

ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation.

☒ FOIA/PA

☐ Litigation

☐ Executive Order Applied

Requester: _____

Subject: _____

Computer or Case Identification Number: _____

Title of Case: _____ Section _____

* File _____

Serials Reviewed: _____

Release Location: *File _____ Section _____

This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquiries about the FDPS to RIDS Service Request Unit

b2

 File Number: 66-44-19249 Section 13

 Serial(s) Reviewed: all

FOIPA Requester: _____

 FOIPA Subject: National Archives

 FOIPA Computer Number: 418504

File Number: _____ Section _____

Serial(s) Reviewed: _____

FOIPA Requester: _____

FOIPA Subject: _____

FOIPA Computer Number: _____

File Number: _____ Section _____

Serial(s) Reviewed: _____

FOIPA Requester: _____

FOIPA Subject: _____

FOIPA Computer Number: _____

THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.

SCANNED BY DocLab (RMD)

DATE: 5-8-06

ATTENTION

LAST SERIAL: 380

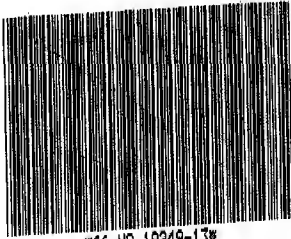
DO NOT REMOVE FROM FILE

U.S. DEPARTMENT OF JUSTICE

MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE

FEDERAL BUREAU

SERIALS 376-380



66-HQ-19249-13

TION

ITERS

MINISTRATIVE FILES

SECTION 13

SECTION 13

SERIALS 376-380

DO NOT
DESTROY

FOIPA # 918504-2

Call 3421
Handling this FileTo Transfer file - Call 3421
Recharge File Every 90 DaysService: REGULAR

ROUTE TO

| | | | | | |
|------|-------|----|------|------|-------------------|
| Name | Bldg. | TL | Room | Ext. | Subject |
| | JEH | | 6780 | | NATIONAL ARCHIVES |

File Number
66-HQ-A19249Serial (S)
b6
b7CDate
8/07/01
Time
12:27

LATEST SERIALS

| Serial | Date | Type | Status | From / To | Category |
|---------------------------------------|------|------|--------|-----------|----------|
| Subject | | | | | |
| Subject REQUESTOR PHONE: 202-324-3979 | | | | | |
| Subject | | | | | |
| D020139 | | | | | |

Lock up when not in use

FACS

File Automated Control System

Routing Slip

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : Mr. McCreight *AM/AM*

Date 8-26-86

From : R. W. Scherrer *RWS*

Subject : *14* DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: The purpose of this memorandum is to inform you of the receipt of blanket authority from NARA to continue the file compression project in appropriate classifications.

RECOMMENDATION: None. For information.

APPROVED:

Adm. Servs. _____

Crim. Inv. _____

Ident. _____

Insp. _____

Intell. _____

Lab. _____

Legal Coun. _____

Off. Cong. & _____

Public Affs. _____

Rec. Mgnt. _____

Tech. Servs. _____

Training _____

Telephone Rm. _____

Director's Sec'y _____

AM/AM

DETAILS: On four separate occasions, we have requested authority from NARA to initiate, and further pursue, the file compression project, which entails the removal of file covers and consolidation of numerous cases within a single file cover. On 2/4/85, Dr. Bruce Ambacher, NARA, at our request, provided the random start number and interval ratio to determine the permanent sample cases in the 42 classification. On 1/9/86, NARA provided computer-generated printouts for the sample cases in classifications 95, 115, 120, 140, and 163. On 1/17/86, NARA authorized compression of the [redacted] classifications, which are permanent in entirety. On 5/26/86, NARA authorized compression of the 25, 116, and 170 classifications, and provided printouts for the sample cases in classifications 15, 26, 52, 76, 77, 88, and 91. All cases which have been identified as part of the sample, cases identified through application of the exceptional criteria, and cases involved in litigation have been appropriately stamped and are maintained with their original cover(s).

Enclosure
66-19249

Let handled separately
~~ENCLOSURE~~

1 - Mr. McCreight
1 - Mr. Scherrer

1 - [redacted]
1 - [redacted]
1 - [redacted]

b6
b7C

CMG:lmg (6)

(CONTINUED - OVER)

16 OCT 17 1986

4/AM

Memorandum from R. W. Scherrer to Mr. McCreight
Re: Destruction of Records
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Office Records

By letter dated 7/30/86 (copy attached), Dr. James E. O'Neill, NARA, granted blanket authority to compress any appropriate classification in response to our most recent request.

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
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Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (230-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 230

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

National Archives and Records Administration

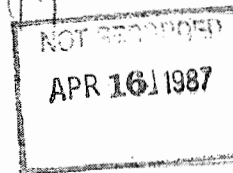
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



117 APR 9 1987

230

Training Received - Foreign Counterintelligence

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 230 was established for training related to Foreign Counterintelligence. The time devoted to such training may be attributed to classification 230 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP8 TAP/CA

230. TRAINING RECEIVED - FOREIGN COUNTERINTELLIGENCE

SUMMARY:

HEADQUARTERS

00 File: Permanent

0 File: Destroy

FIELD OFFICES

00 File: Permanent

0 File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (231-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 231

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MT
PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

Original Archives and Records Administration

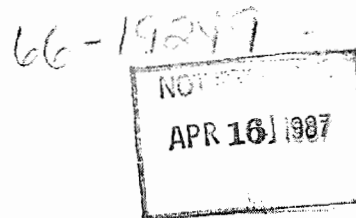
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



Training Received - Organized Crime

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 231 was established for training related to Organized Crime. The time devoted to such training may be attributed to classification 231 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The 00 file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP2TAP/Ck

231. TRAINING RECEIVED - ORGANIZED CRIME

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (232-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 232

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

National Archives and Records Administration

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

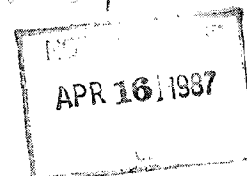
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [Redacted]

CMG:cgz (5)

b6
b7C



117 APR 29 1987

232

Training Received - White Collar Crime

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 232 was established for training related to White Collar Crime. The time devoted to such training may be attributed to classification 232 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2TAP/CA

232. TRAINING RECEIVED - WHITE COLLAR CRIME

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (233-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 233

key
rf
PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

ONational Archives and Records Administration

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

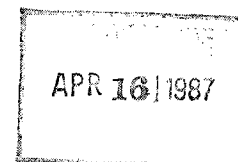
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C

66-19249-



117 APR 29 1987

233

Training Received - Anti-Trust and Civil Matters

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 233 was established for training related to Anti-Trust and Civil Matters. The time devoted to such training may be attributed to classification 233 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The 00 file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP2TAP/C12

233. TRAINING RECEIVED - ANTI-TRUST AND CIVIL MATTERS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
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Intell. _____
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Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (234-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 234

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

ONational Archives and Records Administration

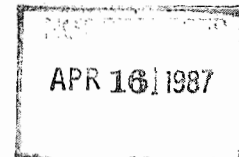
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
 - 1 - Mr. Tierney
 - 1 - Mr. Scherrer
 - 1 - [Redacted]
- CMG:cgz (5)

b6
b7C



117 APR 29 1987

234

Training Received - Civil Rights

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 234 was established for training related to Civil Rights. The time devoted to such training may be attributed to classification 234 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP2TAP/CA

234. TRAINING RECEIVED - CIVIL RIGHTS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
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Insp. _____
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Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (236-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 236

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PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

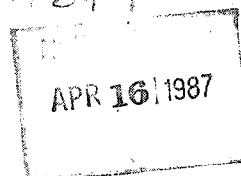
National Archives and Records Administration
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



236

Training Received - General Government Crime

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 236 was established for training related to General Government Crime. The time devoted to such training may be attributed to classification 236 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2TAP/cl

236. TRAINING RECEIVED - GENERAL GOVERNMENT CRIME

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & _____
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (257-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 257

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

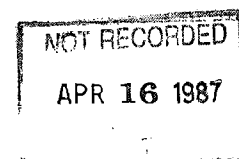
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- ① - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [Redacted]

CMG:cgz (5)

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b7C



66-19249
APR 16 1987

Trademark Counterfeiting Act of 1984

Historical Synopsis:

The Bureau established this classification in 1985 to cover investigations of violations of the Trademark Counterfeiting Act of 1984 (18 USC 2320) which is part of the Comprehensive Crime Control Act of 1984 (Public Law 98-473). Investigations focus on unauthorized use of trademarks, trafficking in goods bearing a counterfeit trademark, and importation of counterfeit goods. Priority is given to cases involving more than \$50,000. The Bureau coordinates its investigative efforts closely with the U.S. Attorneys to ensure prosecution will result if sufficient evidence is developed. In cases in which the U.S. Attorney declines prosecution, special agents may cooperate with the legitimate owners of the trademark to assist in bringing a civil suit against the trademark violator and to testify at, and supply information for, any civil suit.

Prior to the establishment of this classification, these investigations were conducted within classifications 28, Copyright Matters, and 196, Fraud by Wire.

Volume:

The first ten Headquarters cases have been reserved for administrative use. Neither Headquarters nor the field offices have reported opening any cases.

Profile:

Because no case files have been reported open in this classification, NARA did not conduct a statistical sample. Only the OO and O files were examined in this classification.

Recommendations:

Because of the recent establishment of this classification, and the lack of case files, few retention criteria can be established. The OO file and exceptional cases in both Headquarters and the field should be retained. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office case files may be destroyed when one year old. Because of the potential for extensive Legat involvement in trademark counterfeiting cases, disposal is not authorized for any Legat case files. Disposal is not authorized for any other Headquarters or field office files at this time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/29/87 BY SP2TAP/CA

257. Trademark Counterfeiting Act of 1984

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
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Adm. Servs. _____
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Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (216-00)

Date 3/24/87

From : R. W. Scherrer

Subject : **CLASSIFICATION - 216**

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

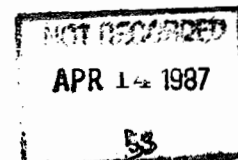
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [Redacted]

CMG:cgz (5)

b6
b7C



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117 APR 24 1987

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216

Foreign Counterintelligence - [REDACTED] (S)

b1

Volume

Headquarters opened 1749 cases in classification 216 through mid-1986. All field offices report opening 4133 cases during the same period.

Profile

These files are similar to the type of material found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff included a two serial file rated high and a recently opened pending file rated medium.)

Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

Classified by SP2 TAP/cas
Declassify on: OADR 1/8/87

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The ratings for the Headquarters classification 216 case files were 1 medium, 3 lows, and 31 nones. The ratings for the Office of Origin field files for this classification were 3 nones. Establishing a six serial cutoff for Headquarters files eliminates all of the none files, yet preserves 66.7% of the low files, and the one medium file. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the none files.

b1

(S)

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains routine correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 216, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having a significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

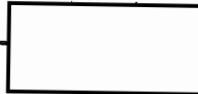
Based on reporting requirement implemented in 1978 and the 1981 study of duplication, as subsequently confirmed by case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -
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b1

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CLASS: 216 FCI



(S)

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serial - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (217-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 217

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

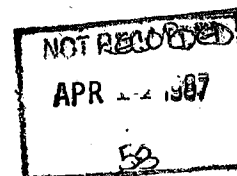
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



~~SECRET~~ material attached

117 APR 24 1987
86

~~SECRET~~

217

Foreign Counterintelligence -

b1

(S)



(S)

Volume

Headquarters opened 2119 cases in classification 217 through mid-1986. All field offices report opening 4967 cases during the same period.

Profile

These files are similar to the type of material found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff included a two serial file rated high and a recently opened pending file rated medium.)

Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

~~SECRET~~

Classified by SP-7TAP/CA
Declassify on: OADR 1/21/85

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The ratings for the headquarters classification 217 case files were 4 lows, and 30 none. The ratings for the Office of Origin field files for this classification were 3 none. Establishing a six serial cutoff for headquarters files eliminates all of the none files, yet preserves 66.7% of the low files, and the one medium file. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the none files.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains routine correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 217, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having a significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirement implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

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CLASS: 217 FCI -

SUMMARY:



(S)

b1

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serial - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

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~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & _____
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (218-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 218

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

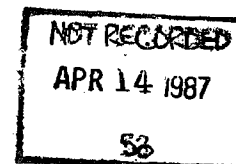
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 - [redacted]
CMG:c92 (5)

b6
b7C



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11 - APR 24 1987

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b1

Foreign Counterintelligence -

218

(S)

Volume

Headquarters opened 3084 cases in classification 218 through mid-1986. Five are multi-section files. All field offices report opening 8194 cases during the same period.

Profile

These files are similar to the type of material found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff included a two serial file rated high and a recently opened pending file rated medium.)

Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

Classified by SP-2TAP/CW
Declassify on: OADR 1/23/85

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The ratings for the Headquarters classification 218 case files were 1 medium, 6 lows, and 28 nones. The ratings for the Office of Origin field files for this classification were 2 lows and 6 nones. Establishing a six serial cutoff for Headquarters files eliminates 89.3% of the none files, yet preserves 66.7% of the low files. It, however, eliminates the medium file. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the files, including 2 low files.

The medium Headquarters files was a pending 3 serial file. It may eventually have more than 6 serials. In addition, it meets the criteria of an exceptional case file. [REDACTED] b1

[REDACTED] (S)

[REDACTED] (S)

Most files, however, concerned routine FCI matters. .

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The 0 file contains routine correspondence, nonsubstantive investigations, and name searches and may be destroyed.

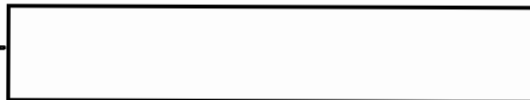
The case files for the 19 FCI classifications reviewed, including classification 218, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having a significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirement implemented in 1978 and the 1981 study of duplication, as subsequently confirmed by case file analysis, auxiliary office case files may be destroyed when one year old.

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CLASS: 218 FCI -



(S)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

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LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
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Insp. _____
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Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (219-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 219

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the (National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

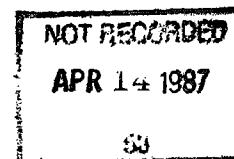
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [Redacted]

CMG:cgz (5)

b6
b7C



SECRET material attached

APR 24 1987

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219

Foreign Counterintelligence

b1

(S)

Volume

Headquarters opened 1,768 cases (including 2 multi-section cases) in classification 219 through mid-1986. All field offices report opening 4,522 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 219 case files were 1 medium, 4 lows, and 29 nones. The ratings for Office of Origin field files for this classification were 1 medium, and 4 lows. Establishing a six serial cutoff for Headquarters files

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Classified by SP 2A104
Declassify on: OADR 1/21/8

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eliminates 92.6% of the none files, yet preserves all of the low and medium files. Establishing a 15 serial cutoff for the Office of Origin field files preserves the medium file, but it eliminates all of the low files. The medium file contained information from an operational asset.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 219, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -

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CLASS: 219 FCI



(S)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

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LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (220-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 220

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

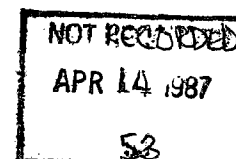
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



SECRET material attached

117 APR 24 1987
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~~SECRET~~

220

Foreign Counterintelligence

b1

(S)

(S)

Volume

Headquarters opened 584 cases in classification 220 through mid-1986. All field offices report opening 1,309 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the office of origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 220 case files were 1 low, and 14 nones. The rating for the Office of Origin field file for this classification was 1 none. Establishing

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OTHERWISE.

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Classified by SP2 TAP/041
Declassify on: OADR 1/8/87

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a six serial cutoff for Headquarters files eliminates 92.9% of the none files, yet preserves the one low file. Establishing a 15 serial cutoff for the Office of Origin field files eliminates the one file which is a none.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 220, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -
~~SECRET~~

~~SECRET~~

CLASS: 220 FCI - ☐

(5)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES
Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (221-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 221

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

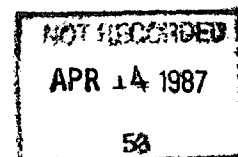
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



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117 APR 24 1987

~~SECRET~~

221

Foreign Counterintelligence

b1

S

(S)

Volume

Headquarters opened 134 cases (including two multi-section files) in classification 221 through mid-1986. All field offices report opening 336 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the office of origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 221 case files were 1 medium, 2 lows, and 7 nones. The Office of Origin field files for this classification were 1 medium, 1 low, and 1 none.

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OTHERWISE.

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Classified by SP2 TAP/CAD
Declassify on: OADR 1/8/87

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Establishing a six serial cutoff for Headquarters files eliminates 85.7% of the none files, yet preserves 50% of the low files, and 100% of the medium files. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the none and low files, yet preserves the medium file.

b1

(S)

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 221, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -

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CLASS: 221 FCI

(S)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials - Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials - Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (222-00)

Date 3/24/87

From : R. W. Scherrer

Subject : **CLASSIFICATION - 222**

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

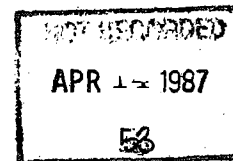
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



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117 APR 24 1987

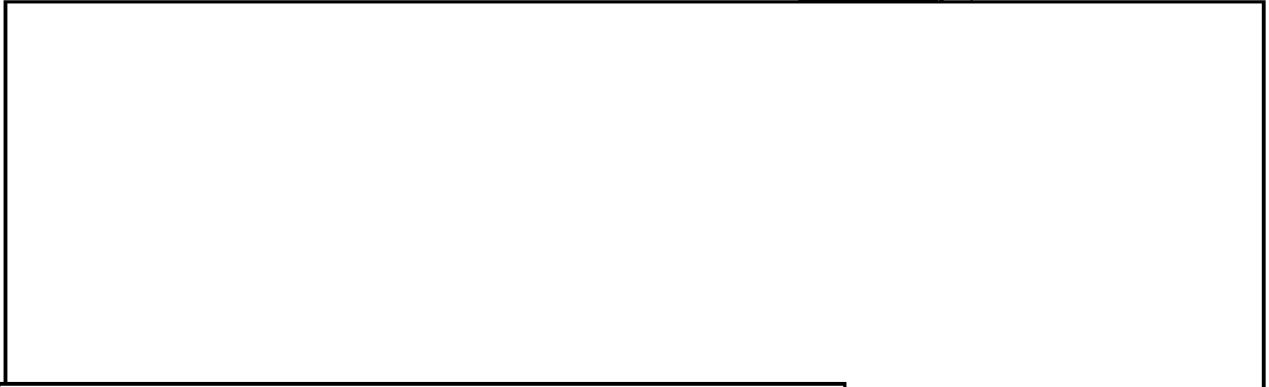
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b1

222

Foreign Counterintelligence

(S)



(S)

Volume

Headquarters opened 182 cases in classification through mid-1986. All field offices report opening 259 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows, and 322 nones. For the Office of Origin field files there were 1 high, 8 medium, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

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Classified by SP2 TAP/CW
Declassify on: OADR 1/8/87

- 1 -
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The ratings for the Headquarters classification 222 case files were 1 low, and 9 none. The rating for the Office of Origin field file for this classification was 1 medium. Establishing a six serial cutoff for Headquarters files eliminates all files including the one low file. Establishing a 15 serial cutoff for the Office of Origin field files preserves the medium file. [REDACTED]

b1

[REDACTED] This case also will be retained under the exceptional case criteria.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 222, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

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CLASS: 222 FCI

SUMMARY:



(S)

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HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent

All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent

All others - Destroy

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AUXILIARY OFFICE CASE FILES

- Sample: None
- Exceptional: Permanent
- Multi-Sectional: Destroy
- All Others: Destroy

LEGAT CASE FILES

- Sample: None
- Exceptional: Permanent
- Multi-Sectional: Destroy
- All Others: Destroy •

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Memorandum



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Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (224-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 224

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

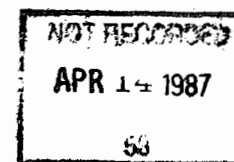
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
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b1

Foreign Counterintelligence

(S)

(S)

Volume

Headquarters opened 37 cases in classification 224 through mid-1986. All field offices report opening 109 cases during the same period.

3. Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows, and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

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Classified by SP2 TAP/CAD
Declassify on: OADR 1/8/87

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The ratings for the Headquarters classification 224 case files were 1 low, and 4 none. The rating for the Office of Origin field file for this classification was one low. Establishing a six serial cutoff for Headquarters files eliminates all of the none files, yet preserves the one low file. Establishing a 15 serial cutoff for the Office of Origin field files preserves the low file.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 224, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

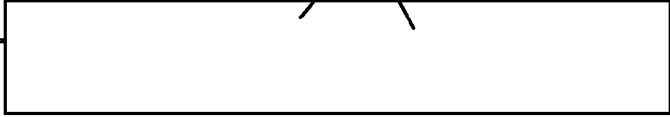
- 2 -

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b1

CLASS: 224 FCI -



(5)

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent

All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent

All others - Destroy

~~SECRET~~

AUXILIARY OFFICE CASE FILES

~~SECRET~~

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

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Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
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Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (225-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 225

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

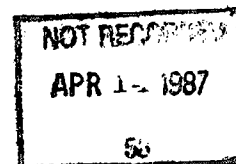
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

CMG:cgz (5)

b6
b7C



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225

Foreign Counterintelligence

b1

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(S)

Volume

Headquarters opened 614 cases in classification 225, including one multi-section case, through mid-1986. All field offices report opening 2312 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as none, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. The cases not retained through this serial

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Declassify on: OADR 1/8/87

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cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high. The ratings for the Headquarters classification 225 case files were 1 high, 3 lows, and 11 nones. The Office of Origin field files for this classification were 3 lows. Establishing a six serial cutoff for Headquarters files eliminates all of the none files, yet preserves all of the low and medium files. Establishing a 15 serial cutoff for the Office of Origin field files preserves 66.7% of the low files.

b1

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Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains nonsubstantive investigations and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 225, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

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CLASS: 225 FCI

(S)

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent
All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

LEGAT CASE FILES

~~SECRET~~

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



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Legal Coun. _____
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Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (258-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 258

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

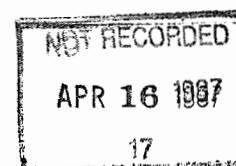
Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
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66-19249

117 APR 1987



Credit and/or Debit Card Fraud

Historical Synopsis:

The Bureau created this classification in 1985 to cover investigations of fraud through the use of credit and/or debit cards under the relevant portions of the Comprehensive Crime Control Act of 1984 (18 USC 1029) (Public Law 98-473). Under a Memorandum of Understanding with the Department of the Treasury dated August 30, 1985, the FBI maintained jurisdiction over cases relating to its traditional investigative concerns -- organized crime, terrorism, foreign counterintelligence, bank fraud and embezzlement, and fraud by wire. All other cases are investigated by the U. S. Secret Service or local authorities. The Bureau also refers all cases which do not involve large losses or widespread organized "ring-type" activities to the Secret Service or local authorities. Cases involving the loss of more than \$25,000 have priority.

Prior to establishment of this classification, these investigations were conducted within classification 29, Bank Fraud and Embezzlement, and 196, Fraud by Wire, or by the Secret Service.

Volume:

No investigative cases have been opened in this class. The first ten cases are reserved (empty) for administrative use.

Profile:

Because no case files have been opened in this classification, NARA did not conduct a statistical sample. Only the OO and O files were examined in this classification.

Recommendations:

Because of the recent establishment of this classification, and the lack of case files, few retention criteria can be established. The OO file and exceptional cases should be retained in both Headquarters and the field to document Bureau policy and procedures. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office case files may be destroyed when one year old. Disposal is not authorized for the O file or for any other case files.

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DATE 8/29/87 BY SP8TAP/CA

258. CREDIT AND/OR DEBIT CARD FRAUD

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



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Public Affs. _____
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Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (12-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 12

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

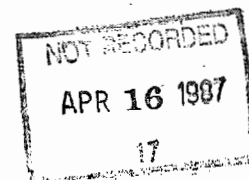
- ① - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

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ALL INFORMATION CONTAINED
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DATE 1/22/87 BY SP2TAP/CA

Historical Synopsis:

1981 Study

This classification is used for investigations of the illegal sale, possession, or use of narcotics. It pre-dates 1924. It has not, however, been a major focus of Bureau activity since the FBI never has had the primary responsibility for drug law enforcement. Rather, the FBI's role has been limited largely to assisting other agencies, particularly the Treasury's Bureau of Narcotics and its successors, DOJ's Bureau of Narcotics and Dangerous Drugs, and the Drug Enforcement Agency (DEA). In the late 1970's, the FBI increased its interest in narcotics because of its connection with organized crime. Reorganization Plan 2 (1973) stipulated full FBI assistance with the newly created Drug Enforcement Agency. Since that date, all FBI directors have urged full cooperation with other agencies regarding the drug problem. However, its role in this area still is one of assisting other agencies.

B. 1986 Addendum

By Order Number 968-82, the Attorney General, in January 1982, delegated to the Bureau the authority to investigate violators of criminal drug laws. This order provided that FBI authority was concurrent with the authority of the Drug Enforcement Administration, a sharp break from past Federal policy. As a consequence of this delegation of concurrent drug jurisdiction, FBI involvement in narcotics investigations grew at a rapid rate. In January 1982, the Bureau was actively investigating only 100 cases. Thirteen months later, the workload had grown to 1,212 active cases. The shift from support activity to concurrent jurisdiction was accompanied by an initial lack of coordination between FBI and DEA personnel. One area of potential disruption was one agency's targeting of individuals as informants/cooperating witnesses without advising the other agency of the recruitment. This proved especially disruptive when an individual who was the subject or significant target of one agency's investigation was opened as a witness without appropriate coordination.

By 1986 the Bureau had received significant increases in funding and delegation of authorities as they related to case authority, payments to informants, the purchase of drug evidence, the expenditure of "buy bust" monies, and undercover evidence purchases. The priority case indicators for this classification

are: (A) narcotics investigations involving members and associates of La Costa Nostra; (B) investigations involving major non-traditional crime groups; (C) narcotics financial flow investigations; (D) major international trafficking groups; (E) documented significant traffickers having a major impact on a significant geographical area; (F) corruption of public and law enforcement officials; and (G) all others.

Volume:

A. 1981 Study

At Headquarters, 2,075 cases have been opened, 1,708 of which are on microfilm and five of which are multi-section. Most of these cases (ca. 1700) were opened before 1945. However, 230 cases were opened in 1980. The Headquarters 00 file is 3 sections. The 0 file consists of 1 section of citizen letters between 1941 and 1963. In the field, 2,570 case files have been opened. Substantial destruction has taken place.

B. 1986 Addendum

By mid-1986, 14,835 cases, including 76 multisection cases, had been opened at FBI Headquarters. In the field, opened case files had swollen to 25,895.

Profile:

A. 1981 Study

At Headquarters, NARA reviewed 34 cases. All were rated as having no research value, except for a single file rated medium, which dealt with drug smuggling and other problems at a Federal prison in the 1920's. All but six of the 34 cases read at Headquarters pre-dated 1940 and almost all consisted of a few serials. In very few of the cases read did the FBI actually undertake an investigation. In the Washington Field Office NARS reviewed ten files dating from the 1920's. All but one low were rated none in research value. Either the FBI took no action or referred the matter to another agency. In New York, five cases were reviewed and all were rated none, while in Los Angeles of five cases examined, two were rated low and three were rated none. One of the two lows was not an investigative case file but, rather a file relating to an information center operated by DEA. The other low pertained to a joint FBI/DEA undercover operation--it was a single section but Los Angeles was an Auxiliary Office.

B. 1986 Addendum

NARA examined 31 cases in the 1986 statistical sample at Headquarters. They were rated as 3 low and 28 without research value. One low, an administrative file on an informant, provided insight into a cocaine distribution ring; another, reporting the seizure of marijuana worth \$8 million showed excellent inter-agency cooperation between the Bureau, DEA, the Coast Guard, and Customs; the last low provided a solid example of coordination between FBI offices in a cross-country trafficker search. Of the 31 cases, 17 were pending. Serial counts ranged from one to 40 serials. The lows had, respectively, 5, 19 and 40 serials. Many of the files lacking research potential were informant control files, often made up of only one serial.

In the field, NARA reviewed a total of 73 files. Of these, 20 were from New York, 35 from Miami, and 18 from Los Angeles. Of the 73, 6 (4 from New York, 2 from L.A.) were rated medium in research value and 11 (2 from New York, 4 from L.A., and 5 from Miami) low in research value. Three files--one from each of the field offices--were rated high in research potential. The remaining 53 were found lacking in research potential. The New York high, consisting of 152 serials, dealt with FBI attempts to lure an international "fugitive financier" back into the United States and emphasized the role of the Caribbean in drugdealing. The Los Angeles high (581 serials) showed good FBI investigative techniques in uncovering "the largest cocaine trafficking ring in this nation's history" but a judicial wiretap ruling crippled the prosecution in the subsequent court case. The Miami high (657 serials), involving a 15-month Bureau undercover penetration of La Costa Nostra described the enormous global narcotics network operated by organized crime and FBI successes in smashing the ring.

While the highs were all multisection, the mediums were also, for the most part, substantial in size. The 2 L.A. mediums, for instance, numbered 68 and 274 serials. The 4 New York mediums were, respectively, 11, 14, 51, and 87 serials. Typical mediums dealt with a narcotics "family ring" whose leader was telephonically giving orders from prison utilizing code words; a two-year investigation of an international narcotics ring which brought in the Bonn and Ottawa Legats; and a joint FBI-DEA investigation uncovering a synthetic cocaine "hablab" factory operating within 100 feet of a school. Typical lows involved drugrunning allegations against a group dubbed the "Israeli Mafia" (156 serials); a drugdealer who, caught up by solid FBI

investigative techniques, offered to cooperate in "setting up" his cohorts (127 serials); and FBI-DEA efforts against a Miami-Los Angeles "drug run" (127 serials). The 11 lows had, respectively, 15, 38, 41, 57, 66, 72, 73, 127, 127, 156, and 272 serials.

Recommendations:

A. 1981 Study

Because of the great interest in narcotics all filmed records in this class, as well as all exceptional and multisection files, both at Headquarters and in Office of Origin should be retained plus single section Headquarter correlates of multisection Office of Origin files. The Headquarters OO file also should be retained; the O file should be destroyed.

B. 1986 Addendum

By 1986, drug abuse in the United States had reached staggering proportions. The tremendous explosion of files in this classification, however, supports the decisions made in the 1981 study. In accordance with the Plan accepted by Judge Greene on September 9, 1986, the OO files in the field, which document policy and procedures, should be retained as permanent.

12. NARCOTICS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files
Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Permanent

All Others: Correlates to Office of Origin multi-
section cases - Permanent
All others - Destroy

Reserved Cases: Not Applicable

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (192-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 192

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

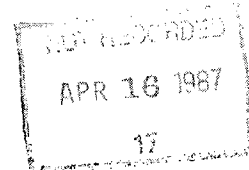
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C

APR 4 1987



Hobbs Act - Financial Institutions

Historical Synopsis

The Bureau established this classification in 1977 to cover investigations of attempts to extort funds from Federally-insured financial institutions. Statutory authority for investigations of this type, known familiarly as the "Hobbs Act", dates to 1934. Prior to 1977, however, investigations of extortion relating to financial institutions were covered by classification 92, Anti-Racketeering. A change in investigative priorities within the Bureau motivated the establishment of four distinct Hobbs Act classifications beginning with classification 192. The first investigative case file opened in classification 192 is dated June 9, 1977.

Volume

A. 1981 Study

Since its establishment, FBI headquarters has opened 581 case files in this classification. The files occupy 9 cubic feet. The 00 file is one section; the 0 file, 6 sections. The first ten case files have been reserved for administrative materials, but none has been utilized. Of the remaining files, 9 are multi-section averaging three sections each. The number of case files opened annually in this classification at Headquarters has grown from 63 in 1977 to 221 in 1980.

All 59 field offices report having opened case files in this class. New York reports the largest number of files (95). Destruction has been limited to Auxiliary Office files.

B. 1986 Addendum

There are presently 1,954 case files opened at Headquarters in this classification, 21 of which are multi-section files. The first ten cases remain reserved (empty). The field offices have opened a total of 4,367 cases.

Profile

A. 1981 Study

All ten files in the sample NARS reviewed at Headquarters were rated as having no research potential. Review of two multi-section files resulted in one rating of medium research potential related to evidential value and one rating of no research potential.

NARS also examined 25 case files in the field: Los Angeles (10), New York (10) and Washington (5). Eight had research potential. The overall ratings are: 1 medium, 7 lows and 17 nones. The file rated medium was

a multi-section. It related to an investigation of alleged La Costa Nostra involvement in an extortion attempt.

B. 1986 Addendum

At Headquarters, 35 case files were reviewed 5 of which were rated as low in research value and 30 as having no research value whatsoever. The subjects of those cases rated low include an extortion attempt against a trucking company which mushroomed into a murder case, and produced excellent cooperation between the Bureau and local officials; an attempted extortion in Guam which allowed the FBI to use a wide range of investigative techniques; and a pharmacy robbery which resulted in a cross-country pursuit. No clear correlation can be established between the number of serials in the file, and its research value: The five "lows" had serials ranging from 8 to 32. Thirty-one of these cases were closed.

In the field NARA reviewed 25 cases, one of which was rated medium, and four were rated low. The medium, a multi-section file of 60 serials, while tracing the development and apprehension of a career criminal, provided insight into FBI investigative techniques and cooperation between Bureau and local officials. One low case allowed FBI techniques to prove a man innocent; another, a kidnaping case, introduced hypnosis during a FBI interview. Other lows included an armored car robbery which resulted in a violent confrontation and an extortion attempt by a senior citizen. Like the Headquarters cases, the field files do not provide a clear correlation between number of serials and research value: the 4 "lows" had serials ranging from 7 to 107. Twenty-four of the field cases were closed.

Recommendations

A. 1981 Study

While reviewers' rating and comments do indicate that multi-section files in this classification should be retained for their research potential, a decision about the value of other files in the classification would be based on insufficient data. The appraisal review revealed no correlation between value of file, and size of information contained. Decisions about long term retention should be deferred until enough case files have been opened to provide a valid profile of the classification.

B. 1986 Addendum:

The OO file at both Headquarters and in the field document policies and procedures and should be retained permanently. The O file, however, is a miscellaneous

collection of anonymous threats to extort and cases which did not warrant prosecution. These files do not merit retention at either Headquarters or in the field. Designating exceptional and multi-section files as permanent at both Headquarters and in the Office of Origin should insure preservation of major cases involving substantial losses. Further, a 5% evidential sample should be taken at Headquarters to establish FBI investigative techniques and internal procedures. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office case files may be destroyed when one year old. Review of case files did not indicate that preservation of single section case files was warranted. Reserved cases have yet to be utilized. Their disposal remains unauthorized.

192. HOBBS ACT - FINANCIAL INSTITUTIONS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: 5% evidential sample (29 cases)

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (193-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 193

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

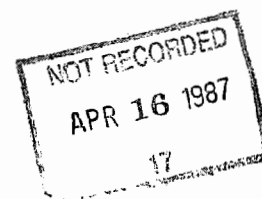
Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C

66-19249

86.
117 APR 24 1987



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

193

DATE 1/22/87 BY SP2 TAP/CA

Hobbs Act - Commercial Institutions

Historical Synopsis:

The Bureau established this classification in 1977 when classification 92, Anti-Racketeering, was subdivided into specific criminal areas. Classification 193 investigations are based on obstruction of interstate commerce by robbery and extortion involving commercial establishments such as restaurants and other small businesses.

Volume:

A. 1981 Study

Three hundred and forty-seven cases are in Headquarters (9 cubic feet). There are 3 multi-section files averaging 4 sections.

The Field Offices have opened 922 cases in the 4 years this classification has been open. New York has opened twice as many cases as any other Field Office. All the case files should be extant.

B. 1986 Addendum

Headquarters has opened 352 cases in this obsolete class, three of which are multisection cases. The first ten cases remain reserved (empty). No new field cases have been added since 1981 when there were 922 files.

Profile:

A. 1981 Study

NARS reviewed 10 cases in Headquarters rated 3 low and 7 none. NARS also examined 10 cases in Los Angeles, rated 3 low and 7 none and 8 cases in New York rated 2 low and 6 none. The multi-section files at Headquarters were rated as 1 high and 1 low.

B. 1986 Addendum

NARA reviewed 10 cases in 1986, two of which were rated as low in research potential and 8 without any research value. One of the lows had 13 serials; the other 10. Both contained evidence of thorough FBI investigative techniques. One dealt with extortionists carrying through with their threat to place cyanide in food items; the other, an extortionist attempt at a nuclear fabrication plant. Since the three multi-section cases had been read in 1981, there were none to review this time.

Recommendations:

A. 1981 Study

Both the small size of the sample and its inconclusive results and the newness of the classification prevent

an informed appraisal decision. Therefore, disposal is not authorized for any case files.

B. 1986 Addendum

This is a dead class of fairly small size -- 352 files at Headquarters and 922 files in the field. Yet 25% of the cases have research potential. Total retention of all Headquarters files would ensure preservation of cases with research value in this class as well as provide a framework illustrating investigative techniques. An exception to the Headquarters files warranting retention would be the reserved cases. These were never utilized in this obsolete class and may be destroyed. All field files are disposable except the OO files which document policy and procedures, and the exceptional and multi-section cases in the Office of Origin.

193. HOBBS ACT - COMMERCIAL INSTITUTIONS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Permanent

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Not Applicable

All Others: Permanent

Reserved Cases: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (196-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 196

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

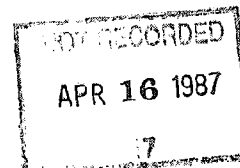
Enclosure

- ① - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

CMG:cgz (5)

b6
b7C

117 APR 1 1987
F6



196
Fraud by Wire

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2 TAP/Ch

Historical Synopsis:

In 1977 classification 87 was divided into a number of classifications, of which 196 was one. The violations of 18 USC 1343 documented in this classification involve microwave transmissions, offshore banking establishments, telegrams sent for the purpose of advising fraud victims of the interruption of a scheme in anticipation of investigation, and alleged use of telephone credit cards and "black boxes."

Volume:

A. 1981 Study

In Headquarters there are 1951 cases, and the number of cases opened has increased every year, from 1 in 1976 to 835 in 1980. The 1978 reporting change seems to have had no impact. Thirty-eight cases are multi-section, with an average of 3 sections each. All 59 field offices have opened 32,606 cases; nearly 8,000 a year. The six largest offices are the six Field Offices NARA visited, with Los Angeles first and New York second.

B. 1986 Addendum

By mid-1986 7077 cases, including 132 multi-section cases, had been opened in Headquarters. The number of files opened in all field offices had grown to 69,987.

Profile:

A. 1981 Study

NARA reviewed 35 cases at Headquarters, one high, one medium, 10 lows and 23 nones. All were single section cases: the high had 32 serials, the medium had 12, the lows ranged from 2 to 20, and the nones 1 to 24. The high was related to an institution/organization (one of the Fortune 500 companies); but so did 2 lows, the medium had more than 1 person, but so did 9 other cases, the case with organized crime involvement rated low. Both the high and the medium had organized crime connections, as did 4 lows and 2 nones. The high involved over \$1 million; the medium did not give a dollar figure.

NARS examined 91 cases in samples at Washington, Los Angeles, New York and Miami. There were no highs, 4 mediums, 24 lows and 63 nones. In New York, where 35 cases were read, all but 3 were Auxiliary Office files. In Miami 9 Office of Origin files were read, all none; and 11 Auxiliary Office files were read, one medium (5-10 sections) and 10 nones. In Los Angeles, 3 Office of Origin files rated low and 4 none; 2 Auxiliary Office files were low and 10 none. Only two Office of Origin files was read in Washington Field, and they was rated

low; 13 Auxiliary Office files rated 1 low and 12 none. In sum, of the 17 Office of Origin cases there were no highs or mediums, 8 lows and 9 nones.

Three multi-section files were read in Headquarters, one medium, one low, one none. The medium was the smallest and oldest of the three, had the most types of documents, and was the only prosecution. Two comparison files were read in Los Angeles. Each was a one section case. One in Los Angeles had 36 serials, was open less than a month, involved an undercover Bureau agent, had an arrest but the U.S. Attorney declined prosecution, and was rated medium; the Headquarters file shows that it was referred to the U.S. Attorney, contained more biographical details, had only 2 serials, and did not contain such typical Field Office documents and memoranda from the investigator to agent-in-charge or indication that information came from electronic surveillance, reported "results not known", and was rated none. In the other comparison, the Office of Origin file was low and the Headquarters none, both showed the case referred to the U.S. Attorney, the field had greater biographical data, and the field indicated informant information.

B. 1986 Addendum

NARA examined 35 cases in the 1986 statistical sample at Headquarters. They were rated as two medium, two low, and 31 with no research value. The files rated as having research value included a four section case on theft and fraud by a nontraditional religious group, a multi-section file on kickbacks involving a major computer manufacturer, an informant file, and an arson and fraud case involving a former local law enforcement official. In the 1986 statistical sample in the field, NARA examined 255 cases. The files were rated two high, five medium, 26 low, and 222 with no research value. The two highs involved an attempt to sell inferior products to a foreign nation which resulted in an undercover operation implicating a former congressman and a check kiting scheme that led to revelations of union officials taking bribes and prison guards involved in money laundering. The mediums included a black former public official in a multimillion dollar grain fraud, the Office of Origin case relating to the nontraditional religious group, a "Wall Street" wire fraud, a \$100 million black market steroid mail fraud, and fraud and bribery involving public officials and state legislators.

Recommendations:

A. 1981 Study

In this class multi-section files rate higher than single section files over all, but of the 6 mediums, 4

were single section, indicating that research value also exists in single section files. The Office of Origin profile shows 8 lows to 9 none, while the Headquarters shows 12 with value to 23 without, but this includes one high and one medium. Although dollar value involved may be a good indicator of research potential, the data to sustain such a correlation is incomplete. Research values included economic/business and criminal justice. Finally, while the cases are sometimes difficult to follow, they provide an interesting indication of the emphasis on white collar crime in the late 1970s.

Because the classification is growing and changing so rapidly, no appraisal decision should be made at this time. Therefore, disposal is not authorized for any case files except Headquarters exceptional cases which are permanent.

B. 1986 Addendum

The OO file should be retained in both Headquarters and the field to document Bureau policies and procedures. Exceptional cases and multi-section cases in Headquarters and the Office of Origin also should be retained. The O file consists of accomplishment reports and nonsubstantive cases and may be destroyed. The research value of Office of Origin case files predicted in the 1981 sample is not apparent in the larger 1986 sample: 8 files with research value and 9 without compared with 13 with and 68 without. Therefore, no additional retention of Office of Origin files is warranted. An informational sample of 1500 cases taken in Headquarters will provide adequate retention to reflect the limited research value in the records.

196. FRAUD BY WIRE

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: Informational Sample of 1500

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (194-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 194

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

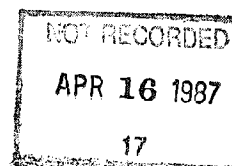
Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cqz (5)

b6
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66-19249

APR 24 1987



Hobbs Act - Corrupt Public Officials

Historical Synopsis:

The FBI opened classification 194 in 1977 for investigations involving public officials who engage in illegal acts, "under the color of official right," which obstruct interstate commerce. It is particularly used for investigations in which public officials are involved in various types of kickback schemes. Prior to its establishment, classification 92 was used for investigations of official corruption. The relevant statutory citation is 18 USC Section 1951.

Volume:

A. 1981 Study

FBI Headquarters has opened 2024 files, 21 of which are multi-section. In the field 6010 cases files have been opened at 58 Field Offices. Chicago, New Orleans, Detroit, Memphis, Jackson and New York are the Field Offices that have opened the largest number of classification 194 cases. Since all files post-date 1977, all Office of Origin files should be extant.

B. 1986 Addendum

By mid-1986, 6023 cases, 96 of which were multi-section files, had been opened at Headquarters. The number of files opened in the field offices had grown to 10,513.

Profile:

A. 1981 Study

NARS reviewed 35 cases at Headquarters. One received a high rating in research potential, 3 were rated medium, 10 were rated low and 21 were rated as having no research potential. None of the 35 was multi-sectional. Not surprisingly, a very high proportion of the 35 cases involved public officials (27 of 35). In only 6 cases, however was the subject's age given while in only 8 cases was data on race or ethnicity present.

In the field NARS examined 29 files in New York, Los Angeles and Washington. One case was rated medium in research potential, one case was rated low while the remaining 27 were rated none. Approximately half of the field sample consisted of Auxiliary Office Files. Only 1 field file was multi-section. Three multi-section files were reviewed at Headquarters in our multi-section survey. One file, which received a high rating in research value was not a case file but was, rather, a still pending control file consisting of quarterly reports from special agents in charge concerning corruption of public officials in their area. The other 2 multi-section files were rated respectively low and none in research value. The file

rated none involved alleged corruption by a local planning board and derived its bulk almost entirely from copies of minutes of meetings and other documents originated by the agency under investigation (hence, this case had 5 sections, but only 30 serials).

B. 1986 Addendum

NARA examined 35 cases in the Headquarters statistical sample, of which 2 were rated medium and 8 low in research potential, and the remaining 25 as lacking in research value. One medium case was a multi-section file of 96 serials dealing with political corruption in Boston and containing good examples of Bureau investigative techniques, including "flash money," Title III and electronic surveillance. The other medium, a file of 17 serials, involved the solicitation of bribes to fix a horseracing bill by the President Pro Tempore of the Mississippi State Senate. The lows include a housing director who solicited bribes for the mayor and other officials, a County Commissioner and Police Deputy Director taking payoffs to allow liquor licenses to remain, and threats to a company with a school contract to supply liquor and food to the school district. Also among the lows was a county judge taking kickbacks from chemical vendors, a report of jail bondsmen in a small Southern town taking bribes, an illegal scheme to sell chauffeurs' licenses in the Chicago Department of Motor Vehicles, and political corruption in the office of City Manager of Mobile, Alabama.

In the field, NARA reviewed 44 case files, rating 3 medium and 5 low. The remaining 36 were found to have no research potential. The mediums included corruption in a California county over the selection of a telephone system, an Assistant State Treasurer (and Governor's brother) indicted for soliciting political contributions and a Maryland State Senator taking bribes.

Recommendations:

A. 1981 Study:

Classification 194 has great research potential especially in light of the Bureau's current emphasis on uncovering corruption in high places. However, the newness of the classification prevents an informed appraisal decision at the present time, except for the Headquarters OO file and exceptional cases at both Headquarters and Office of Origin, which should be scheduled for permanent retention, and all Auxiliary Office records, which should be scheduled for disposal. All other records in this classification should be treated as disposal not authorized.

B. 1986 Addendum

The OO files at both Headquarters and in the field should be retained to document policies and procedures. The O file consists primarily of nonsubstantive cases declined for prosecution and may be destroyed. Exceptional cases already being retained along with the multi-sections at Headquarters, multi-section files in the Office of Origin also should be retained. Disposal remains unauthorized for reserved case files (empty). All other files may be destroyed.

194. HOBBS ACT - CORRUPT PUBLIC OFFICIALS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (201-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 201

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

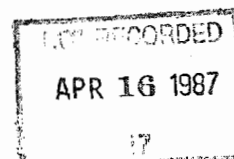
Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C

~~SECRET~~ material attached

86
117 APR 24 1987



~~SECRET~~

b1

201

Foreign Counterintelligence

(S)

Volume

Headquarters opened 717 cases in 1977. By the end of 1980 Headquarters had opened 10,866 case files (99 cubic feet). Since confining the classification to cases relating to [redacted] at the end of 1981, Headquarters has opened 750 to 1450 cases annually, virtually doubling the number of cases opened to 19,598. This includes a total of 52 multi-section cases. All field offices have opened cases in this classification with a total of 37,370 cases opened through 1980; 27,947 cases through 1986. (All active field cases were reclassified into the appropriate new classification in 1981.) There has been little, if any destruction in this classification. The field offices opening the largest number of cases through 1980 were [redacted]

(S) The 1978 changes in reporting procedures had little effect on the number of cases opened in Headquarters on an annual basis.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

~~SECRET~~

Classified by SP-2 TAP/CA
Declassify on: OADR 1/21/87

~~SECRET~~

85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 201 case files were 8 lows, and 28 nones. The ratings for the Office of Origin field files for this classification were 3 mediums, 6 lows, and 54 nones. Establishing a six serial cutoff for Headquarters files eliminates 82.1% of the none files, yet preserves 50% of the low files. Establishing a 15 serial cutoff for the Office of Origin field files eliminates 75.9% of the none files, yet preserves 100% of the low files and 66.7% of the medium files.

b1

(S)

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 201, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

~~SECRET~~

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CLASS: FCI - (S)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent
All others - Destroy

Reserved Cases: Disposal not authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

- 3 -

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

- 4 -

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (203-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 203

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

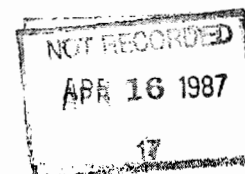
Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C

66-19249 -
SECRET material attached

86
117 APR 4 1987



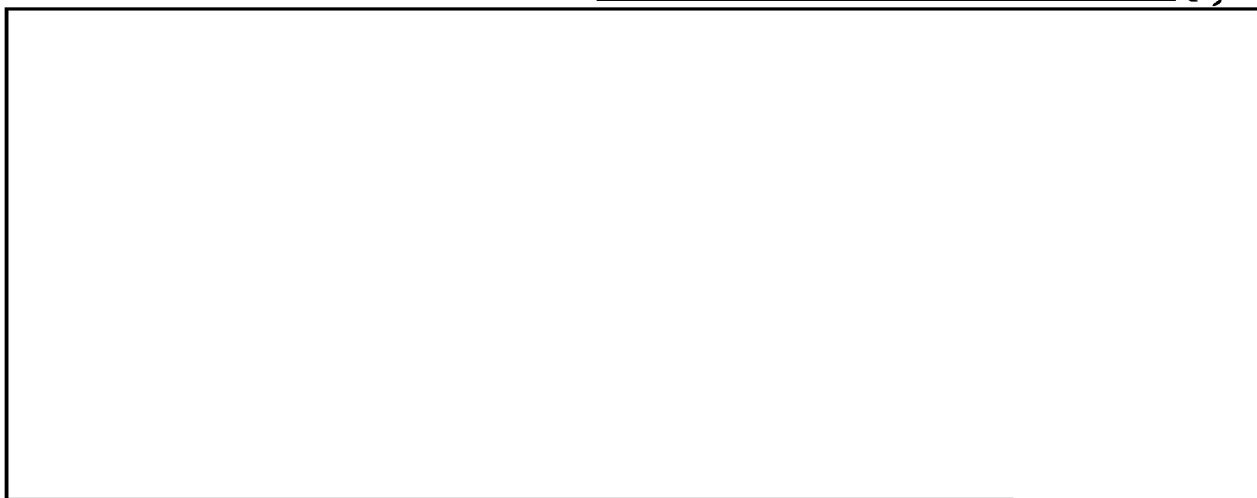
~~SECRET~~

b1

Foreign Counterintelligence

203

(S)



(S)

Volume

Headquarters opened 3889 cases in classification 203 through mid 1986. All field offices report opening 3707 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 203 case files were 5 lows, and 30 nones. The Office of Origin field files for this classification were 1 high, 4 lows, and 1 none. Establishing a six serial cutoff for Headquarters files

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OTHERWISE.

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Classified by SP2TAP/CA
Declassify on: OADR 1/2/88

~~SECRET~~

eliminates 90% of the none files, yet preserves 80% of the low files. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the none files, yet preserves 25% of the low files and 100% of the high files. The high file pertains to contacts between the FBI and a high diplomatic official.

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 203, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

~~SECRET~~

~~SECRET~~

CLASS: 203 FCI - [REDACTED]

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent
All others - Destroy

Reserved Cases: Disposal not authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (243-00)

Date 3/24/87

From : R. W. Scherrer

Subject: CLASSIFICATION - 243

NATIONAL ARCHIVE - AND RECORDS MANAGEMENT
PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

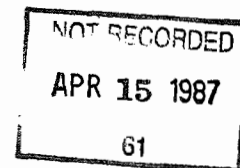
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- ① - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

CMG:cgz (5)

b6
b7C



Intelligence Identities Protection Act

Historical Synopsis:

The Bureau created this classification in November 1982 to cover investigations of violations of the Intelligence Identities Protection Act which had been signed into law in June of the same year. The act prohibits the unauthorized disclosure of information identifying certain U.S. intelligence officers, agents, assets and sources. Covered under this act are "active assets" of the Bureau whose activities are in support of the FBI's foreign counterintelligence or foreign terrorism missions. Supervisory responsibility for this classification was assigned to the Terrorism Section, Criminal Investigative Division.

Volume:

There are 14 files at Headquarters, including ten reserved cases all of which are single sections. Such a small volume at Headquarters indicated that a count of field files would be useless.

Profile:

Because this classification has so few case files, no review was undertaken at this time.

Recommendations:

The OO files and exceptional cases at Headquarters and in the field should be retained permanently. Due to the recent creation of this classification, no other disposition decisions can be made at this time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP8TAP/CH

243. INTELLIGENCE IDENTITIES PROTECTION ACT

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

LEGAT CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (238-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 238

NATHANIEL ALMOND AND ASSOCIATES MANAGER

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

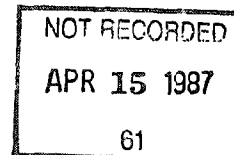
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- ① - 66-19249
 - 1 - Mr. Tierney
 - 1 - Mr. Scherrer
 - 1 -
- CMG:cgz (5)

b6
b7C



Training Received - Personal Crimes

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 238 was established for training related to Personal Crimes. The time devoted to such training may be attributed to classification 238 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The 00 file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP8TAP/CAD

238. TRAINING RECEIVED - PERSONAL CRIMES

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (237-00)

Date 3/24/87

From : R. W. Scherrer

Subject : **CLASSIFICATION - 237**

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

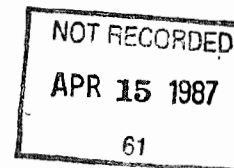
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



Training Received - General Property Crimes

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 237 was established for training related to General Property Crimes. The time devoted to such training may be attributed to classification 237 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The 00 file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2TAP/CK

237. TRAINING RECEIVED - GENERAL PROPERTY CRIMES

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & _____
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (239-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 239

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

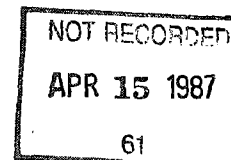
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 - [redacted]
CMG:cgz (5)

b6
b7C



100 APR 24 1987 86

Training Received - Terrorism

Historical Synopsis:

The Bureau established classifications 230-240 in mid-1982 to provide statistical and supervisory control for training received relating to specific investigative programs. Classification 239 was established for training related to Terrorism. The time devoted to such training may be attributed to classification 239 for Time Utilization Record Keeping (TURK) purposes thus reducing the number of hours charged to "miscellaneous matters." Prior to 1982 such training was reported within Classification 1, Training.

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in Headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the office of origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP9TAP/OK

239. TRAINING RECEIVED - TERRORISM

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (242-00)

Date 3/24/87

From : R. W. Scherrer

CLASSIFICATION - 242

Subject:

NATIONAL ARCHIVES AND RECORDS MANAGEMENT

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

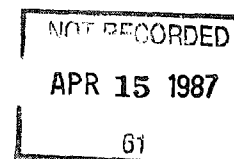
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 - [redacted]
CMG:cgz (5)

b6
b7C



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108 APR 24 1987

242
Automation Matters

Historical Synopsis

The Bureau opened this classification late in 1982 to provide more centralized control over all matters relating to automation, computer assistance, data processing, and data systems development. In 1984, authority to utilize this classification was extended to the field, especially to account for time related to establishing information management systems and other forms of automation in the field offices.

Volume

Eleven cases, including ten reserved cases have been established in Headquarters. Reserved cases utilized to date include Field Office Information Management Support Systems (with subfiles) (242-1), Investigative Support Information Systems (with subfiles) (242-2), Data Administration (242-3), National Crime Information Center (242-4), Computer Application Communications Network (242-5), and Information Systems Audit (242-6).

Profile

No statistical sample was conducted in this administrative classification. Those reserved cases which have been opened were examined.

Recommendations

Because there never will be investigative case files in this classification, the usual disposition recommendations are not applicable. The OO file is permanent in Headquarters and the field to document Bureau policy and procedures. Reserved cases 242-3 and 242-4 are permanent. Disposal is not authorized for any other cases at this time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2TAP/CA

242. AUTOMATION MATTERS

SUMMARY:

HEADQUARTERS

OO File: Permanent

**Reserved Cases: 242-3 and 242-4 are Permanent
All Others - Disposal Not Authorized**

1082

| | | |
|--------------|----------------|------------|
| PAGE 1 OF 1 | CLASSIFICATION | PRECEDENCE |
| DATE 9/23/86 | UNCLAS E F T O | ROUTINE |

266/10825

| | | | |
|---|---|----------|------|
| START HERE | | | |
| 14 | TO DIRECTOR, FBI | | |
| 13 | FBI ATLANTA ROUTINE | | |
| 12 | FBI CHICAGO ROUTINE | | |
| 11 | FBI DALLAS ROUTINE | | |
| 10 | FBI JACKSON ROUTINE | | |
| 9 | FBI LOS ANGELES ROUTINE | | |
| 8 | FBI MIAMI ROUTINE | | |
| 7 | FBI NEW YORK ROUTINE | | |
| 6 | FBI SAN JUAN ROUTINE | | |
| 5 | FBI WASHINGTON FIELD ROUTINE | | |
| 4 | BT | | |
| 3 | UNCLAS E F T O | | |
| 2 | DESTRUCTION OF RECORDS: NATIONAL ARCHIVES AND RECORDS | | |
| 1 | ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD RECORDS: | | |
| BUDED 9/30/86. | | | |
| PROVISIONS OF THE FBI'S RECORDS RETENTION AND DISPOSITION | | | |
| PLAN REQUIRES THAT AT PERIODIC INTERVALS, NOT TO EXCEED | | | |
| DO NOT TYPE MESSAGE BELOW THIS LINE | | | |
| APPROVED BY | DRAFTED BY | DATE | ROOM |
| W | TBD:cgz | 9/23/86 | 5640 |
| | | FILE EXT | |

DO NOT TYPE PAST THIS LINE

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b7C

- 1 - Mr. McCreight
- 1 - Mr. Scherrer
- 1 - [REDACTED]

66-19249-311

3 OCT 24 1986

FEDERAL BUREAU OF INVESTIGATION
COMMUNICATIONS CENTER
23433
SEP 23 1986

DO NOT FILE WITHOUT COMMUNICATIONS STAMP

FBI/DOJ

FIVE YEARS, NARA ARCHIVISTS WILL REVIEW THE ADEQUACY OF DISPOSITION STANDARDS OF THE PLAN AND WILL PROPOSE MODIFICATIONS TO REVEAL CHANGES IN THE NATURE, CONTENT AND ARRANGEMENT OF FBI RECORDS INCLUDING THE ESTABLISHMENT OF NEW FILE CLASSIFICATIONS IN THE FBI'S CENTRAL RECORDS SYSTEM.

THE NARA WILL COMMENCE ITS FIRST PERIODIC REVIEW ON 10/1/86. IN CONNECTION WITH THIS REVIEW, THE NARA ARCHIVISTS HAVE REQUESTED FBIHQ TO ASCERTAIN FROM FIELD OFFICES INVOLVED INITIALLY IN SUBJECT APPRAISAL THE LAST OFFICE OF ORIGIN AND LAST AUXILIARY OFFICE CASE FILE NUMBER USED IN EACH CLASSIFICATION AS OF CLOSE OF BUSINESS 7/31/86. RECIPIENT OFFICES ARE THEREFORE REQUESTED TO FORWARD THE INFORMATION, SUPRA, TO FBIHQ, ATTENTION: RECORDS MANAGEMENT DIVISION (RMD), RECORDS SECTION (RS), RECORDS RESEARCH UNIT (RRU) BY CLOSE OF BUSINESS 9/30/86.

SHOULD YOU HAVE ANY QUESTIONS CONCERNING THIS MATTER, THEY MAY BE DIRECTED TO UNIT CHIEF [REDACTED]

EXTENSION [REDACTED] FBIHQ.

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NOTE: NARA ARCHIVISTS WILL COMMENCE THEIR FIRST PERIODIC REVIEW OF THE ADEQUACY OF THE FBI'S RECORDS DISPOSITION STANDARDS AS REQUIRED BY THE RECORDS RETENTION AND DISPOSITION PLAN. IN CONNECTION THEREWITH, NARA HAS REQUESTED THAT FBIHQ ASCERTAIN FROM THE ABOVE MENTIONED OFFICES THE LAST OFFICE OF ORIGIN AND AUXILIARY OFFICE CASE FILE NUMBER USED IN EACH CLASSIFICATION AS OF THE CLOSE OF BUSINESS 7/31/86.

| | | |
|---------------------|------------------|--------------------|
| APPROVED: | Adm. Serv. _____ | Laboratory _____ |
| | Crime Lab. _____ | Ident. Div. _____ |
| Director _____ | | Intell. Div. _____ |
| Exec. AD-Adm. _____ | | Rec. Mgmt. _____ |
| Exec. AD-Inv. _____ | | Training _____ |
| Exec. AD-LES _____ | Intell. _____ | Records _____ |

A.M./AK

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (244-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 244

NATIONAL ARCHIVES AND RECORDS MANAGEMENT
PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

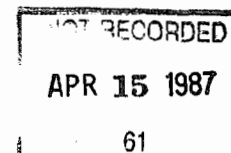
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

b6
b7C



244
Hostage Rescue Team

Historical Synopsis:

This classification was opened late in 1982 to provide statistical and supervisory control for the time spent by the Hostage Rescue Team in training, readiness exercises, drills, and similar activities not related to investigative situations. The OO file also documents the development of policy regarding recruitment, deployment, and use of the Hostage Rescue Team. Prior to 1982 such training was reported within Classification 1, Training

Volume:

While ten cases have been reserved in Headquarters, no case files will be created or maintained either in headquarters or in the field.

Profile:

No case file investigations have been conducted.

Recommendations:

The OO file should be retained in both Headquarters and the Office of Origin to document Bureau policy. There are no other records to schedule.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2TAP/Cm

244. HOSTAGE RESCUE TEAM

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

Memorandum



Exec AD Adm. ____
Exec AD Inv. ____
Exec AD LES ____
Asst. Dir.:
Adm. Servs. ____
Crim. Inv. ____
Ident. ____
Insp. ____
Intell. ____
Lab. ____
Legal Coun. ____
Off. Cong. &
Public Affs. ____
Rec. Mgnt. ____
Tech. Servs. ____
Training ____
Telephone Rm. ____
Director's Sec'y ____

To : File (223-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 223

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

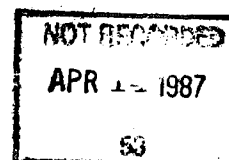
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- 1 - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

CMG:cgz (5)

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b7C



SECRET material attached

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223

Foreign Counterintelligence

(S)

(S)

Volume

Headquarters opened 451 cases in classification 223 including two multi-section cases through mid-1986. All field offices report opening 1440 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows, and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the Office of Origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

- 1 -

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Classified by SP2 TAP/cnd
Declassify on: OADR 1/8/87

~~SECRET~~

The ratings for the Headquarters classification 223 case files were 1 medium, 2 lows, and 12 nones. The Office of Origin field files for this classification were 3 nones. Establishing a six serial cutoff for Headquarters files eliminates all of the none files, yet preserves 50% of the low file, and 100% of the medium files. Establishing a 15 serial cutoff for the Office of Origin field files eliminates 66.7% of the none files. [REDACTED]

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Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the Office of Origin. The O file contains general correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 223, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for Office of Origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -

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CLASS: 223 FCI

SUMMARY:

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HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent

All others - Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent

All others - Destroy

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AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
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Lab. _____
Legal Coun. _____
Off. Cong. &
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (214-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 214

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

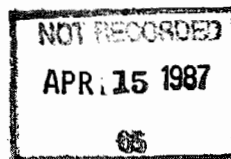
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

1 ✓ ENCLOSURE

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
CMG:cgz (5)

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108 APR 30 1987

FBI/DOJ

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP2 TAP/ck

214

Civil Rights of Institutionalized Persons Act

Historical Synopsis

Established with the passage of P.L. 96-247 in May of 1980, this classification covers investigations of allegations that institutionalized persons are being systematically deprived of their constitutional rights. Included within the definition of "institutions" are mental hospitals, retardation facilities, jails, prisons, certain types of nursing homes and juvenile detention centers. The Civil Rights of Institutionalized Persons Act is codified in Title 18, USC, Section 1997.

FBI investigations are initiated only upon receipt of a written request from the Assistant Attorney General, Civil Rights Division, Department of Justice. If a Field Office receives a request directly from the public, that office is expected to obtain full details and send a letterhead memorandum to Headquarters for dissemination to the Justice Department. The Civil Rights Division then determines whether further investigation is warranted.

Volume

A. 1981 Study

Headquarters has opened 25 cases, none of which have been microfilmed or exceed 1 section in size. Case files 1 through 10 are reserved for future use. There is apparently no 0 file at this time. Nine Field Offices report opening 20 cases. Because the classification was established recently it is unlikely that any files have been destroyed. Mobile had the greatest number of cases (7), followed by Houston (4).

B. 1986 Addendum

By 1986 Headquarters had opened 70 cases, 67 of which were single section files and 3 of which were multi-section files. Case file numbers 1 through 10 remain reserved. An 0 file was started for this classification in August 1985.

The field offices have now opened 280 cases.

Profile

A. 1981 Study

NARS reviewed 5 cases at Headquarters. The highest number of serials per file was 7, but every case was still pending and therefore likely to increase in size. Of the 5 cases reviewed, 2 were rated medium and 3 were rated none. The mediums appear to have been rated for potential rather than present research value, however. One medium involved allegations of mistreatment of patients at a state hospital and the other related to a suit brought by inmates at Attica Prison against the

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ENCLOSURE

correction facility.

Only 1 Field Office visited by NARS had cases in this classification (New York). Both New York cases were read and both were judged to have no research value.

B. 1986 Study

For 1986, NARA reviewed 5 cases at Headquarters, one of which was reserved (empty). Of the remaining four, three were rated as lacking in research potential but one was rated medium. The medium involved a complaint by inmates at a large state prison of mistreatment which culminated in a riot, with 238 pages of depositions. The serials ranged from a high of 3 to 1 serial, with one case still pending.

Recommendations

A. 1981 Study

The possible importance of this classification for documenting the quality of care and respect for individual rights in major public institutions is considerable, and it is likely that research interest in this subject will remain high. However, the classification is too new and the files are too few to permit an informed judgment at this time. Therefore the recommendation in both Headquarters and the field is Disposal Not Authorized.

B. 1986 Addendum

Because activity in this classification since 1981 remains so limited, no change can be made in the previous NARA recommendation, with its emphasis on Disposal Not Authorized. While an O file has recently been initiated, it lacks sufficient substance at the present to allow a retention judgment.

214. CIVIL RIGHTS OF INSTITUTIONALIZED PERSONS ACT

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destruction

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
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Legal Coun. _____
Off. Cong. & Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (253-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 253

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

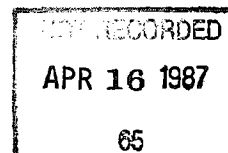
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

① - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 - [redacted]
CMG:cgz (5)

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108 APR 30 1987

Fraud and Related Activity in Connection with Identification Documents

Historical Synopsis:

The Bureau established this classification in 1985 to investigate unlawful production, transfer or possession of government identification documents. The FBI has jurisdiction in cases involving terrorism, attempts to defraud the Bureau itself, or attempts to defraud any agency without civilian criminal investigative authority. Additionally, the FBI has jurisdiction over certain violations involving the selling of private identification documents without a disclaimer that they are not government identification documents. This jurisdiction is limited to documents transported in interstate or foreign commerce other than by the U.S. mail where the Post Office has jurisdiction. The main legal vehicle for FBI involvement in false identification matters is the False Identification Crime Control Act of 1982 (PL 97-398), with appropriate delination of jurisdiction in 18 USC 1028 and 18 USC 1738. Identification documents covered are those issued by: The U.S. Government, its states or territories; a foreign government; an international government organization; an international quasi-governmental organization; and U.S. government contractors. Included are such documents as birth certificates, driver's licenses, identification cards issued by the states in lieu of licenses, and the like.

Volume:

There are 17 single section cases and 3 multi-section cases in Headquarters. But the first ten cases have been reserved for administrative use, making the total number of actual cases opened at Headquarters only ten. Since Headquarters does not create a file unless a case has been opened in the field, at least ten cases have been created in the field, but none have been officially reported to Headquarters.

Profile:

NARA did not conduct a statistical sample at either Headquarters or in the field because of the small numbers of cases opened in this classification. Only the O and OO files were read in this classification.

Recommendations:

The OO files, which document policies and procedures should be retained permanently in Headquarters and in the field. The O files, however, lack sufficient development and their disposal should not be authorized. Likewise, disposal is not authorized for any other file in this classification.

253 - FALSE IDENTIFICATION CRIME CONTROL ACT

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Not Applicable

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample: Not Applicable

Exceptional: Disposal Not Authorized

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

LEGAT CASE FILES

Sample: Not Applicable

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.:
Adm. Servs. _____
Crim. Inv. _____
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Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (254-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 254

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION

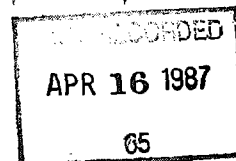
DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
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APR 30 1987

Destruction of Energy Facilities

Historical Synopsis:

The Bureau established this classification in 1985 to cover destruction of or damage to nonnuclear energy facilities as codified under 18 USC 1356, a part of the Comprehensive Crime Control Act of 1984. The terms "energy facilities" includes facilities involved in production, distribution, or transmission of electricity, fuel or another form of energy as well as research and development. The classification includes demonstration at a facility relating to fuel and energy. Plants not yet in operation as well as operating facilities are covered. Priority case indicators within this classification are as follows: (A) matters relating to damage of a non-nuclear facility in excess of \$100,000 or a significant disruption of the facility's operation, the penalty of which is a fine of up to \$50,000 and imprisonment for up to 10 years; and (B) matters relating to damage of a non-nuclear facility in excess of \$5,000, whether or not the causes significant disruption, the penalty of which is a fine of up to \$25,000 and imprisonment for up to 5 years. Offenses include setting off explosives, bomb threats, extortions, and acts of terrorism.

Volume:

There are 20 single section cases and no multi-section cases at Headquarters. Since the first ten cases are reserved cases, Headquarters, in effect has created only ten cases. Although Headquarters does not create a file unless a case has been reported from the field, at present no field offices have reported cases.

Profile:

Because of the very small number of cases opened in this classification, NARA did not conduct a statistical sample. Only the O and OO files were read in this classification.

Recommendations:

The OO files, which document policies and procedures, should be retained permanently. The O files lack sufficient development and their disposal should not be authorized. Likewise, disposal is not authorized for all other files in this classification.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/29/87 BY SP2 TAP/CA

254 - DESTRUCTION OF ENERGY FACILITIES

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Disposal Not Authorized

Case Files

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Disposal Not Authorized

OFFICE OF ORIGIN CASE FILES

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

AUXILIARY OFFICE CASE FILES

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

LEGAT CASE FILES

Sample:

Exceptional: Permanent

Multi-Sectional: Disposal Not Authorized

All Others: Disposal Not Authorized

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
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Crim. Inv. _____
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Insp. _____
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Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (207-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 207

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

0
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

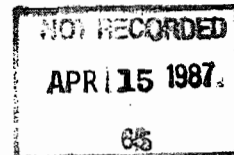
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

1 - ~~ENCLOSURE~~

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 -
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APR 30 1987

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/87 BY SP2 TAP/CL

207

Fraud Against the Government

Historical Synopsis

In September 1978, the FBI created this and several other classifications when classification 46 was split into separate categories for different agencies. At first this classification concerned only the Environmental Protection Agency, but later additions include the Department of Energy and the National Aeronautics and Space Administration in September 1979, and the Department of Transportation in December 1980. As in classification 46, where approximately 30 sections of the U.S. Code are within the scope of fraud against the government, investigations in class 207 cover a wide variety of crimes.

Volume

A. 1981 Study

At Headquarters 103 cases total 1.5 cubic feet. The first case and the 0 file began in 1978. There are not any multi-section cases at Headquarters. In the field 55 offices have opened cases and there appears to have been little, if any, destruction. The offices opening the most cases are New York with 62 cases (3.1 cubic feet), Washington with 26 cases (16.5 feet), and Los Angeles with 25 cases (3.1 feet).

B. 1986 Addendum

There are presently 560 case files in Headquarters, 2 of which are multisection files. The first ten cases remain reserved for administrative uses. The field offices have opened 1,630 cases.

Profile

A. 1981 Study

At headquarters the reviewed cases were rated as 1 low, 8 none, and 1 not checked for research value. At the New York, Washington, and Los Angeles Field Offices the cases were rated as 6 low and 11 nones.

No clear correlations were found between the ratings and such factors as size of the case, amount of biographical detail, results of the case or type of crime.

B. 1986 Addendum

At Headquarters, fifteen files were reviewed, all of which were rated as having no research value. Subjects covered included allegations of bid fixing in the contract process, reports of false certification of work accomplished, and allegations of poor construction. In the majority of cases these alleged charges remained unsubstantiated. Serials ranged from a high of 8 to 1 serial. Twelve of the 15 cases were

66-19249
ENCLOSURE

closed when reviewed.

Recommendations

A. 1981 Study

The OO file at Headquarters is permanent to document policies and procedures. Exceptional cases at Headquarters and Offices of Origin in the field are permanent. Auxiliary Office cases are disposable since there is no indication they contain unique historically valuable information not in the Office of Origin or Headquarters files.

The small number of cases created and reviewed do not give a clear picture of this new classification. The character of this classification is not yet set as in its first two years 3 agencies were added to the class. Because of the unsettled character and newness of the classification any appraisal decision would be premature. Therefore disposal should not be authorized for the other records in this classification.

B. 1986 Addendum

The OO files at Headquarters and in the field are permanent to document policies and procedures. The O file at Headquarters is a miscellaneous collection of unsubstantiated allegations, incomplete information and matters pertaining to daily operations, and is disposable. Designating exceptional cases and multi-section files at both Headquarters and in the office of origin as permanent will ensure the preservation of any major cases involving substantial losses to the Government or having Government officials as subjects. Additionally, a 5% evidential sample should be retained at Headquarters to establish FBI investigative and internal procedures. No other files within this classification warrant permanent retention. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

207. FRAUD AGAINST THE GOVERNMENT - ENVIRONMENTAL PROTECTION
AGENCY

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: 5% evidential sample, or 28 cases

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & _____
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (208-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 208

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

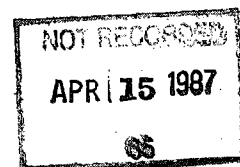
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

- ① - 66-19249
- 1 - Mr. Tierney
- 1 - Mr. Scherrer
- 1 - [redacted]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/22/87 BY SP2 TAP/CA

208

Fraud Against the Government - General Services
Administration

Historical Synopsis

This classification was reserved for investigations of fraud involving the General Services Administration (GSA) beginning in 1978. Prior to that year, all government fraud cases were filed in classification 46 regardless of the agency involved. The classification covers investigations of individuals who embezzle, steal or obtain by fraud any funds, assets or property of GSA.

Volume

A. 1981 Study

There are 116 case files in this classification in FBI Headquarters, occupying a total of 1.5 cubic feet. Ten of these case files have been reserved for administrative materials; none have been utilized. The first investigative case file, number 11, was opened in September 1978. The 0 file consists of one section. There is one multi-section file consisting of two sections.

B. 1986 Addendum

By 1986, the number of single section cases in this classification had grown to only 179, with only one multi-section file. The first ten cases have been reserved for administrative uses. The field offices have now opened 330 cases.

Profile

A. 1981 Study

NARS reviewed a sample of ten case files at FBI Headquarters. Research potential of these files was rated as 1 medium, 3 lows, and 6 nones. The file rated medium was related to the series of GSA scandals being investigated at the time this classification was established. All files exhibiting research potential involved substantial allegations.

NARS also examined sample files in Washington (11), Los Angeles (5) and New York City (9). Washington was the Office of Origin for virtually all of the reviewed cases. The research ratings of the sampled files is 2 mediums (both Washington files), 2 lows (both Washington files), and 20 nones. Files exhibiting research potential tended to be distinguished by their larger size (over 30 serials) from files exhibiting no research potential.

B. 1986 Addendum

In 1986, NARA reviewed the 0 file, initiated in 1982, and a statistical sample of ten case files at

66-19249
ENCLOSURE

Headquarters. Research potential of these files was very similar to the 1981 study: 1 medium, 2 lows, and 7 none. The file rated medium was the same as the one so rated in 1981. It resurfaced in the random sampling selection process, but by now this GSA scandal case had closed. One of the lows dealt with manipulation of the government billing algorithm by a private computer company, the other, allegations of corruption in the construction of the Russell Building in Atlanta. Two of the three files exhibiting research potential had at least 32 serials, one being the multisection file.

No additional field office files were reviewed in 1986 in this classification.

Recommendations

A. 1981 Study

Aside from noting that files documenting substantial allegations at Headquarters have research potential and that larger files originating in the Washington Field Office have research potential, it appears to be too early to make recommendations about the long term retention of cases opened in this classification. No disposal should be authorized.

B. 1986 Addendum

The OO files at both Headquarters and in the field should be retained permanently to document policies and procedures. The O file, however, is a miscellaneous collection of unproven allegations, general correspondence and incomplete information, and is disposable.

Retaining exceptional and multi-section files at both Headquarters and in the Office of Origin ensures the preservation of any major cases involving substantial losses to the government or having prominent government officials as subjects. Indeed, two significant GSA computer scandal files, which are single section files at Headquarters are multi-section in the field (WFO was Office of Origin). This reinforces the argument for maintaining multi-section files. Disposal of reserved cases (empty) remains unauthorized at Headquarters.

No other files within this classification warrant permanent retention. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office case files may be destroyed when one year old. The high rate of single section files without research potential supports the NARA position that these files should not be retained as a separate entity.

208. FRAUD AGAINST THE GOVERNMENT - GENERAL SERVICES
ADMINISTRATION

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

Reserved Cases: Disposal Not Authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

Memorandum



Exec AD Adm. _____
Exec AD Inv. _____
Exec AD LES _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Off. Cong. & _____
Public Affs. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Telephone Rm. _____
Director's Sec'y _____

To : File (215-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 215

PURPOSE: The purpose of this memorandum is to place the attached historical synopsis concerning captioned classification, which was prepared by the National Archives and Records Administration (NARA), on record.

RECOMMENDATION: None. For information.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

DETAILS: During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative classifications. These historical synopses provided an excellent summary of the evolution of each classification and may be of value for future reference and research.

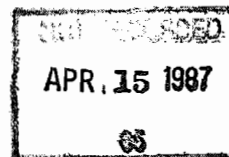
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

ENCLOSURE

Enclosure

1 - 66-19249
1 - Mr. Tierney
1 - Mr. Scherrer
1 - [redacted]
CMG:cgz (5)

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SECRET material attached

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215

Foreign Counterintelligence

b1

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(S)

Volume

Headquarters opened 56 cases in classification 215 through mid-1986. All field offices report opening 134 cases during the same period.

Profile

These files are similar to the type of materials found in the 18 other FCI classifications reviewed in 1986. Consequently, the ratings of the 366 Headquarters case files and 111 Office of Origin field files from those 19 FCI classifications have been combined. For the Headquarters case files there were 2 highs, 6 mediums, 51 lows and 322 nones. For the Office of Origin field files there were 1 high, 8 mediums, 17 lows and 85 nones. In both Headquarters and the Office of Origin there is a positive correlation between the number of serials and the research value. Thus, establishing a cutoff of six or more serials for Headquarters files eliminates 89.4% of the files rated as nones, yet preserves 64.7% of the files rated as low, 83.3% of the files rated as medium, and 50% of the files rated as high. (The cases not retained through this serial cutoff include a closed two serial file rated high and a recently opened pending file rated medium.) Establishing a cutoff of 15 or more serials for the office of origin case files eliminates 77.6% of the files rated as none, yet preserves 47.6% of the files rated as low, 87.5% of the files rated as medium, and 100% of the files rated as high.

The ratings for the Headquarters classification 215 case files were 4 none. The ratings of the Office of Origin field files for this classification were 2 nones. Establishing a six serial cutoff for Headquarters files eliminates all of the

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE.

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ENCLOSURE

~~SECRET~~

Classified by SP2 TAP/CWJ
Declassify on: OADR 1/8/87

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none files. Establishing a 15 serial cutoff for the Office of Origin field files eliminates all of the none files. [REDACTED]

[REDACTED]
[REDACTED] (S)

Recommendations

The OO files should be preserved in both Headquarters and field to document policy and procedures. All exceptional case files and all multi-sectional files also should be preserved in both Headquarters and the office of origin. The O file contains routine correspondence, nonsubstantive investigations, and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 215, indicate that many of these files lack research value in and of themselves. They also indicate that establishing a six serial cutoff for Headquarters files and a 15 serial cutoff for office of origin field files will preserve almost all of the files having significant research value (those rated medium and high) and a significant portion of those files rated as having low research value. Such cutoffs also will eliminate the vast majority of those files rated as having no research value.

Based on reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed by subsequent case file analysis, auxiliary office case files may be destroyed when one year old.

- 2 -
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CLASS: 215 FCI

(S)

b1

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

Microfilm: Not Applicable

All Others: All cases with six or more serials -
Permanent
All others - Destroy

Reserved Cases: Disposal not authorized

FIELD OFFICES

OO File: Permanent

O File: Destroy

OFFICE OF ORIGIN CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All cases with fifteen or more serials -
Permanent
All others - Destroy

AUXILIARY OFFICE CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

~~SECRET~~

LEGAT CASE FILES

Sample: None

Exceptional: Permanent

Multi-Sectional: Destroy

All Others: Destroy

~~SECRET~~

National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

September 18, 1986

Mr. Robert W. Scherrer
Record Management Division
Federal Bureau of Investigation
Washington, DC 20235

Dear Bob,

Thank you for taking the time to meet with me and the other NARA staff members who will be conducting the review of the 1981 records retention plan and current FBI records management practices as provided for in the 1984 memorandum of agreement between our two agencies. [redacted]

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[redacted]
will be in the FBI full time between October 1 and December 1, 1986, the anticipated completion date. [redacted]
will serve as the on-site team leader under my general supervision.

I have requested NARA's Security Officer to provide you pertinent information regarding these individuals to permit the Bureau to conduct appropriate name checks. If the project should require any additional NARA staff they will be selected from the 1981 appraisal team.

In order to expedite the process we will inform you as soon as possible of the numbers of the case files, and the field offices involved, for any case files required to complete the five year review.

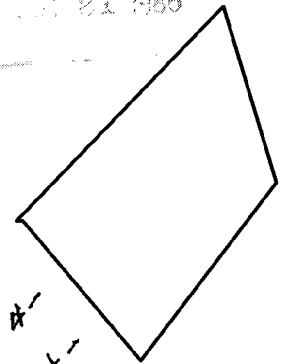
If you have any questions please call me on [redacted]

Sincerely,

JAMES E. O'NEILL
Assistant Archivist for
Presidential Libraries and
Director, FBI Appraisal Project

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SEP 21 1986



REC 9/23/86

file 66-19249

National Archives and Records Administration

Memorandum



Exec AD Adm. _____
 Exec AD Inv. _____
 Exec AD LES _____
 Asst. Dir.:
 Adm. Servs. _____
 Crim. Inv. _____
 Ident. _____
 Insp. _____
 Intell. _____
 Lab. _____
 Legal Coun. _____
 Off. Cong. &
 Public Affs. _____
 Rec. Mgnt. _____
 Tech. Servs. _____
 Training _____
 Telephone Rm. _____
 Director's Sec'y _____

To : Mr. McCreight *Alm*

Date 9/25/86

From : R. W. Scherrer *RWS*

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE: To advise that on 9/16/86, representatives of NARA met with representatives of the Records Management Division (RMD), Records Section (RS), to formulate plans that will allow NARA archivists to revisit the issue of records retention and disposition in the FBI pursuant to a memorandum of agreement approved by the NARA and FBI on 8/10/84 and 9/4/84 respectively and submitted to the court on 12/31/84 in the civil matter American Friends Service Committee et. al., v. William H. Webster et. al., (U.S.D.C., D.C.) civil action number 79-1655.

RECOMMENDATION: None. For information.

APPROVED:

Director _____

Exec AD Inv. _____

Exec AD LES _____

Exec AD-LES _____

Adm. Servs. _____

Crim. Inv. _____

Ident. _____

Insp. _____

Intell. _____

Lab. _____

Legal Coun. _____

Off. Cong. & _____

Public Affs. _____

Rec. Mgnt. _____

Tech. Servs. _____

Training _____

Telephone Rm. _____

Director's Sec'y _____

DETAILS: On 9/17/86, NARA representatives met with representatives of the RMD, RS, to formulate plans for implementation of the provisions of the foregoing memorandum of agreement commencing 10/1/86.

The aforementioned memorandum of agreement defines the procedures and methodology that will be implemented by NARA and the FBI to update the 1981 retention plan for FBI records. The memorandum of agreement is intended to complement the 1981 retention plan and does not supersede any reporting requirements established by that plan or federal law, and the federal property management regulations. The memorandum of agreement requires that, at periodic intervals not to exceed five years, NARA will monitor the adequacy of disposition standards contained in the 1981 retention plan and will propose modifications to reflect

66-19249

1 - Mr. Davis (Attn:)
 1 - Mr. McCreight
 1 - Mr. Scherrer

1 -
 1 -

TBD:CGZ (6)

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OCT 24 1986

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98 FEB 3 1987 *W*

Memorandum from R. W. Scherrer to Mr. McCreight

Re: DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

changes in the nature, content, and arrangement of FBI records, including the establishment of new file classifications in the FBI central records system. NARA will base its review on the examination of documentary material, including manuals, handbooks, and other administrative issues; double zero (00) files, investigative case files, including files accumulated by FBIHQ, field offices, and legal attaches; and other appropriate documents, files, or records systems.

The RMD, RS, will work closely with NARA archivists to ensure FBI compliance with provisions of the above mentioned memorandum of agreement. You will be kept advised of any pertinent developments.

TRANSMIT VIA: AIRTEL

CLASSIFICATION: _____

DATE: 11/17/86

FROM: Director, FBI (66-3286 Sub B)

PERSONAL ATTENTION

TO: All SACs

DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

ReButeletype dated 9/22/86.

As the result of the Memorandum and Order filed on 9/9/86 in the U. S. District Court for the District of Columbia in the American Friends action, the FBI is mandated to retain all files at FBIHQ and the corresponding office of origin and auxiliary office files which have met the Interesting Case criteria or have been classified as named exceptional cases. The Interesting Case Write-ups or summaries were declared permanent and 49 binders containing the Write-ups have been processed for transfer to the National Archives.

FBIHQ has completed the review of the Interesting Case category, and the corresponding file numbers for the Interesting Cases are included herewith as Attachment A. In the event that the auxiliary office file number could not be determined from the review of FBIHQ files, caption/subject matter is being provided as Attachment B, in order that appropriate indices searches might be conducted to identify the auxiliary office file number(s). The office of origin file number is included on Attachment B for verification purposes. The stamp "X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES," should be affixed to the covers of files listed on Attachment A and to file covers determined to be permanent from indices searches of subject matter listed on Attachment B. The exceptional category is being handled by separate communication.

Enclosures

- 1 - 66-19249
- 1 - Mr. Davis (Attn: [redacted])
- 1 - Mr. McCreight
- 1 - Mr. Scherrer
- 1 - [redacted]

ENCLOSURE

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10 JAN 14 1987

ENCLOSURE IN BULKY ROOM

SEE NOTE PAGE TWO

CMG:cgz (127)

MAIL ROOM

You are requested to advise FBIHQ, Attention: Records Management Division, Records Section, Room 5935, upon completion of foregoing instructions. Upon completion of both Interesting Cases and exceptional category functions, all offices will be delegated authority to destroy auxiliary office records in a substantial number of file classifications. Inquiries regarding the foregoing instructions may be directed to extension [redacted] b2

NOTE: Instant instructions are based on Legal Counsel memorandum to the Director, dated 9/26/86 captioned "American Friends Service Committee, et al. v. William H. Webster, et al.," which mandates the preservation of files, wherever located, for the named exceptional category and cases which qualified as Interesting Cases. The results of the review of Interesting Cases are being forwarded as Attachment A and B. Legats are not being furnished with instructions since a record of permanent Legat files is being retained at FBIHQ and action to preserve Legat files will be completed at FBIHQ.

| | | |
|---------------------|-------------------|------------------------------------|
| APPROVED: | Adm. Servs. _____ | Laboratory _____ |
| | Crim. Inv. _____ | Legal Coun. _____ |
| Director _____ | Ident. _____ | Off. of Cong. & Public Affs. _____ |
| Exec. AD-Adm. _____ | Inspection _____ | Rec. Mgmt. _____ |
| Exec. AD-LES _____ | Intell. _____ | Tech. Servs. _____ |
| | | Training _____ |

Res/pt

ARM/v

AIRTEL

11/19/86

Personal Attention

Director, FBI (66-3286-Sub B)

All SACs

DESTRUCTION OF FIELD FILES AND RECORDS

Re Buteletype, 9/22/86, captioned as above.

As reported in referenced Butel, the injunction against the destruction of Bureau records was vacated on 9/9/86, by the U. S. District Court, District of Columbia, in the civil matter American Friends Service Committee, et al v. William H. Webster, et al. Accordingly, the FBI may commence a phased file destruction and accession program. Many field offices are retaining duplicate copies of original tape recordings obtained as a result of court-ordered Title III, Foreign Intelligence Surveillance Act (FISA) ELSURs, and consensual monitoring. All such duplicate tape recordings may be erased and reused or if the tapes have deteriorated so they are no longer usable, they may be destroyed and an appropriate notation placed on the corresponding FD-192. Prior to the destruction or erasure of any duplicate ELSUR tapes, you should ensure that the investigative matter to which they correspond is not subject to litigation or an FOIPA request. Accordingly, it will be necessary for you to maintain the litigation list provided by the Records Management Division in a current status.

It is emphasized that no original ELSUR tape recordings may be erased or destroyed at this time.

Any office having a excessive number of tapes that cannot be used during a reasonable period after erasure, should advise the Records Management Division, attention Records Section, ELSUR Index Subunit, so that the erased tapes may be redistributed to other offices with a need for blank tapes.

Should you have any questions in implementing the foregoing, do not hesitate to contact SA Robert W. Scherrer, Section Chief, Records Section, Records Management Division, extension [redacted]

- ① - 66-19249
- 1 - 62-318
- 1 - Mr. J. R. Davis (Attention: [redacted])
- 1 - Mr. Clarke
- 1 - Mr. Gast
- 1 - Mr. Geer
- 1 - Mr. McCreight

RWS:cak (145)

NOT RECORDED

SEP 18 1987

1 - Mr. Scherrer

See NOTE, Page 2

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97 SEP 17 1987

Airtel to All SACs

Re: Destruction of Field Files and Records

NOTE: All SACs are being advised that duplicate tape recordings no longer needed may be erased or destroyed as a result of the dissolution of the injunction against records destruction in the civil matter American Friends Service Committee, et al v. William H. Webster, et al. After erasure, field offices having an excess of blank tapes that cannot be used in the near future are being requested to advise the RMD so that the tapes may be redistributed to other offices requiring tapes for ongoing ELSUR operations. This matter was coordinated with the Civil and Criminal Divisions, as well as the Office of Intelligence Policy and Review, Department of Justice, by Section Chief Robert W. Scherrer, Records Management Division. Refer to R. W. Scherrer to Mr. McCreight memorandum, dated 11/17/86, captioned, "Moratorium on FBI Records Destruction" (62-3286) for additional background.