

Mr. Tolson

9/8/58

The Executives Conference

A6711

SUGGESTION 100-53  
SUGGESTION 100-53

The Executives Conference of 9/4/58, Messrs. Ladd, Harbo, Glavin, Rosen, Gearty, Belmont, Tracy and Clegg being present, unanimously recommended unfavorably the suggestion of [redacted] of the Milwaukee Office that banks be requested by the Bureau to keep in an index, alphabetically by number, complete information as to checks returned for the reason that there was "no account" in the name of the maker of the check. He suggested that the banks be requested to change the color of these cards each year.

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SA Albert G. MacDonald of the Milwaukee Office suggested that arrangements be made by the Bureau with the Federal Reserve Banks to keep an index of "no account" checks passed through their hands for clearance.

by X [redacted]

The Investigative Division thinks any system that a bank may desire to utilize to record or identify no account checks should be encouraged if a bank inquires about it but it did not feel that the Bureau should solicit or request the establishment of a system of this sort in banks with their elaborate cross-indexing and different colored cards. This would obviously add some expense to the banking procedure.

The Executives Conference recommended unfavorably as it did not feel that the Bureau should request banks to institute a special procedure to aid occasionally in connection with Bureau investigations.

RECORDED-65

INDEXED-65

166-2554-10671  
RECORDED  
189 SEP 18 1958

cc - Mr. Mohr  
Mr. Clegg

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

HAG/S

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-14-81 BY SP-10/BJA  
DIVISION OF INVESTIGATION

ORIGINAL COPY FILED IN 66-6200-10671-44

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Off

UNITED STATES GOVERNMENT

DATE: AUG 19 1953

FROM : Executives Conference

SUBJECT: NEW MANUAL SECTION ON APPLICATIONS  
INSPIRATIONS

Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Ladd  
Mr. Clegg  
Mr. Glavin  
Mr. Harbo  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

The Executives Conference considered the attached new manual section which consolidates Section 19, the present Atomic Energy application section of the Manual of Instructions, and ~~section 103, which deals with other applicants.~~

In the past many of the Atomic Energy applicants were construction workers and the like and did not occupy so-called "sensitive positions;" consequently, a limited type of investigation was conducted concerning them. We now handle only "sensitive positions." In view of the desirability of consolidating the two Manual sections, this study was made and material prepared.

It is voluminous. However, the only points of interest involving change in policy were brought to the attention of the Executives Conference and each of the items was considered.

The following are the suggestions and recommendations:

1. SUGGESTION

That credit records and criminal records be obtained on close relatives of the applicant, namely, mother, father, brothers, sisters, spouse and adult children, in AEA cases, the same as we now check on all other type applicant cases. At this time we do not make credit and criminal record checks on relatives in AEA cases.

RECOMMENDATION OF THE CONFERENCE

The Conference was unanimously in favor of making the credit and criminal record check but, in view of the cost involved, it was decided not to approve this suggestion until a cost survey was made. When this survey is completed, additional consideration will be given to this matter.

2. SUGGESTION

That the verification of the date and place of birth be reported from school records, employment records or other sources

8/21

RECORDED-49  
INDEXED-49

62-7657-10672  
RECORDED

141 SEP 21 1953

276  
50 SEP 1953

323,013  
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DATE 12-4-91 BY spsci/dcg

REPLACES THE ORIGINAL

ORIGINAL COPY FILED IN

...reference to Mr. Wilson

but that it would not be necessary to verify the place and date of birth of an applicant by checking the Bureau of Vital Statistics except where both parents of the applicant are foreign born, or there are material inconsistencies in the birth data obtained in other records.

RECOMMENDATION OF THE CONFERENCE

6/11/1  
The Conference unanimously approved this suggestion that it would not be necessary to check the Bureau of Vital Statistics in all applicant investigations.

3. SUGGESTION

That Atomic Energy applicant investigative reports contain a synopsis, the same as all other applicant-type cases.

RECOMMENDATION OF THE CONFERENCE

6/11/1  
The Conference unanimously approved this suggestion that a synopsis be included in AEA investigative reports.

4. SUGGESTION

That in the interest of uniformity and economy reports should not be submitted in applicant investigations which are discontinued prior to their completion. At the present time when investigations of Atomic Energy Act applicants are discontinued, the Agents' investigative notes capable of being read are filed in the field office file. In all other applicant-type cases when the investigations are discontinued prior to completion, a report covering the investigation conducted up to the time of discontinuance is submitted.

RECOMMENDATION OF THE CONFERENCE

It was the decision of the Conference in applicant cases other than Atomic Energy to continue having reports submitted when the investigations are discontinued, and the Conference was of the opinion that it would be desirable to also have investigative reports submitted in AEA applicant cases when the investigation is discontinued. The Conference felt, however, in view of the large number of AEA applicant cases that are discontinued



Memorandum to Mr. Tolson

8/21/54

and the cost involved in submitting these reports, the present procedure of not submitting reports should be continued. It is to be noted that this fiscal year it is estimated we will handle 24,000 Atomic Energy cases in which there will be approximately ten per cent of continued prior to completion based upon past experience. This was approved unanimously by the Conference, those in attendance being Mr. Holloman, Mr. Gearty, Mr. Mason, Mr. Rosen, Mr. Ladd, Mr. Belmont, Mr. Mohr, Mr. Harbo, Mr. Quinn Tamm, Mr. Glavin, and Mr. Nichols. In view of the bulkiness of the annual revisions they are not attached hereto but will be transmitted to the Training Division in the event this memorandum is approved.

Mr. Tolson

9/17/53

The Executives Conference

SUGGESTION #490-53

Present at the Executives Conference of 9/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

The Executives Conference was advised that every few months the question arises as to whether interview logs should be prepared on Deserter-Fugitives.

Interview logs record the identity of the person interviewed, date, place, and time, and developments during the interview such as the time the suspect is notified of his constitutional rights, time of admissions, time a signed statement was begun and the time it was finished.

The present rule is that interview logs should be prepared on any suspect or subject who is interviewed by an Agent. If the suspect or subject is in the custody of a local jail following arrest by an agency other than the FBI, an interview log need not be prepared by an Agent who may subsequently interview the suspect.

The Executives Conference has previously considered whether interview logs should be prepared on deserters and has previously recommended that interview logs not be prepared on Deserter-Fugitives who have been apprehended except when the deserter is to be given a formal interview as to other crimes he committed while at large or in connection with harboring matters. The Conference still has the same view.

The problem in the mind of the field seems to turn on whether asking a Deserter Fugitive his name, where he is working, how he got the civilian clothing and how he travelled constitute an interview.

It is necessary for an Agent to notify the Bureau and the armed forces of certain basic information at the time the

cc: Mr. Mohr  
Mr. Glegg

RECORDED-62

INDEXED-62

66-2551-10673

- Tolson \_\_\_\_\_
- Eadd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Glegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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323013  
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HEREIN IS UNCLASSIFIED  
DATE 12-4-91 BY sp-3 c/def

SEP 22 1953

78 SEP 24 1953

Bureau and armed forces are notified of the Deserter-Fugitive's arrest. The basic information includes facts as to whether the deserter was wearing civilian clothing, whether he was employed while in a deserter status, his means of travel, and other very basic but limited facts which will be helpful to the armed forces in determining the intent and activities of the deserter. It is the position of the conference that such questions do not constitute a formal interview and such questions are put informally and often while riding to the place of incarceration.

To require that an interview log be prepared as to each deserter-fugitive arrested would mean that the Bureau would be put to the expense of preparing approximately 25,000 additional interview logs per year in Deserter-Fugitive cases alone and there would, of course, be additional clerical time required to process and file these interview logs and filing space would be consumed.

The Conference sees no useful purpose in changing its rules to require that interview logs be prepared in Deserter-Fugitive cases and unanimously recommends continuation of the existing rule that interview logs be prepared on deserter-fugitives only when these deserter-fugitives are interviewed formally in connection with harboring or other crimes. The Conference also recommends clarification of the manual and consequently a manual change is attached.

Also attached is a letter to  of the Salt Lake City office.

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*Handwritten initials and a large number '4'.*

Mr. Clegg

9/3/53

J. S. Rogers

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP5CJ/deg

MOTOR VEHICLE TRAINING COURSE  
SPONSORED BY GENERAL SERVICES  
ADMINISTRATION

*Executive Conference*

By letter of August 21, 1953, Portland furnished a letter, dated August 19, 1953, from Deputy Regional Director, William B. Thlanfeldt, of General Services Administration, inviting Portland Office to designate personnel to enroll in one of the two 5-day courses to be given by GSA on motor vehicle supervisors' and drivers' training courses. The letter points out that this training should be given in response to requests from individual Federal agencies and the Pacific Northwest Interagency Motor Equipment Committee. The courses will cover traffic programs, driver qualifications, driver evaluation, psycho-physical testing methods, traffic engineering methods, driving techniques instruction, and actual skill tests.

The first of the two courses will be given by Professor Amos Heyhart of Pennsylvania State College, who formerly was a member of the National Academy visiting faculty on traffic matters. Our relations with Heyhart are entirely satisfactory.

A nominal fee of between \$1 and \$2 will be charged, which fee will cover manuals and books which will become the property of the student. The courses will be held as follows:

October 26 to 30 at Seattle  
November 2 to 6 at Portland

SAC Burton recommends that the Bureau have an Agent attend the training courses since it would be of considerable assistance in our traffic courses for police, and also should be helpful to the Bureau in connection with the operation of automobiles. SA [redacted] of the Portland Office is a traffic instructor.

RECOMMENDATION:

It is recommended that SA [redacted] from the Portland Office attend the course, following which the Portland Office should furnish to the Bureau a summary of any instructions given which might be beneficial to the Bureau.

Attachment

RECORDED-74

INDEXED-74

SEP 17 1953

ADDENDUM - NEXT PAGE

ORIGINAL COPY FILED IN 6

181-19749

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

JSR: dmb  
52 OCT 2 1953

SEP 10 1953  
U.S. DEPT. OF JUSTICE  
RECEIVED - DIVISION  
74

ADDENDUM

The Executives Conference on 9/8/53 consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Rosen, Nichols, and Sizoo considered the recommendation that SA [redacted] of Portland attend the Motor Vehicle Training Course sponsored by the General Services Administration. The Conference's decision was unanimously favorable. A letter to Portland is attached.

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JAS:ATEV  
0

Mr. Tolson

9/15/53

The Executives Conference

SUGGESTION #430-53

Present at the Executives Conference of 9/15/53 were messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

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The Conference considered a suggestion from Miss [redacted] of the Routing Unit of the Records Section. This suggestion is to the effect that production records be maintained on new employees who are receiving initial training in the Routing Unit and that the present practice of keeping production records on experienced employees be discontinued.

Miss [redacted] had in mind that experienced routers are under enough pressure and strain without having to worry about making a production quota. She feels that the work would be done more accurately without production records and that the Routing Unit is small enough (31 employees) for the supervisor to provide adequate supervision without production records.

The Records Section feels that production records are desirable whenever work lends itself to the measurement of production and feels that the present practice of keeping production records on all employees should continue. The Executives Conference unanimously agrees.

If you concur, no further action need be taken inasmuch as Miss [redacted] has already been thanked for her idea.

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b7c

cc - Mr. Mohr  
Mr. Clegg

RECORDED - INDEXED - 25

166-2554-10675  
RECORDED  
30 SEP 22 1953

INITIALS ON ORIGINAL

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

58 SEP 24 1953

ORIGINAL FILED IN 66-818-3512

323 013  
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DATE 11-19-91 BY sp-sc/dig

# Office Memorandum

UNITED STATES GOVERNMENT

100-85113/32

TO : MR. TOLSON

DATE: July 29 1953

FROM : The Executives Conference

SUBJECT: DELINQUENCY IN THE IDENTIFICATION DIVISION

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

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Rosen, Parsons, Belmont, Sizoo, Clark, Mohr, and Tracy on July 23, 1953, considered the matter of the present status of the work in the technical section of the Identification Division.

The Bureau approved the Executives Conference memorandum of June 18, 1953, recommending that ~~all~~ priority fingerprint cards receive a name search only. ~~It is noted that all personnel are trained to perform the registration of a technical fingerprint search.~~

For the information of the Director, priority fingerprints are searched in the technical section in the following order:

- Priority 1 - United Nations employees (for FBI use).  
Maintenance employees (for FBI use).  
Central Intelligence Agency.  
Metropolitan Police Department, D.C.  
Bureau Applicants
- Priority 2 - Criminal  
United Nations employees (for Civil Service Commission use).  
Atomic Energy Commission
- Priority 3 - Law Enforcement Agencies  
Civil Defense Officers (Police Departments or Security Agencies)  
Sensitive Security (formerly Loyalty)
- Priority 4 - Other Security (for Civil Loyalty)

The following priority fingerprints are given a name search only:

INDEXED-48

100-2554-10676

SEP 22 1953

323,013 RECORDED-43

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DATE 11/21/91 BY SP-5 CJD/deg

INFO UNCLASSIFIED PER OGA LET dated 2/18/05

INITIALS ON ORIGINAL 2/18/05 ECH 4/17/05

ORIGINAL COPY FILED IN 100-1681-9951

cc - Mr. Ladd  
Mr. Mohr

OCT 23 1953

Memorandum for Mr. Tolson

July 29, 1953

Service prints  
Alien prints  
Applicants for taxi drivers,  
peddlers licenses,  
railroad employees,  
pistol permits,  
licenses in connection with city  
ordinances  
Security Clearances for OSI, ONI, and G-2

The delinquent fingerprints in the Technical Section as of July 24, 1953, were:

<u>Priority 1</u>	-	0
<u>Priority 2</u>	-	2,814
<u>Priority 3</u>	-	6,362
<u>Priority 4</u>	-	17,576
Total		26,752

In addition, the Technical Section had a classifying delinquency of nonpriority fingerprints which are yet to be searched in the Card Index Section totaling 185,570.

The production of the Technical Section has been curtailed due to separations. The following shows the employees on duty in the Technical Section, the total separations from July 1, 1952, to July 29, 1953, and transfers from January 1, to July 29, 1953.

<u>Total</u>	<u>Total</u> <u>Employees on Duty</u>	<u>Separations</u> <u>(Resignations)</u>	<u>Transfers</u>
July 1, 1952	946	44	
August 1, 1952	964	75	
September 1, 1952	933	52	
October 1, 1952	387	29	
November 1, 1952	855	29	
December 1, 1952	827	36	
January 1, 1953	789	32	4
February 1, 1953	764	33	3



Memorandum for Mr. Tolson

July 29, 1953

There are presently 92 new employees receiving fingerprint training. They will begin to produce approximately the last of September. Additional classes are being started as rapidly as new personnel becomes available. In the meantime, separations continue to curtail the production of the Technical Section.

Mr. Tracy advised the Conference the Identification Division recommended that Security (formerly Loyalty) and Atomic Energy (other than those where the Bureau is conducting an investigation) fingerprints receive a name search only until such time as new personnel are sufficiently trained to permit the resumption of a technical fingerprint search.

For the Director's information, Security (formerly Loyalty) and Atomic Energy (except those in which Bureau is making an investigation) fingerprints are currently received as follows:

Daily average Security (formerly Loyalty) fingerprints currently received . . . . .	1,681
Daily Average-Atomic Energy (other than where Bureau making investigation). . . . .	<u>487</u>
Total Daily Average	2,168
Percentage of Identifications (Less than 1% identifications are made in the Technical Section following the Card Index search.)	9.02

In order to handle 2,168 fingerprints per day the services of 80 trained fingerprint searchers would be necessary. This personnel is not available at this time; therefore, in order to expedite the answers and avoid the increasing of this delinquency, it is believed advisable to conduct a Card Index search only until the new students are sufficiently trained.

Memorandum for Mr. Tolson

July 29, 1953

The Conference was unanimously of the opinion that considering the status of the work in the Identification Division and the fact that new employees will not be in production until late in September, it would be better to discontinue the fingerprint search rather than allow these two groups of fingerprints to become more delinquent.

The Technical Fingerprint Section is currently searching approximately 5,965 fingerprint cards per day while the receipts of priority fingerprints are approximately 8,054 per day.

If the recommendation is approved and the 2,168 fingerprints per day are searched in Card Index only, the daily receipts for search in the Technical Section will equal 5,886 or approximately the current capacity of 5,865 per day.

Placed  
in effect  
8-7-53  
BGR

*V.M.N.*  
make - Tracy =  
OK, but take this  
up with me upon  
my return.  
Can't more personnel  
be trained for  
Technical Section?

8-1

←

MR. TOLSON

July 29, 1953

The Executives Conference

DELINQUENCY IN THE IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Rosen, Parsons, Belmont, Sizoo, Clayton, Mohr, and Tracy on July 28, 1953, considered the matter of the present status of the work in the Technical Section of the Identification Division.

The Bureau approved Executives Conference memorandum of June 23, 1953, recommending that the Alien fingerprint cards receive a name search only until such time as new personnel are trained to permit the resumption of a technical fingerprint search.

For the information of the Director, priority fingerprints are searched in the Technical Section in the following order:

Priority 1 - United Nations employees (for FBI use).  
Maintenance employees (for FBI use).  
Central Intelligence Agency  
Metropolitan Police Department, D.C., Applicants  
Bureau Applicants

Priority 2 - Criminal  
United Nations employees (for Civil Service Commission use).  
Atomic Energy Commission

Priority 3 - Law Enforcement applicants  
Civil Defense Officers only (Police departments or Sheriff's office).  
Sensitive Security (formerly Loyalty)

Priority 4 - Form 87 Security (formerly Loyalty)

The following nonpriority fingerprints are given a name search only:

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

Mr. Clegg  
Mr. Mohr

66-2534-10676

323,013  
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DATE 11-21-91 BY Sp. Sci/deg

16

7/29/53

Memorandum for Mr. Tolson

July 29, 1953

Service prints  
 Alien prints  
 Applicants for taxi drivers,  
 peddlers licenses,  
 railroad employees,  
 pistol permits,  
 licenses in connection with city  
 ordinances  
 Security Clearances for OSI, ONI, and G-2

The delinquent fingerprints in the Technical Section as of July 24, 1953, were:

Priority 1 - 0  
Priority 2 - 2,814  
Priority 3 - 6,362  
Priority 4 - 17,576  
 TOTAL 26,752

In addition, the Technical Section had a classifying delinquency of nonpriority fingerprints which are yet to be searched in the Card Index Section totaling 185,570.

The production of the Technical Section has been curtailed due to separations. The following shows the employees on duty in the Technical Section, the total separations from July 1, 1952, to July 29, 1953, and transfers from January 1, to July 29, 1953.

	Total	Total Employees on Duty	Separations (Resignations)	Transfers
Tolson				
Ladd				
Nichols	July 1, 1952	946	44	
Belmont	August 1, 1952	964	75	
Glavin	September 1, 1952	933	52	
Harbo	October 1, 1952	887	29	
Tracy	November 1, 1952	855	29	
Gandy	December 1, 1952	827	36	
Winterrowd	January 1, 1953	789	32	4
Nease	February 1, 1953	764	33	3
Winters	March 1, 1953	731	30	3
Tele. Rm.	April 1, 1953	717	33	9
Holloman	May 1, 1953	688	28	6
Nease	June 1, 1953	648	28	10
Gandy	July 1, 1953	637	18	15

(as of 7/29/53)

Memorandum for Mr. Tolson

July 29, 1953

There are presently 92 new employees receiving fingerprint training. They will begin to produce approximately the last of September. Additional classes are being started as rapidly as new personnel becomes available. In the meantime, separations continue to curtail the production of the Technical Section.

Mr. Tracy advised the Conference the Identification Division recommended that Security (formerly Loyalty) and Atomic Energy (other than those where the Bureau is conducting an investigation) fingerprints receive a name search only until such time as new personnel are sufficiently trained to permit the resumption of a technical fingerprint search.

For the Director's information, Security (formerly Loyalty) and Atomic Energy (except those in which Bureau is making an investigation) fingerprints are currently received as follows:

Daily average Security (formerly Loyalty) fingerprints currently received . . . . . 1,681

Daily Average Atomic Energy (other than where Bureau making investigation) . . . . . 487

Total Daily Average . . . . . 2,168

Percentage of Identifications . . . . . 9.02

(Less than 1% identifications are made in the Technical Section following the Card Index search.)

In order to handle 2,168 fingerprints per day the services of 85 trained fingerprint searchers would be necessary. This personnel is not available at this time; therefore, in order to expedite the answers and avoid the increasing of this delinquency, it is believed advisable to conduct a Card Index search only until the new students are sufficiently trained.

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

Memorandum for Mr. Tolson

July 29, 1958

The Conference was unanimously of the opinion that considering the status of the work in the Identification Division and the fact that new employees will not be in production until late in September, it would be better to discontinue the fingerprint search rather than allow these two groups of fingerprints to become more delinquent.

The Technical Fingerprint Section is currently searching approximately 5,865 fingerprint cards per day while the receipts of priority fingerprints are approximately 8,054 per day.

If the recommendation is approved and the 2,168 fingerprints per day are searched in Card Index only, the daily receipts for search in the Technical Section will equal 5,886 or approximately the current capacity of 5,865 per day.

19460

Mr. Tolson

9/11/53

The Executives Conference

SUGGESTION #414-53

The Executives Conference of 9/10/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Gearty and Clegg being present, unanimously recommended unfavorably the suggestion of Mrs. [redacted] of Records Section that no yellow file copy be made of Executives Conference memoranda. Mrs. [redacted] states that yellow copies of these memos are exceptions to the general rule that yellow copies are to be prepared primarily on correspondence that goes out of the Bureau.

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The Conference was unanimously opposed since these yellow copies can be placed in a file in proper order, the writing on these yellows frequently is easier to read than on some white copies, and it is believed that the present practice should continue as it is working effectively.

cc - Mr. Mohr  
Mr. Clegg

323.013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-14-91 BY 6050/ACG

HBC:cs

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

79 SEP 29 1953

RECORDED - 43

166-2554-10677

SEP 22 1953

INDEXED

EX-100

MAKING OF ORIGINAL

ORIGINAL FILED IN 66-818-2554-10677

MR. TOLSON

9/2/53

The Executives Conference

SUGGESTION SUBMITTED BY [redacted]  
RADIO COMMUNICATIONS OFFICER  
SAN DIEGO DIVISION

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The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Harbo, Belmont, Rosen, Gearty, and Tracy on August 31, 1953, considered a suggestion from the San Diego Field Division.

For the Bureau's information, when a fingerprint card is received from a California law enforcement agency and is identified against a fugitive who is wanted by another California agency, the wanting agency is notified by radiogram and the contributor of the fingerprint card receives a copy of the subject's record by air mail.

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Radio Communications Employee [redacted] San Diego, suggested that when a radiogram is forwarded to the wanting agency it contain a request that the arresting agency be notified by state teletype, thus eliminating the forwarding of the criminal record of the subject to the arresting agency. He felt that this would conserve clerical time in the Bureau.

MATTERS

The Identification Division is of the opinion that the suggestion should not be adopted for the reason that the number of such cases are very few and in practically every case the arresting agency would want a copy of the criminal record, and the failure to send one would result in most cases in the receipt of a request for such a copy. In the long run, the adoption of the suggestion would cause more work than it would save.

The Executives Conference unanimously recommends against this suggestion. There is attached a letter thanking employee [redacted] for his suggestion.

b6  
b7C

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

RECORDED-19 166-2554-10678  
INDEXED-19 SEP 21 1953

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5CJ/df

79 OCT 2 - 1953

ORIGINAL BY 11111 IN 32-2972-7038

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Harbo
- Mr. Belmont
- Mr. Mohr
- Mr. Winterrowd
- Mr. Keam
- Mr. Holloman
- Mr. Sizoo
- Miss Gandy



19461

Mr. Tolson

8/12/53

The Executives Conference

Proposed Guide For Handling  
Bankruptcy Investigations

On 8/6/53, the Executives Conference, Messrs. Glavin, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Sizoo, McGuire, and Clegg being present, considered the proposed guide in handling bankruptcy investigations which has been prepared by the Investigative Division and which has been reviewed and approved by the Manuals Desk of the Training and Inspection Division. This guide book is designed to be particularly helpful to Special Agent Accountants who have limited or no experience in handling bankruptcy investigations.

It was the unanimous recommendation of the Conference that 250 copies of this manual be printed in the Mechanical Section and that 2 copies be sent to each office. Ten copies were recommended for the New York office, 5 copies for the Washington Field Office, San Francisco, Philadelphia, Los Angeles, Detroit, and Chicago offices; and 3 copies each for the Baltimore, Boston, Cincinnati, Cleveland, Indianapolis, Kansas City, Miami, Minneapolis, New York, and Pittsburgh offices. One copy would be furnished to the Manuals Desk of the Training and Inspection Division and 2 copies to the Investigative Division.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Casper

RECORDED - 68

INDEXED 68

SEP 24 1953

52

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-SC/dug

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369  
OCT 2 1953

REPRODUCED IN FULL  
DETAILS OF ORIGINAL

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19462

Mr. Tolson

9/16/53

The Executives Conference

323 013

SUGGESTION #467-59

*Reports*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/01 BY 60322/UC/DAW

Present at the Executives Conference of 9/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

The Conference was unanimously opposed to a suggestion from Clerk [redacted] of the Memphis Office that the titles of investigative reports be double spaced whenever the titles are more than three lines in length. It was the belief of Clerk [redacted] that double spacing lengthy titles would provide adequate space for clerks to make notations when searching these titles and would also make it possible to more easily read titles when performing indexing procedures in the Chief Clerk's Office. While the procedure would result in additional paper costs, it was the thought of Clerk [redacted] that these additional costs would be offset by possible savings in handling time by clerks.

b6  
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The Domestic Intelligence Division pointed out that if lengthy titles are to be double spaced, it is entirely possible that the title of some reports may take up considerable portion of the initial page of the report, possibly even the entire page in some instances, and that titles will not fit into the blocked-off space provided for titles on the printed first page report form.

The Records and Communications Division has encountered no major problems under the existing system, feels that single spacing is preferable, points out that double spacing will make the titles occupy a great deal of additional space but that adoption of the double spacing proposal will not make any change in work in the Records Section at the Bureau. However, the Records Section sees no need for adopting the proposal.

The entire Conference was unanimously opposed to the suggestion and felt that the present system is preferable.

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

If you agree, no further action need be taken inasmuch as Mr. [redacted] has already been thanked for his idea.

b6  
b7c

cc - Mr. Mohr  
Mr. Clegg

EDH:cs

RECORDED-21  
INDEXED-21  
SEP 24 1953

66-2554-10680 WAC

*es 367*

OCT 2 - 1953

ORIGINAL COPY FILED IN 66-2554-10680

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 8/27/53

FROM : W. G. EAMES *E*

SUBJECT: OM#11  
RECORDS SECTION STREAMLINING COMMITTEE  
SUGGESTION #414-53

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

Mrs. [redacted] has suggested through the Recording Unit representative of the Records Section Streamlining Committee that copies of Executives Conference memoranda be made on white paper instead of yellow paper. Mrs. [redacted] points out that the preparation of yellow copies on Executives Conference memoranda is the only exception to the general rule that yellow copies are prepared only on correspondence that leaves the Bureau. She stated that it was a problem insofar as training new employees is concerned and that her suggestion would eliminate the typist error of preparing the wrong color abstract.

It is believed that this suggestion would result in some small savings, however it is not possible to accurately estimate them. It is believed that Mrs. [redacted] suggestion has merit and should be adopted.

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RECOMMENDATION:

(1) That the suggestion be adopted.

(2) That an appropriate letter be directed to Mrs. [redacted] inasmuch as she is not a member of the Records Section Streamlining Committee.

WGE:jw

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HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5/deg

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53 OCT 15 1953

1166-2554  
NOT RECORDED  
85 SEP 22 1953

INITIALS ON ORIGINAL

Mr. Tolson

9/10/53

Executives Conference

STANDARD FORM FOR OPENING  
CASE ON POTENTIAL CRIMINAL INFORMANT

On 9/9/53 the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Nichols, Belmont, Ladd, Rosen, Gearty, Holloman, and Sizoo considered a suggestion submitted by SA Daniel B. Bryan, Jr., of the Miami Division that the Bureau approve a printed form to be used for opening a case on a potential criminal informant. It was suggested that the form contain printed material calling for the name of the potential criminal informant, residence address, residence phone number, business address, business phone number, occupation, date of original contact, place to be contacted, physical description, classification of case covered, and evaluation of informant. The view was expressed that such a form would assure the inclusion of all of the essential material in the initial serial.

The Executives Conference was unanimously opposed to the suggestion on the ground that the information called for by the Form is now required if available at the time the initial serial is prepared. Such additional serials should also include any other information of pertinence concerning the development of that informant. It was the feeling of the conference that the use of the Form would result in its treatment as a check-off sheet and an effort would not be made to seek other information than that which is called for by the form.

RECORDED-38

INDEXED-38

SEP 22 1953  
106

106-254-10681

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

cc: Mr. Mohr  
Mr. Clegg

52 OCT 10 1953

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP5ca/deg

ORIGINAL FILED IN 106-254-10681-323

September 9, 1953

Mr. Charles M. Noone  
Chief, Office of Security  
United States Information Agency  
Washington, D. C.

RE: NAME CHECKS - APPLICANTS

Dear Mr. Noone:

*Copies of Reports*

Reference is made to your communication of September 2, 1953, wherein you inquired as to whether the Bureau would have any objection to your forwarding to the Civil Service Commission a copy of a Bureau memorandum furnished to you on former personnel at such time as you request the Civil Service Commission to conduct full field investigations of applicants for positions in your office under Public Law 402.

This is to advise you that the Bureau would have no objection to your furnishing a copy of such a memorandum to the Civil Service Commission at such time as a full field investigation is requested by you of that Commission of the applicant in question.

Sincerely yours,

J. Edgar Hoover

RECORDED  
INDEXED-8  
64-2551-10682

EX-127

SEP 23 1953  
LOS

WRG:gt

The Executives Conference of September 8, 1953, consisting of Messrs. Ladd, Gearty, Sizoo, Belmont, Mohr, Harbo, Tracy, and Glavin, say no objection to Noone's furnishing the Civil Service Commission with a copy of the memorandum in question since the same information would again be furnished to the Civil Service Commission by the Bureau if a request were made of the Bureau by that Commission. The approval of Mr. Noone's suggestion will eliminate requests being received by the Bureau from the Civil Service Commission for information concerning such former Bureau employees as are being considered by the United States Information Agency for employment.

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-13-91 BY sp/scj/drg

ORIGINAL FILED IN 66-5439-111

Mr. Tolson

8/14/53

The Executives Conference

Suggestion Number 330-53

The Executives Conference on 8/11/53, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Sizoo, Nichols, and Glegg being present, considered the suggestion of SAC J. E. Milnes, New Orleans, concerning the signing of the No. 1 Register. ~~It is a practice~~ <sup>BY SPECIAL AGENTS</sup> for Resident Agents to sign the No. 1 Register upon arrival at the headquarters city although they have previously, on the same day, signed the No. 1 Register in the Resident Agency city before they departed for the field office headquarters. When they return from field office headquarters to the Resident Agency they sign the No. 1 Register again at the Resident Agency. Mr. Milnes felt that this causes needless duplication of records and makes for confusion of the payroll and attendance clerks.

He suggests that time could be saved, confusion avoided, and duplication eliminated if the Special Agent having once signed in, in order to meet attendance records, at either the headquarters city or the Resident Agency city, he should not be required to sign in as on duty on the same date elsewhere. The No. 3 Card shows time of arrival at the headquarters city and the time of return to the Resident Agency.

The views of the Charlotte, Philadelphia, Richmond, and Baltimore offices were obtained and all four offices were unanimously in favor of the suggestion.

The Executives Conference recommendation was unanimously favorable and recommendation made that Manual changes be made accordingly, if approved.

- Tolson \_\_\_\_\_
- Eadd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Glegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Glegg  
HHC:gs

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/13/91 BY Sp-5/def

RECORDED-65

INDEXED-65

SEP 22 1953  
135

INITIALS ON ORIGINAL

58 OCT 5 1953

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19463

re

Mr. Tolson

9/10/53

Executives Conference

~~INDEXING OF "NO RECORD" LOYALTY FORMS~~

On 9/9/53 the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Nichols, Belmont, Ladd, Rosen, Gearty, Holloman, and Sizoo considered a suggestion made by Miss [redacted] of the Records and Communications Division that the Bureau index the "No Record" loyalty forms which have now accumulated in the Bureau. When these forms were first received they were indexed in the General Bureau Indices. This indexing was subsequently discontinued and for the past few years such forms have not been indexed but have been filed alphabetically so they could be located through an alphabetical search. Miss [redacted] suggested that index cards be prepared in order that future loyalty forms would be identified in the General Indices with a previously submitted "No Record" loyalty form.

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The Executives Conference was unanimously opposed in view of the work involved in preparing such index cards. There are in the neighborhood of 5,000,000 such "No Record" loyalty forms.

JAS:ATP

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 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 11/21/01 BY SP-5/STP

cc - Mr. Mohr  
Mr. Clegg

INDEXED - 22

166-2554-10684  
SEP 25 1953

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

384  
SEP 10 1953

SUGGESTION #390-53

*JAS*

ORIGINAL COPY FILED IN 66-6700-139

19464

Mr. Tolson

8/19/53

The Executives Conference

SUGGESTION OF HISS [redacted]

The Executives Conference of 8/17/53, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Holloman, Nichols and Clegg being present, considered the suggestion of Miss [redacted] that the list of typing and stenographic errors, which was prepared after considerable research by Miss [redacted] of the Training & Inspection Division and which was used as a basis for her discussion before the recent conference on improving correspondence, be printed and distributed to clerical employees and stenographers who are engaged in preparing correspondence.

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b7c

The Conference recommended favorably as to this suggestion, feeling that the written list of errors which had been compiled would be a profitable supplement to the oral discussion given before the recent conference. Although Miss [redacted] had recommended that examinations be given to the employees to whom this list is distributed, the Conference recommended unfavorably as to this phase of the suggestion.

If approved, the attached list will be printed in a suitable number for distribution to the stenographers and typists who prepare correspondence.

RECORDED-19 | 66-2557-10685  
INDEXED-19 | RECORDED  
189 SEP 24 1953

Attachment

cc - Mr. Mohr  
Mr. Clegg

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

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DATE 11/19/91 BY SP-5/BJG

[Handwritten signature]

369

OCT 2 1953

66-3025-1956

ENCLOSURE



Mr. Tolson

9/16/53

The Executives Conference

DADE COUNTY POLICE Dept.  
MIAMI, FLORIDA

Present at the Executives Conference of 9/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

SAC Powers, Miami, requested permission to give limited training to the Dade County Police. There are 30 members of the Dade County Police and this organization is not affiliated with the Dade County, Fla., Sheriff's Office. It is under the control of Chief William Norton who has occupied this position several years and he and his organization have been very cooperative with the Bureau. The Dade County Police has jurisdiction over public parks in Dade County, county beaches and other county property and the Miami International Airport. It is with regard to the Miami International Airport that the greatest service is received by the FBI from the County Police and this airport, handling roughly 900 flights a day, is the scene of a considerable amount of FBI investigative work, including baggage searches, surveillances and other investigative duties.

There is nothing derogatory in Bureau files concerning Chief William Norton or the Dade County Police. There has been no indication of graft, corruption or improper performance by the Dade County Police in recent years, which is a contrast with many other Florida law enforcement organizations.

The Miami Office wishes to provide help to the Dade County Police in the form of lectures as to the jurisdiction of the FBI, collection and preservation of evidence and testifying in court. The school will be under the control and management of the Dade County Police and the FBI will be purely a participant but will not be in control of the school. The date for the school has not yet been set and the full agenda has not been drawn up because it was felt advisable by the Miami Office to secure Bureau permission to participate before any final plans were made. The school was requested by Chief Norton and was not solicited by the FBI.

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

Attachment  
cc - Mr. Mohr  
Mr. Glegg

RECORDED-59

166-2554-10686

SEP 28 1953

INDEXED-59

ED:cas  
OCT 5 1953

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DATE 11-19-91 BY spsu/deg

ORIGINAL COPY FILED IN 1-1153-539

A question arises in connection with this school because of the following circumstances:

1. We presently provide training for the Miami City Police Department and we have for years. That Department has its own police academy and Agents provide several lectures to each class of students but we are not in control of the school.

\*\*\*\*\*

2. We do not provide training for the Dade County Sheriff's Office and it will be recalled that Sheriff Tom Kelly vigorously sought FBI help and even had Congressman Bantaff of Miami also endeavor to secure Bureau participation in a proposed training program for the Dade County Sheriff's Office. The Bureau felt it inadvisable to provide training for the Dade County Sheriff's Office because Kelly was admittedly a former homosexual and because the Sheriff's Office has over a period of years been corrupt and because FBI participation in training was obviously sought as a means of adding to the prestige of the Sheriff's Office.

The Bureau refused to provide training to the Sheriff's Office because:

a. There are already three National Academy graduates and a former Agent on the rolls of the Sheriff's Office and these men are trained as instructors and should be in a position to provide any necessary training courses.

b. With the heavy volume of FBI work it was not possible to take on additional heavy commitments of the type Kelly had in mind here. It was his proposal that the FBI would handle the major share of instruction.

\*\*\*\*\*

3. If we provide training for the Dade County Police as proposed, the question arises as to whether Sheriff Kelly would have a point in his favor in any attempt in the future to secure FBI assistance in training. The SAC feels that no difficulty would arise through providing training for the County Police and as much as we have given such training in earlier years and we have consistently given training to the Miami City Police and other nearby Florida law enforcement agencies simultaneously with our refusal to provide training for the Dade County Sheriff's Office.

In consideration of the facts presented the Conference unanimously felt that the following recommendations should be made:

1. Authority should be granted to the Miami Office to engage in very limited training with the Dade County Police, such training to cover jurisdiction of Bureau, evidence, and testifying in court, and that no extensive program should be drawn up.

2. The Miami Office should work out the details of its proposed training with the Dade County Police and submit to the Bureau for approval the exact lectures, proposed dates, length of lectures and other details prior to commencing the course.

If approved, the attached air-tel should be dispatched to Miami.

MR. TOLSON

9/8/53

The Executive Conference

ACKNOWLEDGMENTS BY U. S. MARSHAL, NEW YORK,  
FINGERPRINT CARDS NOT IDENTIFIED

149

The Executive Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Harbo, Belmont, Rosen, Gearty, Mohr and Tracy on August 31, 1953, considered a suggestion from the United States Attorney, Southern District of New York, that: "In order that defendants with no previous criminal records may be sentenced more expeditiously, would it be possible that two copies of the Federal Bureau of Investigation form so stating be sent to the United States Marshal."

Contact was made by the New York Office through the office of the United States Marshal, who stated that the Marshal's office on receipt of a no record reply telephoned the office of the United States Attorney and the Assistant United States Attorney who initiated this request wanted to save himself the bother of a telephone call. In the opinion of the Marshal, additional copies in no record cases would be convenient, but they are not a necessity.

The Conference was advised by Mr. Tracy that in cases of non-idents, a reply to the contributor is automatically made at the time the index card is typed, the reply being a carbon copy of the index card. This is a specially printed form and only one carbon is provided. To provide additional carbons would increase the cost. For a typical no record case an additional copy of the reply for the benefit of one judicial district would require special instructions in the Typing Section as well as the addition of an extra carbon and extra paper when answering the request to the specific contributor. Mr. Tracy further pointed out that if it were advisable to furnish more than one copy in no record cases for the benefit of all United States Attorneys, then additional copies should be furnished for the benefit of all United States Attorneys. No other requests have been received for additional copies of no record cases.

32-2380  
ORIGINAL COPY FILED

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 67

66-2554-10687  
SEP 15 1953

ET:eda

45 32303  
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DATE 11/19/91 BY SP-5a/deg

53 OCT 6 1953

Memorandum for Mr. Tolson

September 2, 1959

All United States Marshals receive three copies of the record in the event an identification is made, one copy being for the United States Attorney, one for the United States Probation Officer, and one for the United States Marshal.

The Executive Conference unanimously were of the opinion that the request for an additional copy in no record cases should be declined. If approved, there is attached hereto a suggested memorandum to the Department.

Office Memorandum

UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: September 8, 1953

FROM : H. L. Edwards <sup>MLE</sup>

SUBJECT: SECURITY INFORMANTS PROGRAM  
New Haven Division

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

~~CONFIDENTIAL~~

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

EXECUTIVE CONFIDENCE

You will recall by memorandum dated 8-18-53, the SAC, New Haven, requested Bureau authority to permit SA Harold C. Swanson to work from 1:00 P.M. to 10:00 P.M. whenever necessary in order to contact security informants. By Bureau letter dated 8-27-53, the SAC was advised there appeared to be insufficient justification to substantiate this request and Bureau approval was not granted.

By memorandum dated 9-1-53, the SAC furnished additional information relating to the security informant program in his office and reiterated his recommendation that Swanson be authorized to work from 1:00 P.M. to 10:00 P.M.

New Haven advised SA Swanson is handling the following four security informants in the area of [redacted], Connecticut.

b6  
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b7D

1) [redacted] who was developed by SA [redacted] and who is now assigned at the Seat of Government. Swanson has handled this informant since May, 1953. According to the SAC, the informant is very valuable and is in contact with underground leaders. It was also reported by New Haven that it is not considered wise to reassign this informant to another Agent inasmuch as he is very touchy regarding civil rights matters and it takes a long time to gain his confidence.

2) [redacted] has recently become an informant and was initially developed by SA Swanson and another Agent who is no longer assigned at New Haven. The SAC also felt that it is not advisable to reassign this informant now because he is still in the critical stage of development.

b7D

3) [redacted] who was recently developed as an informant by SA Swanson and in the last six months has [redacted] with Communist Party members in the [redacted] area and is [redacted]

[redacted] the National Negro Labor Council, a CP dominated organization in Connecticut. The SAC likewise felt that the reassignment of this informant now might prove detrimental.

310  
79 OCT 16 1953

RECORDED-31

INDEXED-31

166-2554-10688

RECORDED  
189 SEP 29 1953

11/21/91 #323013  
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ak  
Attachment

~~CONFIDENTIAL~~

PHOTO FILED

ORIGINAL COPY FILED IN 66-2542-3-30-28

Memo to Mr. Glavin (continued)

~~CONFIDENTIAL~~

4) [redacted] was developed by SA [redacted] but has been handled by SA Swanson since May, 1953. [redacted] according to reports received from other informants of the New Haven Office is now being considered for membership in the Communist Party. Again the SAC felt that this informant should not be reassigned because he is in a critical stage of development. (X)

b6  
b7C  
b7D

All of the above informants are members of the Negro Race and because of their activities, it will be necessary to contact each of them at least once a week to receive their reports as well as to supervise their development. Because the city of [redacted] is relatively small, the SAC pointed out it is necessary to contact three of these informants in the evening to insure maximum security.

As a result of his handling of the four informants, it is necessary for SA Swanson to work at least three nights each week and his SAC reported that SA Swanson's overtime for the months of June, July, and August has averaged above three hours a day. Under the Bureau's policy of each Agent sharing an equitable amount of the Bureau's responsibilities and in all fairness to SA Swanson, the SAC personally recommended that authority be granted for SA Swanson to work from 1:00 P.M. to 10:00 P.M. when necessary, in order to contact security informants. The SAC stated he would personally insure that SA Swanson would not abuse this privilege and he would work from 1:00 P.M. to 10:00 P.M. only when necessary.

Bureau records reflect that there are now nine Special Agents assigned to the [redacted] Resident Agency and in addition, SA [redacted] has been ordered on transfer from San Juan to [redacted].

b6  
b7C  
b7D

RECOMMENDATIONS

The Executives Conference of September 9, 1953, consisting of Messrs. Tolson, Holloman, Gearty, Sizoo, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, after being advised in detail concerning the contacts which Agent Swanson must make on a recurring basis, approves the recommendation made by the SA of the New Haven Office that Swanson's work day be designated from 1:00 P.M. to 10:00 P.M. whenever necessary in order that he might contact the informants in question. If you approve, a suggested letter to the SAC at New Haven is attached hereto.

✓  
*[Handwritten signature]*

~~CONFIDENTIAL~~



The Director

~~CONFIDENTIAL~~

September 22,  
1953

The Executives Conference

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

~~REPORT WRITING  
REPORTING SURVEILLANCE DATA~~

On September 21, 1953, the Executives Conference, consisting of Messrs. Tolson, Ladd, McGuire for Nichols, Rosen, Tracy, Mohr, Glavin, Hennrich for Belmont, Gearty, and Holloman, considered a suggestion from the Washington Field Office that existing policy of reporting physical surveillances in security cases by "T" symbols be changed. The WFO recommended that in espionage-type cases the fact that a physical surveillance was conducted by Bureau Agents be set forth in investigative reports and that a notation appear on the administrative pages that the identity of the Agents participating is located in the surveillance log. The WFO pointed out that since the Bureau is now conducting extensive surveillance activities in [redacted]

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[redacted] the reports will be more lucid if this suggestion is adopted. The WFO pointed out also that surveillances as an investigative technique are well known to other agencies to which reports would be disseminated.

The present Bureau rule is that all physical surveillances in security cases should be reported under a "temporary" symbol and the identities of the Agents set forth in the administrative portion of the report.

The Domestic Intelligence Division felt that the rule should be consistent as to all security-type investigations. Mr. Hennrich recommended that the Bureau's rule be changed so that all physical surveillances in all types of security cases would be set forth in the body of investigative reports as physical surveillances conducted by the Bureau.

Arguments in favor of reporting under "T" symbols:

1. Surveillances by Bureau Agents as an investigative technique can be concealed.
2. Agencies receiving our reports, such as the Immigration and Naturalization Service, would not know definitely that Bureau Agents conducted a surveillance. They would be in a weaker position in the event they desired to request testimony as to facts uncovered during the surveillance.

RECORDED-88 66-25-170689  
INDEXED-88 SEP 30 1953

cc: Mr. Clegg  
Mr. Mohr

OCT 2 - 1953

Attachment  
CEH:LL

~~CONFIDENTIAL~~

323 013 11/21/91  
CLASSIFIED BY: [signature]  
DECLASSIFY ON: OADR



~~CONFIDENTIAL~~

3. In the event our reports ever get into evidence in a case, we would have adequate protection in not having the fact of our having conducted physical surveillances set out.

Arguments in favor of a change:

1. The reports would clearly show that the facts reported resulted from physical surveillances and the reports would be more lucid.
2. Other agencies which receive our reports are aware of the fact the Bureau conducts physical surveillances, and no investigative technique would be revealed.
3. The Bureau could decline to furnish testimony, if desirable, even though the fact that Agents had conducted physical surveillances was known to other agencies desiring such testimony.
4. Each report would speak for itself, as reviewed, and it would be unnecessary to constantly refer to administrative pages to ascertain the identity of a particular temporary informant.

Messrs. Ladd, Glavin, Holloman, and Hennrich were in favor of reporting physical surveillances in the body of a report as having been conducted by Bureau Agents.

The majority, Messrs. Tolson, McGuire, Rosen, Tracy, Mohr, and Gearty were opposed to any change and they recommended that the rule remain as is in reporting surveillances under <sup>their</sup> symbols.

RECOMMENDATION:

There is attached, for your approval, a letter to the Washington Field Office advising that its suggestion has been considered and is not being adopted.

Respectfully,  
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Mr. Tolson

July 20, 1953

The Executives Conference

10-WATT DISPATCHER RADIO UNITS

~~FIXED FM STATIONS - GENERAL~~

On July 20 the Conference consisting of Messrs. Tolson, Ladd, Nichols, Holloman, Clayton, Mason, Rosen, Henrich, Mohr, Tracy and Parsons considered the request for the purchase of additional 10-watt dispatcher units.

The 10-watt dispatcher unit is a transmitter and receiver small enough to fit into a piece of luggage and powerful enough to be used in coordinating radio equipped automobiles used on surveillances. The Bureau has twenty-four of these units in use in the field. However, because of the demand for their use in security surveillances frequent requests have necessitated the expense of canvassing the field offices to find a unit which can be spared to meet the immediate need. It has also been necessary to take units away from a surveillance in one field office for emergency needs in another office. Within the past week a unit was taken from a Washington Field Office satellite surveillance for an emergency installation in New Orleans and a request from Philadelphia for an additional unit in connection with the Smith Act surveillances could not be complied with. As a result of study by the Laboratory it appears that seven additional units would materially assist in reducing the shifting of this equipment and more nearly meet the emergency needs arising.

The Conference unanimously recommends the purchase of seven additional 10-watt dispatcher units at a cost of approximately \$250.00 a piece for a total of \$1,750.00.

cc - Mr. Clegg  
Mr. Mohr

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

DJP:VH  
h

364

58 OCT 7 1953

323,013  
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DATE 11/19/91 BY Sp-5/ldc/f

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RECORDED-42  
INDEXED-42

166-2554-10690

SEP. 30 1953

EX - 122

ORIGINAL FILED IN 80-648-2207-X1

Mr. Tolson

9/17/53

The Executives Conference

SUGGESTION #426-53

Present at the Executives Conference of 9/16/53 were Messrs. Tolson, Tracy, Harbo, Mohr, Heinrich, Gearty, Ladd, Rosen, Holloman and Mason.

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The Conference was unanimously opposed to a suggestion from Miss [redacted] to the effect that Bureau supervisors indicate on reports and documents desired indexing whenever a large number of names appear in these documents. It was Miss [redacted] contention that the supervisor frequently has the file in his possession and could eliminate duplicate indexing in this manner.

The Records Section opposes this suggestion, pointing out that indexing is presently performed by trained employees who are conscious of the Records Section problems and seek to hold indexing to a minimum consistent with efficiency. These employees consult supervisors whenever long lists of names appear in reports. In addition, supervisors, when reading documents, are aware by marks made by the Records Section as to which names have been indexed and existing instructions require supervisors to bring to the attention of the Records Section any names which should have been indexed but were not so marked by the Records Section employees. Thus there is a double check on indexing. Further, the Records Section does not believe that any widespread problem exists and recommends a continuation of the current practice.

The Executives Conference unanimously agrees. If you concur, no further action need be taken except to dispatch the attached letter which expresses appreciation to Miss [redacted] for her suggestion.

9/5-4805-99 ORIGINAL FILED IN

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

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY sp-5c/dcg

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b7c

INDEXED 78  
EX-108  
166-2554-10691  
SEP 30 1953  
INITIALS ON ORIGINAL

EDM:rcs  
364  
58 OCT 7 1953

Mr. Tolson

9/24/53

The Executives Conference

Suggestion #465-53

Present at the Executives Conference on 9/23/53, were Messrs. Ladd, Harbo, Glavin, Henrich, Rosen, Gearty, Tracy, and Mason. The Executives Conference unanimously recommends adoption of a suggestion by Miss [redacted] supervisor of the Routing Section of the Records and Communications Division concerning a routing procedure.

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of Miss [redacted] proposes that the Routing Unit, discontinuing keeping a log of "Sensitive Security of Government Employee Forms" received by the Bureau and supplement this operation by the use of a card from the Civil Service Commission.

About 150 Sensitive Security Forms are received daily. These forms are alphabetized and then logged in on a sheet of paper retained by the Records Section. This log shows the date received, identity of agency from which received, identity of supervisor to which sent, and the date the form is returned.

According to Miss [redacted] the Civil Service Commission prepares a card known as "OSC-3746, prepared March 1952" which contains the essential information, and the Civil Service Commission is willing to make such a card available to the FBI along with each form. Miss Wolfe pointed out that adoption of this would save one hour a day for a Grade 3 employee, or roughly \$368 annually.

The Records and Communications Division is in favor of the proposal and the Investigative Division has no objections. If you concur there are attached: (1) a letter to Miss [redacted] advising her of the adoption of her suggestion, and (2) a memo to Mr. Nichols instructing that the proposal be put into effect.

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b7C

Attachments (2)

- Tolson cc: Mr. Clegg
- Ladd \_\_\_\_\_ Mr. Mohr
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin EDM:gsr
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

*[Handwritten signatures and initials]*

RECORDED-38

INDEXED-38

OCT 2 - 1953 323013

166-2557-10692  
OCT 1 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5CJ/deg

24

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. *Hayin*

DATE: 9/17/53

FROM : E. J. Ingram

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-Scidney

SUBJECT: Bureau Automobile ~~Accidents~~  
1950 Ford - #PORH ~~157510~~  
Damage - \$263.54  
Date - 8/17/53

SA [redacted] - San Francisco

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b7c

## SYNOPSIS

## O EXECUTIVE CONFERENCE

At approximately 1:20 p.m. 8/17/53 SA [redacted] while operating a Bureau car, was involved in an intersection collision with a car owned and operated by [redacted] at the intersection of O'Farrell and Gough Streets, San Francisco. O'Farrell is two-way street running east and west; Gough is three-lane, one-way street running south. SA [redacted] advised he had been proceeding south on Gough at 20-25 mph and slowed to a speed of between 10 and 15 mph as he approached the intersection of O'Farrell. He noted that neither Gough nor O'Farrell has a stop sign at this intersection. As he neared the pedestrian crosswalk, he looked to the left and the right, noting that his view to the left was blocked by another car proceeding in the same direction. As the other car accelerated, the agent shifted into second gear for the same purpose. However, the other car stopped and veered slightly to the left, and the agent, with his view now unobstructed, saw the third party approaching the intersection going west traveling at least 25 mph. The agent applied his brakes, but collision ensued. SA [redacted] noted that the instant before the collision, the Bureau car was stationary. Damage to the Bureau car was to the front fenders, grille and radiator; damage to the third party's vehicle was a dented right front fender. The agent advised he has personal liability and property damage insurance.

The third party, age 19, advised, in a signed statement, that the accident happened at 2:20 p.m. He said as he approached the intersection there was little traffic on O'Farrell but several cars on Gough. He observed cars in the first two lanes on Gough and stated he did not stop but shifted into second and proceeded into the intersection when he saw that the two cars had stopped. He had not seen the Bureau car and advised his first knowledge of its presence was possibly a second before the crash occurred. He said he was not speeding when he went through the intersection and did not know what gear his car was in when the collision occurred. He is insured with the Travelers Insurance Company for public liability through the William E. Lightle Insurance Company of Vallejo, California. The third party was accompanied by three passengers. There were <sup>11.5</sup> injuries to anyone involved in the accident.

According to the three passengers in the third party's car, the third party was going about 15 mph when he entered the intersection. All three saw the two cars in the first two lanes on Gough and said both stopped to allow the third party to go through the intersection, the

ORIGINAL FILED IN 66-2058-47

RECORDED-48 166-2554-10693  
INDEXED-48

Memorandum to Mr. Glavin - continued

car in the second lane stopping a few feet farther into the intersection than the other. One of the passengers did not see the Bureau car until the crash. Another saw it when the third party's car was over half way through the intersection, at which time the Bureau car was about three car lengths' away and going "pretty fast." One passenger said the agent slammed on his brakes but the Bureau car skidded straight ahead into the private vehicle, and one of the youths said that Gough is not a "stop" street and the third party "bluffed" the cars in the first and second lanes of Gough into allowing him to pass. b6 b7C

Officer [redacted] of the San Francisco PD investigated the accident and his report reflects the Bureau car struck the third party's vehicle and the agent stated a car on his left blocked his view of the other car until a second before the impact. A violation of "exceeding stated speed limit" was shown for the third party and "violated right of way (auto)" was shown for the agent, although no citations were issued. The report indicates the accident happened in clear daylight on dry asphalt; that both cars were traveling straight ahead on straight roads 50' wide in a residential area; and that the third party was traveling on an up grade. The report shows the lawful speed limit at the scene is 15 mph; that the third party was traveling 20 mph and the agent 10-11 mph at time of impact; that the agent first noticed the danger 15' from the third party; that the Bureau car traveled 10' after impact and the other car 15'.

The investigating agent determined that the front of the Bureau car was 24' 4" into the intersection at the time of impact; skid marks indicated SA [redacted] applied his brakes when the front of the car was 18' 8" into the intersection, 5' 8" before impact, and the car was dragged 5' 9" to the southwest after impact. Measurements indicated the third party's car was 33' 6" into the intersection when the collision occurred, but because of other skid marks on C'Farrell, it was impossible to determine whether the third party had applied his brakes. State records reflected the third party was convicted 3/24/53 of a violation of the section of the motor vehicle code dealing with meeting or passing a school bus.

The SAC feels that since the report indicates the third party was much farther into the intersection than the agent, the cause of the accident was the agent's failure to yield the right of way to the third party and SA [redacted] should therefore be liable for the repairs to the Bureau car, which were completed for \$263.54.

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Memorandum to Mr. Glavin - continued

RECOMMENDATION

Inasmuch as this collision occurred at an intersection at which there are no traffic controls of any kind and inasmuch as the agent's view of traffic on his left was blocked by a vehicle in the lane next to him, it is recommended he not be held responsible for the accident and the cost of the repairs to the Bureau car be borne by the Government.

*Wagner  
9/28/53*

*Memo to Ladd  
9/28/53  
Ladd*

DETAILS

None. All pertinent information set out in synopsis.

ADDENDUM: (jmr) 9-25-53 The Executives Conference of September 23, 1953, consisting of Messrs. Ladd, Harbo, Tracy, Hennrich, Tearty, Mason, and Glavin, unanimously felt that the Agent was not responsible for the accident in question. WRG

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EO*

*ST  
EJG*



The Director

Sept. 2, 1953

The Executives Conference

~~SPECIAL AGENTS' INSURANCE FUND~~

The Executives Conference consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Ladd, Cavanaugh, Sizoo and Nichols considered the following matter.

The Board of Governors of the Special Agents' Insurance Fund has been exploring ways and means to strengthen the fund. Reinsurance has now been taken with Lloyds of London which will cost in the neighborhood of \$1,500 a year.

A check has been made and some of the building and loan associations are paying up to 3 1/2% interest. Two of these associations were the National Permanent Building Association and the American Building Association. Others were contemplating increasing their interest rates.

By placing on deposit some of the cash of the Insurance Fund, there would be sufficient income to pay for the reinsurance of the fund; and the Board of Governors, after surveying the entire matter, recommended that the best interest of the Insurance Fund would necessitate that some of its funds be placed in building and loan accounts insured by the FDIC.

All members of the conference but Mr. Ladd unanimously recommended the approval of the Board of Governors of the Special Agents Insurance Fund. Mr. Ladd felt that there should be no change and the monies not placed on deposit in building and loan associations.

The majority recommended that a reserve of at least \$50,000.00 at the present time be kept in cash on deposit with banks as is presently the case. These funds will be kept at the present time in the Lincoln National Bank, The Bank of Bowie, The Alexandria National Bank and The City Bank. As of August 1, 1953, a total of \$130,361.53 was being maintained on deposit in savings accounts; \$105,820 in Government bonds with \$16,276 in accrued interest as of January 1, 1953, making the total reserve of \$252,457.53.

cc: Mr. Clegg  
Mr. Mohr

LBN:arm

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

~~RECORDED-32~~

EX-103

INDEXED-38

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP5CJ/dec

SEP 14 1953

OCT 12 1953

66-2554-10694  
~~66-2554-10630~~

323 013



Memorandum to The Director from The Executives Conference  
Re: Special Agents' Insurance Fund

Those favoring approving the actions of the Board of Governors based their decision on the following:

1. The need for earning the premium of around \$1500 annually to insure the fund against multiple disaster.
2. As trustees of the Fund we would not be serving the best interests of the fund in not putting it on deposit when a higher rate of interest would be earned with the same security.

If the majority decision is approved, steps will be taken to deposit funds in FDIC insured Building and Loan accounts where it will earn a higher rate of interest.

Respectfully,  
For the Conference

*Clyde Tolson*  
Clyde Tolson

Mr. Tolson

August 13, 1953

The Executives Conference

"THE FBI AND LOCAL LAW ENFORCEMENT"  
PREPARED FOR DISTRIBUTION TO PROSECUTING  
ATTORNEYS

The Executives Conference, consisting of Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Mason, Gearty, Sizoo, Mohr and Nichols unanimously recommend that copies of the recent booklet "The FBI and Local Law Enforcement," prepared for the assistance of municipal, county and state prosecutors, be furnished to the Governors and Attorneys General of the various states. It was the unanimous belief of the Conference this should be handled by the Special Agents in Charge, rather than at Bureau headquarters.

If approved, a letter is attached to all Special Agents in Charge.

Director's Notation:

OK.

Attachment

cc: Mr. Clegg  
Mr. Mohr

Send copy to A.G. Rogers

+ Ron Kin

~~sent to all SACs~~

LBN:MF

*M.P.*

~~Bureaus of places + supervisors~~

~~8-25-53~~

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

323 013  
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DATE 11-19-91 BY SP-5CJ/dcg

INDEXED

RECORDED - 23

EX-128

166-2554-10696  
OCT 6 1953  
70

63 OCT 13 1953

ENCLOSURE

ORIGINAL COPY FILED IN 94-45294-13

19465

Mr. Tolson

8/21/53

The Executives Conference

SUGGESTION #346-53

The Executives Conference of 8/20/53, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Clegg being present, considered the suggestion of Miss [redacted] of the Knoxville Office that paper forms, stocks and stationery be pre-punched with the holes made for filing at a uniform depth of one-half inch from the top of the page to the center of the hole. She also suggested that the first page of investigative reports have the holes which are punched one-half inch lower than at present since she felt that they were too shallow and that the papers tear out of the file too easily.

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The Administrative Division and the Washington Field Office have no objections but the Records and Communications Division recommends unfavorably. Their objection is that a great deal of the paper used in the preparation of reports and correspondence which is placed in the files is also used in correspondence in the preparation of copies which are disseminated outside the Bureau. If it became necessary to prepunch the holes for filing in the various types of paper and stationery, it would be necessary to have some paper and forms which do not have the holes for use in correspondence outside the Bureau and for dissemination of copies to other federal agencies. This would increase the number of items to be maintained in the supply room, would make more complicated the system of requisitioning and at the present time, each field office follows the practice of punching the holes in the copies of correspondence for its own file and this is a part of the process of assembling and preparing the mail. It is also noted that some of the punching machines have holes of one size and others are slightly larger or smaller, and to set up standards of exact distances to the center of the hole would vary with each type of punching machine. The first page of the report form is received at the Bureau from the Government Printing Office already punched.

The Conference recommended unanimously unfavorably.

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

HMC:cs

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 51

INDEXED - 51

66-2554-106 96 X

INITIALS ON ORIGINAL

CO

58 NOV 9 1953

ORIGINAL FILED

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: 9-18-53

FROM : N. P. CALLAHAN *NP*

SUBJECT: SUGGESTION #501-53  
Credit Services - Dun and Bradstreet

Mr. Tolson	✓
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Clegg	
Mr. Glavin	✓
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

*Handwritten signatures and initials*

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In the attached suggestion, [redacted] Mobile Division has suggested that the Bureau be advised only when credit reports are secured from Dun and Bradstreet.

I consider this a sound suggestion as a number of the smaller offices secure credit reports from Dun and Bradstreet only a few times each year. There are about 18 offices that use these services regularly.

RECOMMENDATION:

That the attached letter to all SAC's go forward.

*Handwritten notes:*  
9-27-53  
-28-53  
sd

NPC:lk

OCT 11 1953

ADDENDUM BY MASON: Unanimously recommended favorably by Executives Conference of 9/23/53 and a letter is being directed to Miss [redacted] advising her of the favorable action taken in regard to her suggestion.

EDM:gsr

*Handwritten notes:*  
✓  
OCT 11 1953  
TWO

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY *Spideg*

RECORDED-65 166-2554-10697  
INDEXED-85 199 OCT 1953  
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EX-104

INITIALS ON ORIGINAL

*Handwritten notes:*  
254  
284

ORIGINAL FILED IN 62-13296

Mr. Tolson

9/24/53

The Executives Conference

Suggestion #495-53

19466

Present at Executives Conference on 9/23/53, were Messrs. Ladd, Harbo, Glavin, Henrich, Rosen, Gearty, Tracy, and Mason. The Executives Conference unanimously recommends in favor of a suggestion from [redacted] of the Records and Communications Division that the picture of each of the candidates for office in the FBI Recreation Association be printed in the Investigator before elections along with a short write-up about the candidate.

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It was already the intention of the Crime Records Section to present biographical sketches of candidates for positions in the FBI Recreation Association in an issue of the Investigator. The Crime Records Section did not feel it desirable to run a picture of the 17 candidates along with biographical sketches feeling that such a number of pictures (estimated at 17) might detract from the pictures of those actually elected to office in the issue of the Investigator which comes out after election.

Mr. [redacted] of the FBI Recreation Association favors running the pictures of candidates for office in the Investigator. The Conference unanimously agreed with Mr. [redacted] feeling that it would be beneficial to the field, which will be called upon to vote, to see not only biographical data as to the candidates but to link faces in photographs with names.

If you agree, the following communications should be dispatched and these communications are attached: (1) a letter to [redacted] (2) a memo to Mr. Nichols instructing that the photographs appear in the Investigator; (3) a memo to SAC Godfrey in San Juan, inasmuch as this office had previously made the same suggestion about a year ago informally, and since the suggestion was not in writing this memo to the SAC in San Juan is considered sufficient. (When this suggestion was proposed last year, FBI Recreation Association officers recommended unfavorably.)

filed with

RECORDED - 23

INDEXED - 23

66-2554-10698

OCT 2 1953

106

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

Attachments - 3  
cc: Mr. Clegg  
Mr. Mohr

EDM:gsf

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-81 BY SP-3/ldg

33 OCT 21 1953

388

ORIGINAL FILED IN

Mr. Tolson

9/25/53

The Executives Conference

Suggestion #202-53

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5C/ACG

Present at the Executives Conference on 9/23/53, were Messrs. Ladd, Harbo, Glavin, Henrich, Rosen, Gearty, Tracy, and Mason. The Conference unanimously recommends that the Chicago Office be permitted to experiment for a period of 60 days with a proposed form for use in handling potential criminal informants and another form for the handling of security informants and potential security informants. The Conference unanimously recommends that thereafter the Chicago Office submit its recommendations to the Bureau as to the value of these forms and as to exactly what savings, if any, have resulted.

The purpose of the Conference in unanimously offering these recommendations is to resolve once and for all whether a form retained in the file of each potential and approved informant showing which serials contain certain very necessary non-variable information will actually result in a savings of agent time.

It has been proposed repeatedly by the field that authorization be granted to keep a form in the file of each informant and potential informant showing the availability of other information. For example, in the handling of a security informant or potential security informant there are 37 items which must appear in the file and must be readily available if the informant is to be properly contacted and used. Among these items are the name and aliases of the informant, the results of an indices check, the date and place of birth or citizenship of the informant, the telephone numbers at home and at the office, the location where the informant can be contacted, data as to when the informant was advised that he is not a Bureau employee, the date the informant was advised that the Bureau does not sponsor or sanction his membership in a subversive organization, the date he was advised not to retain copies of his reports, and similar information.

In criminal informant and potential criminal informant files, there are 20 items which must be present for the file to

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Stooz \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc: Mr. Glegg  
Mr. Mohr

EDM:gsr

RECORDED - 82

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be complete and these items are in most respects quite similar to those necessary in the file of a security informant for they include the identity of an informant, his symbol number, residence address and phone number, nature of employment, employment address, employment phone number, and similar data.

The problems expressed by the field have been that to properly supervise an informant file the agent handling the informant and the field supervisor have to peruse hundreds of serials, in many instances, to find certain essential non-variable data as mentioned above.

The field has repeatedly emphasized that the availability of a form listing each of the pertinent items and having a blank space beside the item on which the pertinent serial of the file can be listed would be invaluable in the supervision of the files and in the handling of informants. It is also emphasized that the form will have nothing to do with the substantive handling of an informant, will have no connection with the informant's reports, will not substitute for any serial but will show only helpful information as to where data sought may be found. In other words, it would be unnecessary to review a bulky file in the local supervision of an informant or in preparing monthly or semiannual reports to the Bureau solely for the purpose of ascertaining the date that an informant was advised concerning income tax regulation because the form would show specifically the serial where such data is included.

Conference was advised that while ASAC Moore of the Chicago Office was at In-Service training on Friday, September 18, he was most vigorous in desiring approval of such a form and specifically requested authority for Chicago to test the use and savings of such a form and submit recommendations to the Bureau. The Conference unanimously proposes that Chicago be given authority to use the forms for a period of 60 days and thereafter submit to the Bureau their recommendations as actual costs, savings, advantages, and disadvantages. Thereafter the conference will consider whether to recommend the use of this form for the entire field service. If you agree, there is attached a letter to the Chicago Division.

Mr. Tolson

9/30/53

The Executives Conference

FBI NATIONAL ACADEMY ASSOCIATES  
ACTIVE MEMBERSHIP AND "DIRECTORY OF GRADUATES"

The Executives Conference of 9/28/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Gearty, McGuire, Holloman and Clegg being present, gave consideration to the matter of Bureau policy dealing with the Directory of Graduates of the FBI National Academy which is published annually by the Bureau, and also as to matters relating to active membership in the Associates.

Constitutional Provisions

There is no reference in the Constitution of the Associates to the "Directory of Graduates." The Bureau, of course, can make its own decisions as this is not required to be just a list of active members.

The Constitution of the Associates sets forth the following requirement for active membership:

"ARTICLE IV. MEMBERS OF THE ASSOCIATION

"SECTION 1. MEMBERSHIP:

"Membership in this association shall consist only of those individuals who have satisfactorily completed the prescribed course of instruction in the F. B. I. National Academy and who are actively engaged in law enforcement work of the type which would qualify a candidate for admittance to the F. B. I. National Academy. Membership shall be effective upon graduation from the F. B. I. National Academy and upon payment of dues in this Association. There shall be no honorary or other type of membership except active membership."

To suspend a member from membership, the Constitution is quoted as follows:

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- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

Attachment

OCT 13 1953

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The Constitution of the Associates sets forth the officers of the Associates to be a President, five Vice Presidents, one Secretary-Treasurer, one Historian, and eight members of the Board of Governors. This group of 16 officers constitutes the "Executive Board." The officers are to be elected at the regular business meeting of the Association held during the Retaining Session of the FBI National Academy. They serve for one year or until their successors are elected and qualified. Interim vacancies in any office are filled by the Executive Board until the next regular business session is held.

Executives Conference Discussion

In the discussion at the Executives Conference the feeling was widely expressed that the listing of the graduates name in the Directory should not be considered as a listing of active members. There was a feeling that in a vast majority of the instances these graduates who had worked at the Bureau for 12 or 14 weeks were actual friends and in a position to be of direct assistance and benefit to the Bureau. It was cited

SECTION 4. SUSPENDED FROM MEMBERSHIP.

Any member of this Association shall be suspended from membership:

"1. Upon severance of a member's full time employment from duly constituted Law Enforcement, other than members retired in good standing.

"2. Upon non-payment of any required dues.

"3. Upon participation in activity unworthy of or inimical to the best interest of Law Enforcement, as evidenced by any dismissal or requested resignation from any Law Enforcement agency based upon misfeasance or malfeasance, and by a majority vote of the Executive Board of the Association.

"4. Upon participation in activity unworthy of or inimical to the best interest of the F. B. I., National Academy, or upon participation in activity unworthy of or inimical to the best interests of the Federal Bureau of Investigation when so decided administratively by the Bureau."

that in a discussion of police training at the Detroit convention of the IACP when it was felt that Chief Parker of Los Angeles was criticizing the Bureau's training not only was the Bureau vigorously defended by Sheriff Ryan of Minneapolis, who is friendly, but also by Thomas W. Ryan of New York with whom our relationships are not currently cordial, and by Chief Edward J. Allen of Youngstown about whom some doubt has been felt as far as diplomacy and tact are concerned. At all IACP conventions such individuals as, for example, "Tubby" Travis, former chief at Hornell, N. Y., and now with the Fire and Casualty Underwriters, always inquires as to what he can do and actively supports any suggestion made by Bureau representatives.

Thus the feeling was expressed that to eliminate names from the Directory without some type of aggravating cause would likely antagonize those eliminated and perhaps some of their friends.

At the same time it was recognized that there were some who had engaged in dishonest activities and misconduct of a type that should be eliminated, regardless of their attitude, from the Directory of Graduates.

In preparation for the IACP convention at Detroit, for example, the SACs were instructed in advance to contact a good number of police executives who might attend this convention in order that they might be prepared to take appropriate action should the question of "civil rights investigations" arise. A large number of those contacted were graduates of the Academy. Throughout the convention these police officials announced to the Bureau's representatives their willingness to do anything and their plans to take action if the question came to debate on the floor. Thus these graduates, both active in law enforcement and some who have entered private work, are a potential source of support to the Bureau.

It is of definite benefit to field offices to have this list of graduates as contacts and as possible informants even after they have left law enforcement.

Exceptions for Listing Names of Graduates  
in the Directory Who Are No Longer Eligible  
as Active Members

The Bureau has passed on a number of cases of graduates now or recently occupying positions which would not entitle them to attend the Academy at this time but the Bureau decided that in such instances their names should continue in the Directory.

Examples: Former Director Walter Anderson, of the North Carolina State Prison Department and present Warden Ralph W. Alvis of the Ohio State Penitentiary, who is a graduate of the first session of the Academy, are examples of 7 prison officials whose names appear in the Directory. Mayor B. E. McCranie of Bossier City, Louisiana and City Manager John M. Gold of Winston-Salem, N. C., are examples of 10 city officials whose names appear in the Directory. Virgil W. Hanlin, Chief Enforcement Officer of the State Liquor Control Commission of Romney, W. Va., is an example of 18 investigators, enforcement officers and officials of State Liquor Control Boards and Commissions in the Directory. L. E. Goodrich, Special Investigator for the Governor of Florida and John T. Taylor, Chief Investigator, Arson Division, Fire Marshal Department, Indianapolis, Ind., are examples of 18 other state, county and local officials whose names are in the Directory. Howard L. Clayton, Secretary of the Arkansas State Sheriffs Association and R. W. Morris, Executive Secretary of the New York Police Chiefs Association, are two officials of state law enforcement associations in the Directory. John T. Pearce, Juvenile Probation Officer of Sarasota County, Florida, is one of 9 probation officers in the Directory. Robert W. Ware, U. S. Marshal for the Southern District of California, is one of 3 U. S. Marshals or Deputies in the Directory. Dennis G. Smith, Assistant Security Officer, U. S. Naval Air Station at San Diego is one of 3 security officers of military installations in the Directory. In addition there are 5 graduates of the Academy who are in the State Division of Safety of New York State, the Director of which is Thomas W. Ryan.

#### RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE

The Conference unanimously recommended as follows:

1. There should be eliminated from the Directory of Graduates, as is presently being done, all those who have been guilty of misconduct or whose activities have been unworthy of or inimical to the best interests of law enforcement, the Associates, or the FBI, whether their acts are of misfeasance or of malfeasance, and regardless of whether they continue in law enforcement or not.

2. It was recommended that although their names in the Directory should be noted with an asterisk with a footnote showing that those so noted with an asterisk are no longer actively connected with a local, county or state law enforcement or investigative agency--the following should be listed in the Directory of Graduates:

OK  
a. Those no longer in law enforcement whose conduct and activities have not eliminated them as above suggested, including those who have retired. (Retired law enforcement officers are still eligible to be active members if they retired in good standing.) There would be no listing of any private agency or commercial firm with which these graduates might presently be connected but instead there would be listed the law enforcement agency which they originally represented when attending the Academy, or the law enforcement agency with which they were connected at the time they left law enforcement work.

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b. Those who are in Federal Government positions, even if in law enforcement agencies of the Federal Government, would be listed by name. However, there would not be shown in the Directory the identity of any Federal law enforcement agency or any other Federal agency, whether law enforcement or not, unless that agency was eligible to send a man originally to the Academy. Those who are in agencies eligible to send a representative to the Academy would have the agency listed, such as, FBI, the Forestry Service, TVA, National Park Service, intelligence agencies of the military services, Military Police and Provost Marshals who have been accepted, Public Buildings Administration, and U. S. Park Police. Although the names of graduates would be listed, those who are connected presently with Federal agencies not eligible to send a representative to the Academy would only have the names listed together with their affiliated local law enforcement agency. There would not be recorded in the Directory any present connection with such agencies as Office of Price Stabilization, Secret Service, Bureau of Internal Revenue or Internal Revenue Service, or U. S. Marshals. Their names

would be listed but would be as above stated, marked with an asterisk to show they are no longer connected with local, county or state law enforcement agencies.

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3. It was recommended there be listed in the Directory those graduates who are currently in local, county or state government who have any position in the field of law enforcement or investigation, or related fields in criminal law administration including executive positions which supervise or control law enforcement, whether eligible to be represented in the Academy or not, and including such positions as mayor, city manager, city commissioner, wardens of penal institutions, penologists, security police for military services, probation officers, Department or Division of Safety of states, counties and cities, State Fire Marshals Departments, State Departments of Education, Juvenile or Adult Control, Transportation, Department of Licenses, State Road Commissions, conservation enforcement and regulatory work in such fields as forestry, alcohol beverage control, and including positions such as, secretary or executive secretary of State Police Chiefs or Sheriffs Associations. It was believed that in such instances the specific name of the agency with which currently connected should be listed in the Directory. With the exception of the officials of Police Chiefs and Sheriffs Associations, all the above are on salary paid from the appropriations for a state, county or municipality.

Although it was recognized that some of these positions may not carry the power of arrest and some of them are restricted in their investigative authority, nevertheless, it was realized that those connected with such city, county and state government agencies are in a position to be of valuable assistance to the Bureau. They are in local, county or state government in some type of investigative, control or regulatory fields.

OK ✓  
4. It is recommended that when a graduate is deceased, when such graduates were in good standing at the time of death, their names be listed in the Directory in a special section near the end of the Directory marked "In Memoriam" and showing the most recent local, county or state enforcement agency with which they were connected.



OK ✓  
5. The FBI National Academy Associates News Letter is now published bimonthly. In the past it has been in the form of a letter addressed to all the graduates over the typed names of the President and the Secretary of the Associates. It was unanimously recommended that in the future this publication go out from the FBI NA Desk in the Training & Inspection Division but not in the form of a letter and not bearing the names of any of the officers of the Association as a signature. This will save time and avoid sending the material to the President and Secretary in advance of publication.

OK ✓  
6. The present action taken by the FBI NA Desk when for any reason such as misconduct or misfeasance, it has been decided by the Bureau that a name should be removed from the Directory is merely to omit the name from the next Directory of Graduates. There is no circularization of the membership or the officers to the effect that this individual will no longer be listed in the Directory. In the event the individual whose name was omitted subsequently writes to one of the officers or to the Bureau to inquire as to why his name was omitted, it has been the practice in the past for a letter to be prepared to such individual over the signature of Thomas W. Ryan, Secretary-Treasurer of the Associates, advising such individual that his name was omitted, telling him that he was no longer in good standing and thus not eligible to have his name in the Directory, and this reply was signed by Thomas W. Ryan. There has been no subsequent debate or argument after such a letter has been transmitted. Of course, the Bureau field offices concerned are informed of the restricted relationships with such individuals and that their names were removed from the Directory; that they are no longer eligible to attend firearms training, and are removed from all Bureau mailing lists.

The Conference recommended that the above procedure continue and that so long as Ryan was the Secretary of the Associates, which position he continues to hold until his successor is elected, that such replies be prepared for his signature and be mailed by him as at present from Albany, N.Y.

7. As to active memberships and the eligibility of graduates to vote or to hold office, it was unanimously recommended that no action was necessary up to this time in this connection, but that when next there is a general meeting of

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the Associates, or if there is a meeting of the "Executive Board," then the interpretation as to whether an agency is eligible to send a representative to the Academy is an interpretation which at that time would be made by the Bureau and the information furnished to the responsible officials of the Associates as they assemble in Washington. It was recommended that no action at this time be taken with respect to any particular member or officer of the Associates.

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8. In the event a graduate assumes an unusual position which cannot be clearly identified with any of the above situations which may be approved, it is recommended that these unusual situations in each instance be brought to the Executives Conference for recommendation.

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9. In times past when there has been planned a Retraining Session and reunion of the FBI NA, invitations to attend have been sent only to those who have been specifically eligible under the Constitution to serve as active members. Questions were resolved by the Bureau in case of doubt and in some instances certain highly cooperative graduates, such as "Tubby" Travis, former Chief at Hornell, N.Y., have been invited with the provision made clear that he, not being an active member, would not be eligible to participate in business sessions, debates or voting. It was recommended that in the event there is subsequently held any retraining session of the Academy that this same procedure be followed and at the time such invitations are prepared, the questions as to eligibility be resolved by the Bureau immediately preceding the issuance of the invitations.

All approved  
H.

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MR. TOLSON

10/1/53

EXECUTIVES CONFERENCE

SPECIAL MAJOR CASE KIDNAPPING SQUAD SCHOOL

RECORDED - 25

The Executives Conference on 10/1/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Hennrich, Gearty, Holloman and Clegg being present, considered the following matter:

Training in various aspects of kidnapping and other major cases began in the mid-1930's and special schools devoted exclusively to the problem of handling kidnapping cases were held as early as 1938. In 1945 four special squads, one known as the Eastern Squad, another the Midwestern Squad, another the Southern Squad, another the Western Squad, were organized, called into Washington, given special training, and individuals were trained in handling the following specific types of duties of an administrative or specialized character:

1. Special Agent (or other Bureau official) in Charge of squad
2. Administrative Officer (assistant to the SAC)
3. Liaison Officers (stationed in home of victim)
4. Reporting officer
5. Supervisor of equipment
6. Press relations officers
7. Sound equipment supervisor
8. Laboratory technicians
9. Photographer
10. Chief Clerk

Messrs. Ladd, Connelley, Gurnea and Brantley were selected to be heads of these various squads. Mr. Gurnea was called away on a special on the opening day of training for his school and Mr. H. B. Fletcher received the training in lieu of the late Mr. Gurnea. (Messrs. Ladd, Connelley and Fletcher are still in the Bureau.)

On June 4, 1945 per Executives Conference action of May 14, 1945, kidnapping cases were featured as a major case

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

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OCT 8 1953

RECORDED - 25

INDEXED - 25

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HHC:hd  
CC-Mr. Mohr  
Mr. Clegg

project in all In-Service Schools. On the opening day of each of the succeeding In-Service schools special training was given on the subject of the organization of kidnapping squads and the functions of each of the ten "specialists" in this field. By the time the class arrived at Quantico they had already received this information and the 3-day major case project training courses were given on handling kidnapping cases with training being given to selected members of the class to handle these various specialist positions. Any SAC in the class was given this training as the "Inspector in Charge." ASACs were selected as the Administrative Officers. Laboratory Technicians in the class assumed the Laboratory Technician's assignment, and so on. These schools were so handled that by frequent conferences, by use of 2-way Walkie Talkie radio devices, the entire class was kept informed as to all developments in this practical training problem. All Special Agents of the Bureau went through this course of training at that time with the possible exception of a few who were unable to get to In-Service School for one reason or another.

As an example, in the four major case schools held in 1945, ten Laboratory Technicians were given training in their field. Eight of these technicians have had experience serving on actual major cases. In addition, 36 other Laboratory Technicians received training as such in the 3-day major case instruction project.

As soon as this cycle of In-Service Schools was finished on kidnapping subjects, another major case project was started on the then current problem of bank robbery. When that cycle was finished the next major case project in In-Service was on Theft from Interstate Shipment - Hijacking. In turn, the next major case project was on Espionage-Sabotage and the current practical problem in built around "Double Agent" project. Thrown into these major case problems were also such additional problems as civil rights, loyalty, moot court, and incidental administrative and personnel matters which were at the time considered problems.

Based on the major case squad schools in 1945, the Administrative Division set up a card index list of Agents who had been trained on these squads and their various specialties. On 4/12/49 Mr. Glavin prepared an Executives Conference memorandum pointing out that since this list was set up it had not been used and, as all Agents were then receiving training at that time in kidnapping and major case work, he recommended the destruction

of this list, which was agreed to by the conference and approved, - although memoranda are in the files as to those who did attend the four major case squad schools in 1945.

Based upon the first four major case kidnapping schools in 1945, there were prepared detailed instructions as to the handling of major cases with the adaptation to kidnapping cases specifically. These instructions were prepared and approved by a number of Seat of Government and field officials, including Messrs. Connelley, Gurnea and others with the greatest amount of experience in this field. These instructions were also approved by the Executives Conference and sent to the field. They still appear in Section 66 - Kidnapping of the Manual of Instructions and itemize the functions of the various specialists, the investigative procedures, goes into detail as to the preparation of ransom money, the listing of equipment, the holding of conferences, the preparation of reports and running memoranda, the maintenance of files and bulky exhibits, and the like.

#### EXECUTIVES CONFERENCE RECOMMENDATION:

The conference unanimously recommended the reactivation of the kidnapping squad schools and recommended that four schools of two weeks each be held because the current kidnapping case at Kansas City may well start a new series of kidnappings and the Bureau should be prepared to the utmost for such an eventuality.

Messrs. Ladd, Rosen and Clegg were designated as a committee to select the personnel for each of the four squads (Eastern, Southern, Midwestern and Western).

The Training & Inspection Division is now engaged in the preparation of a program of training for these squads which will be prepared in conjunction with the Investigative divisions.

The program, list of personnel, and specific dates will be submitted for approval as soon as prepared.

OK  
JA

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Mr. Tolson

9/25/58

The Executives Conference

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SUGGESTION #433-53

Present at the Executives Conference of September 24, 1958, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Conference considered and unanimously opposed a suggestion that Sub-B files be discontinued.

Sub-B files were set up earlier this year following the Director's conversation with the President and these files are designed to record rumors, gossip and other unbarified data in a place separate from the regular file of factual data.

The Executives Conference consideration was initiated as a result of a suggestion from Mrs. [redacted] of the Records Section who pointed out:

1. Documents to be put in Sub-B files take longer to process than regular applicant mail.
2. It is difficult to determine when mail should be placed in a regular file and when it should be put in a Sub-B file.
3. A review of the main file of an applicant frequently gives the impression that all of the information is not there.
4. In the opinion of Mrs. McGrath, by the time an investigation is completed all rumors are proven or disproven.

Mrs. [redacted] points out that the Bureau presently has 108 Sub-B files and that these files have resulted in some confusion and additional expense. Mr. Eames feels that no change should be made in the practice of using Sub-B files and he recommended unfavorably as to the suggestion. The Investigative Division agreed with Mr. Eames. The Executives Conference agreed with both and presents an unfavorable recommendation. If you agree with the conference, no further action need be taken inasmuch as Mrs. [redacted] has already been thanked for her proposal.

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- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

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OCT 7 1958

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TO: Mr. Nichols  
FROM: L. E. Wherry, Jr.  
SUBJECT: SUGGESTION FOR RELAYING  
TELETYPE TRAFFIC - [redacted]  
[redacted] TELETYPE UNIT

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DATE 11/19/01 BY SP-6/CL/deg

for

I have studied the captioned suggestion. When Mrs. [redacted] first spoke of her idea, I authorized a survey to be made of those teletype messages which could be relayed in accordance with her suggestion. The survey was made during the time the two Communist fugitives, Robert George Thompson and Sidney Steinberg, were apprehended on the West Coast. Teletype traffic from the West Coast was, of course, greater than normal during this period; however, I feel that the implementation of Mrs. [redacted] suggestion would effect a substantial savings in our teletype costs even when teletype traffic is at the normal level.

b6  
b7c

A study of our teletype system shows that Mrs. [redacted] suggested relay system in all probability, cannot be expanded or extended without increasing equipment costs which would cancel out or be greater than the toll charge savings which would be realized.

Advantages of Mrs. [redacted] suggestion. A substantial savings in teletype costs.

Disadvantages. - None.

RECOMMENDATIONS:

It is recommended that

- (1) Mrs. [redacted] suggestion be adopted and placed into use.
- (2) That the West Coast offices be directed to advise of the savings in teletype tolls realized by use of the system after it has been in operation for one month.
- (3) That consideration be given to giving Mrs. [redacted] a cash award when the reports from the field are received on savings effected through use of the relay system.
- (4) That Mrs. [redacted] suggestion be acknowledged.

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Suggested letters to the appropriate field offices to implement the suggested relay system are attached.

ADDENDUM: EDM/mew

Unanimously recommended by Executives Conferences of September 24, 1953.

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LEW:bjc  
Attachments (11)

Present were Messrs. Glavin, Tracy, Hargoon, Hennrich, Ladd, Rosen, Gearty, Holloman, and Mason. Cash award to be considered April 1, 1954.

EXECUTIVE CONFERENCE

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Mr. Tolson

9/25/53

The Executives Conference

SUGGESTION #478-53

INVESTIGATIVE REPORTS

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Henrich, Ladd, Rosen, Gearty, Holloman and Mason

The Executives Conference considered whether an administrative page should be attached to each copy of an investigative report being sent to the Bureau in those instances when an administrative page may be necessary.

The Executives Conference considered this matter 7/1/53 and recommended unanimously that no change be made in the present procedure of requiring an administrative page for each copy of a report sent to the Bureau whenever there is information which should properly be put on an administrative page. The suggestion at that time came from SA [redacted] and the suggestion was number 274-53.

Under date of September 17, 1953, Miss [redacted] of the Records Section submitted an identical suggestion and after being advised of the earlier consideration by the Bureau she felt that this matter should be reconsidered, since adoption of the proposal would, in her opinion, result in savings to the Bureau.

Miss [redacted] has in mind that administrative pages should be attached to only two copies of the investigative reports coming to the Bureau and this would provide for a complete original report and for a complete file copy. Miss [redacted] points out that when reports are disseminated to outside agencies administrative pages are detached and destroyed and, if these reports do not have administrative pages attached initially, time will be saved.

Miss [redacted] ran a survey for five days and determined that 21 sets of corrected administrative pages were inserted in Seat of Government files during the period and that it was

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols

(Attn: Mr. Eames) Mr. Nichols should notify Miss [redacted] a member of the Records Section Streamlining Committee.

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Belmont \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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INDEXED - 83

166-2534-10703  
RECORDED  
189 OCT 7 1953

ORIGINAL COPY FILED IN 66-2435-6

b6  
b7C

b6  
b7C

b6  
b7C

necessary for the Consolidation Unit to make appropriate notations on the corrected pages. She felt that adoption of the idea might reduce the number of administrative pages and result in some savings.

The Conference was unanimously opposed to the suggestion for exactly the same reasons that the Conference was opposed to the suggestion when initially considered on July 1, 1953, namely:

1. The field has no way of knowing how many copies of a given investigative report will be disseminated and, therefore, the field would be constantly perplexed as to how many administrative pages to prepare.
2. Confusion on the part of the field as to the preparing of administrative pages would undoubtedly result in a greater expenditure of time than the amount which would be saved through adopting the proposal.
3. The Conference can see no way to issue a rule that only the original of a report contain an administrative page because copies placed in other files at the Seat of Government would then be incomplete and a Supervisor perusing one of the auxiliary files would be deprived of essential and helpful information.
4. The number of copies of reports submitted to the Bureau varies from 2 to 7 but the great majority of criminal cases result in only 2 copies being submitted.

Inasmuch as the Conference was unanimously opposed to this idea, no further action appears necessary. A copy of this Executive Conference memorandum has been designated for Mr. Nichols in order that an appropriate representative of the Records and Communications Division may advise Miss [redacted] of the outcome of Bureau consideration. Mr. James has pointed out that since Miss [redacted] is a member of the Records Section Streamlining Committee no letter to her is necessary in connection with this suggestion. b6 b7C

Mr. Tolson

9/16/53

The Executives Conference

SUGGESTION #492-53

INDEXING

Present at the Executives Conference of 9/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen, Garry, McGuire, Holloman and Mason.

b6  
b7c

Miss [redacted] Supervisor, General Index Unit, Records Section, suggested that index cards filed under the titles (1) Commendation, (2) Criticism, and (3) Criticism, Reaction To, be destroyed. There are 2200 such cards occupying 13 index drawers. The most recent card is dated 12/15/48. For record purposes the Bureau at one time prepared such index cards so that data could be quickly located as to all commendatory or critical references to the FBI; however, the project was discontinued in December, 1948, when the number of index cards got to be so great as to be practically valueless in finding desired references. The Records Section has been unable to locate a single instance in which these cards have been used. Destruction of these cards will save the Bureau approximately \$1.00 in cabinet space.

The Executives Conference was unanimously favorable as to the proposal of destroying these cards, having noted that the Records Section had earlier expressed a desire to adopt the suggestion. No cash award is involved inasmuch as Miss [redacted] is a Supervisor and the suggestion is considered in line with her duties.

b6  
b7c

If the suggestion is approved, there is attached a letter of notification and appreciation to Miss [redacted]

Attachment

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

cc - Mr. Mohr  
Mr. Clegg  
Mr. Nichols

EDM:cs

53 OCT 26 1953

RECORDED-12

INDEXED-12

OCT 50 11 35 AM '53

RECEIVED

166-2554-10704

RECORDED

189 OCT 7 1953

U.S. DEPT. OF JUSTICE

F. B. I.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP5 C/ldg

ORIGINAL COPY FILED IN 66-5084



Conference was unanimously opposed to this suggestion which does not seem to offer any advantages and would result in numerous disadvantages no further action by the Bureau appears necessary except that during the next inspection of the Dallas Office, which will take place very soon, an Inspector will look into the handling of consolidations and appropriately advise the Dallas Division. Mrs. [redacted] has already been thanked for her idea.

Mr. Tolson

5/28/53

The Executives Conference

SUGGESTION 4484-53

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5 CJK

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Lennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Executives Conference considered a proposal by [redacted] Chief Clerk in Dallas, that the Bureau change its rule which requires the retention of a file front when one file is consolidated with another. Miss Havens has in mind that a charge-out slip should be prepared for serials which had been removed and consolidated into another file and on the charge-out slip there should be a rubber stamp impression reading "Consolidate with [redacted]". Miss [redacted] feels also that this charge-out could be placed between the original file front and the original file back and all could be stapled together and ultimately when this file is to be merged with other files into one big volume under the consolidation of files program the file front and the file back could be destroyed and the charge-out slip could be consolidated into its proper place in the consolidated file volume.

It was the view of Miss [redacted] that the present system does not provide for indicating the date of consolidation or the passing notation to the effect that a case is closed or RUC'd and thus it becomes necessary to place a file front within the consolidated section (or large volume of files which have been consolidated into 1 volume) under the 6 months consolidation rule.

This matter was looked into by Inspectors DeLoach and Edwards who disagree with the views of Miss Havens and also the suggestion. Supervisor [redacted] of the Records Section also opposes the idea. The Dallas Office does not apparently have a clear understanding that file fronts are not to be placed in consolidated volumes of files. The date that the file is consolidated is of no value for the serials which have been removed and consolidated into another file are always available when needed and no useful purpose is seen in showing whether a consolidated file is in closed or RUC'd status. Since the

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 83

EX - 122

66-2554-10705

EDM:mew  
63 OCT 16 1953 INDEXED: 83

OCT 7 1953

CONSOLIDATION OF FILES AND INDEX CARDS

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

ORIGINAL FILED IN

Mr. Tolson

9/25/53

The Executives Conference

SUGGESTION #557-53

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Conference was unanimously opposed to a suggestion from Special Agent Harry T. Hankinson, Oklahoma City, to shorten the phrasology of references (mention of earlier reports on correspondence which would be helpful to the reader in getting the full picture of an investigation). Hankinson has in mind that whenever a report is not to be disseminated to an outside agency very brief language can be used in flagging the fact that there is earlier correspondence and he suggests for example: Rerep SA John J. Doe 8/5/53 DC.

The Conference in opposing this suggestion took cognizance of the fact that there is no way for a dictating Agent in the field to know when the Bureau will disseminate copies of a report or whether such dissemination might take place now or at some future date. The Conference also considered the fact that there is a point beyond which abbreviations become confusing and result in more time by an employee who has to translate them than can be saved through making the abbreviations.

If you concur in the unanimous rejection of this suggestion, it is suggested that the attached letter of appreciation go forth to SA Hankinson.

cc: Mr. Mohr  
Mr. Clegg

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP5CJ/peg

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

EDM:meu

RECORDED-29  
INDEXED-29  
63 OCT 13 1953

66-2554-10706  
OCT 6 1953  
45

ORIGINAL COPY FILED IN 66-2554-1351

Mr. Tolson

9/25/53

The Executives Conference

DECEMBER 11 1953

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

Special Agent Paul A. Frankfurt, Chicago, suggested that three forms which must under Bureau rules be submitted by Registered Mail have the words "Registered Mail" printed on the forms whenever new supplies of these forms are printed in the future.

Rules require the submission by Registered Mail of the following forms: FD-122 (Recommendation for inclusion in the Security Index or a change in the Security Index status of a subject), Form FD-125 (Security flash notice), Form FD-128 (Change of office of origin of a Security Index subject).

The Conference of September 24 unanimously favors this proposal and believes that a certain amount of typing time will be saved since it will be unnecessary to type Registered Mail on these forms in the future.

If you approve, there is attached an appropriate letter of appreciation to Agent Frankfurt. The Kansas Desk of the Training and Inspection Division will arrange for an appropriate revision of the forms at the next printing.

cc: Mr. Mohr  
Mr. Clegg

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

RECORDED-49

INDEXED-49

66-2554-10707

OCT 8 1953  
106

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp-5u/dsg

53 OCT 27 1953

ORIGINAL FILED IN 66-2554-10707

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5 C/deg

DATE: October 2, 1953  
TO: Mr. U. E. Baughman  
Chief  
United States Secret Service  
Treasury Department  
Washington, D. C.

FROM: John Edgar Hoover, Director, Federal Bureau of  
Investigation

SUBJECT: [Redacted]

b6  
b7c

Reference is made to your letter dated September 17,  
1953, in which you request that fingerprints of one [Redacted]  
[Redacted] be withdrawn.

In compliance with your request, the fingerprints  
are being returned herewith.

RECORDED - 81  
INDEXED - 81  
NOT RECORDED  
141 OCT 8 1953

166-2557-10708

Enclosure  
RM:mjh

Identical [Redacted] Fingerprint card  
being returned as decided in Executive Conference, October 1, 1953.

b6  
b7c

SJT:dph 10-3-53

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

Executive Conference on October 1, 1953 felt that under the  
circumstances of this particular case the fingerprints of  
[Redacted] should be returned to the Secret Service,  
Treasury Department.

COMM - FBI  
OCT 5 1953  
MAILED 31

281-310  
63 OCT 16 1953

ORIGINAL COPY FILED IN 3-2303-1003

REC'D  
OCT 7 1953  
70

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: September 14, 1953

FROM : I. W. Conrad

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-3 CID/deg

SUBJECT: 10-WATT DISPATCHERS;  
PURCHASE OF 7 ADDITIONAL UNITS

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

Executives Conference memo dated 7-20-53 approved the purchase of 7 additional dispatcher units at an estimated cost of \$250 each for a total expenditure of approximately \$1750. On an earlier order for dispatcher units Motorola had furnished the dispatcher (less accessories) at \$233.55. Motorola, the low bidder on the instant order for 7 additional units, now has increased this price on the dispatcher units, less accessories, to approximately \$507, and this together with an accessory test meter at \$91 and 3 each spare transmitting and receiving crystals at \$33 per crystal makes the total unit bid come to \$797 per dispatcher.

With regard to the more than 100% increase in cost of the dispatcher itself, local Motorola representatives have advised that on the earlier order Motorola actually lost money in order to secure FBI business, and the present price of approximately \$507 represents more nearly a proper cost including normal increases since the previous purchase. It is further noted that in July, 1952, a single dispatcher without accessories was purchased for WFO at a cost of \$412.

With regard to suggested action on the pending Motorola bid, it is considered in view of the need for economy that the test meter originally specified for each unit and costing \$91.50 can be omitted. This meter was desired in order to facilitate handling and repair of the equipment in the field. In the absence of the meter it probably will be necessary to return the equipment to Washington for repair. With regard to the 3 sets of spare crystals specified for each unit at the bid price of \$198, these crystals are needed to permit moving the dispatching equipment from one office to another since many of our offices are operating on different frequencies. If such additional crystals are not maintained with the dispatcher, the equipment could only be used by an office on a different frequency if spare crystals were supplied to the second office from a central Bureau stock. At the present time because of the extended economy program, our stock of such spare crystals is virtually non-existent for this equipment.

RECOMMENDATION

In view of the urgent need for this equipment as present to the Conference at the time these 7 additional units were authorized, it is recommended that if funds will permit, the 7 dispatchers be purchased complete with 3 sets of crystals, but less the \$91.50 meter. On the basis of the present bid this would make each dispatcher cost \$507.71 plus \$198 for crystals for a total of \$705.71 each or \$4939.97 for the 7 units. As an alternative, the Bureau may wish to purchase the 7 dispatchers less accessories at \$507.17 each for a total of \$3550.19. In this latter case it will be necessary for a separate order to be placed for spare crystals.

69 OCT 20 1953 INDEXED - 7 RECORDED - 7 141 OCT 8 1953

COPY FILED IN 64-10709

APPENDUM - 9/15/53 - LJP:

I agree with the alternative which Mr. Conrad proposes and that we order the 7 dispatchers without accessories for a total cost of \$3550.19. In this case it would be necessary on a separate order to purchase the crystals, separately, but in discussions with Mr. Conrad we feel that 3 sets of crystals rather than a set for each unit can be made to give reasonable coverage with some additional work. Instead of 3 sets of crystals remaining with each unit, only those crystals would be with the unit which are for the frequency where the unit is assigned. When transferred to another office, it would be necessary for the Laboratory to ship crystals from a stock maintained here. We already have this problem in connection with the MX units and the radio decoy packages. While this is not the most desirable situation and would require some extra work, it would save nearly \$800.

\$600.00  
for 3 sets

RL

APPENDUM - 9/21/53

The Executives Conference of September 18, 1953, consisting of Messrs. Tolson, McGuire, Gearty, Clegg, Rosen, Ladd, Hennrich, Mohr, Harbo, Tracy, and Glavin was of the unanimous opinion that it would be necessary to purchase the units in question and approved the purchase at the prices quoted.

WRG:gt

12



Mr. Tolson

9/25/53

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-SCJ/deg

SUGGESTION #484-53

HANDLING OF MAIL IN FIELD DIVISIONS

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Conference considered and rejected unanimously two proposals from Chief Clerk [redacted] of the Knoxville Office as indicated below:

1. That a heavier weight file cover be used. The Conference was opposed to this because file covers now in use costs \$18.00 per thousand and the heavier weight file covers would cost \$.75 additional per thousand. With the hundreds of thousands of file covers used per year, the expenditure involved would be great. It was the view of the Conference that the present file covers are satisfactory. (Identical covers are used in the field and Seat of Government.)

2. That file covers be printed on both sides (top and bottom). The Conference was opposed and pointed out that the present rule is that file covers be printed on only one side and when a file cover has fully served its purpose and the file is to be consolidated into a large volume with other files at which time file fronts and file backs are removed present rules require that file covers be crossed through in pencil and be used as the backs of files which may be made up in the future. The Conference felt that this was maximum use which could be obtained with efficiency from file fronts and that no attempt should be made to print the file fronts on both sides.

If you agree, no further action need be taken inasmuch as Miss [redacted] has already been thanked for her idea.

For record purposes, it is pointed out that this matter was gone into thoroughly as to costs, jute tags, and views were obtained from the Washington Field Office and the Records Section prior to Executives Conference consideration.

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

cc: Mr. Mohr  
OCT 27 1953  
Clegg

INDEXED - 51  
RECORDED - 51  
2554-10710  
RECORDED  
189 OCT 8 1953

EDL:mew

983  
ORIGINAL COPY FILED IN 66-1

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on

1233

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *[initials]*

DATE: 9/22/53

FROM : H. H. Clegg *[initials]*

SUBJECT: L. D. MORRISON  
CHIEF OF POLICE  
HOUSTON, TEXAS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5/dec

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

PURPOSE:

To consider the recommendations of SAC at Houston set forth in letter dated 9/9/53, that the Bureau give favorable consideration to accepting NA applicants from the Houston Police Department and that the Houston Office be permitted to participate in the Houston Police Department's police training program by furnishing instructors.

BAGKGROUND:

From time to time SAC Lorton has recommended that the Bureau take favorable action concerning the Houston Police Department. We have not looked favorably in the past on the Houston Police Department because of criticisms directed at the Bureau by Chief Morrison and the entire matter was summarized in my memorandum to you dated 9/10/52, at which time recommendations were made that Chief Morrison be put on the mailing list and that the Houston Office be authorized to participate in the Houston Police Department's police training programs and that the Bureau accept candidates for the FBI National Academy from the Houston Police Department. As an addendum to that memorandum, I pointed out that Chief Morrison is a friend and an ally of Chief of Police William H. Parker of Los Angeles, and I recommended no change in the Bureau's position at that time. The Director stated we would reconsider the matter after the IACP Convention at Los Angeles.

In a memorandum to you dated 10/7/52, it was pointed out that information had been received from Captain [redacted] NA graduate, Houston Police Department, that since 1950 Morrison's attitude toward the Bureau had been complimentary and that he was anxious to have one of the police officers attend the Academy. At the IACP Convention in Los Angeles in 1952, Chief of Police Carl Hansson of Dallas, told me he did not feel Morrison was qualified for an office in IACP (Morrison was elected Sergeant At-Arms of the IACP at the Convention); Hansson said Morrison had

Attachment

LAF:dmb

*[Handwritten signature]*

RECORDED - 86

INDEXED - 88

EX-124

OCT. 6 1953

45

ORIGINAL COPY FILED IN 62-11673-13

remained in his hotel room during the entire convention, had stayed drunk most of the time, was dispensing large quantities of liquor to visitors to his room, and that Morrison had done the same thing at the IACP Convention in Miami last year. Hansson added that he and a number of Texas Chiefs did not approve of Morrison's actions and did not favor his candidacy for Sergeant-At-Arms but they were not in a position to oppose a Texas Chief in seeking office. I recommended no change in our position toward Morrison and you agreed; the Director concurred.

PRESENT DEVELOPMENTS:

Instant letter is a plea by the SAC at Houston that his recommendations be approved. The following pertinent points are set out: Morrison is the current president of the Texas Police Association having been elected 6/17/53. He was extremely cooperative with the Houston SAC at the convention when he was elected and gave him much inside information concerning the convention. He also asked the advice of the SAC at Houston to assist in choosing the necessary committees. Morrison told the SAC at Houston that while at the convention he had told Chief of Police Sid Harper, Amarillo, Texas, that he thought the FBI, principally, as well as the Texas Department of Public Safety and individual Police Departments were getting along very satisfactorily cooperating together on various schools where they were needed.

At the convention of the Texas Police Association on 6/17/53, mentioned above according to the observation of the Houston SAC and the information obtained from others, the suite occupied by the Houston Police Department was operated in a most decorous manner; and while refreshments were available Chief Morrison himself drank nothing but a beverage known as "7-Up" on any occasion observed by the Houston SAC. The letter states that Morrison rarely drinks intoxicating liquor. In this connection the letter states that at the IACP Convention at Los Angeles last year, the hotel suite at which refreshments were available was maintained by one Jim West, described as a well-known and colorful millionaire oil man from Houston. Chief Morrison allegedly had nothing to do with this suite except to act as host. Morrison told SAC at Houston that the "Texas crowd" made the Houston suite their headquarters in Los Angeles and that they were visited by every one of the Texas officers with the exception of Chief Carl Hansson of Dallas.

Letter goes on to say that Chief Morrison never fails to speak in a laudatory fashion concerning the Director and the FEI when he makes talks to other law enforcement groups, and that Morrison is running a high type police department.

In connection with the recent remarks of Governor Allan Shivers of Texas on Civil Rights investigations, Morrison made the unsolicited remarks to the SAC that he considered the governor's observations as unfounded and that he felt the Federal authorities should have jurisdiction in investigating such cases.

Chief Morrison is very anxious to have his Department represented at the National Academy, and to have the Houston Office assist him in the recruit training and other police training schools which are operated entirely by the Houston Police Department for its own personnel.

RECOMMENDATION:

That there be no change in the Bureau's relations with the Houston Police Department at the moment, and that the matter be reconsidered after the conclusion of the IACP Convention at Detroit. That, if approved, the attached letter be sent to Houston.

EXECUTIVES CONFERENCE CONSIDERATION - HHC:ATP 9/25/53

The Executives Conference on 9/25/53 with Messrs. Glavin Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, Rosen, Holloman, and Clegg unanimously recommended that there be no change in relationship with Chief of Police L. D. Morrison of the Houston, Texas, Police Department, at this time. Although Morrison expressed himself to SAC Lorton as favoring the Bureau's position in civil rights matters and opposed to Governor Shivers, this was in a private conversation and did not result in any active or open support to the benefit of the Bureau. It is recommended that the attached letter be sent to the Houston Office advising that there is to be no change in this relationship.

THE DIRECTOR

October 9, 1953

THE EXECUTIVES CONFERENCE

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-Sci/deg

The Executives Conference of October 6, 1953, consisting of Messrs. Tolson, Harbo, Tracy, Mohr, Ladd, Mason, Gearty, Nichols and Glavin gave consideration to a request submitted by the Miami Office to permit the Rolfe Armored Truck Service, Inc. to cash checks for the employees of the Miami Office on paydays since there are no check cashing facilities nearby the Miami Office and the only way in which clerical employees of the Miami Office can have their checks cashed on payday is to have an Agent of the Miami Office cash such checks for such employees while in the downtown banking area or such employees would have to take leave in order to have their checks cashed. It was pointed out to the Bureau that banks are not open in Miami on Saturday and the clerical employees of the Miami Office would undergo hardships over the payday weekend unless they can have their checks cashed on payday.

It was pointed out to the Bureau in a communication of August 7, 1953, that the ~~Rolfe Armored Truck Service, Inc.~~ would cash Miami employees checks for a service charge of 25 cents each. This Truck Service, Inc. initially wanted to pick up the checks on Thursday before payday and return the cash on payday. The Miami Office was advised that they could not release their checks until payday since they are delivered early to us by the Treasury Department so that we can make distribution of the checks for delivery to the various employees throughout the country on payday. The Miami Office then by airtel of August 21, 1953, advised that the Rolfe Armored Truck Service, Inc. would be willing to pick up the checks on Friday morning and effect payment the same day.

A check of the files at the Bureau reflected certain information regarding the Rolfe Armored Truck Service, Inc., and under date of August 27, 1953, appropriate inquiry was addressed to the Miami Office to determine whether the Rolfe Armored Truck Service, Inc., was an organization with which we should make arrangements for the cashing of Bureau employees' checks or whether

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

cc - Mr. Clegg  
Mr. Mohr  
53 OCT 13 1953  
WRC:us

RECORDED - 25  
INDEXED - 25

166-2554-10712  
13 OCT 12 1953

The background of the company was such that it would be undesirable to enter into such an arrangement. By letter, dated August 27, 1959, to the Miami Office, their attention was invited to Jacksonville File #7-24, Alvin Karpis, was, et al, Edward George Bremer, Victim, Kidnaping, with particular reference concerning employment of Duke Randall by the Rolfe Armoured Truck Service, Inc., in Miami, Florida. It was further pointed out to the Miami Office that the General Crime Survey of the Miami Division, dated January 15, 1951, stated on Page 30 thereof, that among corporations indicted as an accessory to gambling was the Rolfe Armoured Truck Service, Inc.

Under date of September 23, 1959, the Miami Office, in response to the Bureau's communication of August 27, furnished further information concerning the Rolfe Armoured Truck Service, Inc. The Special Agent in Charge states that it would seem the Rolfe Armoured Truck Service, Inc. is a reputable organization and does not believe any embarrassment would result to the Bureau in dealing with them.

Listed in the communication in question are the names of employees of the Rolfe Armoured Truck Service, Inc., the following derogatory information being included therein with reference to them:

With reference to employee, [redacted] Miami, report from Brockton, Massachusetts, Police Department, 9/25/49, shows arrest for non-support of children; suspended sentence.

[redacted] was arrested by Miami Police Department 5/23/47 for reckless driving; case dismissed 5/26/47.

b6  
b7c

[redacted] was arrested by Miami Police Department 1/15/38, for gambling and fined \$10.00. FBI # [redacted] arrested by Sheriff's Office, Dade County, Miami, Florida [redacted] on 1/1/42, driving while drunk, sentenced \$100.00 and costs or 60 days.

Carl E. Reeth with Rolfe Armored Truck Company since 1935. President and co-owner with former President and father-in-law, Marie H. Rolfe, now deceased. Office files reflect that 4/23/41, he was listed along with numerous others by 7th Naval District as being a German sympathizer. Miami Office possessed no record and no action was taken.

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

SAC at Miami advised that in connection with Duke Randall being an employee of the Rolfe Armored Truck Service, Inc., he was not, as a matter of fact, an employee of the Truck Service but was a guard at the Discayne Kennel Club Track on



December 1, 1934 and was carried on the payroll of the Rolfe Armored Truck Service, Inc., to permit Randall to have a special police commission. The Miami letter points out that late in December, Joseph H. Adams, who managed the Biscayne Kennel Club and also the El Comodoro Hotel in Miami, Florida, had in his possession a Browning Automatic Rifle and ammunition for this gun left with him by a former guest of the hotel, William Harrison. Adams gave this gun to Randall to dispose of it. Randall took the gun and articles to the office of the President of the Rolfe Armored Truck Service, Inc. on January 18, 1935, endeavoring to sell it. The President of the company, at that time, Mr. Merle H. Rolfe, now deceased, noted the serial number had been filed off and immediately contacted the United States Attorney, who notified Bureau Agents. The gun and related equipment was turned over by Rolfe to Bureau Agents on January 22, 1935. Subsequently, Adams and Randall were indicted by the Federal Grand Jury at Jacksonville, Florida on February 7, 1935, for harboring Alvin Karpis and also for unlawful possession of a machine gun. Randall was acquitted on the harboring charge by a direct verdict of the Court, and subsequently, the indictment for unlawful possession of a machine gun was nol-prossed.

*Rolfe*

With reference to the Armored Truck Service, Inc. being included in the General Crime Survey of the Miami Division dated January 15, 1951, the SAC at Miami points out that a truck of this Service was parked in the rear of Club 86 on Biscayne Boulevard and operated as a bank. This undoubtedly was a gambling club. The SAC of Miami points out that the Rolfe Company performed its regular service in picking up money of these various establishments and hotels for banking - that this was a normal function of the company. He points out that the Southern Bell Telephone and Telegraph Company was also indicted as an accessory to the operation of gambling houses. The indictment against the Rolfe Company was quashed without prosecution on December 11, 1951.

The SAC at Miami recommends that the Bureau approve the check cashing survey offered by this company for employees who wish to secure this service.

Bureau files reflect no information on the employees of this organization or the organization itself, other than previously mentioned.

The Executive Conference with the exception of Tolson, Harbo and Glavin recommends that the Bureau approve the Miami Office utilizing this check cashing service offered by the Rolfe Armored Truck Service, Inc., for those employees of the Miami Office who desire to use it. These members of the

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



Conference point out that the Rolfe Armored Truck Service, Inc. will not secure the identity of all the employees of the Miami Office but only those who wish their checks cashed by that agency and that many of the Agents would not want their checks cashed in this manner and that none of the Resident Agents would have their checks cashed by this agency.

Tolson, Harbo and Glavin are opposed to approving this service for this Miami Office, they pointing out that it is undesirable for any outside agency to be furnished such complete information regarding the identity of Bureau personnel assigned to any divisional office. Glavin also points out that undoubtedly due to the servicing of gambling houses, etc. in the Miami territory, there is a possibility a check cashing arrangement with this Service will eventually cause embarrassment, not only to the Miami Division employees but to the Bureau.

Pending the Director's decision, further action in connection with this matter is being held in abeyance.

I share this view

H.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Tolson

10/8/53

H. H. Clegg

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-SC/deg

SUGGESTION #522-53

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Per presentation by Mason at the Executives Conference 10/6/53 the following is submitted for the record:

Suggesting Employee: [Redacted] Chief Clerk  
San Juan Office

Suggestion:

1. Permit the placing on Form FD-209 of numerous contacts with an informant instead of only one contact per copy of Form FD-209 as is the present rule.
2. Permit the retention of Form FD-209 as the top serial in the file in order to reduce the amount of time now necessary as to serializing Form FD-209 and to permit quick computation as to the frequency of contact with the informant.

Observations:

Form FD-209, copy attached, is a form to be used by an agent in notifying an SAC of a contact with an informant in either the criminal or security field. If the contact is negative, Form FD-209 will be all that is submitted. If the contact is productive, it will generally be necessary to prepare a memorandum showing that information furnished by the informant so that it will be a matter of permanent record, inasmuch as Form FD-209 is not designed to contain lengthy reports from informants.

Both the Domestic Intelligence and the Investigative Divisions were opposed to both parts of the suggestion of Mr. [Redacted]. There was opposition to retaining Form FD-209 as the top serial in the file and it was pointed out that the Bureau has consistently opposed numerous suggestions that various documents be kept unserialized as the top document in the file. It was not considered good administrative procedure to permit unserialized documents to be at the top of the file where they can become detached and no arrangement exists for accounting for them in the future. The Investigative Division felt that the necessity of usually preparing an extra memorandum on all positive contacts with informants, in addition to Form FD-209, would take away much of the value of the proposal of Mr. [Redacted].

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

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3 OCT 21 1953

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INDEXED - 82

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141 OCT 12 1953

b6  
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ORIGINAL COPY FILED IN 66-2482-1682

Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Mohr  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. DeLoach  
Mr. Evans  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

It was further concluded that permitting numerous contacts on Form FD-209 over a period of time would result in more work rather than saving work.

RECOMMENDATION

In view of the opposition to this suggestion expressed by the Investigative and Domestic Intelligence Divisions, which opposition was concurred in by a representative of the Training and Inspection Division, it is recommended that no further action be taken. Mr. [redacted] has already been thanked for his idea.

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MR. CLYDE A. TOLSON

9-17-53

THE EXECUTIVES' CONFERENCE

FBIIRA ACTIVITIES

INJURY TO EMPLOYEE WHILE PARTICIPATING IN FBIIRA SPORTS ACTIVITY

The Executives' Conference of September 15, 1953, consisting of Messrs. Tolson, Ladd, McGuire, Mason, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Gearty and Hennrich considered the policy relative to reimbursement by the FBIIRA of employees for expenses incurred as a result of injury suffered while participating in FBIIRA sponsored sports activities.

After review of existing policy and careful consideration of this entire matter, it was unanimously agreed that -

1. The FBIIRA would continue payment of an annual retainer of \$100.00 to Dr. [redacted]

[redacted], Washington, D.C., who is available in the event of injury to any FBI employee participating in FBIIRA sponsored sports activity, emergency treatment of minor injuries being given without further cost.

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2. The FBIIRA would continue the policy of insuring players participating on teams (except golf and bowling) representing the FBIIRA in participation with non-Bureau teams, paying the \$10.00 deductible under the majority of these insurance policies unless the employee is reimbursed by hospitalization or other insurance.

3. The FBIIRA continue its policy of not assuming liability for personal injury to an employee suffered as a member of a divisional team participating in intra-Bureau sports activity even though such activity is promoted and sponsored by the FBIIRA as part of its recreational program. In this connection it was pointed out that to assume such liability the FBIIRA would be required to take out a great number of team insurance policies, constantly amending these policies in accord with the change of team membership from day to day, the

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DATE 11/19/91 BY PSC/MLF

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

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alternative being to run the risk of obligating FBIIA funds in the event of serious injuries of prolonged duration, threatening that fund with bankruptcy. Supplementing this policy, however, it was agreed that the policy relative to the reimbursement of employees for such expenses be set forth in the Handbook for FBI Employees at the Seat of Government, together with a suggestion that those participating on uninsured teams may wish to purchase an accident expense policy available through most insurance companies. Proposed insert for the Handbook for FBI Employees (Seat of Government) is attached hereto.

4. On rare occasions of hardship, the division of assignment may wish to assist the employee in the payment of medical expenses incurred as a result of injury suffered as a member of a divisional team by authorizing payment from sums accumulated to that division's credit in the Welfare Fund without recognizing or assuming any liability therefor. In this connection, it was agreed that a check in the amount of \$37.00 payable to Mrs. Doris S. Winter, an employee of the Identification Division, be drawn against that part of the Welfare Fund earmarked to the credit of the Identification Division as reimbursement for expenses incurred as a result of injuries suffered in an FBIIA sponsored softball game on August 6, 1953.

INSERT FOR HANDBOOK FOR FBI EMPLOYEES (Seat of Government)

Paragraph (c) of Chapter 6, Part 2, pages 11 and 12, should be supplemented by addition of the following:

"For the protection of employees, an annual retainer is paid to Dr. [redacted] Washington, D.C., who is available in the event of injury to any FBI employee injured while participating in FBIRA sponsored sports activity, emergency treatment of minor injuries being given without further cost. In addition, regular members participating on teams (except golf and bowling) representing the FBIRA in competition with non-Bureau teams, receive additional protection within prescribed limitations from team insurance policies carried by the FBIRA. However, participation as a member of a divisional team or group engaging in intra-Bureau sports activity is purely voluntary on the part of the employee and the FBIRA neither recognizes nor assumes liability or responsibility for personal injuries resulting therefrom, even though such activity may be promoted and sponsored by the FBIRA. It is suggested that employees participating as members of un-insured teams or engaging in other intra-Bureau recreational activities may wish to purchase an accident expense policy available through most insurance companies for their individual protection."

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MR. TOLSON

9/3/53

The Executives Conference

0051789

ELIMINATION FINGERPRINTS

Suggestion of Special Agent [redacted]  
St. Louis, Missouri, Field Division

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Gearty, Belmont, Holloman, Mohr, and Tracy on September 2, 1953, considered a suggestion of Special Agent [redacted] that elimination fingerprints in extortion cases should not be taken by Agents until a report has been received from the Identification Division of the Bureau advising as to whether latent fingerprints have been developed on the extortion note or other instrument.

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Agent [redacted] was of the opinion that there would be a saving to the Bureau if his suggestion were adopted.

The Identification Division determined that there is an average of only 31 sets of elimination fingerprints received each month during the past fiscal year. This would average less than one set of prints for each field division each month. In view of the fact that in many of the cases currently being received, elimination prints are necessary because latent fingerprints have, in fact, been developed, it was felt that the saving, if any, would be extremely small.

The Executives Conference was unanimously opposed to the adoption of the suggestion for the reason that it is more desirable to get elimination prints at the time than it is to have to return to the same individuals in cases where latents are developed, further, that it would probably cause individuals to inquire as to why elimination prints were not taken in the first place.

There is attached a letter to Agent [redacted] thanking him for his interest in making the suggestion.

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b7C

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Harbo **cc** \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Gearty **SJT:edm** \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Mr. Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

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EX-126

53 OCT 27 1953

ALL INFORMATION CONTAINED  
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DATE 11-19-91 BY SP3 C/PCJ

ORIGINAL FILED IN



SEARCH SLIP

Supervisor

[Redacted]

Room 2262

Subj: Chesley Elmore Jackson

SEARCH SLIP

Supervisor

[Redacted]

Room 2262

Subj: Chesley Elmore Jackson

Exact Spelling  
 All References  
Subversive Ref.  
Mail File  
Restricted to Locality of  
buildings & breakdowns

Searchers  
Initial 90  
Date 3-27

Exact Spelling  
 All References  
Subversive Ref.  
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buildings & breakdowns

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Searchers  
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Date 3-27

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Chesley

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25-259 100, 266;  
701-1-677007  
98-31017 23  
35-270022 4, 1;  
65-30339 906 (X)  
98-20213 4, 5;

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9/17/53

Mr. Tolson

The Executives Conference

SUGGESTION #428-53 PUNCHING OF FORMS FOR FILING PURPOSES

Present at the Executives Conference of 9/16/53 were Messrs. Tolson, Tracy, Harbo, Mohr, Heinrich, Gearty, Ladd, Rosen, Holloman and Mason.

The Conference unanimously recommends that the Mechanical Section of the Administrative Division prepunch for filing purposes two holes at the top of each form prepared by the Mechanical Section for FBI use. At the present time holes are not punched in these forms and when it becomes necessary to file them it is necessary for clerks at the Seat of Government in the Records Section or in field offices to hand punch holes through which file fasteners may be inserted. The punching of these holes mechanically and in quantity by the Mechanical Section will result in a savings of clerical time prior to filing, and the Mechanical Section advises there will be little or no cost to the Bureau because of the punching operation.

The Conference does not desire to punch holes in Standard Form 64, which is the regular Government memorandum paper such as the first page of this memo, and the Conference recommends unanimously that the punching of holes be limited to Bureau forms but not letters or memoranda which will be disseminated to outside agencies.

If approved, the Records Section will submit specifications as to exactly where the holes will be punched so that the Mechanical Section may take the appropriate action and the Training & Inspection Division will provide the Administrative Division with a list of those forms which should have holes punched in the future.

Also, if approved, the attached letter should go forth to Chief Clerk [redacted] of the Knoxville Office who conceived the idea.

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

Attachment  
cc - Mr. Mohr  
Mr. Clegg

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Mr. Tolson

The Executives Conference

Suggestions #488-53 and #491-53

Present at the Executives Conference on September 23, 1953, were Messrs. Ladd, Harbo, Glavin, Hennrich, Rosen, Gearty, Tracy, and Mason.

The Conference unanimously opposed a suggestion from SAO Galen H. Willis of the Norfolk office to the effect that all teletypes, air-tels, and other inter-office communications bear the designations (TT) following the subject's name in order to show that he is one of the Ten Most-Wanted Fugitives. Willis thought this would assist in efficient administration of the Ten Most-Wanted Fugitives Program.

The Conference was also opposed to a suggestion from SA J. Calvin Rice of the Oklahoma City office that field offices be instructed to place on the top cover of each field file relating to the subject of the Ten Most-Wanted Fugitive Program, a stamp reading "TOP TEN PROGRAM". Rice also had in mind that all communications bear the abbreviation "TTF" after the names of subjects to show that they are included in the Ten Most-Wanted Fugitive list. The Conference was opposed to this idea.

TT is a standard abbreviation used to denote a teletype.

All investigative employees are kept currently advised as to the identity of fugitives on the Ten Most-Wanted list. Teletypes and air-tels, by their very nature, indicate urgency, and it was considered superfluous to further flag a Ten Most-Wanted Fugitive. The Investigative Division was opposed to the suggestion.

In view of the unanimous recommendation of the Conference that none of the suggestions be adopted, no further action is needed, if you approve, inasmuch as Willis and Rice have already been thanked for their ideas.

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

cc: Mr. Clegg  
Mr. Mohr  
EDM:gsr

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INITIALS ON ORIGINAL

ORIGINAL FILED IN

Mr. Tolson

9/28/53

The Executives Conference

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DATE 11-19-91 BY Sp-Sci/dec

Suggestion #493-53 Supervision - N.S.P.A.

Present at the Executives Conference on 9/23/53 were Messrs. Ladd, Harbo, Glavin, Hennrich, Rosen, Gearty, Tracy, and Mason. The Conference was unanimously opposed to a suggestion from SA [redacted] of the El Paso Office concerning the handling of Interstate Transportation of Stolen Property (checks) cases. [redacted] pointed out that frequently complaints in ITSP cases are received by bank officials where the subject is drawing "no account" checks, and it is common practice for these banks under such circumstances to contact the FBI when the drawer of a check does not have an account and is passing checks in various states. It was the view of Agent [redacted] that as a general rule the bank upon which these checks are drawn will have the checks photographed before returning them to the correspondent bank which initially forwarded the check to the victimized bank.

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[redacted] had in mind that since banks make Recordaks (photographs in miniature) of checks, bank indorsements of all banks handling the paid checks can be quickly seen by the Recordak without necessity of setting forth leads for several field offices to contact each bank handling the check. The oldest bank indorsement on the check is the important one and is, in all probability, the bank which first received the bad check. Recordak will also show indorsements of the victim and the depositor of the check and it may be entirely unnecessary to go through the investigative step of having an agent contact the bank which first received the paid check from one of its legitimate depositors, inasmuch as the main objective is to locate and interview the first recipient of the check and arrange to have the check forwarded to the FBI Laboratory. Mr. [redacted] suggests appropriate notification to the field.

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The Manual of Instructions currently states, "the original victims of other checks passed should be ascertained" as an instruction to the division making contact with the bank upon which checks are drawn. This instruction covers the main point which Agent [redacted] has in mind.

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

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 50  
INDEXED - 50

66-235-10717  
OCT 8 1953

INITIALS ON ORIGINAL

OCT 20 1953

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The Investigative Division points out that Agent [redacted] thoughts will not eliminate the necessity of setting out other leads as to bank indorsements because all banks do not make Recordak copies and because in many instances where Recordaks are made they are illegible because of poor photography or because the stapling of "return slips" has obscured indorsements, or because numerous bank stamps appear one on top of another. The Investigative Division pointed out that it is necessary to trace checks through the banking channels by which they are returned, in which event "return item" letters of the banks are referenced, and during the course of such contacts all known information should be obtained.

The ITSP desk of the Investigative Division has not noticed any trend in reports to furnish partial information when complete data was available and it appears logical for an office receiving a lead to make further inquiry of the office initiating the lead in the event more details are needed and have not been set out.

Inasmuch as the Investigative Division felt no additional instructions were necessary at this time, the Executives Conference carefully considered all aspects of the matter and recommended unanimously unfavorable as to the suggestion.

SA [redacted] has already been thanked for his suggestion and therefore no further action is necessary, if you agree.

Mr. Tolson

9/25/53

The Executives Conference

SUGGESTION #469-53

323,013  
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DATE 11-19-91 BY sp-Sci/deg

Present at the Executives Conference of September 24, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Gearty, Holloman and Mason.

The Conference unanimously recommends adoption of a proposal from Miss [redacted], Supervisor of the General Index Unit, Records, Section, that 5,000 index cards on liquors be removed from the National Stolen Property Index and be destroyed.

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b7C

Very few cards have been added to this index since 1948, very little use has been made of the liquor portion of the National Stolen Property Index and four drawers of index card space will be saved through the destruction of these cards whenever they get to be 5 years old.

The cards relate to Federal Strip Stamp Numbers, barrel numbers or case numbers of stolen liquors.

The Investigative Division concurred with the Records Section endorsement of this suggestion and the Executives Conference was unanimously in favor of destroying the cards.

If you agree, appropriate action will be taken and a copy of this memorandum has been made available to Mr. Nichols in order that he may see to it that the destruction of the cards is done.

There is attached for approval a letter of appreciation to Miss [redacted]

b6  
b7C

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

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols

EDM:mew

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EX-103

20 OCT 20 1953

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MR. TOLSON

October 15, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of October 13, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Mason, Gearty, Holloman, Tracy, Rosen, and Glavin, was advised by Glavin that the Exhibits Section has prepared two posters which it is suggested be utilized in connection with our forthcoming consolidated charity drive.

Rough sketches of these posters, which were approved by the Conference, are attached hereto.

Should these posters be approved by you, they will be promptly printed and distributed to the various sections and divisions of the Bureau at the Seat of Government and the Washington Field Office in connection with our present consolidated charity drive.

POSTERS FOR

Attachments

cc - Mr. Clegg  
Mr. Mohr

WEG:jmr

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OK

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5 CJD/dg

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EX-125

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

52 OCT 19 1953



Mr. Tolson

Oct. 14, 1953

Executives Conference

SECURITY INSPECTION OF  
TELEPHONES IN RESIDENT AGENCIES

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY sp-sc/deg

On October 13 the Conference, composed of Messrs. Ladd, Glavin, Mohr, Belmont, Mason, Gearty, Holloman, Tracy and Harbo, considered the question of whether the field should be required to make periodic security checks of the telephones in Resident Agencies to guard against possible attempts to tap them.

During the last war field offices were instructed to make monthly checks of telephones in their headquarters offices; this was changed to quarterly checks in 1945, but was changed back to a monthly check in May, 1951. This was limited to telephone and teletype lines in headquarters offices and no provision was made for checking telephone lines in Resident Agency offices until June, 1951, when an annual checking procedure was instituted. In November, 1952, the requirement for an annual check of telephone lines in Resident Agencies occupying Federal or commercial space was discontinued; this action was taken primarily as an economy measure since performing the checks requires sound-trained Agents to visit the respective Resident Agencies, entailing travel and per diem costs.

There are 301 Resident Agencies presently occupying Federal or commercial space. Detroit Office has recommended resumption of the annual security checks of Resident Agencies, pointing out they enhance liaison with telephone company representatives throughout the territory, in addition to the benefit of actually ascertaining once a year that the telephone lines were free of taps.

INDEXED-57 RECORDED-52

166-2554-10720

The Conference was unanimously opposed to the resumption of annual security checks of telephone lines in Resident Agencies on the ground that there has been no indication during the past several years of any attempt to tap telephone lines in field offices. They feel that headquarters offices would be the most logical objectives of attempts to tap our telephones since information obtained through tapping Resident Agency telephone lines would be of less importance. The Conference felt that in view of all the circumstances, the potential benefit to the Bureau would not compensate for the cost in money and personnel time required to make annual security checks in 301 Resident Agency offices.

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

20 OCT 20 1953  
cc - Mr. Clegg  
Mr. Mohr  
RTH:kmb

V. R. J. O.K. 10

Mr. Tolson

10/8/53

The Executives Conference

Bureau War Plans  
FIRST AID TRAINING - General

Present at the Executives Conference October 6, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, Nichols and Mason.

The Conference unanimously recommended that the Training and Inspection Division resume classes in first aid at the Seat of Government and continue these classes until such time as at least 15 per cent of the personnel in each building occupied by the FBI in Washington have been trained in first aid. The Conference further recommended that only those employees who have had three or more years service in the Bureau be considered eligible to receive first aid training. The purpose of this latter stipulation is to avoid training of the newer employees because if any turnover of personnel occurs it is most likely to be among the newer employees. In addition, those employees with three or more years service are more likely to occupy key positions in the Bureau where first aid training could be most helpful.

The present status of employees trained in first aid is as follows:

Justice Building	Overall trained - 11.1%
Day Shift	11.1%
Night Shift	11%
Midnight Shift	0%
Identification Building	Overall trained - 12.6%
Day Shift	12.2%
Night Shift	15.2%
Midnight Shift	20%
Old Post Office Building	
Day Shift Only	25%
Quantico	Overall trained - 28.6%

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/92 BY SP-5/SP/4

ORIGINAL FILED IN 66-17388-28821-115

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

EDM:rgw  
Attachment

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 42

INDEXED - 106

M 66-2554-10721

NOT RECORDED

OCT 16 1953

INITIALS ON ORIGINAL

OCT 17 1953

Redskin Building	Overall trained	9.8%
Day Shift		10.4%
Night Shift		0%
Midnight Shift		0%

Clinton Radio Station	Overall trained	5%
Day Shift		10%
Night Shift		0%
Midnight Shift		0%

Waldorf Radio Station Overall trained 14%  
 (The employees work in rotating shifts)

For record purposes, the percentage of employees trained in first aid by all divisions is:

<u>Division</u>	<u>Percent Trained</u>
Identification Division	13.5%
Training and Inspection Division	25%
Administrative Division	10.7%
Records and Communications Division	8.3%
Domestic Intelligence Division	14.5%
Investigative Division	11.5%
Laboratory	19.5%

For record purposes, mention is made of the fact that the first aid training course lasts for twenty-four hours. This course is given in 3-hour sessions for a period of two and a half weeks.

If you agree, there is attached a memorandum to Bureau officials setting forth the details involved in this training.

19470

MR. TOLSON

9-28-53

The Executives Conference

ANNUAL REPORT  
BOARD OF GOVERNORS  
SPECIAL AGENTS' INSURANCE FUND

m

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Winterrowd, Mohr, Clegg, Gearty, Holloman, and Tracy on September 23, 1953, considered the Annual Report of the Board of Governors of the Special Agents' Insurance Fund.

The Conference unanimously approved the draft of a proposed Bureau Bulletin addressed to all members of the Special Agents' Insurance Fund. A copy of this draft together with a financial statement of the Fund as of September 1, 1953, is attached for the Director's consideration. If approved, the Bulletin will be prepared and submitted to all members of the Special Agents' Insurance Fund.

cc - Mr. Clegg  
Mr. Mohr

Attachment

SJT:epb

(O.K. H. Director's initials)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5 C/PLG

IN ENCL  
Lead with  
long

✓

at

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

F60  
NOV 3 - 1953

RECORDED-45 66-2554-1072-2  
INDEXED-45 OCT 16 1953  
69

26

ORIGINAL FILED IN 66-2554

MR. TOLSON

10/9/53

EXECUTIVES CONFERENCE

Present at the Executives Conference on 10/6/53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, Nichols and Mason.

The Conference considered and unanimously recommended favorably a request from the New York Office to permit the U. S. Marshal for the Eastern District of New York (Brooklyn) to use the FBI Range in the U. S. Court House in New York City once a month for about an hour for the purpose of training his Deputies in firearms.

There will be no actual firearms instruction by the FBI. At the outset a firearms instructor of the New York Office will speak for one hour on safety and rules for the use of the Range.

Precedent for this has been in existence for years in that the Marshal for the Southern District of New York uses our Range once every two or three months for about an hour and the Bureau has approved this.

If you agree, the attached letter should go forth to the Special Agent in Charge of the New York Office.

Attachment  
cc-Mr. Mohr  
Mr. Clegg

EDM:DMG

*I go along with this reluctantly.*

INDEXED

166-2554-10723  
NOT RECORDED  
80 OCT 15 1953

EX-128

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

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp5ei/dec

*284*  
*10723*

ORIGINAL FILED IN 62-54287-8  
OCT 10 1953  
INITIALS ON ORIGINAL  
VACAN

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: October 9, 1953

FROM : N. P. CALLAHAN *me*

SUBJECT: REVISION OF COST FIGURES--  
REIMBURSABLE APPLICANT INVESTIGATIONS

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

As a result of conference with the Special Agent Supervisors in the Investigative Division handling applicant work, the attached letter to all SAC's has been drawn up for the purpose of initiating a survey to determine the cost per case for applicant investigations. Briefly, the procedure will be for the Investigative Division to select the number of cases from each agency to be surveyed, which they feel will give us a representative survey for that agency. The Field will be instructed at the time the investigation is initiated that a cost survey is to be conducted on that particular case and that they are to attach a "Time Sheet" to the final report when it is sent to the Bureau. This "Time Sheet" will indicate the total hours of work performed by each Field Division on the case. The sheets from the various offices on a particular case, plus a sheet to be executed by the Special Agent Supervisor at the Seat of Government who is handling the case, will be stapled together and forwarded to the Budget Unit, where the total time will be determined and appropriate cost figures applied. It is the consensus of opinion that this would be the simplest and most effective way of arriving at a revised cost per case.

WCJ:fvw

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED -  
DATE 11-19-91 BY SP-Sci/deg

ADDENDUM WRG:vs 10/14/53

The Executives Conference of 10, 2'53, consisting of Messrs. Tolson, Gearty, Clegg, Harbo, Belmont, Quinn Tamm, and Glavin gave consideration to this matter and recommended approval of the Letter to All Special Agents in Charge for the purpose of recording cost data on reimbursable applicant investigations. The Conference was advised that this material is necessary to get up-to-date costs on an applicant investigation being conducted on a reimbursable basis. Seat of Government costs of handling will be added to the Field costs as they are received.

38 OCT 27 1953



Mr. Tolson

10/15/53

Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-Sci/d

LOS ANGELES COUNTY SHERIFF'S OFFICE  
POSSIBLE REPRESENTATIVE AT  
53d SESSION, FBI NATIONAL ACADEMY  
(CAPTAIN [redacted])

*ca/f*

b6  
b7c

The Executives Conference of 10/13/53, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Rosen, Gearty, Holloman, Tracy, and Mason was advised that Captain [redacted] of the Los Angeles County Sheriff's Office had been nominated for attendance at the 53d Session of the National Academy.

*ca/f*

The Executives Conference was advised that the Sheriff of the Los Angeles County is Eugene W. Biscailuz. Over a period of years the Los Angeles Office has advised that numerous rumors had been received concerning Biscailuz's involvement in gambling and bookmaking "pay offs." No corroboration has been received and the Bureau has not conducted an investigation of them but has remained somewhat aloof because of the allegations. The present Undersheriff of the Los Angeles County is Peter J. Pitchess, a former Special Agent of the Bureau, who resigned 12/29/51. He worked for the Richfield Oil Company and in March, 1953, became the Undersheriff. At that time he wrote to the Director expressing a desire to work closely with the Bureau and stating that he hoped the Bureau would accept one of his personnel for the FBI National Academy. On 5/15/53, the Executives Conference discussed the matter and recommended that the Bureau wait for one year and then reconsider the matter based on existing facts at that time. The Director concurred in this recommendation. On March 30, 1953, the Bureau congratulated Pitchess on his appointment as Undersheriff.

During the recent International Association of Chiefs of Police Convention at Detroit, Mr. Pitchess informed Inspector J. S. Rogers that in his opinion Chief of Police Parker's (Los Angeles) attitude toward the Bureau would never change and Parker's position as Chief of Police was somewhat precarious. On September 22, 1953, the Bureau wrote to Pitchess thanking him for his continued cooperation and friendly interest as indicated by his conversation with Inspector Rogers.

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

cc: Mr. Mohr  
Mr. Clegg

EDH: dmb

OCT 15

RECORDED-29  
INDEXED-29  
OCT 16 1953

66-2554-10724

PERS. FILES

53 OCT 23 1953

OCT 13 1953



The Los Angeles Office advised by letter, dated 9/21/53, that Pitchess had recently recommended the dismissal of two deputies for dishonest activities and that the Sheriff agreed and, in fact, had insisted upon their removal. The cooperation received from the sheriff's office has been excellent in every respect.

The Los Angeles County Board of Supervisors has appropriated \$1,000 for the attendance of a representative at the Academy and the money must be expended for that purpose before July 1954.

The Executives Conference unanimously recommended that consideration be to Captain [redacted] of the Los Angeles County Sheriff's Office to attend the 53rd Session of the FBI National Academy which commences March 22, 1954.

b6  
b7c

*Jagru*  
*10/16*

*OK*  
*H*

Hr. Tolson

10/15/53

Executives Conference

SPECIAL CIVIL RIGHTS COURSE OF TRAINING FOR POLICE OFFICERS  
MOBILE DIVISION

The Executives Conference on 10/14/53, Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Nichols, Holloman, Tracy and Clegg being present, considered the inquiry of the Mobile Office as to whether the Bureau would approve conducting a special civil rights course of training for police officers.

It is the present policy that if during the course of a police school the subject of Civil Rights Investigations is requested or appears pertinent, such a subject may be included in the curriculum.

SAC Hawkins has indicated that during the past 60 or 90 days he had been contacted by a number of law enforcement officials in the Mobile Division asking if it would be possible to put on a police training school for various law enforcement agencies pertaining solely to civil rights investigations. These officers stated it to be their belief that if a more complete understanding of the civil rights statutes and the Bureau's investigative jurisdiction were made available for the officers it would be of mutual benefit to the police agencies and to the Bureau. He indicated that such schools would run for approximately four hours with the local state district attorney outlining the state laws as to how much force officers are permitted to use in making an official arrest and then a Bureau instructor would give a complete resume of the civil rights statutes and the Bureau's investigative jurisdiction.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference recommended unanimously favorably and felt that this should first be tried in the Mobile Division as an experiment and that in the news release which is given out by the local office that it be pointed out that the school is being given at the specific request of the police chief, whose name and department would be included in the release. The Mobile Office would then be instructed to report to the Bureau the results of such experiment so that if favorable, consideration might then be given to expanding this program as far as Bureau

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

RECORDED-48

INDEXED-48

66-2554-10725  
OCT 19 1953  
el  
MCM

HHC:HD

364

53 OCT 20 1953  
Mr. Mohr

Mr. Clegg

EX-127

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/11/99 BY SP5/SLK

32303

authority is concerned to all divisions.

If this is approved, there is attached hereto a suggested letter to the Mobile Office.

sent  
10-16-53  
eh

JA



OK  
eh

Mr. Tolson

10/12/53

H. H. Clegg

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5/BJG

SUGGESTION #534-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the records:

SUGGESTING EMPLOYEE:

Mr. [redacted] Records and Communications  
Division.

b6  
b7C

SUGGESTION:

A more durable routing card be devised to replace those presently used on file boxes, which are used to transport files between the Justice Building and Identification Building.

OBSERVATIONS:

The Exhibits Section, Administrative Division, states that for reasons of economy it is believed advisable for the Bureau to continue in use the present type of printed card which can be prepared with facilities available in the Exhibits Section. The cost of present type of card is 5 cents per card in lots of 100. The only other type card believed to be an improvement over the present card would be one laminated between stout plastic sheets. The Exhibits Section does not have the facilities for preparing such laminated cards. Preparation of laminated cards by commercial concerns would cost approximately 75 cents each in lots of 100. It is not believed that the life of the plastic card would be more than 75 per cent greater than that of the printed card.

b6  
b7C

RECOMMENDATION:

In view of the increased cost, it is recommended that the suggestion not be adopted. If you concur, no further action is required since Mr. [redacted] is a member of the Records Section Streamlining Committee and all suggestions will be acknowledged at the end of the program.

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

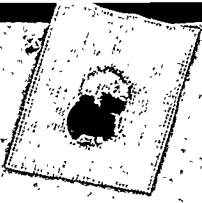
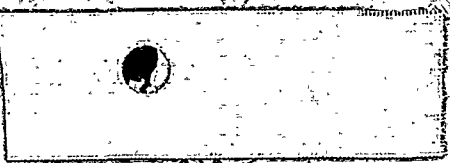
RECORDED - 43

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141 OCT 19 1953

INDEXED-33

MS:mew  
78 OCT 21 1953

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INITIALS ON ORIGINAL  
Mr. Tolson

10/12/53

H. H. Clegg

32303  
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HEREIN IS UNCLASSIFIED  
DATE 11/9/91 BY SP-5/CLG

SUGGESTION #561-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:



Albany Office.

b6  
b7c

SUGGESTION:

The Bureau Exhibits Section make up signs worded as follows: "CALL FBI ALBANY 5-7551 IF YOU HAVE ANY INFORMATION CONCERNING THESE SUBJECTS." Such signs could be placed on bulletin boards wherever IOs are posted, thus eliminating the necessity of running the IOs off a second time on the Addressograph Machine for the purpose of putting the local FBI telephone number on them. This procedure would cut the sending time involved by all field offices in half.

OBSERVATIONS:

The SAC Albany and the Investigative Division are opposed to the proposal since the bulletin boards where IOs are posted are not under the jurisdiction of the FBI and frequently contain wanted notices of several other offices and particularly Post Office Inspectors. The Investigative Division farther pointed out that IOs are received at a number of places which do not utilize bulletin boards.

RECOMMENDATION:

Inasmuch as Mr. [redacted] has already been thanked for his idea and in view of the opposition expressed to the suggestion it is recommended no further action be taken.

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

HHS:mew

RECORDED - 43

EX-103  
INDEXED-43

166-2537-10727  
NOT RECORDED  
141 OCT 19 1953

20 OCT 28 1953

INITIALS ON ORIGINAL - 12

ORIGINAL COPY FILED IN 66-2537-10727-811

Mr. Tolson

10/15/53

Executives Conference

~~SUGGESTION REGARDING THE ELIMINATION OF THE  
SUBMISSION OF NEGATIVE AND NON-PERTINENT  
REPORTS TO THE BUREAU~~

323,013

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HEREIN IS UNCLASSIFIED  
DATE 11-9-91 BY SP-5 CJD/deg

The Executives Conference on 10/14/53, those present being Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Nichols, Holloman, Tracy and Clegg, considered favorably the suggestion of the General Investigative Division that certain types of RUC reports in specified classifications of cases not be sent to the Bureau when the reports contain negative or non-pertinent data.

On March 27, 1952, Bureau Bulletin instructed that in Interstate Transportation of Stolen Motor Vehicle cases negative information in RUC reports and teletypes not be sent to the Bureau. As a result of the experience under this practice, it has been reported that in the majority of cases of this classification the total number of reports received at the Bureau has been reduced by 50%, although in this classification of case even pertinent information from an auxiliary office showing the ownership and theft of a car is not reported to the Bureau by the auxiliary office but rather is sent to the office of origin and this information is consolidated in a single report.

In the event RUC reports containing negative and non-pertinent data are not sent to the Bureau in the future in the classifications of cases listed below, it is estimated that approximately 16,500 negative and non-pertinent RUC reports will not be submitted to the Bureau annually with a net reduction in costs of approximately \$10,000 in filing and Records Division procedures. In addition, there would be a savings in supervisory time.

RECORDED - 41

166-2554-107 28

EXECUTIVES CONFERENCE CONSIDERED - 41

OCT 20 1953

The Conference unanimously recommended that the field be instructed to discontinue sending RUC reports which contain only negative and non-pertinent data to the Bureau in the following classifications of cases:

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

- 4 - The Firearms Acts: (a) National (b) Federal
- 8 - Migratory Bird Act

OCT 30 1953

HHC:hd  
CG - Mr. Mohr

HHC:m  
BWB



- 10 - Red Cross Act
- 15 - Theft from Interstate Shipment
- 25 - Selective Service Act, 1948 (Registrant Delinquency Cases only)
- 26 - Interstate Transportation of Stolen Motor Vehicles or Aircraft
- 31 - White Slave Traffic Act
- 42 - Deserter; Deserter-Harboring
- 43 - Fraudulent Practices Concerning Military and Naval Documents; Seals & Symbols, Agencies of the U. S.
- 43 - Illegal Wearing of Uniform
- 43 - Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia
- 45 - Crime on the High Seas
- 47 - Impersonation
- 52 - Theft, Embezzlement, and Illegal Possession of Government Property
- 62 - Civil Aeronautics Act
- 71 - Interstate Transportation of Lottery Tickets
- 70 - Crimes on Indian and other Government Reservations
- 71 - Interstate Transportation of Obscene Matter
- 71 - Interstate Transportation of Prison-Made Goods
- 71 - Interstate Transportation of Gambling Devices
- 71 - False Entries in Records of Interstate Carriers
- 71 - Illegal Use of Railroad Pass
- 71 - Bills of Lading Act
- 76 - Escaped Federal Prisoner
- 76 - Escape and Rescue
- 76 - Parole Violator, Probation Violator and Conditional Release Violator
- 78 - Illegal Use of Government Transportation Requests
- 87 - Interstate Transportation of Stolen Property
- 88 - Unlawful Flight to Avoid Prosecution
- 88 - Unlawful Flight to Avoid Giving Testimony
- 88 - Unlawful Flight to Avoid Custody or Confinement
- 90 - Irregularities in Federal Penal Institutions
- 103 - Interstate Transportation of Stolen Cattle

This recommendation further includes the provision in the event any cases in the above classifications develop into a complex or major case type of investigation that the Bureau can instruct the field to send all reports of all types to the Bureau. In the event a copy of a report is sent to a U. S. Attorney, a copy of the same report should be sent to the Bureau in order that it might be furnished to the Criminal or other appropriate Division of the Department.

This list of classifications does not include any Domestic Intelligence type of investigations.



sent  
10-19-53  
eh

If this is approved, there is attached hereto a  
proposed SAC letter to this effect.

✓

F.H.

OK  
D

Mr. Tolson

10/7/53

The Executives Conference

RECORDS SECTION STREAMLINING COMMITTEE

Present at the Executives Conference October 6, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, Nichols, and Mason.

The Conference unanimously approved a suggestion from Miss [redacted] of the Messenger Unit of the Records Section to the effect that messengers from Mr. Glavin's office pick up Mr. Glavin's mail whenever they are in Mr. Tolson's office in order to deliver this mail to Mr. Glavin.

b6  
b7C

It was the thought of Miss [redacted] that, since there is a considerable volume of mail as a general rule destined for Mr. Glavin's office and appearing in Mr. Glavin's box in Mr. Tolson's office, if Mr. Glavin's messengers pick up this mail, it will arrive in Mr. Glavin's office in better condition since these employees have little or nothing else to carry back to Mr. Glavin's office. It was Miss [redacted] thought that when Mr. Glavin's messengers deliver something to Mr. Tolson's office and are returning empty handed to Mr. Glavin's office that they should pick up Mr. Glavin's mail in Mr. Tolson's office and deliver it.

The Conference agrees with this but feels that messengers on regular runs should also deliver mail from Mr. Tolson's office to Mr. Glavin's office, inasmuch as there is no set schedule for Mr. Glavin's messengers to go to Mr. Tolson's office.

The net result would be quicker delivery of mail by using both Mr. Glavin's messengers and the regular Records Section messengers.

Since Miss [redacted] has resigned, no further communication to her is necessary.

- cc: Mr. Mohr
- Mr. Clegg
- Mr. Glavin

b6  
b7C

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

*F-36*

OCT 26 1953

INDEXED - 106  
RECORDED - 106

66-2554-10729  
OCT 1953

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp-Sc/dcg

ORIGINAL COPY FILED IN 66-2554-10729

The Director

10/2/53

The Executives Conference

FINGERPRINT SERVICE - NEW YORK

The Executives Conference consisting of Messrs. Tolson, Glavin, Nichols, Harbo, Clegg, Mohr, Gearty, Hennrich, Holloman, and Tracy considered a request for certain fingerprint service from Yonkers, New York.

According to a letter from the Department of Public Safety of Yonkers, New York, dated September 24, 1953. The Acting Deputy Commissioner of Public Safety advised that a directive was issued by the Commissioner of Public Safety requiring the Yonkers Trotting Association, among other things, to furnish the Department of Public Safety a complete set of fingerprints of each and every employee. These fingerprints were returned when first submitted with the advice that the Bureau could not handle the fingerprints of employees of a commercial concern in the absence of a state law or a city ordinance requiring such fingerprinting.

*This sent clear to me - Where are prints now? #*

The letter of September 24, 1953, also stated that a directive had been issued by the Director of Public Safety.

It has been the policy of the Bureau since the discontinuance of handling National Defense fingerprints of World War II not to accept for search, fingerprints of private citizens or private business concerns. The only fingerprints of this type which have been handled since World War II have been those categories specifically approved by the Attorney General, i.e., Special Agents of railroads, Federal Reserve and National banks, etc.

The Conference was of the opinion in view of the fact that an investigation of racing in that part of New York including Yonkers has been under way for some time, that the fingerprints in question should be handled on the ground that a directive was issued by the Commissioner of Public Safety requiring the fingerprinting.

The Conference unanimously recommended that these particular fingerprints be handled.

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

*Clegg*  
F60  
NOV 3 - 1953

RECORDED - 78

INDEXED - 78

EX-103

66-2554-10730

OCT 20 1953

SJL:ops  
cc: Mr. Clegg  
Mr. Mohr

32303  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/11/81 BY SP5 CJK/ep

ORIGINAL FILED IN 32-2031-315

Mr. Tolson

9/30/53

The Executives Conference

LIAISON WITH DEPARTMENT OF JUSTICE DC

The Executives Conference of 9/28/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Gearty, McGuire, Holloman and Clegg being present, considered the memorandum from the Acting Attorney General that Mr. Leonard P. Bienvenu had been designated as Security Officer for the Department of Justice. The question arose as to whether there should be any special liaison with this individual as to physical security matters which come under the jurisdiction of the Bureau or as to any personnel security matters.

The Conference unanimously opposed any special liaison although the investigative divisions do have informal contact with him from time to time and informal inquiries will be made, as suggested by Mr. Ladd, by these representatives of the investigative divisions in order to make sure that no regulations are issued which are contrary to the interests of the Bureau.

cc - Mr. Mohr  
Mr. Clegg

HHC:cs

RECORDED-19

INDEXED-19

166-2554-10731

RECORDED  
161 OCT 13 1953

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SpSci/dig

INITIALS ON ORIGINAL - 14

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

20 OCT 28 1953

ORIGINAL COPY FILED IN 55067-101

Mr. Tolson

10/9/53

H. H. Clegg

SUGGESTION NO. 520-53

Per presentation by Mrs. Mason at the Executives Conference, the following is submitted for the record:

SUGGESTING EMPLOYEE:

[Redacted]

Milwaukee Office.

b6  
b7C

SUGGESTION:

That in reclaiming expenditures from the ~~Confidential~~ Fund, the blue slip form be amended to include all items on the one blue slip rather than submitting separate blue slips for each item.

OBSERVATION:

The Administrative Division is opposed primarily because the Bureau may have to produce a blue slip in court and it is not desired to have unrelated information thereon. It was thought at one time during the recent Communist trial in New York that the Bureau might have to produce just such a blue slip.

RECOMMENDATION:

It is recommended the suggestion not be adopted. If you concur, no further action need be taken inasmuch as Miss [Redacted] has been thanked for her idea.

b6  
b7C

RECORDED - 78

INDEXED - 78

EX-103

166-2554-10732  
NOT RECORDED  
141 OCT 20 1953

INITIALS ON ORIGINAL

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp-5 c/dig

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

MHS:mew  
Mew

58 OCT 30 1953

ORIGINAL COPY FILED IN 66-2103-284

Mr. Tolson

10/12/53

H. H. Clegg

SUGGESTION #568-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

SA [redacted] SAN ANTONIO OFFICE.

b6  
b7c

SUGGESTION:

Several copies of the FBI Handbook be made available at FBI Academy and in the Training and Inspection Division for Agents at In-Service training to use. Thus, the Agents attending In-Service training would not be required to bring their personally assigned FBI Handbook to Washington, D. C. and would avoid the possibility of such handbooks being lost or stolen during travel to and from Washington.

OBSERVATIONS:

Each Agent attending In-Service training should have a FBI Handbook for review and reference purposes. The Administrative Division has stated it is opposed to the suggestion.

b6  
b7c

RECOMMENDATION:

Inasmuch as Mr. [redacted] has already been thanked for his idea and in view of the opposition expressed to the suggestion by the Administrative Division, it is recommended no further action be taken.

ORIGINAL COPY FILED IN 66-1134-7056

MHS:mew  
[handwritten initials]

RECORDED - 501 66-2554-10733  
INDEXED-50  
RECORDED  
189 OCT 16 1953

EX-124

INITIALS ON ORIGINAL

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp-5 cu/deq

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

8 OCT 30 1953



MR. TOLSON

October 20, 1953

THE EXECUTIVES CONFERENCE

223 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-3 C/deg

The Executives Conference of October 19, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Belmont, Ladd, Mason, Nichols and Glavin was advised that Miss [redacted] in Mr. Andretta's Office (The Administrative Assistant Attorney General) telephonically communicated with the Bureau and requested that she be advised as to the name of the Bureau's representative for who will be designated to attend the White House Highway Safety Conference, which is to be held approximately the 17th, 18th, and 19th of February 1954.

Miss [redacted] advised that the meeting place has not yet been decided upon but might possibly be Constitution Hall. She pointed out the Public Roads Administration takes a very active part in the conference and the main speaker is to be Highway Safety Engineer W. R. Dunman. It was further pointed out that this conference was attended by various groups, civic groups, women's clubs, etc., looking toward increasing safety on our highways.

Miss [redacted] stated that she was desirous of securing the name of the Bureau's representative so that he could be placed on the mailing list which would be sent out from now until the date of the conference.

It was pointed out to the Conference that Special Agent Foster M. Kutz, who resigned on June 20, 1952, attended the Highway Research Board conferences, one in Oklahoma City in January 1948, the 28th annual meeting in December 1948, also in December 1949, February of 1950, January of 1951 and January 1952. No representative of the Bureau attended the 32nd annual meeting which was held in January 1953. It was pointed out to the Executives Conference that SA [redacted] is handling the traffic duties previously handed by SA Foster M. Kutz.

The Conference recommends that [redacted] be designated as the Bureau representative to attend this forthcoming conference.

Should you agree, Miss [redacted] in Mr. Andretta's Office will be appropriately advised.

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

INDEXED-49  
RECORDED-49

166-2554-10734

50 OCT 23 1953

Mr. Mohr

W.R.D. vs F

Handwritten initials and signatures: OK, XH, H, OK

b6  
b7C

b6  
b7C



Mr. Tolson

Oct. 7, 1953

Executives Conference

250-WATT VOICE RADIO STATION  
LOS ANGELES OFFICE

250 Watt FM Central Stations and Remote Receivers

On October 1 the Conference, composed of Messrs. Ladd, Glavin, Tracy, Mohr, Clegg, Gearty, Hennrich, Holloman and Harbo, considered the request of the Los Angeles Office for authorization to expend not exceeding \$100 (but which will probably be much less) for refinishing and installing additional "in-service" lights in a radio console they have received without cost from the Pasadena Police Department. SAC Malone advised that the Pasadena PD had just recently constructed a new enlarged console; that they had no use for the old one and would have "thrown it out" if they had not turned it over to the FBI. Malone advised it was in pretty bad shape but that with refinishing it would make a very good appearance.

The radio dispatcher in the Los Angeles Office operates at a desk on which are the necessary microphone and a small cabinet containing a loud-speaker and related equipment. In addition, this room contains a vertical rack referred to as a radio console in which is mounted the auxiliary equipment necessary for the functioning of the radio station, such as a frequency monitor, mixing panel containing switches for individual remote receivers located throughout the area, radio receiver to monitor local police broadcasts and a panel consisting of lights and switches used to show which mobile radio units are actually in service. The console received from the Pasadena PD is semicircular in shape, about four and one-half feet high, and takes the place of the desk presently used and the separate vertical rack containing auxiliary equipment. It will be similar to the console which we installed in the Boston Office and which appeared in the motion picture "Walk East on Beacon."

Due to an increase in the number of radio-equipped automobile units in Los Angeles, their present in-service panel is inadequate. The console which they have received from the Pasadena PD has greater capacity which, with necessary refinishing and the installation of additional in-service lights, will fill the need of the Los Angeles Office. Some of the refinishing has

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- Ladd \_\_\_\_\_
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- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

Attachment

50 OCT 23 1953  
RTH:kmb

RECORDED - 26

INDEXED - 26

141 OCT 21 1953

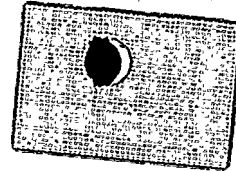
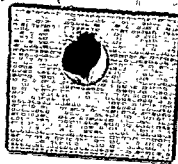
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY sp-5 a/ag

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 80-648-26-150

already been done. The cost of enlarging the in-service panel utilizing the equipment presently installed in the Los Angeles Office is estimated to be approximately the same as the cost of reconditioning the console received from the Pasadena PD. SAC Malone stated that the Pasadena console will more adequately meet their needs in the future and also will present a more attractive appearance in the radio room. He has already thanked Chief of Police Clarence Morris, a National Academy graduate, of the Pasadena PD, who was primarily responsible for making the console available to our Los Angeles Office.

The Conference unanimously recommends approval of the Los Angeles request for authority for expenditure not exceeding \$100, but which will probably be considerably less, for refinishing and installing additional in-service lights in the console received without cost from the Pasadena Police Department. If this is approved, the attached air-tel should be forwarded to Los Angeles.



DATE: October 7, 1953  
 TO: Legal Attache  
 Mexico, D. F., Mexico  
 FROM: Director, FBI  
 SUBJECT: ~~PASSPORT AND VISA MATTERS~~  
 CO-OPERATION WITH AMERICAN EMBASSY  
 MEXICO, D. F.

~~SECRET~~ - AIR COURIER

DECLASSIFIED BY *Sp-5.c/dcg*  
 ON *11.22.91*

*EXEMPT FROM CONFIDENTIALITY*

Reurlet dated September 16, 1953, requesting that the fingerprints of certain visa applicants be accepted on a selective basis by your office for direct transmittal to the Bureau, thereby assisting Consul Warren Stewart, who is in charge of the Visa Section of the American Embassy at Mexico City, to ascertain more expeditiously the true identity and possible criminal background of these applicants. As you pointed out, such fingerprints would normally be submitted through Department of State channels.

This Bureau desires to co-operate with Consul Stewart; however, it is unable to concur in a change in procedure without approval of the Department of State. Mr. Stewart may wish to present the matter to appropriate officials of his agency for their consideration.

Insofar as the three visa applicant fingerprint cards forwarded to the Bureau under separate cover at the same time as referenced letter are concerned, these prints have been searched to avoid delay. The results of this search, consisting of an identification record of [redacted]

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[redacted] FBI number [redacted] and [redacted] are transmitted herewith for

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

*F136*

LEGAT  
 OCT 26 1953  
 OCT 19 1953

RECORDED-33  
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*61-2554-10736*  
 RECORDED  
 139 OCT 19 1953

ORIGINAL COPY FILED IN 61-4-10736

TO: Legal Attache  
Mexico, D. F., Mexico

October 7, 1953

SUBJECT: PASSPORT AND VISA MATTERS  
CO-OPERATION WITH AMERICAN EMBASSY  
MEXICO, D. F.

b6  
b7c

dissemination to Mr. Stewart. For his confidential information,  
a prior record for [redacted] was not  
found in the files of the Identification Division.

The fingerprint cards of these individuals given  
to you by Mr. Stewart are being returned. Further requests  
of this type should not be accepted by you unless a situation  
arises in which the Bureau has an interest.

Enclosures (5)

CC - Foreign Liaison Desk *cut*

CAH:mjh

This matter was taken up with the Executive Conference on  
October 1, 1953, and it was the opinion of the conference  
that the Bureau could not process visa applicant fingerprints  
received through the Legal Attache at Mexico City without  
the approval of the Department of State.

MR. TOLSON

October 20, 1953

THE EXECUTIVES CONFERENCE

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-5CJ/dg

The Executives Conference of 10/15/53, consisting of Messrs. Tolson, Gearty, Mason, Belmont, Harbo, Trotter and Glavin considered a communication received from S. A. Andretta, Administrative Assistant Attorney General, concerning the study made by the House Committee on Post Office and Civil Service regarding the present Government leave system.

The Conference was advised that the Chairman of the House Committee on Post Office and Civil Service, Edward H. Rees (R-Ka.), had requested comments and recommendations of the Attorney General for improvements in the leave systems of the Federal Government. He points out that while the Committee desires a reflection of the Attorney General's objective thinking on the problem as a whole, it would especially appreciate comments on the following:

- (1) What are the objectionable features of the present leave systems in the Federal Government - annual, sick and other?
- (2) What has been the effect of Public Law 102, 83rd Congress, on annual leave, on sick leave?
- (3) What are your recommendations for the improvement of present leave systems?
- (4) Have you given consideration to an entirely new leave system? If so, what are its principal features and benefits?

It was pointed out to the Conference that it is not felt that the Director should comment on the objectionable features of the present leave systems nor should any recommendations for changes in such systems be made.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Belmont \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
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- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

GC - Mr. Clegg  
Mr. Mohr

URG + US

RECORDED - 41  
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166-2554-10737  
OCT 22 1953

58 OCT 27 1953

Memo to Mr. Tolson - Cont'd

It was the unanimous opinion of the Conference that this was a matter which should be properly handled on a Department level.

Should you agree the attached communication will go forward to Mr. Andretta in connection with this matter.

Sent 2/10/54  
eh

Ald

OK  
A.

✓

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

Mr. Tolson

Sept. 24, 1953

Executives Conference

*Lucas Fry*

NATIONAL FRAUDULENT CHECK FILE

~~ACK~~

On September 21, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Tracy, Hennrich, Gearty, McGuire, Mohr, Rosen, Holloman and Harbo, considered a suggestion to streamline the procedure followed in handling checks prepared through the use of checkwriters in the Document Section of the Laboratory. The checkwriter section of the National Fraudulent Check File is subdivided according to the make of checkwriter represented. A current check is first searched through the portion of the file limited to checks prepared on the same make of checkwriter as the instant check. Thereafter, if not identified, it is searched through all remaining portions of the checkwriter section because it is sometimes possible to identify the check by the handwriting appearing thereon or the general make-up of the check. The proposed change is that we discontinue searching unidentified checks of this sort through the portion of the checkwriter section representing checkwriters of a different make than that utilized in preparing the current check.

We have averaged one identification per month in the checkwriter section. A review of 61 identifications made in this file disclosed that six of them would not have been made had the proposed procedure been in effect. Three of these cases were police cases and three were Bureau cases. As far as can be determined from a file review, the progress of the investigation of the individual cases would not have been materially changed if the proposed system of searching had been in effect. Attached hereto is a concise statement concerning each of the six cases.

A further fact bearing on this proposal is the recently adopted Bureau master check case program. We have in the Laboratory a separate section in which copies of checks from all cases designated as Bureau master check cases are filed. All checks currently received for examination, which are otherwise unidentified by procedures presently utilized in the Document Section, are searched through this special file. The likelihood of missing an identification in an important Bureau case is thus made quite remote even though the proposed procedure is adopted.

Attachment

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

Mr. Glegg  
 Mr. Mohr  
 Mr. Rosen

RTH:kmb

2303  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 11-19-84 BY SP-5-kg

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166-2554-10738  
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 189 OCT 15 1953

ORIGINAL COPY FILED IN 100-678-1531



At present Laboratory Aides devote 62 hours per month in searching checks through the checkwriter portion of the Fraudulent Check File, of which 47 hours per month would be saved under the proposal. This amounts to 59 employee days in a 10-month period.

In view of the foregoing, the Conference unanimously recommends adoption of the suggestion under which the searching of current checks prepared by use of checkwriters would be limited to a search of the section of the file consisting of specimens prepared on the same make of checkwriter.

*[Handwritten signature]*  
#131-33

POLICE CASES

"Unsub., was., CLEVELAND SHORT, et al, Fraudulent Checks." 95-16559 (1946)

Three checks submitted to the Laboratory by three police departments, in April and October of 1946. No Federal violations. The second check submitted was identified with the first check by a search in the Checkwriter Section. If it had not been thus identified, it would have been identified in the Rubber Stamp Section of the file. The third check was connected with this case because the same name was used as on the first check. Subject unknown.

[redacted] was., Fraudulent Checks." 95-27265 (1948-51)

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Seven checks submitted to the Laboratory, four by a police department in July of 1948 and three by a Field Office in February of 1951. No Federal violations on any of these seven checks. The last three checks were identified with the first four by a search in the Checkwriter Section. If they had not been thus identified, they would have been identified in the Rubber Stamp Section. Subject of this case was identified on the basis of a comparison of signatures on fingerprint cards with names used on the last three checks (subject of first four checks unknown up to that time).

"Unsub., was., [redacted] et al, Fraudulent Checks." 87-13049 (1950-51)

b6  
b7c

Six checks submitted to the Laboratory, one by Field Office for police department and five by police departments. The last four checks, submitted in July of 1951, were identified by a search in the Checkwriter Section with the first two checks, submitted in January of 1950. They would not have been connected with these two checks otherwise. There was no Federal violation or Bureau investigation. Subject unknown.

BUREAU CASES

"Unsub., was., [redacted] et al, ITSP." 95-45234 (1952-53)

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323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/01 BY SP/SL/ky

Suggestion  
#434-53

66-2554-10738

ENCLOSURE

Twelve checks submitted to the Laboratory, the first by a police department in June of 1952 (no Federal violation) and the next eleven by the New York and Newark Field Offices in August of 1952 and January and April of 1953 (Federal violation on 10 of these 11 checks). The checks submitted in August of 1952 were identified with the first check by a search in the Checkwriter Section, and would not have been connected with this check otherwise. However, all 11 checks submitted by the Field Offices were connected with each other by the Field Offices before being sent to the Laboratory. Therefore, the only check which would not have been connected with this case under the proposed system of searching checkwriter checks was the first check submitted, which did not involve a Federal violation. Police departments in New York State investigated certain other checks in this case not submitted to the Laboratory (no Federal violation). All leads covered by Field Offices and case closed unsolved.

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b7c

[redacted] was., ITSP." 87-15041 (1951-52)

Eighteen checks were submitted, 17 by four Field Offices and one by a police department. The third check, submitted by a police department in March of 1951 (no Federal violation), was identified in the Checkwriter Section with the first two checks. Under the proposed system of searching, this check would have been connected 16 months later with the case. The fifth and sixth checks were submitted by a Field Office in August of 1951, and were identified in the Checkwriter Section with the first four. Under the proposed system of searching, this identification would also have been made. In September of 1952 the subject was arrested by local police on a local check charge and found guilty. Federal detainer filed.

"JOHN WILMER RAUSCHENBACH, was., ITSP." 87-12157 (1949-52)

Twenty-seven checks were submitted by Field Offices. Three checks were identified in the Checkwriter Section with nine previous checks. These three would not have been connected with this case otherwise. The 19th through

*Supplemental*  
7-54-63

the 24th checks, submitted in September and October of 1951, were also identified in the Checkwriter Section with previous checks. Under the proposed system of searching, these five checks would have been connected four months later (January of 1952) with the case. The subject was identified by Field Office investigation, arrested in February of 1952, and pleaded guilty. As far as can be determined from a file review, the progress of this case would not have been materially changed if the proposed system of searching had been in effect.

*[Handwritten signature]*  
1/3/52

The Director

10/16/53

Executives Conference

URGENT WAR PLANS -  
ALTERNATE HEADQUARTERS FOR THE  
NEW YORK OFFICE

Present at the Executives Conference on 10/15/53, were Messrs. Tolson, Ladd, Harbo, Glavin, Mohr, Belmont, Gearty, Tracy, and Mason.

Executives Conference was advised that the New York Office has contacted the North East Area Joint Committee of the Armed Forces at Governors Island, New York, concerning sites which might be used by the New York Office as alternate headquarters in the event the present office is bombed out. This Committee assigns mobilization space for the military authorities and works in conjunction with the Civil Defense organization in New York City. The following sites were presented to that committee:

1. Renwal Toy Company  
Carle Place  
Long Island, New York
2. Lost Battalion Hall  
Queens Long Island
3. Yankee Stadium  
Bronx, New York

The Committee advised that Yankee Stadium was considered ideal for our purpose, inasmuch as it was close to transportation facilities, had good communication facilities, had facilities available for personnel, had good safety such as no large areas of glass, was not located in a prime target zone, was less than five stories high, and was a reinforced concrete and steel structure. The Bureau has determined that the Department of Defense has no mobilization plans for Yankee Stadium. The New York Office is advised that the civil defense authorities in New York City can assure our use of Yankee Stadium in the event of an emergency, and thus, it would not be necessary to contact the stadium owners.

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66-2554-10739

523, 013  
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DATE 11-19-91 BY SP5/kyg

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

cc: Mr. Mohr  
Mr. Clegg

INDEXED-97

OCT 20 1953

77 OCT 27 1953

*W.C. Sullivan*

The Executives Conference was unanimous in their approval of the use of the Renwal Toy Company and the Lost Battalion Hall as alternate office space.

In regard to Yankee Stadium the minority of the Conference, Messrs. Tolson, Ladd, and Glavin were opposed to the use of Yankee Stadium. All other members present at the Conference favored the use of Yankee Stadium, inasmuch as the civil defense authorities could assure its availability and it would not be necessary to contact the owners.

Based upon the Director's decision in this matter appropriate instructions will be issued to the New York Office.

*It seems to me  
Yankee Stadium  
is too close to  
target area in  
New York*

*10/19*

*I certainly think  
so - H -*



MR. TOLSON

9/15/53

The Executives Conference

SUGGESTION OF MISS [redacted]  
POSTING SECTION, IDENTIFICATION DIVISION

b6  
b7C

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Clegg, Gearty, Mohr, Hennrich, and Tracy on September 11, 1953, considered a suggestion from Miss [redacted] of the Identification Division.

A suggestion was made by Miss [redacted] of the Identification Division to change the procedure in the handling of fingerprint jackets in the Identification Division just prior to the time Identification Orders are issued.

Under the present procedure, a fingerprint search is made through all files and the information furnished to the Investigative Division. If the Identification Order is issued within a period of thirty days after the original search, a re-search is made through the noncriminal files. If the Identification Order is issued after thirty days, all fingerprint files are re-searched.

b6  
b7C

Miss [redacted] was of the opinion that the fingerprint jacket should be sent to the Investigative Division and a search of all fingerprint files should not be made until such time as the Identification Order is, in fact, to be issued for the reason that if the subject should be apprehended in the meantime, the cost of the fingerprint search of all files would be avoided.

A check was made over a five-week period and it was ascertained that in more than 40 cases, an Identification Order was, in fact, issued in all but one case. In view of the fact that it does not appear there would be any material saving and in view of the further fact that additional information is at times made available to the Investigative Division by reason of the original handling in the Identification Division, the

Executives Conference unanimously recommends the present procedure be continued. A letter is attached thanking Miss [redacted] for her suggestion.

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

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

adm. Suggestion # 651-53

63 NOV 3 1953

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 DATE 11-19-91 BY sp-5a/bcg  
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b6  
b7C

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MR. TOLSON

10/15/53

EXECUTIVES CONFERENCE

SUGGESTION #577-53  
MADE BY ASAC ELMER F. EMBICH  
EL PASO OFFICE

Use of Air Tel instead  
of teletype relative  
to E.F.P. cases

Use of Bureau  
in E.F.P. cases.

SUGGESTION:

Use of

As a matter of economy in communications costs, the Bureau consider the advisability of having field offices submit by Air-Tel rather than teletype information relative to the escape of Federal prisoners.

The suggesting employee had in mind that such notification to the Bureau by Air-Tel rather than teletype would delay the Bureau's placing Wanted Notices against the fugitive for a period of time not exceeding twenty-four hours. This suggestion was not intended to apply to the transmission of necessary teletypes to other field divisions where immediate leads are indicated.

OBSERVATIONS:

The Investigative Division is opposed to this suggestion and pointed out that such escapes often receive close attention by the press and the Bureau should be in a position to answer inquiries which might be received from the press. The Bureau notifies the Bureau of Prisons of each escape reported by the field. Bureau of Prisons is supposed to receive notification from the institution direct and if the FBI is not promptly notified the Bureau of Prisons may receive notification first and we would not be in a position to verify this information, but would have to make inquiry of the field.

In September 1952, when multiple escapes occurred at the U. S. Penitentiary at Lewisburg, Pennsylvania, considerable difficulty was experienced regarding notification to the Bureau of the escape. It is felt that the use of teletypes in reporting escapes will prevent any problems which might arise between the FBI and the Bureau of Prisons.

EXECUTIVES CONFERENCE CONSIDERATION:

Par presentation by Mr. Mason at the conference on 10/6/53.

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

RECORDED - 93  
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166-2554-10742  
OCT 22 1953

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HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY Sp5c/deg

58 NOV 19 1953  
Clegg  
EDU:rgu

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In view of the opposition to the suggestion expressed by the Investigative Division, its adoption is not recommended. If you concur, no further action is necessary inasmuch as Mr. Litch already has been charged for this item.

**RECOMMENDATION**

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

Mr. Tolson

10/12/53

H. H. Clegg

#323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-91 BY SP-SC/DCJ

SUGGESTION #528-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

Miss [redacted] Records and Communications Division.

b6  
b7c

SUGGESTION:

That the field when submitting mail with a phrase in the title be requested to limit the number of words to those which are absolutely necessary; that the adoption of the suggestion would facilitate searching and reduce the typing necessary when the card is prepared in the Recording Unit. It was pointed out that such words as "alleged to have" and "possession by" could be omitted.

OBSERVATIONS:

The Records and Communications Division state that this is a Classifying Unit problem that can be solved by the classifiers in designating descriptive language as subject matter. The supervisors of the Classifying Unit stated it would be difficult to properly instruct the field in this matter and that the issuance of general instructions would not make it possible to correct the situation. The Records and Communications Division opposed adoption of this suggestion.

RECOMMENDATION:

It is recommended that:

(1) The suggestion not be adopted;

(2) That the attached letter go forward to Miss [redacted]

RECORDED - 93

INDEXED - 93

66-2554-10742  
RECORDED  
OCT 21 1953

ORIGINAL COPY FILED IN 66-16262-988

Rem to [redacted]

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

Attachment

NOV 15 1953  
FBI  
RECEIVED - CIVIL ROOM

INITIALS ON ORIGINAL

50 NOV 2 1953

b6  
b7c

Mr. Tolson

October 21, 1953

THE EXECUTIVES CONFERENCE

323013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-5-91 BY SP-5 CJD/deg

The Executives Conference of October 19, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Belmont, Ladd, Mason, Nichols and Glavin, was advised that Legal Attache J. E. Prossley of the Madrid, Spain Office, during his attendance at In-Service Training, stated he is in need of a new automobile for official use. He pointed out that at the present time there is a 1950 Ford sedan, motor number HONG 110 301, assigned to the Madrid Office, which is in the name of the Legal Attache since at the time this automobile was sent to Madrid it was not possible to transfer such a vehicle as an official Government car.

The Conference was further advised that Mr. Prossley had informed Mr. Glavin that it is now possible to transfer a car for the use of the Legal Attache in Madrid in the name of the Government. He pointed out that the State Department officials in Madrid are holding one authorization for such a car to be filled by the Bureau in transferring an official car for the use of the Legal Attache at his post of duty.

Mr. Prossley further pointed out that the automobile presently in use in Madrid has outlived its usefulness. However, automobile equipment is in such demand in Madrid that he feels that he would be able to secure more than the purchase price in selling it in Madrid.

It was recommended to the Conference, and the Conference unanimously agreed, that a new automobile be furnished to the Legal Attache in Madrid as an official Government car and that Mr. Prossley be given authority to secure appropriate bids for the sale of the car presently in his possession in Madrid, the proceeds thereof to be deposited to the Bureau's credit with the Treasury Department.

Should you agree, appropriate steps will be taken to have a new vehicle forwarded to Madrid and the old vehicle there sold.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg WPA:WPA
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy cc
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

RECORDED-19

INDEXED-19

66-2554-10743

OCT 23 1953

OCT 27 1953

EX-123

MR. TOLSON

September 25, 1953

O  
THE EXECUTIVES CONFERENCE

C  
The Executives Conference of September 23, 1953, consisting of Messrs. Ladd, Harbo, Tracy, Hennrich, Gearty, Mason, and Glavin, considered the attached suggested Bureau Bulletin concerning annual leave and recommended its approval.

The attached Bulletin contains pertinent information regarding the amended Annual and Sick Leave Act, particular reference being made to lump-sum payments and accumulated leave, the total accumulations which can be had in the future, and the method of reducing excess leave accumulations.

Attachment

cc - Mr. Clegg  
Mr. Mohr

WRG:jmr

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY sp 5 a/dcg

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166-2554-10744  
OCT 26 1953  
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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

87 OCT 30 1953 215

ORIGINAL FILED IN 66-24087

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓  
FROM : Executives Conference  
SUBJECT :

DATE: 9/29/53

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

The Executives Conference of 9/25/53 with Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, Rosen, Holloman, and Clegg approved the attached revisions for incorporation in the Radio Operators' Manual. The principal change is in the system of grading code tests in order to place greater emphasis on accuracy and to bring about a proper balance between the relationship of accuracy to speed in grading these tests.

If approved, the attached material will be printed for insertion in the Radio Operators' Manual.

cc: Mr. Mohr ✓  
Mr. Clegg ✓

printed & drilled  
Mech. Sect.  
A.C.G.  
OCT 14 A.M.

HHC:ATP

*Distributions at  
and mailed to  
10-12-53  
RECORDED-39*

32303  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY sp5ci/dep

EX - 101

RECORDED  
189 OCT 2 1953  
10745

INTREALS ON ORIGINAL

77 OCT 30 1953

31

LADD

ORIGINAL COPY FILED IN



Mr. Tolson

10/16/53

H. H. Clegg

CORPUS CHRISTI, TEXAS, POLICE DEPARTMENT  
POSSIBLE REPRESENTATIVE AT  
FBI NATIONAL ACADEMY

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5CJ/deg

PURPOSE:

To consider a nomination by Houston of Detective [redacted] Corpus Christi, Texas, Police Department for attendance at the 53rd Session of the FBI National Academy. The nomination was contained in a letter from Houston dated 9/2/53.

b6  
b7C

BACKGROUND:

The former Chief of Police of Corpus Christi was one Roy Lay. In an Executives Conference memorandum dated 11/25/52 Mr. Mohr stated it was his opinion that a representative of the Corpus Christi Police Department should not be accepted for the FBI National Academy at that time due to the unfavorable activities of former Chief Lay. The Director agreed with Mr. Mohr. Lay was considered undesirable for several reasons. Chief Carl Hansson of Dallas expressed the belief in a memorandum from Mr. J. S. Rogers to Mr. Clegg dated 10/24/51 that Lay might have gotten word to some hoodlums from Corpus Christi who were visiting in Dallas that the Dallas Police Department was watching them. Corpus Christi for some time has been a rather "wide open" town. In November 1952 the Houston Office did not believe that Lay was receiving graft but did believe that he was forced to take orders from the former Mayor who was once under indictment.

RECENT DEVELOPMENTS:

By letter of 6/3/53, Houston advised that a retired Navy Rear Admiral one Joseph B. Dunn had been appointed Director of Public Safety under a new city administration. Houston believed the new administration would do everything possible to clean up Corpus Christi and all indications were that Admiral Dunn desired to cooperate with the Bureau wherever possible.

By letter of 6/9/53, Houston advised that Admiral Dunn had appointed one Richard Runyan as Chief of Police and that Lay had been relegated to the permanent rank of Assistant Chief of Police.

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

Attachment

RECORDED-96

INDEXED-96

66-2554-10746

OCT 23 1953

BTJCU

ORIGINAL FILED IN 66-2554-42



Runyan is a graduate of the Northwestern University Traffic Institute and, according to him, he aspires to attend the FBI National Academy within the near future.

CONCLUSION:

Although it would appear that the situation in Corpus Christi is improving, it is believed that the Bureau should not take one of its men for the National Academy until there is definite proof that the new administration has proven itself. It is believed that further consideration could be given to an applicant for the 54th Session of the FBI National Academy, by which time sufficient information concerning the new administration should be available.

RECOMMENDATION:

~~That no representative from the Corpus Christi Police Department be accepted for the 53rd Session of the FBI National Academy. That, if approved, the attached letter to Houston be sent advising Houston that if the new administration has proven itself a representative of the Corpus Christi Police Department should be nominated for the 54th Session of the FBI National Academy and that Houston should keep the Bureau advised of developments in Corpus Christi.~~ TJW

EXECUTIVES CONFERENCE CONSIDERATION: HHC:nd 10/15/53

The Conference on 10/14/53, Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Nichols, Holloman, Tracy and Clegg being present, unanimously recommended that a representative from the Corpus Christi PD not be accepted for the next session of the FBI National Academy and that some time should lapse in order to see that the Police Department makes the improvements in local enforcement conditions which would be desirable.

If this is approved, there is attached hereto a letter to the Houston Office to this effect.

MR. TOLSON

10/16/53

b6  
b7c

EXECUTIVES CONFERENCE

SUGGESTION #598-53

MADE BY SA [REDACTED]

BALTIMORE DIVISION

323,013  
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/4/91 BY SP5CJ/dcg

Present at the Executives Conference on 10/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty and Mason.

SUGGESTION:

When a subject is placed on the List of Ten Most Wanted Fugitives, the Wanted Flyers and any subsequent Identification Orders issued relative to the particular subject be of a different color than the usual black and white.

As an alternate suggestion, it is proposed that a border of some bright color be placed on the Wanted Flyers and Identification Orders in connection with the Ten Most Wanted Fugitives Program.

In the opinion of the suggesting employee, persons receiving such Wanted Flyers and Identification Orders would give them preference when displaying them and law enforcement officials in general would give them closer scrutiny. In addition, the suggesting employee felt the distinctive color scheme would more forceably bring the attention of the general public to the Wanted Flyer or Identification Order.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of the suggestion. Subjects placed on the List of Ten Most Wanted Fugitives are always the subject of an Identification Order at the time they are designated and usually the subject of a Wanted Flyer. If not, a Wanted Flyer is simultaneously issued with the announcement to the press. It would be impossible to know in advance of preparation of the Identification Order and Wanted Flyer whether a particular subject would be used. Therefore, there would be a situation where some of the Top Ten Fugitives would have a distinctively colored Wanted Flyer and others would not.

The Investigative Division agrees with SAC, Baltimore that it would be expensive, confusing to law enforcement officials,

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

cc - Mr. Mohr  
Mr. Glegg

RECORDED-96  
INDEXED-96

66-254-10747

EX-128 OCT 26 1953

OCT 30 1953

ORIGINAL FILED IN 62-24151-151

Memorandum to Mr. Tolson

and of doubtful value inasmuch as the Ten Most Wanted Fugitives receive considerable publicity now. SAC Alden pointed out a widespread campaign would have to be conducted to advise everyone of the significance of the border, color change, or whatever device is used. This would result in many inquiries and much confusion inasmuch as the present Top Ten Fugitives would have the usual black and white Identification Orders and Wanted Flyers.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference was of the unanimous opinion that suggestion should not be adopted because of the objections presented above. SA [redacted] has previously been thanked for the suggestion and no further action is necessary.

b6  
b7c

MR. TOLSON

10/16/53

EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-3 CJD/dcg

SUGGESTION #570-53  
MADE BY ASAC W. C. HINZE, JR.

SPRINGFIELD OFFICE  
PASSING OF FRAUDULENT CHECKS  
INTERSTATE TRANSPORTATION OF STOLEN PROPERTY

Present at the Executives Conference on 10/15/53 were  
Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty  
SUGGESTION:

After apprehension of check passers known or admitted to  
have committed violations in numerous jurisdictions, and after prosecu-  
tion is authorized in one jurisdiction, the violations not be  
presented to the U. S. Attorneys in other jurisdictions. Suggestion  
is based on the assumption that the U. S. Attorneys usually decline  
prosecution. In lieu of such presentation, it is suggested the Bureau  
advise the Department of Justice of the facts to obtain authorization  
to refrain from conducting investigation and presenting to  
U. S. Attorneys in the various field divisions.

It is stated the adoption of the suggestion would render  
unnecessary investigation and presentation by auxiliary offices.  
It was also stated that leads are usually set out in check cases for  
all victims to be reinterviewed after identification and  
apprehension of subjects and presentation is made to the U. S.  
Attorneys concerned.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of  
this suggestion for the following reasons:

1. The assumption that U. S. Attorneys almost invariably decline  
prosecution, when process for one violation is outstanding, is erroneous.  
Numerous instances are noted of prosecutions authorized and con-  
victions obtained on multiple charges, throughout the field.

2. At present the U. S. Attorney receives a report incorporating  
the pertinent facts as a basis for his decision. The same facts would  
have to be reported to the Department as a basis for decision.

Therefore, no material saving in investigative time would be effected.

The auxiliary field division may now present to the U. S. Attorney  
an opinion as to whether exhaustive investigation is desired before  
undertaking it.

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Gearty  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
Stzoo  
Miss Gandy

INDEXED - 86

NOT RECORDED

80 OCT 26 1953

EX-104

53 NOV 16 1953

EDM:rgw

INITIALS OF ORIGINAL

ORIGINAL FILED IN 87-0

Memorandum to Mr. Tolson

3. The decision as to prosecution of a subject is properly one for the U. S. Attorney within whose jurisdiction a violation has occurred.

4. In accordance with Bureau policy and instructions it is incumbent on field offices to advise the interested local authorities of pertinent information of an apprehension and where detainers may be placed. Leads to auxiliary offices would, therefore, have to be covered.

5. The adoption of this suggestion might be construed as placing the Bureau in the position of assuming that authorization of prosecution for one violation purged a subject of all violations.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was unanimously opposed to the adoption of the suggestion because of the reasons set forth above. ASAC Hinge has been thanked for submitting the suggestion and no further action is necessary.



MR. TOLSON

10/15/53

EXECUTIVES CONFERENCE

SUGGESTION #590-53  
MADE BY SA T. D. BEACH  
FBI LABORATORY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-5 w/dcg

SUGGESTION:

At present evidence being returned to contributors under separate cover is accompanied by an invoice form, the yellow copy of which is subsequently placed in the individual case file.

It is proposed that in the future the yellow copies rather than being filed separately be maintained in a binder in the FBI Laboratory and those over one year old then be sent to Records Section and be filed as a single unit.

OBSERVATIONS:

The Laboratory is opposed to the suggested procedure, believing the yellow copy of the invoice contains essential information which should be permanently retained. The Laboratory pointed out that this properly belongs in the case file and they are opposed to the setting up of a separate file in which to retain these invoice forms.

Records Section recently suggested that these invoice copies no longer be retained and at that time the Laboratory felt it was necessary to retain them. Although the suggested procedure would save some time for the Records Section, it would still be necessary for the copies to be filed by a Laboratory employee and it would also be necessary to search through the entire folder to locate them if they were needed at any time in the future. Inasmuch as the Laboratory believes the invoice forms must be retained, it is felt that they should be maintained in the individual case files. It is not believed the savings effected would justify an exception to the regular processing procedure.

ld

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

EXECUTIVES CONFERENCE CONSIDERATION: HHC:hd

The Conference on 10/14/53, Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Holloman, Tracy and Clegg being present, recommended unanimously unfavorably for the reasons above shown.

RECORDED - 75  
INDEXED - 75

66-7554-10749  
OCT 26 1953

50 OCT 29 1953  
EDM:DMC

100-10

PERS. FILE

Mr. Tolson

October 20, 1953

The Executives Conference

PROPOSED CONFERENCES

INTERSTATE TRANSPORTATION OF STOLEN PROPERTY

323 013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11-4-91 BY SP-5 a/pep

SUGGESTION

It is suggested that following the completion of the series of special conferences being held throughout the field relating to theft from interstate shipment matters, consideration be given to the holding of similar conferences during the next year in regard to interstate transportation of stolen property investigations.

Conferences relating to this violation would have a wide scope of appeal to local authorities since the interstate transportation of stolen property violation embraces major thefts, confidence game swindles, and the activity of "fences." Most police departments, sheriffs' offices, and state bureaus of identification have special squads devoting their entire time to each type of violation involved in the interstate transportation of stolen property classification.

Violations relating to the interstate transportation of stolen property statute constitute approximately 3,856 investigative matters well dispersed throughout the field. The problem of fraudulent checks and the individuals who range from state to state causing their encashment is a major problem facing both local enforcement agencies and the Bureau. It is believed that real interest and results could be accomplished in these conferences by a discussion of our mutual problems.

The conferences should stress the close coordination of the work of local authorities and the Bureau in regard to the major thefts and confidence game activities and would present an excellent opportunity for the Bureau to bring before local law enforcement officers investigative aids available to them through the general appearance files maintained in the Single Fingerprint Section of the Bureau and the work of the FBI Laboratory in cases of this type. The coordination of investigations in matters relating to this statute and the further stressing of the Bureau's jurisdiction in these matters would definitely prove beneficial both to the Bureau and to local authorities.

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

cc: Mr. Clegg  
Mr. Mohr

66-2539-10750

RECORDED-38  
OCT 26 1953

INDEXED-38

52 OCT 28 1953

AR: JMT



Memorandum for Mr. Tolson

RECOMMENDATION

The Conference unanimously recommended that approval be given to hold conferences relating to interstate transportation of stolen property matters throughout the field during the next year.

It is noted that conferences relating to theft from interstate shipment violations will continue until December 1953.

Those in attendance, Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Mason, Belmont, and Tracy, unanimously recommend that a program immediately be prepared and that instructions be given to the field to institute the proposed conferences after the first of the year, consistent with the operations in each office.

If approved, the Investigative Division will furnish material to assist the Training and Inspection Division in preparing an agenda.

HK ✓  
OK  
H.

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

Mr. Tolson

10/16/53

Executives Conference

b6  
b7C

SUGGESTION #535-53  
MADE BY [REDACTED]  
STREAMLINING PROGRAM  
RECORDS & COMMUNICATIONS DIVISION  
\*AUTOMOBILE REPAIRS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/5/91 BY SP-5 C/deg

Per presentation by Mr. Mason at the Executives Conference on 10/14/53, the following is submitted for the record:

SUGGESTION:

Arrangements be effected with the contract garage to make repairs on Records Section carry-alls before other Bureau cars are repaired.

The employee pointed out whenever it is necessary to take a carry-all out of service files must be transported between buildings in a Bureau passenger car and this results in some delay inasmuch as due to space limitations it is not always possible to take all of the files.

OBSERVATIONS:

The Administrative Division advised that carry-alls have been given priority over all cars, with the exception of the cars assigned to the offices of the Director and Mr. Tolson. Any delay is due to the contract garage and the nature of the trouble is, of course, taken into consideration before repair work is ordered.

RECOMMENDATION:

Inasmuch as the Bureau has been following the suggestion which has been made and since the employee has been thanked for his suggestion, it is recommended that no further action be taken.

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

cc: Mr. Mohr  
Mr. Clegg  
EDM: dmb/wk

RECORDED - 25

INDEXED - 25

66-2554-1075

NOT RECORDED  
138 (OC) 21 1953

WAC

NOV 6 1953

ORIGINAL COPY FILED IN 66-2117-3621

# Office Memorandum • UNITED STATES GOVERNMENT

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

TO : Mr. Callahan

DATE: October 9, 1953

FROM : *W* A. M. Newman

*Newman*

SUBJECT: Proposed Form

In view of the number of memos that are prepared daily on surplus property it is recommended that the attached form be approved.

Attachment

*Rec approved  
10/8*

ADDENDUM: (jmr) 10-15-53 The Executives Conference of October 12, 1953, consisting of Messrs. Tolson, Gearty, Clegg, Harbo, Belmont, Quinn Tamm, and Glavin, approved the form in question. WRG

*500 originals; 1000 cc's,  
Order on Mechanical  
Requisition 10-20-53*

*b7c*

RECORDED - 51  
INDEXED - 51

NOT RECORDED  
189 OCT 22 1953

INITIALS ON ORIGINAL

*R22*  
53 NOV 9 1953

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP5 c/d/g

ORIGINAL COPY FILED IN 61-51872

MR. TOLSON

9-30-53

The Executives Conference

AIR CONDITIONING OF ONE WING  
IDENTIFICATION DIVISION

The Executives Conference on September 28, 1953, consisting of Messrs. Clegg, Glavin, Harbo, Ladd, Holloman, Henrich, Gearty, Winterrowd and Tracy considered the background plans of the General Services Administration in connection with air conditioning part of the Identification Division Building.

The Conference was advised that Air-Conditioning Engineer Streusch and Building Superintendent Vickers called at the Identification Division Building and advised that they are in a position now, they believe, to go ahead with the experimental air conditioning of one wing of one floor in the Identification Division Building.

Area Superintendent Swenson further telephonically advised that the proposal to air condition approximately 200,000 square feet in the Identification Division Building is in the 1955 fiscal year budget request, and that they are hopeful that the Bureau of the Budget will approve this much work being done during the fiscal year 1955.

In connection with the experimental installation of air conditioning in one wing on one floor, General Services Administration requests the following records in the experimental area and in a non air-conditioned area:

1. Productivity of employees on a daily basis.
2. Number of errors on a daily basis.
3. Amount of sick leave on a daily basis.
4. Amount of annual leave on a daily basis.

Mr. Tolson	_____
Mr. Eadd	_____
Mr. Nichols	_____
Mr. Belmont	_____
Mr. Clegg	_____
Mr. Glavin	cc - Mr. Clegg
Mr. Harbo	Mr. Mohr
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Gearty	_____
Mr. Mohr	_____
Mr. Winterrowd	_____
Tele. Room	_____
Mr. Holloman	_____
Miss Gandy	_____

66-2534-10753  
OCT 26 1953  
SS

RECORDED-37

INDEXED-37

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-5 a/dcg

ORIGINAL FILED IN 66-2534-10753

ORIGINAL FILED IN 66-2534-10753

Memo to Mr. Tolson  
Re: Air Conditioning of One Wing  
Identification Division

9-30-53

Engineer Streusch advised that if this study indicated over a two per cent increase in production, considerable savings would be affected for the building as a whole. A letter is being sent to the Bureau outlining their plans and requesting the above listed statistical data.

The Executives Conference unanimously recommends that on receipt of the letter from Government Services Administration it be acknowledged stating the Bureau will be glad to have the experimental air-conditioning installed in the third wing of the fourth floor. This wing is occupied solely by criminal technical fingerprint searchers and does not contain any supervisory or executive offices.

Further, that the Bureau will be glad to furnish the statistics as to production, errors, sick leave, and annual leave as requested. That final figures will be furnished and not daily production reports.

ADDENDUM: (GH:vjr 10/21/53)

Mr. Vickers was contacted and he advised he would see that the Bureau received the letter from the General Services Administration relative to the experimental installation of air conditioning in the third wing of the fourth floor of the Identification Division Building.

Guy Hottel

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

The Director

October 12, 1953

The Executives Conference

FBI. Employees Consolidated Charity Fund

The Executives Conference of October 12, 1953, consisting of Messrs. Tolson, Clegg, Harbo, Gearty, Belmont, Quinn Tamm and Glavin considered the report submitted by the Working Committee of the Bureau's Consolidated Charity Drive for the forthcoming charity year. The Conference was informed concerning the deliberations of the Working Committee of one package charity campaign for the Bureau. A memorandum concerning these deliberations was prepared by Personnel Officer [redacted] and is attached hereto. The Conference was advised as follows:

You will recall that the Director has approved one package charity drive to be held during the months of October, November and December for seat of Government and Washington Field Office employees.

The Director further approved a floater to be sent to all Bureau employees at the Seat of Government and the Washington Field Office concerning this proposed combined drive and has also approved the various heads of the divisions personally discussing this matter with employees under their jurisdiction.

The Working Committee set up under the Director's approval composed of 3 members appointed by the Bureau, Mr. [redacted] Personnel Officer, Chairman, [redacted] and [redacted] as well as one representative from the executives' offices, each of the divisions and the Washington Field Office, has made the following recommendations:

(1) That the Bureau approve a goal of \$32,000 for its combined charity drive for the forthcoming charity year. The Working Committee pointed out that the charity year 1952 the Bureau collected \$24,567.34 in the drives handled by it; in the charity year 1953, the amount of \$29,924.76 was collected.

The Executives Conference unanimously recommended approval of the \$32,000 goal for the Bureau's combined charity drive for the present charity year.

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

Attachments  
cc: Mr. Clegg  
Mr. Mohr

RECORDED-19  
INDEXED-19

16-2554-10754  
OCT 26 1953

90

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY sp5a/dq

WEG:jmf 62 NOV 2 1953

ORIGINAL COPY FILED IN 61-18043-48



There is attached hereto a tabulation reflecting the amount proposed for our campaign, the quotas for the various organizations, as well as the percentages of the total for each. The tabulation reflects the activities for which we have made collections during one or both of the past 2 years, and is labeled Exhibit A.

(2) The Working Committee further recommended that a pledge card such as is attached hereto, labeled Exhibit B, be approved for distribution to Bureau employees at the Seat of Government and in the Washington Field Office, the Mechanical Section to do the necessary printing of the form for distribution.

The Executives Conference unanimously recommended the adoption of the form in question.

(3) There is attached hereto as Exhibit C a suggested floater for all employees at the Seat of Government and in the Washington Field Office furnishing such employees information concerning our forthcoming drive. It was pointed out to the Conference that the Working Committee felt that this floater could be included as a Director's message in the October issue of the Investigator which is now ready for assembling. This message would be included only in those copies of the Investigator going to Seat of Government and Washington Field Office employees.

The Executives Conference unanimously recommended that this floater be approved for the purpose suggested by the Working Committee.

(4) The Working Committee recommended that the name of the fund be "FBI Employees Consolidated Charity Fund."

The Executives Conference unanimously recommended approval of the name suggested by the Working Committee.

(5) It was pointed out to the Executives Conference that the Working Committee in consideration of problems, discussed the matter of repeated questions received during past campaigns as to what the desired quota per employee should be. Mr. Glavin pointed out to the Conference that in the handling of various charities during past years, particularly Community Chest drives, repeated questions have been raised by employees sincerely interested in contributing, as to what was expected they should contribute to such a fund. The Working Committee felt that if each employee at the Seat of Government and in the Washington Field Office contributed \$1.50 per grade, we would reach the total fund desired in the combined charity drive.

The working of this particular suggestion would be as follows:

An employee in Grade GS 3 would, if he wanted to contribute \$1.50 a grade, would contribute three times \$1.50, or \$4.50. Another example would be an Agent supervisor in Grade GS 12. If he wanted to contribute \$1.50 per grade, his contribution would be 12 times \$1.50, or \$18, to the Consolidated Charity Drive. The Working Committee pointed out that in answering questions as to what the suggested contribution per contributor should be, would base the grade standing of an employee on the equivalent GS grade. For instance, we have in the Bureau a number of Bureau employees in the ungraded service. Upon inquiry from such employees, they would be advised as to what their comparable GS grade would be.

The Working Committee realizes that a number of employees will wish to give more than \$1.50 per grade and such contributions will be most welcome since undoubtedly we will not get 100% participation by employees at the Seat of Government and the Washington Field Office in this fund.

The Executives Conference unanimously approved the Working Committee recommendations concerning the individual employee's contribution goal.

(6) The distribution of funds if campaign falls short :

of goal. There were 3 recommendations made by members of the Working Committee concerning the distribution of funds:

(a) 10 of the 14 members of the Working Committee recommended that in the event we fall short of our total goal, distribution be made to the various charities in the same percentage as distribution was made to the various charities last year when considering the total funds collected for this purpose, but in no event will exceed the quota set for the current year. For example, last year 67.21% of our total collection went to the Community Chest; 20.87% went to the American Red Cross. The 10 members, afore-mentioned, would want the same comparable distribution made of the funds collected during the present charity year. For instance, if we collected only \$25,000, 67.21% would go to the Community Chest; 20.87% would go to the Red Cross, and so on down the line.

(b) 3 members of the Working Committee recommended that in the event the drive falls short of the goal, each of those charitable organizations which are listed for contributions of less than \$500 get the full quota and the remainder be distributed percentage-wise on the basis of last year's percentages.

For example, the Working Committee recommends 4 organizations getting less than \$500 during the present charity year: Arthritis and Rheumatism, \$200; Crippled Children Fund, \$200; Muscular Dystrophy, \$200; Memorial Day Fund, (for the purchase of flags for the graves of Union soldiers at Arlington Cemetery) \$100. After these charities are paid the full amount, then the remainder would be distributed percentage-wise on the same percentage basis as last year.

(c) One member of the Working Committee recommended that in the event the fund falls short of our goal of \$32,000 the total funds collected be distributed percentage-wise in the same manner as if our goal had been reached. For example, under the \$32,000 suggested goal, 60.93% would go to the Community Chest; 21.87% to the Red Cross and so on down the line. If, instead of collecting \$32,000, we collect only \$25,000, the same percentage would be used, 60.93% to go to the Community Chest, 21.87% to the Red Cross, etc.

The Executives Conference unanimously recommended approval of the last-mentioned recommendation (Recommendation "c" above).

(7) The Working Committee unanimously recommended that the distribution of literature of the various charitable organizations be made so as to be available in the various divisions to employees.

The Executives Conference approved this suggestion.

(8) The Working Committee unanimously recommended that the drive be completed no later than November 20, 1953. The campaign, so far as collections are concerned, is to continue through December 31, 1953. The Working Committee felt that solicitation under the combined drive, if vigorously followed, would not have to be carried beyond Friday, November 20, 1953.

The Executives Conference recommended approval of this suggestion of the Working Committee.

(9) The Conference was also advised that the Working Committee members had agreed that the fund raising campaign be personally supervised by the divisional head. It is felt that with the division head sparking the campaign, the success of the campaign will be more readily insured.

The members of the Working Committee were fully advised by its Chairman of the Director's interest in this particular consolidated campaign. They were given the history of the Director's efforts to have one consolidated campaign, it being pointed out that if we fail to meet our quotas on a consolidated basis, undoubtedly, throughout future years, we would be subject to the many campaigns which we have had to contend with in past years.

The Working Committee also advised that appropriate steps are being taken to insure uniform methods of collections, the accounting for the fund and the audit thereof to be done by the Training and Inspection Division pursuant to the Director's prior approval.

The Committee also made appropriate suggestions regarding posters and other literature to be distributed at the Seat of Government and the Washington Field Office during the campaign. Appropriate contacts have been made with the Exhibits Section to have such posters prepared.

The Conference was also advised that no distribution will be made to charity groups on the basis of pledges alone but only on the basis of cash collected.

It was recommended that division quotas be set on a grade basis. Such a breakdown of the \$32,000 proposed goal is now being made

The foregoing is submitted for the Director's information  
and final approval.

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

October 23, 1953

THE EXECUTIVES CONFERENCE

323013

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

The Executives Conference of October 21, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Ladd, Mason, Belmont, Nichols, and Glavin, was advised that Mr. Bernie Schmidt of the Bureau of the Budget had telephonically communicated with the Administrative Division of the Bureau and advised that a [redacted] of the Bureau of the Budget's Surveys and Planning Unit was in the process of conducting a survey looking toward the destruction of the main Civil Service files maintained at the Federal Records Center at St. Louis, numbering some 2,400,000 files. These files consist of the names and employments of all persons presently or previously employed by the Government, with the exception of files of a few agencies such as the FBI and CIA. Mr. [redacted] was interested in discussing with representatives of the various Government agencies utilizing these files which include the intelligence agencies of the Department of Defense, OMT, G-2, as well as the Bureau to determine whether they are sufficiently valuable to retain or whether they should be destroyed.

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At the instructions of the Conference, a call was placed to the ASAC at St. Louis, Missouri, to determine whether he felt that the value secured from these files was sufficient to request their being retained. ASAC Moss advised that the majority of the work covering the checks of the files at the Federal Record Center comes to St. Louis as leads from other offices and information concerning employment records is secured and forwarded to the field offices requesting this information. Moss felt that undoubtedly it was essential that such information be secured.

The Conference was further advised that an inquiry was made of the Civil Service Commission in Washington, D. C., to determine whether the Bureau loyalty reports and other Bureau applicant reports are forwarded to the Record Center at St. Louis. Mr. Johnson, of the Civil Service Commission stated that under present regulations such reports are supposed to be stripped from the files and such files are forwarded to the Record Center at St. Louis. He further stated that some of the reports may have slipped thereto due to the carelessness of the agencies forwarding the files to the Record Center.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

RECORDED-67 through  
INDEXED-67

166-2559-10755  
OCT 27 1953

Mr. Nease  
Mr. Mohr  
OCT 30 1953



Memo to Mr. Tolson - Continued

The Conference was further advised that Mr. [redacted] in charge of the Applicant Section in the Investigative Division, stated that information secured from the files in the Federal Record Center in St. Louis is very useful - that sometimes it is the only source of information concerning resignations and other separations from the service. If these files are destroyed this source of valuable information would no longer be available to us.

The Conference recommends, therefore, that Mr. [redacted] of the Bureau of the Budget be advised to the effect that the Bureau feels that these files presently retained at the Federal Record Center at St. Louis are valuable to us in the securing of information in connection with investigations made by this Bureau.

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

Mr. Tolson

10/12/53

H. H. Clegg

323,013

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HEREIN IS UNCLASSIFIED  
DATE 11/14/01 BY sp-5/ldg

SUGGESTION 556-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

[Redacted]

Special Agent, El Paso Division.

SUGGESTION:

That the office of origin in investigations involving many offices set out on the administrative page the previous auxiliary offices to which reports and background information had been sent. Thus an auxiliary office in setting out a lead for another auxiliary office would be aware that the other auxiliary office already had background information in the case and would not needlessly reiterate it.

OBSERVATIONS:

The suggestion has some merit but, in many instances, it would result in additional work by the office of origin without any resulting benefit. In some cases it would mislead the auxiliary office setting out the lead to believe the auxiliary office to which the lead is directed had complete background information although that auxiliary office may have received only limited background information in the early stages of the investigation and the auxiliary office setting out the lead is in possession of more recent and pertinent background information which would not be forwarded since the auxiliary office to which the lead is sent was listed on the administrative page of the office of origin's report as having previously received background information. Under the present system, the office of origin is able to more closely supervise the case and provide up to date background information as the case progresses.

RECOMMENDATION:

It is recommended the suggestion not be adopted. Inasmuch as Mr. [Redacted] has already been thanked, no further action need be taken.

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

NOV 13 1953

RECORDED - 70

INDEXED - 70

166-2531-10756

RECORDED  
141 OCT 26 1953

ORIGINAL COPY FILED

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b7c

MR. TOLSON

10/14/53

EXECUTIVES CONFERENCE

b6  
b7C

SUGGESTION #563-53

MADE BY [REDACTED]  
RECORDS AND COMMUNICATIONS DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-3 CJA/AG

SUGGESTION:

~~NO POLICES IN RECORDING UNIT~~

That typewriter ribbons and ruled index cards for the Recording Unit, Records and Communications Division, be stocked by the Property Management Section.

It is now necessary for a memorandum to be prepared at least once each three months to order these supplies. It is understood that certain supplies for the exclusive use of one section or division are not maintained in regular stock and a special purchase must be made each time there is a need for these supplies.

The suggesting employee believes some savings could be effected by purchasing on a volume basis, in addition to further savings in paper work and supervision in so far ordering and following up on delivery of the supplies is concerned.

OBSERVATIONS:

In accordance with regulations and suggestions from General Services Administration, the Bureau is endeavoring to maintain the number of supplies carried in stock in the Storage Section at a minimum. If this suggestion were adopted for the entire Bureau, it would be necessary to maintain approximately 300 additional articles. Additional records would have to be kept in the Procurement Section of the Bureau. There would be no way of determining when the various sections of the Bureau would discontinue use of these special supplies, with the result that the Storage Section would have supplies on hand which would ultimately be of no value to the Bureau.

The Property Management Section agrees with the suggesting employee that in the past it has taken considerable time to obtain such supplies inasmuch as the purchase of the supplies was handled by the Administrative Division of the Department of Justice. However, it is felt that these supplies can be obtained by the newly established

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

Mr. Mohr  
Mr. Clegg F-162

RECORDED

INDEXED - 40  
EX-124

66-2557-1075  
OCT 26 1953

INITIALS ON ORIGINAL

ORIGINAL FILED IN

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

Memorandum to Mr. Tolson

Bureau Procurement Section in less than thirty days.

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at the Executives Conference 10/6/53.

RECOMMENDATIONS:

Inasmuch as [redacted] already has been thanked, and since the suggestion would require additional administrative work with the possibility of stocking supplies ultimately of no value to the Bureau, it is recommended that no further action be taken.

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b7c

# Office Memorandum

## UNITED STATES GOVERNMENT

TO : W. R. Glavin ✓

DATE: September 28, 1953

FROM : H. L. Edwards *HL*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Glavin ✓
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

SUBJECT: Address on Annual Leave Request

*Shaw Wood*  
*Bush*

At the present time, there is no general rule on when the address of an employee must appear on the CG-318, Request for Annual Leave (sample attached).

Prior to the use of the Time and Attendance Report method of keeping records, leave applications submitted for over two days of annual leave were checked for the employee's address. It has been ascertained that some offices in the field or Divisions at the Seat of Government require an address for all annual leave, even an hour, whereas others only require addresses for extended leave.

As you know, the Special Agent personnel at the Seat of Government keep the switchboard advised of their address while on annual leave and in the field their address is indicated on their Number 3 register. There is no requirement for clerical employees to report addresses while on leave.

### RECOMMENDATION

In order to have a uniform policy, it is suggested that addresses be required on leave applications when the request exceeds two days. If approved, appropriate instructions will be issued.

323,013  
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DATE 11/2/91 BY SP-5 CJD/cg

Attachment

RECORDED-57

66-2554-10758

*JAN*  
JAN/bfb

EX-128

OCT 22 11

81

ADDITIONAL - 10/1/53

The Executives Conference of October 14, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, Clegg, Gearty, Henrich, Nichols, Holloman, and Glavin, considered the above suggestion and recommended its approval.

67-1-3770  
14 OCT 21 1953

ORIGINAL COPY FILED

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*...*

56 OCT 29 1953

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MR. TOLSON

October 20, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of October 15, 1953, consisting of Messrs. Tolson, Gearty, Nease, Belmont, Harbo, Trotter and Glavin considered the attached suggested campaign program chart to be prepared in connection with our present consolidated charity fund drive and recommended its approval.

Should you approve the chart, appropriate contacts will be made with the various divisional heads to ascertain the number and size of charts desired in their particular division.

Attachment

cc - Mr. Clegg  
Mr. Mohr

WRG:uo

ALL INFORMATION CONTAINED  
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DATE 11/14/91 BY SP-6/BJ/dfg

ORIGINAL FILED IN

RECORDED-97  
INDEXED-97

EX-12

66-2554-10759  
OCT 27 1953

41

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

77 OCT 30 1953

OCT 25 10 20 AM '53

U.S. DEPT. OF JUSTICE

REC'D - CH. CLK.



MR. TOLSON

October 30, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of October 19, 1953, consisting of Messrs. Tolson, Trotter, Harbo, Tracy, Belmont, Ladd, Mason, Nichols and Glavin considered the attached four suggested posters in connection with the ~~1953 Employees' Consolidated Charity Fund-drive~~ and recommended approval of the posters in question.

Should you agree, appropriate steps will be made to have the posters made and distributed.

cc - Mr. Clegg  
Mr. Mohr  
WRG:us

223,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5 w/dag

Attachments

INDEXED - 23

1 tabs - 2554 - 10760  
NOT RECORDED  
80 OCT 27 1953

ORIGINAL FILED IN 66-18042

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

OCT 30 1953

INITIALS ON ORIGINAL

Mr. Tolson

10/9/53

H. H. Clegg

SUGGESTION NO. 562-53

Per presentation by Mr. Mason at the Executives Conference of 10/6/53, the following is submitted for the records:

SUGGESTING EMPLOYEE:

b6  
b7C

SA [redacted] Indianapolis Office.

SUGGESTION:

That distinctively ~~colored~~ <sup>\*</sup>file covers be prepared and distributed to the field for Personal and Confidential/Informant files. and *L*

OBSERVATION:

The SAC Indianapolis and the Records and Communications Division object to the proposal on the basis that colored file covers are more expensive and that the use of such colored file covers would "spot light" the confidential files thus decreasing the security of such files.

b6  
b7C

RECOMMENDATION:

Inasmuch as Mr. [redacted] has already been thanked for his idea and in view of the objections expressed, the suggestion is not recommended for adoption and, if you concur, no further action need be taken.

RECORDED - 76

INDEXED - 76

66-2534-1076  
RECORDED  
141 OCT 21 1953

INITIALS ON ORIGINAL

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

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5 CJD/cg

58 OCT 30 1953

ORIGINAL COPY FILED IN

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 10/15/53

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #590-53  
MADE BY SA T. D. BEACH  
FBI LABORATORY

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-Scidg

~~X~~ Laboratory INVOICES

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

66-2554  
5254

SUGGESTION:

At present evidence being returned to contributors under separate cover is accompanied by an invoice form, the yellow copy of which is subsequently placed in the individual case file.

It is proposed that in the future the yellow copies rather than being filed separately be maintained in a binder in the FBI Laboratory and those over one year old then be sent to Records Section and be filed as a single unit.

OBSERVATIONS:

The Laboratory is opposed to the suggested procedure, believing the yellow copy of the invoice contains essential information which should be permanently retained. The Laboratory pointed out that this properly belongs in the case file and they are opposed to the setting up of a separate file in which to retain these invoice forms.

Records Section recently suggested that these invoice copies no longer be retained and at that time the Laboratory felt it was necessary to retain them. Although the suggested procedure would save some time for the Records Section, it would still be necessary for the copies to be filed by a Laboratory employee and it would also be necessary to search through the entire folder to locate them if they were needed at any time in the future. Inasmuch as the Laboratory believes the invoice forms must be retained, it is felt that they should be maintained in the individual case files. It is not believed the savings effected would justify an exception to the regular processing procedure.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:hd

The Conference on 10/14/53, Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Holloman, Tracy and Clegg being present, recommended unanimously unfavorably for the reasons above shown.

cc-Mr. Mohr

Mr. Clegg

RECORDED-14

INDEXED-14

66-2554-10762  
OCT 17 1953

ORIGINAL COPY FILED IN 66-2554-10762

Mr. TOLSON

October 23, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of October 22, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Tracy, Belmont, Mason, and Callahan for Glavin, considered the suggestion that the attached proposed poster be prepared for distribution in an effort to encourage contributions to the FBI Consolidated Charity Fund Drive.

The Conference was in unanimous agreement that this poster should be prepared as submitted.

Attachment  
HFC:nfs  
cc: Mr. Clegg  
Mr. Mohr

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5 ec/dcg

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

RECORDED-49

166-2554-10763

25 OCT 28 1953

79 OCT 30 1953

INDEXED-49

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: October 2, 1953

FROM : J. S. Johnson

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/2/91 BY SP-5 C/deg

SUBJECT: Proposed Bureau Bulletin

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

There is attached a proposed Bureau Bulletin which changes the current regulations regarding the submission of a separate certification with each request for an advance of funds.

When advances of funds were first approved, the 1038 Form in existence at that time did not have a space designated for remarks, therefore it was necessary that the information required by this Bureau to process the advance be included on a separate certification.

The 1038 Form that is presently in use has sufficient space on the form itself for the information that is required by the Bureau.

If approved, the use of the 1038 Form will eliminate the necessity of the separate certification, thus reducing the number of documents to be handled in the field and at the Bureau. It is also felt that it will not be necessary to return as many advances to the field for correction if all the information is placed on one form.

Recommendation:

It is recommended that the attached Bulletin be approved for distribution to the field.

If you concur, the proposed Bulletin is attached. An appropriate manual change is also attached.

Attachment

RECORDED  
INDEXED  
EX-100

66-2554-10764  
OCT 27 1953

ORIGINAL COPY FILED IN 66-2554-10764

ADDENDUM: WRG:jmf 10-8-53

The Executives Conference of 10-6-53 consisting of Messrs. Tolson, Gearty, Mason, Ladd, Hennrich, Tracy, Harbo, Nichols and Glavin recommended approval of the attached Bureau Bulletin for distribution to the field.

ORIGINAL

50 NOV 3 1953

Handwritten initials and marks

Mr. Tolson

10/16/53

Executives Conference

SUGGESTION #637-53  
MADE BY SA CHARLES R. CARSON  
NEW ORLEANS OFFICE

Federal Reserve Act  
Violations

Per presentation by Mr. Mason at the Executives Conference on 10/14/53, the following is submitted for the record:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-3-91 BY Sp-Scy/dcg

SUGGESTION:

Revision be made in FBI Handbook, Chapter 28, Federal Reserve Act violations, paragraph E. Proposing the addition of the underlined words: "Section 656 covers officers, directors, agents employees or persons connected in any capacity with Federal Reserve Banks, member banks, national banks, insured banks....."

The suggesting employee has in mind that the fact that this section covers "persons connected in any capacity" with the named types of banks makes it broader in application than Section 1005, which covers "officers, directors, agents or employees." He points out that it would be possible to have a violation under Section 656 for Theft, Embezzlement or Misapplication of Bank Funds by a person not employed by the bank and he feels that the present wording of the FBI Handbook does not note this possibility.

OBSERVATIONS:

Investigative Division advised that FBI Handbook, Chapter 28, Section 2, paragraph E, was briefed to cover violations by any persons connected with the named types of banks. The Investigative Division does not believe the proposed FBI Handbook revision is necessary since violations by persons not employed by the bank would be considered an agent in most cases. Training and Inspection Division concurs with the Investigative Division.

RECOMMENDATION:

Inasmuch as Mr. Carson has already been thanked for his idea and in view of the opposition of the Investigative and Training and Inspection Divisions, it is recommended that no further action be taken.

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

CC - Mr. Mohr  
11/3/53 egg  
EDH:amd

RECORDED-46  
INDEXED-4690

66-2554-765

77 NOV 3 1953

1953

ORIGINAL COPY



Mr. Tolson

10/14/53

Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-5u/deg

SUGGESTION #596-53  
MADE BY AGAC ERNEST J. VAN LOON  
AND SA DANIEL H. GUNN  
CLEVELAND OFFICE

Executives Conference  
on 10/13/53, consisting  
of Messrs. Ladd, Harbo, Glavin,  
Mohr, Belmont, Rosen, Gearty,  
Holloman, Tracy, and Mason.

SUGGESTION:

Bureau consider re-examining its policy of not accepting travel and per diem expenses of Special Agents subpoenaed to appear as witnesses before non-Federal legal bodies.

The suggesting employees point out that almost invariably payment of these expenses is allowed by statute and it has become the practice for checks to be prepared and tendered automatically. The testimony and background work would still be rendered without fee as a public service. They believe that cooperation with local law enforcement agencies would not be affected as they still obtain the necessary assistance. Expense payments (which they themselves accept in similar circumstances) are not made by them, but by the Clerk of the Court.

OBSERVATIONS:

SAC H. H. McCabe of Cleveland is opposed to the adoption of this suggestion. He does not feel the local authorities should be requested to pay witness fees for Agents since to do so will greatly curtail the use of FBI Laboratory facilities by local, county and state law enforcement agencies.

The Laboratory agrees with the views of SAC McCabe and points out that the acceptance of such fees would be of no direct advantage to the FBI since any funds forthcoming would not be credited to the Bureau's appropriation but would ~~not~~ go to the Treasury.

INDEXED - 58

66-2554-10766

80 OCT 28 1953

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

For many years the Bureau has announced through publication that the facilities of the FBI Laboratory are freely and fully available without any cost to the courts, prosecutor's office or the enforcement agencies and in view of the long-standing policy that the facilities of the Bureau are available, free of cost, the Administrative Division recommends no change be made in our present policy.

cc: Mr. Mohr  
Mr. Clegg

EDM: amb

ORIGINAL FILED IN 66-2009-172

*Handwritten initials and marks*

Memorandum to Mr. Tolson

Mr. Glavin also pointed out that this would be more trouble than it is worth, that our Agents would not travel on Government Transportations Requests nor would they receive per diem and other benefits.

EXECUTIVES CONFERENCE CONSIDERATION:

Executives Conference unanimously recommended that there be no change in our present policy of not accepting travel and per diem expense payments from local agencies for Special Agents subpoenaed to appear as witnesses before nonfederal bodies. The suggesting employees have been thanked for the suggestion and no further action is necessary.

MR. TOLSON

10/20/53

EXECUTIVES CONFERENCE

SUGGESTION #616-53  
SAC, BOSTON

223013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-3c/dcf

SPECIAL AND UNUSUAL INVESTIGATIVE TECHNIQUE

SUGGESTION:

Television camera small enough to be concealed and operated by remote control brought to Bureau's attention for consideration as to its application during FBI investigations. Any operation falling within the visual range of this fixed television transmitter is observed at remote distances by means of a standard television set. This camera is being sold by the Radio Corporation of America.

OBSERVATIONS:

Existence of such a camera is already known to the Domestic Intelligence Division and when a situation presents itself where such a camera would be of greater advantage than present technical equipment, consideration will be given to its use.

FBI Laboratory is aware of the availability of this equipment and result of demonstration of such equipment by a representative of Radio Corporation of America was reported by memorandum dated July 15, 1952. Similar equipment is also produced by other manufacturers. Minimum cost of such a camera, monitor unit and accessories is approximately \$7,500. Although requests for such equipment have been received from the field, in each case the Bureau rejected the requests for economy reasons or because of the changing status of the case in which it was to be used.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Iadd, Holloman, Nichols and Mason.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gandy \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Mitchell \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

INDEXED-12

66-2554-10767  
OCT 28 1953  
66

EDM:rmc  
NOV 13 1953

ORIGINAL FILED IN 66-14339-135

In view of the cost of the camera and related equipment, the Conference felt that the sum of \$7,500 should not be expended at this time inasmuch as there is no clear-cut showing of need. It was the feeling of the Conference that, if such equipment is actually needed at a later date, reconsideration can be afforded, depending upon the circumstances existing at that time.

MR. TOLSON

10/15/53

EXECUTIVES CONFERENCE

b6  
b7c

SUGGESTION #519-53  
MADE BY [REDACTED]  
BUFFALO OFFICE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-Sci/dsg

SUGGESTION:

Bureau revise its present practice of issuing periodically to all field offices a list of all surplus supplies on hand in the field. The list of surplus supplies and equipment is now used by a field office which might have need for a particular item and seeing it listed as surplus can arrange with the Bureau to have the supplies forwarded rather than put the Bureau to the expense of purchasing new supplies or equipment.

ISSUED PERIODICALLY TO ALL FIELD OFFICES

The suggesting employee has in mind that the field service should be divided into several pools and that a deadline for each office should be set for the submission of a list of surplus supplies to the Bureau. (The present rule is that an office should declare supplies surplus as soon as they become surplus without waiting for some specified date to notify the Bureau.) It is also the view of the suggesting employee that the Bureau should maintain a master list of supplies and, of course, the suggesting employee is not aware that the Bureau already keeps such a master list.

With regard to the proposal of setting up a pool, the suggesting employee has in mind that the New England and Middle Atlantic states might very well become a pool and whenever Buffalo needs to requisition some supplies it prepare the requisition and forward the requisition to Albany, Baltimore, Cleveland, Detroit, New York, Newark, Philadelphia, Pittsburgh, Washington Field Office, and each office in turn would indicate whether it has surplus equipment which would fill the needs of the requisition and, if not, each office would in turn forward Buffalo's requisition to the next office.

OBSERVATIONS:

RECORDED-49  
INDEXED-49

166-25-7-10768  
OCT 28 1953

The proposal that a pool be set up is regarded as a clumsy procedure by the Administrative Division and by Mr. Mason. A master

Mr. Mohr  
Mr. Clegg

F167

M

Mac

NOV 2 1953

ORIGINAL FILED IN

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Starnes \_\_\_\_\_
- Nease \_\_\_\_\_

Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Mohr  
Mr. DeLoach  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

Memorandum to Mr. Tolson

file of surplus property is kept in the Property Management Section of the Administrative Division. In essence, without setting up pools the Bureau does consider costs in the transfer of property. For example, items are generally not transferred from an office east of the Mississippi to one west of the Mississippi unless the offices are in close proximity.

It is the view of the Administrative Division that the submission to the field of a monthly list of surplus supplies should be discontinued so that employee time concerned with the preparation of the list could be saved. It was pointed out that with the maintenance of a list of surplus property the same result would be obtained by the Bureau through controls at the Seat of Government. One view expressed was that the issuance of a monthly list of surplus property to all offices merely encourages some divisions to request items for which there is no urgent need.

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at Executives Conference 10/6/53.

RECOMMENDATION:

Inasmuch as Miss [redacted] already has been thanked for her idea and in view of opposition expressed by the Administrative Division, it is recommended no further action be taken.

b6  
b7c



MR. TOLSON

10/21/53

EXECUTIVES CONFERENCE

SUGGESTION #602-53  
MADE BY ASAC WILLIAM C. HINZE, JR.  
SPRINGFIELD OFFICE

323 213  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-30/dlg

Present at the Executives Conference on 10/20/53 were  
Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Belmont,  
Tracy and Mason.

SUGGESTION:

Bureau discontinue the practice of having a separate  
listing in telephone books, both in headquarters cities and resident  
agencies, under the title "Federal Bureau of Investigation."

Suggesting employee points out the Bureau is probably the  
best known Federal agency outside of Washington and it is believed  
most persons in checking the telephone book will look first under the  
United States Government for the telephone listing. The suggestion  
is also prompted by the fact that in practically all telephone books  
the name of the FBI is listed on the first page with either the  
telephone number or instructions as to the manner in which they can  
be connected with the FBI. The employee believed a savings of  
twenty-five cents per month per listing, multiplied by the number of  
resident agencies and headquarters city offices, could be effected.

OBSERVATIONS:

Administrative Division is of the opinion that telephone  
listings are worth-while and should be continued.

Records and Communications Division is opposed to the  
adoption of this suggestion. They feel that complaints should come  
directly to the FBI and this is the means of educating the public  
as to the way to reach the FBI.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference was unanimously opposed to any  
change in the present procedure of listing field office telephone  
numbers in telephone directories.

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

RECORDED-84

NOV 3 - INDEXED-84

66-2554-1076  
OCT 26 1953  
W...

Mr. Mohr  
Mr. Clegg  
EDH:rga

811 X3

ORIGINAL COPY FILED IN 62-25443-

Mr. Tolson

10/9/53

H. H. Clegg

SUGGESTION NO. 606-53

Per presentation by Mr. Mason at the Executives Conference of 10/6/53, the following is submitted for the records:

SUGGESTING EMPLOYEE:

SA Kenneth Logan, Seattle Office.

SUGGESTION:

Bureau adopt policy that the period of firearms training at In-Service automatically eliminate any and all previous delinquencies the Agent may have had in so far as any particular course is concerned.

OBSERVATION:

SAC, Sloan, Quantico, states the purpose of make-up firearms training is to insure periodic training in the field. If allowed to wait until In-Service training, SACs will not permit Agents to partake of training in firearms 30 to 60 days prior to In-Service.

RECOMMENDATION:

Inasmuch as Mr. Logan has already been thanked for his idea and in view of the opposition expressed by SAC Sloan, it is recommended no further action be taken.

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-5 c/dcg

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

NOV 9 1953

RECORDED-46  
INDEXED-46

166-7504-10770  
NOT RECORDED  
141 OCT 28 1953

ORIGINAL COPY FILED IN 100-10226

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 11/4/53

FROM : EXECUTIVES CONFERENCE

b6  
b7c

SUBJECT: SUGGESTION #540-53  
MADE BY SA [redacted]  
MEMPHIS OFFICE

- Nelson
- add
- Nichols
- Belmont
- Glavin
- Harbo
- Rosen
- Tracy
- Gearty
- Mohr
- Winterrowd
- Tele. Rm.
- Holloman
- Sizoo
- Miss Gandy

223,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-Sci/dcg

SUGGESTION:

That the Bureau at the Seat of Government and in its field divisions adopt the policy of starting a new series of numbers for files when the numbers reach five digits. The suggested procedure would be similar to that being followed by the Identification Division in assigning FBI numbers. For example, when file number 9999 has been reached, instead of assigning the next file number 10,000, A1 would be assigned.

The suggesting employee has in mind the reduction in length of file numbers which in turn would bring about a decrease in clerical errors.

OBSERVATIONS:

This procedure has been used very successfully in the Identification Division in connection with the assignment of FBI numbers.

The Records Section, Records and Communications Division, sees no real advantage to the proposed system. It is believed that very few field offices will ever have more than 100,000 cases in a classification. At the Bureau there are in excess of 400,000 cases in the "100" classification and nearly 400,000 cases in the "116" classification. Under the proposed system, over and above 260,000 the case numbers will consist of four digits and two letters, or the same as six digits under the present system.

There would be a greater possibility of misfiling mail under the suggested procedure. For example, 100-010 mail may be misfiled in 100-010 or 100-M345 mail might be misfiled in 100-N345. The filing system would be confusing inasmuch as 100-M9999 would be filed in front of 100-N1. Telephonic requests for files would be subject to misinterpretation. Many letters of the alphabet are similar and a request for 100-F11 might result in 100-S11 being sent to the wrong supervisor.

cc - Mr. Mohr  
Mr. Clegg

62 NOV 18 1953

ORIGINAL COPY FILED IN 365

NOT RECORDED  
18 OCT 24 1953

2-M

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at the Executives Conference 10/6/53.

RECOMMENDATION:

In view of the opposition to the suggestion expressed by the Records and Communications Division, its adoption is not recommended. If you concur, no further action is necessary inasmuch as Mr.  already has been thanked for his idea.

b6  
b7c

✓

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 10/15/53

FROM : J. F. Clegg ✓

SUBJECT: SUPPLEMENTARY REPORT OF TENDENCIES --  
INFORMATION IN SYNOPSIS  
ON SUICIDAL TENDENCIES OF THE  
ARMED AND DANGEROUS CHARACTER  
OF THE SUBJECT

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

*Handwritten notes:*  
323,013  
#692 23  
0

Per presentation by Mr. Mason at the Executive Conference 10/6/53, the following is submitted for the record:

SUGGESTION REPEATED:

[Redacted box]

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP5CJ/dec

*Handwritten:*  
BUCHANAN

SUGGESTION:

That the Manual of Rules and Regulations and the FBI Handbook be clarified to state specifically that information concerning the suicidal tendencies or the armed and dangerous character of the subjects must be carried in the synopses of the first report setting forth this information and in all subsequent reports as long as these facts exist.

OBSERVATIONS:

The manuals presently provide that when it has been determined a subject is armed and dangerous, or has suicidal tendencies, this information should be set forth in the synopsis of the investigative report. The manuals do not specifically state that this information should be set forth in the synopsis of each subsequent report, although this appears to be the logical interpretation.

RECOMMENDATIONS:

It is recommended that the suggestion be adopted. If you concur, the Regulations of the Manual of Rules and Regulations and the FBI Handbook are attached for your approval.

RECORDED - 9166-2554-10772  
INDEXED - 9166-2554-10772  
EX-104  
OCT 29 1953

4 ENCL  
11 ENCL  
1 ENCL

*Handwritten notes and signatures:*  
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21-53  
21-53  
21-53

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October 7, 1953

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

Delinquent Physical Examinations - Special Agents and Special Employees:

Each field division should maintain an administrative tickler so that by December 1 and each quarter thereafter, reports will be furnished to the Bureau reflecting the delinquency of Special Agents and Special Employees from an annual physical examination basis. The reports should include the names of Special Agents and Special Employees listed alphabetically who are delinquent, and the dates when such personnel will be scheduled. The reports should also include an alphabetical list of names of such personnel who have had their physical examinations but whose reports have not been received from the examining facility or forwarded to the Bureau by the field division. The reports should reflect the date when the examination was afforded. The reports should also contain a statement that you have checked the names of Agent and Special Employee personnel against your physical examination ticklers to ensure the presence of a tickler for all such personnel.

(Note: The Executives Conference of October 12, 1953, consisting of Messrs. Tolson, Gearty, Clegg, Harbo, Belmont, Quinn Tamm, and Glavin, approved above manual change. WRG)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-5 cld/g

INDEXED-11  
RECORDED - 106

66-2554-10763  
OCT 29 1953

90

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

NOV 13 1953

66-1934-711

Handwritten initials and signatures at the bottom right of the page.



MR. TOLSON

10/16/53

EXECUTIVES CONFERENCE

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SUGGESTION #476-53

MADE BY [REDACTED]  
HOUSTON OFFICE

Present at the Executives Conference on 10/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty and Mason.

SUGGESTION:

Relative to the requisitioning of surplus supplies and equipment, the suggesting employee proposes that instead of requisitioning such supplies from the Bureau, the field office make their request for the surplus supplies directly to the office known to have this surplus. The suggesting employee has in mind that this would eliminate unnecessary correspondence by the Bureau and would expedite the delivery of the supplies.

OBSERVATIONS:

SAC, Houston is opposed to the adoption of the suggestion and points out the office requisitioning supplies would have no way of determining whether the office having listed the surplus has previously disposed of it. He also points out the suggested procedure would remove from Bureau control the obtaining of various supplies and material by field offices.

Administrative Division agrees with the comments of the SAC.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference was unanimously opposed to the adoption of the suggestion because of the objections set forth above. Mr. [REDACTED] has previously been thanked for the suggestion and no further action is necessary.

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

cc - Mr. Mohr

Mr. Clegg

Mr. Glavin

Mr. Harbo

Mr. Rosen

Mr. Tracy

Mr. Gearty

Mr. Mohr

Mr. Winterrowd

Miss Gandy

INDEXED-37

166-2554-107  
NOT RECORDED  
80 OCT 23 1953

79 NOV 13 1953

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY sp-5 c/jdg

ORIGINAL FILED IN 66-3199-211

Mr. Tolson

10/12/53

H. H. Clegg

SUGGESTION 484-53

Per presentation by Mr. Mason at the Executives Conference 10/6/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

[Redacted]

Miami Office.

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SUGGESTION:

That the ~~form~~ of the assignment card be changed to include a block for posting purposes. Under the existing system posting is done on the back of the assignment card. The suggestion would save the clerk from turning over the assignment card for posting and in preparing the monthly administrative report.

OBSERVATIONS:

A survey disclosed there is insufficient space on the front of the assignment card to provide for the titles of some cases, the reassignment of the case and the necessary posting. To permit posting on both the front and back of the assignment card would be confusing and would require turning the card to see if there was any posting on the back which would take away the stated advantage of the proposal.

RECOMMENDATION:

It is recommended the suggestion not be adopted. If you concur, no further action is necessary as Miss [Redacted] has already been thanked for her idea.

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323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5 WJ/dg

- Tolson \_\_\_\_\_
  - Ladd \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Clegg \_\_\_\_\_
  - Glavin \_\_\_\_\_
  - Harbo \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tracy \_\_\_\_\_
  - Gearty \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Winterrowd \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Sizoo \_\_\_\_\_
  - Miss Gandy \_\_\_\_\_
- MHS: new  
new

RECORDED-83 / 66-2534-10775  
INDEXED-83  
NOT RECORDED  
138 OCT 29 1953

ORIGINAL COPY FILED IN

89 NOV 2 - 1953

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: September 25, 1953

FROM : <sup>599</sup> J. S. Johnson

SUBJECT: Proposed Bureau Bulletin  
Voucher Matters

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

**EC**

## EXECUTIVE CONFERENCE

During the past month a survey has been made to determine the types of errors that are being made in connection with the submission of expense vouchers that cause either return of the voucher for correction or necessitate the making of a suspension by the Voucher Unit.

The attached bulletin sets forth the most frequent problems that have arisen together with appropriate instructions for proper submission.

It is felt that if the enclosed bulletin is approved that considerable time will be saved in the Voucher Unit and payment of all expense vouchers will be improved.

### RECOMMENDATION:

It is recommended that the attached Bureau Bulletin be approved for distribution to the field.

*an*

66-2554-10776  
OCT 27 1953  
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RECORDED - 32  
INDEXED-

EX-110

*ho v.*

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY sp5ci/deg

58 NOV 9 1953

MR. TOLSON

10/21/53

EXECUTIVES CONFERENCE

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SUGGESTION #627-53

MADE BY [REDACTED]  
SAN DIEGO OFFICE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/14/91 BY SP-5 cu/dag

Present at the Executives Conference 10/20/53 were  
Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Belmont,  
Tracy and Mason.

SUGGESTION:

~~INDEX CARDS HAVE~~ ~~APPEAR IN MIDDLE OF CARD~~

That the ~~file~~ number instead of the date appear in the  
middle of index cards and that the date appear to the far right  
on the top line of the index card.

The suggesting employee points out the process used in  
searching indices is to manipulate the cards with the index and middle  
fingers of the right hand. This causes a portion of the index card  
to be hidden from the searcher's view and it is felt that by placing the  
file number in the middle of the index card instead of to the extreme  
right the searcher can manipulate the cards and still be able to see  
the file number. In addition, it is difficult to estimate how far to  
the right to place the file number inasmuch as serial numbers are often  
added.

Index cards prepared by the San Diego Office are made up in  
this manner and SAC, San Diego requests permission to continue this  
procedure. Following receipt of the Manual for Field Stenographers,  
Section 4, page 5, the San Diego Office noted that the procedure  
followed was at variance with the sample set forth in the Manual.

OBSERVATIONS:

Inspectors Brown, DeLoach and Stein favor the suggestion.

Records Section, Records and Communication Division, is  
opposed to the suggestion. As far as the Bureau's index is concerned  
the suggested change would not be desirable. To give prominence to the  
file number cards used at the Bureau have a red line drawn vertically  
from the right edge of the card. The file number is then typed  
to the right of the red line beginning at the line and, therefore, the  
Bureau does not have the problem mentioned by the suggesting employee  
of having to estimate how far to the right to start typing the file  
number. Inasmuch as many names are quite long, it has been found  
that the top line of the card to the left of the red line should be

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

Attachment

RECORDED - 7-166-2554-10 777  
INDEXED - 7-25 OCT 30 1953

NOV 2 1953

Memorandum to Mr. Tolson

used exclusively for the subject of the card. For the same reason, it is believed file numbers in the field should not appear in the middle of the top line on the index card. It was also pointed out by Records Section that, while it is true that many searchers do follow the method of manipulating index cards with the index and middle fingers of the right hand, many searchers can search more rapidly by other methods, such as from the left side with the left hand, and also with either hand working down the middle of the index cards; therefore, to change the location of the file number would not help all searchers. It is believed that to change the location of the file number would result in more confusion since new cards would be intermingled with the old ones.

ON INDEX CARDS

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was unanimously opposed to the suggestion in the light of the above observations from the Records Section. The Conference unanimously recommends no further action. If you agree, there is attached a memorandum to SAC, San Diego instructing the San Diego Division to comply with the provisions of the Field Stenographic Manual as to the preparation of index cards.

MR. TOLSON

Executives Conference

October 20, 1953

SECURITY PRECAUTIONS

At a meeting of the Executives Conference on 10/20/53, attended by Messrs. Harbo, Glavin, Hollaman, Trotter, Rosen, Mason, Belmont, Tracy and Ladd, Mr. Ladd called the attention of the conference to the tightening of the security checks in the Pentagon, particularly pointing out that the Pentagon had found that there were individuals in the building not properly identified. Mr. Ladd then read to the conference the Director's comment, i.e., "Be certain we are alert to our own precautions here. Some 'smart' newspaper man may try to test them."

The members of the conference were instructed to take this matter up with their section heads and to be sure that security within their own divisions was tightened up.

DML:GSH

cc Mr. Clegg  
cc Mr. Mohr

*This must be given continuing attention*

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-5 C/PJG

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

50 NOV 3 1953

RECORDED-19  
INDEXED-19

166-2554-10778

25 OCT 30 1953



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: October 16, 1953

FROM : P. G. Travers *PT*

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b7C  
b7D

SUBJECT: Executive Conference - *Travers*

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

Under date 10-31-52, the SAC, Louisville, advised the Bureau that they were unable to locate the file on [redacted] a potential criminal informant, at the Louisville Office. Further, an exhaustive search had been made to locate the file with negative results.

Under date of 11-4-52, the Bureau instructed the SAC at Louisville to continue his search to locate the file, to fix the responsibility for its loss and to submit to the Bureau his recommendation for administrative action.

The SAC Louisville replied on 11-7-52, that at the time this file was first missed there was no charge-out slip in the folder and it is not possible to fix any responsibility for this file being missing at the present time. He also advised that every effort would be made to locate this file and the Bureau would be immediately advised as soon as it was found.

Subsequently, the Louisville Office has been followed very closely on this matter in an effort to effect the location of the file and as of the present time the file is still missing although continuous efforts have been made by the Louisville Office in order to locate it.

It appears useless and a waste of time to continue to follow this matter since almost a year has elapsed since the file was first reported missing.

### RECOMMENDATION

It is recommended that a policy be established to the effect, if a file which has been reported missing by a field office has been followed closely for a period of a year without success that the Bureau then discontinue writing follow-up letters to the particular office involved regarding the status of the missing file. However, the file will be carried on the missing file list for the particular office involved.

RECORDED - 51  
INDEXED - 51

*100-3504-10779*  
NOT RECORDED  
141 OCT 30 1953

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP5C/dag

1953

ORIGINAL COPY FILED IN 100-3504-10779



Memo to Mr. Glavin

ADDENDUM: (WRG:mfs) October 20, 1953

The Executives Conference of October 19, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Gearty, Belmont, Ladd, Mason, Nichols and Glavin, felt that each case should be considered on its own merits and no general policy should be established regarding the continuance of searches for missing files. In those instances where it is felt that additional searches will not be productive and are not desirable, the appropriate head of the Investigative Division or Domestic Intelligence Division should be contacted to determine whether the missing file is such that the search should be continued. If not, then an individual recommendation can be made as to the discontinuance of the search.



10:51 10/20/53  
RECEIVED  
FBI

Mr. Tolson

10/14/53

Executives Conference

SUGGESTION #432-53

Executives Conference on 10/13/53, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Rosen, Gearty, Holloman, Tracy, and Masen considered the suggestion submitted by Mrs. [redacted] of the Records and Communications Division that the 2,750 index cards kept in the general indices of the Records Section on the radio industry be destroyed and that the Records Section no longer prepare such index cards.

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It was pointed out that recently the Bureau approved the destruction of certain index cards prepared on the communications industry because the index cards were so voluminous to be of little value. It was also pointed out that the same situation exists in regard to the cards on the radio industry. During 1953, there have been added 106 cards and no use of these cards was made during 1953. The Records Section recommends that such cards not be made up in the future and the Domestic Intelligence Division has no objection to this.

The Executives Conference unanimously recommended that the index cards on the radio industry be destroyed and that the Records Section no longer prepare such index cards.

It is recommended that the attached letter go forth to Mrs. [redacted] advising her of the adoption of this suggestion.

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323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP-5 EJD/deg

INDEXED-48

OCT 30 1953

41

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

cc: Mr. Mohr  
Mr. Clegg

Attachment

EDM: dmb

NOV 5 1953

ORIGINAL FILED IN 66-2554-3647

INITIALS ON ORIGINAL

POST AON 8

Mr. Tolson

October 20, 1953

The Executives Conference

CREDIT AND CRIMINAL CHECKS ON RELATIVES OF ATOMIC ENERGY ACT - APPLICANTS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY SP5CA/24

The conference considered the suggestion concerning credit and criminal checks on relatives of Atomic Energy Act - Applicant cases.

In connection with the revised section for the Manual of Instructions on the subject of applicant matters, it was recommended that the practice of checking credit and criminal records on relatives of the subjects of certain applicant investigations be extended to include the Atomic Energy Act - Applicant program. The Executives Conference agreed that uniformity was desired, but felt that due to the volume of Atomic Energy Act - Applicant cases (estimate for Fiscal Year 1954 - 24,859) the approximate cost of making such checks should be determined before a decision could be reached.

It was suggested that an actual cost survey be made in the field; however, it was felt that the conduct of the survey by the field would be costly and confusing - confusing in that the field would be receiving leads from which to compute the cost, yet the leads would not be run out. In view of this, it was decided that a reliable approximate figure could be determined by reviewing a representative number of Atomic Energy Act - Applicant cases at the Bureau to determine Seat of Government cost, and calling upon the Washington Field Office to determine field cost. This has been done. The results are as follows:

Approximate Total Cost of Checking Credit and Criminal Records on Relatives of Atomic Energy Act - Applicants for Fiscal Year 1954 \$278,229.90

a) Atomic Energy Commission estimate of cases to be received for background investigation during Fiscal Year 1954 24,859

b) Average number of credit checks per case, exclusive of applicant 5.37

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

cc: Mr. Clegg  
Mr. Mohr

79 NOV 5 - 1953

RECORDED 15  
INDEXED 30  
166-2554-1078  
OCT 1953  
83

AR:JML

ORIGINAL FILED IN 62-7471-221

Memorandum for Mr. Tolson

c) Total number of additional credit checks	133,493	
d) Total number of additional criminal checks	133,493	
e) Average service charge per credit check		\$ .961
f) No service charge paid for criminal checks		.000
g) Total service charges to credit agencies		\$128,286.77
Total handling cost at Seat of Government		219.10
Total handling cost in the field		<u>149,724.03</u>
Grand Total Cost		\$278,229.90

RECOMMENDATION

The Conference, with Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Mason, Belmont, and Tracy in attendance, unanimously recommended that we do not extend the procedure to Atomic Energy Act cases. At the present time we do not check on credit and criminal records of the relatives of subjects of Atomic Energy Act - Applicant cases, and the conference was unanimously opposed to extending this procedure and creating the additional costs. Up to this time we have not run into any difficulty; consequently, we see no justification for creating this additional work and cost.

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

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 10/23/53

FROM : EXECUTIVES CONFERENCE

b6  
b7C

SUBJECT: SUGGESTION #672-53  
MADE BY MRS. [REDACTED]  
STREAMLINING PROGRAM  
RECORDS & COMMUNICATIONS DIVISION

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Mohr	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

323.013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-5 CJD/deg

SUGGESTION:

That copies of office memoranda not be filed when they contain identical information to that found in SAC Letters.

The employee points out that when SAC Letters are received in the Classifying Unit there is always attached thereto a copy captioned "To All Bureau Officials." She notes that the SAC Letter files are numerous and bulky and the suggested procedure would result in the saving of filing space, she believes.

OBSERVATIONS:

Records and Communications Division believes this suggestion would also save time in so far as processing and filing are concerned.

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at the Executives Conference on 10/22/53.

RECOMMENDATION:

RECORDED - 68

NOT RECORDED

It is recommended that:

INDEXED 68

189 NOV 1953

1. The suggestion be adopted.

OCT 29 1953

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b7C

2. The attached letter, notifying Mrs. [REDACTED] of the acceptance of her idea, be approved.

cc-Mr. Mohr

Mr. [REDACTED]

EDM

NOV 6 1953

LADD

*[Handwritten signature]*

107182

ORIGINAL COPY FILED IN 107182

MR. TOLSON

10/23/53

EXECUTIVES CONFERENCE

b6  
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SUGGESTION #699-53

MADE BY [REDACTED]  
RECORDS AND COMMUNICATIONS DIVISION

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/4/91 BY SP-3 CUD/deg

SUGGESTION:

At present it is necessary when returning expendable and nonexpendable items to the Stock Room, Administrative Division, to prepare a memorandum.

The employee suggests that a form be adopted for this purpose, thus eliminating the necessity for dictating and transcribing a formal memorandum.

One of the following methods is suggested for use:

1. In preparing disposition sheets three copies could be made. The original would be for the use of the Property Clerk of the Chief Clerk's Office for adjustment of the inventory where necessary. The second copy would be for use of the Supply Section and on the basis of this copy the Supply Section would take the necessary action, as is needed to return these items to stock. It is also suggested that the words "Supply Section's Copy" appear in large print on this copy. The third copy would be retained by the division preparing the disposition sheet as is now normally done with the carbon copies of disposition sheets. These disposition sheets would continue to be approved as at present.
2. A form be adopted which would be prepared by the clerk in lieu of preparing a formal memorandum. This form would have three columns, "Quantity," "Description," and "Remarks," respectively. Upon being filled out by the clerk this form would be approved in the same manner requisitions for supplies are now handled. Upon receipt of the form by the Chief Clerk's Office and upon approval of the form by that Office, it would then be forwarded to Supply Section where the necessary action would be taken to return a list of items to stock. However, if this form is adopted, disposition sheets will have to be prepared as usual.

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

cc - Mr. Mohr  
Mrs. Glavin  
EDH:dmg  
NOV 12 1953

RECORDED - 18  
INDEXED - 18  
OCT 30 1953  
INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2374

Memorandum to Mr. Tolson

OBSERVATIONS

The Administrative Division advised that this suggestion could not be applied when the new, approved inventory system goes into effect. The Administrative Division favors preparation of a formal memorandum and points out that all memoranda prepared relative to surplus items should be directed to the various sections of a particular division before being forwarded to the Administrative Division.

EXECUTIVES CONFERENCE CONSIDERATION

Per presentation by Mr. Mason at the Executives Conference on 10/22/53.

RECOMMENDATION

In view of the opposition of the Administrative Division, adoption of the suggestion is not recommended. If you concur, no further action is necessary as the suggesting employee already has been thanked for his idea.



Mr. Tolson

10/16/53

H. H. Clegg

SUGGESTION #496-53

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-21-01 BY SP-5 C/df

SUGGESTING EMPLOYEE:

ASAC H. K. Moss, St. Louis Office.

SUGGESTION:

~~to investigate~~ *to*

*indexing* That field indexing and searching procedures be modified in that an auxiliary office receiving a communication, the title of which contains a name and several aliases, would index only the first name in the title, except in fugitive cases or when the Special Agent to whom the case is assigned feels that a useful investigative purpose would be served by indexing all of the names.

OBSERVATIONS:

Suggestion would save time in not indexing and searching all the names in the title where the only lead is to check employment or service record and would limit the growth of office indices. The Investigative Division opposes any effort to restrict indexing of names and aliases since past experience has shown inclusive indices will help in solving cases. The Inspector's Conference on October 8, 1953, was unanimously opposed to the suggestion.

RECOMMENDATION:

Inasmuch as Mr. Moss already has been thanked for his idea and in view of the opposition of the Investigative Division and Inspectors, it is recommended no further action be taken.

166-2554-10784

OCT 30 1953

52

INITIALS ON ORIGINAL  
SEE NEXT PAGE FOR  
EXECUTIVES CONFERENCE  
ACTION.

RECORDED

INDEXED-48

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

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58 NOV 9 1953

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*MAC*

EXECUTIVES CONFERENCE ACTION:

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Holloman, Nichols and Mason.

The Conference was unanimously opposed to this suggestion for the reasons indicated above.

Mr. Tolson

10/23/53

The Executives Conference

RECORDS SECTION STREAMLINING COMMITTEE  
SUGGESTION #652-53

Present at the Executives Conference 10/20/53 were Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Belmont, Tracy and Mason.

The Conference considered the proposal of Mr. [redacted] of the Filing Unit of the Records Section that a form be established for the use of Bureau supervisors in reviewing

b6  
b7C

The form Mr. [redacted] has in mind will consist of one sheet of bond paper providing a space for the date of mail, another space for the Bureau file number, another space for the name of the subject, and the remainder of the page will be left blank for the supervisor to enter a summary of the information contained in the file about the subject.

It was the view of Mr. [redacted] that if a supervisor, upon receiving a file, will read it and make notes on the form, he can then release the file for the use of another employee.

b6  
b7C

The Conference was unanimously opposed to the idea because this would mean extra work on the part of the supervisor. At present, many supervisors dictate directly from the file. To require a supervisor to make a longhand summary of the contents of the file would result in needless extra work. It would be almost impossible to follow this technique if a lengthy file was involved. Double handling of information would result.

If you agree, no further action need be taken inasmuch as Mr. [redacted] has already been thanked.

b6  
b7C

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

cc: Mr. Mohr  
Mr. Clegg

EDY: rgs

9 NOV 10 1953

RECORDED - 35  
INDEXED - 35

66-2554-10/18/53

OCT 29 1953

88

DETAILS ON ORIGINAL

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-7-91 BY sp3a/leg

ORIGINAL FILED IN 66-2554-10/18/53

MR. TOLSON

October 5, 1953

THE EXECUTIVES CONFERENCE

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-4-91 BY sp/sek/dgg

The Executives Conference of October 1, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, Glegg, Gearty, Hennrich, Nichols, Holloman, and Glavin, was advised that Mr. Leland H. Hedorie of the Department of Justice had contacted Mr. C. L. Rogers of the Administrative Division regarding the new contract covering parking of Government workers personal cars at the Great Plaza Parking Lot at 14th and D Streets, N. W., Washington, D. C.

It was pointed out to the Conference that the Great Plaza Parking Lot is under contract with the General Services Administration and under such contract provide for parking for Government workers.

It was pointed out that approximately 70 Bureau employees are taking advantage of this contract and parking on the Plaza Lot. A low monthly rate is charged for parking privileges (\$5.00 a month). Mr. Hedorie of the Department pointed out in connection with the new contract signed by the lessors of the lot with the General Services Administration, it is going to be necessary to leave the keys to cars in the cars as they are parked for the day. He pointed out that many Government employees parking on this lot are signing a petition of protest regarding the necessity of leaving keys in cars during the day. Mr. Hedorie pointed out that employees of the lot will undoubtedly move cars with the result that cars will be damaged, and further, there is a possibility of theft of the cars in question.

It was pointed out to the Conference that Hedorie had inquired whether the Bureau's employees parking on the lot in question desired to combine with the Department of Justice in signing the protest petition. The Conference was further advised that Mr. Glavin had issued instruction to the effect that Hedorie should be advised that Bureau employees would not be interested in participating in such a protest petition.

The Conference was of the unanimous opinion that the Bureau should not have its employees sign such a protest petition. It was pointed out that the individual employees parking on the Plaza Lot have not been contacted concerning such a petition. If any inquiry is made of the Bureau, employees will be advised in line with the above recommendation of the Executives Conference.

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

Mr. Mohr  
Mr. Glegg

RECORDED - 43  
INDEXED - 43

NOT RECORDED  
141 OCT 19 1953

INITIALS UN-ORIGINAL

ORIGINAL COPY FILED IN 66-2788-217

6 OCT 23 1953

EX-122

RECORDED-62

INDEXED - 106

66-2554-10787  
~~NOT~~ RECORDED  
138 NOV 21 1953  
INITIALS OF ORIGINAL *[Signature]*

50 NOV 16 1953 *[Signature]*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: October 15, 1953

FROM : C. L. Rogers *CLR*

*11-4-91 sp. scide y*  
*323, 013*

SUBJECT: RECEIPT OF COLLECT TELEPHONE CALLS  
DENVER DIVISION

*Executive Conference*

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

The SAC at Denver by letter of October 5, 1953, advised that the present Bureau policy of placing field division office telephone numbers on Identification Orders will probably lead to additional collect calls being received by the various offices.

The SAC points out that he has always accepted any collect calls from law enforcement agencies and known contacts on official business. On others it can be determined from the operator the nature of the call. On others it may be impossible to determine the nature of the call and the problem is presented as to whether it is the Bureau's desire in the future that they accept collect long distance calls from all persons.

The SAC, Denver, recommends that the Bureau issue some instructions in order that the practice throughout the field will be uniform.

A search of the manuals does not reflect a rule which appears to cover this situation. The present practice of the SAC in accepting collect calls from known sources and from sources where the operator can furnish some indication of the nature of the call appears sound. In those other instances where it is impossible to learn the nature of the call, it is believed we should accept such calls and at least talk long enough to find out what they want. If it is not a matter within our jurisdiction, the conversation can be speedily terminated.

ORIGINAL COPY FILED IN 66-313

RECOMMENDATION:

It is not believed a general instruction on this point is needed since it is a matter of judgment. A suggested letter to the SAC, Denver, is attached advising that his practice of accepting collect calls from known sources, and when the operator can advise of the nature of the call, is sound and that other collect calls where the nature of the call is not known may be accepted and to talk at least long enough to find out what they want.

The Executive Conference of 10/13/53, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Belmont, Ladd, Rosen, Nichols and Gandy has in agreement on handling the matter as above shown. 10/13/53

Attachment

CLR:jmr

OCT 27 1953

Subj:

Address: \_\_\_\_\_ b6  
b7C

Birthdate: \_\_\_\_\_ SUPV: \_\_\_\_\_

Misc: \_\_\_\_\_

R# 370 Date 7-21 Searcher Initial 7-30

FILE NUMBER

SERIAL

<del>105-17050</del>	<del>ND</del>	<del>I</del>
I 105-16404-211-4	<del>ND</del>	<del>ND</del>
I <del>444</del>	<del>ND</del>	<del>ND</del>
I 443, 470, 556	<del>ND</del>	<del>ND</del>
105-16404-211-566 5-21-54		
5-21-54		
223,613		
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11/22/01 BY SP-5 c/dg		



# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: 10/20/53

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #626-53  
MADE BY SA HERBERT E. HOXIE  
LOS ANGELES OFFICE

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

323,013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 11-4-91 BY sp-5ci/dep

SUGGESTION: Placing of

It is suggested some form of identification record flash be placed against the fingerprints of both Security and Criminal Informants. It was also suggested that Forms FD-219 and FD-165 be adapted for such use. Form FD-165 is a Security Flash Notice and Form FD-219 is mainly designed to place a notice in the file for application for pardon after completion of sentence and in the same connection to request the record of the subject.

The suggesting employee pointed out that although the identification record is secured during the initial stages of development, rarely is any later check made and it is conceivable that the activities of an informant, either Security or Criminal, subsequent to his development and concealed from the handling agent might lead to embarrassment in the event the informant were later used as a Bureau witness.

OBSERVATIONS:

INDEXED - 54  
 RECORDED - 70  
 66-2554-10788  
 OCT 27 1953

Domestic Intelligence Division Security Informant Desk has recognized the problem and at the present time there are stops placed against the fingerprints of three Security Informants who were printed by the Army and their records indicate they are connected with C.I.C. It has not been felt necessary to have stops placed against all Security Informants' fingerprints as the field is under instructions to maintain close personal touch with each informant and in the event an informant gets into trouble the field office is supposed to know about it without delay.

Investigative Division is in agreement with the suggestion and believes that such stops should be placed.

Identification Division states this would increase the work of that Division and questions whether it would be productive. No figures were given as to the cost inasmuch as the Identification Division is not aware of the number of Security and Criminal

cc-Mr. Mohr  
 Mr. Clegg  
 63 NOV 12 1953

ORIGINAL COPY FILED IN 66-2554-10788

2-41

Mr. Tolson

October 20, 1953

The Executives Conference

0051787

USE OF APECO AUTO-STAT MACHINE BY RECORDS SECTION AND CRIME RECORDS SECTION

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Mason, Gearty, and Nichols considered the desirability of the continued use of the Apeco Auto-Stat machine by the Records Section and the Crime Records Section. This machine is a small portable device utilized for reproducing positive copies of correspondence and other material. One machine in use in each section since June, 1952. Records Section utilizes its machine for (1) reproduction of file copies for auxiliary files; (2) expeditious reproduction of highly confidential personnel matters for Personnel Records Section in cases where multiple copies are required; (3) the reproduction several times daily of lists of serial and file locates.

Crime Records Section utilizes its machine for rapid reproduction of correspondence for dissemination purposes in connection with the day-to-day correspondence in that section.

Advantages of Apeco Auto-Stat machine are: (1) each machine saves approximately the services of three typists; (2) copy work can be done at the exact location where it is needed and eliminates necessity of preparing requisitions and transmitting work to the basement of the Justice Building to have copy work prepared by Photostat machine in Mechanical Section; (3) the device is fast since it requires less than a minute to prepare a positive copy of the reproduction desired; (4) no washing and drying of paper is necessary and paper is durable and may be written upon; (5) no special long-range training is necessary to teach an employee the use of the machine; and (6) eliminates necessity of proofreading typed copies of correspondence.

Disadvantages of Apeco Auto-Stat machine are: (1) the device is a little more expensive than mass production on Photostats. Each finished sheet costs approximately nine cents as against approximately six cents for the Photostats. Average total extra daily cost of material reproduced on machine in Crime Records

cc - Mr. Clegg  
cc - Mr. Mohr

TEB:pa

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

76 INDEXED - 72

RECORDED

138 NOV 12 1953

INITIALS ON ORIGINAL

58 NOV 9 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP 5 c/af

ORIGINAL COPY FILED IN 66-2554-10790

Memo to Mr. Tolson

October 20, 1953

Section is ninety cents and of material reproduced on machine in Records Section is \$9. It should be noted, however, that additional expense is offset by saving of typists work and by fact that volume of work in Mechanical Section would delay processing of material presently being reproduced on Auto-Stat machine; (2) machine is not adaptable to voluminous project work where time is not of the essence; (3) the size of the reproduction on the Auto-Stat machine is limited to letter size and legal size paper only; and (4) if more than approximately ten copies of a reproduction are desired, this mass production can be done faster on Photostat machine than on Auto-Stat machine.

The Executives Conference unanimously recommended that the present use of the Apeco Auto-Stat machines in the Records Section and the Crime Records Section be continued. The Conference was of the opinion that this machine is a definite aid to the Bureau's work, especially when it is required that fast inexpensive copy work be done when only a few copies of an item are desired.