

MR. TOLSON

12/13/54

THE EXECUTIVES CONFERENCE

SUGGESTION #1065-54  
MADE BY ASAC WILLIAM G. HINZE, JR.  
SPRINGFIELD DIVISION  
USE OF AUTOMOBILE SAFETY BELTS

ALL INFORMATION CONTAINED  
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DATE 3/4/92 BY SP-5

SUGGESTION:

Consideration be given to the installation of safety belts in Bureau automobiles.

PRESENT PROCEDURE:

Bureau automobiles are not equipped with safety belts.

ADVANTAGES TO SUGGESTION:

ASAC Hinze advised that an Agent of the Springfield Office recently was injured seriously, and bears a disfiguring scar on his forehead, as a result of an accident involving a Bureau automobile in which he was a passenger, which injury might have been avoided had a safety belt been in use. It was pointed out that in the event the Bureau considers the use of safety belts Agents be advised they are not obliged to use this device in their regular work, but should be encouraged to use them whenever they are conducting a surveillance or doing any other driving which would require the operation of a Bureau automobile at a high rate of speed.

DISADVANTAGES TO SUGGESTION:

Mr. Mohr of the Administrative Division advised that Mr. Allgier of the American Automobile Association, in response to an inquiry, stated he had reports from Cornell University, Motor Vehicle Research, and the University of California, concerning work they had done on the subject of automobile safety belts but that he had not had time to analyze these reports carefully enough to know if they give proof of the efficiency

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- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_ (5 copies)
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_ cc: Mr. Sizoo
- Winterrowd \_\_\_\_\_ Mr. Harbo
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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of safety belts or whether they merely express a favorable opinion toward such belts. He commented that reinforcing plates beneath the metal flooring were necessary to prevent bolt heads or nuts pulling through the floor under heavy impact conditions.

Mr. Mohr noted that it is not believed a washer provides adequate insurance against bolts pulling through the floor and that this installation should be "beefed up" by using metal backing plates of 2" x 6" x 1/8" iron beneath the floor.

Mr. Mohr stated that while the information obtained indicates safety belts, and possibly shoulder harnesses, undoubtedly provide some degree of protection for occupants of automobiles during accidents, more conclusive information should be obtained before the Bureau embarks on any large-scale safety belt installation program. He indicated the general consensus seems to be that aircraft-type equipment securely attached to the floor of the vehicle provides the best protection, but that freedom of movement is hampered somewhat and clothing may be wrinkled or even soiled by the belts.

It was noted that while no cost studies relative to this program have been made, it is believed that per unit costs of such installations would be quite high due to varying conditions found in different makes of cars involved.

RECOMMENDATION:

Mr. Mohr recommended that installation of safety belts in Bureau automobiles not be put into effect until more general public acceptance of this safety feature has been attained.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously unfavorable for the reasons indicated herein. The Conference agreed with Mr. Mohr's recommendation that experiments and developments in this field be followed.

✓

MS. TOLSON

12/13/54

THE EXECUTIVES CONFERENCE

SUGGESTION #1069-54  
MADE BY SA PAUL C. YOUNG  
DOMESTIC INTELLIGENCE DIVISION  
FILE COVER (IDENTIFYING SERIALS INDICATING  
OUTSTANDING LEADS)

SUGGESTION:

Consideration be given toward identifying serials, by their numbers, on the inside of the file cover of an investigative matter, thus indicating what leads are presently outstanding and the identity of auxiliary office handling them.

PRESENT PROCEDURE:

SA Young pointed out the current practice is for the Agent to whom an investigative matter is assigned to frequently review the cases assigned to him to see that they are in a current status and that auxiliary offices handled their outstanding leads without delay. There is no rule or provision, however, without the use of an extensive file review, to determine what leads are currently outstanding in an investigative matter.

Present regulations permit only the longhand notation of file numbers of auxiliary offices on the inside of file covers.

ADVANTAGES TO SUGGESTION:

SA Young indicated the following advantages of this suggestion: (1) Agent or supervisor can save considerable time in file review necessarily spent to identify auxiliary offices having leads outstanding which must be notified to discontinue investigation inasmuch as case has been closed by office of origin; (2) Any delay in notifying auxiliary offices to discontinue investigation means investigative man hours wasted by them;

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- Sizoo \_\_\_\_\_
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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Sizoo  
Mr. Harbo

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and (3) Identifying outstanding leads on a current basis eliminates any possible errors made by a last minute extensive file review.

DISADVANTAGES TO SUGGESTION:

According to Mr. Young a disadvantage would be the time spent in recording serial numbers on the inside of the file cover. However, this should be done at the time the file is normally reviewed to be kept in a current status and time spent in recording serial numbers would be negligible.

Mr. Laughlin of the Washington Field Office advised he feels this suggestion has no particular merit; that work involved would by far offset any benefits; and that it would make the inside of the file jacket messy and prevent reuse of the cover.

During previous considerations of information proposed for notation on the inside of file covers, it has been pointed out that it was not deemed desirable to have the inside cover become an administrative device.

RECOMMENDATIONS:

Mr. Belmont of the Domestic Intelligence Division recommended against this, stating it is a crutch that is unreliable.

Field Inspectors B. G. Brown and J. E. Nugent are also opposed to this suggestion. Mr. Mason is opposed--believes Agents and Supervisors should know their cases.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously unfavorable.

MR. TOLSON

12/13/54

THE EXECUTIVES CONFERENCE

SUGGESTION #1049-54

MADE BY MRS. [REDACTED]

MISS [REDACTED]

AND MISS [REDACTED]

RECORDS AND COMMUNICATIONS DIVISION  
INDEX CARDS (NATIONAL STOLEN PROPERTY INDEX)

SUGGESTION:

That only one index card be prepared when more than one security is indexed in the National Stolen Property Index. (This suggestion refers to the theft of consecutively numbered securities.)

PRESENT PROCEDURE:

Index cards are prepared on each number up to twenty-five, but when there are more than twenty-five securities only one card is prepared setting forth the lowest number through the highest number.

ADVANTAGES TO SUGGESTION:

The adoption of this suggestion would result in a considerable savings of typing and filing time in the Records Section.

It was recommended that the views of the Investigative Division be obtained prior to the adoption of this suggestion.

Mr. Sosen of the Investigative Division defers to the judgment of the Records Section, pointing out that his Division is only interested in obtaining references from the National Stolen Property File and that there is no objection to the adoption of this suggestion provided prompt and accurate searches can be obtained upon request. It was further pointed out by the Investigative Division that the indexing and filing of cards in the National Stolen Property File appeared to be a matter to be decided by the Records Section.

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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Sizoo  
Mr. Harbo

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DISADVANTAGES TO SUGGESTION:

None noted by the suggestors or Mr. Eames of the Records Section.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously favorable.

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MR. TOLSON

12/13/54

EXECUTIVES CONFERENCE

SUGGESTION #1010-54  
MADE BY SA DOUGLAS M. BROWN  
RECORDS & COMMUNICATIONS DIVISION  
FORM 0-2 (MEMORANDUM FOR STATISTICAL SECTION)  
PROPOSED REVISION

SUGGESTION

That Form 0-2 (Memorandum for Statistical Section) be revised to include space for an addendum. Copy of Form 0-2 attached.

ADVANTAGES TO SUGGESTION

The suggesting employee advised that in preparing Form 0-2 the Records and Communications Division makes a copy for the Unit Supervisor of the section to which the employee has been transferred. This tickler copy is presently used as a 60-day tickler to follow the progress of the employee. At the end of the 60-day period a memorandum is submitted evaluating the work of the employee and recommending a change in title and salary, when warranted. The suggester believes that, if space were allowed on Form 0-2 for an addendum, the tickler copy of this form could be used for submission of the brief evaluation of the employee's work, together with an appropriate recommendation, thus saving the expense of preparing a separate memorandum for each title and salary change.

DISADVANTAGES TO SUGGESTION

Mr. F. W. Valkart, Records and Communications Division, advised that memoranda regarding title and salary changes are brief; under the suggestion, it would be difficult for Records Section to prepare abstracts, and the same amount of typing would be involved. He is opposed to adoption of the suggestion.

Mr. J. P. Mohr, Administrative Division, recommends the suggestion not be adopted inasmuch as the disadvantages appear to outweigh the advantages which would result. The following are some objections listed by Mr. Mohr: (1) Form 0-2 was devised for the primary purpose of keeping the Bureau currently advised of the assignment of employees and it is not felt any effort should be made to further expand its use in accordance with the proposed idea.

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Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
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Holloman \_\_\_\_\_  
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Attachment  
cc-Messrs. Sizoo and Harbo  
dma

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Memorandum to Mr. Tolson

(2) In order to use the revised form, as proposed, it would be necessary to place an addendum on a copy of a piece of mail which is at least 60 days old. This is not a desirable procedure and, as indicated, above would create certain problems in connection with the preparation of abstract slips in the Records Section. Most of the information concerning the performance of the employee during the 60-day probationary period is set out in the 60-day performance rating which is required. Adoption of the suggestion would not eliminate these 60-day performance ratings. It is true that 60-day performance ratings are not required when employees are transferred from one job to another within the same division; however, it is felt the information normally submitted in a memorandum concerning the performance of the employee in the new job would be no longer than an addendum which would be required under the proposed idea.

(3) Frequently it is necessary in memoranda regarding promotions to justify passing over a number of other employees and it would not be possible to provide sufficient space on the proposed form to cover situations of this kind.

For the above reasons, Mr. Mohr recommends unfavorably as to the adoption of the suggestion. Mr. E. D. Mason agrees.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:cs

The Conference of 12/13/54, composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo, recommends unanimously unfavorable..

OK. pers

THE DIRECTOR

~~CONFIDENTIAL~~

December 13,  
1954

THE EXECUTIVES' CONFERENCE

~~ALL INFORMATION CONTAINED  
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EXCEPT WHERE SHOWN  
OTHERWISE~~

ESTABLISHING A BUREAU LIAISON OFFICE IN THE  
CANAL ZONE

On December 13, 1954, the Executives' Conference, consisting of Messrs. Tolson, McGuire for Nichols, Belmont, Harbo, Callahan for Mohr, Parsons, Rosen, Tamm, Holloman, Sizoo and Boardman, considered the matter of re-establishing a Bureau Office in the Canal Zone.

It will be recalled that in April, 1953, General Horace L. McBride, Commanding General, Canal Zone, questioned whether his command was justified in utilizing the full-time services of a Bureau Agent when the Bureau was short of personnel. It was his opinion that should the Liaison Representative then assigned be rotated home, he should not be replaced unless both the Army and the Bureau considered the liaison arrangements advisable.

On December 6, 1954, Major General Arthur G. Trudeau and Major General Willems, G-2, discussed with the Bureau's Liaison Representative the possibility of the Bureau's re-establishing an office in the Canal Zone. General Trudeau stated he considered General McBride's action in April, 1953, as evidence of bad judgment on McBride's part, and under the circumstances, he felt the Bureau was justified in closing the office at that time. He stated McBride had not discussed his views with the Department of the Army at Washington, and that the Department was surprised to learn the Bureau's office was being closed. According to General Trudeau, McBride has now retired from military service. General Trudeau also stated that Lieutenant General W. K. Harrison, Commanding General, Canal Zone, had inquired about, and was in favor of the Bureau's re-establishing in the Canal Zone, and that General Ridgway was also of the opinion the Bureau should reopen in the Zone to handle civilian intelligence activities and other matters of Bureau interest there. General Trudeau stated that if the Bureau favorably considered this matter, he would formulate Army policy which, in effect, would remove from the jurisdiction of the local

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont CC - Mr. Sizoo
- Harbo \_\_\_\_\_ Mr. Harbo
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen JJM:kpc (5)
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
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MEMORANDUM FOR THE DIRECTOR

commander in the Zone any decisions regarding the Bureau's office there, thereby insuring that any action taken with respect to the office would be on the Bureau-Army level at Washington.

EXECUTIVE'S CONFERENCE RECOMMENDATIONS:

Messrs. Tamm, Sizoo, Belmont, Boardman, Harbo and McGuire recommended favorably the establishment of a Bureau office in the Canal Zone for the following reasons: The Bureau originally established an office in the Zone to (1) expedite Bureau cases being handled by the Army and other investigative agencies in the Canal Zone and Panama; (2) to furnish Bureau information of interest in connection with our domestic responsibilities in the security field; (3) to maintain liaison with other agencies and U.S. Embassy in Panama to further the Bureau's interests; (4) to maintain a listening post in Central America, considered a key spot in the event of a global war; (5) to follow closely other U.S. agencies handling Bureau leads in that area; (6) to insure that all data or information available from U.S. and local agencies which would be of interest to the Bureau would be made available when timely and not dependent upon some future dissemination by other agencies. Up until the time the office was discontinued the Domestic Intelligence Division believed the operation in the Canal Zone was worth while and beneficial to the Bureau. The office was inspected in August, 1952, and the Inspector concluded that the office was worth while. The Inspector stated that the office was effective in following Bureau cases being handled by other U.S. agencies and that the office consistently brought to the Bureau's attention matters of interest which would not have been received promptly from other U.S. agencies. In March, 1953, the last full month before the Canal Zone office was closed, the case load of the office was 45 cases. During that same month the Liaison Representative closed 13 cases. (X)

As stated above, General McBride has left Army service. The Department of the Army brought up the question of the Bureau's re-establishing in the Zone. The Bureau did not. Such a gesture by the Department of the Army indicates that they realize that their coverage in the Canal Zone is not complete. The Army stated

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MEMORANDUM FOR THE DIRECTOR

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flatly that in the future, policy matters with respect to such an office would be handled on a high level at Washington and not on the local level in the Zone. Considering that the objection of certain personnel of the Army to the Bureau's presence in the Zone has now been removed, it is believed that as before the Bureau would benefit by having a representative on the scene in the Canal Zone.

Messrs. Tolson, Callahan, Parsons, Rosen and Holloman were opposed to establishing a Bureau office in the Canal Zone for the reason that we did establish an office in the Canal Zone which was closed as a result of a feeling by General McBride that the office was not worth while. In view of that previous Army action, we should not favorably consider the question at this time.

In view of the opinion of the majority, the Department of the Army will be advised that the Bureau will accept an invitation to establish an office in the Canal Zone in the event you agree.

Respectfully,  
For the Conference

V

Clyde Tolson

I share this view. We should not be subject to the whims of a brass hat

H

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THE DIRECTOR

12/13/54

EXECUTIVES CONFERENCE

Present at the Executives Conference on 12/9/54, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason. The Conference was called on to express its views as to whether we should change the rule for counting enclosures.

PRESENT RULE

Each cover letter transmitting enclosures should show in the lower left-hand corner the number of different items which are transmitted as enclosures. In interpreting the word different, if two or more items are stapled together they are counted as a single item (one enclosure) whereas if they are paper clipped together each component is counted.

PROPOSED RULE

Count the actual number of documents and ignore whether the documents consist of an original with carbon copies or whether they are completely separate memoranda. This will eliminate having any difference as to counting enclosures depending upon whether they are stapled or paper clipped together. Under the proposed rule which is recommended by Messrs. Nichols and F. Waikart of the Records and Communications Division, if one-half dozen items are stapled together, six enclosures will be shown on the letter of transmittal; if they are paper clipped together the enclosure count will still be six. The objective of the Records Section is simplification and the providing of better control over enclosures.

EXECUTIVES CONFERENCE CONSIDERATION

Voting against the suggestion: Messrs. Tamm, Parsons, Sizoo, Keay, Boardman, Rosen and Holloman, who felt that the present system was working well and that no change was needed; it would be unreasonable to require individuals to count enclosures which might be stapled together.

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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Messrs. Sizoo  
Harbo

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Memorandum to the Director

Voting for the suggestion: The minority, Messrs. Tolson, Mohr, Nichols and Mason, who felt that the proposal of the Records Section is desirable; simplification and better control over enclosures would be attained; desirable to account for the exact number of documents which are enclosed and this would be accomplished under the proposed system.

OK  
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Based upon the Director's wishes, appropriate action will be taken.

Respectfully,  
For the Conference

✓  
Clyde Tolson

Mr. Tolson

12-9-54

Executives Conference

SUGGESTION #1004-54  
MADE BY SA [redacted]  
INVESTIGATIVE DIVISION  
NAME CHECK REQUEST FORMS

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SUGGESTION

Outside government agencies submit name check forms to the Bureau in order that a name check may be conducted; sometimes these forms contain information clearly falling into the subversive derogatory field. The suggestion is: To require other government agencies to appropriately "flag" any name check form which contains any subversive derogatory information. Thus, the Bureau would be on notice instantly of the presence of the subversive derogatory data.

PRESENT PROCEDURE

A portion of name check request forms received by the Bureau contain subversive derogatory information concerning the subject of inquiry, which information has come to the attention of the submitting agency. This information may be of interest to the Bureau. Incoming name check request forms are searched through the General Indices of the Bureau and divided into two categories: (1) Those forms on which no references have been developed; (2) Those forms on which there are references. Forms in Group 1 are reviewed by clerical employees of the Records Section, Records and Communications Division, who search those forms in the general indices and if information of a subversive derogatory nature appears on the incoming form, the searcher notes a red "D" on the form. Forms so marked are then duplicated within the Records Section and the original copy and the duplicate copy are forwarded to the Agent Supervisor handling requests from the agency involved.

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Forms in Group 2 are marked with a red "D" by the searcher; however, no duplication is made within the Records Section and it becomes the ultimate responsibility of the Agent Supervisor in the Name Check Section, Investigative Division, to have a duplicate made if after review of references in Bureau files it is found the incoming name check request form contains pertinent subversive derogatory information not already in the Bureau's files. It is the responsibility of the Agent Supervisor in the Name Check Section to answer incoming name check requests in either Group 1 or Group 2 and, after reviewing the information appearing in the incoming forms, he routes the duplicate copies of the incoming forms to either the Internal Security Section or Espionage Section, Domestic Intelligence Division, whichever is appropriate.

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Holloman  
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cc: Messrs. Sizoo and Harbo  
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RM

Memorandum to Mr. Tolson

ADVANTAGES TO SUGGESTION

The suggester advises approximately 1,000,000 name check request forms are received and processed each year, thus an approximate 4,000 forms per day must be reviewed by employees of the Records Section or by the Name Check Section of the Investigative Division to determine if any information of a subversive derogatory nature appears thereon. He feels time could be saved within the Bureau under the proposed procedure and the chances of missing an item of pertinent subversive derogatory information would be materially reduced if the submitting agencies would place an identifying stamp on those request forms submitted which contain subversive derogatory information. It is not believed any great burden would be imposed on the submitting agency inasmuch as forms could be appropriately stamped at the time of their preparation.

DISADVANTAGES TO SUGGESTION

No assurance could be given that all submitting agencies would comply with the Bureau's request that an appropriate stamp be placed on forms containing subversive derogatory information. Therefore, all name check request forms would still have to be checked by employees of the Records Section or the Name Check Section to determine if any pertinent information appeared thereon. If the proposed procedure were adopted, there might be a tendency on the part of Bureau employees to pass over name check request forms without the stamp. Requesting agencies might possibly send more and more subversive derogatory data to the Bureau on name check forms rather than by letter or other communication, the latter practice being more desirable.

OBSERVATIONS

Mr. Rosen, Investigative Division, recommends against adoption of this procedure and points out the disadvantages appear to outweigh the advantages to be gained. Mr. DeLoach of the Records and Communications Division agrees with the comments of Mr. Rosen.

EXECUTIVES CONFERENCE CONSIDERATION EDM: jdw 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

Conference unanimously opposed, because of the disadvantages cited in this memo and the fact it might well be assumed by other agencies that the FBI does not carefully read each name check form submitted to the FBI.



Mr. Tolson

October 22, 1954

The Executives Conference.

On October 21 the Conference consisting of Messrs. Tolson, Boardman, Callahan, Parsons, Sizoo, Keay, Rosen, Mason and Q. Tamm considered a suggestion submitted by Mrs. [redacted] of the Posting Section of the Identification Division that a form letter, sample attached, be used for the purpose of returning disposition sheets which cannot be identified with fingerprint records.

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The Conference was advised that numerous disposition sheets are received in the Identification Division which cannot be positively identified with fingerprint records. It has been the practice of the Identification Division to pull all possibles pertaining to a particular disposition sheet and by careful examination try to determine whether or not the disposition sheet can be matched with a particular record prior to the time the disposition sheet is returned. Mrs. [redacted] suggestion entails the attaching of a form letter after a search of the disposition sheet reveals that it cannot be positively identified. This would result materially in a saving of work in the Identification Division.

The Conference unanimously recommends its approval.

- 1 - Mr. Harbo
- 1 - Mr. Sizoo

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

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EX-12

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MR. TOLSON

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EXECUTIVES CONFERENCE

SUGGESTION #971-54

MADE BY SA [redacted]

SEATTLE OFFICE

INVESTIGATIVE AID

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DATE 3/4/92 BY SP5 c/def

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SUGGESTION

(1) That the Bureau, through its Identification Division, Aid furnish to the field automatically and expeditiously the identification records of prostitutes which indicate more than one arrest for prostitution, disorderly conduct, lewd cohabitation, or other similar charges.

It is suggested that the Bureau put this procedure into effect on a trial basis and that the State of Washington be used for this trial.

(2) That the above procedure be applied to other types of violations investigated by the Bureau, including Bank Robberies.

ADVANTAGES TO SUGGESTION

The suggesting employee feels this would save time and money spent in the location of prostitutes in White Slave Traffic Act cases and would also uncover many new White Slave Traffic Act violations. He states experience shows practically all prostitutes who have been in the rackets for any period of time have arrest records in many different states and that these prostitutes have been transported or caused to be transported extensively. In many cases the field office covering the present location of the prostitute may never learn of her being in their division until she moves on. If the field office automatically receives the identification record of the prostitute it can analyze her arrest record in line with their White Slave Traffic Act program and thereafter, if good judgment indicates, conduct investigation.

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- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

The suggester feels that the identification record of an individual previously arrested for Bank Robbery and thereafter fingerprinted in a different <sup>area</sup> should also be automatically forwarded to the office covering the latest fingerprint record in order that the field office covering the last arrest may be put on notice that a bank robber is in its area.

106-2554-12120  
RECORDED  
80 DEC 16 1954  
RKM

JAN 28 1955  
363  
RECORDED - 43  
INDEXED - 43  
dmg  
(5)

ORIGINAL FILED IN 66-76810-31-121

Memorandum to Mr. Tolson

DISADVANTAGES TO SUGGESTION

Mr. Q. Tamm advised that in order to place this idea into effect it would be necessary to have Readers assigned to the Typing Section, Identification Division, read all entries on each identification record docket sheet rather than current entries only, as at present. This would slow down work and require assignment of additional Readers to handle the volume of work.

If the Investigative Division feels the suggested procedure would be productive, Mr. Q. Tamm stated SAC, Seattle could be instructed to place this idea into effect on a trial basis in the City of Seattle only by having an Agent daily review records received by the Sheriff and Chief of Police. Such a review would definitely determine the effectiveness of the proposed program and Mr. Tamm believes it would involve less expenditure of personnel than if such a program were tried in the Identification Division. In addition, it is pointed out Seattle could readily review identification records furnished by the FBI Identification Division to the State Bureau of Washington, located at Olympia, Washington, thus obtaining state-wide coverage.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference memorandum to Mr. Tolson 2/27/53, recommended unfavorably as to adoption of a similar suggestion made by SA [redacted] Butte Office (Suggestion #74-53). At that time the Investigative Division and SAC Wily of the Butte Office had the following objections: Procedure would result in a "fishing expedition," a "hit and miss" proposition; would not be productive of White Slave Traffic Act cases; involves many problems, one of which is that prostitutes are not always arrested under the charge of prostitution, but sometimes for vagrancy, investigation, venereal disease, street walking, loitering, soliciting, and other charges, any one of which may be used to cover prostitution; interviews with prostitutes are unproductive as a general rule (Bufile #66-6200-31-189).

Suggestion #407-53, made by SA Robert B. Parke, Miami Office, on 8/13/53, similar to the present suggestion, was also considered unfavorably. (Bufile #66-6200-31-195).

OBSERVATIONS

Mr. Rosen, Investigative Division, does not feel the extra work involved would justify placing this idea into effect.

EXECUTIVES CONFERENCE CONSIDERATION EDM: <sup>aw</sup> jaw 12-9-54 Present at Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

Conference was unanimously opposed to both parts of suggestion and based its opposition on the disadvantages cited in this memorandum.

MR. TOLSON

12/16/54

THE EXECUTIVES CONFERENCE

SUGGESTION #1062-54

MADE BY ASAC STEPHEN A. SMITH

MILWAUKEE DIVISION

FORM 6-22 (USE IN REFERRING POSSIBLE

UNLAWFUL FLIGHT CASES TO THE FIELD)

SUGGESTION:

Administrative handling of Form 6-22 (Letter Advising A Wanted Notice Requested in An Unlawful Flight to Avoid Prosecution or Unlawful Flight to Avoid Confinement case) be as follows: (1) Three copies be furnished to field office, instructing that; (2) upon receipt 2nd and 3rd copies be block-stamped; (3) 2nd copy be used to designate Agent assignment, and original and 2nd copy be furnished to Agent; and (4) upon completion of assignment Agent complete form, original of which returned to Bureau without block stamp or other marks.

PRESENT PROCEDURE:

SAC Letter Number 54-5 sets forth that the Bureau will send the original and a copy of Form 6-22 to the field, the original to be returned to the Bureau and the copy placed in the file.

ADVANTAGES TO SUGGESTION:

ASAC Smith pointed out it would eliminate delay in returning form to Bureau.

(SAC Foster advised it has been his experience that where original copy is blockstamped and routed to Agent, it is on some occasions initialed by the Agent and gets back in the file, and the Bureau is not properly notified until such time as case comes up on tickler. This occasionally causes a delay of week or two in advising Bureau.)

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Sizoo  
Mr. Harbo

(5 copies)

RECORDED

INDEXED-19

66-3554 - 12121

21 DEC 17 1954

EX-128

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-4-92 BY SP5 c/dg

RO

DISADVANTAGES TO SUGGESTION:

Mr. Rosen of the Investigative Division advised sending three copies of Form 6-22 to the field will only serve to confuse rather than clarify the use of this form; that it will be an unnecessary expense; and that it will increase the possibility of the extra copy getting lost or mislaid by the Agent handling same.

(Mr. Rosen pointed out Form 6-22 was adopted as a streamlining procedure; that it has served this purpose; that instructions are clear that a copy of the form, with a copy of the Identification Record, should be placed in field office file and original returned to Bureau with the SAC's comments as to why investigation was not being conducted; and that if original gets into field office file it is a matter of mishandling by the Chief Clerk's Office.)

Views on this suggestion were requested from Mr. Tamm of the Identification Division, who advised that this is an Investigative Division form and strictly an Investigative Division matter.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/15/54, composed of Messrs. Boardman, Parsons, Sizoo, Nichols, Henrich, Tamm, Rosen, Holloman and Harbo, recommended unanimously unfavorable for the reasons indicated herein.

*OK. per S*

Mr. Tolson

12/16/54

The Executives Conference

SUGGESTION #1085-54  
MADE BY FORMER EMPLOYEE [redacted]

b6  
b7c

SUGGESTION:

The Army requires that any employee entering the confidential file room area carry with him a small red tag which is attached to the file cabinet drawer. This tag remains on the file cabinet as long as the drawer is open, and serves as a signal to anyone entering the area that a drawer is open or unlocked. It is suggested that the Bureau adopt this system.

ADVANTAGES:

The suggester feels that this practice reduces greatly the possibility of leaving file cabinets unlocked.

DISADVANTAGES:

None noted by suggester.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/4/92 BY SP-5 w/dk

OBSERVATIONS:

Mr. Wolkart, Records & Communications Division, is opposed to the suggestion for the following reasons: The only file cabinets kept locked at all times located in the Records Section are maintained in the Confidential Room, Records Section, and only two employees, who are assigned to this room, are permitted to enter the cabinets. Nearly all file cabinets have a lock on the upper corner which protrudes approximately one-half inch when the cabinets are not locked. It is believed that this protruding lock serves as an adequate signal that the cabinet is not locked. Under the proposed procedure the employee must remember to place the tag on the drawer, lock the cabinet, and remove the tag. There is a possibility that the employee might neglect to do any of these things. The only certain way to insure that a cabinet drawer is locked is to try the lock. The proposed suggestion should require additional time and would not improve the security.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-45

cc: Mr. Harbo  
Mr. Sizoo

66-7554-12122

RB

DEC 17 1954

DEC 20 1954

INDEXED

EX-128



Inspector E. D. Mason, Training and Inspection Division, states that the military file cabinets referred to contain classified information and for the most part have combination locks (safe-type). He further advises that the military procedure is not a new one and was designed to serve as a "flag" to remind people to lock their file cabinets. This is particularly necessary in dealing with people who do not have as great an interest in their responsibilities, as do FBI employees. The military problem is different from that of the FBI; the FBI has no need for the suggested procedure.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/16/54, composed of Messrs. Nichols, Boardman, Callahan, Parsons, Sizoo, Rosen, Tamm, Belmont and Harbo, recommends unanimously unfavorable for the reasons indicated herein.

RK

*ck*  
*Y.P. 12-16*

Mr. Tolson

12/16/54

The Executives Conference

SUGGESTION # 1070-54  
MADE BY SA O. GEORGE MEDLER  
RECORDS AND COMMUNICATIONS DIVISION  
\*WALL (TRANSMITTING REVISED PAGES OF REPORTS  
- BE FILED AS ATTACHMENT TO REPORT)

SUGGESTION:

That certain routine letters from the field transmitting revised pages of reports be filed behind the original copy of the report in question, "not recorded."

PRESENT PROCEDURE:

SAC Letter Number 54-28 instructed a letter of explanation accompany each set of revised or corrected pages. Presently all such letters are being recorded.

ADVANTAGES TO SUGGESTION:

Mr. Belmont, by memorandum dated December 8, 1954, pointed out it is apparent this would eliminate a volume of mail from the recording process.

DISADVANTAGES TO SUGGESTION:

None indicated.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-2-92 BY SPS/cj/dy

RECOMMENDATIONS:

Mr. Nichols agrees with the proposed procedure for handling these routine letters.

Mr. Belmont recommended suggestion be adopted provided such filing is restricted to letters, the context of which relate solely to transmittal of revised pages. Letters containing data of interest to the case should continue to be recorded.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr /m/s
- Parsons (5 copies)
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo cc:
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Sizoo  
Mr. Harbo

RECORDED - 71

INDEXED - 71

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21 DEC 17 1954

58 DEC 20 1954

66-2554-721123

RE

MA



Mr. Rosen, on December 9, 1954, advised the suggestion is okay; that letter should be in file but whether or not it is recorded is a Records Section problem.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 12/15/54, composed of Messrs. Boardman, Parsons, Sizoo, Nichols, Henrich, Tamm, Rosen, Holloman and Harbo, recommends unanimously favorable. *RH*

*OK. per S*

MR. TOLSON

12-9-54

EXECUTIVES CONFERENCE

SUGGESTION #1030-54

MADE BY [REDACTED]

INVESTIGATIVE DIVISION

~~BLACK LETTERHEAD PAPER -~~

~~USE OF BUREAU FILE NUMBER IN~~

~~OUTGOING CORRESPONDENCE~~

323, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/4/92 BY SP5 ci/duy

b6  
b7c

SUGGESTION

It is suggested there be deleted from the upper left-hand corner of black letterhead paper the words "In reply, please refer to file no. \_\_\_\_\_."

PRESENT MANUAL INSTRUCTIONS

Manual for Seat of Government Stenographers, Section 5A, page 4, states the Bureau file number and sub number should be typed on letterhead stationery in the space provided. (Sample black letterhead paper is attached hereto.) This is permissive rather than mandatory (Bufile 66-3665-1120), in order that the location of the appropriate file at the Seat of Government may be facilitated.

ADVANTAGES TO SUGGESTION

The suggester states the practice of placing the file number in the space provided on black letterhead paper is very rarely followed and he feels by deleting this printing, savings in printing costs could be effected. He notes that this phraseology appears on letterhead used for all SAO Letters and Bureau Bulletins, which are printed on black letterhead paper.

OBSERVATIONS

The space provided for the Bureau file number on black letterhead paper is often used to show the Bureau file number, particularly when writing to an individual from whom a reply is expected; is frequently used in the field in writing to non-Governmental organizations or individuals. However, the file number is not placed on original black letterhead paper when it would be undesirable to do so in connection with outgoing communications.

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

Attachment  
cc-Messrs. Sizoo and Harbo

RECORDED - 82

66-2554-12124

(5) DEC 20 1954

INDEXED

13 DEC 17 1954

Memorandum to Mr. Tolson

Mr. J. P. Mohr, Administrative Division, advised that the only cost involved in printing the words "In reply, please refer to file no. \_\_\_\_\_" on black letterhead paper was the cost of preparing the initial plate by the Government Printing Office.

Messrs. E. D. Mason, J. P. Mohr, A. H. Belmont and E. H. Winterrowd recommend that this suggestion not be adopted inasmuch as no savings would be effected through deletion of these words.

Mr. Winterrowd recommended that added emphasis be given the utilization of the space provided for file numbers, in order that this device may be of maximum benefit.

Mr. M. A. Jones, Crime Records Section, advised that his section does not use the space provided for the Bureau file number in preparing correspondence and he sees no objection to deletion of the words "In reply, please refer to file no. \_\_\_\_\_."

EXECUTIVES CONFERENCE CONSIDERATION EDM: jow<sup>W</sup> 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference unanimously opposed, inasmuch as no savings would result and the item is needed on letters.

✓ jow

The Director

Dec. 8, 1954

Executives Conference

INTERSTATE TRANSPORTATION OF STOLEN PROPERTY  
(MAJOR ROBBERIES OR BURGLARIES, INCLUDING  
JEWEL ROBBERIES OR BURGLARIES AMOUNTING TO  
\$50,000 OR MORE IN THE DISTRICT OF COLUMBIA)

The Conference on December 8, 1954, considered the question of whether the FBI should immediately enter into the investigation of major robberies and burglaries, including jewel robberies or burglaries where the amount is \$50,000 or more, although there is no indication at the outset that there has been interstate transportation of the stolen property. The majority of the Conference voted that the Bureau should enter such investigations in the District of Columbia only, on the assumption that such property or jewels would be transported interstate and not disposed of locally.

ALL INFORMATION CONTAINED <sup>323,013</sup>  
HEREIN IS UNCLASSIFIED  
DATE 3-4-92 BY SP5 CJP

CURRENT RULE:

The current rule, set forth in the Manual of Instructions, Section 61 D, as it pertains to all field divisions in that "In those instances when large thefts not within the Bureau's jurisdiction are perpetrated, close liaison must be maintained with the local law enforcement authorities investigation the crime, but no active investigation is to be conducted until both elements of the statute are present." Investigation should only be instituted under the Interstate Transportation of Stolen Property Statute where there is definite information that property valued at \$5,000 or more has been stolen and that such property has been transported interstate. The current rule was arrived at by Executives Conference decision of January 31, 1950, on the basis that millions of dollars worth of property is stolen annually and to investigate cases in which \$5,000 or more is stolen without indications of interstate transportation of the property would inject the Bureau into local police work. Prior thereto the policy had been to enter cases where jewels, securities, etc. valued at \$50,000 or more were stolen and investigation was instituted under the presumption that the thieves contemplated interstate transportation of the property.

CONSIDERATION OF THE CONFERENCE:

The above current rules were furnished to the Executives Conference. Reference was also made to the current jewel robbery of Bertz and King Jewelers in which the Metropolitan Police Department has developed no suspects but has stated to the press that it appears that people with Brooklyn accents were involved.

- Tolson \_\_\_\_\_
- Belmont \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Mr. Harbo  
-Mr. Sizoo  
WHW:rec/rc (8)

RECORDED-31

INDEXED-31

66-2554-12125  
7 DEC 17 1954

87 DEC 20 1954  
87 DEC 20 1954

EX-128

Memorandum to the Director

The question was considered as to whether the general rule (that unless there is specific indication of interstate transportation no investigation should be instituted) is applicable to the District of Columbia. It was pointed out that undoubtedly such jewelry as is involved in the current robbery would not be fenced in the District of Columbia, but taken to some other city such as New York and further, that this procedure could be expected in other major robberies or burglaries.

It was pointed out by the representative of the Investigative Division that the Bureau was not conducting investigation into this jewel robbery and that the basis for this is the current policy as set forth above which is based upon the fact that if we enter robberies or burglaries of a large amount that it could be anticipated that local authorities would want to unload unsolved cases on the Bureau or would want to have the Bureau take over responsibilities which local authorities should perform. It was further pointed out that if we entered cases involving large sums such as \$50,000 and over, local authorities could easily raise the question as to why we would not enter cases less than that amount down to the \$5,000 statutory requirement. It was pointed out that there are many robberies and burglaries occurring each year in all areas of the country involving amounts of more than \$5,000 and many involving amounts more than \$50,000.

Additionally, it was observed that if an exception were made and the Bureau entered cases in the District of Columbia, it could be anticipated that there are other areas of a similar geographical location, including Arlington and Alexandria, Virginia, Silver Spring, Maryland, et cetera, where state borders are close to metropolitan areas and where the Bureau may receive requests to enter comparable investigations.

On the other hand, with respect to the District of Columbia, it was observed that in practically every case where a major theft is involved, the property would be carried interstate and to be disposed of elsewhere. It was further observed as a point in favor of entering such cases that while there may be no specific allegations of interstate transportation all indications would point to such interstate transportation, particularly in a case such as that involving the Bartz and King Jewelry Store.

VOICE OF THE CONFERENCE:

The majority of the Conference, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Belmont, Sizoo, Parsons and Tamm, were of the opinion that the FBI should enter immediately investigations of robberies or burglaries involving \$50,000 or more in the District of Columbia only, on the assumption that the property stolen has been taken interstate.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Mohr is of the opinion that we should enter these investigations at any place wherein amounts involved are more than \$50,000 on the assumption that the property has been transported interstate. This is on the basis that if we are to enter these

Memorandum to the Director

investigations in the District of Columbia, we should enter them in any other place.

Mr. Boardman is of the opinion that the general rule should remain as it is with the exception that in the District of Columbia if a case breaks with all the indications of being a bona fide robbery or burglary, we should proceed with investigation on the basis that it could be assumed the jewelry or property was transported interstate. However, he feels that if it is a "faked" robbery or burglary or the victim is culpable, the investigation should not be instituted.

Mr. Winterrowd of the Investigative Division voted that the present rule remain as is and that we maintain close liaison with local authorities and have informants alert in other areas for indications of possible interstate transportation.

Mr. Rosen who was not present at this Conference (he was attending a conference in the Criminal Division) is in favor of the Bureau's present policy. However, he recommends that in major jewel robbery or burglary cases in the District of Columbia, even though the amount is less than \$50,000, that a specific recommendation should be made by the Investigative Division as to whether or not we should enter such a case. He also feels that there may be a case involving more than \$50,000 which we would not desire to enter where there is a possibility of interstate transportation. In such cases, appropriate recommendations should be made.

RECOMMENDATION:

In connection with the current jewel robbery of the Bart, and King Jewelry Store in Washington, D. C., if the opinion of the majority of the Conference is approved, it is recommended that we enter the investigation of this particular case.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



Mr. Tolson

12/15/54

Executives Conference

SUGGESTION #770-58  
MADE BY SA CURTIS E. THOMPSON  
FBI LABORATORY  
PHOTOGRAPHY

SUGGESTION:

That a printed ~~3x5~~ card form be devised for use as a log to show the identity of each person photographed whenever a film pack is used. Log would also show date and place of photograph, file number and initials of photographer.

PRESENT RULE:

SAC Letter 54-67, 11/30/54, requires such a log in order to fix responsibility as to the identity of persons photographed. SAC Letter 54-67 does not set up a printed log for this purpose.

ADVANTAGES TO A PRINTED LOG:

Uniformity; having a log available in the camera case will help prevent forgetting to execute the log.

DISADVANTAGES TO LOG:

Another form to print and stock. <sup>323, 013</sup> ALL INFORMATION CONTAINED

EXECUTIVES CONFERENCE CONSIDERATION:

HEREIN IS UNCLASSIFIED  
DATE 3-4-92 BY SP-3a/dep

Present at the Executives Conference of December 15, 1954, were Messrs. Nichols, Boardman, Parsons, Sizoo, Hennrich, Tamm, Rosen, Holloman and Harbo.

The conference unanimously recommends:

- The attached printed log be approved for dissemination to the field; such log to be kept in the camera case of each camera which uses film packs.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Harbo  
Mr. Sizoo  
EDH: mew  
1054  
Attachment

RECORDED - 75 66-2554-12127  
INDEXED - 75 3 DEC 22

EX-124

Handwritten initials and marks, including "R" and "M".

63 DEC 22



2. The attached SAC Letter go forth in instructing the field to retain the logs in a 3x5 card box for a period of one year and then destroy them; caution to avoid any security breach by sending photographs in a delicate investigation to a contract photographer.

3. If approved, it is recommended that the attached letter be sent to SA Thompson advising of the adoption of his suggestion.

*V. Jones*

12/21/54

Mr. Tolson

The Executives Conference

SUGGESTION #1042-54  
MADE BY ASAC ROY K. MOORE  
CHICAGO DIVISION

SUGGESTION:

That Volume 2, Section 38, Paragraph F, of the Manual of Instructions be changed so as not to require an investigative report not to be submitted in every extortion case. It is recommended in those cases wherein the U. S. Attorney declines immediately upon presentation that the matter be closed with a letter to the U. S. Attorney as is done in kidnaping cases. A survey of 85 cases in the closed status during the twelve-month period September 1953 through September 1954 reflected that 60 of those cases were closed upon the authority of the U. S. Attorney.

PRESENT PROCEDURE:

Manual of Instructions, Section 38, paragraph F(1) provides that an investigative report must be submitted in every Extortion Case, even though prosecution may have been declined at the inception or early in the investigation. No case within this classification may be closed administratively in the field.

FBI Handbook, Part I, paragraph 441(2) provides that cases of a trivial and negative information may be closed administratively, exception Extortion Cases.

ADVANTAGES:

Would conserve Agent and clerical time.

DISADVANTAGES:

None noted by suggesting employee. 13 DEC 22 1954

PREVIOUS EXECUTIVES CONFERENCE ACTION:

The Executives Conference of 8/30/54 considered three similar suggestions and unanimously recommended unfavorably on the grounds that experience has demonstrated the desirability of the present rule.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Harbo  
Mr. Sizoo

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/4/92 BY SP3 u/dy

Attachment  
DEC 22 1954  
(5)

RECORDED 13  
INDEXED - 13  
66-2554-12128  
M

RJ

At that time the Investigative Division recommended to the Conference that extortion is an important violation, frequently one extortion case ties into another, and through Laboratory examination and other means it is possible to determine that the writer of an extortion note has written similar notes to other victims in the past. (66-6200-92113)

OBSERVATIONS:

*Rosen*  
Mr. ~~Winterrowd~~, Investigative Division, recommends the present policy be continued for the above reasons, pointing out that in the great majority of these cases human life is in jeopardy, racial issues may be involved or other very sensitive situations. Close Bureau supervision is deemed most important.

Inspector E. D. Mason, Training and Inspection Division, states that the cases referred to in this suggestion are those of a picayune nature where prosecution has been declined. It, therefore, does not appear that human life is in jeopardy or racial issues are involved or other sensitive situations are present in these matters. As pointed out by the Chicago Office, 80 out of 85 cases checked in the year ending September 1954 fell into this category. He believes the suggestion should be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference on 12/21/54, composed of Messrs. Boardman, Parsons, Sizoo, Tamm, Belmont, Mohr, Holloman, Rosen and Harbo, carefully considered this problem, including the background data which caused the present rule to be placed in effect as set out in Bureau Bulletin dated 1/27/49. The Conference felt that there has been no significant change in the conditions and circumstances which brought about the adoption of the rule in 1949 and unanimously recommends that the present rule be continued.

*Parsons*

Mr. Tolson

12/10/54

R. T. Harbo

IN-SERVICE TRAINING

*Executive Copy*

The Administrative Division has advised there is a need for two additional specialized In-Service courses for accountants in order to give this training to all accountants. The Director has approved the Conference recommendation to adopt a new series of three different types of In-Service schools recently proposed. Prior to the Director's approval of this new program, the Training Division had done a very substantial amount of research in preparation for a new series of In-Service classes and now this phase of our work has been given top priority and all Agents in the Training Section are enthusiastically exerting every effort to complete the preparation of outlines, practical cases, visual aids and other needed material. We are confident that we will be fully prepared to start the new series of In-Service courses by January 17, 1955. Accordingly, the following proposals are submitted:

RECOMMENDATIONS:

1. That a Specialized In-Service Class for Accountants be held on 1/10/55.

2. That an In-Service Course for Agents with 2 years' experience be scheduled for 1/17/55. This will be limited to Agents who have not previously attended any In-Service Class.

3. That a Specialized Accounting In-Service Class be scheduled 1/24/55. This will conclude the present cycle of Accounting In-Service Classes.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Nichols  
Mr. Mohr

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 3-4-92 BY SP-5 a/ky

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66-2554-12129  
170 DEC 23 1954

EX-130

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(6 copies) 2 2 3

DEC 27 1954

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4. That an In-Service Class with the emphasis placed on security work be scheduled for 1/31/55. This class will be open to any Agents with 4 years or more service who are eligible for attendance and are assigned to security cases in the field.

5. That an In-Service Class with emphasis on general and criminal investigative matters be scheduled for 2/7/55. This class will be open to Agents with 4 or more years experience who are eligible to attend In-Service and are handling principally general and criminal matters in the field.

6. Any additional classes scheduled thereafter will be scheduled by the Administrative Division based on the number of Agents eligible to attend each of the 3 types of In-Service classes: (a) the course for Agents with 2 years' experience; (b) the course for Agents with a minimum of 4 years experience who are handling security work; (c) the course for Agents with a minimum of 4 years experience who are assigned to general and criminal cases.

7. That the special seminar for Seat of Government participants (discussion leaders) in the new cycle of advanced training classes be held from 2:30 to 5:30 p.m. on January 11 and 12, 1955.

(See next page)

8. That the 2 Special Administrative Schools for ASACs and potential ASACs which had initially been planned for January 1955 be deferred for 2 or 3 months in order to not interfere with the inauguration of the new series of In-Service classes. A separate memorandum will be submitted presenting recommendations concerning this matter.

Favorably recommended by Executives Conference of 12/13/54 composed of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Rosen, Holloman, McGuire, Belmont, Boardman and Harbo.

Mr. Tolson

~~SECRET~~

12/15/54

Executives Conference

b6  
b7c

SUGGESTION #1046-54  
MADE BY MRS. [REDACTED]  
RECORDS & COMMUNICATIONS DIVISION

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HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

Present at the Executives Conference of December 15, 1954,  
were Messrs. Nichols, Boardman, Parsons, Sizoo, Henrich, Tamm, Rosen,  
Holloman and Harbo.

THE SUGGESTION:

That the Classifiers of the Records Section be permitted to  
use solely for Records Section use in directing which file a document  
should be included certain code words as follows:

- ~~MOGZMAT~~ - Movement of Czechoslovakian Nationals.
- ~~MOYUNAT~~ - Movement of Yugoslav Nationals.
- ~~MOPONAT~~ - Movement of Polish Nationals.

This suggestion is prompted by a desire to eliminate  
unnecessary writing on the part of the Classifiers who handle  
approximately 200 documents per day involving the full titles set  
out above relating to movement of Czechoslovakian Nationals,  
Yugoslav Nationals and Polish Nationals. The code words are to  
be used on those communications where the title is not clearly  
indicative of the file into which the document should be incorporated.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference unanimously recommends adoption of the 3  
code words solely for use by Classifiers in the Records Section  
in designating files into which documents should be incorporated.  
The Conference does not desire to authorize Bureau-wide use of  
the code words. The sole purpose of Executives Conference approval  
is to save writing time on the part of the Records Section Classifiers.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

323013  
~~3-4-92~~  
CLASSIFIED BY: [REDACTED]  
DECLASSIFY ON: OADR

cc: Mr. Harbo  
Mr. Sizoo

RECORDED - 82

INDEXED

~~SECRET~~ EX-130

*me*  
*parsons*  
66-2554-12130  
DEC 15 1954  
*RO*

NOV 23 1954

Mr. Tolson

12-10-54

Executives Conference

\* File

REVISION OF FORM FD-9

Form FD-9, "Identification Record Request," is the form used by the Field to request the identification record of a particular person from the Identification Division of the Bureau. A copy of the current form is attached.

It appears at this time that the form is in need of revision, and such revision offers the Forms Desk the opportunity to redesign the form. The attached redesigned pattern of Form FD-9, which includes the suggested revisions of the Identification Division as set out below, meets with the approval of Mr. Quinn Tamm, Assistant Director of the Identification Division, and is hereby presented to the Executives Conference for its consideration:

1. In the block designated "Identification Division's Reply," the first item listed has been changed to read, "On basis of information furnished, unable to identify: (1) Criminal files, (2) Noncriminal files, (3) All files," instead of "Name search negative." The ballot boxes have been moved from the right to the left of the items listed.
2. Instructions on the current pattern for the use of Form FD-9 are printed on the back of the form. On the redesigned pattern, the instructions have been placed at the beginning of the form. This is advantageous not only to the person executing the form, but also to the Mechanical Section as a timesaver, in that the form is printed in one operation, whereas, the current pattern with the instructions printed on the back of the form requires two runs.

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 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 \_\_\_\_\_ Room \_\_\_\_\_  
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Attachments - 2

CC - Mr. Harbo  
Mr. Sizoo

(5 copies)

fk

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66-2554-12/31

EX-125

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DEC 27 1954



Further pertinent adjustments in the instructions are as follows:

- a. Item No. 4 now reads in part, "Indicate Office for reply in lower left corner only," instead of "Indicate Office of Origin in lower left corner only."
  - b. Item No. 6 is an additional instruction suggested for consideration which reads, "Where available furnish law enforcement identification number and military service number."
3. Below the block designated for "FBI No.," a block has been arranged for "Other No.," which could be an alien registration number, a law enforcement number or some other type of identification number.

The redesigned pattern has been prepared in block form which, it is felt, is a considerable improvement in appearance over the form presently in use.

EXECUTIVES CONFERENCE CONSIDERATION:

*Jaw*  
EDM:jaw 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The conference was unanimously favorable.

*OK*  
*Jaw*

Mr. Tolson

12-17-54

The Executives Conference

~~MAIL NOTATIONS OF ACTION AND  
PROPER INITIALING TO AVOID MISHANDLING~~

On 12-15-54 the Executives Conference consisting of Messrs. Boardman, Rosen, Sizoo, Parsons, Harbo, Tamm, Holloman, Hennrich and Nichols approved the suggestion that on all yellows of outgoing memoranda where a cover memorandum was also prepared, the stenographer will note on the yellow the source and date of the cover memorandum. This will put all reviewing officials on notice before they initial yellow file copies of outgoing mail that there was in fact a cover memorandum.

It will be recalled that recently a memorandum to the Department was prematurely approved and sent out without several reviewing officials being aware of the fact that there was a cover memorandum regarding it. This mail had become separated going through Messenger channels and there was no way once this had happened for the reviewing officials to associate the outgoing memorandum to the Department with the cover memorandum from Mr. Price to Mr. Rosen.

Another problem resulting from this separated mail involved a memorandum which on its face was completely initialed and appeared inactive even though pending recommendations in the details or body had not been acted upon. In order to correct this situation and prevent memoranda from prematurely getting into processing channels in the Records Section, there is attached a Memorandum to all Officials regarding the correct manner in which to initial memoranda.

LBN:ale  
Attachment  
(7)

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DATE 3/4/92 BY SP-5 a/dey

*V. J. S. How*

*me*

CC: Mr. Harbo  
Mr. Sizoo

*OK  
H*

RECORDED - 3  
INDEXED - 3

46-2554-12132

13 DEC 23 1954

SENT DIRECTOR  
12-17-54

273

DEC 27 1954

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*Liberalizing - Colville - 12-15-54*

THE DIRECTOR

Dec. 15, 1954

THE EXECUTIVES CONFERENCE

CHRISTMAS CHARITIES 1954

The Executives Conference consisting of Messrs. Boardman, Rosen, Sizoo, Parsons, Harbo, Tamm, Holloman, Hennrich and Nichols considered the matter of including the Christmas Charities in the Consolidated Charities Fund Drive for 1955.

It was pointed out to the conference that in 1951 a total of \$2,288 was collected for Christmas charities; in 1952, \$2,567; and in 1953, \$1,206 was collected. It was pointed out to the conference that there have been comments made in connection with Christmas charities this year about the one-package campaign which motivated the suggestion that the Christmas charities be included in the Consolidated Charities Fund Drive. It was further pointed out that the Christmas charities of the Bureau in 1953 was definitely less than half of what it was in 1952. The Identification Division, to avoid making any collections, did not take up any money in 1953, but on the other hand, needy families were provided for by contributions of clothing, toys, canned goods, etc.

It was pointed out to the conference that the matter should be considered if it were possible to handle the Christmas charities without solicitation. On the point of handling without solicitation, the conference agreed that this could be done but should allow that if the Christmas charities were included in the Consolidated Charities Fund Drive for 1955 that any Bureau employee desiring to contribute clothing, toys or canned goods would be permitted to do so, but there would be no solicitation.

It is further understood that all Divisions in the Bureau have Christmas parties of some kind and that obviously any refreshments would be provided for by the employees and would not come from the Christmas charities fund. In fact it was agreed that any contributions for refreshments would really not be contributions but would be paying for items of refreshments received. *me*

There were two views expressed at the conference. The minority view subscribed to by Messrs. Tamm, Holloman and Hennrich felt it was improper

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen *cc:* Mr. Harbo
- Tamm \_\_\_\_\_
- Sizoo *cc:* Mr. Sizoo
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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*66-2534-12133*

13 DEC 23 1954

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EX-130

3 DEC 27

Executives Conference memorandum to the Director  
RE: CHRISTMAS CHARITIES 1954

to include Christmas charities in the Consolidated Charities Fund Drive; that the Christmas charities should be provided for people who want to do something at Christmas time. In fact, Mr. Tamm advanced the argument that if the Christmas charities were included in the Consolidation Charities Fund Drive it might affect the success of the Consolidation Charities Fund Drive since Christmas contributions would be solicited in September.

Messrs. Boardman, Rosen, Sizoo, Parsons, Harbo and Nichols recommended that the Christmas charities be provided for in the Consolidated Charities Fund Drive of 1955 with the understanding that there would be no solicitation whatever for funds for Christmas charities at Christmas time; that the sum agreed upon, which would be allocated for Christmas charities, would be divided among the various offices and divisions on a proportionate basis to be determined by applying the percentage to the agreed upon fund which represented the proportion of contributions of that office or division to the total contributions of the Consolidated Charities Fund Drive.

It was further agreed that if this procedure were adopted, there would be no prohibition of Bureau employees contributing old clothes, toys or canned goods for needy families which they might wish to contribute.

While the sum of \$2,500 was considered for application as Christmas charities, it was unanimously agreed that if the new procedure were adopted that the committee which allocates the funds, should consider the allocation for Christmas charities in 1955 based upon our commitments and the condition of the fund.

*Lehane  
majority view  
JH*

Respectfully,  
For the Conference

*✓ JH*  
Clyde Tolson  
74

1/07 13

Mr. Tolson

12 22/54

Executives Conference

CONSOLIDATION OF FORMS 1-46  
(USED BY IDENTIFICATION DIVISION)  
AND FD-120 USED BY REST OF BUREAU  
IN RECORDING TARDINESS

323,013  
ALL INFORMATION CONTAINED  
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DATE 3/4/92 BY SP5 *ewj/ajg*

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 2, page 15a, requires that FD-120 (Notice of Tardiness form) be executed when an employee is tardy, and that this form be kept in the employee's "error folder" until the end of the calendar year. Employee must be warned on the second and third unexcused tardinesses in any one year, and the fourth unexcused tardiness is sufficient basis for recommendation for a 3-day suspension without pay. The Identification Division has been using a separate "Notice of Tardiness" form quite similar to FD-120 used by the rest of the Bureau. (Field)

PROPOSAL:

Consolidate the two forms so that there will be only one "Notice of Tardiness" form used throughout the FBI.

OBSERVATIONS:

Form FD-120, copy attached, and Form 1-46, copy attached, have been consolidated and revised and the proposed draft attached. This draft has been examined by Assistant Director Quinn Tamm, Inspectors B. G. Brown and E. D. Mason, and SACs H. G. Foster of Newark, D. S. Hostetter of Chicago, and J. P. Malone of Los Angeles. All agree that the revised form will adequately serve and can be simply executed.

The Identification Division now needs a new supply of the form; therefore, it is proposed to reprint the new form immediately.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments - 3

CC - Mr. Harbo  
Mr. Sizoo

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66-2554-12134

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13 DEC 27 1954

EX-130

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 12/22/54 were Messrs. Nichols, Boardman, Mohr, Rosen, Sizoo, Trotter, Parsons and Mason. The Conference unanimously recommends consolidation of the forms.

If you approve, this should be returned to the Forms Management Desk of the Training and Inspection Division.

*OK*  
*Parsons*

Mr. Tolson ✓

12-9-54

The Executives Conference

SUGGESTION #1039-54  
MADE BY MISS [redacted]  
RECORDS & COMMUNICATIONS DIVISION

323,013  
ALL INFORMATION CONTAINED  
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DATE 3/4/92 BY SP5 ewj/af

b6  
b7c

SUGGESTION:

Divisional offices prepare abstracts in connection with their submission of Form FD-132 (Police Training Form). This form is a request that the Bureau approve proposed police training schools. (Copy attached)

PRESENT PROCEDURE:

The Training and Inspection Division has a permanent stop on these forms and they are Expedite Processed to the Training and Inspection Division upon receipt. Accordingly, it is necessary for the employee at the Expedite Processing Desk to prepare abstracts on each form received and the form is recorded after it is sent back to the Records Section from the Training and Inspection Division.

OBSERVATIONS:

Messrs. W. G. Eames, Records & Communications Division, J. S. Rogers and B. C. Brown, Training and Inspection Division, feel that the best solution to this problem is to send these forms directly to the Training and Inspection Division upon receipt in the Bureau. After handling in the Training and Inspection Division, the forms will be returned to Records Section to be placed in the appropriate field office subfile on Police Training as "not recorded" serials.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keady, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference was unanimously opposed to requiring the field to prepare abstracts on police training forms, but on the other hand the Conference was unanimously in favor of the views expressed by Mr. Eames to the effect that forms as to proposed police training schools should

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment

Mr. Harbo  
Mr. Sizoo

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EX - 109

65-1-12/35

DEC 27 1954

RM

65 DEC 28 1954

not be given "expedite processing" and thus abstracts will not have to be prepared; the forms will ultimately go into the file as "not recorded" (not recorded means no abstracts). The net result will be a saving of time on the part of the Records Section employees without any apparent danger or loss of control. Attached is an appropriate communication to Miss [redacted] who submitted the initial suggestion, advising her that a modification has been adopted. with

b6  
b7c



MR. TOLSON

12/27/54

EXECUTIVES CONFERENCE

SUGGESTION #1051-54  
MADE BY [REDACTED]  
RECORDS & COMMUNICATIONS DIVISION  
LISTING OF DELINQUENT MATTERS

323,013  
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DATE 3/4/93 BY SP5 cjt/v

SUGGESTIONS

1. Field offices place draft registration numbers on Selective Service cases when they are included on list of delinquent matters submitted to the Bureau semiannually.
2. Date of violation be included on listing of delinquent matters for each Unknown Subject investigation reported.

PRESENT PROCEDURE

Semiannually, field offices submit list of delinquent matters to Bureau. Information is set forth as to each classification on a separate page, including field office file number, classification, Bureau file number (when known), name of principal subject; reason for delinquency; whether case is in assigned or unassigned condition, and date of last report submitted. No other data are submitted.

ADVANTAGES TO SUGGESTIONS

Would assist Name Check Unit employees at Seat of Government who now have considerable difficulty in identifying common names and frequently find it necessary to review several files to properly identify investigation for the interested Supervisor.

DISADVANTAGES TO SUGGESTIONS

Field offices use Assignment Cards to obtain title and file numbers of matters to be listed as delinquent. Prior to submission of this list to Bureau, rough draft list is prepared to allow Agents to indicate reason for delinquency; to cause delinquency to be removed, or to indicate any change in title known to them which would be more accurate in identification of the particular case.

Selective Service numbers do not appear on Assignment Cards, but not the date of violation for Unknown Subject cases. (except where required in title.)

Preparation of list of delinquent matters now requires considerable expenditure of personnel time in field offices.

cc-Messrs. Sizoo and Harbo  
Gandy (5)

RECORDED-37

INDEXED-37 EX.

DEC 28 1954

66 DEC 29 1954

66-254-12136  
RJ

Memorandum to Mr. Tolson

Re: Suggestion #1051-54

OBSERVATIONS

As to Use of Draft Numbers:

SAC Laughlin, Washington Field Office, and Inspector E. D. Mason are opposed to adoption of suggestion; would increase burden on field; additional clerical time and typing would be necessary. Mr. Rosen, Investigative Division, has no objection; however, he points out Selective Service number will not be available in all instances, such as in failure to register. ASAC MacLennan, New York, advised no objection, since where available, draft number now being placed on Assignment cards in that office in accordance with Manual of Instructions Section 90 page 33, which provides that title of case shall consist of full name and Selective Service Number. Inspector B. C. Brown concurs with suggestion.

Inspector C. W. Stein and SAC, Newark, agree with suggestion provided Selective Service number is placed on Assignment card when the case is opened (this is to avoid pulling files). If this is done, Newark has no objection to including this information on the list of delinquent matters.

As to Listing Date of Violation, Unknown Subject cases:

Mr. Rosen has no objection to the suggestion; however, Messrs. L. L. Laughlin and E. D. Mason are opposed. Washington Field Office during posting process in Unknown Subject cases changes Assignment cards to reflect names of subjects and more current titles. For example, if subject's name is determined to be John Henry Thomas, his name is listed on the Assignment card in preference to Unknown Subject title originally noted. In many Unknown Subject cases listed as delinquent the Bureau will have no record, particularly in such classifications as "26" (Interstate Transportation of Motor Vehicles) and no purpose would be served in giving the Bureau the date of the theft of the car. It is useless work with no real benefit.

ASAC MacLennan, New York, states no problem in that office; would be unnecessary in many cases where name of victim, motor number, specific property and date already available in "15" cases (Theft From Interstate Shipment). Where above information or Bureau file number available, it is not felt date would be necessary; believe date should be required only on those Unknown Subject cases lacking specific data to index. Inspector B. C. Brown concurs with the suggestion; Inspector C. W. Stein agrees with comments of ASAC MacLennan.

LD

EXECUTIVES CONFERENCE CONSIDERATION: RTH:HD 12/27/54

The Executives Conference on 12/27/54, Messrs. Boardman, Parsons, Sizoo, Trotter, Holloman, Winterrowd, Mohr, Belmont and Harbo being present, recommended unanimously unfavorably as to both ~~recommendations~~ <sup>recommendations</sup>. The conference felt that the additional time required in the field in preparing the semiannual listing of delinquent cases would more than offset any possible advantage to the Records Section.

MR. TOLSON

12/22/54

EXECUTIVES CONFERENCE

303,013  
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DATE 3/4/92 BY SP-5 cjd/ey

SUGGESTION #1097-54  
MADE BY SA [redacted]  
NEW YORK OFFICE

b6  
b7C

SUGGESTION

Bureau rule be changed so that pending inactive status will no longer be placed on file covers, investigative files.

PRESENT RULE

Manual of Rules and Regulations, Section 3D, 2n, regarding the administration of investigative files provides: Status of case shall be placed on the top cover of file; unassigned (UNA); assigned (name of employee and date); closed (C); RUC; dead; police department (name of police department); pending inactive(\*).

ADVANTAGES TO SUGGESTION

Experience has shown placing pending inactive status on file cover serves no useful purpose to either Supervisor, Agent or Chief Clerk's Office. In reviewing files with Agents, the Supervisor does not depend on the status reflected on the cover, but rather looks into the file to determine its condition and status. SA [redacted] points out that in the New York Office the Supervisor maintains no tickler and that files are reviewed with the Agent on a specified day.

b6  
b7C

SAC J. J. Kelly, New York, favors the suggestion and recommends that it be considered favorably by the Bureau. SAC L. L. Laughlin, Washington Field Office, states there appears to be no good reason why the practice of marking the status of a case pending inactive on the file cover should not be discontinued, other than the fact that the present practice appears desirable in the interest of uniformity.

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INDEXED-12 15 DEC 23 1954  
EDM: mew

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference of 12/22/54 were Messrs. Nichols, Boardman, Mohr, Rosen, Sizoo, Trotter, Parsons, and Mason. Conference recommended unanimously unfavorable; felt the matter presented is so picayune as to not warrant a change in the Bureau's

cc Messrs. Sizoo  
30 DEC 29 1954

Harbo

dmq

RH

MA

rules. Adoption of the rule would provide an exception to the uniform practice of having the top cover of each file reflect by pencil notation the status of the file.

✓ per S.

Mr. Tolson

11-24-54

The Executives Conference

21774

MANUALS  
RULES AND REGULATIONS  
IDENTIFICATION DIVISION

On November 23, 1954, the Executives Conference consisting of Messrs. Tolson, Mohr, Conrad, Sizoo, Belmont, Boardman, Rosen, Harbo, Nichols and Quinn Tamm considered certain rules contained in the Identification Division manuals under rules and regulations pertaining to the maintenance of attendance registers.

The general rule in the Bureau is that an employee should sign the register as of the exact time of the registration. This would mean that an employee who reports to the building at 7:45 A. M. would have to sign in at 7:45 A. M. and commence work at that time. The alternative would be to report to the building at 7:45 A. M. and, if work is not commenced at that time, wait until 8:00 A. M. to register.

The Identification Division, because of the size of the division and the number of registers, desires that its manuals under rules and regulations contain, "Upon reporting for duty each day each employee should indicate on the section daily register beside his name the exact time he will begin work." This means that an employee reporting to the building at 7:45 A. M. can sign in as of 8:00 A. M., the time he commences work. It is felt that this is desirable because if all employees are required to sign in at exactly 8:00 A. M., due to the great number, time will be lost. It is further noted that the crediting of overtime is not a factor among the 2,100 employees in the Identification Division.

Another general rule with regard to the maintenance of attendance records is that various colored pencils are used to indicate sick leave, annual leave and for recording time in and time out. The Identification Division desires to include in its manuals the following rule: "The leave clerk will make any notations under the individual days as to the leave taken." The leave clerks will then use the multicolored pencils for the proper notations. The reason for this is that the registers are so numerous that

ON ATTENDANCE

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Harbo  
1 - Mr. Sizoo

RECORDED - 17  
INDEXED - 17

57 DEC 30 1954

EX - 109

DEC 29 1954

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

Memorandum for Mr. Tolson

21775

they are removed from the registration points and channeled to one leave recording room for accounting purposes and are held there throughout the day, being placed back out in the division just before the time to cease duty. Employees leaving during the course of the day on annual or sick leave will sign out, in a supervisor's office on a "dummy" register.

The Conference unanimously recommends approval of these procedures in the Identification Division.

094444

Mr. Tolson

11-29-54

✓ pers 12/30

Executives Conference

MICROFILMING OF BUREAU RECORDS TO CONSERVE SPACE

323 DL3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5 C/M

PROBLEM:

The problem is to find some workable means of keeping our records volume in the field at a minimum and still have available all necessary records needed to carry out our responsibilities. The volume of Bureau records in the field, as well as at the Seat of Government, has continued to grow, despite file consolidations and the destruction of certain types of files in the field. During the period from 7-1-52 to 6-30-53 the field increased its volume of records by approximately 9781 cubic feet. Despite having saved in excess of 6000 cubic feet by microfilming, destruction and consolidation, the over-all increase of Bureau records during this period was 13,027.17 cubic feet. The increasing interest of government officials in this problem was pointed up by the call from Mr. Paul Kamerick, Senate Appropriations Committee, to Mr. Nichols on 5-8-54, advising that the Appropriations Committee was getting up a report calling for a survey of all government records by a private firm.

ACTION BY RECORDS SECTION:

The Records Section at the SOG during the period from 7-1-53 to approximately 5-20-54 microfilmed a total of 17,798,969 images of various Bureau records representing a saving of 2,323.5 cubic feet of space. An additional 350.3 cubic feet was saved since 7-1-53 by destruction of cards and serials. Several hundred bulky exhibits also have been destroyed, saving additional space. In an effort to determine whether microfilming of files in the field would provide a workable answer to the problem of constantly increasing volume of records, the Director approved the conducting of a survey in three offices for a period of 60 days.

RESULTS OF FIELD SURVEY:

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

The Norfolk, Miami and New York offices were instructed to tabulate by classification for sixty days the number of times it was necessary to refer to closed files which were in the following categories

cc: Mr. Harbo  
Mr. Sizoo

RECORDED-35

INDEXED-35

66-2554-12139

AGG: jaw

71 JAN 3 1955

Handwritten initials and marks



1. Up to five years old
2. Five years, one day to ten years old
3. Ten years, one day to fifteen years old
4. Fifteen years, one day to twenty years old
5. Twenty years, one day to twenty-five years old

The age of the file was determined by date of the most recent serial in the file. The results of this 60-day survey are tabulated below for the five categories set out above and includes figures for the number of closed files in each category, as well as the number of references made to such files during the 60-day survey period.

Norfolk Office:

<u>Category</u>	<u>Number of Closed Files in Category</u>	<u>Number of References to These Files During 60-Day Period</u>
(1)	24,022	873
(2)	14,142	89
(3)	14,843	34
(4)	Norfolk office opened 12/41, therefore has no files in categories 4 and 5	
(5)		

Miami Office:

<u>Category</u>	<u>Number of Closed Files in Category</u>	<u>Number of References to These Files During 60-Day Period</u>
(1)	4,272	1,030
(2)	566	118
(3)	426	89
(4)	125	1
(5)	62	2

New York Office:

<u>Category</u>	<u>Number of Closed Files in Category</u>	<u>Number of References to These Files During 60-Day Period</u>
(1)	202,068	25,250
(2)	135,137	12,439
(3)	146,279	13,455
(4)	13,279	517
(5)	14,983	114

The three offices surveyed were requested to give recommendations as to the desirability of microfilming closed files in the five categories studied. The answers received were as follows:

Norfolk Office:

Microfilming is not recommended for files in any classification for the following reasons:

(1) Locating of items on microfilm is a slow, time-consuming process and would materially slow down field office operations.

(2) Many items to be photographed are carbon copies and legibility of photographs would be a constant problem.

Miami Office:

Microfilming is not recommended for closed files in any of the categories studied for the reasons:

(1) In offices such as Miami where most of the agent personnel are assigned to Resident Agencies, the review of references on microfilm would have to be done by clerical employees.

(2) The heavy referral to microfilmed files in certain classifications, such as the security files, would create a bottleneck in the obtaining of necessary information from such films.

New York Office:

Instead of recommending that any closed files be microfilmed, the New York office concluded that the Bureau might well authorize the destruction of all files over fifteen years old, with the exception of files in the classifications 7, 17, 25, 26, 31, 39, 47, 54, 58, 60, 61, 62, 65, 67, 71, 76, 77, 80, 87, 91, 97, 98, 100, 101 and 102. The New York office pointed out that the number of referrals to files over ten years old is comparatively small except in the above classifications. As to the classifications enumerated, New York suggested that the present 25-year rule should continue in effect.

094447

ADVANTAGE OF MICROFILMING:

The chief advantage is that it would conserve considerable storage space as evidenced by the microfilming done in the Records Section at SOG explained above under "Action By Records Section."

DISADVANTAGES OF MICROFILMING:

(1) With regard to files destroyed after microfilming, it would not be possible to send copies of serials to Resident Agents for their use in preparing dictation.

(2) Resident Agents would be required to come to headquarters city more frequently to review references on microfilm, or office typists would have to make copies of pertinent references for the Resident Agent.

(3) All offices would require a viewing room where microfilm could be projected on a viewer and appropriate notes made. This would require the agent to leave his desk and go to the viewing room in another part of the office for this purpose. Inquiry during recent inspection of the Knoxville office disclosed necessary viewing room would require approximately same space as now occupied by closed files more than 10 years of age.

(4) Many serials in Bureau files are carbon copies or otherwise are not good, clear documents. They would be very difficult to read if put on microfilm.

(5) In larger offices it would be necessary to have several viewers available to avoid a bottleneck in reviewing references. Space required for viewers would probably equal or exceed file storage space and in addition would have to be suitable for office space or better space than is now required for old files.

(6) It is much more tedious work to look for references on microfilm than to turn from serial to serial in a file. Experience has shown it is difficult to refer back and forth from item to item on microfilm.

COST FACTOR:

During recent inspection of Knoxville office, it was determined through a local representative of the Burroughs Corporation that one camera and one viewer for microfilm can be purchased for \$1,912.00. Film costs \$2.81 per roll of 100 feet. The cost of developing each roll is estimated at 30 cents, which, of course, would be done by the Bureau and not by an outside firm. The check made at the

094448

Knowville office disclosed that the total cost for microfilming all closed files more than 10 years old would be \$2,837.34, which includes the initial cost of camera and viewer equipment but does not include labor. The space necessary to store these same closed files at the present time was computed to be \$102.70 per year. This is based on the current rent of \$2.35 per square foot for office space. Thus, it would take 14.7 years at the current space rental to recover the initial cost of microfilming, although continued microfilming from year to year would shorten this period.

Although it would be necessary to check the inventory of each field office to accurately determine which offices now have microfilming cameras and viewers available, it is believed by the Property Unit of the Administrative Division that all the larger offices, as well as certain of the other offices, now have such equipment. These offices probably do not have this equipment in sufficient quantity to permit large scale viewing of file references placed on the microfilm. It is apparent, however, that it would be necessary to purchase <sup>considerable</sup> considerable equipment of this type if all offices were permitted to microfilm all closed files more than ten years old or even if such were permitted only for files in excess of fifteen years old.

EXECUTIVES CONFERENCE CONSIDERATION: (EDM:mf/s) *[Signature]*

Because of the objections <sup>to</sup> microfilming as set forth above, the Executives Conference of November 29, 1954, consisting of Messrs. Mohr, Tamm, Conrad, Sizoo, Hennrich, McGuire, Rosen, Belmont, and Mason, unanimously felt that no further action should be taken with regard to endeavoring to microfilm <sup>files</sup> files at this time.

Mr. Tolson

12/29/54

4

The Executives Conference

SUGGESTION #1080-54  
MADE BY ASAC H. K. MOSS  
ST. LOUIS OFFICE

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5 CJD/dfg

SUGGESTION:

1. That the St. Louis Office be authorized to utilize a <sup>USE OF</sup> ~~form~~ to communicate to the other offices the results of record checks at St. Louis Administration Center and Federal Records Center in security and criminal cases, including security and criminal informant classifications, in those instances in which it is proper under current Bureau rules to communicate results of this record check in letter form.

2. That the Special Employees prepare these forms in rough draft form in duplicate, using carbon paper, and that rough draft not be retyped by Bureau typists but the original of the rough draft itself be forwarded to the requesting office, the carbon copy remaining in St. Louis files.

3. This plan be used in other offices, such as New York, Washington Field, Kansas City, where similar record checks are made.

The forms suggested for use in the above instances were approved by the Bureau on 3/25/54 for use within the St. Louis Office.

ADVANTAGES OF SUGGESTION:

The suggester feels the suggestion will obviate the need for Bureau typists retyping rough drafts of letters described above.

DISADVANTAGES OF SUGGESTION:

The suggester points out that the Special Employees will be required to prepare a duplicate copy by inserting a carbon sheet at the time he prepares his rough draft.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

OBSERVATIONS:

EX-130

RECORDED-46  
INDEXED-46

66-7554-12140

13 DEC 30 1954

SAC J. E. Wilnes of St. Louis states that he has observed that a great percentage of the rough drafts submitted by the Special Employees are prepared very neatly and could easily be filed. Since none of this correspondence goes to outside agencies and is only kept within the Bureau's files, Mr. Wilnes recommends that the suggestion be adopted.

cc: Messrs. Harbo and Sizoo

HEM  
(5) MWW

SAC Laughlin, Washington Field Office, recommends adoption of the suggestion. Mr. Laughlin states that his office reports the results of record checks by memoranda and, with Bureau approval, Washington Field will have this material prepared in rough draft in duplicate, retain a carbon copy for the files and forward the original rough draft to the interested office, which will save a typing operation since the great bulk of the name check material is handled through the medium of rough drafts. ASAC MacLennan, New York Office, agrees with the views of SAC Laughlin.

Mr. Belmont of Domestic Intelligence Division favors the suggestion but feels that the rough draft forms should be typewritten in order to avoid illegible forms.

Mr. Rosen of the Investigative Division feels the suggestion has merit and should be adopted with the provision that the information on the forms be hand-printed to reduce the possibility of illegibility.

Inspector E. D. Mason, Training and Inspection Division, recommends adoption of the suggestion with the reservation that the forms be used only in such instances where proper under current Bureau rules to communicate results of such record checks in letter form.

Mr. G. L. Trotter, of the Identification Division, is opposed to the suggestion. He feels it takes too much time for the Grade GS-7 employees to make rough drafts when they could dictate to GS-3 employees and get a nice finished product out faster.

EXECUTIVES CONFERENCE CONSIDERATION: EDH:DMG 12/29/54

Present at Executives Conference on 12/29/54, were Messrs. Trotter, Mohr, Parsons, Sizoo, Belmont, Holloman, Nichols and Mason.

The Conference unanimously recommends:

(1) That the St. Louis Office continue to use the approved form to communicate the results of record checks at St. Louis Administration Center and Federal Records Center as in the past.

(2) That this form be made available to the New York, Washington Field and Kansas City Offices for their use in reporting the results of record checks.

(continued on following page)

Memorandum to Mr. Tolson

3. To assure legibility it is recommended that the forms be typed and not be executed in handwriting or hand printing.

The Conference believes that in most instances the forms will result in saving time; however, there will occasionally be circumstances when an investigative report or memorandum will be necessary in order to set out leads for numerous offices or present complex matters.

If you agree, the appropriate instructions will be issued.

*HK*  
*per S*

MR. TOLSON

12-10-54

EXECUTIVES CONFERENCE

SUGGESTION #990-54

MADE BY MISS [REDACTED]

RECORDS & COMMUNICATIONS DIVISION  
DESERTER FORM ABSTRACTS (Form 4-290)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-Sci/deg

b6  
b7c

SUGGESTION

That Deserter Form Abstracts (Form 4-290) be purchased as a single unit with preinserted carbon paper instead of the single sheet-type now purchased with which the carbon paper must be inserted by hand. (sample attached)

ADVANTAGES TO SUGGESTION

Typists preparing these abstract forms must now insert the carbon paper by hand before preparing the abstract. The suggesting employee feels time could be saved if these abstracts were printed up as one unit with preinserted carbon paper. In addition, she believes some printing time might be saved.

OBSERVATIONS

Mr. N. P. Callahan of the Administrative Division believes the suggestion has considerable merit provided the abstracts are used in sufficient quantity to justify having the printing done by a commercial concern.

Mr. E. D. Mason, Training and Inspection Division, ascertained that approximately 400 of the white Forms 4-290 (original) and approximately 400 of the blue Forms 4-290 (carbon copy) are used monthly. Therefore, the extra cost of printing by the Government Printing Office would pay for itself when compared with the fact that the carbon paper has to be inserted by hand between two slips at the present time and the typist has to maintain two colored Forms 4-290 in her desk, instead of a supply of the form as one unit.

COSTS

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. R. C. Renneberger of the Administrative Division states the Bureau prints about 10,000 Forms 4-290 per year at a cost of approximately \$1.20 per thousand. Mr. [REDACTED] Property Management Section, ascertained from the Procurement Section of the

RECORDED - 4

66-2534-1214  
R

b6  
b7c

INDEXED - 4

(5) dmj  
DEC 31 1954  
EX-130

cc-Messrs. Sizoo and Harbo

Attachment



Memorandum to Mr. Tolson

Department of Justice that the proposed revised forms could be printed at a cost of approximately \$3.00 per thousand per 10,000 lots. Since about 5,000 forms are used per year, the present cost at \$1.20 per thousand is \$6.00. If this suggestion is adopted, the annual supply will cost \$15.

EXECUTIVES CONFERENCE CONSIDERATION <sup>Yau</sup>  
EDM:jaw 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference was unanimously favorable. If you agree, the Administrative Division will order the appropriate abstracts. A proposed letter is attached to Miss [redacted] advising of the adoption of her suggestion.

b6  
b7c

MR. TOLSON

IS-10-54

EXECUTIVES CONFERENCE

SUGGESTION #1002-54  
MADE BY SA RICHARD W. MOESCH  
SAVANNAH OFFICE  
FORM DD-553 (REQUEST FOR BUREAU ASSISTANCE IN APPREHENDING ABSENTEE FROM ARMED FORCES)

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP5ca/def

SUGGESTION

That the Bureau consider discussing with representatives of the Armed Services the feasibility of the Armed Services providing the Bureau with additional information in executing Form DD-553 (Request for Bureau Assistance in Apprehending Absentee from Armed Forces). This additional information would be provided in those instances in which individuals are declared Deserters upon failure to report to their new duty station and would consist of a listing of the location of the post to which transferred, together with a listing of the location of the post from which transferred.

PRESENT PRACTICE

In executing Form DD-553, the suggesting employee advises the Armed Forces merely list the location of the post to which the individual was transferred and does not list the post from which transferred.

ADVANTAGES TO SUGGESTION

The suggesting employee states no distinction is made between the place a Deserter is actually stationed and the place to which he is transferred, i.e., when a soldier deserts while under transfer to Fort Jackson, S. C., his place of absence is listed on Form DD-553 as Fort Jackson, S. C., whereas he actually has never been at this station and consequently investigation which is necessary at his last duty station is delayed. The suggester feels that if both stations were listed the desired investigation could be requested in the Bureau's original communication to the field obviating an administrative step in the field and the investigation would be conducted with greater dispatch.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Messrs. Sizoo  
Harbo  
14mg  
(5)  
1955

RECORDED-52  
INDEXED-52  
EX-128

REC 10 @ 03 6W 2F  
SAC Lopez, Savannah, advised that he requested the suggesting employee to maintain a tabulation on 50 successive cases assigned to him  
66 - 295-111-12142  
SEC 111  
Candy  
RHR

Memorandum to Mr. Tolson

requiring investigation at Fort Jackson, S. C., in the Deserter classification. As a result, it was determined that, of the 50 subjects reported to have deserted at Fort Jackson, S. C., 41 were actually on active duty at Fort Jackson at the time of their desertion. In the other 9 instances the subjects were dropped from the rolls of Fort Jackson for desertion because of failure to report at the station on transfer from some other location. Since 9 of the 50 cases, or 18%, involved individuals who had never arrived at Fort Jackson, S. C., SAC Lopez states he feels this suggestion deserves consideration. Investigation at the new duty station will still be necessary, however, in order to verify continued absence and to place stops.

#### OBSERVATIONS

Mr. E. H. Winterrowd, Investigative Division, advised that various branches of the military service have been previously contacted regarding this matter. They advised this information could be obtained and put on Form DD-553; however, it would delay submission of these forms to the Bureau. For this reason, it is not felt that it would be practical to insist upon this information being placed on Form DD-553 by the Armed Services. At present there is a 45 to 60-day delay by the military in processing these forms and, if put into effect, this suggestion would cause further delay. The Bureau has taken steps to cut down on this delay and it has been found in the past that the quicker the Bureau receives these cases the better it is to pick up current information concerning the desertion.

For the above reasons, Mr. Winterrowd recommends against adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION EDM:jam 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference unanimously felt the Liaison Section should contact the appropriate branch of the armed forces and arrange to have information included on Form DD-553 (Request for Bureau Assistance in Apprehending Absentee From Armed Forces) information as to the point from which the deserter physically deserted. An effort should be made to show on the form which deserters were so declared because they failed to report to their new duty station under transfer and the new duty station and the old one should both be identified.

If you agree, there is attached an appropriate letter to SA Richard W. Moesch who made this suggestion available.

MR. TOLSON

12/22/54

EXECUTIVES CONFERENCE

SUGGESTION #1104-54  
MADE BY [REDACTED]  
IDENTIFICATION DIVISION

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5er/deg

b6  
b7c

SUGGESTION

That a system of rotation be used so that each typist assigned to the Typing Section, Identification Division, will have the opportunity to use the new Copyflex typewriter.

ADVANTAGES TO SUGGESTION

Each typist would have the opportunity to use the new Copyflex machine. Employees with sensitive hands would have a chance to let their hands recuperate from use of strong soap which it is necessary to use in removing ditto carbon from their hands.

DISADVANTAGES TO SUGGESTION

1. Bruning Copyflex System requires use of special ribbon at a cost of 85¢ more than the cost of standard typewriter ribbons; has about one-half of life expectancy of standard ribbon. Eighty-nine old Hektowriter machines now in use in the Typing Section, Identification Division, not adaptable to Copyflex, but are satisfactory for continued use in preparation of identification records reproduced by the Ditto process. Not economical to convert all machines at present and parcel out work in order that each employee may do a few Copyflex identification jackets each day.

2. Comparative number of Copyflex machines to other typewriters is approximately one to nine; if rotation procedure were put into effect, an employee would work nine months on Ditto process typing work and one month on Copyflex; not desirable at present. To institute such procedure would mean complete reorganization of Typing Section each month, shifting employees from one desk to another and would result in confusion in routing work to employees.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

OBSERVATIONS

RECORDED - 50

INDEXED - 50

66-2554-12143

Mr. Q. Tamm, Identification Division, is opposed to adoption of the suggestion and points out they endeavor to assign employees who have allergies to Ditto carbon to the Bruning Copyflex System. As vacancies on Copyflex machines occur, top producing typists are assigned to this kind of work as a reward for outstanding

cc-Messrs. Sizoo

Harbo

66-2554-12143  
mg

Handwritten initials and marks

Memorandum to Mr. Tolson  
Re: Suggestion #1104-54

achievement.

Experiments are being conducted with a new type of cleansing cream which may give relief to tincture of green soap now being used as a cleansing agent.

EXECUTIVES CONFERENCE CONSIDERATION EDM:meu

Present at the Executives Conference of 12/22/54 were Messrs Nichols, Boardman, Mohr, Rosen, Sizoo, Trotter, Parsons and Mason. Unanimously unfavorable; Conference is aware that the Identification Division is taking the proper action.

*[Handwritten signature]*

MR. TOLSON

12/29/54

4

EXECUTIVES CONFERENCE

STREAMLINING COMMITTEES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5/SLJ/deg

The Director has previously instructed that no particular Streamlining Committee exist for more than six months.

Streamlining Committees are groups of employees generally about six in number, appointed by an Assistant Director for the purpose of looking for ways and means to streamline the operations of the Division to which they are assigned. Generally speaking, Streamlining Committees have served a useful function and the Records Section Streamlining Committee has done an outstanding job. Streamlining Committee members handle their regular work assignments and meet only at specified intervals to explore avenues of streamlining.

It has been noticed that no policy has been set up as to what recognition should be afforded Streamlining Committee members upon completion of their period of six months' service.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference on 12/29/54, were Messrs. Trotter, Mohr, Parsons, Sizoo, Belmont, Holloman, Nichols and Mason. The Conference unanimously recommends:

1. That each Assistant Director approve the members of Streamlining Committees; there appears to be no need to put this burden on the Associate Director's Office.

2. That there be no established policy as to whether an employee should receive a letter of appreciation, letter of commendation, or no letter at all, following his service as a member of the Streamlining Committee; the quality and enthusiasm of his performance as a member of the Streamlining Committee be the determining factors; the number of suggestions considered by the Streamlining Committee would not of itself determine whether appreciation or commendation should be expressed; an established policy not based upon the merits of each case might well detract from the value of any letter sent by the Director to an employee

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Messrs. Sizoo and Harbo

EDM:DMC

64 JAN 4 1955

EX-128

RECORDED-52

INDEXED-52

66-7554-12144

DEC 31 1954

RM

Memorandum to Mr. Tolson

who has served on a Streamlining Committee. The Conference took cognizance of the fact that any employee who submits a suggestion will be thanked by letter for that suggestion.

AK / per S

MR. TOLSON

12-9-54

EXECUTIVES CONFERENCE

SUGGESTION #1043-54  
MADE BY ASAC EARL E. BROWN  
PHILADELPHIA OFFICE  
REPORT WRITING -  
PROPOSED MANUAL REVISION RE  
"CHANGED" TITLE REPORTS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5 [signature]

SUGGESTION

That the language in FBI Handbook, Part I, page 29A, regarding "Changed" title reports be amended. At present the Handbook reads: "Explain in the first paragraph of the details the reasons for the change." It is proposed that this language be changed to read: "Set out in the first paragraph of the details the new names which have been added to the title."

ADVANTAGES TO SUGGESTION

The suggester observed that in attempting to follow present procedure, Agents interpret the language "reason for the change" to be the primary objective of the rule. Thus, they will use language to the effect that the title has been marked "changed" to add additional aliases as obtained from the records of the Identification Division or new names obtained from any other source. In other words, in attempting to comply with the present rule, Agents are setting out the source of the "change" rather than the change itself.

OBSERVATIONS

Messrs. E. H. Winterrowd of the Investigative Division and A. H. Belmont of the Domestic Intelligence Division, both feel this primarily concerns an indexing problem of interest to the Records and Communications Division. However, Mr. Belmont made the following observations: (1) The proposed wording under the suggestion appears too limited and does not cover title changes in which names are deleted; (2) The suggestion is not broad enough to provide for complete title changes - that is, where an entirely new name is designated as the subject. Mr. Belmont felt the language in the manual could be strengthened in line with the purpose of the suggestion.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Messrs. Sizoo  
Harbo

RECORDED-74  
INDEXED-74

13 JAN 3 1955

66-2554-12145  
RGM

Attachments

PBR



Memorandum to Mr. Tolson

Mr. Belmont cited the following as an example of a subject initially reported as "Thomas Smith." A subsequent report is received marked "Changed" but now carries the title "Thomas Schmidt, wa.," and states in the first paragraph of the details, "The title of this report has been changed to reflect the subject's true name." In other words, although the "Changed" title is explained albeit inadequately, a problem is presented in determining the original title, inasmuch as from a literal reading of the manual provisions there is no specific requirement that the complete title carrying the alias "Thomas Smith" be set out in the title block.

Mr. F. W. Waikart of the Records and Communications Division states that, although the Records Section is not experiencing any difficulty under the present procedure, this suggestion indicates the desirability of clarifying present instructions. Appropriate manual revisions are attached for the FBI Handbook, Manual of Rules and Regulations and Manual for Field Stenographers. These manual changes specifically provide that new or correct names and aliases reported are to be set out in the title of the report. The changes also provide that the explanation in the first paragraph of the details should indicate specifically what has been added, deleted, or changed.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:jaw<sup>juw</sup> 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

Conference was unanimously in favor of the suggestion and recommends clarification of the manual to require that the first paragraph of the details show "specifically what has been added, deleted, or changed." Manual changes are attached, along with the letter to ASAC Earl E. Brown advising of the adoption of his suggestion.

Mr. Tolson

December 14,  
1954

The Executives Conference

SECURITY INDEX

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-27-92 BY SP5 a/dcg

The Executives Conference on December 14, 1954, consisting of Messrs. Tolson, Boardman, Nichols, Mason for Harbo, Callahan for Mohr, Parsons, Rosen, Tamm, Sizoo and Belmont, considered two problems connected with the Security Index.

1. We have interviewed a great many Security Index subjects both for the purpose of developing informants and for the purpose of evaluating the present potential dangerousness of the subjects. There is no requirement, however, that Security Index subjects must be interviewed after an extensive period of inactivity. There are, therefore, relative small number of Security Index subjects concerning whom we have not developed information reflecting Communist or subversive activities for a number of years. They remain on the Index, subject to annual reports bringing their activities up to date. The Domestic Intelligence Division recommends that any subjects concerning whom we have been unable to develop subversive activities subsequent to January 1, 1949, should be required to be interviewed for the purpose of determining their present attitude to provide a further basis for evaluation as to whether they should continue to be retained on the Security Index. The date, January 1, 1949, is based on the fact that the detention provisions of the Internal Security Act of 1950 refer only to persons connected with subversive activities subsequent to that date.

Executives Conference Recommendations:

The Executives Conference unanimously recommended that instructions be sent to the field requiring that persons on the Security Index on whom we have not developed subversive activities since January 1, 1949, must be interviewed. If you approve, these instructions will be included in an SAC letter.

AHB:fjm/bmm

- Tolson (6)
- Boardman
- Nichols cc - Mr. Boardman
- Belmont \_\_\_\_\_ Mr. Harbo
- Harbo \_\_\_\_\_ Mr. Mohr
- Mohr \_\_\_\_\_ Mr. Belmont
- Parsons \_\_\_\_\_ Mr. Sizoo
- Rosen \_\_\_\_\_ Mr. Baumgardner
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_ Yellow
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-74  
INDEXED-74

66-2554-12146

JAN 3 1955

SENT DIRECTOR  
12-17-54

JAN 4 1955

2. During the interviews with both persons on the Security Index and persons being considered for the Security Index, we have no difficulty in arriving at a decision when the persons interviewed completely cooperate with the Government or when he makes it very plain that he is still a Communist. However, three types of interviews have presented a problem as follows:

A. In interviews where the subject is entirely uncooperative, such as refusing to even talk to the interviewing agents;

B. Interviews where the subject cooperates partly by admitting his own past Communist activities but refusing to identify his associates in the Communist Party and refusing to discuss other information in his possession concerning the Communist Party;

C. Interviews wherein subjects pretend to cooperate by lying to the interviewing agents as borne out by definite information in our files.

In all three of these instances, the Domestic Intelligence Division has followed the policy of retaining subjects on the Security Index. In addition, when a subject is being considered for inclusion on the Security Index, and other factors develop during the investigation when considered with the results of these interviews appear to warrant, the subject is placed on the Security Index. In other words, interviews such as the above are considered as factors to be weighed in the placing of a subject on the Security Index.

In following this policy, the Domestic Intelligence Division has borne in mind the fact that the Communist Party has issued "sleeper" instructions to its members whereby certain members are instructed to refrain from open Communist Party activities but rather to remain in a "sleeper" status. In addition, the Communist Party has instructed its members to feign cooperation with interviewing agents (SAC Letter 53-48, dated July 14, 1953, and SAC Letter 53-73, dated November 3, 1953). In these letters, it was pointed out to the field that by feigning cooperation, the Party hoped to discover FBI informants. Also the Party instructed that members should appear cooperative and admit past Party membership and consequently, they would no longer be bothered by the FBI.

Executives Conference Recommendation:

The Executives Conference unanimously recommended that the policy presently being followed of retaining or placing persons on the Security Index when subjects respond to interviews other than by

completely giving cooperation to the Government should be continued. The Conference recommended that during the pending discussions with the Department on the criteria utilized by the Department in reviewing Security Index cases, the policy followed by the Bureau regarding these interviews should be fully explained to secure the Department's views. Thereafter, the discussions with the Department on this point should be set forth in writing in order that we may have in writing from the Department its approval of this procedure. If you agree, this will be done.

OK.

H.

*Printed Copy*

INDEXED - 83

*22B 1955*

80 JAN 6 1955

RECORDED  
167 JAN 8 1955

66-2573-12147

*[Handwritten signature]*

ORIGINAL FILED IN 66-2573

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 12-10-54

FROM : EXECUTIVES CONFERENCE

323 013  
3-27-92 SP-5 a/dg

SUBJECT: SUGGESTION #990-54  
MADE BY MISS [REDACTED]  
RECORDS & COMMUNICATIONS DIVISION  
X DESERTER FORM ABSTRACTS (Form 4-290).

Tolson  
Boardman  
Nichols  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
 Sizoo  
Winterrowd  
Tele. Room  
Holloman  
Gandy

NEWMAN

b6  
b7c

SUGGESTION

That ~~Deserter Form Abstracts (Form 4-290)~~ be purchased as a single unit with preinserted carbon paper instead of the single sheet-type now purchased with which the carbon paper must be inserted by hand. (sample attached)

ADVANTAGES TO SUGGESTION

Typists preparing these abstract forms must now insert the carbon paper by hand before preparing the abstract. The suggesting employee feels time could be saved if these abstracts were printed up as one unit with preinserted carbon paper. In addition, she believes some printing time might be saved.

OBSERVATIONS

Mr. N. P. Callahan of the Administrative Division believes the suggestion has considerable merit provided the abstracts are used in sufficient quantity to justify having the printing done by a commercial concern.

Mr. E. D. Mason, Training and Inspection Division, ascertained that approximately 400 of the white Forms 4-290 (original) and approximately 400 of the blue Forms 4-290 (carbon copy) are used monthly. Therefore, the extra cost of printing by the Government Printing Office would pay for itself when compared with the fact that the carbon paper has to be inserted by hand between two slips at the present time and the typist has to maintain two colored Forms 4-290 in her desk, instead of a supply of the form as one unit.

ENCL COSTS

Mr. R. C. Renneberger of the Administrative Division states the Bureau prints about 10,000 Forms 4-290 per year at a cost of approximately \$1.20 per thousand. Mr. A. M. Newman, Property Management Section, ascertained from the Procurement Section of the

Attachment  
cc-Messrs. Sizoo and Harbo  
(5)  
dmg

BOARDMAN  
JAMES E. ...

Department of Justice that the proposed revised forms could be printed at a cost of approximately \$3.00 per thousand per 10,000 lot. Since about 5,000 forms are used per year, the present cost at \$1.20 per thousand is \$6.00. If this suggestion is adopted, the annual supply will cost \$15.

EXECUTIVES CONFERENCE CONSIDERATION EDM:jam 12-10-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

The Conference was unanimously favorable. If you agree, the Administrative Division will order the appropriate abstracts. A proposed letter is attached to Miss [redacted] advising of the adoption of her suggestion.

b6  
b7c

146-21-54  
12-21-54  
H

✓ J. J. RHM

MR. TOLSON

12-23-54

The Executives Conference

323,013  
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DATE 2/27/92 BY SP5/edg

TYPING SECTION  
IDENTIFICATION DIVISION

RE: PROPOSAL TO CHANGE TO FINGER-  
PRINT CORRESPONDENCE SECTION

On December 22, 1954, the Executives Conference consisting of Messrs. Boardman, Parsons, Nichols, Sizoo, Rosen, Mohr, Mason, Belmont, and Trotter, considered a proposal of the Identification Division to change the name of the "Typing Section" to "Fingerprint Correspondence Section."

It was pointed out that typing is but a small segment of the work performed in that section. This section reviews the identification record for completeness of handling by other sections in the Division, summarizes the arrest information on the docket sheet, reads the completed work for accuracy and conformance to policy, duplicates the required number of copies and performs the mailing function itself. In addition, contributor mail listings are kept up to date and photocarding for indexing purposes also occurs here. Further, necessary copies of photographs and fingerprint cards are assembled for dissemination when requested, and general correspondence matters pertaining to fingerprint records are also handled in this section.

With such an assortment of duties and functions it is obvious that the typing phase of the work is but a very small part. The name "Typing Section" is no longer truly descriptive.

The conference unanimously felt a more descriptive term which would better serve the Bureau's interests would be to refer to this section in the future as "The Fingerprint Correspondence Section" of the Identification Division.

Should you agree, henceforth, this section will be so called.

- Mr. Tolson \_\_\_\_\_
- Mr. Boardman \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Parsons \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tamm \_\_\_\_\_
- Mr. Sizoo \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

JAN 5 1955

RECORDED - 10

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JAN 5 1955

66-2554-12148

*Handwritten initials*

EX-105



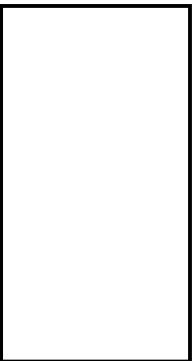
MR. TOLSON

12-13-54

The Executive Conference

RECOMMENDATIONS OF THE BOARD OF DIRECTORS  
OF THE SPECIAL AGENT'S MUTUAL BENEFIT ASSOCIATION

The Executive Conference consisting of Messrs. Tolson, Belmont, Callahan, Sizoo, Boardman, Parsons, Rosen, Harbo, Holloman, McGuire, and Tamm, on December 13, 1954, considered a report submitted by the Board of Directors of the Special Agent's Mutual Benefit Association. The Directors meeting was held on December 7, 1954. The Board of Directors recommends, as has been the custom in the past years, an annual Christmas bonus of \$25 for the clerical employees of the Special Agent's Mutual Benefit Association. These employees to receive this bonus are as follows:



323 013  
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HEREIN IS UNCLASSIFIED  
DATE 12/7/92 BY SP-6 Jdq/b7c

The Board of Directors further recommends an increase in salary for clerical employees from \$5600 to \$6000 per year. This increase in salary is in accordance with the usual salary policy of new employees after one year's service.

It was further recommended that the salary of Miss [redacted] who is a joint employee of the Special Agent's Mutual Benefit Association and the other insurance company occupying the same office space, War Agency Insurance Protective Association, be paid on the basis of 75% of the salary to be paid by SAKBA and 25% to be paid by WAKIA. It is noted that the salary is paid on a 50% basis from both companies at the present time; however, Miss Chamber's work is approximately 90% for SAKBA at the present time.

The Board of Directors further recommends a reduction of 50% per month in the premium charge for all members of SAKBA to be effective with the premiums due on or after February 21, 1955 and to continue for

RECORDED - 86

66-2557-12149

INDEXED - 86

RECORDED  
141 JAN 9 1955

Priddy  
for Mr. Harbo  
for Mr. Sizoo

71 JAN 10 1955

ON CALL

135

12-13-54

one year resulting in a 10 annual reduction in the premiums.

It is noted that the operating fiscal statement for the year 1954 reflects that SANBA at the present time has surplus of \$186,835.48, which has been augmented by an additional dividend above operating expenses for this year of \$27,979.55. If a dividend is declared as recommended by the Board of Directors, SANBA will have a surplus for operating contingencies of \$199,429.03, which is felt to be a safe margin. If approved, it is proposed that the premium notices will continue to carry the established rates and will have the following notice overprinted on them:

"The Board of Directors has voted a dividend in the form of a credit of 50¢ per month for twelve monthly premiums commencing with premiums due on and after February 21, 1955. The rates shown on this notice are the established rates and should be reduced by the 50¢ monthly dividend."

The Executives Conference unanimously recommends the approval of the recommendations of the Board of Directors of the Special Agent's Mutual Benefit Association.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT  
FROM : EXECUTIVES CONFERENCE  
SUBJECT: SUGGESTION #1043-54  
MADE BY ASAC EARL E. BROWN  
PHILAD'ELPHIA OFFICE  
REPORT WRITING -  
PROPOSED MANUAL REVISION RE  
"CHANGED" TITLE REPORTS

DATE: 12-9-54

Tolson  
Boardman  
Nichols  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Sizoo  
Winterrowd  
Tele. Room  
Holloman  
Gandy

RM

✓

mark

333,013  
DATE IN REVISION OF TRAINING  
SECTION IS UNCLASSIFIED  
DATE 2/27/92 BY SP5C

SUGGESTION

That the language in FPI Handbook, Part I, page 29A, regarding "Changed" title reports be amended. At present the Handbook reads: "Explain in the first paragraph of the details the reasons for the change." It is proposed that this language be changed to read: "Set out in the first paragraph of the details the new names which have been added to the title."

ADVANTAGES TO SUGGESTION

The suggester observed that in attempting to follow present procedure, Agents interpret the language "reason for the change" to be the primary objective of the rule. Thus, they will use language to the effect that the title has been marked "changed" to add additional aliases as obtained from the records of the Identification Division or new names obtained from any other source. In other words, in attempting to comply with the present rule, Agents are setting out the source of the "change" rather than the change itself.

OBSERVATIONS

Messrs. E. H. Winterrowd of the Investigative Division and A. N. Belmont of the Domestic Intelligence Division, both feel this primarily concerns an indexing problem of interest to the Records and Communications Division. However, Mr. Belmont made the following observations: (1) The proposed wording under the suggestion appears too limited and does not cover title changes in which names are deleted; (2) The suggestion is not broad enough to provide for complete title changes - that is, where an entirely new name is designated as the subject. Mr. Belmont felt the language in the manual could be strengthened in line with the purpose of the suggestion.

cc-Messrs. Sizoo  
Harbo

dmg  
(5)

Attachments

RECORDED - 67

66-2554-12150

JAN 5 1955

EX-107

BOARD

JAN 11 1955

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Mr. Belmont cited the following as an example of a subject initially reported as "Thomas Smith." A subsequent report is received marked "Changed" but now carries the title "Thomas Schmidt, wa.," and states in the first paragraph of the details, "The title of this report has been changed to reflect the subject's true name." In other words, although the "Changed" title is explained albeit inadequately, a problem is presented in determining the original title, inasmuch as from a literal reading of the manual provisions there is no specific requirement that the complete title carrying the alias "Thomas Smith" be set out in the title block.

Mr. F. W. Waikart of the Records and Communications Division states that, although the Records Section is not experiencing any difficulty under the present procedure, this suggestion indicates the desirability of clarifying present instructions. Appropriate manual revisions are attached for the FBI Handbook, Manual of Rules and Regulations and Manual for Field Stenographers. These manual changes specifically provide that new or correct names and aliases reported are to be set out in the title of the report. The changes also provide that the explanation in the first paragraph of the details should indicate specifically what has been added, deleted, or changed.

EXECUTIVES CONFERENCE CONSIDERATION EDM:jaw 12-9-54

Present at the Executives Conference 12-9-54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Keay, Boardman, Nichols, Rosen, Holloman and Mason.

Conference was unanimously in favor of the suggestion and recommends clarification of the manual to require that the first paragraph of the details show "specifically what has been added, deleted, or changed." Manual changes are attached, along with the letter to ASAC Earl E. Brown advising of the adoption of his suggestion.

✓      ✗      ✗

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MURPHY  
FROM : N. P. CALLAHAN  
SUBJECT:

DATE: December 22, 1954

Tolson  
Boardman  
Nichols  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Sizoo  
Winterrowd  
Tele. Room  
Holloman  
Gandy

H. H. Edwards  
Callahan

On the afternoon of December 22, 1954, Mr. Ray Miller, an employee of the Administrative Division of the Department of Justice and an officer of the Department of Justice Credit Union, telephonically contacted the writer and stated that he was desirous of determining whether or not the Bureau would wish to designate a representative to serve with him on the committee on arrangements for the forthcoming annual shareholders meeting of the above credit union to be held in January, 1955.

Miller stated that since the FBI has by far the greater number of shareholders of any other division in the Department of Justice belonging to the Federal Credit Union, he thought we might desire to designate some representative to serve with him on the committee on arrangements. If we desired such representation on the committee he requested that the individual's identity be furnished to either him or Mr. Jim Grant on extension 203 of the Department.

NPC:dkc  
(3)

323,013  
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DATE 2/27/92 BY SP5ci/dcy

ADDENDUM: WBH:lar 1-8-55

The Executives Conference memorandum of April 12, 1943, reflects the unanimous opinion that the Bureau should not take part in the Department of Justice Credit Union since the Bureau would find it most difficult to control the union in view of so many departmental officials having sizeable investments therein. The Director commented on that memorandum "I am very dubious about the operations of this outfit." Former Assistant Director S. J. Tracy's memorandum January 6, 1940, stated that supervisory Bureau personnel do not have the time to devote to the credit union. Other background material concerning the Bureau and its interest with the credit union is available for active participation

RECORDED

JAN 6 1955 (over)

FBI  
JAN 6 1955

JAN 6 1955

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aside from posting on appropriate bulletin boards notices of annual meetings of shareholders of the Department of Justice Federal Credit Union.

RECOMMENDATION

That Mr. Ray Miller, Administrative Division, Department of Justice, be telephonically advised that the Bureau has considered this matter and does not to desire to designate a representative to serve with him on the committee on arrangements for the forthcoming annual shareholders' meeting.

MR. TOLSON

1/6/55

EXECUTIVES CONFERENCE

SUGGESTION #149-54  
CONSOLIDATION OF ITALIAN  
GERMAN AND JAPANESE FILES

323 013  
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DATE 2/27/92 BY SP-Sci/dcf

BACKGROUND

Executives Conference 5/10/54, authorized the New Orleans Office to consolidate closed files in 100 classification relating to the Alien Enemy Control Program and Italian, German and Japanese investigations during World War II. Files of the 100 classification pertaining to Communist matters which may be interspersed with Italian, German and Japanese files were not to be included in this consolidation program. By letter to New Orleans 5/12/54, Bureau requested to be advised in six months as to New Orleans' experience with these consolidated files and observations relative to the desirability of this procedure.

Above action based on Suggestion #149-54, proposing field files in 100 classification relating to Alien Enemy Control Program and Italian, German and Japanese investigations during the period of World War II and prior thereto be consolidated. Although Executives Conference opposed to suggestion, it favored the six-month trial referred to above, following advice from SAC, New Orleans to the effect that for the most part Italian, German and Japanese files are grouped together, but very few Communist files are interspersed; most Italian, German and Japanese files are quite thin and not of the type normally subject to be re-opened; German, Italian and Japanese files had not been used in New Orleans with any degree of frequency; no name check problem was anticipated by the SAC at New Orleans. SAC, New Orleans also felt clerical manpower used in consolidating the files would not be greater than the manpower needed to consolidate Criminal files and a saving in space would result inasmuch as 70 file drawers in New Orleans housed German, Japanese and Italian files and a one-third savings in space could be effected.

RECORDED-45  
INDEXED-45

66-2-54-12151

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_ OBSERVATIONS

- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_

New Orleans letter to Bureau 12/27/54, sets forth the following observations of the SAC: The only advantage to consolidation of Italian, German and Japanese files is the saving of twenty file cabinet drawers. However, because of interspersed

Winterrowd \_\_\_\_\_ cc-Messrs. Sizoo  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_ Harbo  
Gandy \_\_\_\_\_  
JAN 20 1955  
amg  
(5)

RT

Memorandum to Mr. Tolson

Communist files, the size of consolidated files is not uniform; in some instances no consolidation whatever could be effected. This fact, along with the large amount of manpower required to make this consolidation, led SAC, New Orleans to the conclusion that a general consolidation of Italian, German and Japanese files throughout the various field divisions is not desirable.

CONCLUSION

In view of the comments of SAC, New Orleans, it does not appear that general consolidation of Italian, German and Japanese files throughout the field is desirable.

EXECUTIVES CONFERENCE CONSIDERATION      BCB:mew

Present at the Executives Conference of 1/6/55 were Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Holloman and Harbo. The Conference agreed unanimously that no effort be made at this time to try to consolidate Italian, German and Japanese files throughout the field.

✓



Mr. Tolson

1/6/55

The Executives Conference

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-5 a/dug

POSTING OF UNSUCCESSFUL ATTEMPTS  
TO CONTACT INFORMANTS

During recent Administrative School held at the Seat of Government, some members of class expressed view that field should be permitted to post on assignment cards unsuccessful attempts by Agents to contact informants on ground that bona fide but unsuccessful attempts should be sufficient to remove informant file from delinquency status. Some members opposed the idea on grounds that it would be needless administrative procedure, that it would not indicate whether the informant is producing, and would merely present a more favorable paper record.

At present, field can post only an actual contact by an Agent with an informant.

VIEWS OF FIELD:

Five field divisions to which this question was put replied as follows: In favor, New York and Richmond. Opposed, Pittsburgh, Baltimore and Washington Field. Those in favor considered that a conscientious but unsuccessful attempt to contact an informant justified posting and that if an Agent is penalized for a delinquency brought about through no fault of his own his enthusiasm might be lessened. Excessive travel entailed in several unsuccessful efforts to contact was also noted as an objection to the present rule. Those in favor of present rule consider that it accomplishes the purpose intended by the Bureau and does not reduce the contact to a mere paper transaction.

Inspector Mason, Training and Inspection Division, favors the present rule.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference of 1/6/55 were Messrs. Tolson, Boardman, Nichols, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Holloman and Harbo. The Conference is unanimously opposed to any change in the current procedures.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Harbo  
Mr. Sizoo  
Mr. Rosen  
Mr. Belmont

RECORDED - 65 66-2554-12152

INDEXED - 65

BGB:mew 295.  
66 JAN 10 1955 P395

Mr. Tolson

1/10/55

The Executives Conference

SUGGESTION #7-55  
MADE BY SUPERVISOR DAVID W. BREEN  
INVESTIGATIVE DIVISION

333 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/21/92 BY SP-5 a. def.

SUGGESTION:

Mr. Breen suggests that consideration be given to the use of colored paper for administrative pages and informant pages of our reports so that they will be obvious to persons handling them.

ADVANTAGES:

The suggester feels that colored administrative pages and informant pages would serve as an immediate "flag" that the material contained therein should not be disseminated and would serve as a "stopgap" on material that could be potentially embarrassing to the Bureau. More important, they would provide an additional administrative device to protect the identity of persons who give information in confidence to the Bureau.

DISADVANTAGES:

None noted by suggester.

PREVIOUS EXECUTIVES CONFERENCE ACTION:

A similar suggestion made by SA John R. Phillips, Jr., was considered by the Executives Conference on 6/16/54 and the Conference was opposed to the suggestion for the following reasons: (1) it was not believed checking for this colored sheet should be the extent of the examination to see that the administrative pages were deleted; (2) it would be one more form to be maintained in the form book and there would be an additional storage problem; (3) there would be an extra cost of ten cents per thousand for colored sheets.

On 7/13/54 the conference considered another similar suggestion made by the Charlotte Office and unanimously recommended unfavorably.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

EX-123

cc: Mr. Harbo  
Mr. Sizoo

RECORDED - 32

6-1554-12153

13 JAN 11 1955

8 JAN 12 1955 F35  
Attachment

INDEXED 32

OBSERVATIONS:

The Investigative Division Streamlining Committee recommended adoption of the suggestion of Supervisor D. W. Breen.

Mr. J. R. Malley, Investigative Division, states he sees no possible disadvantage to the suggestion. He believes that the use of colored pages for setting out leads and administrative data would serve as a very definite safeguard in preventing their dissemination.

Mr. Rosen of the Investigative Division feels that the added expense would not justify adoption of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG

Present at Executives Conference on 1/10/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire, Holloman and Mason, who recommended unanimously unfavorably as to the suggestion for the same reasons which led to an unfavorable recommendation by the Executives Conference on 6/16/54. These reasons were:

(1) Use of colored sheets might possibly reduce the effectiveness of controls by causing people to look only for those pages of a different color. (2) An additional form would have to be kept in the Form Book and there would be an additional storage problem. (3) Extra cost of ten cents per thousand for colored sheets. Therefore, the Conference recommended no further action be taken concerning this idea.

THE DIRECTOR

1/7/55

The Executives Conference

PLAYING OF MUSIC IN THE RECORDS SECTION, IDENTIFICATION DIVISION, AND HEALTH SERVICE UNITS

32303  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP5/afg

The Executives Conference memorandum of December 23, 1954, recommended the subscription to Musak Service to be paid out of FBI Recreation Association funds for those areas of the Bureau where music is played. The Director commented, "I am in favor of the music but before approving I want to know whether it wouldn't be well to have music throughout the day and evening and also cost of same."

The Executives Conference consisting of Messrs. Tolson, Nichols, Harbo, Boardman, Mohr, Tamm, Belmont, Rosen, Sizoo, Holloman, and Parsons on January 6, 1955, were advised that Musak service is played 12 out of each 15 minutes throughout the twenty-four hours of the day and the subscription price of \$27.50 per month per building is the same regardless of the number of speakers or the amount of time it is played. Therefore, Musak can be used throughout the day and night shifts without additional cost over and above the \$660 per year for both buildings.

Music is presently played from records in the Records Section before working hours in the morning, during the ten-minute rest period in the morning, and in the afternoon from 2:30 to 4:30 every other twenty minutes, that is twenty minutes of music and twenty minutes without music. The Identification Division plays music prior to the beginning of the work day and presently has no music during the working hours of the day shift. In both the Records Section and the Identification Division, music is played for three fifteen-minute periods during the night shift.

Messrs. Mohr, Tamm, Sizoo, Belmont, Boardman, Rosen, Holloman, and Parsons recommend the subscription to Musak for the Identification Division, Records Section, and Health Service in both buildings and that on a trial basis music be played throughout the day and night shifts, and that the results be carefully followed and evaluated within 90 days in order to recommend a change where indicated.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Harbo  
Mr. Sizoo

DJP:edm

63(2)

1955

RECORDED-16

INDEXED-16

66-2554-12154

JAN 11 1955

EX-107

30 days

James  
Perkins

Memorandum for the Director

January 7, 1955

Mr. Nichols recommends a thirty-day trial subscription to Musak during which thirty-day period a number of methods ranging from the continuous music to intermittent periods be tried and evaluated and further recommendation made at the end of that period.

Messrs. Tolson and Harbo recommend that music be played before the work day starts, during the ten-minute rest period in the morning and afternoon in the Records Section, and for one hour in the morning and afternoon in the Identification Division because the ten-minute rest periods are staggered over the period of an hour. During the night shift they recommend music be played only during rest periods. Messrs. Tolson and Harbo agree with the remainder of the Conference that music be played continuously in the Health Service.

Messrs. Mohr and Belmont further recommend that if the above recommendation restricting the playing of music to non-work periods is approved, the Bureau not subscribe to the Musak Service.

The remainder of the Conference felt that Musak Service should be obtained regardless of the amount the music is played because of the better quality of the music and a savings of time and money when compared to the purchase of records and the time required to attend the record players.

Respectfully,  
For the Conference,

✓  
Glyde Tolson

Mr. Tolson

January 11, 1955

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP5 wdy

On January 11, 1955, the Executives Conference consisting of Messrs. Tolson, Nichols, Mason, Hennrich, Parsons, Sizoo, Rosen, Mohr and Q. Tamm considered a procedure in the Identification Division with regard to the ~~return~~ of fingerprint cards. The present procedure is that when a contributing agency, other than the FBI field offices, submits a set of fingerprints in the nature of a criminal inquiry and requests fingerprints be returned the Identification Division makes a photographic copy and that copy is retained in the criminal file, the original being returned. This policy has been in effect since August of 1951. It was originally designed to take care of those cases in which fingerprints have been taken for arrest purposes but the fingerprints are not to be retained in the Identification Division files.

The Identification Division recommends a change in this policy to take care of those cases where fingerprints are submitted by correspondence and the contributor indicates that they are submitted only as an inquiry for investigative leads in regard to a criminal matter, such as, the fingerprints which have been currently received in the Identification Division from the Sheriff's Office of Monroe County, Key West, Florida. Twenty fingerprint cards were submitted on employees of a hotel where the Sheriff's Office is presently investigating a jewel theft. The letter clearly indicates that these fingerprints were submitted for possible investigative leads and are definitely not criminal prints. Under present procedures photographic copies of these prints would be made and retained in the Identification Division files.

The Identification Division recommends and the Conference unanimously agrees that if the fingerprint contributor indicates in correspondence that the fingerprints are submitted only as an inquiry for investigative leads in regard to a criminal matter the fingerprints not be photographed but returned to the contributor.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 60  
INDEXED - 60

✓ 44-1007-215

66 JAN 13 1955

JAN 12 1955

MR. TOLSON

1/12/55

EXECUTIVES CONFERENCE

SUGGESTION #1146-54  
MADE BY SA [REDACTED]  
SAVANNAH OFFICE  
SELECTIVE SERVICE MATTERS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP-5 wjg/da

b6  
b7c

SUGGESTION

That instructions be issued requiring Selective Service reports to contain a statement that previous military service of delinquents has been verified by the Local Board prior to reporting the case to the U. S. Attorney. He has further suggested that information concerning the necessity of checking and reporting such information be placed in the Agents' Handbook.

PRESENT PROCEDURE

Local Board Memorandum #37 requires local Selective Service Boards to check the registration cards of all registrants and in any case where the card or classification questionnaire indicates prior military service to endeavor to verify such service before classifying the registrant or reporting him to the Department of Justice as a delinquent. If the subject's Selective Service file indicates prior military service and no record appears that the Board has endeavored to verify this service, the field office advises the Board and the U. S. Attorney in writing that the case is being returned to the Board for further processing in accordance with Local Board Memorandum #37, dated 10/30/51. No investigation is conducted in the absence of a further request.

ADVANTAGES TO SUGGESTION

The suggester points to the following advantages to this idea: (1) Would provide instructions for guidance of investigative and supervisory personnel; (2) Would facilitate reference to such instructions by means of the Handbook; (3) Would establish uniform observance of Bureau's wishes; (4) Would call attention of investigative personnel to importance attached to requirement for verification.

RECORDED-52

66-2554-12156

INDEXED-5

EX-107

13 JAN 13 1955

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Messrs. Sizoo and Harbo

AGG:DMC

(5)

66 JAN 14 1955

Handwritten initials

Memorandum to Mr. Tolson

DISADVANTAGES TO SUGGESTION

None noted by the suggesting employee.

OBSERVATIONS

SAC Lopez, Savannah, believes the suggested procedure would clarify existing instructions and insure uniform compliance. He recommends favorably as to the suggestion.

Mr. E. H. Winterrowd, Investigative Division, recommends unfavorably as to both parts of this suggestion. He points out the field has ample instructions in Bureau manuals, the Handbook, Bulletins, et cetera, which are augmented by the official Selective Service Manual. The technicality mentioned in the suggestion is only one of a multitude encountered in Selective Service investigations and Mr. Winterrowd believes it would be impossible and undesirable to list everything that should be set out in a report in every instance or to repeat in the manual and Handbook all of the technicalities of the Selective Service Act and regulations. He further notes that, if the suggestion is adopted, it would have to be limited to only those cases in which prior service is such as to exempt the registrant from further training since only service of that type is significant.

EXECUTIVES CONFERENCE CONSIDERATION : EDM:cs

The Conference of 1/11/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Rosen, Nichols and Mason, was unanimously unfavorable as to the suggestion and agreed completely with the views expressed by Mr. E. H. Winterrowd. The suggestion does not contemplate any new activity on the part of the Bureau but merely recommends that one technicality in the investigation of Selective Service cases be set forth in investigative reports and in the manual. The Conference felt there was no need to do this and no reason to include one technicality when it is obviously impossible to include all technicalities which might be encountered.

No action recommended.



Mr. Tolson

January 4, 1955

The Executives Conference

FILING OF COPIES OF TELETYPES, AIRTELS,  
LETTERS AND MEMOS BY THE CHECKING UNIT  
OF THE RECORDS SECTION

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Rosen, Hennrich, Harbo, Holloman and Nichols considered the following matter which was presented by Mr. Nichols.

The Conference was advised that the Records Section over an extended period of time have been following the practice of destroying duplicates of teletypes, airtels, letters and memoranda of one page in length. When two pages in length, one copy would be kept. During the recent inspection of the Records Section it was recommended and approved that all extra copies of letters, memoranda, teletypes and airtels be destroyed rather than filed unless there was a notation thereon or unless there was some indication a copy would be needed. The Records Section will, of course, make a notation on the originals of such documents of the number of copies destroyed. If, however, a copy of a memorandum is kept or if the duplicate copy of a teletype is kept as a tickler by a Supervisor, which is permissible, no notation will be made on the original when it is filed inasmuch as it will be known, should it be necessary to account for documents, that where no notation appears thereon, copies would not have been destroyed by the Records Section and it would be known what Supervisor would have kept additional copies.

The Conference saw no problem involved in this.

cc - Mr. Harbo  
cc - Mr. Sizoo

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP5 cjd/gy

*hu*

LBN:ptm  
(5)

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 50

INDEXED - 50

66-2554-12157  
21 JAN 17 1955

JAN 17 1955 7395

original in 66-5439-127

Mr. Tolson

1/17/55

Executives Conference

SUGGESTION #1147-54 MADE  
BY SA FRANK V. HITT  
DOMESTIC INTELLIGENCE DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP5CU/dfp

SA Hitt suggested ~~the~~ <sup>be</sup> first sentence of a paragraph reporting results of interview with a subject or other person set forth the date of interview. Also, where data being reported was not obtained from a current interview but from previous investigation, the first sentence should clearly reflect not only the date the information was received but also the date or period to which it pertains. For example, John Doe advised on 3-2-49 that subject attended Communist Party meeting during January, 1941, in Chicago, Illinois.

Bureau manuals do not now contain specific rule requiring the above, but Manual of Rules and Regulations, Section 4, page 16, instructs that in memoranda and letters to Bureau pertinent dates should be included, such as date investigation was conducted and date a contact or interview was made. Manual also requires "period for which made" in all reports reflect the dates upon which investigation was made and administrative functions, including file reviews, were performed.

Messrs. Boardman, Rosen and Belmont recommend adoption of this suggestion. Advantages are that such a procedure would improve quality of Bureau reports, standardize method of reporting dates, reduce inadvertent omitting of important dates, aid in establishing relevancy of facts being reported, aid in locating dates of interviews during proofreading, file reviews and memoranda preparation, both in field and at Seat of Government. The Director repeatedly has stressed the importance of furnishing dates in memoranda prepared at the Bureau.

SAC L. L. Laughlin, Washington Field, approves the second part of the suggestion relating to reporting data not obtained from current interview. He believes it undesirable to require the date be given in the body of the report as to each current interview, since he regards the dates furnished in the "period for which made" as adequate. It is observed, however, that where several dates are listed in the "period for which made" there is no way to determine which of several interviews was conducted on a particular date unless it is further identified in the details. Mr. Laughlin believes the

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parslow \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Sizoo  
Mr. Harbo

RECORDED - 15

INDEXED - 15

62-2554-12158

13 JAN 18 1955

EX-116

AGG:jaw

JAN 19 1955

suggestion should not be set out as a rule but should "be made a matter of reference and discussion during the course of New Agents training and In-Service training."

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 1/17/55, composed of Messrs. Boardman, Tamm, McGuire, Conrad, Callahan, Sizoo, Belmont and Harbo, recommends unanimously favorable that the suggestion as made by Agent Hitt be adopted.

RH

V. J.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 1-4-55

FROM : *J. F. W.* F. W. WAIKART

SUBJECT: TIME STAMPING OF MAIL - RECORDS SECTION

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SYNOPSIS:

*on receipt*

At the request of Mr. Tolson's Office background on not time stamping mail in Records Section set forth. The procedure has worked satisfactorily for many years and lack of time stamping is compensated for by Records Section date blocks and notations which enable tracing of mail. All mail received in the Records Section, Routing Unit (where all mail is opened), is handled on the same day it is received.

323013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 2/25/92 BY SP-3/duj

RECOMMENDATIONS:

Based on our experience over many years in handling mail without time stamping, I would recommend that we continue with our present procedure. However, if it is concluded that we must be more specific as to time of receipt, I submit the following alternative recommendations:

(1) That we not time stamp mail but indicate actual time of receipt by adding an appropriate time notation to that already placed on mail (or envelopes) by employees in the Routing Unit. This should be limited to mail from outside sources which averages approximately 650 pieces per day.

*I recommend this be done*

(4) If time stamping is deemed essential, it is recommended that the time stamped impression be placed on the envelope rather than on the mail itself because there is a substantial amount of mail, particularly for the Director's Office, we do not open at all. This procedure also should be limited to mail from outside sources and a time stamp machine should be purchased for use in the Routing Unit at a cost of \$251.50.

RECORDED-41 166-2554-12159  
 RECORDED

ADDENDUM: LBN:ptm 1-11-55 128 JAN 14 1955

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen, Mason and Nichols after considering foregoing recommended no change.

53 JAN 25 1955

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2664-2559

Mr. Tolson

1/17/55

Executives Conference

SUGGESTION #1140-54  
MADE BY [redacted]  
ST. LOUIS DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP5 C. J. D. G.

b6  
b7c

Mr. [redacted] suggests that the Bureau authorize the field offices to purchase locally an automatic flashing unit to be installed on all of the Bureau automobiles carrying spotlights whereby when the red lights are being used instead of a constant red light a flashing red light will be used.

A three-way flashing mechanism can be purchased for approximately \$7.00 which includes the flashing unit, necessary wire, switch and labor costs. The unit can be installed in such a manner as to provide a three-way switch, one position is off, one position is a steady beam and the other position is for the flashing light.

The suggester feels that a flashing red light would attract considerably more attention than the constant beam thereby providing additional safety when the automobiles are being operated under high speed emergency conditions.

SAC J. E. Hillnes, St. Louis Division, recommends that this equipment be authorized and the field be instructed to use it.

Mr. [redacted] Administrative Division, states that although flashing lights provide a greater safety factor, he believes that in view of the cost of installation and the very limited use by the Bureau, the Bureau should continue to use the present constant beam spotlight with red snap-on lenses on all vehicles where such an installation is already in use. Mr. [redacted] recommends that consideration be given to providing a flashing mechanism as well as a constant beam in spotlights purchased in the future. Mr. Mohr agrees with the views of Mr. [redacted]

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

The Conference of 1/17/55, composed of Messrs. Boardman, Tamm, McGuire, Conrad, Callahan, Sizoo, Belmont and Harbo, recommends unanimously unfavorable as to the purchase of automatic flashing units to be installed on spotlights already installed in Bureau automobiles. The

RECORDED - 71

cc: Messrs. Harbo & Sizoo  
mew  
(5) mu

INDEXED - 71

66-2554-12160  
RJ

EX. 109 13 JAN 18 1955

JAN 19 1955

Conference concurred in the proposal that whenever additional new spotlights are purchased, consideration should be given to including a mechanism which will provide a flashing light as well as a constant beam.

RH  
Jan 1

Memorandum to Mr. Nichols  
Re: Time Stamping of Mail  
Records Section

1-4-55

DETAILS:

Mr. Sizgo has requested for Mr. Tolson background on the time stamping of mail received in the Records Section, with particular emphasis on the handling of mail from outside sources.

BACKGROUND:

A good many years ago we were instructed to discontinue time stamping mail in the Records Section inasmuch as it was considered a waste of time and there were sufficient other media such as block stamps and notations to indicate the time mail was received and handled in the Records Section. As a matter of fact, for a short period time stamping was eliminated throughout the Bureau. However, the instruction was quickly countermanded because of the difficulty of establishing responsibility in the other Divisions. However, the Records Section never did resume the general practice of time stamping.

PRESENT PROCEDURE:

All incoming mail, both from our Field Divisions and outside sources, is received in the Routing Unit. Mail which is processed through the Section is block stamped on the day it is received. The block stamp contains the ~~time~~ and the identification number of the employee who handled the piece of mail. We have insisted for many years that this Unit remain consistently up-to-date and in fact they have operated on this basis and handled mail just as quickly as it is removed from the mail sacks.

On mail which is not blocked Routing Clerks note in pencil on either the communication itself or the envelope the day it is received, the section to which sent, and the name of the employee. This category includes both opened and unopened mail sent to the Director's Office. On personal mail addressed to Officials and employees we make no notations of any kind with the possible exception of room number in order to facilitate delivery.

POSSIBLE TIME STAMPING OF MAIL:

I believe the argument is even more valid today than it was years ago that it would be a waste of time to time stamp mail only for the purpose of showing the exact time of day at which the mail was received. The Routing Unit has been consistently up-to-date on

Memorandum to Mr. Nichols  
Re: Time Stamping of Mail  
Records Section

1-4-55

a daily basis for many years even including holiday periods such as we have just recently gone through. The mail is promptly removed from mail sacks, rapidly sorted and processed and the few intervening minutes between the time actually received and the time when the mail is either blocked or a notation put thereon does not justify, in my opinion, the additional operation of time stamping.

However, if it is believed a more specific time indication should be made on mail, I think that it should be limited to mail from outside sources and that rather than time stamping the employees could merely add the time of day in pencil, a notation which they will in any event have to put on the mail; i.e., date, section to which directed and name of employee. A recent survey indicated that we received 3,333 pieces of outside source mail in one week. This averages out to approximately 650 pieces per day. In order to time stamp this mail the time stamp machine would have to be purchased at a cost of \$151.50. Additionally, there would be the completely extra step of time stamping added to the time now taken in trying to rapidly handle and clear mail in one day. If time stamping is considered, it is suggested that we time stamp the envelope of outside source mail only. The basis for suggesting the envelopes rather than the communication itself is the fact that there is a rather substantial volume of mail which we send to the Director's Office unopened. Additionally, some of that which we do open and send to the Director's Office quite possibly should not be time stamped. Therefore, by putting the stamp on the envelope we would accomplish the objective of pinpointing the time of receipt and at the same time not improperly marking mail which should not be defaced.



Mr. Tolson

1/17/55

Executives Conference

SUGGESTION 418-55  
MADE BY MISS [redacted]  
ST. LOUIS OFFICE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/27/92 BY SP-3 [signature]

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b7c

SUGGESTION:

Miss [redacted] suggests that in the future when a new Bureau form is instituted or when an old Bureau form is revised that the number of the SAC Letter giving the latest Bureau instructions pertaining to that form be included along with the form number and the date of the form.

ADVANTAGES:

The suggester feels that time would be saved in locating the SAC Letter relating to that particular form, since the number would be on the form.

DISADVANTAGES:

None noted by the suggesting employee.

OBSERVATIONS:

SAC J. E. Milnes, St. Louis, recommends adoption of the suggestion for the following reasons: (1) It would afford employees an opportunity to examine the Bureau instructions with respect to the use of a particular form and in that manner cut down the errors in the usage of the form; (2) would assist in determining if the form is used in accordance with Bureau desires; (3) would save considerable time and research necessary in connection with efforts made to obtain this information.

Inspector E. D. Mason is opposed to the suggestion for the following reasons: (1) would take up more space on form; (2) undesirable to refer to SAC Letters on routine forms, some of which pass out of FBI control; (3) SAC Letters most of the time do not tell how to execute the form; (4) reference would be misleading whenever instructions are modified by later SAC Letter. Number and Year Form

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- McGuire \_\_\_\_\_
- Conrad \_\_\_\_\_
- Callahan \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

The Conference of 1/17/55, composed of Messrs. Boardman, Tamm, McGuire, Conrad, Callahan, Sizoo, Belmont and Harbo, recommends unanimously unfavorable.

RECORDED - 63

INDEXED - 63

EX - 109

JAN 19 1955

66-2554-1216

cc: Messrs. Harbo & Sizoo

newman

(5)

MR. TOLSON

1/4/55

EXECUTIVES CONFERENCE

21776

SUGGESTION #932-54

MADE BY [redacted]

RECORDS & COMMUNICATIONS DIVISION  
INDEX CARDS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP5/Sadly

b6  
b7c

SUGGESTION

Index cards prepared under outdated indexing procedures be destroyed after removal from general indices of Bureau. Example; Cards prepared on Abraham Lincoln Brigade; Daily Worker Press Club; Black Dragon Society; Kuffhaeuser Bund, Kuffhaeuser Hilfswerk; International Workers Order; National Negro Congress; German Library of Information; Southern Conference for Human Welfare.

ADVANTAGES TO SUGGESTION

Saving of file drawer space; elimination of index cards prepared automatically on certain organizations whether or not positive or worth-while information concerning the organization was also set forth.

DISADVANTAGES TO SUGGESTION

RECORDED - 5  
INDEXED - 5 66 - 7554

None noted by suggesting employee.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION

JAN 18 1955

Executives Conference memorandum to Mr. Tolson 2/15/54, recommended favorably as to Suggestion #779-53, made by [redacted] and William L. Bailey, who proposed destruction of index cards prepared on Communist Party (also several variations under this breakdown, such as, Communistic, Communism, Communist Party Plan, Communist Party Policy, et cetera); Young Communist League; Rueckwander Marks; Friends of New Germany; German American Bund; National Maritime Union; American Youth for Democracy; United Electrical and Radio and Machine Workers of America. These organizations had been indexed whenever they appeared in mail or reports, regardless of whether positive or worth-while information concerning the group or organization was also set forth. Most of these cards contained more than one reference; over 100,000 serials would have to be examined if files were to be checked prior to destruction of each index card. It was felt an employee familiar with indexing rules and general contents of files could go through the cards and eliminate those which would not be indexed under present rules, without referring to files. Files would be reviewed where necessary to insure no index card of value would be improperly destroyed.

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- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66 J.C. Lessner / Sizoo and Harbo  
eng (5) 1/16/55 1324

RT

Memorandum to Mr. Tolson

21777

The Domestic Intelligence Division stated the proposal had merit, provided adequate safeguards were imposed to make sure no pertinent information is lost in the elimination process. The Domestic Intelligence Division felt undoubtedly this elimination process could be extended to numerous other organizations as well.

Memorandum from the Director to Messrs. Tolson and Nichols 2/19/54, instructed that this suggestion be put into effect and that proper safeguards be imposed so that no pertinent information would be lost in the elimination process.

OBSERVATIONS

Mr. V. P. Keay, Domestic Intelligence Division, states there is no objection to the destruction of these index cards provided the necessary safeguards are imposed to make certain no pertinent information is lost in the elimination process.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:cs

The Conference of 1/4/55, composed of Messrs. Tolson, Nichols, Boardman, Mohr, Sizoo, Tamm, Parsons, Henrich, Holloman, Rosen and Harbo, unanimously recommended favorably with the understanding that the proper safeguards will be imposed by the Records Section in handling this project as indicated herein.

✓

Mr. Tolson

1/20/55

0  
Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/01 BY SP5 cjd/cg

SUGGESTION #25-55  
MADE BY [REDACTED]  
RECORDS & COMMUNICATIONS DIVISION

SUGGESTION:

Mr. [REDACTED] suggests that when loyalty forms are searched through the General Indices and no record is found that an index card be prepared reflecting the subject's name, birth date and place, pertinent localities involved, and the date the form was searched through the indices.

PRESENT PROCEDURE:

At the present time the name appearing on loyalty forms where no record is found in the Bureau indices is not indexed. Where the loyalty form indicates the subject has worked for the Federal Government since the loyalty program was first started, and when references are found on the subject it is necessary for the searcher to call the Loyalty Forms Desk in the filing unit where previously handled "no record" loyalty forms are filed alphabetically. From this the searcher is advised as to the date of the last indices search where no record was found on a subject and it is then only necessary for the searcher to bring the search up to date. *(250,000 per year)*

ADVANTAGES OF SUGGESTION:

The suggester states this suggestion would eliminate the necessity of calling the Loyalty Forms Desk for the purpose of bringing name checks up to date, therefore, time would be saved and name checks would not have to be delayed. *2660 times a year*

DISADVANTAGES OF SUGGESTION:

None noted by suggester.

PREVIOUS EXECUTIVES CONFERENCE ACTION:

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_

The Executives Conference of 9/9/53 considered a similar suggestion and was unanimously opposed in view of the work involved in preparing such index cards.

RECORDED  
INDEXED-95

66-2554-12163

JAN 21 1955

cc: Mr. Harbo  
Mr. Sizoo

JAN 24 1955  
(5) MW

b6  
b7c

OBSERVATIONS:

Mr. F. F. Waikart, Records & Communications Division, concurs in the unfavorable recommendation of Mr. W. G. Eames, Records Section, in view of the expense involved, the lapse of time necessary before any tangible result would be obtained and the ultimate questionable value of the suggestion. Messrs. Waikart and Eames point out that under present procedures no indexing is required and very little expense is involved in maintaining the 'no record' forms in alphabetical order. Limited surveys in the past have indicated that the volume is not very large where loyalty forms are received on persons previously searched through the indices with negative results. Improved methods of indexing make it possible to eliminate many more searches at the indices without referring to previous name checks. At the time a similar suggestion was considered in August 1953, Mr. Nichols agreed the procedure should not be adopted.

Mr. C. H. Stanley, Investigative Division, states that he feels that it would be desirable to index these forms. Mr. J. R. Malley agrees with the views of Mr. Stanley. However, the Investigative Division is aware of the previous consideration of this problem and feels it primarily is a matter to be considered by the Records Section in the light of costs, utilization of manpower and other items.

EXECUTIVES CONFERENCE CONSIDERATION. EDM:DMG 1/20/55

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Nichols, Rosen and Mason.

The Conference considered whether no record loyalty forms should be indexed and they took particular cognizance of the fact that Mr. C. H. Stanley of the Employees Security Section, Investigative Division, and Divisional Number One Man J. R. Malley felt it would be desirable to index the forms. However, they feel the problem is one to be considered by the Records Section in the light of the costs.

It was pointed out to the Executives Conference that the cost of preparing and filing the accumulated 5,500,000 proposed index cards relating to the no record loyalty forms now on hand would amount to \$743,050.00. This is based on an actual cost survey of \$.1351 per card. In addition, there would be an annual recurring cost of \$33,725.00 for the preparation and filing of index cards relating to the 250,000 no record loyalty forms received annually.

(continued on next page)

Memorandum to Mr. Tolson  
Re: Suggestion #25-55

In view of the fact that the Records Section feels that the value of any such indexing would be questionable and that the expense involved in preparing index cards would be exorbitant, the Records Section was unfavorably disposed toward this suggestion. The Executives Conference unanimously concurred that the suggestion not be adopted.

RHM

Jaw

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OK H

RA

MR. TOLSON

1/20/55

The Executives Conference

MODERN HEBREW TRANSLATORS

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/97 BY SP-5 CJD/cy

On January 20, 1955, the Executives Conference consisting of Messrs. Tolson, Nichols, Boardman, Rosen, Tamm, Mohr, Mason, Hennrich, Sizoo, and Parsons considered the need for affording training in Modern Palestinian Hebrew language to Bureau employees.

The Bureau has been trying since 1947 to secure employee applicants who are qualified in Modern Hebrew language. Except for two part-time employees in the Washington Field Office who are unable to cope with the magnitude of the problem, hundreds of applicants and potential applicants have been processed with no success either because deficient from the linguistic standpoint or, more often, because of a close association with the State of Israel and could not withstand the security requirements of our investigations.

At the present time there is on hand a back log of more than 300 man days of work in the Hebrew language. In addition thereto, there is a continuing accumulation of written and printed material and products of technical installations in Los Angeles, New York, and Washington Field which cannot be processed.

In view of the apparent hopelessness of securing suitable and qualified applicants, a survey has been made as to the possibility of affording training to Bureau employees. Georgetown University is the most reliable organization which can give this training and Dr. Leon Dostert, Director of Georgetown University Institute of Foreign Languages, has advised that they can provide a one-year course exclusively for the Bureau at a total cost of \$4,680, and this cost would remain the same for from four to eight students. Upon completion of the course, our employees would have a satisfactory knowledge of both oral and written Modern Hebrew. They refuse to conduct a course in Bureau space because of extensive language training facilities at the University but assure adequate security insofar as the University is concerned.

They have conducted similar language training for the State Department and other Government agencies. Course can be started on or about February 1, 1955.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Harbo  
Mr. Sizoo

RECORDED-91  
INDEXED-91

66-2534-121 64

21 JAN 24 1955

DJP:edm  
66 (6) 1955

Memorandum for Mr. Tolson

January 20, 1955

Course would be continuous for twelve months except that the usual school holidays would be observed and one week is inserted at the end of each three months of school for rest and opportunity for Government employees to take leave as needed. Course would consist of twenty hours per week class instruction, fifteen hours per week laboratory drill, and approximately ten hours per week outside preparation.

Since course not available on Bureau premises, Laboratory proposes to provide close administrative control with weekly conferences with the instructor, audit the class frequently, and interview all students periodically. Agents in the class would be designated to assume responsibility of reporting attendance and maintaining other administrative controls.

It is proposed that seven Bureau employees be designated to take this course, such employees to be carefully selected and requested to agree to three years of Bureau service after training is completed. Since the seven employees would be nonproductive for the entire year, it was also considered that their total salary of approximately \$40,000 should be considered in the total cost of the project. In view of the fact the training is for the benefit of the Bureau and not for the benefit of the individual employee, the Comptroller General has ruled that the \$4,680 cost can be paid from the Bureau's appropriation.

Conference unanimously recommends that arrangements be made for the training of seven selected Bureau employees in the Modern Hebrew language.

OK  
Sh  
Jan  
AK



Mr. Tolson

1/20/55

21773

Executives Conference

322013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP-Sci/ajg

SUGGESTION 513-55

MADE BY [redacted]

RECORDS & COMMUNICATIONS DIVISION

b6  
b7c

SUGGESTION:

Mr. [redacted] suggests that the payroll checks for the field divisions be sent with the regular field office mail dispatches each pay period rather than by a separate mailing which is current practice; that the combined mailings be sent in each instance by the mailing method currently used to send the payroll checks, i.e. special delivery or air mail special delivery, according to the mailing requirement for the various offices.

ADVANTAGES:

The suggester estimates there will be an annual cash savings of \$647.92 and a yearly savings of 114 hours 50 minutes in man hours. The suggester also feels that the elimination of the separate dispatch of payroll checks will allow the mail room a better opportunity to get the mail dispatches to the Post Office before the deadline.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. [redacted] of the Records & Communications Division recommends adoption of the suggestion, pointing out that he has examined the suggester's worksheets with regard to the savings, which are based on a survey of mailing costs in getting out the payroll separately on Wednesday, November 17, 1954.

Mr. F. P. Callahan, Administrative Division, states that it is his recollection that before the present procedure was adopted there were instances of delay in receiving the checks in the field office when they were dispatched with the regular mail; on occasion checks were erroneously dispatched. Mr. Callahan feels that loss of specific responsibility will result from packaging and handling the checks for transmittal where other mail is intermingled with the payroll checks. This would also tend to hamper tracing such checks.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Callahan recommends suggestion not be adopted.

cc: Mr. Harbo  
Mr. Sizoo

RECORDED-85 11-25-54-12165  
INDEXED-65

13 JAN 24 1955

66 JAN 21 1955

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:DMG 1/20/55

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Nichols, Rosen and Mason.

The Conference was assured that, if pay checks and the regular daily mail to each field office are combined in one packet, this mail packet will be given the same mailing treatment that checks are now given; there will be no delay in getting checks to field offices; checks will be sent just as expeditiously as at present. It was pointed out that there is a specified schedule as to how mail shall be dispatched to each field office and that this schedule was worked out to provide the most expeditious delivery. Some offices get mail by Air Mail, others by Air Mail - Special Delivery, and in other localities it has been found regular mail or Special Delivery offers just as good service as Air Mail. In each instance pay checks are sent Special Delivery and there will be no additional charge for including regular mail in with the packet containing checks.

The Conference unanimously favored adoption of this suggestion.

OK  
JH

✓  
JH

JH

MR. TOLSON

1/20/55

EXECUTIVES CONFERENCE

034443

SUGGESTION PROGRAM

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/25/92 BY SP5 u/def

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Nichols, Rosen and Mason.

The Executives Conference considered whether an individual acknowledgement letter for the Director's signature should be sent to each employee who submits a suggestion or whether it is possible to prepare a form letter and use this as an acknowledgement for each suggestion received.

During recent years the number of suggestions acknowledged at the Seat of Government has hovered in the neighborhood of 1,000; during 1954, 1,153 suggestions were received.

ADVANTAGES

Eliminate individual preparation of more than 1,000 letters to employees annually; save typing and proofreading time.

DISADVANTAGES

A form letter is less personal than an individually typed communication; intimate association between the Director and the employee would be diminished.

EXECUTIVES CONFERENCE CONSIDERATION

The Conference unanimously felt that any employee who is sufficiently considerate to prepare a suggestion and submit it for Bureau consideration should be entitled to an individually prepared acknowledgement. The Conference was unanimously opposed to the use of a form letter for this purpose.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Messrs. Sizoo  
Harbo  
EDM:DMG

RECORDED-35

INDEXED-35

FEB 7 1955

JAN 25 1955

61-257-12666  
20 JAN 21 1955

Mr. Tolson

1/20/55

Executives Conference

SUGGESTION #15-55

MADE BY SA [redacted]

ALBANY DIVISION

303 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/29/92 BY SP5 CJD/dg

b6  
b7C

SUGGESTION:

Mr. [redacted] suggests that plans be instituted for the installation of speech scrambler units on all Bureau radio transmitters with a toggle switch whereby it would be possible for the operator to put the unit into operation only when maximum security is desired. It is further suggested that officials of various Armed Services be contacted for additional information inasmuch as the equipment was used during the past war. Suggester believes that by contact with these officials it would be possible to determine the most compact and economical units to put into use.

ADVANTAGES:

The suggester feels that this suggestion offers maximum security to all radio transmissions which appears to be highly desirable considering the important work the Bureau is engaged in and will be in the future. The suggester points out that although the Bureau uses a code type language the use of the scrambler and de-scrambler would be an important step in tightening our security.

DISADVANTAGES:

None noted by suggester.

EW

OBSERVATIONS:

Mr. Parsons, Laboratory, concurs in the unfavorable recommendation of Mr. I. W. Conrad, pointing out that ever since mobile radio equipment has been used by the Bureau, the possible use of speech scrambling equipment to increase the privacy of radio communications has been considered in the Laboratory. Cost, decreased equipment dependability and other technical factors have ruled out the use of speech scrambling devices on mobile, portable and miniature radio equipment insofar as speech scrambling methods known up to this time are concerned. An additional factor in considering such equipment

- Olson \_\_\_\_\_
- Parsons \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Harbo  
Mr. Sizoo

RECORDED-35 66-2-4-12167 W

INDEXED-35

66 JAN 25 1955

RAM

is that Agents may obtain a sense of false security, since actually any simple method of speech scrambling can be relatively easily defeated by any technical individual who applies himself to the problem. Therefore, simple speech scrambling is only a temporary deterrent; highly secret speech scrambling equipment is so bulky as to be impractical.

There is no commercially available equipment suitable as to size for use on the Bureau's portable radio equipment. To obtain suitable equipment would require that it be made up special which would be quite expensive. The smallest scrambler available commercially is approximately the size of an average shoe box and costs between \$300 and \$350. A separate scrambler unit is necessary for each radio transmitter although a single unit serves both for sending and receiving.

Mr. J. J. McGuire, Records & Communications Division, is opposed to the suggestion.

SAG E. A. Soucy, Albany, feels that the suggestion could be adopted on a selective basis, if not in all installations.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 1/20/55

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Boardman, Nichols, Rosen and Mason.

The Conference was unanimously opposed to the adoption of this suggestion inasmuch as each scrambler would cost from \$300 to \$350; scramblers are not sufficiently small to be feasible for some of our radio units; Mr. Parsons of the Laboratory reports that the scramblers presently in use commercially are not worth the money. The Conference felt no further action should be taken concerning this matter.

RH Jan ✓

The Director

December 8, 1954

The Executives Conference

IN-SERVICE TRAINING

The Executives Conference consisting of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Winterrowd, Harbo, Holloman and Nichols considered the recommendations presented to the Conference by Mr. Nichols growing out of the special conference held on December 2, 3, and 4, 1954; participated in by SACs Hostetter, Malone and Foster and Messrs. Belmont, Evans, Sullivan, Harbo, Mason, Gearty and Nichols on training methods. The Conference unanimously recommended the adoption of the basic program as outlined. In a few instances, the Conference felt that modifications were desirable. These have been set forth under the recommendations in the attached summary prepared by Mr. Nichols dated December 6, 1954.

Respectfully,  
For the Conference

Clyde Tolson

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DATE 2/28/92 BY SP-Sci/deg

LBN:arm am  
cc: Mr. Harbo  
Mr. Sizoo  
Attachment  
(5)

*Approved but it all depends  
upon how it is administered by  
the Training Div.  
H.*

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_

RECORDED - 77

INDEXED - 77

*16-2554-12168*

13 JAN 25 1955

JAN 26 1955

Mr. Tolson

1/17/55

The Executives Conference

SUGGESTION NUMBER 1145-54 MADE BY  
[REDACTED]  
MEMPHIS DIVISION

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/18/92 BY SP5 C/deg

b6  
b7c

\* Form

Mr. [REDACTED] suggested each office, when preparing an FD-218, Supply Requisition, affix a local number with the division abbreviation as a prefix to enable the office to follow requisitions more closely.

Current practice is for the Bureau to assign each requisition a number upon receipt at the Bureau but the field does not learn of this number until receipt of a copy of the FD-218 sent as a packing slip when requisitioned items are shipped. Items received as partial shipment cannot be acknowledged by the field until the packing slip bearing the Bureau's requisition number is received. Mr. Beery feels the suggested procedure will enable the field to follow its requisitions more closely and will eliminate delay in acknowledging receipt of supplies. He also points out it would permit the prompt entering on the 2 card Kardex system the receipt of supplies without waiting until the entire shipment is received at which time the packing slip would be available.

No disadvantages were noted by Mr. [REDACTED] and it was pointed out that the Bureau still could affix its requisition number if desired. SAC Piper, Memphis, recommends the suggestion be adopted and pointed out it would permit the more efficient handling of supplies in the field and will expedite the acknowledgment of supplies which have been received. The Forms Management Desk, Training and Inspection Division, observed that the suggestion would require the maintenance in each field office of the list of local numbers assigned to requisitions in order that consecutive numbers could be assigned without duplication.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Mohr concurs with the Property Management Unit of the Administrative Division which has no objection to the requisitions being numbered by each division provided the number is not placed in the upper right-hand corner where the Bureau places its requisition number.

FEB 1 1955 AM

cc Mr. Harbo  
Mr. Sizoo

INDEXED

61-2554-12169

RE

AGG:ila  
(5)

RECORDED - 19 13 JAN 27 1955

SAC Foster, Newark, advised the suggestion appears to present a good idea. ASAC H. B. Fletcher, WFO, and ASAC F. D. MacLennan, New York, both stated they could see no objection to the proposal but neither could they see any real advantage to it since present procedures have been working satisfactorily in their offices. Mr. [redacted] Property Management Unit, advised that the use of a field office number on requisitions will be of no assistance to the Bureau in locating requisitions after receipt and when inquiries are made by the field concerning them. In view of this observation Messrs. W. W. Wood and A. T. Healy of the Training and Inspection Division advised that from their experience as ASACs at Phoenix and Norfolk, respectively, they could see no real advantage to the adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 1/17/55, composed of Messrs. Boardman, Tamm, McGuire, Conrad, Callahan, Sizoo, Belmont and Harbo, recommends unanimously unfavorable on the ground that any slight advantage to the field office would be offset by the additional clerical work involved in maintaining a control record of the numbers assigned.

OK / [signature]



MR. TOLSON

12-13-54

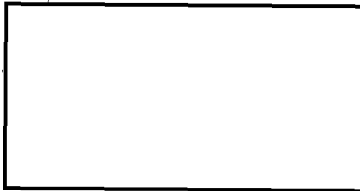
21778

The Executives Conference

PERS. BTT 88

RECOMMENDATIONS OF THE BOARD OF DIRECTORS  
OF THE SPECIAL AGENT'S MUTUAL BENEFIT ASSOCIATION

The Executives Conference consisting of Messrs. Tolson, Belmont, Callahan, Sizoo, Boardman, Parsons, Eosen, Harbo, Holloman, McGuire, and Tamm, on December 13, 1954, considered a report submitted by the Board of Directors of the Special Agent's Mutual Benefit Association. The Directors meeting was held on December 7, 1954. The Board of Directors recommends, as has been the custom in the past years, an annual Christmas bonus of \$25 for the clerical employees of the Special Agent's Mutual Benefit Association. These employees to receive this bonus are as follows:



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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP5 cly/b6  
b7C

The Board of Directors further recommends an increase in salary for clerical employee [redacted] from \$3200 to \$3600 a year. This increase in salary is in accordance with the usual salary policy of new employees after one year's service.

It was further recommended that the salary of Miss [redacted] who is a joint employee of the Special Agent's Mutual Benefit Association and the other insurance company occupying the same office space, War Agencies Employees Protective Association, be paid on the basis of 75% of the salary to be paid by SAUBA and 25% to be paid by WAEPA. It is noted that the salary is paid on a 50% basis from both companies at the present time; however, Miss [redacted] work is approximately 90% SAUBA at the present time.

The Board of Directors further recommends a reduction of 50% per month in the premium charge for all members of SAUBA to be effective with the premiums due on or after February 21, 1955 and to continue for

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

INDEXED - 82  
RECORDED - 87  
EX-128

66-2554-12170  
~~66-2554-12130~~

FEB 1 1955

13 DEC 23 1954

12-13-54

one year resulting in a \$6 annual reduction in the premiums.

It is noted that the operating fiscal statement for the year 1954 reflects that SAMBA at the present time has surplus of \$188,885.48, which has been augmented by an additional dividend above operating expenses for this year of \$27,979.55. If a dividend is declared as recommended by the Board of Directors, SAMBA will have a surplus for operating contingencies of \$193,423.03, which is felt to be a safe margin. If approved, it is proposed that the premium notices will continue to carry the established rates and will have the following notice overprinted on them:

"The Board of Directors has voted a dividend in the form of a credit of 50¢ per month for twelve monthly premiums commencing with premiums due on and after February 21, 1955. The rates shown on this notice are the established rates and should be reduced by the 50¢ monthly dividend."

The Executives Conference unanimously recommends the approval of the recommendations of the Board of Directors of the Special Agent's Mutual Benefit Association.

✓  
OK  
H.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 1/10/55

FROM : R. T. Harbo RH

SUBJECT: WAR PLANS - SLEEPING FACILITIES, RELOCATION SITE

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Walters
- Simons
- Nease
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

HES SLOAN

The Problem: To provide sleeping facilities for 200 individuals on the third floor of the FBI Academy at Quantico, so that the basement and first two floors may be used exclusively for work space during any evacuation.

The Solution: Use our present mattresses and springs; buy double deck head and foot pieces for the beds which sell, along with the necessary side rails: \$22.84 per double deck unit (Total Cost: \$2,284 for 100 units with sleeping capacity 200)

Observations and Alternatives:

Memorandum to Mr. Tolson 1/7/54 pointed out that we would have to use double deck beds whether we evacuated to Shepherdstown or Quantico; subsequently Quantico was designated as evacuation headquarters for the Seat of Government. We had hoped to be able to obtain double deck beds from the Marine Corps but Marine beds would cost \$26.04 per double deck unit, or \$3.20 more per unit than Simmons bed Company. We now use Simmons beds which are 40 inches wide as compared to 39-inch width of Marine beds. We would have to buy all new mattresses and springs to use Marine beds.

On a loan basis SAC Sloan borrowed our Marine double deck beds and placed them in Room 312. Thus, the usual 8 men were accommodated in each room along with lockers formerly kept in the corridor and it becomes possible to provide study space not heretofore available. Results of experiment: favorable reaction from Agents; less crowding.

523, 013  
2/28/92  
3/25/94

ORIGINAL FILED IN 66-17381-161-22

RECORDED - 25  
7-128

166-2554-1217  
JAN 25 1955

18 JAN 21 1955

McADAM  
2-11

cc - [unclear]  
JEM:rlc/cs  
(4)

FOR INSTRUCTIONS AS TO DISSEMINATION  
FILE 66-17381-(7-18-52)

Memorandum to Mr. Tolson

Our instructions from Office of Defense Mobilization are: plan for long-term evacuation.  
100 double-decker beds seems a proper number; they can be used now by classes at Quantico. It would be dangerous to not buy double-decker beds because with single beds we could sleep only 112 people.

It was felt by SAC Sloan that it would be desirable for the Bureau to purchase 100 Simmons head, foot and side pieces for double-decker beds at a cost of \$284.00; use present springs and mattresses; after acquisition of the new bedding, make a recommendation as to the release of the present head, foot and side pieces of beds.

EXECUTIVES' CONFERENCE CONSIDERATION: EDM:DMG<sup>V</sup>/1/10/55

The majority of the Conference, Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire and Holloman, felt that it was neither necessary nor desirable to have double-decker beds at Quantico; no need to move the lockers into the rooms from the corridors; always the possibility that some Agent will fall off the top deck of the bed.

The minority, Mason only, felt that the double-decker beds should be obtained because an experiment at Quantico has shown this to be practical and desirable; can be used currently; will be available in the event hostilities make an evacuation necessary; we are required to plan for long-term evacuation; under evacuation plans already approved the basement, first and second floors of the FBI Academy will be used for office space and only the third floor would be available for sleeping; only 112 people can be berthed on the third floor using the present beds, whereas 200 people are scheduled for evacuation. No additional space on the third floor or in the third floor corridor is available for sleeping.

Mr. Tolson

1/20/55

Executives Conference

SUGGESTION 420-55  
MADE BY ASAC J. L. QUIGLEY  
DALLAS OFFICE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP5CJ/dcy

SUGGESTION:

Mr. Quigley suggests that the Bureau consider making some type of presentation to the wives of deceased Bureau Agents whenever the combined services of the deceased husband and wife would total twenty to twenty-five years.

OBSERVATIONS:

SAC W. A. Murphy of Dallas believes this suggestion has merit.

Inspector E. D. Mason, Training and Inspection Division, recommends suggestion not be adopted for the following reasons:  
(1) It appears that it would be rather difficult to manage; and  
(2) our present practice of awarding keys to individuals seems to be eminently satisfactory. Mr. Mohr, Administrative Division, agrees with the views of Mr. Mason.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMC 1/20/55

Present at the Executives Conference on 1/20/55, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Henrich, Boardman, Nichols, Rosen and Mason.

The Conference was unanimously opposed to the adoption of this suggestion, feeling that our present system of awards is entirely adequate.

RECORDED - 36  
INDEXED - 36

166-2554-12172  
RECORDED  
167 (JAN 27 1955)

cc: Mr. Harbo  
Mr. Sizoo

new  
(5)

*[Handwritten signature]*

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

58 FEB -2 1955

ORIGINAL FILED IN 66-162-103

Office Memorandum • UNITED STATES DEPARTMENT OF JUSTICE

TO : MR. L. V. BOARDMAN

DATE: January 5, 1955

FROM : A. H. BELMONT

SUBJECT: REPRODUCTION OF FBI REPORTS BY IIC MEMBERS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY sp-cidg

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

EXECUTIVE CONFERENCE

Reference is made to the attached memorandum dated December 22, 1954, in the [redacted] case, which pointed out that the Air Force and other IIC agencies have authority to reproduce FBI "Secret" and "Top Secret" material for dissemination within their own departments. This agreement which is noted in the minutes of the IIC meeting of April 2, 1952, provides that reproduction of material should be kept at an absolute minimum, that each agency should keep a record of the number of copies made and to whom they are furnished, and that each agency would be responsible for the security of the reproductions within their departments. This discussion in the IIC was raised in March, 1952, as a result of the new minimum standards for the handling and transmission of classified information which provided that "Top Secret" and "Secret" material should not be reproduced without the consent of the originating agency. Prior to this, it was the general understanding and policy of the IIC agencies that it would not be necessary for an IIC agency to obtain authority from another IIC agency to reproduce reports or documents providing the reproduction was kept at an absolute minimum and that a record was kept as to the number of copies produced and as to whom they were disseminated and providing the agency would be responsible for the security of the reproductions. It was decided by the IIC and noted in the minutes of the IIC meeting of April 2, 1952, that the IIC agencies would proceed as they had in the past and that it would not be necessary to obtain authority in each case.

The following analysis is set forth to show the possible effects of an abrogation of the IIC agreement which

Attachment

RECORDED-55

- NWP:hke (7 copies)
- 1-Mr. Nichols
- 1-Mr. Boardman
- 1-Mr. Belmont
- 1-Mr. Philcox
- 1-Mr. Sanders
- 1-Section Tackler

106-2554-12173  
JAN 18 1955

ORIGINAL FILED IN 106-8603-1517  
A-66-277 UNRECORDED COPY FILED IN

(See Addendum, Page 3)

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 100-25615-318

51 FEB 2 1955

U.S. DEPT. OF JUSTICE  
JAN 3 1955  
SEC. 106-8603-1517

Memorandum for Mr. Boardman, 3/27/47

would make it mandatory for IIC agencies to obtain authority in each case from the originating agency before reproducing reports. The following advantages are set forth:

1. Making it mandatory for IIC agencies to obtain authority in each case from the originating agency to reproduce a report would undoubtedly result in fewer reproductions and thus reduce the possibility of leaks.
2. If consent of FBI is necessary in each instance to reproduce, a tighter control will result and surreptitious reproductions may be more difficult.

The following disadvantages are set forth:

1. The IIC agreement is a reciprocal one, and it is frequently necessary for the Bureau to reproduce reports received from IIC agencies to be forwarded to our field offices or to the Department. As nearly as can be determined immediately, it is necessary for the Bureau to reproduce approximately 1150 reports \* per month received from other IIC agencies for use by our field offices or the Department. For the Bureau to obtain prior authority in each case would hamper our operation and slow down our production.
2. In order for IIC agencies to take proper action on the basis of information in FBI reports, the reports or the information contained in the reports must be furnished to other parts of the Army, Navy, or Air Force for information and action. If we require the IIC agencies to obtain permission from us in each instance, it will entail considerable additional work for us inasmuch as each time a request is received it will be necessary for the Bureau Supervisor to review the file. This will create a duplication of effort inasmuch as the file was reviewed originally to determine if dissemination was necessary and advisable.
3. Even if we did limit the reproduction of Bureau reports as described above, it would still be possible for an individual within one of the IIC

- 2 -  
\* This is rough estimate from Espionage, Internal Security, Name Check, Loyalty & applicant sections. To be accurate a survey will be necessary Q

Memorandum for Mr. Boardman, 1/5/55

agencies to surreptitiously reproduce a Bureau report as [redacted] did in the Lovestons case. Van Fosson, of course, acted contrary to Air Force regulations and policy inasmuch as the reproduction of the Bureau report was not necessary in his official duties.

b6  
b7c

RECOMMENDATION:

In view of the above, it appears that it would serve the best interests of the Bureau to continue the IIC agreement as it now stands. However, in view of the seriousness of the leaking of information in FBI reports to unauthorized individuals, it is suggested that the Bureau raise this matter in the IIC Working Committee and point out the necessity of maintaining a tight control over FBI reports in order to reduce the possibilities of surreptitious reproduction.

*Handwritten initials and signatures:*  
R  
OKH  
J  
J  
J  
J

ADDENDUM:

January 10, 1955

On January 10, 1955, the Executives' Conference consisting of Messrs. Tolson, McGuire, for Nichols, Mason for Harbo, Mohr, Parsons, Tamm, Holloman, Sizoo and Belmont agreed with the above recommendation and recommended that the IIC agreement continue as it now stands but that the matter be raised in the IIC Working Committee relative to the need for a tight control.

*Handwritten notes:*  
AHB:tlc  
Noted re IIC Working Committee meeting 1-26-55  
[Signature]

*Handwritten initials and signatures:*  
V  
OKH  
J  
J



Mr. Tolson

1/10/55

Executives Conference

SUGGESTION #1150-54  
MADE BY SA LORING J. MCGEE  
SALT LAKE CITY OFFICE  
WANTED FLYERS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/26/92 BY SP5 c/df

SUGGESTION:

SA Loring J. McGee suggested that the Bureau consider furnishing law enforcement agencies with a check list of wanted flyers similar to that presently furnished for Identification Orders. Possibly it could be included on the Identification order check list.

ADVANTAGES:

The suggester states that a check of police bulletin boards reflects that obsolete wanted flyers are often posted; therefore, he feels that if the check list is furnished, the departments will purge the wanted flyer files as they now do the Identification Order file when the check list is received.

DISADVANTAGES:

None noted by suggester.

b6  
b7c

PREVIOUS EXECUTIVES CONFERENCE CONSIDERATION:

Executives Conference memorandum of 6/29/53, reflects unfavorable consideration of Suggestion #254-53, made by Portland Office, on 5/21/53, to the effect that a list of outstanding Wanted Flyers be included on the list of outstanding Identification Orders which the Bureau issues semiannually. At that time it was pointed out an examination of current outstanding Wanted Flyers indicated an Identification Order had been issued on all but two of the subjects. In those two cases there was either a lack of a photograph or fingerprints, thus there appeared to be no need for the list of current Wanted Flyers inasmuch as the current list of Identification Orders served the purpose, except in the two instances

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments

cc: Mr. Harbo  
Mr. Sizoo

RECORDED - 63

66-2554-1217

INDEXED - 63

13 JAN 31 1955

FEB 1 1955

(5)

EX-120

Unfavorable consideration was also given to the suggestion of Special Agent Thomas J. Graham, Milwaukee Office, made on 8/11/53, to the effect that a list of outstanding Wanted Flyers issued from time to time by the Bureau, to be handled either separately or by making the Wanted Flyers outstanding a part of list showing outstanding Identification Orders which is issued periodically.

The Executives Conference of 11/9/54 unanimously recommended unfavorably as to a suggestion by SAC W. A. Murphy of Dallas Office to the effect that a current list of outstanding Wanted Flyers be issued from time to time in similar manner to the semiannual list of outstanding Identification Orders.

OBSERVATIONS:

Inspector F. D. Mason, Training and Inspection Division recommends adoption of this suggestion, pointing out that the fact that this same suggestion is repeatedly received is indicative that a problem does exist. Mr. Penneberger of Mechanical Section stated there will be no problem in adding a list of outstanding Wanted Flyers to the list of outstanding Identification Orders such as the Bureau now issues, as a separate category, on the same card.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:DMG ✓

Present at the Executives Conference on 1/10/55, were Mr. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, McGuire, Holloman and Mason. The Conference unanimously recommends that a list of outstanding Wanted Flyers (there are 15 or 16 outstanding at any given time) be added to the semiannual listing of outstanding Identification Orders.

If you agree, the Investigative Division will take the appropriate action the next time a list of Identification Orders is issued.

Attached are appropriate letters addressed to SA Loring McGee who made the current suggestion, to Florence Delin, who made this suggestion on 5/21/53, to SA Thomas J. Graham, who made this suggestion on 8/11/53, and to SAC W. A. Murphy who made this suggestion on 10/26/54.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

O.K.  
✓  
1-11

MR. TOLSON

1/25/55

EXECUTIVES CONFERENCE

SUGGESTION #3-55  
MADE BY ASAC ROBERT B. MILLER  
HONOLULU DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP5CJ/dj

SUGGESTION:

Mr. Miller suggests that rubber stamps be prepared bearing the initials (1/8" in height) of the following Federal agencies: ~~Office of Special Investigations (OSI), District Intelligence Office (DIO), Counter Intelligence Corps (CIC), Immigration and Naturalization Service (INS) and Civil Service Commission (CSC).~~ These stamps would be used in lieu of Form FD-159 (Record of Information Furnished Other Agencies) which is the form filled out in each instance where information from FBI files is given orally, in person or by telephone, to one of these agencies. Mr. Miller suggests stamping the initials of the agency receiving the information in red ink on or adjacent to the name of the person on which inquiry was made and data furnished. The agency initials would be stamped at the location in a report where the information being furnished is set out; if space does not permit this, the agency initials could be stamped in the margin or if necessary, a separate page could be inserted in the file. A copy of Form FD-159 is attached.

ADVANTAGES

The suggester feels that this suggestion will save time in connection with filing and also on the part of the Agent in the preparation of Form FD-159.

RECORDED - 24 66-2554-12175

DISADVANTAGES

24 FEB 1 1955

1. The exact information given out should be reflected in the file including the identity of the employee giving out the information, identity of person receiving the information, identity of the agency which he represents, date information is given out, individual who is the subject of the inquiry which caused dissemination. This is too much material to be listed on any serial by longhand notation.

2. The present form has caused no difficulty in the New York Office and it is frequently found that where advance notice is given of a name check request and voluminous material is involved a blank memorandum is prepared.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

FEB 2 1955  
Messrs. Harbo  
Sizoo

Memorandum to Mr. Tolson

21779

3. There are frequently two copies of a report in the field file; however, one of these may be charged out from time to time and the placing of notations on the other copy by longhand or by stamp would effectively prevent future dissemination of that copy.
4. There is insufficient space on the average report to contain necessary notations or stamps in frequently checked files ... some files are checked on numerous occasions ... Newark Office feels very strongly about this.
5. It would be a nuisance to try to keep all of the stamps and have them available to each person who is reviewing the file. It would be possible to equip each supervisory desk with a set of stamps, but quite often, upon instruction of their superiors, Agents individually disseminate certain information.
6. Many of our requests for name checks from other agencies come to us in written form and these written documents are filed, thus Form FD-159 constitutes no real problem, but is an adequate device for occasional use.

OBSERVATIONS

In Favor of Suggestion: SAC J. H. Williams of Honolulu and SAC L. L. Laughlin of Washington Field Office ... both feel it would save time and pin down information disseminated.

Opposed to Suggestion: SAC J. J. Kelly of New York, SAC H. G. Foster of Newark, Inspector E. D. Mason, Number One Man J. R. Malley, Investigative Division, and Mr. L. H. Conroy, Name Check Section of Investigative Division... all opposed because of the disadvantages cited above, plus: (1) No great savings of time if suggestion is adopted; (2) Stamp would not give a clear picture of what information was disseminated; a handwritten notation of what was disseminated would be inadequate and would not offer the Bureau as full protection as does Form FD-159.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 1/25/55

Present at the Executives Conference on 1/25/55, were Messrs. Tolson, Tamm, Parsons, Sizoo, Belmont, Boardman, Mason, Rosen and Holloman. The Conference recommended unanimously unfavorable as to adoption of this suggestion because of the disadvantages listed above.

M

RH  
✓  
JH

66-2554-12175

7  
MR. TOLSON

12/20/54

EXECUTIVES CONFERENCE

SUGGESTION #960-54  
MADE BY SA E. S. HUMPHREYS  
INVESTIGATIVE DIVISION  
PROPOSED NATIONAL AUTOMOBILE ALTERED NUMBER FILE

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP-5 C/ky

SYNOPSIS

SUGGESTION

That FBI Laboratory explore advisability of establishing a National Automobile Altered Number File; Laboratory consider retention on selective basis of lead impressions of altered motor numbers and dies used in altered motor numbers of automobiles in major cases involving numerous stolen automobiles transported by an organized auto theft ring; Laboratory consider retention of altered motor numbers found on stolen cars in all Bureau Interstate Transportation of Motor Vehicle cases.

OBSERVATIONS

Auto thefts continue to be major crime against property; estimated 226,530 automobiles stolen last year; monetary loss of \$235,198,140, an amount greater than loss reported in all other crimes together. Mr. Parsons of Laboratory advised a number of changed motor impressions obtained in various Interstate Transportation of Stolen Motor Vehicle cases retained on selective basis at present.

ENCL

RECOMMENDATION

Favorable as to adoption of suggestion, per Messrs. Rosen and Parsons. Mr. Parsons recommends impressions presently maintained be used to form nucleus for permanent file; field and appropriate law enforcement officers be notified of existence of file, if approved; that automobile manufacturers be contacted annually re changes made in style of dies used for motor numbers and serial number plates; that Laboratory continue research in effort to develop methods to insure better quality impressions. Mr. Canada advised no immediate cash outlay but estimated 16 man-hours required to establish file; purchase file cabinet may be required depending upon growth of file.

Tolson  
Boardman  
Nichols  
Belmont  
Harbo  
Mohr  
Parsons  
Rosen  
Sizoo  
Tamm  
Trotter  
Tele. Room  
Holmes  
Gandy

EXECUTIVES CONFERENCE CONSIDERATION

On 12/16/54 the Executives Conference recommended favorably. Present Messrs. Boardman, Harbo, Callahan, Sizoo, Nichols, Rosen, Holloman, Belmont and Parsons.

Attachment

134  
C-Messrs. Sizoo and Harbo

RECORDED-61  
INDEXED-61

13 FEB 2 1955

EX-128

me

There is attached a letter to Mr. Humphreys advising of the adoption of his suggestion.

*V. Jones*

MR. TOLSON

12/20/54

EXECUTIVES CONFERENCE

SUGGESTION #960-54  
MADE BY SA E. S. HUMPHREYS  
INVESTIGATIVE DIVISION  
PROPOSED NATIONAL AUTOMOBILE ALTERED NUMBER FILE

323,017  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP-5 CJP/af

Details

SUGGESTION

That the FBI Laboratory explore the possibilities of the following procedures in an effort to fight the ever-increasing menace of automobile thefts:

1. That the FBI Laboratory give consideration to the advisability of setting up a National File of Altered Motor Numbers.
2. That the Laboratory consider retention on a selective basis of lead impressions of altered motor numbers and dies used to alter motor numbers of automobiles in major cases involving numerous stolen automobiles transported by an organized auto theft ring.
3. That the Laboratory give consideration to retention of altered motor numbers found on stolen cars in all Bureau Interstate Transportation of Motor Vehicle cases.
4. That the Laboratory consider retaining not only all impression of altered motor numbers in Bureau cases, but also solicit contributions from police departments handling interstate cases where thieves are using altered motor numbers to sell stolen automobiles.

ADVANTAGES TO SUGGESTION

The suggesting employee points out the Bureau has under investigation over 100 auto theft ring cases, each of which involves the interstate transportation of at least four stolen cars. These ring-type violations are usually perpetrated by professional auto thieves and most of the cars, when identified, are found to bear altered motor

numbers and altered serial plates. The suggester points out that in one case alone 160 stolen cars have been located, all bearing altered numbers. In this case the FBI Laboratory was able, by scientific examination of altered numbers, to associate 121 of these 160 cars and was prepared to furnish testimony tying in all these cars with the subjects responsible. On at least two other occasions during the past

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

cc-Messrs. Sizoo and Harbo  
dmg  
(5)

66 2554-12176

ENCLOSURE

Memorandum to Mr. Tolson

year it is recalled by Supervisors of the Interstate Transportation of Motor Vehicles Desk, Investigative Division, that the FBI Laboratory has identified altered motor numbers in Unknown Subject cases as having been stamped by the same dies which were used in known subject auto theft ring cases. The suggesting employee feels that, if it were scientifically possible to establish a file of altered motor numbers through the submission of lead impressions taken in Bureau cases, and perhaps police cases as well, there would be tremendous possibilities for assistance to both the field and to police in tying in the activities of the numerous auto theft rings operating in this country.

The suggester points out that automobile theft continues as the major crime against property in this country. Last year it was estimated more automobiles (226,530) were stolen than were recorded for any previous year, at a monetary loss of \$235,198,140, an amount greater than the loss reported in all other crimes together, according to the Uniform Crime Reports. 14,492 stolen automobiles were recovered in cases investigated by the Bureau and these cases resulted in 4,685 convictions in Federal Court. Both of these figures are higher than those recorded by the Bureau for any previous year.

Mr. Rosen agrees with the suggestion.

#### OBSERVATIONS

Mr. D. J. Parsons, FBI Laboratory, advised that the Laboratory has been retaining, on a selective basis, a number of changed motor impressions obtained in various Interstate Transportation of Stolen Motor Vehicle cases. These specimens have been retained on a trial basis for study purposes to determine whether or not such a file would be practical. Retention of these specimens has proved of value in a number of cases, including specimens submitted in the [redacted] case and the [redacted] case. In each of these cases it was possible to associate cars recovered in other cases with these rings.

#### RECOMMENDATION OF FBI LABORATORY

Mr. D. J. Parsons of the Laboratory recommends as follows:

1. That the impressions presently maintained in the Laboratory be used to form a nucleus for a permanent file of altered motor number impressions known as the National Automobile Altered Number File.
2. That the field be advised of the existence of the file, if it is approved, and also be advised (A) of the general make-up of the file; (B) of the suggested methods for taking impressions; (C) of suggested methods for forwarding such impressions to the FBI Laboratory.
3. Police Departments, Sheriffs' Offices, State Highway Patrols, et cetera, may wish to submit changed motor number impressions found on stolen cars recovered by them for comparison with impressions in the file. Therefore, if this file is approved, it is suggested they also be advised of the existence of the file either through personal contact or at Law Enforcement Conferences.



Memorandum to Mr. Tolson

4. If the file is approved, impressions submitted for inclusion therein will be retained on a selective basis, based on: (A) where the facts indicated the theft of more than one car and possibility a ring is operating in the case; (B) where impressions are of poor quality such impressions will be returned to the contributor with a request that they obtain additional specimens; (C) impressions will be retained in the file until such time as it is indicated the investigation of the case in which the impressions were obtained has been brought to a logical conclusion; or where considerable time has elapsed since the submission of the impressions and their further retention in the file would appear to serve no useful purpose.

5. If this file is approved, the Laboratory suggests automobile manufacturers be contacted on a yearly basis for the purpose of determining whether or not any changes have been made in the style of dies used by them in stamping motor numbers, together with information relative to changes in the style of dies used in stamping serial plates and the composition of the metal used in the make-up of such plates. For example, in the [redacted] case it was possible to show that they did not agree in composition with sample plates and specifications from the Chevrolet factory. b6 b7C

6. For the past two years In-Service Classes during their visit to the Laboratory have been instructed in the proper methods of taking changed motor number impressions and have been shown a booklet prepared by the Bureau setting forth the style and shapes of dies used by automobile manufacturers in stamping motor numbers. It is suggested that they use this booklet during their examination of the motor number of a car to determine whether or not the style and shape of the numbers appearing in the motor number are identical with those contained in the booklet. If not, this may serve as an indication that such numbers have been changed. This booklet will only be of value to the field if kept current and this can be done through annual contact with automobile manufacturers.

7. It will be necessary for the Laboratory to continue its research in taking of motor number impressions in an attempt to develop methods to insure better quality impressions. At present both lead and Tenaplate are suggested for taking such impressions. Work has also been done with various plastics as impression materials; however, none have been found to date which produce better quality impressions than the lead and Tenaplate.

#### COSTS

Mr. I. W. Conrad of the Laboratory advised that there would be no immediate cash outlay to put this suggestion into effect; estimated 16 man-hours required to establish the file. At some future date purchase of file cabinet may be required, depending upon growth of file.

MR. TOLSON

January 31, 1955

EXECUTIVES CONFERENCE

IN-SERVICE TRAINING

323 013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/26/92 BY SP5 u/ly

The Executives Conference of January 21, 1955, consisting of Messrs. Tolson, Trotter, Parsons, Sizoo, Boardman, Holloman, McGuire, Rosen, Belmont and Mohr considered the large number of questions which have been submitted by the In-Service classes, particularly the last one which was an In-Service course for agents with four or more years experience and was devoted primarily to security investigations. It was pointed out to the conference that it appeared obvious on the surface that many of the questions being asked by members of the class in writing were the type of questions which could be or should be answered by the Special Agents in Charge. The conference was advised that it seemed to appear that if we had such a large group of men coming here for In-Service and asking such fundamental questions that a proper job was not being done to indoctrinate the bulk of our agents in the field.

The conference was informed that with the advent of the new In-Service Training Program, Special Agents in Charge and agents were encouraged to present their questions in writing while at In-Service so that the officials and instructors at the Seat of Government could have them and answer them. Judging from the response being received, this program is being enthusiastically endorsed by the Special Agents in Charge and also the agents. The Special Agents in Charge were also instructed to hold conferences with the men attending In-Service upon their return to their respective field office and the comments and observations of returning agents were to be made available to the agents in the office through squad conferences and the like. It would seem that if this program is being followed in the field that the number of questions of a similar kind should decrease and the maximum benefits should be obtained from In-Service training since the information developed at In-Service is thereby passed on to all agents in the field.

Mr. Mohr advised that when he received his set of questions from this particular In-Service class he asked the class specifically if they felt their Special Agents in Charge were failing to fully inform them of all pertinent information thereby obviating the necessity for the questions at In-Service training. The universal response from the In-Service class was that they were desirous of presenting their questions so that a Bureau official could advise them of any refinement

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

INDEXED-85

RECORDED-85

EX. - 109

13 FEB 2, 1955

*JM*  
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or elaborations in connection with the many matters brought up. As a matter of fact as a result of the general questions asked there were many subsequent questions which were technically of a refined nature. It was Mr. Mohr's observation that the reaction of the class was excellent and the class appeared to be sincerely interested in finding the answers to their many and varied questions.

Mr. Mohr also advised the conference that he discussed this matter specifically with SAC Whelan of San Francisco when he was here in Washington and that Mr. Whelan stated that it was his policy in accordance with Bureau instructions to encourage the agents to ask questions when they are scheduled to attend In-Service training. Mr. Whelan was of the opinion that if any program was instituted calling upon the SAC for explanations for failure to fully inform agents attending In-Service training of the answers to all questions that it would result in very few questions being asked by the agents attending In-Service. Mr. Whelan was of the opinion that some of the agents ask general questions with the hope and expectation that the Bureau official or instructor answering them will give refinements which could only be obtained at the Seat of Government.

The conference was unanimously of the opinion that this matter should be carefully watched and that the questions submitted should be carefully evaluated and if there appeared to be any failure on the part of the SAC or the field to properly indoctrinate or instruct Special Agent personnel it may be desirable to reiterate and amplify existing instructions, regulations and policy with respect to the matters being brought up at In-Service schools.

The conference was unanimous in recommending that by no later than the end of February these questions be analyzed by each division to determine whether a specific program should be recommended to the Director which could be determined from the questions after a sufficient period of time has elapsed.

If you agree with the unanimous views of the conference this matter will again be considered no later than the end of February, 1955

OK  
ZL

V. Jan

MR. TOLSON

11/1/54

The Executives Conference

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DATE 3/19/92 BY SP5ca/deg

CLINTON-WALDORF RADIO STATIONS

C.W. Network General

On November 1, 1954, the Executives Conference consisting of Messrs. Tolson, Harbo, Rosen, Boardman, Belmont, Sizoo, Tamm, Callahan, and Parsons considered the problem in connection with the relocation of the Bureau's main radio stations at Clinton-Waldorf, Maryland.

The Bureau has an emergency radio network which connects all continental and territorial offices with the Bureau's Headquarters in Washington. The transmission is in dot and dash code and there is daily contact with each field office with sufficient traffic passed to insure the operation of the network and proficiency of the operators. It is the regular means of rapid communication with the territorial offices and serves as an emergency network for contacting continental offices and insuring Bureau communication despite failure of regular commercial communications. The main receiving station is at Clinton, Maryland, and the main transmitting station at Waldorf, Maryland, on rented property which we have occupied since 1942. Since the establishment of these stations, there has been considerable development in the area. The Andrews Air Force Base has been established and our Clinton station is just off the end of one of the main runways of the airport. The private owner, although very cooperative, has sold land and built houses which are now actually under some of our antenna structures.

In December, 1950, a Committee of the Executives Conference recommended and the Conference and the Director approved the moving of the Clinton and Waldorf stations because of the hazardous location of the Clinton station, the operating difficulties in view of the crowding of the area, and the security hazards involved in the undesirable location. A survey completed in April, 1951, resulted in finding that there was no suitable Government land available on any military or other federal property, including the National Parks and National Forests. Land suitable for radio stations in this area is at a premium with the numerous radio activities of the various branches of the military plus the Coast Guard, Civil Aeronautics, Bureau of Standards, et cetera. Suitable privately owned land was located, and

through the negotiations to purchase were approved by the Director, in July, 1951, it was learned prior to these negotiations that the U. S. Bureau of Standards radio site at Sterling, Virginia, was

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- Nichols \_\_\_\_\_
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- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Harbo  
Mr. Sizoo

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Memorandum for Mr. Tolson

November 1, 1954

curtailing activities and might become available. Through lack of funds, the Bureau of Standards move of their facilities to Colorado was slow. On October 15, 1954, the Executives Conference was advised that the conditions under which the Bureau of Standards site could be made available were unacceptable and the Conference recommended and the Director approved discontinuing efforts to secure the Bureau of Standards site. The Laboratory was instructed to conduct an additional survey for the purpose of relocating the Clinton-Waldorf stations.

Since the Bureau has recently decided to make preparations to use Quantico as an emergency relocation site under the Bureau's war plans, additional surveys have been made on and near the Quantico Reservation. The Marines will make available to the Bureau free of cost land on the Reservation, but the only available property is heavily wooded and would require clearing, at an estimated cost of \$600 per acre. (The same as the cost for clearing land for our new ranges.)

Two pieces of land are necessary of approximately 150 acres each, one for the receiving and one for the transmitting site, approximately two miles apart.

In the course of our recent survey, two pieces of land have been located already cleared and adjacent to the Quantico Reservation. One piece is known to be for sale for less than \$20,000, which would make an excellent transmitting site. This land, at a cost of \$80 per acre, is far cheaper than the \$180,000 to \$200,000 which would be necessary either to clear available land on the reservation or purchase the Bureau of Standards transmitting site. In addition to the cost of the land, a small building would be needed for each of the receiving and transmitting stations and a cinder block structure similar to the building constructed at our Quantico ranges, which cost approximately \$20,000, would be adequate. The major expense of relocating the radio stations would be the antenna poles and towers similar to those that we now have at Clinton and Waldorf. These antenna structures, together with the switching equipment, power, etcetera, will cost approximately \$80,000 to \$100,000. This cost would be the same regardless of any of the sites to which we might move, assuming power to be close by. The radio equipment itself for the re-establishment of the stations and which is valued at approximately \$100,000 is already available.

Memorandum for Mr. Tolson

November 1, 1954

The Conference considers that \$100,000 to \$150,000 necessary to re-establish the radio stations should not be invested on rented land but that land under the Bureau's control should now be obtained for the purpose of these stations.

The Conference unanimously recommends that the Bureau immediately seek appropriations for the purchase of land and re-establishment of our main radio stations allowing for a margin of safety of \$50,000 for the land, \$50,000 for the buildings, and \$100,000 for the antenna towers and structures, it being again noted that the radio equipment itself is already available.

*Jan*

11/4/54

ADDENDUM BY MR. TOLSON:

Prior to making a decision with respect to the above I think we should exhaust the possibility that there may be Government owned land in the vicinity of Washington suitable for setting up the radio receiving and transmitting stations. I have in mind that there might be suitable land owned by the Army or Navy in this vicinity which could be used by the Bureau without necessitating our purchasing the land. I have asked the Laboratory to make a survey in this connection and to have it completed at the earliest possible date so that we can make a final decision relative to the relocation of our Clinton and Waldorf Radio Stations. I have in mind that in any request for appropriation for this purpose the obvious question would be asked as to whether suitable land could not be located already owned by the Government.

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CT:DSS

Mr. Tolson

2/4/55

Executives Conference

GOVERNMENT PRINTING REGULATIONS  
STANDARD FORM 64

323,013  
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DATE 2/28/92 BY SP-5/SLJ

General Services Administration (GSA) regulation 302.06 states "standard forms approved by the Bureau of the Budget or the General Accounting Office shall be obtained from the GSA as supply items." The Joint Committee on Printing of the Congress of the United States issued a regulation dated 7-1-54 requiring standard forms be so obtained "unless otherwise authorized by the Joint Committee on Printing." It is specifically stated that the above GSA regulation does not apply to internal agency forms or to forms not listed in the Stores Stock Catalog. Further, the FBI is authorized to do certain printing as may be "urgent or necessary" for general use in our own Bureau.

Standard form 64 is the regular U. S. Government "office memorandum" form used by the Bureau. We purchase this form from GSA. In our last order we paid \$2.22 per thousand for the form in letter size. The same paper unprinted costs \$1.50 per thousand. In the past, the Bureau has imprinted on standard form 64 certain Bureau forms which are of the memo type. During the recent visit of Mr. [redacted] of the Hoover Commission, October, 1954, he observed that greater economy can be obtained if various FBI forms are imprinted on plain paper instead of on standard form 64. Since then, several forms being reprinted have been placed on plain paper.

Mr. Mohr has raised the question as to how people will know a form is an official FBI form and thus government property unless it is printed on standard form 64. All Bureau forms are not now printed on standard form 64 since some do not lend themselves to the heading of that form. Mr. Mason does not consider this to be a problem and does not feel it is necessary that all Bureau forms be identified as government property. He points out the words "Property of FBI" could be printed on those forms not otherwise identified as government property if such action is deemed essential.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Sizoo  
Mr. Harbo

AGG:jaw & EDM:dmg  
(5 Copies)

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FEB 7 1955

Memorandum to Mr. Tolson

of paper and then cut the paper to obtain individual sheets, each containing one form. In this process the heading of Standard Form 64 could be printed on the form where appropriate, at the same time the form is printed, without additional expense.

The Executives' Conference on 1/20/55, desired that the Administrative Division check with the Joint Committee on Printing of the Congress of the United States to see if there is any objection to our printing the heading for Standard Form 64 at the same time we imprint the details of an FBI form. Mr. [redacted] of the Joint Committee on Printing stated that the regulation prohibiting the printing of Standard Form 64 does not apply to such an instance as this and it would be perfectly proper for the FBI to print its form under Standard Form 64 heading.

Mr. R. C. Renneberger points out that we are equipped to print the Standard Form 64 heading and the paper to be used will cost \$150 per thousand. When cutting and wrapping costs are added, it is Mr. Renneberger's estimate that the final cost will be approximately what we pay General Services Administration for Standard Form 64 at the present time; however, we will have imprinted the individual FBI form along with the Government Memorandum heading simultaneously. Thus, one printing operation will be eliminated.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Whenever  
Practical

The Executives Conference was requested to offer its recommendation as to whether FBI forms should bear the U. S. Government Memorandum (Standard Form 64) heading at the top of the page inasmuch as this printing function can be performed by the Mechanical Section at the time the FBI form is printed.

The Conference of 2/3/55, composed of Messrs. Tolson, Boardman, Mohr, Parsons, McGuire, Belmont, Tamm, Rosen, Sizoo and Harbo, unanimously recommended that Standard Form 64 entitled "Office Memorandum - United States Government" be used in all instances where it has heretofore been used. (This includes those forms utilized by the Administrative Division which were recently reprinted without the office memorandum heading at the instruction of the Training & Inspection Division.)



Mr. Tolson

2/4/55

Executives Conference

SUGGESTION #19-55

MADE BY MRS. [redacted]

DALLAS OFFICE

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DATE 2/28/93 BY SP-5 C/dg

b6  
b7C

SUGGESTION:

Mrs. [redacted] suggests that a photograph of each fugitive added to the list of the Top Ten Fugitives be inserted on the document issued by the Director to all investigative employees whenever a new fugitive is added.

List

ADVANTAGES:

Suggester believes that this would tend to make a more definite impression on employees as to the true likeness of the fugitive.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. M. A. Jones, Records & Communications Division, states that it is the opinion of the interested Supervisors in the Crime Records Section that this is an excellent suggestion and should be adopted. Mr. Jones feels that a 2" x 2" half-tone cut of the subject of the memorandum could be run in the upper left-hand corner of the page and opposite this picture would appear the subject's name, the violation for which he is being sought and his physical description. The narrative as to process and characteristics and idiosyncrasies of the fugitive would then be set forth below. The utilization of the photograph would, of course, preclude the use of the office memorandum stationery and would require the use of plain bond paper. Mr. J. J. McGuire agrees with the views of Mr. Jones. (See Exhibit 2 attached)

Mr. Jones further advised that it would be a simple matter to include a half-tone cut of the fugitive in the memorandum to all investigative employees. He states that the preparation of such a cut would take approximately 1 1/2 hours' time for a UC-16 employee earning \$2.45 an hour and that the cut itself would cost 16¢ for a total additional cost of \$3.93. Mr. Jones advised that 7,550 memoranda to all investigative employees are printed and distributed, and that the bond paper required for this printing would have a total cost of \$10.50. Mimeograph paper presently used for these memoranda costs \$8.40 each time a Top Ten Fugitive memorandum

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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Harbo  
Mr. Sizoo  
new/jnp  
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is issued to all investigative employees. The use of bond paper could represent an additional cost of \$2.10 on each occasion. In the event this suggestion is adopted, the total extra cost each time one of these memoranda is issued would be \$6.03.

Mr. [redacted] Mechanical Section, advised that it will not in all instances be possible to print these memoranda on Standard Form No. 64 paper (Office Memorandum Form) if the photograph is included since extra space will be required and it is necessary to leave a minimum of 5/16 inch clear space at the bottom of the page, where the information set out is lengthy, the Standard Form No. 64 heading could not be used along with the photograph. Where space permitted, the heading could be used.

Mr. Rosen, Investigative Division, states that if a photograph of the Top Ten Fugitives can be clearly reproduced on the memorandum that now goes to all investigative personnel, and if the cost of reproducing such a photograph will not be prohibitive, he feels that this suggestion is worthy of consideration.

PREVIOUS EXECUTIVES CONFERENCE ACTION:

The Executives Conference of 7/6/53 considered an identical suggestion made by SAC Foster and recommended unanimously unfavorable because it was felt that the preparation of the Identification Order and the Wanted Flyer was sufficient and that no additional or supplemental system should be devised for furnishing Agents photographs individually on each of the Top Ten Fugitives.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 2/2/55, composed of Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Rosen and Harbo, recommends unanimously favorable. The Conference also favored the inclusion of the fingerprint classification. The Conference also unanimously recommended that the printing be done on Standard Form No. 64 entitled "Office Memorandum - United States Government." The Conference felt that wherever possible the details of the circular should be condensed so as to make possible the printing limited to one page.

RH

Jan

LB

MR. TOLSON ✓

2/7/55

EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
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DATE 2/28/92 BY SP-5a/deg

USE OF DISTINCTIVE COLORED PAPER  
FOR ADMINISTRATIVE PAGES OF REPORTS

SYNOPSIS

The Executives Conference was requested to reconsider whether administrative pages of reports should be prepared on distinctively colored paper.

PRESENT PROCEDURE: Administrative pages of reports are presently typed on white paper the same as the remainder of the report. These pages contain miscellaneous administrative data, such as symbol of each informant if there is one; identity of agent obtaining information from confidential informants, leads, references, reasons for classifying report "Top Secret" or "Secret," et cetera.

ADVANTAGES TO SUGGESTION: Possibility exists of administrative page being allowed to remain attached to report when a copy is forwarded to an outside agency; if typed on paper of color other than white this possibility would be eliminated in that colored paper would serve as reminder that page should be detached. Considerable embarrassment could result through inadvertently allowing administrative page to remain attached. Would facilitate location of administrative page by Supervisor when reviewing reports for approval.

DISADVANTAGES TO SUGGESTION: Some additional paper costs; white report paper 80¢ per 1,000 sheets; colored paper (regardless of color) \$1.00 per 1,000 sheets. First, or face sheet of summary reports now prepared on pink report paper; if summary report is mimeographed the face or first sheet is pink.

PREVIOUS SUGGESTIONS CONSIDERED: Six previous suggestions along same idea were received by Bureau and recommended unfavorably for following reasons: Checking for colored sheet should not be extent of examination to see that administrative page is deleted; more than one form would have to be maintained in Form Book; additional storage problem; extra paper costs.

REGOMMENDATION: Messrs. E. D. Mason, G. C. Gearty and B. C. Brown favor adoption of the use of distinctive colored paper for administrative pages of reports.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was advised that an actual check in the Records Section reveals an average of four administrative pages per report and an average of four copies of each report. It has been estimated that 101,920 reports are submitted per year. At a

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- Holloman \_\_\_\_\_
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5 1cc Messrs Harbo and Sizoo  
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Memorandum to Mr. Tolson

cost of 80¢ per thousand for plain paper and \$1.00 per thousand for colored paper, the additional cost to adopt this suggestion throughout the FBI is estimated at \$326.14 per year over and above present paper costs.

The Conference of 2/7/55, composed of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Sizoo, McGuire and Harbo, recommends unanimously unfavorable for the reasons indicated herein. If the proposed procedure were adopted, failure of a stenographer to use a colored sheet of paper for the administrative pages could contribute to a failure to detach administrative pages prior to forwarding to U. S. Attorney.

RW.

V. J.

~~MR. TOLSON~~

~~EXECUTIVES CONFERENCE~~

USE OF DISTINCTIVE COLORED PAPER  
FOR ADMINISTRATIVE PAGES OF REPORTS

DETAILS

The Executives Conference was requested to reconsider whether administrative pages of reports should be prepared on distinctively colored paper.

PRESENT PROCEDURE

Administrative pages of reports are presently typed on white paper the same as the remainder of the report.

Administrative pages report the following data:

- (a) Symbol of each informant if there is one and if temporary, the reason for use of T symbol; (b) Identity of Agent who obtains information or material from confidential informants; (c) Identity of Federal agency having security responsibility for a Key Facility where the subject of a security case is there employed, and identities of all of the interested agencies; (d) A statement indicating whether an atomic energy facility has an interest in the subject matter of a security-type case; (e) Miscellaneous administrative data, such as, background for the assistance of offices covering leads which have not previously received reports or information; (f) Leads; (g) References, except in applicant cases when they are placed on the first page; (h) In Loyalty cases: names of Agents conducting investigation and identity of investigation they conducted; (i) Reasons why report classified as "Top Secret" or "Secret."

ADVANTAGES TO SUGGESTION

There exists the possibility of the administrative page being allowed to remain attached to the report when a copy of such report is forwarded to an outside agency. It is felt that if the administrative page were typed on paper of a color other than white, this possibility would be eliminated by reason of the fact that the colored paper would serve as a reminder

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- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc-Hess/s. Harbo and Sizoo  
dmg  
(5)

66-2554-12181

ENCLOSURE

323 013  
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DATE 2/20/92 BY SP-8/SLJ

Memorandum to Mr. Tolson

that this page should be detached. Considerable damage could result by inadvertently allowing the administrative page to remain attached. Physical removal of administrative pages from reports by Agent or clerical personnel could be speeded up by ready identification; procedure would also facilitate handling of reports by Supervisor in that the administrative pages would be more easily located when reviewing reports for approval.

DISADVANTAGES TO SUGGESTION

There would be some additional cost. Mr. [redacted] of the Administrative Division Property Management Section advised that white paper used for report writing at present costs 80¢ per 1,000 sheets; the cost of colored paper of the same grade (regardless of color) would be \$1.00 per 1,000 sheets.

The first, or face sheet of a summary report is prepared on pink report paper. If the summary report is mimeographed the face or first sheet is pink.

b6  
b7c

PREVIOUS SUGGESTIONS CONSIDERED

Suggestion #79, made by Miss [redacted] Philadelphia Office, 9/18/51, proposing that administrative pages of reports be prepared on paper of a color other than white. Recommended unfavorably.

Suggestion #404-52, made by SA Etheridge Foote Kent, Newark Office, 8/27/52, proposing that administrative pages of FBI reports be typed or printed on different colored pages from that of the body of the report. Recommended unfavorably.

Suggestion #222-54, made by SA John R. Phillips, Jr., Chicago Office, 5/27/54, proposed the use of a special printed form for the administrative section of reports on regular thin report paper, with printed heading at top center "Administrative Page." It was also suggested that this special printed page might be designed in a tinted or colored paper to permit quick and ready check by Supervisory and clerical employees. Executives Conference on 6/16/54 recommended unfavorably as to this suggestion for the following reasons: (1) It was not believed checking for this colored sheet should be the extent of the examination to see that administrative pages were deleted; (2) It would cause more than one form to be maintained in the Form Book and there would be additional storage problem; (3) There would be extra cost for colored paper.

Memorandum to Mr. Tolson

Suggestion #283-54, made by SA  Kansas City Office, 6/30/54, proposing that administrative pages of reports be prepared on a different colored paper than the remainder of the body of the report. Recommendation unfavorable for the reasons set out above in Executives Conference action 6/16/54.

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Suggestion #343-54, made by SAC, Charlotte, 7/5/54, in response to the Bureau's request for ideas as to ways and means of further streamlining work of the FBI. It was suggested the Bureau adopt use of a distinctive colored paper for use as administrative pages of reports. Executives Conference memorandum of 7/15/54 recommended unfavorably as to this idea.

Suggestion #7-55, made by SA David W. Breen, Investigative Division, 1/3/55, to the effect that consideration be given to the use of colored paper for administrative pages and informant pages of reports so that they will be obvious to persons handling them. Executives Conference memorandum to Mr. Tolson 1/10/55, recommends unfavorably for the following reasons: (1) Use of colored sheets might possibly reduce the effectiveness of controls by causing people to look only for those pages of a different color. (2) An additional form would have to be kept in the Form Book and there would be an additional storage problem. (3) Extra paper costs involved through use of colored paper.

#### OBSERVATIONS

Messrs. E. D. Mason, G. C. Gearty and B. C. Brown favor adoption of the use of distinctive colored paper for administrative pages of reports.

#### ~~EXECUTIVES CONFERENCE CONSIDERATION~~

MR. TOLSON

12/23/54

THE EXECUTIVES CONFERENCE

PLAYING OF MUSIC IN THE RECORDS SECTION, IDENTIFICATION DIVISION AND HEALTH SERVICE UNITS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP5 cr/dg

On December 22, 1954, the Executives Conference consisting of Messrs. Boardman, Mohr, Nichols, Rosen, Sizoo, Belmont, Trotter, Mason and Parsons, considered the subscription to Musak Service as a source of music for those units of the Bureau where music is played.

For approximately ten years music has been played in the Records Section and is currently used in both buildings. Such music is played every other twenty minutes from 2:30 to 4:30 in the afternoon and for approximately 15 minutes at 9:30, 10:00 and 11:00 during the evening shift. The Identification Division plays music for 45 minutes prior to 6:00 A.M. and for short periods similar to the Records Section during the night and midnight shifts. On November 15, 1954, the Director approved playing music in the Health Service Units in both Justice and Identification Buildings, the FBIIRA to pay for the necessary playbacks.

The music which has been used for the purpose in the Bureau has been from disk record players which do require periodic attendance and maintenance. An additional undesirable feature of disk record players is that the records become worn and there is a constant cost of obtaining new records. An additional difficulty arises in that the music must be properly selected and played at a low volume as background music in order to have the desired effect. Mr. Walkart of the Records Section has suggested that rather than buy additional record players, a tape playback be used because of the higher quality of music reproduction and the music for all units be furnished from one playback in each building. As a result of consideration of this suggestion by the Laboratory, it was recommended that rather than purchase playback units at a cost estimated from \$1900 to \$2400 and have the continuing cost of purchasing tapes, the FBIIRA subscribe to the service of Musak in Washington. Because of the popularity of Musak Service, the cost has now been reduced to \$27.50 per month per building which would mean a total cost of \$660 per year for both buildings. This service would be cheaper, would eliminate the need for maintenance and attendance of playbacks, and furnish a better selection of music 24 hours a day than is readily available either through records or tape purchases. Bureau files show no derogatory information on the Musak Corporation or its officers, or the local Musak Company or its officers.

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

SENT DIRECTOR 12-29-54 RECORDED-12 INDEXED-12

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(6)



Other Government agencies are known to subscribe to Musak out of their recreation funds, the most recent being the main Navy Building and the U. S. Weather Bureau.

CONFERENCE RECOMMENDATION:

The Conference unanimously recommends a subscription to Musak for each of the Justice and Identification Buildings and all music in Bureau space be furnished from these subscriptions, at a cost of \$600 per year, to be paid out of FBIRA funds.

I am in favor of the music but before approving I want to know whether it wouldnt be well to have music thruout the day & evening & also cost of same

Viper S 7H

THE DIRECTOR

January 25, 1955

THE EXECUTIVES' CONFERENCE

CC - Mr. Boardman  
Mr. Belmont  
Mr. Nichols  
Mr. Baumgardner

~~SECURITY INDEX~~

On January 25, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Nichols, Rosen, Tamm, Parsons, Holloman, Sizoo and Belmont, considered certain problems raised by Mr. Tolson in connection with the Security Index.

(1) The Manual of Instructions, Volume III, Section 87G, page 28b, where the purpose of the Security Index is set forth, states in part "In preparing and maintaining the Security Index, the Bureau is acting only in the capacity of assembling the facts concerning the individuals involved for referral to the appropriate officials of the Department of Justice for their consideration and decision as to action to be taken at a time of national emergency."

Executives' Conference Recommendation (Unanimous):

That inasmuch as the Attorney General has advised the Bureau that he does not have the funds or the manpower to review cases on the Security Index, to all practical effects, the decision rests with the FBI as to who will be apprehended in an emergency. Therefore, the above phraseology should be changed to read as follows: "However, in preparing and maintaining the Security Index, to all practical effects, the Bureau is making the decision as to those persons who will be apprehended in the event of an emergency, inasmuch as the Attorney General has advised the Bureau that he does not have the funds or manpower to review the Security Index cases."

(2) Section 87G (2) lists a number of factors which should be considered in assisting in a determination as to an individual's potential dangerousness. Among these factors Mr. Tolson felt that the following were very weak: subscriptions to publications of a subversive organization; contributions to or collection of funds for the organization; and refusal to furnish information or to testify regarding membership or activities in a subversive movement.

In the instructions following the listing of these and other factors, the Manual states "It is not intended

RECORDED-31

INDEXED-31

24 FEB 9 1955

66-2554-12183

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room CC - Mr. Sizoo  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_  
Mr. Harbo

AHB:tlc (8)

66 FFR JAN 29 1955

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DATE 2/20/92 BY SP5/CL/ky

MEMORANDUM FOR THE DIRECTOR

"that an individual shall be deemed dangerous merely because one or more of the foregoing factors are applicable in his case. However, these factors should be considered as indicating loyalty to a subversive organization, thereby assisting in determination of the dangerousness or potential dangerousness of an individual subject and whether he should be included in the Security Index under the standards set forth below." Thereafter the standards utilized by the Bureau for consideration for inclusion in the Security Index are set forth in detail. Mr. Tolson felt that the Manual should more clearly state that the factors listed in Section 87C (2), and particularly the three factors set forth above, do not of themselves constitute a basis for inclusion in the Security Index.

Executives' Conference Recommendation (Unanimous):

That following the title under Section 87C (2), "Determination of Dangerousness of an Individual," the following be set forth in order that these factors will not be confused with the standards under which we place persons on the Security Index: "The following is a list of factors which will be of assistance in determining the dangerousness of an individual. However, they are not to be considered as standards for placing on the Security Index, as such standards are listed in Section 87C (3)."

(3) At the present time although by SAC Letters the field has been instructed that the SAC is responsible for proper investigation and evaluation of Security Index cases, there is no specific requirement that the SAC shall personally review and approve the recommendation that a person be included in the Security Index. Further, while there is a requirement that cases be brought up to date, analyzed and evaluated, at least annually, by the submission of a field report (except in the case of the New York Office), there is no specific requirement for a renewed recommendation from the field at any time for the continuance of the subject on the Security Index.

Executives' Conference Recommendation (Unanimous):

That an SAC Letter be sent to the field, cautioning the field as to the seriousness of inclusions of names of persons on the Security Index and pointing out that the Bureau is, in effect, making the decisions for arrests, since the

MEMORANDUM FOR THE DIRECTOR

Department of Justice has not and apparently will not arrange for attorneys to review and approve such inclusions. Also, that this SAC Letter make it the personal responsibility of the SAC to make recommendations to include or cancel subjects for the Security Index, except in those offices having more than 1,000 Security Index subjects in which instance the recommendations must be made by the SAC, ASAC, or Bureau-approved Security Supervisor. (This would include Chicago, Detroit, Los Angeles, New York, Philadelphia and San Francisco.)

This SAC Letter will further require that an immediate review be made by the field of all cases on the Security Index at this time and that the SACs (except as indicated in the above six offices) personally approve or disapprove the retention of the present subjects in the Security Index, this approval or disapproval to be set forth in individual memoranda on each case to the Bureau setting forth the reasons why the subject should be retained in or removed from the Security Index.

The Executives' Conference recommended that this review be completed within sixty days by all offices having less than 1,000 cases; all the remaining offices within 90 days, with the exception of New York which will have a deadline of six months.

If you agree with the above, an appropriate SAC Letter will be prepared.

(4) Relative to approval of cases for inclusion in the Security Index, the present system is that the individual Supervisor handling the substantive case reviews the file and either approves or disapproves recommendations from the field as to inclusion of a subject in the Security Index. The recommendations of the individual Supervisors then flow through one experienced Supervisor who likewise reviews the file and makes his recommendation. If there is any disagreement at this point, or if there is not a clear showing as to the action to be taken, the case is referred to Section Chief Baumgardner, and if necessary to Assistant Director Belmont for a decision.

Executives' Conference Recommendations: (Unanimous)

The Executives' Conference unanimously felt that an additional step is desirable at this time to insure that

MEMORANDUM FOR THE DIRECTOR

the placing of individuals on the Security Index is approved at a high level. Therefore, the Conference recommended that in the future the review and approval of the inclusion of the names of individuals be personally handled by Supervisor Paul L. Cox, the Supervisor in Charge of this work; F. J. Baumgardner, the Chief of the Internal Security Section or Inspector V. P. Keay, who is in charge of the Internal Security-Liaison Branch of the Domestic Intelligence Division. In cases of disagreement the case will come to Assistant Director Belmont. Belmont noted that this will throw an additional burden on representatives of the Division already handling a very heavy assignment. However, it will be worked out.

The Conference further noted that as the results of the field review of the current Security Index subjects are received at the Seat of Government, the cases will be reviewed by the Domestic Intelligence Division.

(5) Mr. Nichols further recommended that a group of five specially qualified Agents be brought in from the field for the purpose of instituting an independent and continuous review of the Security Index and to act in the role of "devil's advocate" in making such a review. The remainder of the Conference recommended that this not be done, as it was felt that the steps outlined above were a more desirable approach to the problem.

If you agree, we will be guided by the recommendation of the majority in this instance.

*I agree with  
majority*

Respectfully,  
For the Conference

*V* 18

Glyde Tolson

*2 - what concerns me is that Boardman,  
Belmont, & Harbo did not seem to have  
defects in the procedure, I have repeatedly  
expressed concern about the project and if I  
recall correctly Boardman recently  
made a re-evaluation of it & came up  
with a completely favorable report.*

H-

MR. TOLSON

February 9, 1955

THE EXECUTIVES' CONFERENCE

cc - Mr. Boardman  
Mr. Belmont  
Mr. Nichols  
Mr. Baumgardner

SECURITY INDEX

The Executives' Conference on February 8, 1955, consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach for Nichols, Parsons, Tamm, Rosen, Mohr, and Belmont considered problems affecting the Security Index including the concept of dividing the Index into two categories; the first group tabbed for priority apprehensions in the event of a limited but grave emergency and the second group to be arrested in the event of an all-out emergency.

BACKGROUND:

As of February 4, 1955, we had listed on the Security Index for detention, in the event the Attorney General's Emergency Detention Program goes into effect, a total of 26,705 individuals. Of these, 10,820 (as of January 14, 1955) were listed for priority apprehension based on leadership in subversive organizations such as the Communist Party, Socialist Workers Party, Nationalist Party of Puerto Rico, et cetera; past training in espionage or sabotage; information reflecting past or current activities indicating that the individual may be violent; or persons on the Security Index employed in or having access to Key Facilities.

The extent and type of activities of the individuals on the Security Index varies and consequently the potential dangerousness of these individuals varies accordingly. In the event of a limited but grave emergency, such as war with Soviet Russia wherein the fighting took place outside the continental limits of the United States, it is suggested that apprehensions under the Emergency Detention Program be limited to those persons having a strong potential for espionage, sabotage, or disruptive activities, leaving the remainder of the Security Index for apprehension in the event the emergency assumes such proportions that the security of the nation demands extension of the arrests to all persons potentially dangerous to the country. This latter situation will exist in the event of imminent invasion or attack on the continental United States itself.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Sizoo  
Mr. Harbo

INDEXED - 9

66-2554-12184

RECORDED - 9

FEB 10 1955

Attachment

AHB:mn

EX-110

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DATE 2/28/92 BY SP5 cjd/dec

51 FEB 14 1955

MEMORANDUM FOR MR. TOLSON

In order to implement this concept of the Emergency Detention Program it will be necessary to change our priority classification in the Security Index to include only those individuals who would clearly constitute an immediate and strong danger to the country as potential saboteurs, espionage agents, and disruptionists. This group would be confined to the following, all of whom could be shown to be engaged in strong subversive activities, current or during the recent past:

- 1) All top functionaries and key figures (These are the leaders of subversive organizations who implement and carry out the policy of the organizations.)
- 2) Currently active Communists (active within the past year) or members of any basic revolutionary organization when there is evidence of one or more of the following:
  - (a) local organizers or leaders;
  - (b) special training at the Lenin School or Far Eastern Institute in Moscow; (These were special Marxist-Leninist schools held in Russia for picked individuals.)
  - (c) experience as picket captains, strong-arm men, or active participation in violent strikes, riots, or demonstrations;
  - (d) persons who have made violent statements or who are known to have strong revolutionary tendencies as evidenced by their activities.
- 3) Persons active in the Communist Party underground;
- 4) Any other individual whose activities, past or present, regardless of membership in a revolutionary group, clearly and unmistakably depict that he is a potential saboteur, espionage agent, or disruptionist in the event of an emergency.

In each of the above categories the individual case will stand on its own merits. It is estimated that this group tabbed for priority apprehension will be less than 5000.

MEMORANDUM FOR MR. TOLSON

The remainder of the individuals on the Security Index will be listed for apprehension in the event of an all-out emergency wherein the country is faced with the necessity of taking complete security measures. Each of these individuals will, nevertheless, present a potential danger to the security of this country and there will be a calculated risk in holding up his apprehension at the time of an emergency which would require the apprehension of the priority group. There are, however, certain definite advantages to this procedure, such as:

1) The Bureau would concentrate immediately on those individuals labelled most dangerous during the first few days of an emergency.

2) In the event the war or emergency did not develop to the point of actual invasion or devastation of the United States itself, the normal police controls may be sufficient to control the activities of the remaining individuals on the Security Index. It is a fundamental principle that the liberties of citizens should not be infringed upon unless absolutely necessary and thus, unless arrests are absolutely necessary of all persons on the Index, this procedure should be avoided. The Bureau would be showing its continued observance of respecting the rights of individual citizens to the greatest extent possible consistent with the security of the nation and would thus avoid criticism for stern restrictions subject to criticism at a later date.

3) It is felt that under this procedure the Bureau would be in a position to answer possible criticism in the future by pointing out that it sought to avoid apprehensions of the full Security Index until the overriding considerations of security based on the all-out emergency demanded that this be done.

We should take cognizance of certain disadvantages to this procedure:

1) As all persons on the Security Index are considered potentially dangerous, there is a risk that those individuals not arrested, if arrests are restricted to a priority group, will commit acts of sabotage, espionage, et cetera, detrimental to the security of the country.



MEMORANDUM FO: MR. TOLSON

2) If the apprehensions are restricted to a priority group, the remaining subjects are very likely to flee or go into hiding, making their ultimate arrest, if necessary, most difficult.

3) The subjects who will be tabbed for priority apprehension are, to a large extent, subjects who will be most difficult to locate in the event of an emergency. Many of them are in the underground now or at least have experience in underground activities. Therefore, our percentage of apprehensions in this group will logically be smaller than it would be in the over-all group.

If this breakdown for priority apprehension is put into effect, the field should be advised immediately in order that the field may include in its current review of Security Index subjects a recommendation as to those persons who should be included for priority apprehension.

Executives' Conference Recommendation (Unanimous):

The Executives' Conference unanimously recommended that the above procedure be put into effect at once; that is, the Security Index be split into two groups; one designated for apprehension in a limited but grave emergency short of actual invasion or imminent attack on the continental United States, and the other listed for apprehension in the event of all-out emergency which would require this country to put into effect the most stringent security measures for self-preservation purposes.

If you agree, an SAC Letter implementing this is attached.

OK. But there must be careful  
screening of all cases to go on  
either listing.  
H

Mr. Tolson

2/4/55

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/28/92 BY SP-5 [signature]

SUGGESTION #1094-54

Made by [redacted]  
Records & Communications Division

SYNOPSIS

Miss [redacted] suggests suitable notation be placed on index cards which refer to serials in Name Check Control File (Bureau file 62-60527) in order that indices searcher can accurately determine whether previous name check on same individual was complete or limited check. This file contains copies of memoranda written in answer to previous name check requests. To each serial is attached the search slip which indicates whether previous search was complete or whether inquiry was limited in scope and therefore indices search was limited. In event previous search was complete, searcher can merely bring current search up to date (list only references since date of previous check).

At present when indices searcher notes reference in Name Check Control File she calls Records Section employee having access to the file to determine whether search slip in file indicates last check on this person was complete. If it was, only those references received since last check are furnished to file reviewer who incidental to review will examine results of prior check, forwarding all pertinent references to substantive supervisor in Name Check Section. Suggestion is intended to eliminate necessity for phone call to check adequacy of previous search.

b6  
b7c

No disadvantages were noted by suggester but Records Section advises there are 40,000 serials in Name Check Control File at present and it would be tremendous task to go back and place notations on index cards relating to previous references. Mr. Engelstad, Records Section, proposes in lieu of above suggestion that all liaison-type indices searches be brought up to date from last name check, referring the results of last check to supervisor in Name Check Section who would decide whether previous references are required.

Mr. Rosen, Investigative Div., is opposed to both suggestions because Miss [redacted] suggestion places responsibility on indices searcher to evaluate from notations on index card the adequacy of answer to previous name check whereas the actual reply to a previous check should be reviewed in each instance. He feels that Mr. Engelstad's suggestion possibly would cause serious delays in handling of certain name checks due to constant problem now experienced in locating Name Check Control File. Records Section estimates it would cost \$3,060 to place suggested notation on index card references to this file. Savings in one year estimated to be \$4334.35; net savings of \$1,274.35 first year.

Mr. Harbo  
Mr. Sizoo

RECORDED-74

INDEXED-74

13 FEB 11 1955

66-2117-12185  
RH

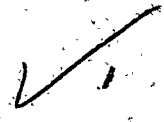
AGG:gsr

68 FEB 14 1955

Steele  
Bogardman  
Nichols  
Belmont  
Harbo  
Mohr  
Parsons  
Rosen  
Tamm  
Sizoo  
Tele. Room  
Hoffman  
Gandy

EXECUTIVES CONFERENCE CONSIDERATION: RTH:ca

The Conference of 2/3/55, composed of Messrs. Tolson, Boardman, Mohr, Parsons, McGuire, Belmont, Tamm, Rosen, Sizoo and Harbo, recommends unanimously unfavorable for the reasons indicated herein.



SUGGESTION:

Miss [ ] suggests notation be placed on index cards which refer to serials in Name Check Control File (Bureau file 62-60527) in order that indices searcher can accurately determine whether previous name check on same individual was complete or limited. Suitable notation that previous check was complete would enable searcher to list only those references received subsequent to previous check. Name Check Control File contains copies of memoranda written in answer to previous name check requests. To each serial is attached the search slip which indicates whether previous search was complete or whether inquiry was limited in scope and therefore indices search was limited.

b6  
b7c

PRESENT PROCEDURE:

At present when indices searcher notes reference, in Name Check Control File, she calls Records Section employee having access to the file which employee examines search slip attached to last check on that name and notifies searcher whether previous check was complete. If it was, only those references received since last check are furnished to file reviewer who incidental to review will again examine results of prior check, forwarding pertinent references to substantive supervisor in Name Check Section. If prior check was not complete, searcher must list all references found.

ADVANTAGES:

This suggestion would eliminate necessity for phone call by indices searcher to employee having access to Name Check Control File.

DISADVANTAGES:

None noted by suggester.

OBSERVATIONS:

Mr. Rosen, Investigative Division, believes the proposed procedure would not prove satisfactory in the handling of name check searches because: (1) It places a responsibility on a General Index Searcher to evaluate from notations on an index card the adequacy of an answer to a previous name check; (2) It is believed the actual reply to the previous name check should be reviewed in all instances inasmuch as on many occasions the previous request may have been directed toward a specific item, such as reports of a certain investigation or a main file search only, or may have been made with limited identifying data thus making it impossible to identify some references in the file. Mr. Rosen regards the present procedure as

entirely satisfactory.

Mr. Engelstad, Records Section, pointed out that although it would not be difficult to place the suggestion into operation it would be a tremendous task to go back and make appropriate notations on index cards with regard to previous references in the Name Check Control File (composed of some 40,000 serials at present).

ALTERNATIVE SUGGESTION BY SUPERVISOR JULIAN BE ENGELSTAD:

Mr. Engelstad proposes in lieu of above suggestion that all liaison-type indices searches be brought up to date from the last name check, referring the last name check to the Supervisor in the Name Check Section, who would decide whether previous references are required. This proposal eliminates the necessity of the searcher and file reviewer looking at references in the Name Check Control File. Only the Supervisor in the Name Check Section would perform this task.

OBSERVATIONS ON ALTERNATE SUGGESTION:

Mr. Rosen believes this procedure possibly would cause serious delay in the handling of certain name check requests. Experience has proven there is a constant problem of locating the Name Check Control File (62-60527) and the proposed procedure would in effect cause numerous name checks to be delivered to the Name Check Section with a locate outstanding for a summary in file 62-60527. Mr. Rosen points out this would mean that until such reference was located the Name Check Section Supervisor would be unable to determine whether the prior summary was adequate. In those instances where it proved to be inadequate the name would have to be re-searched through the General Indices and all previous references listed; following which files would have to be located. Mr. Rosen believes the delay thus incurred would outweigh any time saved in Records Section by this procedure.

COST AND SAVINGS FACTORS:

Records Section estimates it would cost \$3,060 (2000 hours at \$1.53 per hour) to place the notation suggested by Miss [redacted] on the index card references to the Name Check Control File. This would bring up to date all previous name checks now contained in this file so it would no longer be necessary to refer to the file as is now done.

b6  
b7c

Savings on an annual basis are estimated at \$4,334.35 and are based on the following:

(1) Saving of estimated 3 file locates per day at \$1.26 per locate for 260 days equals	\$982.80
(2) Saving of one-half time of one GS-5 employee now necessary to check Name Check file at	1705.00
(3) Saving of estimated 2 hours per day GS-5 time involving research of the index following check of the Name Check File	852.80
(4) Saving of one-fourth time of one file reviewer now taken to review estimated 25 file references per day which are listed unnecessarily due to the unavailability of a particular section of the Name Check File	793.75

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TOTAL: \$4334.35

The Director

February 10, 1955

The Executives' Conference

SAMMIE JAMES MILLER  
SECURITY MATTER - C  
BUFILE 100-413732

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5C/deg

On February 8, 1955, the Executives' Conference, consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach for Nichols, Parsons, Tamm, Rosen, Mohr and Belmont, considered the case of Miller, who is being considered for the Security Index.

Miller is a white male born September 16, 1910, at Thayer, Kansas. He owns and operates a thirty-acre citrus ranch at Terra Bella, California, a rural area.

According to reliable informants: In November, 1953, Miller said he was a Communist, believed in Marxist philosophy and felt that the average man is oppressed by the capitalists. In May, 1953, he attended a Civil Rights Congress (CRC) meeting at San Francisco. As of February, 1953, Miller was a contact of the National Council of American-Soviet Friendship (NCASF). Miller subscribed to the "Daily People's World" in 1948 and 1950. In 1948 Miller was the Independent Progressive Party (IPP) candidate for Congress from the 10th District of California. He was defeated during this political campaign. His candidacy was favorably reported in the "Daily People's World." He was active in the IPP through January, 1950. Neighbors of Miller, advised in 1951 that he was considered "pink" and "Communistically inclined" because of his IPP candidacy and connections. A Sam Miller, not then identifiable with the subject, was expected to donate oranges and honey to the California Labor School (CLS) Christmas market in December, 1952. The CRC, the CLS and the NCASF have been cited by the Attorney General under Executive Order 10450. The "Daily People's World" is a west coast Communist newspaper. (Q)

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Boardman  
Mr. Belmont  
Mr. Sizoo  
Mr. Harbo  
Mr. Baumgardner  
Mr. Anderson

RECORDED-41

INDEXED-41

66-224-12186

FEB 14 1955

EX-117

*[Handwritten signatures and initials]*

WBA:bh  
(8)

58 FEB 14 1955

WBA

Miller was interviewed December 2, 1954. He admitted donating oranges to the OES. He did not recall attendance at any CRC meetings. He said he formerly subscribed to the "Daily People's World" but no longer does since he recognized it as a Communist newspaper. He verified the IPP connections reported concerning him, stating that he had formerly believed in it and was not then aware of any Communist Party domination. He said he might be considered a "left winger" but is not a Communist and is not now nor has he ever been a member of the Communist Party. He is opposed to the Communist philosophy and he knows it and is opposed to its establishment in the United States. He said he had gone to many "peace" meetings in San Francisco. He said that his IPP interests brought him into contact with Jim Ballard who he knows has a reputation as being a Communist. Ballard is chairman of the Communist Party area covering Miller's residence. Miller last saw Ballard one year ago during a social visit.

The Los Angeles Division recommends no further investigation and that Miller not be included in the Security Index.

The Internal Security Section notes that Miller in 1953 told an informant that he was a Communist, believed in Marxist philosophy and felt that the average man is oppressed by the "capitalists." It is pointed out that his statements during the course of interview were entirely self-serving and that Miller appears to have furnished only such limited information concerning his activities as he felt was already known to the FBI. His reaction to the interview was consistent with Communist Party instructions in this regard--that is, to feign cooperation in an effort to allay any further investigation by the Bureau. In considering all the circumstances, the Internal Security Section feels that additional investigation should be conducted in this case and that, depending upon the results, the question of his Security Index status be reconsidered by the Los Angeles Office.

Executives' Conference Recommendation:

Mr. Tolson recommended that no further action or investigation be made in this matter.

*unless some more definite information should come to our attention.*



Messrs. Harbo, Boardman, Sizoo, DeLoach, Parsons, Tamm, Rosen, Mohr and Belmont recommended that additional investigation be conducted and that Miller's Security Index status be reconsidered by Los Angeles after the investigation.

If you agree, we will be guided by the recommendation of the majority.

*In my opinion, we could not hold this man in jail as a potential danger to internal security.*

*I agree*  
*H*

✓  
Respectfully,  
For the Conference

*H*  
✓  
Clyde Tolson

The Director

February 10,  
1955

The Executives Conference

~~CONFIDENTIAL~~

~~ALBERTA LEE HADLEY~~  
SECURITY MATTER - C  
Bufile 100-362408

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

The Executive Conference on February 8, 1955, attended by Messrs. Tolson, Boardman, Harbo, Parsons, Tamm, Rosen, Mohr, Belmont, Sizoo and DeLoach considered the case of Alberta Lee Hadley who is currently included on the Security Index. Hadley is a 35 year old Negro woman.

A reliable discontinued paid informant advised in June, 1948, that Alberta Hadley was present at a Section Council Meeting of the West Oakland Section of the Communist Party, Alameda County, California. This source advised on October 31, 1948, that subject represented the Ben Davis Communist Party Club at the West Oakland Section Convention of the Communist Party June 25-27, 1948. The purpose of the convention was to elect officers and determine policy for the coming year. This same source advised that subject was identified to him by Decca Treuhart, a Communist Party functionary, as chairman of the Frances Brown Club of the Communist Party in September, 1948. This source also advised that subject was in attendance at a functionary meeting of the Alameda County Communist Party on August 20, 1948. (D)

A reliable source, and active paid informant, advised that during 1947 - 1948 Alberta Lee Hadley was a member of the Frances Brown Club of the Communist Party.

A reliable informant discontinued but formerly paid, identified subject as having attended a meeting March 5, 1951, at Oakland, California. This meeting was public but was sponsored by the Communist Party.

A source of unknown reliability but who is in a position to know many of the Communist Party members in Oakland advised in May, 1951, that Alberta Hadley had been a member of the Communist Party and attended the Communist Party convention.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_ cc Mr. Harbo
- Belmont \_\_\_\_\_ cc Mr. Sizoo
- Harbo \_\_\_\_\_ cc Mr. Boardman
- Mohr \_\_\_\_\_ cc Mr. Belmont
- Parsons \_\_\_\_\_ cc Mr. Baumgardner
- Rosen \_\_\_\_\_ cc Mr. Byrnes
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 43

INDEXED - 43

66-2554-12187

FEB 14 1955

~~CONFIDENTIAL~~

66 FEB 14 1955  
(8)

523-113  
CLASSIFIED BY SP-5 JAG/MLG  
DECLASSIFY ON: OADR

Handwritten initials and signatures, including a large signature that appears to be "JAG/MLG".

~~CONFIDENTIAL~~

A reliable informant who is active paid advised in June, 1951, that Alberta Hadley was one of the speakers at a meeting of the Anita Whitney Club Communist Party, Alameda County, California, on April 26, 1951.

Four reliable informants who are active and paid identified subject as being a member of the Civil Rights Congress during 1950-1951. One of these informants identified subject as a member of the Executive Board of the Civil Rights Congress, Oakland, California, 1951.

A reliable source active paid identified subject as a delegate to a Pilgrimage of the American Peace Crusade in Washington, D. C., in March, 1951. The March 22, 1951, issue of the "Daily People's World," west coast Communist newspaper, contained an article relative to subject's attendance at the American Peace Crusade in Washington, D. C., and identified subject as having been elected to the National Committee of the American Peace Crusade. The American Peace Crusade has been cited by the Attorney General.

During 1954 a highly confidential source advised that subject had been expelled from the Communist Party in June, 1954, for "non-association" with Communist Party members. Information was also received that subject had been a patient in a tuberculosis sanatorium from November, 1951, to December, 1953. No known Communist Party activity on the part of subject was known subsequent to November, 1951. Pursuant to prior Bureau authority Hadley was interviewed on November 19, 1954. She admitted that she had been a Communist Party member in the past. She claimed that she no longer had anything to do with the Communist Party or with individuals she had formerly associated with in the Communist Party. She claimed to have completely changed her viewpoint on Communism. Hadley definitely declined to furnish any details concerning her past membership in the Communist Party or her former associates while she was connected with the Communist Party. She stated she did not wish to recall the past as she was now living only for the future.

A request of the San Francisco Office to remove Hadley from the Security Index on the basis of this interview was denied by the Bureau on December 27, 1954, after consideration of the following factors:

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- (1) Hadley was a member of a basic revolutionary organization from 1947 through 1951 and her activities therein abruptly ceased because of hospitalization for a serious illness.
- (2) She occupied positions of leadership in the organization.
- (3) As Chairman of a Communist Party Branch, she had been responsible for the actual execution of the orders of the organization.
- (4) She continued activity in a leadership capacity in several front organizations of the Communist Party and actively participated in furthering the aims of such organizations subsequent to the outbreak of Korean hostilities.
- (5) None of the foregoing factors have been offset by subsequent cooperation with the Government, although Hadley is obviously in possession of information of value.

In weighing these factors, the Bureau has taken into account Communist Party instructions to members that, where necessary, they admit their own Communist Party activities in an effort to allay the suspicions of the FBI. Also taken into account is the Communist Party "sleeper" Program whereby members are instructed to disassociate themselves entirely from all Party activities and remain quiescent until such time as the Party has need to call on them for action. (X)

The Executive Conference on December 14, 1954, and Messrs. William Foley and John Doherty of the Department on December 27, 1954, ~~agreed~~ agreed with the policy of considering a subject's refusal of full cooperation on interview as a factor in determining whether he should be retained in the Security Index.

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The Internal Security Section feels that if this subject is taken off of the Security Index with the above record of activities the Bureau takes the responsibility for any subversive act on her part during an emergency. Her removal from the Security Index would place the Bureau in an untenable position and is not in the interest of national security. She is not listed for prior apprehension but for apprehension only in an all out emergency.


EXECUTIVE CONFERENCE RECOMMENDATION:

Messrs Tolson, Sizoo, Boardman and De Loach recommended that subject be removed from the Security Index on the basis that she does not constitute a potential danger to this country in time of emergency.

Messrs Harbo, Parsons, Tamm, Rosen, Mohr and Belmont recommended that subject should be continued on the Security Index as they do consider her to be a risk in the event of a national emergency.

Inasmuch as a majority of the conference recommended continuation of subject on the Security Index this will be done unless advised to the contrary.

Respectfully yours,  
For the Conference

  
Clyde Tolson

J. Casper  
H

~~CONFIDENTIAL~~

THE DIRECTOR

~~CONFIDENTIAL~~

February 10,  
1955

THE EXECUTIVES' CONFERENCE

~~YUKIO ABE~~ J. P.  
SECURITY MATTER - C  
FBI File 100-222043

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HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

On February 8, 1955, the Executives' Conference consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach (for Nichols), Parson, Tamm, Rosen, Mohr and Belmont considered the case of Yukio ABE who is currently carried on the Security Index.

ABE is a stevedore at Honolulu and is a trustee for the ILWU, Consolidated Local 142, for the Island of Oahu. Briefly, his file indicates that investigation shows Communist Party membership and activity from 1946 through 1949. Fifteen former Party members have reported that subject attended approximately forty Communist Party meetings and have identified him as a Communist Party member. Another informant of unknown reliability, but who admittedly was a member of the Party in 1946 and 1947, stated subject was Treasurer of the Castle and Cooke Group of the Party in 1946-47 and attended numerous Party meetings during that period. Another informant of unknown reliability, but a self-admitted Communist Party member from 1946 to 1948, identified subject as Secretary of the Joint Longshore Group of the Communist Party in 1948 and observed him at meetings during 1947-48.

When interviewed on January 17, 1950, he admitted he joined the Communist Party in 1945 for "job security" with the ILWU.

He was reinterviewed on December 20, 1951, at which time he stated he had no information in his possession which would be of interest to the FBI. He stated that if there were Communist Party activities in the Hawaiian Islands or the ILWU, it was the job of the FBI to ferret it out and that as an officer in the labor union his only concern was how many "pork chops" that union could obtain for its members and that the subject of Communism did not concern him or his union.

CC: Mr. Boardman, Mr. Belmont, Mr. Sizoo, Mr. Harbo, Mr. Boardgardner, Mr. Shields

cc: Mr. Boardman

RECORDED - 43

100-222043-12488

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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He was reinterviewed on April 23, 1954, and refused to furnish any other additional information stating that he had no information of interest concerning Party activity after 1949.

The Department on February 20, 1953, approved the listing of the subject's name in the Security Index. Since that date there have been no pertinent changes in the status of the case.

By letter of April 26, 1954, the Honolulu Office recommended that the Security Index card of the subject be cancelled.

The Internal Security Section disagreed with the recommendation to cancel on Abo. It was felt that he should be retained in the Index particularly in view of his prior training and leadership in the Party. In interview with Bureau Agents subject furnished no information which was not a matter of public knowledge.

It was pointed out to Honolulu that the fact that there had been developed no recent indications of Communist activity did not in itself mean that Abo is not potentially dangerous and when construed with his failure to furnish information in his possession to the Honolulu Agents, his status as a Security Index subject should not be changed.

Were subject removed from the Security Index we would take the responsibility for any subversive act he might commit during an emergency. We feel this would place us in an undesirable position because his removal from the Security Index is not in the interest of national security. Subject is not listed for priority apprehension, but only for apprehension in the event of "all out" emergency.

EXCLUSIVE CONFERENCE RECOMMENDATION:

On February 9, 1955, Mr. Tolson recommended that subject be removed from the Security Index since there was no proof of current subversive activity and no evidence that he would be a threat.

The other members of the Executives' Conference recommended that subject be retained on the Security Index.

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~~CONFIDENTIAL~~

If you agree, we will be guided by the recommendation of the majority and subject will be retained in the Security Index.

Respectfully,  
For the Conference



Clyde Tolson

I don't think we could justify his arrest and confinement as a potential danger to the internal security of the U.S.

2/11 ✓ JAG  
JAG  
H

~~CONFIDENTIAL~~



The Director

February 10,  
1955

~~CONFIDENTIAL~~

The Executives' Conference

ROY GROSSMAN, SR.  
SECURITY MATTER - C  
Bufile 61-9640

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

On February 8, 1955, the Executives' Conference, consisting of Messrs. Tolson, Harbo, Boardman, Sizoo, DeLoach, Parsons, Tamm, Rosen, Mohr and Belmont considered the case of Roy Grossman, Sr., in regard to his inclusion in the Security Index.

Grossman is white and was born on May 17, 1893, at Philadelphia, Pennsylvania. He is a free-lance artist and resides at 2302 Delancey Place, Philadelphia. Grossman's only son, Roy Grossman, Jr., is a Security Index subject who is currently participating in Communist Party sponsored activities and was uncooperative when interviewed on May 4, 1954.

Grossman has been reported by reliable informants (Pennsylvania State Police, trash covers, anonymous source) as a Communist Party member from 1935 to 1948. On May 27, 1949, a reliable informant (trash cover) advised that on September 9, 1948, the Review Commission of the Communist Party, Eastern Pennsylvania and Delaware District, placed the subject on probation for making derogatory statements concerning local Party leaders. A reliable, active, paid informant advised Grossman attended a mass rally sponsored by the Communist Party on April 8, 1949. Reliable informants (technical surveillance, physical surveillance) advised Grossman participated in a Communist Party demonstration and leaflet distribution on October 26, 1949. No information indicating Grossman's defection from the Communist Party has been developed. In 1953, according to a former, reliable, paid informant and a presently active, reliable, paid informant, subject's name appeared on mailing lists of the Tom Paine School of Social Science and the Civil Rights Congress, organizations cited by the Attorney General under Executive Order 10450. On March 21, 1953, according to a former, reliable, paid informant, Grossman attended a meeting of the Progressive Party. This organization has been described as a Communist dominated organization by several reliable active, paid informants.

CLASSIFIED BY: 3-13-1974  
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- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

PRD:ph  
(8)

cc- Mr. Harbo  
Mr. Sizoo  
Mr. Boardman

RECORDED - 43  
INDEXED - 43

Mr. Belmont  
Mr. Baumgardner  
Mr. Durland

& For Mr. Tolson 1955

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~~CONFIDENTIAL~~

By letter of December 27, 1954, the Philadelphia Division was instructed to interview Grossman, unless considerations known to that Division would indicate to the contrary, in order to resolve the question of his current sympathies so that a closer estimate as to his dangerousness could be obtained.

By letter of January 20, 1955, the Philadelphia Division advised that the subject has been afflicted with tuberculosis for over twenty years. He was given a physical examination on October 15, 1954, and was found to have tuberculosis in a far advanced stage. However, the disease has been arrested. Philadelphia recommended against interviewing Grossman because of his physical condition but recommended he be included on the Security Index due to his past subversive activities.

The Internal Security Section feels that in view of the arrested state of his illness Grossman should be interviewed and thereafter be considered for the Security Index.

RECOMMENDATIONS OF THE EXECUTIVES' CONFERENCE:

*Grossman*  
*H*

Mr. Tolson recommended that the subject not be considered for the Security Index and that no further attention be given this case.

Messrs. Harbo, Boardman, Sizoo, DeLoach, Parsons, Tamm, Rosen, Mohr and Belmont recommended that Grossman be interviewed and thereafter, based upon all the facts, consideration be given as to whether or not he should go on the Security Index.

If you agree, we will be guided by the recommendation of the majority and Grossman will be interviewed and thereafter considered for the Security Index.

Respectfully,  
For the Conference

*pt*

Clyde Tolson

~~CONFIDENTIAL~~

The Director

February 10,  
1955

~~CONFIDENTIAL~~

The Executives' Conference

21780

EDWIN LEROY LOTZ  
SECURITY MATTER - C  
Bufile 100-386207

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

On February 8, 1955, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Belmont, Harbo, Sizoo, Mohr, Rosen, Tamm, Parsons and DeLoach, considered the case of Edwin Leroy Lotz who is not on the Security Index, but who is currently being considered for inclusion on the Security Index.

Lotz was born August 27, 1910, at Ellicott City, Maryland, and resides at 235 Van Winkle Avenue, Nutley, New Jersey. He is employed as the plant manager of the Glass Fabrics Finishing Corporation, Cedar Grove, New Jersey.

A report of the New Jersey Committee for Peaceful Alternatives dated March 1952 reflects that 45 New Jersey citizens on October 21, 1950, gathered at Princeton, New Jersey, to create a state-wide organization to give the people of New Jersey a means to express their desires for peace. This report reflected that the subject was one of the persons who called the October 1950 meeting at Princeton, New Jersey, and identified Lotz as the cochairman of the Essex County, New Jersey, Committee for Peaceful Alternatives. Reliable live informants have advised that Lotz was extremely active in the New Jersey Committee for Peaceful Alternatives during the years 1951, 1952 and 1953 and was the chairman of the Essex County, New Jersey, Council for Peaceful Alternatives during that time.

The House Committee on Un-American Activities has cited the Committee for Peaceful Alternatives to the Atlantic Pact as an organization organized to further the cause of

- cc - Mr. Sizoo
- Mr. Harbo
- Mr. Boardman
- Mr. Belmont
- Mr. Baumgardner
- Mr. Harrington

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\*(For Nichols)

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

VDH:jdd  
(8)

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21784

~~CONFIDENTIAL~~

"Communists in the United States" doing "their part in the Moscow campaign." The New Jersey Committee for Peaceful Alternatives, according to reliable live informants, has been the subject of interest by the Communist Party in New Jersey and has been heavily infiltrated by Communist Party members. According to live reliable informants, Lotz, during the period that he was active in the New Jersey Committee for Peaceful Alternatives, was in close and constant contact with persons whom reliable live informants have identified as Communist Party members. These Communist Party members included Anita Price Roberts, Amy Rabinowitz and Martha Stone, former chairman of the Communist Party in New Jersey and who is presently under indictment for violation of the membership provision of the Smith Act. Physical surveillances by Bureau Agents and information received from reliable live informants reflected that Lotz was in attendance at many meetings of the New Jersey Committee for Peaceful Alternatives with various Communist Party members. In 1952 Anita Price Roberts was assigned two tasks in connection with the New Jersey Committee for Peaceful Alternatives by Lotz. A reliable live informant in 1953 advised that he had resigned his position as chairman of the Essex County, New Jersey, Committee for Peaceful Alternatives. (not)

In 1952, according to a reliable informant (technical surveillance), Lotz prepared a statement for transmittal to the United Nations protesting United Nations' bombings of the Yalu River border of Korea and compared such bombings to the Japanese attack on Pearl Harbor. Anita Price Roberts, according to the same informant, advised Lotz that his prepared statement was too strong. It is not known if this statement by Lotz was ever forwarded to the United Nations. (X)

The subject was contacted by Bureau Agents on November 29, 1954, at which time he said that he had nothing to say to the FBI.

The Newark Office recommends that Lotz be included in the Security Index.

The Internal Security Section concurs with the recommendation of the Newark Office to place Lotz in the Security Index. It is pointed out that Lotz, from 1950 to

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late 1953, was identified with a "peace" group which has been cited by the House Committee on Un-American Activities as a Communist front organization. Lotz, by his actions in the New Jersey Committee for Peaceful Alternatives, has actively espoused the line of the Communist Party and in 1952 personally prepared a statement protesting United Nations' bombings of the Yalu River area in Korea. Considering the fact that Lotz (1) was actively identified with a Communist organization over an extended period, (2) espoused the Communist Party line therein, (3) associated closely with Communist Party members in New Jersey and (4) refused to be interviewed by the FBI, it appears that he definitely represents a potential security threat and should be included in the Security Index.

If this subject is not included in the Security Index with the above record of his activities, the Bureau takes the responsibility for any subversive acts on his part during an emergency. The Internal Security Section feels that this would place the Bureau in an untenable position and that failure to include him in the Security Index would not be in the interest of national security. If included in the Security Index, Lotz would not be listed for priority apprehension but only for apprehension in an all-out emergency.

#### EXECUTIVES' CONFERENCE RECOMMENDATION

On February 8, 1955, the Executives' Conference considered this case and recommended as follows:

Messrs. Tolson, Boardman, Sizoo, Parsons, Tamm and Rosen recommended that Lotz not be included in the Security Index as they did not feel that he presented a potential threat to the security of the country in time of an emergency.

*J. Conner,*  
*AS*

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Messrs. Belmont, Mohr, Harbo and DeLoach recommended that Lotz be included in the Security Index as he does present a potential threat to the security of the country in the event of an emergency.

The majority recommendation of the Executives' Conference will be followed and this subject will not be included in the Security Index unless you advise to the contrary.

Respectfully,  
For the Conference

✓  
Clyde Tolson

~~CONFIDENTIAL~~

Mr. Tolson

2/15/55

The Executives Conference

46710

IN-SERVICE CLASSES OVER HOLIDAY PERIODS

Present at the Executives Conference of 2/14/55 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Hennrich, Boardman, Rosen, DeLoach and Mason. It was pointed out to the Conference that February 22 (A Tuesday), George Washington's birthday, is a legal holiday. The question was raised as to whether In-Service classes should be held a day longer when a legal holiday occurs during the In-Service training course. This problem is encountered most often in connection with George Washington's birthday, the 30th of May, 4th of July, Labor Day and Thanksgiving (In-Service classes are normally not in session over Christmas and New Year's).

Under the old schedule of two weeks for In-Service training it was possible to absorb a one-day holiday through condensing firearms training and through taking a portion of time away from the practical case problem. The present In-Service course has firearms condensed to the maximum; there is no practical investigative case problem for men attending the 4-year or more service course; consequently, there would be a reduction in training time in Washington or the loss of some firearms training at Quantico. Classes are not normally held on holidays because it would be necessary to pay Agents holiday pay.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference felt that the two In-Service classes which will be in session over February 22 should each be held one additional day to compensate for the loss of the holiday.

The Conference unanimously felt that the question of what to do with classes on future holidays should be again raised after it has been determined whether the Fringe Benefit Bill will go into effect inasmuch as under that bill it may not be necessary to pay employees for holiday work. Instructions will be issued to hold for one additional day the Agents who are in Washington in connection with In-Service training and will miss instruction on 2/22.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Sizoo

Mr. Harbo

EDH:cs  
(6)

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