF BIMONTHLY DELINQUENCY LISTS  
BY THE SECURITY INDEX DESK

The Executives' Conference on January 12, 1953, consisting of Messrs. Tolson, Ladd, McGuire for Nichols, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Gearty and Belmont discussed the problem of handling the bimonthly delinquency lists insofar as the lists pertain to the Security Index Desk in the Domestic Intelligence Division. Present requirements are that all listed delinquent matters be followed on an individual case basis. The 19 Supervisors on the Security Index Desk would be required to handle approximately 26% of the pending matters in the Bureau in all classifications and approximately 39% of all the delinquent matters in the Bureau in all classifications.

Through the drive which the Domestic Intelligence Division has been placing on all offices to reduce delinquency in security cases the delinquency in classification 100 has dropped from 22,518 on December 31, 1951, to 11,643 matters on November 30, 1952. We are continuing to follow the progress of all offices on a monthly basis to be certain that the backlog of work and delinquency is reduced. In order to follow all delinquent matters on an individual case basis additional personnel would be needed on the Security Index Desk. Therefore, we have attempted to work out a program to follow up the field delinquency in these matters from a practical standpoint without requiring additional personnel. Our analysis shows the biggest problem in this matter is in the 8 offices that reported 9,124 delinquent matters in classification 100 on December 31, 1952. If we eliminate the 8 offices from listing delinquent matters on individuals with the characters Security Matter and Internal Security - C, S, P, ISL and N and continue to follow them by monthly letters to drive the delinquency down we can handle this matter without additional personnel.

The analysis further reflects that if we are going to follow all delinquent matters on an individual case basis we would flood the larger offices with form follow-ups and would not accomplish the desired results of this program.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Executives' Conference Recommendation

RECORDED - 96

INDEXED - 96

166-2554-10185

The Executives' Conference was of the unanimous opinion that we eliminate Boston, Chicago, Detroit, Los Angeles, Newark,

JAN 21 1953

Attachment

cc - Mr. Clegg

Mr. Mohr

File 100-358086

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-20-05 BY SP2G/PT

PPC:mjty

New York, Philadelphia and San Francisco Offices from listing Security Matter and Internal Security - C, SWP, ISL and N cases from the bimonthly delinquency lists and follow the over-all progress of those offices in regard to their delinquency on a monthly basis. The Executives' Conference also recommended that we advise those offices to cease listing the types of cases listed above on their bimonthly delinquency lists. If you approve, there is attached a letter to the 8 field offices in line with the recommendation.

Respectfully,  
For the Conference

*Kat*  
*Y*  
Clude Tolson

*R* *HS*

Mr. Tolson

1/14/53

Executives Conference

INVESTIGATIONS OF CANADIAN NATIONAL ACADEMY APPLICANTS

The Executives Conference on 1/14/53, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo and Clegg, considered the request of the Buffalo Office that Agents of that office be authorized to conduct an investigation alone and without Canadian police authorities accompanying them concerning Detective [redacted] an applicant to attend the FBINA from the Hamilton, Ontario, Canada PD.

b6  
b7C

The Conference unanimously recommended that for Canadian representatives, when the police department from which the application comes is not in disrepute, it would be considered adequate for the field office to confer with the Chief Constable of the Department for the purpose of obtaining the complete record of the applicant and the chief's statements concerning the applicant's department and eliablittu, and also that a check be made with [redacted] If these two checks resulted favorably, no additional investigation should be made.

b7D

It was felt undesirable for Special Agents of the FBI to conduct investigations in Canada which might result, as it has in the past, in protests being made which would reach the State Department and it would obviously be embarrassing to the police department and to the applicant for an investigation to be made in company with another officer of the same department.

The Conference thus recommended that where the police department in Canada was in good repute and an application was being considered that the investigation of the applicant be limited to the above described contacts with the Chief Constable and [redacted]

b7D

If approved, there is attached hereto an air-tel to the Buffalo Office in response to their inquiry, and also an SAC Letter to the Canadian Border offices.

A

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67 JAN 21 1953

RECORDED - 68  
INDEXED 68

66-2554-10186  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-88 BY SP5 C/PT

CC - Mr. Mohr  
Mr. Clegg  
HHG:hd Attachments



THE DIRECTOR

January 14, 1953

The Executives Conference

~~SUGGESTED STREAMLINING PROCEDURES~~  
~~TYPING SECTION, IDENTIFICATION DIVISION~~

The Executives Conference on January 12, 1953, consisting of Messrs. Tolson, Ladd, Glavin, Clegg, Harbo, Belmont, McGuire, Mohr, Gearty, and Tracy considered two suggestions by Miss [redacted] of the Identification Division Typing Section.

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The Conference was advised by Mr. Tracy that the work load in the Typing Section of the Identification Division is now greater than the presently assigned personnel can handle and that it is necessary to streamline the procedures or otherwise curtail the work flow.

1. Miss [redacted] suggested that the typing operation on the identification record form itself be streamlined by having the typist fill in the first two columns only instead of all five columns, as illustrated in the attached sample.

b6  
b7C

The advantage would be that a typist would be able to handle an increased number of records per day. This suggestion is proposed as a temporary curtailment only until additional personnel is available. It is estimated this proposed streamlining of the identification record form would be equivalent to the saving in time of 11 typists.

Mr. Tracy pointed out to the Conference that by filling out only the 2 columns containing the name of the contributor and the name and number of the person fingerprinted, it would be all the information the contributor would need to know inasmuch as all other pertinent data would be in the contributor's possession.

Mr. Tracy advised that the disadvantages were that State Bureaus which receive copies of identification record forms but do not receive a copy of the fingerprint card itself would not have the complete information, such as the date of arrest, the charge, and the disposition. There are 38 State Bureaus in addition to Canada, and it is estimated that approximately one-half do not receive a copy of the fingerprints while all receive a copy of the record. In addition, whenever an additional fingerprint

Attachment  
Mr. Clegg  
Mr. Mohr

SJT:edm

RECORDED - 96 166-2554-10184  
INDEXED - 96 JAN 14 1953

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DATE 1-12-82 BY [signature]

79 JAN 21 1953

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Winterrowd
- Tele. Room
- Mr. Holloman
- Mr. Sizoo
- Miss Gandy

Memorandum for the Director

January 14, 1953

card is received in the future it will be necessary at that time to complete the prior entry. Mr. Tracy pointed out that the suggestion was proposed merely until approximately July 1, 1953.

The Conference with the exception of Mr. Tracy was opposed to the suggestion, those opposed feeling that the record not being complete would give rise to a great deal of correspondence with the result that much of the time saved would be lost in handling correspondence, further, that inasmuch as the entries would have to be made at some future date, there is no net savings involved.

b6  
b7c

2. It is suggested by Miss [ ] that the Typing Section operations be streamlined by discontinuing temporarily the furnishing of copies of identification records to State Bureaus except where the State Bureau is the direct contributor of the fingerprint card itself. It is proposed this suggestion be on a temporary basis until July 1, 1953, or until additional personnel are available to the Typing Section.

The advantages would be that time would be saved on the part of the duplicator machine operators, the assemblers, mail clerks, and reader. There are 39 State Bureaus in addition to Canada which receive an additional copy of the record.

The disadvantages are that those State Bureaus not receiving a copy of a record for the completion of their files would undoubtedly object to this procedure and communicate with the Bureau.

The Executives Conference unanimously recommended against the adoption of this suggestion for the reason that the savings would be very small, less than the time of approximately two employees which time would undoubtedly be lost in handling correspondence from State Bureaus as a result of the change in procedure.

If the Director agrees with the majority vote, a letter thanking Miss [ ] will be prepared.

b6  
b7c

Respectfully,  
For the Conference,

Glyde Tolson

Mr. Tolson

12/19/52

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-97 BY SP3C/W

Present at the Conference 12/17/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Gearty.

The Executives Conference on 12/17/52 considered a suggestion made by Special Agent Joseph P. McMahon of Chicago that the Bureau adopt a Security Matter Calendar for recording meetings on other events of investigative interest to Special Agents handling security investigations.

It was claimed that such a calendar would help in planning informant coverage, help in the development of potential informants, and save time and money.

The Conference unanimously opposed mandatory field-wide adoption of this device since the scope of the security problem varies so greatly from one office to another. The Conference felt that while this calendar serves a very worth-while purpose in Chicago, it would be of no value in a small office having a very limited amount of security work.

The Conference unanimously recommended that:

1. The suggestion not be approved for mandatory field-wide use, but that Chicago be advised there is no objection to its use of the device.
2. Chicago be advised that its calendars should not be filed after they have served their purpose since to do so would be unnecessary duplication of filing.
3. That this matter be called to the attention of the larger offices as a matter of information.

Attached is a letter to the Special Agent in Charge in Chicago with carbon copies to several other offices implementing the recommendations of the Executives Conference.

cc: Mr. Mohr  
Mr. Clegg

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
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 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

EDJ:mew

68 JAN 28 1953

RECORDED - 106  
 INDEXED - 106  
 106-255-1100-188  
 JAN 15 1953  
 41

INITIALS ON ORIGINAL

ORIGINAL FILED IN

Mr. Tolson

12/23/52

The Executives Conference

REFERENCE IN MANUAL OF RULES AND REGULATIONS TO TECHNICAL AND MICROPHONE SURVEILLANCES

The Executives Conference on December 17, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Mason, Holloman, Tracy, and Gearty, considered the matter of whether the new Manual of Rules and Regulations should contain any instructions concerning files to contain correspondence and data relative to the operation, maintenance, logs, requests for authorization, justification letters, and other administrative details pertaining to technical and microphone surveillances.

The Conference was of the unanimous opinion that the Manual of Rules and Regulations should show that such a file should be maintained and that sub-files be used to file logs and letters requesting authorization and justification of the surveillance. Information concerning the filing of these matters has previously been furnished to the field by SAC Letters.

The proposed revision of the Manual of Rules and Regulations is attached. Part of this material has appeared in the old Manual of Rules and Regulations.

Attachment

EDM:bw

cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-10-82 BY [signature]

ENCL  
92

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED . 93  
INDEXED . 93

166-2357-10189  
JAN 15 1953  
78

62 JAN 23 1953

ORIGINAL COPY FILED IN 66-1984-6155

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

December 23, 1952

PROPOSED CHANGE IN MANUAL  
OF RULES AND REGULATIONS

Section 3D, 3. c.

Main Heading

Subheading

Supplies  
Surveillances  
Technical Equipment  
Technical Plants  
Technical and Microphone  
Surveillances

Logs; Request for Authori-  
zation; Justification  
Letters; and Administra-  
tive Matters

Telephones & Teletypes  
Transmittal Letters  
Visiting Employees  
Vouchers  
Vouchers  
Wanted Flyers  
Week End and Night Duty

Checks and Bonds  
General  
By Name of Companies

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HEREIN IS UNCLASSIFIED  
DATE 11-20-82 BY SP/CEI  
WPT

EDM: bu

66-2554-10189  
ENCLOSURE

# Office Memorandum • UNITED STATES GOVERNMENT

TO : H. NICHOLS *HN*

DATE: 12-12-52

FROM : W. F. HAMES *W.F.H.*

SUBJECT: PROPOSED MICROFILMING OF ~~NO RECORD~~ LOYALTY FORMS--RECORDS SECTION

*720-92 SPSC-147*

*11/14/53*  
Nichols  
Belmont  
Ladd  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Winterrowd  
Tele. Rm.  
Holloman  
Gandy

SYNOPSIS:

*Expectation: Complete 100%*

October, 1952, marked the completion of five years' participation in Federal Employees' Loyalty Program. Records Section has approximately 1.3 million No Record Loyalty Forms filed, occupying 225 file cabinets. This same material, if microfilmed, would occupy two file cabinets. To gain space in use of file cabinets, it is recommended that authorization be granted to microfilm those No Record Loyalty Forms received prior to October, 1952.

PURPOSE:

As you know, October, 1952, marked the completion of five years' participation in the Federal Employees Loyalty Program. It is the purpose of this memorandum to recommend that those No Record Loyalty Forms received prior to October, 1952, be microfilmed in order to conserve space.

PROCEDURE:

After searching through the Bureau's files, those loyalty forms on which "No Record" is marked are appropriately stamped, a copy is returned to the Civil Service Commission, and a copy is filed in an alphabetical sequence in the Records Section. Under specific direction of the Attorney General, we are required to keep a listing of all subjects of loyalty forms received. The ident's are contained in appropriate case investigation files and the non-ident's are filed in the manner described above. As we have received listings of subversive groups, we have checked them against the No Record Loyalty Forms. In view of the volume received, and in view of the fact that to do so would clutter up the General Index, the Bureau approved the non-indexing in the General Index of the No Record Loyalty Forms.

Statistics show that at the present time, we are making approximately 215 searches a month against the No Record Loyalty file. *66-2554-v*

(Continued on page 236 JAN 13 1953)

JWH: fkr

Approved by the Executive Conference December 21, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Clegg, McGuire, Sizoo, and Gearty.

*60 JAN 30 1953*

ORIGINAL FILED IN 66-16304-111

NOT RECORDED  
JAN 13 1953  
DETAILS OF ORIGINAL  
66-31-2386-111-25

Memo to Mr. Nichols

12-22-52

Re: Proposed Microfilming of No Record  
Loyalty Forms--Records Section

VOLUME ON HAND:

At the present time, we have approximately 3½ million No Record Loyalty forms received prior to October, 1952, filed in alphabetical sequence in five-drawer, letter-sized cabinets. These forms occupy a total of 227 cabinets and take up approximately 1,500 square feet of our space in the Identification Building. These same forms, if microfilmed would occupy two file cabinets, as well as the space for these cabinets.

PROPOSED MICROFILMING:

In view of the fact that we have completed five years under this program, I feel it is a propitious time to microfilm these records in order to take up the space and cabinets which will be made available by so doing. The microfilming job in itself will be a comparatively easy one since very little preparation of the forms will be required. In most instances, the forms will only have to be microfilmed on one side thus making for one image for each individual form in the file. There is attached to some of the forms certain search slips which contain the initials of searchers going back over the past five years. These, I feel, may be destroyed since they serve no useful purpose and it would be a waste of time to microfilm them.

An approximate estimate of four months has been made to do this proposed microfilming. Pursuant to Trotter's conversation with you, we have started another alphabetical sequence of those No Record Loyalty forms received subsequent to October, 1952.

It is my proposal that we consider the first five years as one block of files and that we microfilm these files when personnel becomes available. Thereafter, we will continue filing those files subsequently received in the new alphabetical sequence and at the end of the next five-year period, they will be microfilmed.

RECOMMENDATION:

It is recommended that appropriate authority be tendered for the purpose of microfilming those No Record Loyalty forms received prior to October, 1952, totaling approximately 3½ million. Upon receipt of this authorization, the Records Section will proceed through the usual channels to secure the necessary Archival approval in accordance with statutory provisions and when personnel becomes available, will microfilm the No Record Loyalty forms.

*A*

*I agree  
6/13/52  
OK  
J.M.  
G.M.*

TO: MR. NICHOLS

DATE: 12/15/52

FROM: W. G. EAMES

b6  
b7C

SUBJECT:   
Former Bureau Employee  
Suggestion #93-52

Mr.  suggested that manila envelopes with a string fastener be used to replace the manila envelopes with metal fasteners for enclosures and for the transmittal of mail between the Justice and the Identification Buildings.

We have now received a supply of these envelopes and the suggestion has been in effect for sixty days. In connection with their use for transmitting material between buildings, they have proven very satisfactory and we will accordingly continue to use them. They appear to be more durable; however, it is questionable as to whether the adoption of this type of envelope has resulted in any actual monetary savings.

Since a letter has already been directed to Mr.  no further action is believed to be necessary.

b6  
b7C

RECOMMENDATION:

That this suggested envelope be continued in use, and that no further action be taken.

WGE:jg

EXECUTIVES CONFERENCE ACTION:

On 12/22/52 the Executives Conference consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Mason, McGuire, Gearty, Laughlin, Winterrowd, and Holloman considered this matter. The Conference unanimously recommended that the practice be continued. No further action required.

EDM:mew

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-20-99 BY 2894/pt

INDEXED - 18  
RECORDED - 18

66-2554-10190  
RECORDED  
100 JAN 15 1953

79 JAN 21 1953

ORIGINAL FILED IN 66-3265-802

RECEIVED BY MAIL - 8



Mr. Tolson

January 6, 1953

The Executives Conference

SUGGESTION #729-52  
SA Nellis E. Manson  
Kansas City Office  
Re: ADVISING BUREAU IMMEDIATELY  
OF RECEIPT OF FEDERAL RESERVE ACT CASE  
~~SUPERVISOR~~

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, considered the suggestion of SA Nellis E. Manson of the Kansas City Office that upon receipt by a Field Office of a Federal Reserve Act case from a United States Attorney the Field Office should notify the Bureau of the receipt of this case.

At present the United States Attorney refers such matters to the local Field Office and also will write the Department concerning the complaint. The Department in turn forwards the complaint to the Bureau at the Seat of Government. The Bureau then transmits the material received from the Department to the Field Office which had already received this information. The United States Attorney usually receives such complaints from bank examiners and similar sources. At times, due to the delay of the Department in referring the matters to the Bureau, the Bureau will send a teletype to the Field Office to make certain that the Field is aware of the existence of the complaint.

The adoption of the suggestion that the Bureau be advised by air-tel would eliminate the need for the teletype to the Field and also would eliminate the necessity for having photostats prepared of the complaints received from the Department and transmitting them to the Field. The Investigative Division is favorably disposed. Conference unanimously favorable.

There is attached hereto a letter addressed to Agent Manson advising that his suggestion is being adopted. There are also attached proposed manual changes for the Manual of Instructions and the Agents Handbook.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment

cc - Mr. Mohr  
Mr. Clegg

HHC:ist

66 JAN 21 1953

RECORDED - 115

INDEXED - 115

166-2554-10191  
RECEIVED  
100 JAN 15 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/29/81 BY SP24  
GPT

ORIGINAL FILED IN 100-2029-97

Mr. Tolson

12/23/52

The Executives Conference

Those present at the Conference 12/19/52 were Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Gearby, Mason, Winterrowd, Tracy and Holloman.

*Autk*

MAILING PROCEDURE  
SURVEY

*Suggestion # 712*

Executives Conference on 12/19/52 considered a plan submitted by SAC Auerbach of Seattle suggesting that a survey be made in each field division to determine in which instances air mail and special delivery can be eliminated with no loss of efficiency.

BACKGROUND:

SAC Auerbach suggested that air mail could be eliminated and drastically reduced for mail in field offices particularly mail leaving offices on Thursday and Friday. He also suggested eliminating special delivery except on mail specifically so designated by supervisors and that a survey be made throughout the field to study the feasibility of his plan.

Records and Communications Division studied the mail and made the following recommendations:

1. That the suggested survey be made after the Christmas holidays. A survey made now would be inconclusive because of the backlog of holiday mail in the post offices.
2. That the survey be conducted for thirty days.
3. That each office be directed to review and revise its mailing procedures after compiling and analyzing the results of the survey.
4. That each office be directed to report to the Bureau the average monthly savings realized from the adjustments of its mailing procedures sixty days after the adjustments and revisions in such procedures have been made.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/82 BY SP-8/BJT

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
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 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

*EM, bw*

INDEXED-148

RECORDED-148

66-1534-10192  
JAN 10 1953  
61

JAN 22 1953

EX-112

The Executives Conference unanimously agrees with the recommendations of the Records and Communications Division.

The above suggestion concerns mail emanating from field offices only. On December 10, 1952, the Executives Conference unanimously approved a survey regarding mail emanating from the Bureau. An SAC Letter directing field offices to advise the Bureau of their observations in connection with mail emanating from the Bureau was approved.

Since the suggestion approved by the Conference in this memorandum, as well as the suggestion previously approved, have to do with the handling of mail, the previously approved SAC Letter was stopped in order that it could be combined with an SAC Letter outlining action in connection with the suggestion considered above.

The attached SAC Letter covers the complete action included in other surveys and instructs the field to:

1. Survey the methods of forwarding mail from the field to the Bureau and from one office to another to determine whether air mail and special delivery routings can be served with equal efficiency by regular mail.
2. Record the results of this survey.
3. Advise the Bureau of the average savings in postal charges by changes in mailing procedures.

By means of the attached SAC Letter the Bureau is also advising the field that as an economy measure the Bureau is going to eliminate special delivery handling of mail to all offices except Boston.

If approved, the attached SAC Letter will go forward.

Mr. Tolson

12/29/52

The Executives Conference

b6  
b7C

SUGGESTION OF MRS. [REDACTED]  
STREAMLINING FOLLOW-UPS TO POLICE DEPART-  
MENTS FOR DELINQUENT CRIME REPORTS.

The Executives Conference on December 19, 1952, at which were present Messrs. Ladd, Harbo, Mohr, Belmont, McGuire, Gearty, Mason, Winterrowd, Tracy, and Holloman, considered a suggestion that a streamlined procedure, using punch cards handled by machine, be used instead of the present system of manually checking and typing follow-up notices to law enforcement agencies to obtain delinquent crime reports.

This suggestion was made by Mrs. [REDACTED] of the Records and Communications Division Statistical Section.

The present manual system of doing this work consumes 78 work days per year. The system devised by Mrs. [REDACTED] will accomplish the same thing by IBM machine (which we now have) in about 7 1/2 work days per year. Thus the annual savings in salary and material will amount to about \$800.

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b7C

The Conference unanimously recommends that the system be given a 60-day trial and that the Records and Communications Division then submit its recommendations regarding permanent adoption of the plan. The question of an award for Mrs. [REDACTED] should be considered after a final decision has been reached.

cc - Mr. Mohr  
Mr. Clegg

EDM:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/20/82 BY [REDACTED]

RECORDED-52  
INDEXED-52

144-2561-10193  
JAN 19 1953

41

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

79 JAN 27 1953

ORIGINAL FILED IN 62-1-19945

C. A. Tolson

November 24, 1952

H. H. Glegg

RETENTION OF TICKLERS

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-10-92 BY SP5CJ-  
LPT

SYNOPSIS:

Present Bureau instructions provide that ticklers shall not be retained for longer than 60 days except on authority of Assistant Director who shall submit memorandum to Mr. Tolson advising identity of Supervisor and ticklers approved by Assistant Director for retention beyond 60-day period. Survey indicates Supervisors need ticklers for follow-up and ready reference purposes as long as a case is pending, which, in most instances, is longer than 60 days. Recommendation made that Supervisors be allowed to retain ticklers on pending cases for six months on oral authorization of Assistant Director and that Assistant Director advise Mr. Tolson by memorandum in cases where ticklers are retained longer than six months. Executives Conference of 11/26/52 recommends no change in current procedure.

PURPOSE:

To re-evaluate present Bureau policy regarding the retention of ticklers beyond 60 days and to recommend this policy be changed so as to allow ticklers on pending cases to be retained for six months upon oral approval of the Assistant Director.

BACKGROUND:

During the inspection of the Investigative Division conducted by Inspector B. C. Brown during August - September, 1952, it was disclosed that Supervisors in the Criminal and Fraud Sections of that Division were retaining ticklers beyond 60 days without the required authority. The policy followed in these Sections had been to retain ticklers as long as a case was pending and to destroy them prior to the expiration of 60 days after an investigative case was closed. The Assistant Director had authorized retention of ticklers in excess of 60 days in cases where this was being done. However, the Assistant Director had not been securing appropriate authority from Mr. Tolson's Office as required.

Attachment

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Rosen \_\_\_\_\_
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- Holloman \_\_\_\_\_
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by current Bureau instructions, which provide that should an Assistant Director determine that ticklers in certain types of cases of a continuing nature should be retained for longer than 60 days, the Assistant Director should submit a memorandum to Mr. Tolson advising him of the identity of the Supervisor and the ticklers he has approved for retention beyond the 60-day period. These instructions are contained in memorandum issued by the Director under date of January 27, 1950. (66-2554-7511)

As a result of this situation, the Inspector instructed that appropriate clearance be obtained from Mr. Tolson's office for any ticklers being retained in the Investigative Division for longer than 60 days. Memorandum from Mr. Rosen to Mr. Ladd dated October 9, 1952, set forth the practice followed in the Criminal Section of the Investigative Division of retaining ticklers as long as a case is pending and recommended that approval be granted for the continuation of this system.

#### RESULTS OF SURVEY:

A survey has been made of the practice followed by Supervisors in both the Investigative and Domestic Intelligence Divisions in retaining ticklers. Various Supervisors in these Divisions were contacted relative to the type of ticklers maintained, the purpose served by these ticklers, and the necessity for their retention. This survey revealed that generally the type of ticklers maintained consisted of material such as copies of Bureau memoranda, incoming and outgoing letters, special teletypes, etc. No instances were found that Supervisors were retaining copies of investigative reports as ticklers. The purpose of retaining ticklers is twofold; (a) to enable the Supervisor to follow the Field and make certain that any necessary action is taken by the appropriate time, and (b) to serve as a source of ready reference in expeditiously obtaining information regarding the case and in answering inquiries received from sources, such as the Director or other Bureau officials.

The Supervisors contacted advised that they do not consider ticklers as a substitute for the case file and do not rely on ticklers to supervise their cases. Rather, they use ticklers as a means of following up certain phases of an investigation and as a source of ready reference to answer inquiries of an expedite nature, which

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Gandy \_\_\_\_\_

may be received regarding one of their cases. They point out that if they did not maintain ticklers, it would be necessary to call the case file whenever inquiries were received from Bureau officials regarding a case and an undesirable delay would ensue before the information necessary to answer the inquiry could be obtained. A physical check of tickler files maintained in some of the more involved cases revealed that the ticklers kept in these cases consist of material which is frequently needed and used by the Supervisors on a day-to-day basis for reference purposes in answering inquiries and in supervising the case. It is found that the Supervisors follow the practice of periodically pulling and reviewing files on cases of a continuing nature to insure that the case is receiving proper attention and that they use the case file when preparing outgoing correspondence rather than relying on ticklers.

In the Domestic Intelligence Division, it was found that ticklers were being destroyed at the end of 60 days except in involved or important cases of a continuing nature where appropriate authority had been obtained to keep ticklers for a longer period. Examples of such cases are investigations under the Internal Security Act of 1950, Smith Act cases, the cases involving the seven Communist fugitives, involved and important espionage investigations, etc. In the Criminal Section of the Investigative Division, it was found that, as set out hereinbefore, ticklers are kept on pending criminal investigations and are destroyed when the case is closed or within 60 days thereafter. In most instances, some of the ticklers on pending cases will be more than 60 days old as it is most unusual for a criminal case to be completed and closed within a 60-day period.

It was the consensus of opinion of the various Supervisors contacted that ticklers are needed as long as a case is active and pending and that, in most instances, this would require retention of ticklers in excess of 60 days.

#### CONCLUSIONS:

Ticklers are necessary for the purpose of following investigations with the Field and as a source of ready reference to promptly answer inquiries received from Bureau officials. A survey indicates that Supervisors

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do not follow the practice of keeping copies of investigative reports as ticklers and do not use ticklers as a substitute for the case file. Ticklers are generally needed on a case as long as that case is pending and, in most instances, this will be longer than 60 days. It is accordingly felt that Supervisors should be allowed to keep ticklers on pending cases for longer than 60 days, provided the Assistant Director approves such retention. It is not felt, however, that ticklers should be retained for longer than six months unless authority in each case has been obtained from Mr. Tolson's office.

RECOMMENDATIONS:

(1) That the present 60-day limitation on the retention of ticklers be amended to the extent that each Assistant Director be allowed to orally authorize Supervisors in his Division to retain ticklers on pending cases for a period not to exceed six months from the date of the tickler.

(2) That in any case where an Assistant Director determines that ticklers in certain types of cases of a continuing nature should be retained for longer than six months, the Assistant Director should submit a memorandum to Mr. Tolson advising him of the identity of the Supervisor and the ticklers the Assistant Director has approved for retention beyond the six months' period.

~~A memorandum to all Bureau officials is attached for use should the above recommendations be approved.~~

EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference of 11/26/52 recommended, after considering this matter, that no change be made in the current procedures. Present at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Nichols and Mason.

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Gandy \_\_\_\_\_



Mr. Tolson

January 6, 1953

The Executives Conference

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SUGGESTION #399-52

Miss [redacted]

Springfield Office

Re: CONSIDERATION FOR AWARD FOR  
SUGGESTION RE REVISION FORM FD-77

X HANDLING of MAIL

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, considered the question as to whether an award should be made to stenographer [redacted] of the Springfield Office for a suggestion which has been adopted. Her suggestion was that when an Agent prepares a dictation slip for dictating machine records they indicate on the dictation slip "period for which made." The suggestion is for the purpose of saving time on the part of the stenographers and typists who otherwise would be unable to insert the period for which made until they came to the place on the dictation machine record where this information appears. The suggestion was determined to have merit and has already been adopted by the Bureau.

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A subsequent estimate was made as to the amount of savings, and it is estimated that the annual savings would be approximately \$900 which would entitle an employee to an award of \$45.

The Conference unanimously recommended unfavorably as to an award since this suggestion was the outgrowth of duties performed by the stenographer and within the scope of her normal performance. For this reason the Conference unanimously recommended no cash award.

cc - Mr. Mohr  
Mr. Clegg

HHC:lst

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- Tolson \_\_\_\_\_
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JAN 22 1953

ORIGINAL FILED IN 66-18929-22

January 14, 1953

SAC, Baltimore

Director, FBI

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-20-92 BY SP3CJ-  
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INDEXING PROCEDURES

A study is being made of indexing problems at the Seat of Government, some of which have a relationship to problems in the Field. In this connection, a test survey is being made in one office to determine the feasibility of having the reporting agent in security cases indicate by the use of a prepared form what indexing in each report should be done at the Seat of Government. In Seat of Government indexing in the criminal categories certain classifications are marked for indexing on the basis of the information appearing the the title and a reading of the synopsis. Other classifications are fully read for purpose of indexing. Consideration is being given to certain changes designed to insure that all matters needing indexing in the criminal classifications either appear in the title or in the synopsis of each report.

Before making any changes, the Bureau desires the views from the various offices receiving copies of this communication concerning the matters as indicated hereinafter.

1. Indexing of the Contractions of the Names of Subjects and Victims

In the Seat of Government indices all contractions of the full names of a subject and victim which are used by them, as indicated in investigative reports, are indexed. This applies to both security and criminal cases. As you realize, Field indexing is confined to the full name of the subject or victim, if known.

(a) Is it believed desirable that a change be made at this time in Field indexing regulations to require that, in addition to full names of subjects and victims, contractions of their names known to be used by them be indexed in the Field?

(b) How much additional clerical work would be involved in such additional indexing?

(c) Would the savings in the searching time which should result equal or exceed the cost of the additional indexing?

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For purpose of Seat of Government indexing, it would be helpful if the contractions of the names of subjects and victims known to be commonly used by them were made a part of the title, that is, if a subject's full name is John Henry Brown and he regularly uses the name John Brown, the initial report would be shown John Henry Brown, also known as John Brown. No other contractions of the full name would be shown unless subsequent investigation disclosed that he also frequently used an additional contraction such as J. H. Brown. In that event, the title would be marked "Changed," and an appropriate explanation would be placed in the the first paragraph of the details. If such a change were made, Seat of Government indexing of subject and victims could be made on the basis of the title only.

(d) (1) In that event, and assuming no change is made in Field indexing procedures, would this result in confusion in the Field; i.e., indexing the full name but ignoring any contractions which appeared in the title?

(2) Would it be better from the Field point of view if contractions were not made a part of the title but explained in the first paragraph of the details in the initial report and in subsequent reports when it is determined that a subject commonly uses an additional contraction of his name?

## 2. Indexing of Property

(a) Motor Numbers. At the present time motor numbers of stolen vehicles, even though the subject is known, are indexed both in the Field and in the Seat of Government indices. The Bureau contemplates the discontinuance of the indexing of motor numbers in known subject cases at the Seat of Government.

(1) Does the Field foresee any difficulty of such a nature as to justify continuance of such indexing at the Seat of Government?

(2) Is it believed necessary or desirable that we continue the practice of indexing such motor numbers in the Field?

(b) Other Stolen Property. In the past additions have been made to the National Stolen Property File on the basis of information appearing in investigative reports. It is believed that much unnecessary indexing in this file has resulted. In an effort to avoid unnecessary indexing, consideration is being given to requiring the Field to submit to the Bureau by letter, marked for the attention of the National Stolen Property File, any requests for additions to or searches against this file. Some offices are now handling such request by letter. Does the Field foresee any difficulty in such a procedure?

3. Indexing of Relatives of Subjects in Criminal Cases:

(a) If the synopsis only is read by the clerical employee marking for indexing in the Seat of Government, is it likely that we will fail to index the name of a relative who is seriously involved in the activities of a subject?

(b) If so, would it be unreasonable to require Agents to insure that the names of such persons justifying indexing in the Seat of Government be included in the synopsis?

4. Indexing of Victims:

In the past, the names of all victims in Bureau cases, whether or not they appeared in the title, have been indexed in the Seat of Government file. This has included the names of Victims in Interstate Transportation of Stolen Property cases, Theft from Interstate Shipment cases, et cetera. The Bureau questions the need for indexing the names of all such victims at the Seat of Government in known subject cases. The names of victims appearing in the titles of cases would, of course, be indexed. The Bureau regulations now require that the name of victims in White Slave Traffic Act, Extortion, Kidnapping, Civil Rights and Domestic Violence, Crime on the High Seas, and Involuntary Servitude and Slavery cases appear in the title. Consideration is being given to adding a requirement providing for the name of the victim in Crime on Government Reservation cases where the crime is against the person (murder, rape, assault, et cetera) to appear in the title.

(a) Does the Field perceive any reason why we would not be able to answer logical request for information concerning cases we have handled even though we discontinue the indexing in the Seat of Government indices of victims whose names are not carried in the title of Bureau cases?

(b) Does the Field see any reason why it would not be desirable to add the name of the victim to the title of all reports involving Crimes of Government, Reservations against the person of an individual?

It is desired that this matter be given early attention in the Field and that a communication from each office receiving copies of this letter reach the Bureau not later than January 26, 1953. The frank views of the Special Agents in Charge in this connection are desired. Your communications should be marked for the attention of the Training and Inspection Division.

cc Boston	Indianapolis	Minneapolis	Philadelphia	San Francisco
Butte	Knoxville	Newark	St. Louis	Seattle
Chicago	Los Angeles	New York	Salt Lake City	Washington
Detroit	Miami	Oklahoma City	San Antonio	

MR. TOLSON

January 18, 1953

Executives' Conference

INDEXING PROCEDURES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-20-02 BY [signature]

On December 2, 1952, Executives' Conference considered a suggestion that certain additional violations be handled by Records Section classifiers for indexing on the basis of the reading of the synopsis only (this is done in 30 other criminal violations) rather than require classifiers to read the entire report. The Executives' Conference directed that a survey be made concerning over-all indexing problems for possible streamlining looking toward reduction of duplication in reading (classifiers and supervisors), duplicate indexing, et cetera.

Survey disclosed duplication in indexing in security cases and recommendation made that 30-day test be made in Washington Field Office having reporting agent indicate what names should be indexed. This handled separately by Executives' Conference memorandum dated 12-15-52 and applies only to 100 Classification cases.

Survey further disclosed in those criminal cases where classifiers read entire report the following types of material were marked for indexing:

- (1) Contractions of names of subjects and victims.
- (2) Property (stolen vehicles and other stolen property).
- (3) Relatives of subjects.
- (4) Victims (where not part of the title, i. e., victims in check-passing cases).

On January 6, 1953, the Executives' Conference (Messrs. Tolson, Ladd, Belmont, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty, McGuire and Sizoo) considered suggestions for changes in procedures designed to make reading of reports by classifiers beyond the synopsis unnecessary. However, since some of suggested changes would affect field indexing and report writing procedures, it was the view of the Conference that a circularization of a substantial number of offices should be made for information as to the effect such changes would have on field office operations.

A suggested letter to twenty offices is attached.

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 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Attachment

JAS:arm

cc - Mr. Clegg  
Mr. Mohr

[Handwritten signature]

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66-2554-10195  
JAN 21 1953  
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ORIGINAL FILED IN 66-5084-403

Mr. Tolson

December 2, 1952

The Executives Conference

SUGGESTION #661-52

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Miss [redacted]  
Records Section  
Re: INDEXING

The Executives Conference on December 1, 1952, Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Gearty, Tracy, Belmont, Rosen, Winterrowd and Clegg, unanimously recommended that Inspector J. A. Sizoo conduct a survey on the matter of Indexing. At present clerical employees in the Records Section read the details of many reports for indexing purposes. Some classifications of reports are excepted. The Supervisors also are required to read reports and a question has arisen as to whether this duplicate reading, for indexing purposes should be continued. There was some feeling that the duplication was a waste of time, while others felt that the indexing by the Records Section clerks would establish greater uniformity than could be obtained if it were left to each Supervisor to underscore what they thought should be indexed according to its needs and that uniformity was not essential. There was also considerable discussion indicating that more exceptions could be made to the requirement that clerical employees read the details of reports for indexing purposes.

This matter arose out of a specific suggestion of Miss [redacted] of the Records Section Classifying Unit that hereafter the clerical employees read only the title and synopsis for indexing purposes in Illegal Wearing of Uniform, Civil Rights, and Crimes on the High Seas cases.

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The Conference unanimously recommended that Mr. Sizoo conduct a survey and report on this entire problem.

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- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

HHC:IST

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ALL INFORMATION CONTAINED  
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DATE 7-30-98 BY SP-6/CP

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JAN 21 1953  
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ORIGINAL FILED IN 66-5034-21

Mr. Tolson

January 8, 1953

The Executives Conference.

SUGGESTION #735-52  
SA William H. Rockett  
Newark Field Office  
Re: USE OF ROUTING SLIPS (Form 0-24)  
TO TRANSMIT MATERIAL TO FIELD

\*FORMS

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, recommended unanimously favorably the suggestion of SA William H. Rockett of the Newark Office that the routing slip which is now used by the Domestic Intelligence Division primarily in transmitting monographs and other data to Field Offices be considered proper for filing in the files in view of the instructions on the routing slip. The routing slip, in addition to transmitting the information, instructs that if the data is used in a future report either the contents should be paraphrased, all sources should be concealed or their added remarks typed on the routing slip which is sent out over the Director's printed signature. This information is, of course, of value in the Field Office file and, if the routing slip is destroyed, it is necessary for an employee to write on the enclosure the instructions which would appear on the routing slip. Consequently it was felt that the routing slip should be stapled to the information which is transmitted and placed in the file with it.

The Executives Conference recommended unanimously favorably. If this is approved, there is attached an SAC Letter accordingly.

There is also attached for approval a letter to SA Rockett advising that his suggestion is being adopted.

An appropriate manual change is also attached.

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

Attachment

cc - Mr. Mohr  
Mr. Clegg

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 7-22-82 BY SP5/CPJ

78 JAN 23 1953

ORIGINAL FILED IN 66-3482-1509

MR. TOLSON

12/16/52

EXECUTIVES CONFERENCE

SUGGESTION #706-52  
HANDLING OF BIENNIAL  
PERSONAL INVENTORY

Present at the Conference on 12/12/52 were Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Mason and Gearty.

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The Executives Conference considered a suggestion made by Miss [redacted] of the New York Office, that the biennial preparation of personal inventory form, FD-22, copy attached, be eliminated and instead this property be checked by the Supervisor against the permanent property record, Form FD-107, in the employee's personnel file. Form FD-107 would then be initialled and dated by the Supervisor. Instead of sending to the Seat of Government individual FD-22 forms for each employee, as is now the case, the SAC would submit one general letter covering the entire results of the inventory check.

Present Procedure

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-98 BY SP5/UCP

Each employee prepares an inventory of his property biennially on Form FD-22 in duplicate. This is compared and reconciled with the permanent property record, Form FD-107, in the employee's field personnel file. The original of Form FD-22 is then sent to the Seat of Government and a copy is filed in the employee's field personnel file.

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Miss [redacted] believes that her system would save time in preparing, distributing, typing, checking and filing inventory forms.

Administrative Division Views

The Administrative Division states that Form FD-22 must be submitted in order to check the inventory with Seat of Government records; however, the Seat of Government needs only the original. As far as the Administrative Division is concerned, no copy need be made for the field personnel file.

The Executives Conference agreed unanimously with the views of the Administrative Division. If approved, there are attached for signature an appropriate letter to Miss [redacted] and a manual change. No SAC Letter is necessary at this time. Appropriate instructions should be issued by the Administrative Division the next time the biennial inventory is to be taken.

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- Tolson \_\_\_\_\_
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- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments  
cc-Mr. Mohr  
Mr. Clegg  
EDM:dmg

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INDEXED - 59 / JAN 15 1953  
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53 JAN 27 1953

ORIGINAL FILED IN 66-3504-196



THE EX-CUTIVES CONFERENCE

~~MONTHLY~~ ADMINISTRATIVE REPORT

The Executives Conference of January 5, 1953, consisting of Messrs. Clegg, Gearty, Rosen, Tracy, Belmont, Holloman, Ladd, Harbo, Mohr, Nichols, and Glavin, was advised that information had been received from the New York Office in connection with the listing of delinquent cases on the monthly administrative report as of December 31, 1952.

The Conference was advised that there will be between 9,000 and 9,000 cases listed as delinquent in the New York Office. Information has been received telephonically from the New York Office that in preparing their delinquent cases it was necessary to make up 3 x 5 cards for each delinquent case and then check the files for each case listed as delinquent. It was pointed out to the Conference that these 3 x 5 cards are now prepared and if a tabular delinquency report was to be made of these delinquencies which must be between 9,000 and 9,000 cases, it would take up approximately twenty typing days to complete; that is, a sufficient number of typists would have to be placed on this typing job which would equal twenty typing days for one typist. The New York Office inquired as to whether the 3 x 5 cards which reflect the delinquent case and sufficient data on each delinquent case could not be forwarded to the Bureau rather than having the delinquent cases typed on the administrative report form. It was pointed out to the Conference that these 3 x 5 cards could be easily sorted out in the Investigative Divisions and classified to the various supervisors for whom this delinquency tabulation is prepared. As a matter of fact, it would permit the supervisors to have information concerning delinquent cases in the New York Office more quickly than if the regular page tabulation was made and that tabulation had to be routed to the various supervisors in question.

The Conference unanimously recommended that the Bureau approve the New York Office forwarding the delinquent cases tabulation on the 3 x 5 cards which are available rather than performing all of the typing work necessary to tabulate such delinquent cases in report form. Should you agree, the New York Office will be appropriately advised.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Tele. Rm. \_\_\_\_\_
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- Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 112  
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JAN 27 1953  
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INTERFILE ON ORIGINAL

ORIGINAL FILED IN 106-2554-10199

78 JAN 28 1953

Mr. Tolson

December 31, 1952

The Executives Conference

SUPERVISION OF SELECTIVE SERVICE  
ACT OF 1948  
CONSCIENTIOUS OBJECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-20-92 BY SP5CA-  
CA

SYNOPSIS

Executives Conference December 30, 1952, unanimously recommended approval of an SAC Letter instructing the field to re-contact all persons previously interviewed in conscientious objector investigations in those instances in which the subjects have since refused to be inducted, such recontacts to be made after prosecution has been authorized so that Bureau will not be in the position of withholding its reports on the basis of implied confidences. 160 such subjects have refused induction and prosecution has been authorized in 118 cases. Criminal Division of Department previously requested such recontacts in one case to be tried in Minneapolis and five cases to be tried in Los Angeles. All persons recontacted in Minneapolis case consented to have identity revealed and testify in court but several persons in Los Angeles cases have declined. In current conscientious objector investigations, willingness to testify is being ascertained at time of original interview. Estimated cost of recontacts in 160 cases is \$25,346.00.

BACKGROUND

At the Executives Conference for December 30, 1952, those present were advised that the Investigative Division was recommending that recontacts be made with persons previously interviewed in conscientious objector cases when prosecution has been authorized against the subject for violation of the Selective Service Act.

The Executives Conference on December 8, 1952, considered the matter of making such recontacts and recommended approval of an airtel to all SACs instructing them to advise the Bureau as to the number of cases in which induction had been refused by the subjects of previous conscientious objector investigations and the number of such cases in which prosecution had been authorized.

Numerous subpoena duces tecum have been received in Selective Service cases in which conscientious objector investigations have been conducted previously. Bureau Bulletin No. 43,

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc Mr. Mohr  
cc Mr. Adressg

REC'D - 101 2 11 20 10E

RECORDED - 111

66-3554-10200

INDEXED

JAN 16 1953

EX - 111

INITIALS 6859

ORIGINAL FILED IN 66-3554-10200

JAN 28 1953

Memorandum for Mr. Tolson

Series 1952, dated December 4, 1952, initiated a new procedure in conscientious objector cases so that it is now determined at the time of each interview whether the persons interviewed would be willing to testify to the information given if necessary. This, of course, does not clarify the cases investigated prior to the issuance of that Bulletin. It has been determined from the inquiry of the field that there are 160 conscientious objector cases in which the subject has refused induction. In 118 of these cases prosecution has been authorized.

The Criminal Division of the Department previously requested the Bureau to recontact all persons interviewed in the conscientious objector investigation of [redacted] who had refused induction and was to be tried in Minneapolis. A subpoena had been served on the SAC by the defense counsel. The Criminal Division also requested such recontacts in five cases to be tried in Los Angeles involving [redacted]

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[redacted] All persons interviewed in the [redacted] case consented to have their identity revealed and to testify in court if necessary. However, in each of the Los Angeles cases, at least one person has refused to have his identity made known and to testify.

The purpose of these recontacts is to obtain from the persons originally interviewed their consent to testify and have their identities made known if they are willing, or on the other hand to obtain an expressed request from them for confidential treatment if they are unwilling to testify. This, of course, will make it unnecessary for the Bureau to decline to produce its reports when subpoenaed on the basis of implied confidences since where it is necessary to refuse to produce the reports, there will be expressed confidences. The recontacts are to be made in those cases in which prosecution has been authorized and in the event additional prosecutions are authorized, in such cases recontacts will be made after the prosecution has been authorized. In those cases in which recontacts are necessary, they are to be completed within thirty days.

The Criminal Division of the Department has instructed U. S. Attorneys\* to withhold Grand Jury presentation of additional cases of this type where the statute of limitations will not bar prosecution and to remove all such cases from the current court dockets pending further instructions. If the defendant moves for an

Memorandum for Mr. Tolson

early trial, the U. S. Attorneys are instructed to contact the Department immediately for instructions in the event any question arises as to the production of Bureau reports. The U. S. Attorneys were also advised the Department is considering an appeal in the Hugent case in which the Second Court of Appeals held registrants are entitled to examine Bureau reports.

The Administrative Division has estimated that it will cost about \$25,346 if all individuals in the 160 cases are re-contacted. This estimate is based on four agent days per case.

RECOMMENDATION OF CONFERENCE

The Executives Conference unanimously approved the recommendation of the Investigative Division and the suggested SAC Letter. Those in attendance were Messrs. Ladd, Clegg, Glavin, Tracy, Harbo, Garty, Laughlin, Mohr, Sizoo and Winterrowd.

Mr. Tolson

January 2, 1953

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The Executives Conference

SUGGESTION #766-52

SA [redacted]

Los Angeles Office

Re: NUMBERING BUREAU BULLETINS  
AND SAC LETTERS

The Executives Conference on December 31, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Ladd, McGuire, Winterrowd, Gearty, Sizoo and Clegg, considered the suggestion of SA [redacted]

The present system is to number the Bureau Bulletins and SAC Letters, then show the series for the current year, and then date the communication. When reference is made to a particular Bureau Bulletin or SAC Letter all of this identifying material is included in correspondence. SA [redacted] of the Los Angeles Office suggested that in the future they be numbered first with a number corresponding with the current year, 52 for 1952 et cetera, followed by the number of the Bulletin or SAC Letter, for example, 53-1, 53-2, 54-1 and so forth.

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The Conference was unanimously in agreement that this would be a simplification of the numbering procedure and recommended favorably.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-92 BY SP54-PT

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

cc - Mr. Mohr  
Mr. Clegg

HHC:lst

RECORDED - 57

INDEXED - 57

166-2554-10201

JAN 26 1953

76

JAN 29 1953

Mr. Tolson

1/21/53

The Executives Conference

REDUCTION OF STENOGRAPHIC WORK  
DISCONTINUANCE OF 30 DAY REPORTS  
REQUIRED IN FUGITIVE CASES

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The Executives Conference on January 14, 1953, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo, and Clegg being present, considered the suggestion of SA [redacted] that for the purpose of reducing stenographic work the requirement for the covering of leads in fugitive cases within thirty days be eliminated.

The Conference unanimously opposed the suggestion.

The Agent seems to predicate his suggestion on the basis of reducing the number of reports. The requirement is that the leads be covered. The reports are a natural outcome of such leads. The cases cannot be properly supervised at the Seat of Government or in the field unless such reports are submitted, and it was believed that there should be no extension of the time within which leads in fugitive cases should be handled, since the usual method of capturing fugitives is to cover the obvious leads with promptness.

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If this is approved, there is attached hereto a letter to Agent [redacted]

cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/30/92 BY [signature]

711

HHC:bw

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-14  
INDEXED-14  
16-2054-10240 2  
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67 JAN 28 1953

81

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/92 BY SP6/LA



ENCLOSURE 66-2554-10203

DCC LAB NOTE

**ENVELOPE**

**EMPTY**



THE DIRECTOR

January 21, 1953

THE EXECUTIVES' CONFERENCE

~~CIVIL SERVICE COMMISSION - NAME CHECKS WITH LOCAL BUREAU OFFICES~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 1-20-92 BY SP5U

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, on January 21, 1953, considered whether the Civil Service Commission should check the names of applicants being investigated by them through the indices of Bureau field divisions, as well as through the Bureau indices at the Seat of Government.

SAC Letter #71, Series 1952, dated July 25, 1952, advises the field that incidental to the transfer of certain type applicant investigations from the FBI to the Civil Service Commission, the Civil Service Commission will make name checks with our field offices and instructed the field to handle these name checks pursuant to our regular policy, as set forth in the Manual of Rules and Regulations. Several inquiries have been received from the field raising the question as to whether the Civil Service Commission will check the name of the applicant through the field office indices as well as the names of the applicant's relatives.

Our arrangements with the Civil Service Commission are that in these applicant cases the name of the applicant will be checked through the Bureau files at the Seat of Government and not through our field office files, as this would be duplicate work. CSC does check the names of the applicant's relatives through the field office files in those districts where the relatives reside when investigation is being conducted in those districts. The names of the relatives are not checked through the Bureau's files in Washington, thus avoiding duplication.

The attached letter has been prepared, advising the field it is not necessary that the applicant's name be checked through the field offices, inasmuch as this is being done at the Bureau.

The question arose as to whether we should check the applicant's name, both at the Bureau and in the field offices. In order to resolve this, a check was made as to what information is sent to the Bureau by our field offices. In other words, how good a check do we get on an applicant's name being checked through our indices at the Seat of Government. Instructions to the field

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

67 JAN 28 1953

CC - Mr. Mohr  
Mr. Clegg

AHB:tlc

RECORDED 13  
INDEXED 13

66-2034-10204

JAN 23 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 1-20-92 BY SP5U

105

200

MEMORANDUM FOR THE DIRECTOR

require the field to furnish the Bureau with any complaint reflecting disloyalty concerning government employees; to submit names and identifying data concerning persons associated with the Communist Party, other Marxist revolutionary groups and the Nationalist Party of Puerto Rico; to submit membership and mailing lists and other records showing affiliation with Communist front groups cited by the Attorney General. Daily Worker and Daily People's World subscription lists and Communist Party nominating petition lists are not indexed at the Seat of Government in conformance with prior Bureau consideration that the volume of such lists and the lack of proof that persons on such lists are disloyal would not warrant the terrific indexing problem involved.

Executives' Conference Recommendation:

The Executives Conference recommended unanimously that the searching of the applicant's name by the Civil Service Commission be continued as at present through the files at the Seat of Government and not in the field and that the names of the relatives of the applicants be searched through the field office files in the pertinent districts, as at present, and not at the Seat of Government. The Conference pointed out that due to the very thorough indexing at the Seat of Government, a check of the applicant's name produces more information at the Seat of Government than a check through the field office file, and under existing Bureau instructions to the field, any information of a substantial derogatory nature will be reflected in the files at the Seat of Government. The Conference pointed out that if we make searches both at the Seat of Government and in the field in these applicant cases, it would be only logical to extend the principle of duplicate searches to all name check requests made here at the Seat of Government and that such a procedure would be a wasteful, costly and inefficient procedure.

If you agree, the attached letter will be sent to the field.

OKT  
Respectfully,  
For the Conference

Y  
Glyde Tolson

THE DIRECTOR

January 31, 1953

THE EXECUTIVES' CONFERENCE

CIVIL SERVICE COMMISSION - NAME CHECKS WITH LOCAL  
BUREAU OFFICES

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, on January 31, 1953, considered whether the Civil Service Commission should check the names of applicants being investigated by them through the indices of Bureau field divisions, as well as through the Bureau indices at the Seat of Government.

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Our arrangements with the Civil Service Commission are that in these applicant cases the name of the applicant will be checked through the Bureau files at the Seat of Government and not through our field office files, as this would be duplicate work. CSC does check the names of the applicant's relatives through the field office files in those districts where the relatives reside when investigation is being conducted in those districts. The names of the relatives are not checked through the Bureau's files in Washington, thus avoiding duplication.

The attached letter has been prepared, advising the field it is not necessary that the applicant's name be checked through the field offices, inasmuch as this is being done at the Bureau.

The question arose as to whether we should check the applicant's name, both at the Bureau and in the field offices. In order to resolve this, a check was made as to what information is sent to the Bureau by our field offices. In other words, how good a check do we get on an applicant's name being checked through our indices at the Seat of Government. Instructions to the field

CC - Mr. Mohr  
Mr. Clegg  
AHB:tlc

JAN 23 1953

~~NOT RECORDED~~  
195 JAN 26 1953

MEMORANDUM FOR THE DIRECTOR

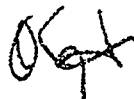


require the field to furnish the Bureau with any complaint reflecting disloyalty concerning government employees; to submit names and identifying data concerning persons associated with the Communist Party, other Marxist revolutionary groups and the Nationalist Party of Puerto Rico; to submit membership and mailing lists and other records showing affiliation with Communist front groups cited by the Attorney General. Daily Worker and Daily People's World subscription lists and Communist Party nominating petition lists are not indexed at the Seat of Government in conformance with prior Bureau consideration that the volume of such lists and the lack of proof that persons on such lists are disloyal would not warrant the terrific indexing problem involved.

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If you agree, the attached letter will be sent to the field.

Respectfully,  
For the Conference

  
  
Clyde Tolson 

THE DIRECTOR

January 21, 1953

THE EXECUTIVES' CONFERENCE

CIVIL SERVICE COMMISSION - NAME CHECKS WITH LOCAL  
BUREAU OFFICES

7-20-92-SPSCU-  
LPT

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, on January 21, 1953, considered whether the Civil Service Commission should check the names of applicants being investigated by them through the indices of Bureau field divisions, as well as through the Bureau indices at the Seat of Government.

SAC Letter #71, Series 1952, dated July 25, 1952, advises the field that incidental to the transfer of certain type applicant investigations from the FBI to the Civil Service Commission, the Civil Service Commission will make name checks with our field offices and instructed the field to handle these name checks pursuant to our regular policy, as set forth in the Manual of Rules and Regulations. Several inquiries have been received from the field raising the question as to whether the Civil Service Commission will check the name of the applicant through the field office indices as well as the names of the applicant's relatives.

Our arrangements with the Civil Service Commission are that in these applicant cases the name of the applicant will be checked through the Bureau files at the Seat of Government and not through our field office files, as this would be duplicate work. CSC does check the names of the applicant's relatives through the field office files in those districts where the relatives reside when investigation is being conducted in those districts. The names of the relatives are not checked through the Bureau's files in Washington, thus avoiding duplication.

The attached letter has been prepared, advising the field it is not necessary that the applicant's name be checked through the field offices, inasmuch as this is being done at the Bureau.

The question arose as to whether we should check the applicant's name, both at the Bureau and in the field offices. In order to resolve this, a check was made as to what information is sent to the Bureau by our field offices. In other words, how good a check do we get on an applicant's name being checked through our indices at the Seat of Government. Instructions to the field

CC - Mr. Mohr  
Mr. Clegg  
AHB:tlc

JAN 23 1953

~~NOT RECORDED~~  
125 JAN 26 1953

MEMORANDUM FOR THE DIRECTOR

require the field to furnish the Bureau with any complaint reflecting disloyalty concerning government employees; to submit names and identifying data concerning persons associated with the Communist Party, other Marxist revolutionary groups and the Nationalist Party of Puerto Rico; to submit membership and mailing lists and other records showing affiliation with Communist front groups cited by the Attorney General. Daily Worker and Daily People's World subscription lists and Communist Party nominating petition lists are not indexed at the Seat of Government in conformance with prior Bureau consideration that the volume of such lists and the lack of proof that persons on such lists are disloyal would not warrant the terrific indexing problem involved.

Executives' Conference Recommendation:

The Executives Conference recommended unanimously that the searching of the applicant's name by the Civil Service Commission be continued as at present through the files at the Seat of Government and not in the field and that the names of the relatives of the applicants be searched through the field office files in the pertinent districts, as at present, and not at the Seat of Government. The Conference pointed out that due to the very thorough indexing at the Seat of Government, a check of the applicant's name produces more information at the Seat of Government than a check through the field office file, and under existing Bureau instructions to the field, any information of a substantial derogatory nature will be reflected in the files at the Seat of Government. The Conference pointed out that if we make searches both at the Seat of Government and in the field in these applicant cases, it would be only logical to extend the principle of duplicate searches to all name check requests made here at the Seat of Government and that such a procedure would be a wasteful, costly and inefficient procedure.

If you agree, the attached letter will be sent to the field.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

January 7, 1953

The Executives Conference

~~SHOULD BE USE OF AIR-TEL TO SEND  
DISCONTINUE INSTRUCTIONS TO  
AUXILIARY OFFICES~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/15/83 BY SP-5/ST

SYNOPSIS:

The Executives Conference on December 29, 1952, consisting of Messrs. Tamm, Harbo, Glavin, Mohr, Gearty, Winterrowd, Belmont, Tracy and Clegg, considered the results of a survey concerning the use of air-tele instead of teletypes in notifying Field Offices and the Bureau concerning instructions to discontinue investigations in fugitive and similar cases.

1. The Executives Conference unanimously recommended that from now until June 30, 1953, the Field Offices be instructed to use air-tele instead of teletypes in transmitting instructions, either emanating from the Bureau or from the Field, to discontinue investigations, except that (a) radio should be used to transmit such instructions to and from the territorial offices, San Juan, Honolulu, and Anchorage, and (b) in extremely urgent cases, in cases where there is wide-spread use of personnel on active investigations, in identification order cases, and in cases involving press releases, it is recommended that teletypes be used.

2. Except in the instances shown under (a) and (b) above, the Field would notify the Bureau of the apprehensions of fugitives by air-tele rather than teletype, and these instructions to use air-tele instead of teletypes would also apply to discontinue notices in applicant cases, including Atomic Energy applicants and in cases where the United States Attorney has declined prosecution and in all other types of instructions to discontinue investigations, except as above indicated when common sense or necessity demands the use of teletypes.

DETAILS:

SAC Letter dated October 8, 1952, instructed the Field to discontinue forwarding teletypes to the Bureau

Attachments

cc - Mr. Mohr  
Mr. Clegg

WJC:rst,gor

INDEXED - 23

RECORDED - 23

66-15574-10205

3 JAN 29 1953

EX-113

JAN 26 1953

advising of the apprehension of deserters and instead to use air-tels. The field was advised subsequently to advise of the results of this change in procedure, pointing out particularly if any unnecessary investigative work was occasioned by the delay in the communications.

#### WHAT WE ARE NOW DOING:

1. Field Offices are advising the Bureau by air-tel of the apprehension of deserter fugitives.
2. Field Offices are advising the Bureau by teletype of the apprehension of fugitives other than deserter fugitives.
3. Field Offices are notifying auxiliary offices by air-tel to discontinue investigation in all types of fugitive cases, except unusual or emergency cases. When good judgment dictates that teletypes should be used, the Field was instructed to act accordingly.

#### RESULTS OF SURVEY THROUGHOUT THE FIELD:

1. Thirty-three offices replied that no unnecessary investigation was conducted. In the remaining offices there were thirty-seven instances where investigation was conducted which probably would not have been necessary if teletypes instead of air-tels were used. The total amount of time involved would be between twenty and thirty Agent days' work. There was also approximately one full day's typing time by one employee involved which would not have been necessary if teletypes had been used, as reported by three offices.

2. Twenty-six SACs recommend continuing the system and there were recommendations that all types of "discontinue investigation" instructions, except in unusual emergency cases, be handled by airmail instead of teletypes, this to apply to all types of fugitive cases as well as to other types of instructions to discontinue investigations.

Three SACs recommended the present program continue only until our appropriation status improves. Two recommended against continuing the system at all. Twenty-one SACs made no clear-cut recommendations.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



3. The advantages cited were largely matters of economy, twenty-seven offices expressly mentioned savings using terms such as "enormous," "substantial," and "considerable," and one office, Anchorage, noted that the savings were "slight."

4. There have been appreciable declines in teletype costs during the period when these orders were in effect, savings ranging up to 87 per cent, but this was a result of the general program of economy in communication costs of which the orders to eliminate unnecessary "discontinue" teletypes were only a part of the savings. It is impossible to calculate these savings because there has been no special tabulation of this particular type of savings and further the bills for teletype facilities used will not all be received for a period of approximately six weeks.

5. Included among the investigative work unnecessarily performed was the case of one deserter in Omaha who was apprehended by Bureau Agents after the discontinue air-tel had been sent and prior to its receipt. Fortunately no embarrassment to the Bureau resulted. In Fort Worth a fugitive was arrested by Bureau Agents a day after he had been arrested by Bureau Agents in San Antonio and released on bond. The "discontinue" air-tel had not yet been received by the Dallas Office. New Haven reported that local police departments assisting in locating an FBI fugitive knew about the fugitive's apprehension through their local teletype systems before the FBI Field Office knew of it. There was one instance cited wherein the Marine Corps Headquarters received notification of the apprehension of a fugitive before the communication from the Bureau notified them as to the apprehension. The delay was due to the use of air-tels rather than teletypes.

6. In opposition to the air-tel method of notification, the Cleveland Office felt that over a period of time our liaison with police might be hurt and become a source of public embarrassment because notifications would not be made promptly. The Anchorage Office believed that over a long period of time considerable investigative effort would be occasioned by the use of the slower method of communication. The Springfield Office pointed out that Agents might encounter serious difficulties through handling of leads unnecessarily in slum areas or hoodlum hangouts.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

EXECUTIVE CONFERENCE CONSIDERATION:

1. The Executives Conference recommended that from now until June 30, 1953, air-tels rather than teletypes be the rule in Bureau communications both to the Bureau and between Field Offices when instructions to discontinue investigations are issued. Exceptions to be as follows:

(a) In transmitting to or receiving from the San Juan, Honolulu and Anchorage Offices information concerning the discontinuance of investigation radio facilities should be used.

(b) In extremely urgent cases, in cases where there is wide-spread use of personnel on active investigations, in Identification Order cases, and in cases involving press releases, it is recommended that teletypes be used.

The above is to apply to all types of instructions to discontinue investigation, including Applicant cases which includes Atomic Energy applicants, as well as cases where the United States Attorney has advised that there will be no prosecution, unless common sense or the exceptions above noted under (a) and (b) should dictate that a teletype should be issued.

2. The Executives Conference unanimously recommended that a new survey be conducted as of June 30, 1953, at which time the Field would be requested to notify the Bureau of any additional unnecessary investigative work or embarrassment to the Bureau which has arisen from these instructions and at that time the question would be represented and reconsidered as to whether the suggestion for the use of air-tels instead of teletypes in ordering the discontinuance of investigations should be continued, abandoned, or modified.

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If this is approved, there are attached hereto letters to Special Agents [redacted] and Robert A. Andersen, Jr., who had previously made this suggestion, and also an SAC Letter to the Field.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

88, 201-11

December 29, 1953

271 UNIVERSITY CAMPUS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-11-81 BY SP-12-107

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The Legislative Conference of December 29, 1953, consisting of Messrs. Leedy, Robinson, Harbo, Deery, Trachsel, Underwood, Cleary, Rahr, and Minuth, considered the offer of Dr. [redacted] of [redacted] who recently joined the University Nurse in the Health Service in an advisory capacity by visiting the Health Service about what a local and spending in hour or two no necessary to go over some of the problems that may arise in the care of Bureau personnel. The conference was advised that Dr. [redacted] desired the fees that he wanted no reimbursement, but was offering his services because of an interest in the Bureau's Health Service and its work.

It was pointed out to the conference that it has been the Bureau's policy in the past not to indicate to any of our employees preference for any one doctor or group of doctors over another; that there are a number of physicians who have been very helpful to the Health Service and have worked with Bureau employees with a minimum of expense to the employer in question.

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The conference was advised that it was the consensus of opinion of the Health Service and the Administrative Division that it could be most desirable to make such an arrangement with Dr. [redacted] even though it is known that offer to make in good faith without any thought of reimbursement to himself. The Nursing Staff feels that the Bureau's policy in the past of not indicating preference for any one doctor over another to in helping with medical and nursing ethics and is considered the best procedure in view of the fact that the Bureau's Health Service is now under the direction of the District Director. It is Health Service or a physician who will be free to indicate preference.

The conference in giving consideration to this matter felt that Dr. [redacted] should be thanked for his kind offer and it be explained to him that his acceptance cannot be made.

Should the Director agree, arrangements will be made to have Mr. L. L. Edwards, Personnel Officer, personally handle this matter with Dr. [redacted].

Personnel Form  
Name: [redacted]  
Room: [redacted]  
Branch: [redacted]  
Title: [redacted]  
Date: [redacted]  
Class: [redacted]

Mr. Lohr  
Mr. [redacted]  
Mr. [redacted]

JAN 23 1953

79 JAN 30 1953  
INDEXED - 53

ORIGINAL FILED IN

MR. TOLSON

1/26/53

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-20-92 BY SP5 CJP/PT

The Executives Conference of January 26, 1953, attended by Messrs. Tolson, Tracy, Parsons, Mason, Gearty, Glavin, Belmont, Ladd, Rosen, Holloman, Nichols and Mohr, was advised of the Director's desire that immediate steps be taken to effect a correction in the flow of mail to his office. It was pointed out to the Conference that on Friday, January 23, 1953, after 5:30 p.m. there were 25 items of mail received in the Director's Office and that this imposed an intolerable burden on the Director's Office and that steps would have to be taken to correct this situation.

It was pointed out to the Conference that with respect to signature mail the Reading Room does not send such mail to the Director's Office after 3:00 o'clock Monday through Thursday or after 2:00 o'clock Friday unless the mail is designated as being special. It was pointed out that there was little signature mail involved in the 25 items and the majority of this material consisted of memoranda.

After discussing the matter, it was agreed that there was no rule that could be instituted to delay sending memoranda to the Director on Friday or any other day but that everyone should take steps to insure that memoranda and other items are not delayed until late in the day before being sent to the Director's Office. It was pointed out that if everyone watched this situation carefully there could be a material improvement, with the result there would not be the tremendous burden imposed upon the Director's Office at the end of each day, and particularly after 5:30 on Friday. Mr. Holloman was also instructed to watch for individual items which appeared to have been delayed and to request explanations from those responsible for such delays.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JPM:DW  
CC - Mr. Clegg

INDEXED-84  
RECORDED-84

66-2354-10207

*This is all that would be necessary to correct the situation.*

FEB 2 - 1953

H.

Mr. Tolson

January 12, 1953

The Executives Conference

RECOMMENDED PROCEDURE IN  
CONSCIENTIOUS OBJECTOR CASES

SYNOPSIS

SUPERVISION - SELECTIVE SERVICE ACT.

- 1 - Bureau to continue the reinterview program now in progress in conscientious objector cases.
- 2 - Bureau to furnish to the "Hearing Officer" and the "Reviewing Officer" of the Department of Justice a report covering only that portion of the information which witnesses are willing should be furnished. The other information which witnesses are unwilling to have produced in open court or to which they are unwilling to testify is not to be provided to the Reviewing Officer, and the Hearing Officer of the Department and, thus, the confidential data will not be subject to review by the courts.
- 3 - All information developed in our reports, however, will be made available to the Department of Justice.
- 4 - Corrective legislation will still be sought of the Department so that FBI reports would not be subject to subpoena and review by the courts -- although it is entirely possible that such legislation would be unconstitutional, if too broad in scope.
- 5 - Arrange immediate conference with Department officials handling this matter, advising them of arrangements to be instituted. If they do not approve it, they will let us know immediately.
- 6 - If above procedure approved, issue immediate instructions to implement this plan.

BACKGROUND

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-10-72 BY SP5 UJ/ot

You will recall that in Conscientious Objector cases, after the conscientious objector has appealed his classification, the matter is referred then to the Department of Justice for an inquiry and hearing. The inquiry, an FBI investigation, is made and reports submitted to the Department's Hearing Officer. The Hearing Officer conducts a hearing at which the defendant may appear and then the Hearing Officer of the Department sends the entire file and record to a Reviewing Officer in the Department who makes recommendations to the Appeal Board, consistent with the Reviewing Officer's findings. Judges Swan, Hand and Frank,

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

cc: Mr. Clegg  
Mr. Mohr

AR: dvl

INDEXED 68  
RECORDED 68

EX: 2

176-2554-10208

JAN 27 1953

100

82 FEB 2 1953

ORIGINAL FILED IN 176-2554-10208

have held that the registrant who was denied classification as a conscientious objector and ordered for induction should have access to the same information which the Hearing and Reviewing Officer had. This means that the Appeal Board would also need to be furnished with information which was considered by the Hearing and Reviewing Officer. Consequently, to remedy the present situation, that portion of the information which witnesses are willing should be furnished will be made available to the above sources.

### THE REINTERVIEW PROGRAM

All persons contacted in Conscientious Objector cases are being asked whether they will testify in the event it becomes necessary. Persons previously contacted are also being recontacted to determine whether they will be witnesses in the event it becomes necessary to testify. This program will continue so that there can be no doubt that those persons who are listed as witnesses and in a position to furnish information concerning the conscientious objector, will be made available in court in the event they are needed.

### PROCEDURE WITH REFERENCE TO THE HEARING AND REVIEWING OFFICER

The Hearing Officer is a nonpaid employee of the Department who reviews the claim of the conscientious objector. He submits his findings to the Reviewing Officer of the Department of Justice. The Reviewing Officer of the Department of Justice is "T. Oscar Smith." He, as well as the Hearing Officer, have available the full report of the FBI. (In the future, they will have only that material which is available for production at the time of trial if it becomes necessary.) The Reviewing Officer, upon looking over the material, submits his findings to the Appeal Board of the Selective Service System and if the Appeal Board agrees that the individual is not a conscientious objector, he is immediately considered available for induction. In the future, information made available to the Hearing and Reviewing Officer will also be made available to the Appeal Board so that all will have information upon which the decision is reached. If the registrant desires this information, it will be made available to him.

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

In addition, other information which is not considered by any of the above persons, but has, nevertheless, been furnished to the FBI, such as information received from a confidential source whose confidence must be retained, confidential techniques, and information, the disclosure of which would be injurious to the best interests of the United States, would not be made available to the above. It would, nevertheless, be furnished to the Criminal Division of the Department.

PREPARING OF REPORT TO ACCOMPLISH THE ABOVE PURPOSE

The report will necessarily contain two types of information. The first part of the report will contain information furnished by witnesses who are willing to testify and such other information as will be made available to the Hearing and Reviewing Officers. The Appeal Board will also obtain the same information. This can be accomplished by placing everything of this nature in the first part of the report as it is prepared.

Following the above information there will be a second part of the report which will be labeled "Confidential". This section of the report will contain information which cannot be disseminated either to the Hearing Officer and Reviewing Officer nor the Appeal Board. It is information which falls into the category of information furnished by persons unwilling to testify; information from persons whose identity cannot be disclosed and security type information, the disclosure of which would be injurious to the public interest.

All of this information, however, will be furnished to the Criminal Division of the Department. We will continue, however, to prepare an administrative page in our reports which contain information listing the names of the confidential informants and other data which is not furnished to persons outside the Bureau.

The reports to be made available to the Hearing Officer and the Reviewing Officer will be handled by the Criminal Division of the Department to whom we will give two copies of the reports. It will be up to the Criminal Division of the Department to furnish the evidential part of the report to the Reviewing Officer and the Hearing Officer. The United States Attorney will not be furnished a copy of this report by the Bureau inasmuch as the evidential part of the report will as a matter of procedure go to the United States Attorney who in turn will advise the Hearing Officer that he has a report available which can be reviewed by the Hearing Officer.

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



CORRECTIVE LEGISLATION

We have already asked the Department to seek corrective legislation in this matter, and it is entirely possible that a ruling may be forthcoming wherein a specific provision will be obtained barring the production of FBI reports. (This does not appear to be likely in the near future. The possibility of getting such legislation through is usually difficult and delayed.)

CONFERENCE WITH DEPARTMENTAL OFFICIALS

It will be necessary to confer with Departmental officials in order to outline the program which we intend to follow in order that they will be fully apprised of our intentions. If the Department is in accord with our procedure, it will be necessary to issue immediate instructions to implement the program which has been outlined.

ACTION TAKEN

The Conference unanimously approved the afore-mentioned procedure. Those in attendance were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty, McGuire, and Holloman.

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



cc: Mr. Ladd  
Mr. Rosen  
Mr. Winterrowd  
Mr. Price  
Mr. Shannon

Mr. Tolson

January 21, 1953

The Executives Conference

ORIGINAL INFORMATION DEER  
DEVELOPMENT OF ORIGINAL INFORMANTS

The Executives Conference today with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason and Gandy in attendance unanimously approved the suggestion that consideration be given to supplying all offices with current information showing how certain offices have been successful in developing informants.

There is attached a proposed SAC letter requesting each office to submit a summary within thirty days, outlining the most effective techniques used to select potentials, cultivate and develop them into approved informants. The summary also will outline the type of assignments given to the Agent personnel which have provided the opportunity of getting the best results. When received, these summaries will be reviewed and the most effective suggestions will be made available to all offices.

If approved this memorandum, together with attached SAC letter, should be sent to the Inspection and Training Division for dissemination to the Field.

*sent  
1-26-  
H.M.*

*✓* *7*

Attachment

AR:dv *dv*

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 65  
INDEXED - 65  
DATE 1-20-53 BY *ps*

16-4554-10209

13 JAN 27 1953

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

60 JAN 29 1953

*g* *st* *f*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Vim*

FROM : The Executives Conference

SUBJECT: CRIMINAL INFORMANT LEAD  
DEVELOPMENT OF CRIMINAL INFORMANTS

DATE: January 31, 1953

*[Handwritten initials and checkmarks]*

The Executives Conference today with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason and Gearty in attendance unanimously approved the suggestion that consideration be given to supplying all offices with current information showing how certain offices have been successful in developing informants.

There is attached a proposed SAC Letter requesting each office to submit a summary within thirty days, outlining the most effective techniques used to select, potentials, cultivate and develop them into approved informants. The summary also will outline the type of assignments given to the agent personnel which have provided the opportunity of getting the best results. When received, these summaries will be reviewed and the most effective suggestions will be made available to all offices.

*[Handwritten signatures: "W. J. ...", "D. ..."]*

*sent - 3*  
*- 26*  
If approved this memorandum, together with attached SAC Letter, should be sent to the Inspection and Training Division for dissemination to the Field.

Attachment

AR:dk

cc: Mr. Glegg  
Mr. Mohr

*[Handwritten file number: 7-27092-3834-PT]*

*[Stamp: USE TO SE. FORM]*

*[Stamp: FEB 4 1953]*

*[Handwritten file number: 66-2554-10209]*

RECORDED-130 *[Handwritten: 11-3027-10237]*  
INDEXED-130 *[Stamp: FEB 10 1953]*

*[Handwritten signature]*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *✓* **ALL INFORMATION CONTAINED** DATE: 12-9-52 *9/2*  
 FROM : W. G. EAMES *e* **HEREIN IS UNCLASSIFIED** *9-20*  
 SUBJECT: INTERNATIONAL WORKERS ORDER FILES - 9803 RDD/fck-*PT* **DATE 2-26-82 BY RJS SPS/new**  
 RECORDS SECTION *8/6/92* #309,645/17

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

*W. G. EAMES*  
*W. G. EAMES*

SYNOPSIS:

The IWO files are widely used by Bureau officials due to the large amount of indexing therein, thus presenting a locate problem. The Executives Conference, on 10-29-52, approved for a 90-day trial period a suggestion that a form be used rather than pulling the file, when ident's are established by File Reviewers in the IWO files. It is felt we should expand this procedure to all file requests for IWO files. Under this procedure, the File Reviewer would review the file, prepare a form, and forward the form to the supervisor rather than forwarding the file, thus eliminating locates and as a result speeding service of IWO file requests. If the supervisor felt he needed the file, of course, the file would be pulled and delivered. It is recommended that this procedure be adopted for a 90-day trial period in connection with all IWO file requests.

BACKGROUND:

As you know, the International Workers' Order file, (61-7341), and its subs and enclosures are widely used by Bureau officials and supervisors due to the large amount of indexing therein, and because of this "popularity" presents a locate problem to the Filing Unit. There are contained in these files the names of some 211,758 members of the IWO, and, of course, the names of all members are indexed. On the morning of 12-8-52, we had pending some 55 locates for various sections or serials of the IWO files and 75 requests for IWO files.

As you recall, my memorandum to you dated 10-15-52 entitled "Suggestion by [redacted] (66-818-3289) 2' DEB: 3E 1001" had attached a suggestion by Miss [redacted] wherein she suggested that when an ident was established in the IWO files or enclosures, the File Reviewer, instead of pulling the file or enclosure, would utilize a form on which would be listed the name, birthdate, lodge, locality, date of list, date of entry on list, and the file number. She pointed out that by using a form, there would be eliminated considerable

DEC 12 1 03 PM '52

WGM: fkr  
Attachment

RECORDED - 9  
RECORDED  
100 JAN 28 1953

10210  
*W. G. EAMES*

EX - 107

JAN 29 1953

ORIGINAL FILED IN

Memo to Mr. Nichols  
Re: International Workers Order Files-  
Records Section

12-9-52

charging out of IWO files and enclosures and the number of locates would be reduced.

This suggestion was discussed with representatives of the Domestic Intelligence and Investigative Divisions who felt that the suggestion was workable providing they received detailed information. Thereafter, a form was drawn up entitled "IWO File Summary" containing the following information:

1. Bureau file reference
2. Name on list
3. Birthdate on list
4. Any similar names on list, together with birthdate
5. Lodge number
6. Location of Lodge
7. Date list received or month of membership
8. Date joined
9. Date of cover letter
10. Caption of cover letter
11. Information made available by New York
12. Field Office furnishing list
13. Offices to which copies of cover letter sent  
(A copy of this form is attached).

On 10-29-52, the Executives Conference approved the adoption of this suggestion for a 90-day trial period.

It is felt that we should expand this idea further to include, not only file reviews in connection with Bureau's Name Check Program, but also all file requests for IWO files received from Bureau officials or supervisors.

PROPOSED PROCEDURE:

When a request is received for an IWO file, the request will be turned over to a File Reviewer, who will review the file, prepare the form reflecting the information therein and forward the form to the supervisor requesting the file. Under this procedure, the IWO files would be readily available and in file at all times, thus eliminating all locates for these files and enabling us to considerably speed up the service we give to Bureau officials on IWO file requests. This procedure would also eliminate the necessity of pulling the file and

Memo to Mr. Nichols  
Re: International Workers Order Files-  
Records Section

12-9-52

transporting it to the Justice Building for delivery to the supervisor requesting same.

Of course, in those instances where the supervisor felt that it was absolutely necessary that he see the IWO file, the file would be pulled and delivered to him.

RECOMMENDATION:

That, on all file requests for IWO files, the files be reviewed by a file reviewer and the information therein be forwarded to the supervisor by form, thus keeping these files which are widely used by Bureau officials readily available at all times and eliminating the IWO locate problem. It is recommended that this procedure be adopted for a trial period of 90 days.

I agree. An excellent suggestion  
C.L.J.  
12-12-52

ADDENDUM. JJM:MP. 12/15/52

Approved by the Executives Conference consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, McGuire, Gearty and Holloman.

*Handwritten initials*

*Handwritten initials and date*  
12/15

*Handwritten note:*  
Memo to file  
See Office of Supervisors  
of Non-Federal  
12/19/52

Mr. Tolson

December 31, 1952

Executives Conference

HIGH FREQUENCY FM RADIO  
EXTORTION PACKAGES

On December 30 the Conference composed of Messrs. Ladd, Tracy, Mohr, Laughlin, Winterrowd, Clegg, Gearty, Sizoo, Glavin and Harbo was advised of the recommendation by Mr. Conrad that radio parts costing approximately \$500.00 be purchased to complete the construction of five FM radio extortion packages to operate on a frequency of 162,000 - 174,000 kilocycles. The Bureau presently has several similar units to operate on 40,000 kilocycles, but not later than July 1 seventeen field offices will be furnished radio equipment for their offices so that all of their automobile radio units and fixed station equipment will operate on the higher frequency in the 162,000 kilocycle band. Mr. Conrad feels that by ordering the necessary parts now we could expect delivery in time to complete construction of the proposed extortion packages prior to July 1.

The Conference unanimously recommends deferring purchase of the \$500.00 worth of radio parts necessary to construct the extortion packages to operate on the higher frequency until July 1, due to the shortage of funds at this time. The Conference, however, believes that such equipment should be purchased after July 1 consistent with the availability of funds.

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

RTH:VH

INDEXED - 106

RECORDED - 106

166-7567-10211

NOT RECORDED  
141 JAN 28 1953

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

FEB 3 - 1953

RH

166-7567-31000-1

65-25547

January 23, 1953

FEDERAL BUREAU OF INVESTIGATION

*copy*

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The Executive Conference of January 20, 1953, consisting of Harbo, Parsons, Belmont, Clegg, Gandy, Tracy, Mohr, Ladd, and Glavin was advised that the Bureau has received a notice from the Attorney General's Office dated January 19, 1953, concerning the forthcoming 1953 Heart Fund Campaign. This Campaign will utilize nine boxes which will be set up in strategic spots throughout the Bureau at the seat of Government. According to information received from [redacted] Administrative Division of the Department of Justice, the drive is to continue until February 10, 1953, and since Radio, Amusement and Athletic and the Boy's Club drives are presently being held, the Heart nine boxes which are furnished by the Heart Association will be placed in the appropriate strategic areas of the Bureau on February 1, 1953.

cc: Mr. Mohr  
Mr. Clegg

WAG:js

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-21-82 BY SP5 GPT

*AK*

EX - 107

RECORDED - 65

65-2554-10212

JAN 28 1953

INDEXED - 65

83

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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FEB 2 1953

*Handwritten signature*

FILED IN 65-2554-10

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Present at Conference on 1/26/53, were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/20/82 BY SP5/CE  
JPT

The Manual of Rules and Regulations requires that a male clerical employee be on duty in each field office during nonwork hours from 5:30 p.m. until 8:30 a.m. The field was instructed by SAC Letter #45, dated May 13, 1952, relative to the importance of having necessary coverage in various divisional offices during nonwork hours, and the field was instructed to bring to the Bureau's attention its recommendations that one or more Agents be assigned to office duty after the close of the regular business day. Not all offices have Agents on night duty. It has long been the rule that an Agent, previously approved by the Bureau, be on duty during normal work hours on Saturdays.

The Manual of Rules and Regulations states that an Agent must be on duty during regular office hours on nonwork days. The San Diego Office and the Dallas Office have raised the question as to whether this means an Agent should be on duty on Sundays and on holidays.

The Conference unanimously recommends that the Manual of Rules and Regulations be adjusted to continue to require a clerical employee on duty during night hours from 5:30 p.m. to 8:30 a.m., that an Agent, previously approved by the Bureau, continue on duty at each field office on Saturdays, that those offices requiring Agents to be on duty at night because of a need existing continue to utilize Agents' service and that the assignment of an Agent to office duty on Sundays or holidays be left to the discretion of the SAC, as local circumstances warrant.

The Conference felt it undesirable to require each office to have an Agent on Sunday and holiday duty for this would result in the smaller offices having only a few Agents assigned, forcing an Agent to have the duty each Sunday with the net result that he could claim Compensatory Leave on one of the regular workdays. The Conference felt that it would be wasteful of manpower to insist that an Agent be on duty each Sunday in all offices. It is the responsibility of the SAC to make certain that adequate coverage exists as to his office.

If approved, the attached manual change will be made, and the attached letter should go forth to the SAC at San Diego with a carbon copy to the SAC at Dallas.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments  
cc-Mr. Mohr  
Mr. Clegg  
EDM:DMG

RECORDED - 115  
INDEXED - 115

JAN 30 1953  
20

FEB 2 1953

10213



Mr. Tolson

January 7, 1953

The Executives Conference

SUGGESTIONS OF MISS [REDACTED]  
NEW YORK FIELD OFFICE  
Re: PERSONNEL MATTERS AND  
PERSONNEL FILES

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b7c

TRANSFER OF AGENTS

HANDLING OF MAIL IN THE FIELD

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, unanimously recommended as follows with reference to suggestions made by Miss [REDACTED] Secretary to the SAC in New York:

1. The Conference recommends favorably as to her suggestion that when an Agent is transferred, the office to which the Agent is assigned when notifying the Bureau as to the date of departure of the Agent for his new office of assignment would also indicate the approximate date of arrival at the new office of assignment. Although Mr. Glavin pointed out that this is frequently done, the fact that Agents and other employees take leave en route while on such assignment and that this leave no longer need be approved by the SAC to which the assignment is made, it would be helpful if the estimated date of arrival at the new headquarters would be provided. This would be particularly helpful in planning assignments. This suggestion was recommended favorably and there is attached hereto an SAC Letter accordingly.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/10/91 BY SP-6/BJT

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2. The Conference recommended unfavorably as to Miss [REDACTED] suggestion that the Bureau discontinue serializing data in Field personnel files. She points out that this data is not charged out from the file except in rare instances. The serialization is for the purpose of providing security of information in the personnel file. The Conference felt that the present practice should continue.

3. The Conference recommended unanimously unfavorably as to her suggestion that personnel files when transmitted to the Bureau be sent by registered mail under confidential cover. The present practice is to transmit these personnel files by

Attachment

cc - Mr. Mohr  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 57

INDEXED - 57

66-2554-10214

JAN 28 1953

100

HHC: 68 FEB 9 1953

ORIGINAL FILED IN 66-2344-93

routing slip and the Bureau has recently turned down a suggestion that the Bureau resume the practice of transmitting these files by registered mail under confidential cover. The present practice saves time and it was believed that it should be continued.

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b7C

4. The Conference recommended unanimously unfavorably as to Miss [redacted] suggestion that any material to be maintained permanently concerning an employee should be filed in the personnel file. This would include approval of other than normal working hours, information as to the employee's "Bureau name," compensation forms concerning injuries and similar material which is placed in administrative files. The Conference did not believe that personnel files should be cluttered up with administrative information, and when administrative files are destroyed the SAC is authorized to retain any material which should be kept for permanent record.

5. The Conference unanimously recommended unfavorably as to her suggestion that information concerning applicants and their relatives who are not favorably recommended, on which no file would be prepared and which would be placed in a "0" file, should be maintained in the office of the SAC. The Conference recommended unanimously unfavorably believing that such material should not be kept under personal custody of the SAC and feeling that no new instructions are necessary on this point.

If approved there is attached hereto a letter to Miss [redacted] consistent with the above recommendations.

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b7C

Mr. Tolson

January 14, 1953

Executives Conference

FUGITIVE INVESTIGATIONS  
FOR OTHER FEDERAL AGENCIES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-92 BY SP/SC-107

On November 17, 1952, at the request of Mr. Charles S. Lyon, Assistant Attorney General, Tax Division, we accepted a fugitive investigation involving Jack Apple, a well-known hoodlum in the Minneapolis area and one of the Bureau's key figure jewel thieves, wanted in connection with a tax matter. Agents of the Intelligence Unit, Bureau of Internal Revenue, had been unsuccessful in locating him. On January 13, 1953, as a result of our investigation his attorneys surrendered him to Agents of the Minneapolis Division.

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On January 2, 1953, the Criminal Division requested assistance in locating [redacted] wanted by the Securities and Exchange Commission in a matter within their jurisdiction. In this case his apprehension will make unnecessary the expense of separate trials involving two other subjects and some twenty witnesses who are outside the Chicago District. Agents of the Securities and Exchange Commission do not have arrest powers. The Director approved accepting this investigation but inquired as to our policy in accepting investigations for other Agencies.

The policy is to consider each case on its merits and in the light of the facts and circumstances present at the time the request is received. On January 14, 1953, the Executives Conference unanimously approved this with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty, McGuire, and Holloman in attendance. The Conference recommended that instructions be issued to the field that whenever a special request is received for FBI assistance in such matters that the request be called to the attention of the Bureau immediately by the Special Agent in Charge. Each case will be handled on its merits here at the Seat of Government so that there will be uniformity in the method of reaching a conclusion as to whether or not the Bureau will assist the agency involved.

Attached for approval is an SAC Letter instructing each Special Agent in Charge to advise the Bureau of each request. Additions to the Handbook and Manual of Instructions are also attached.

Attachment

cc: Mr. Clegg  
Mr. Mohr

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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166-2557-10215  
JAN 30 1953

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EX-187  
62-122-1129

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Present at the Conference on 1/26/53, were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

Handling of Mail in Field Divisions

The Conference considered a suggestion from Special Agent Vincent D. Garvey of the Butte Office that the birth date and birthplace be placed in brackets or quotation marks immediately after the name of each subject in Bureau reports and other correspondence and after the names of victims in White Slave Traffic Act cases. The suggesting employee felt that this would save time in making indices checks.

SAC Wily of the Butte Office felt that the suggestion was not practical and that the time involved would not be commensurate with the advantages.

The Executives Conference was unanimously opposed to this suggestion. If approved, no further action need be taken for Agent Garvey has already been thanked for his idea.

cc-Mr. Mohr  
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-10-12 BY SP3/BJT

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Clegg \_\_\_\_\_
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ORIGINAL FILED IN 66-162463-925

Mr. Tolson

1/21/53

The Executives Conference

USE OF MAIL CABINETS BY EMPLOYEES  
STATIONED ON SEVENTH FLOOR RECORDS  
SECTION

b6  
b7c

The Executives Conference on January 14, 1953, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo, and Clegg being present, unanimously recommended unfavorably the suggestion of Miss [redacted] that employees of the Records Section stationed on the Seventh Floor place their mail and work in locked cabinets at the close of each day, thus eliminating the necessity of three security guards for the Name Check Unit. By locking in the locked cabinets the locate clerks would be able to find the material and the salaries of the three security guards would be saved.

The Records Section recommended unanimously unfavorably, pointing out that an estimate as to the amount of time for employees to move the material, lock it up at night, unlock it and obtain their work in the morning would result in a loss of time approximately three times that of the expense of the security employees on duty in that unit. Instead of saving salaries amounting to \$6,388.20, as the employee suggests, the amount of time lost would cost \$19,843.75. In addition, there are storage problems, problems involving the unavailability of locked cabinets, and still the necessity of the security patrol would exist.

cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
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HHG:bw

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INDEXED - 115

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128 JAN 30 1953

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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ORIGINAL FILED IN 66-2534-2315

Mr. Tolson

1/21/53

The Executives Conference

STENOGRAPHIC PERSONNEL SHORTAGE

The Executives Conference on January 14, 1953, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo, and Clegg being present, considered a suggestion by SA Fred L. Brucciani of New York that in Admiralty cases, Form FD-205, which is a notification to the Director that the case will be delinquent and the reason for the delinquency, be filled out in longhand. This form is required in each pending inactive Admiralty case once each six months. The preparation of such a form legibly in longhand would contribute to an improvement of the stenographic and typing delinquency in the New York Office. Recommendation: favorable.

If this is approved, there is attached hereto a letter to Agent Brucciani with a copy to SAC Boardman authorizing this procedure.

cc - Mr. Mohr  
Mr. Glegg

HHC:bw

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-22-83 BY SP5C/PT

THIS INFO NO CONFIDENT

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EX-123

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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*[Handwritten signature]*

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Suggested Amendment to White Slave Traffic Act.

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The Executives Conference, on 1/22/53, Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty and Clegg being present, unanimously recommended unfavorably the suggestion of Special Agent [redacted] of Milwaukee that the Bureau seek an amendment to the White Slave Traffic Act in order to make it a Federal violation to employ a prostitute or solicit for such a person who at any time had worked in an immoral manner in another state or another country.

Aside from the legal problems which would be involved in such a proposal, the Bureau feels it would be undesirable to recommend to the Department that such legislation be sought since the Bureau makes a report to the Attorney General annually and since officials of the Bureau testify annually before a Congressional Committee concerning the extent of violations of various Federal laws and the results brought about by investigations conducted by the Bureau. It is believed that if the Department and Congress upon receipt of such reports feel that such legislation is desirable they could initiate such amendments as they may desire.

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HEREIN IS UNCLASSIFIED  
DATE 7-20-89 BY SP3 CUP/T

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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Mr. Tolson

1/21/53

The Executives Conference

VOLUNTARY TYPING CLASS

The Executives Conference on January 14, 1953, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo, and Clegg being present, considered a suggestion submitted by the Training and Inspection Division with reference to voluntary typing and stenographic classes.

Voluntary classes in typing are organized from time to time and are given either before regular office hours, such as from 8 - 9 a.m., or after office hours, from 4:30 - 5:30 p.m. in the Identification Division. It was observed that since these classes are of a voluntary nature attendance falls off, employees withdraw from the classes, and for one class, although 55 were enrolled altogether, only 19 are continuing in the class, as of today. These figures cover the period since July 1, 1952.

It was recommended and the Conference unanimously agrees, that in all voluntary classes of typing, the following rules apply:

1. Once an employee enrolls for such voluntary typing classes, she should be required to attend regularly, except when on annual leave or sick leave.
2. Due to the fact that employees in the Identification Division, on payday, have shopping to do and have been reserving this day to do it, absences on regular pay days will be excused.
3. In the event there is an emergency or special assignment on which the employee is engaged, a routing slip to the stenographic instructor from the Assistant Director in charge of the Division will be sufficient to excuse absences. At all other times those enrolled in these classes must attend or they should be dropped from the rolls.

The Conference unanimously recommended these regulations.

cc Mr. Mohr  
Mr. Clegg

HHC:bw

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MR. TOLSON

1/28/53

EXECUTIVES CONFERENCE

Present at the Conference on 1/27/53, were Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Ladd, Nichols, Gearty, Belmont, and Mason.

*ghm*

The Conference unanimously recommends that Counselors for the 51st Session of the FBI National Academy, which will begin on Monday, March 23, 1953 and conclude June 12, 1953, be:

1. Experienced Counselor

SA Glenn E. Trusty, Jr., Memphis Office. Agent Trusty served as a Counselor for the 48th Session, which concluded in November, 1951. He handled his assignment in an excellent fashion, and is well qualified to act as a National Academy counselor.

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As an alternate for Trusty, it was recommended that SA [redacted] be considered:

SA [redacted] Oklahoma City. Agent [redacted] served as a counselor for the 47th Session of the Academy, which concluded in June, 1951. He is well qualified to act as a National Academy counselor.

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DATE 7-20-92 BY SP3C/pt

2. Inexperienced Counselor

For the inexperienced counselor it was recommended unanimously that SA Robert S. Moore be first choice:

SA Robert S. Moore, Charlotte. Moore entered on duty with the Bureau on 4/13/42. He is a graduate of the National Academy. He is presently in Grade GS-13. His record has been very fine and, as a matter of fact, in February 1951, he was ordered to the Bureau as an instructor in the Training Division, but because of the urgent need of his services in the Charlotte Office, this transfer was cancelled. Moore should do an outstanding job working with the officers attending the Academy.

INDEXED-107 66-7557-10221

It was also recommended that SA Frank F. Meech be alternate for Moore.

SA Frank F. Meech, Miami. Meech was previously approved to serve as a National Academy counselor for the March, 1952 class, but due to his assignment to a special at Orlando, Florida, his designation as a National Academy counselor was cancelled. He should do an outstanding job as a counselor.

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

EDM:DMG  
cc-Mr. Mohr  
Mr. Clegg

FEB 5 1953

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If approved, appropriate letters should go forth to the  
SACs at Memphis and Charlotte instructing the above Agents to  
report to the Training and Inspection Division at 9 a.m. Friday,  
March 20, 1958.

OK  
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OK  
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MR. TOLSON

February 2, 1953

EXECUTIVES CONFERENCE

FORM FOR USE BY POLICE DEPARTMENTS  
IN SUBMITTING INFORMATION RE  
ADDITIONAL ARRESTS

*File*

The Executives Conference, on 1/29/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gurney, Belmont, Sizoo and Clegg being present, considered and unanimously recommended unfavorably the suggestion that Supervisor [redacted] of the Identification Division be granted an award of \$200 at this time in connection with his recommendation for the use of a form in lieu of fingerprint cards to make records of additional arrests, which records would be furnished the Bureau by police departments when additional arrests of persons previously fingerprinted were made. It was estimated the savings would be \$87,500 for the first year and the suggestion was that a \$200 cash award be made at this time, with further consideration at the end of the first year when the savings can be more accurately calculated.

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Mr. Tracy recommended unfavorably and the Executives Conference recommended unfavorably since this is a definite part of the job of Mr. [redacted] to make suggestions of this type and the suggestion was an outgrowth of his normal duties and functions.

It is recommended that the attached letter of appreciation be sent to Mr. [redacted]

66-2554-1022  
FEB 4 1953

Attachment RECORDED - 67

RHC:hc INDEXED - 61

cc: Mr. Mohr EX-123  
Mr. Clegg

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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*J. C. Mohr*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-82 BY [signature]

67 FEB 10 1953

January 16, 1953

Mr. Tolson

The Executives Conference

TECHNICAL TRAINING PROGRAM  
FOR SPECIAL AGENTS FOR 1953

The Executives Conference on January 14, 1953, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo and Clegg, approved the attached SAC Letter in which is set out the Technical Training Program for Special Agents for 1953 to be conducted during the Technical Training Conferences of Field Offices. The Conference approved this program as it appears in the attached SAC Letter.

Inspector Carl Hennrich had suggested that there also be added a discussion in the Technical Conferences on the use of microphone installations on informant automobiles to cover meetings of informants and subjects when they occur in automobiles. Present instructions are to the effect that no instruction in classrooms or manuals should be given with respect to technical or microphone surveillances.

The Executives Conference unanimously opposed Mr. Hennrich's suggestion for training along this line and pointed out there was a possibility of special technical training schools being held, particularly if the Bureau assumes responsibility over enforcement of wire-tapping laws.

The Conference, therefore, unanimously recommends favorably that the attached SAC Letter be sent to the Field.

No Manual change is necessary.

Attachment

cc - Mr. Mohr  
Mr. Clegg

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MR. TOLSON

January 19, 1953

The Executives Conference

CHANGE OF PROCEDURE IN CHECKING LEGIBILITY OF FINGERPRINTS

The Executives Conference on January 12, 1953, consisting of Messrs. Tolson, Ladd, Glavin, Clegg, Harbo, Belmont, McGuire, Mohr, Gearty, and Tracy considered a suggestion from the Streamlining Committee of the Identification Division.

At the present time, all applicant fingerprint cards are checked on receipt by fingerprint experts for the purpose of returning those fingerprints which cannot be properly classified. Those to be returned as being unclassifiable are searched by name prior to being returned. Approximately 7 1/2% of the applicant fingerprints fall in this category. Criminal Prints are not checked on receipt due to the low percentage of returns.

A study was made by the Streamlining Committee and it was ascertained that there would be a saving if the Legibility Checking Squad of 5 employees was eliminated and this responsibility placed on the technical employees classifying the fingerprints in the Technical Section. It is believed there would be a saving of approximately 4 employees.

The proposed procedure would be reviewed in 90 days to determine whether, in fact, it is more efficient to handle as proposed.

The Executives Conference unanimously recommends adoption of the suggestion with a review of the procedure in 90 days.

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

- Tolson \_\_\_\_\_
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-82 BY SP/BJG

63 FEB 9 1953

ORIGINAL FILED IN 66-1631-9806



TO: Mr. Glavin  
FROM: H. L. Edwards

DATE: January 19, 1953

*fr* SUBJECT: PROPOSED CHANGE IN  
MANUAL OF INSTRUCTIONS

PURPOSE:

To recommend the inclusion in the Manual of Instructions of information pertaining to the use of surveillance schedules and lists of code words in connection with physical surveillances.

BACKGROUND:

You will recall that under date of January 13, 1953, a letter was sent to all Special Agents in Charge issuing new instructions in connection with physical surveillances. These instructions were to the effect that Special Agent personnel who participated on physical surveillances should be orally advised concerning the duties to be performed in connection with such surveillances and that at no time should they be permitted to carry with them any written surveillance schedules. The instructions further pointed out that in the event it was necessary to utilize code words for communications over Bureau radios from Bureau radio cars, the approved list of code words, if too long to be remembered, could be furnished to the Agent driving the car. However, the list of code words should remain in the car during the course of time the car is utilized on an active surveillance. When the surveillance has been concluded, the list of code words should be returned to the supervisor in charge of the surveillance.

The Bureau's Manual of Instructions does not contain any information pertaining to the use of surveillance schedules or lists of code words, and since the field offices are authorized to destroy SAC Letter that are over three years old, it is felt that these instructions should be incorporated in a manual change.

RECOMMENDATION:

It is recommended that the attached information concerning the afore-mentioned instructions be included in the Bureau's Manual of Instructions for future reference purposes.

ADDENDUM-1/23/53

The Executives Conference of January 21, 1953, consisting of Messrs. Tolson, Clegg, Gearty, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin, considered the above recommended change and recommended its approval.

W.R. Glavin/gt  
JEE:jmf

ORIGINAL COPY FILED IN 66-1934-6965

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-20-98 BY SPSC/pt

166-2534-10225  
FEB 2 1953  
127  
INITIALS ON ORIGINAL - 3

79 FEB 11 1953

Mr. Tolson

1/21/53

The Executives Conference

SUGGESTION OF SA FRED S. BAUKNIGHT  
RE: CHIEF CLERK'S OPERATIONS - NEW  
YORK OFFICE

The Executives Conference on January 14, 1953, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo, and Clegg being present, gave consideration to the suggestion of SA Fred S. Bauknight, who aided in the inspection of the New York Office. Due to some obsolete procedures which were corrected, and due to the clerical shortage in the Chief Clerk's Office which it has not been possible to correct, the service of the Chief Clerk's Office in New York leaves much to be desired, as there is often considerable delays in mail and files reaching the Agents.

For the purpose of providing improved service to the Agents, SA Bauknight, who aided in the inspection of the Accounting Section of the New York Office, suggested that for experimental purposes the pending files for accounting cases be moved to the same floor as that occupied by the Special Agent Accountants. This would permit the Agents to obtain their files with promptness, would make it unnecessary for the Agents to retain their files unnecessarily, and would prevent delays in investigation due to the unavailability of files.

SA Bauknight's idea was to try this on an experimental basis and assign clerks in appropriate number to handle these pending files with all the existing provisions as to charge-outs and file security. In the event this experiment proved successful, he then felt that in the larger offices such as New York, the Bureau might then consider extending this procedure to other sections as desired.

EXECUTIVES CONFERENCE CONSIDERATION

Due to the fact that this would keep the files from being under the control of the Chief Clerk or designated Supervisor, as it would lead to a scattering of the files throughout the office and would be a step in the direction of each Agent keeping his own files or each unit having their own

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

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 5

66-2554-10226

JAN 30 1953

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DATE 7-20-00 BY [signature]

ORIGINAL FILED IN 66-27-12078

files without proper controls, as the location of the files in proximity to the Agent is not the principal problem in New York, since the minutes required to transmit a file from the Chief Clerk's Office to an Agent's office is of minute consequence when compared to other points which delay the handling of mail and files, it was not believed that this idea should be adopted even on an experimental basis.

RECOMMENDATION

Unanimously unfavorable.

Attached letter to SA Bauknight, copy to SAC Balti-  
more.



MR. TOLSON

1/28/53

EXECUTIVES CONFERENCE

Present at the Conference on 1/27/53, were Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Ladd, Nichols, Gearty, Belmont and Mason.

Consolidation of Files

AND INDEX CASES

The Executives Conference considered a suggestion that the closed files relating to German, Italian and Japanese activities during World War II be consolidated. The practice of consolidation has heretofore only applied to Applicant and Criminal files and not to any type of Security files. The procedure in consolidating files is to remove all duplicates of any serial, remove the front and back covers of the closed file, and in numerical order group the contents of several files into one large volume, as a means of saving space.

The views of ten field offices were solicited. Five offices were in favor of consolidation, four were definitely opposed to the consolidation, and one office was in favor of consolidation only if it was made permissive rather than mandatory.

Objections to consolidation were: that numerically Communist files are interspersed with German, Italian and Japanese files, and to consolidate only German, Italian and Japanese files would leave gaps in the consolidated volumes. Another objection was that these files are often used in connection with name checks and the placing of several files in one volume would further restrict the mobility of files, resulting in additional locate work. Further, there would be a considerable clerical problem of manpower in actually consolidating the files.

About the only advantage cited to consolidation would be the saving of space.

After consideration of all of the facts, the Conference unanimously recommends that these closed German, Italian and Japanese files not be consolidated. If approved, there is attached a memorandum notifying the ten field offices of the outcome of the Bureau's consideration.

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Attachment  
cc-Mr. Mohr  
Mr. Clegg  
EDM:dmg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-26-78 BY [signature]

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MR. TOLSON

1/26/53

EXECUTIVES CONFERENCE

Mimeographed Form for  
Selective Service Reports

Present: Mr. Tolson, Mr. Ladd, Mr. Glavin, Mr. Tracy,  
1/22/53 Mr. Parsons, Mr. Mohr, Mr. Belmont, Mr. Gearty and  
Mr. Clegg.

The Executives Conference on 1/22/53 considered the suggestion of Supervisor H. L. Gillespie of the New York Office, that since in Selective Service cases of the usual type the initial pending reports and the closing reports are similar in nature it is felt a mimeographed form, in these cases would save Agents' time in dictating and stenographic time in preparation of these reports.

A similar suggestion was considered by the Executives Conference when it was submitted by the New York Office on 10/22/52. The Bureau advised the New York Office on 11/5/52 that the quality of reports in these categories would be poor, and that stereotyped phraseology in reports, and particularly reports which would not fully and completely disclose the facts in each individual case were not desired; therefore, the recommendation was disapproved.

The Executives Conference again disapproved the suggestion on the basis of the same reasons, feeling that the time saved would be small compared to the possible damage done by adopting a form for this purpose.

RHC:hc

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cc: Mr. Mohr  
Mr. Clegg

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
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MR. TOLSON

1/28/53

EXECUTIVES CONFERENCE

Present at the Conference on 1/27/53, were Messrs. Tolson, Glavin, Harbo, Mohr, Rosen, Ladd, Nichols, Gearty, Belmont and Mason.

The Conference unanimously opposed the suggestion of SA Vincent D. Garvey of the Butte Office that the name, aliases and description of each person who becomes a fugitive anywhere be furnished to all other field offices. The suggesting employee felt that circularizing the field every time an individual becomes a fugitive or his fugitive status is removed would be beneficial in that each office of the FBI would have in its files permanent data on all Bureau fugitives thus making possible the immediate answering of any inquiry as to whether a person is in fugitive status.

SAC Wily at Butte is opposed to the suggestion and the Conference felt that this would mean unnecessary work and unreasonable expense, and that no useful purpose would be served. No further action is necessary inasmuch as Mr. Garvey has already been thanked for his suggestion.

*W*

cc-Mr. Mohr  
Mr. Clegg

EDM:dmg

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MR. TOLSON

1/29/53

EXECUTIVES CONFERENCE

Economy in File Space

The Executives Conference, on 1/22/53, Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty and Clegg being present, considered the suggestion of SAC S. S. Alden of Baltimore that in field office case files the memoranda prepared in pending files which make of record negative information and contacts with Criminal Informants and Potential Criminal Informants be removed from the files after appropriate reports have been prepared.

This matter was discussed with the Supervisor of the Informant Desk in the Criminal Section of the Investigative Division who opposed the suggestion, as did Supervisor J. R. Malley and Inspector C. W. Stein, due to the fact that it would be very burdensome and time consuming to require clerical employees to remove the memoranda in question and any space saved would be more than offset by the cost of sifting through thick files to locate memoranda of the type suggested for the purpose of removing them.

The Executives Conference unanimously considered unfavorably for the reasons set forth above.

Attached for approval is a letter to Mr. Alden in Baltimore.

Attachment

cc: Mr. Mohr  
Mr. Clegg

HHC:hc

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MR. TOLSON

February 5, 1953

THE EXECUTIVES CONFERENCE

*John*

The Executives Conference of February 4, 1953, consisting of Messrs. Nichols, Mohr, Ladd, Belmont, Sizoo, Harbo, Tracy, Clegg, Gearty, and Glavin, considered a form memorandum submitted to the Bureau by the Deputy Attorney General under date of January 30, 1953, with which he forwarded a copy of a bill introduced by Senator McCarthy to authorize an increase in the per diem allowance of agents assigned to the protection of the President of the United States, and for other purposes.

The Conference was advised that the bill was introduced to increase per diem for Special Agents of the United States Secret Service while traveling within the limits of the continental United States on official business in connection with the protection of the President of the United States or members of his immediate family, the President-elect, or the Vice President, being allowed a per diem allowance to be prescribed by the Secretary of the Treasury not to exceed the rate of \$12.00 per day.

It was pointed out to the Conference that there have been press stories recently to the effect that Secret Service men traveling with the President find that the \$9.00 a day per diem does not cover expenses incurred on such travel.

It was further pointed out to the Conference that other per diem bills are being introduced in Congress; one being recently introduced to increase per diem from \$9.00 to a maximum of \$15.00 a day.

The Deputy Attorney General in forwarding this bill to the Bureau requested that we examine same and submit to his office a memorandum in duplicate summarizing the bill and its effect on existing law, together with our views regarding its merits. Also, in the event the bill would result in increasing or decreasing the annual rate of expenditures or receipts and whether the Department would be responsible for operations under the legislation, the memorandum must include an estimate of the probable effect of the measure on the annual budget of the United States.

cc: Mr. Mohr  
 Mr. Clegg

gt

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Memo to Mr. Tolson (continued)

Insofar as this particular bill is concerned, it would not cause any increase in expenditures of the FBI since it applies to Special Agents of the Secret Service only.

The Conference recommends that an appropriate reply go forward to Mr. Rogers advising that the Bureau would have no objection to such legislation and that such legislation if passed would not affect the expenditures of the Bureau. The Conference further recommends that we point out to Mr. Rogers the fact that it may be desirable to review ~~per diem~~ allowances for the Government as a whole. If you agree, Mr. Rogers will be so advised.

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Elimination of Investigative Reports in ITSMV Cases.

27905

Present: Mr. Tolson, Mr. Ladd, Mr. Glavin, Mr. Tracy, Mr. Parsons, Mr. Mohr, Mr. Belmont, Mr. Gearty and Mr. Clegg.

The Executives Conference on 1/22/53 considered the suggestion of Supervisor H. L. Gillespie of the New York Office that in Interstate Transportation of Stolen Motor Vehicle cases the Bureau again follow the procedure set forth in Bureau Bulletin No. 70, dated 11/18/47, which provided that in this type of case the regular reports would not be submitted to the Bureau except summary reports and when there is no summary report a closing report in automobile ring cases of widespread local or national interest, particularly where subjects are dangerous or armed, cases involving technical installations, cases where reports specifically requested by the Bureau, and also cases where the SAC believes the matter is of sufficient importance to furnish a report to the Bureau. Statistical data would be furnished in tabulated form and submitted with the monthly administrative report.

The Executives Conference unanimously recommended unfavorably. It was believed it would be impossible to give proper supervision and control of such cases at the Seat of Government and it would prevent information from being recorded and indexed in Bufiles where frequent name checks are made -- consequently, unanimously unfavorably.

SAC:hc

cc: Mr. Mohr  
Mr. Clegg

*Handwritten notes:*  
Ladd 1-20-53  
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