

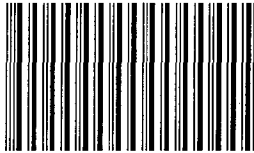
80

# Folder Separator Sheet

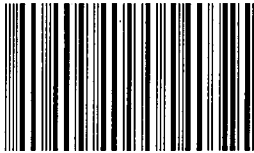
~~125818~~  
918504-2

**File Batch ID : 125818**

**Folder # : 1**



9999999999999999



00001258180001

REVISED 3-13-03

TOTAL # OF VOLUMES

BATCH #

20

185813

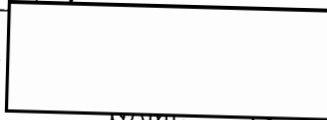
## SCANNING TRACKING SHEET

FOIPA # 918504-2  
SUBJECT National Archives  
FILE # 66-40-19249  
SECTION # ACL

(Please use a separate form for each section)

SERIAL # 14

LEGAL TECH



WPU

b6  
b7C

TEAM EXT.

DATE FORWARDED TO SCANNING 4/24/06  
DATE COMPLETED \_\_\_\_\_

INITIAL AND DATE:

☐ ACL NEEDED \_\_\_\_\_

\*\*\*\*\*  
INITIAL AND DATE:

DOCUMENTS PREPARED BY \_\_\_\_\_  
SCANNED BY \_\_\_\_\_  
QUALITY CONTROLLED BY \_\_\_\_\_  
REWORKED BY \_\_\_\_\_  
CATALOGED BY \_\_\_\_\_  
REASSEMBLED BY \_\_\_\_\_

☐ ACL APPLIED BY \_\_\_\_\_

U.S. DEPARTMENT OF JUSTICE

**FEDERAL BUREAU  
OF  
INVESTIGATION  
HEADQUARTERS**

86-110-13249-148



SERIALS 381-394

66-110-19249

SECTION 14

FBIHQ INVESTIGATIVE AND ADMINISTRATIVE FILES

**DO NOT  
DESTROY**  
FOIPA # 918504-2

**Transfer - Call 3421  
Use Care in Handling this File**

**MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE**

## 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 inquires about the FDPS to RIDS Service Request Unit, \_\_\_\_\_ b2

File Number: 100-HQ-19249 Section 14Serial(s) Reviewed: all

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: National ArchivesFOIPA Computer Number: 918504

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: 394

DO NOT REMOVE FROM FILE

# 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

Date 2/12/87

From : R. W. Scherrer

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

PURPOSE: The purpose of this memorandum is to note receipt of permanent sample case numbers in the 9, 29, 46, 47 and 58 classifications, provided by NARA.

RECOMMENDATION: None. For information.

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

DETAILS: In order to proceed with the file compression project and complete realignment of cabinets in the East Bay of the Filing Subunit, [redacted] NARA, was requested to furnish the permanent sample case numbers for the 9, 29, 46, 47, and 58 classifications.

b6  
b7C

On 1/15/87, [redacted] provided the printouts for the sample cases for the foregoing classifications, which are attached as an enclosure. Permanent files and cases in litigation are appropriately stamped and maintained in their original file covers.

ENC. BEHIND FILE

5 ENCLOSURE

Enclosure  
66-19249

1 - Mr. McCreight  
1 - Mr. Scherrer

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

CMG:cgz (6)

b6  
b7C

FEB 17 1987

106 MAR 6 1987

# 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 *A.M./RWS*

Date 1/2/87

From : R. W. Scherrer *RWS*

3  
Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD RECORDS

**PURPOSE:** The purpose of this memorandum is to provide computer printouts of sample cases drawn in the 87, 121, 123 and 138 classifications.

**RECOMMENDATION:** None. For information.

*1/5*  
**APPROVED:**  
Director \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_*A.M./RWS*  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_

**DETAILS:** As the result of the resolution of the American Friends action, hard copy case files in the 87 and 121 classifications which were previously reduced to microform, are now eligible for destruction. At the conclusion of the established retention period, the permanent records would be transferred to the National Archives in microform.

On 12/4/86, [redacted] Judicial and Fiscal Branch, National Archives, expressed his preference for the hard copy records as the permanent records inasmuch as release of information to the public would be greatly simplified with the original records. Accordingly, NARA was requested to provide the permanent sample case numbers for classifications 87 and 121, as well as classifications 123 and 138 for the compression project. On 12/9/86, [redacted] NARA, delivered the computer printouts containing the samples which are attached hereto.

b6  
b7C

66-19249  
Enclosures

1 - Mr. McCreight  
1 - Mr. Scherrer

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

CMG:cgz (6)

*cmg cgy*

*2* ENCLOSURE

ENC. BEHIND FILE

8 MAR 10 1987

FBI/DOJ

# 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 *mm/rur*

Date 1/2/87

From : R. W. Scherrer *Rur*

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

**PURPOSE:** The purpose of this memorandum is to record receipt of responses from field offices in compliance with requests for certain investigative files to complete captioned appraisal.

**RECOMMENDATION:** None. For information.

*R*  
**APPROVED:**  
Director \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgnt. *mm/rur*  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_

**DETAILS:** Based on BUairtel dated 10/22/86, seven field offices were requested to provide FBIHQ with a sampling of files to be reviewed by a task force charged with the responsibility of complying with the Memorandum of Agreement executed by NARA and the FBI. The Memorandum of Agreement requires that disposition authority be established for all record categories, including newly-created classifications, at five-year intervals.

All field offices have responded, the appraisal was completed and the files returned to the respective offices. Copies of the responses are enclosed for information.

*pb*  
**5- ENCLOSURE**  
66-19249  
Enclosures ATTACHED

1 - Mr. McCreight  
1 - Mr. Scherrer

1 -   
CMG:cqz (5)

b6  
b7C

25 MAR 20 1987

66-19249-383  
20  
FEB 17 1987

ENCLOSURE

66-19249-383



FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☒ AIRTEL

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 11/4/86

TO : DIRECTOR, FBI  
(ATT: RECORDS MANAGEMENT DIVISION,  
RECORDS DISPOSITION AND ARCHIVAL SUBUNIT)

FROM : ADIC, NEW YORK

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

Enclosed herewithin is a list and files being  
sent to FBIHQ.

These files have been inventoried and charged out  
and should be returned upon completion to the attention of  
 (Closed Files), New York Office.

b6  
b7C

5 - Bureau (Encl. 1) (RM)  
(3 - Package)  
1 - New York

NMS:AMZ  
(5)

Approved: SLH/wdw

Transmitted \_\_\_\_\_

(Number)

(Time)

Per \_\_\_\_\_

BOX #1

12- 95 reclassified into 245A-6 (2 vols.)  
12-150 (1 vol.)  
12-205 (1 vol.)  
12-260 (1 vol.)  
12-315 (2 vols.)  
12-370 (1 vol.)  
12-425 (1 vol.)  
12-480 (2 vols, main file, 1 vol. Sub A)  
12-535 (1 vol.)  
12-590 (2 vols.)  
12-645 reclassified into 245-152 (voluminous file, substituted  
by 245-150, 1 vol.)  
12-700 (1 vol.)  
12-755 (1 vol.)  
12-810 (1 vol.)  
12-865 (1 vol.)  
12-920 (1 vol.)  
12-975 (1 vol.)  
12-1030 (1 vol.)  
12-1085 reclassified into 245-252 (1 vol., main file, 1 vol. Sub A)  
12-1140 (1 vol.)  
  
241- 52 (1 vol.)  
241-108 (1 vol.)  
241-164 (1 vol.)  
241-220 (1 vol.)  
241-276 (1 vol.)  
241-332 (1 vol.)  
241-388 (1 vol.)  
241-444 (1 vol.)  
241-500 (1 vol.)  
241-556 (1 vol.)

BOX #2

194- 55 (1 vol.)  
194-114 (1 vol.)  
194-173 (1 vol.)  
194-232 (1 vol.)  
194-291 file # not used due to case management computerization  
of new cases 10/18/82-substitute by 194-295 (1vol.)  
194-350 (1 vol.)  
194-409 (1 vol.)  
194-468 (1 vol.)  
194-527 voluminous file substituted by 194-533 (1 vol.)  
194-586 (1 vol.)

201- 221 (1 vol.)  
201- 715 reclassified into 218-4 (3 vols.)  
201-1209 (1 vol.)  
201-1703 (1 vol.)  
201-2197 (1 vol.)  
-201-2691 (1 vol.)  
201-3185 (1 vol.)  
201-3679 (1 vol.)  
201-4173 reclassified into 217-17 (2 vols.)  
201-4667 (1 vol.)  
201-5161 (1 vol.)  
201-5655 (1 vol.)  
201-6149 (1 vol.)  
201-6643 (1 vol.)  
201-7137 (1 vol.)  
201-7631 (1 vol.)  
201-8125 (1 vol.)  
201-8619 (1 vol.)  
201-9113 (1 vol.)  
201-9607 (1 vol.)

203- 281 (1 vol.)  
203- 713 reclassified into 203-578 (1 vol.)  
203-1137 reclassified into 246-7 (2 vols.)

---

BOX #2 (cont.)

215-68 (1 vol.)

216- 503 (1 vol.)

216-1101 (1 vol.)

217-474 (1 vol.)

218- 632 (1 vol.)

218-1481 (1 vol.)

219-609 (1 vol.)

220-53 (1 vol.)

223-277 (1 vol.)

225-294 reclassified into 225-286 (1 vol.)

226-256 (1 vol.)

226-587 (1 vol.)

227-333 (1 vol.)

228-284 (1 vol.)

229-179 (1 vol.)

BOX #3

192- 49	(1 vol.)
192-101	(1 vol.)
192-153	(1 vol.)
192-205	(1 vol.)
192-257	(1 vol.)
196- 77	(1 vol.)
196- 192	(1 vol.)
196- 307	(1 vol.)
196- 422	(1 vol.)
196- 652	(1 vol.)
196- 767	consolidated into 196-560 Sub F (1 vol.)
196- 882	(1 vol.)
196- 997	consolidated into 196-560 Sub C (1 vol.)
196-1112	(1 vol.)
196-1227	(1 vol.)
196-1342	(1 vol., main file, 1 vol. 1A supplement)
196-1457	(1 vol.)
196-1572	unavailable, substituted by 196-1570 (1 vol.)
196-1687	(1 vol.)
196-1802	(1 vol.)
196-1917	(1 vol.)
196-2032	(1 vol.)
196-2147	(1 vol.)
196-2262	(1 vol.)
196-2377	(1 vol.)
196-2492	consolidated into 87-85534 (2 vols, main, 1 vol. 1B-Green sheet section)
196-2607	(1 vol.)
196-2722	(1 vol.)
196-2837	(1 vol.)
196-2952	consolidated into 183-2927 which is a voluminous file-substituted by 196-2950
196-3067	(1 vol.)

BOX #3 (cont.)

196-3182 (1 vol.)

196-3297 (1 vol.)

196-3412 (1 vol.)

196-3527 (1 vol.)

196-3642 (1 vol.)

196-3757 unavailable, substituted by 196-3759

196-3872 (1 vol.)

196-3987 (1 vol.)

FBI

## TRANSMIT VIA:

- ☐ Teletype  
☐ Facsimile  
☒ Airtel

## PRECEDENCE:

- ☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

- ☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 11/3/86

TO: DIRECTOR, FBI (66-3286 SUB B)

FROM: SAC, CHICAGO (66-2251A)

## DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FILED RECORDS

BUDED: 11/7/86

Re Bureau airtel 10/22/86, captioned as above.

Enclosed under separate cover are three boxes.

The Chicago Division has conducted a thorough search  
 for the files requested by FBIHQ.

Listed below are the files which have been previously  
 destroyed.

## FILE REQUESTED

CHICAGO FILE	DESTROYED	FILE PULLED AND SENT TO HQ
196-28	8/78	196-24
196-156	2/79	196-152
196-220	3/79	196-218
196-348	11/79	196-346
196-219	8/79	196-221
196-389	9/79	196-391
196-474	12/79	196-470
201-5249	2/78	201-5251
201-3331	2/78	201-3333
201-1413	2/78	201-1417
201-865 - Reclassified into 217-16		

b6  
 b7C

- ⑤ - Bureau  
 3 - Package Copies  
 1 - Chicago  
 DMM:sgp  
 (6)

Approved: MDW

Transmitted \_\_\_\_\_

(Number)

(Time)

Per \_\_\_\_\_

RECORDS

FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☐ AIRTEL

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 11/7/86

TO: DIRECTOR, FBI  
 ATTN: RECORDS MANAGEMENT DIVISION  
 RECORDS DISPOSITION AND ARCHIVAL SUBUNIT

FROM: SAC, DALLAS (66-680)

DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS  
 BUDED 11/7/86

ReBuairtel 10/22/86 entitled as above.

Forwarded under separate cover are files as requested in referenced airtel.

Dallas Office does not have numbers high enough to include numbers 201-569 and higher set forth in reairtel.

The following file numbers were replaced by either next ascending or descending numbers:

192-188, 192-251, 196-720, 196-1589, 196-1984, 201-85.

4 - Bureau  
 (2 - Package)  
 1 - Dallas

/lsp  
 (5)

NOV 19 1986

5927

Approved: \_\_\_\_\_ Transmitted \_\_\_\_\_ (Number) (Time) Per \_\_\_\_\_



FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☒ AIRTEL

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 11/4/86

TO: DIRECTOR, FBI  
 ATTENTION: RECORDS MANAGEMENT DIVISION RECORDS  
 DISPOSITION AND ARCHIVAL SUBUNIT, (ROOM 5927)

FROM: SAC, LOS ANGELES (66-101)

SUBJECT: DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS  
 BUDED: 11/7/86

Re Bureau airtel to Los Angeles dated 10/22/86,  
 captioned as above.

Enclosed for the Bureau under separate cover  
 (registered mail) are the following original LA files and  
 xerox copies of pending files:

## BOX 1

## VOLUMES

196-1429  
 196-1349  
 196-1189  
 196-1109  
 196-2029  
 196-789  
 196-629  
 196-549  
 196-469  
 196-389  
 196-309  
 196-229

1  
 1  
 1  
 1  
 1  
 1  
 1  
 1  
 1  
 1  
 1  
 1

③ - Bureau (5-Package copies, registered mail)  
 1 - Los Angeles  
 CEG/ceg  
 (4)

Approved: RTB/ML

Transmitted

(Number)

(Time)

Per

16 NOV 18 1986

b6  
b7C

RECORDS  
 #211

## BOX 1

## VOLUMES

196-149	1-3
194-285	1
196-69	1
196-869 consolidated into 196-584	1
196-2629	1
194-157	1
194-93	1
194-29	1
192-202	1
192-140	1
192-78	1
192-161	1
196-1669	1
196-1909	1
196-709	1
194-221	1
196-2549	1
196-2309	1
196-2389 consolidated into 196-2351	1

## BOX 2

201-1846	1
201-976	1
201-2020	1
218-399	1
201-2194	1
241-341	1
219-73	1
221-22	1
241-241	1
241-391	1
203-653	1
241-441	1
203-475	1
228-108	1
203-119	1
229-47	1
201-628	1
224-5	1
201-802	1
225-133	1
201-280	1
226-212	1
201-454	1
241-41	1
201-106	1
241-491	1
201-1324 consolidated into 219-34	1
196-2789	1
215-21 consolidated into 215-16	1
196-2709	1

## BOX 2

## VOLUMES

201-2368	1
201-1150	1
203-831	1
201-1672	1
203-297	1
218-157	1
241-91	1
241-291	1
241-141	1
217-179	1
241-191	1
222-11	1
201-1498	1
196-2149	1
196-1509	1-2

## BOX 3

196-2229	1
196-2069	1
196-1269	1
196-1989	1
196-1829	1-3
196-1589	1
196-1749	1
219-260	1
223-145	1
12-794 consolidated into 245-212	2
12-892 consolidated into 245-235	1-2
12-990 consolidated into 245-264	2-3
196-2469	2-3

## BOX 4

227-235	1
216-211	1
220-69	1
12-500 consolidated into 245-120	1
12-696 consolidated into 245-194	1-2
12-598	1
12-794 consolidated into 245-212	3
192-264	1-2
12-206	1-5
12-990 consolidated into 245-264	4
12-892 consolidated into 245-235	3

## BOX 5

12-941	1
12-843	1
12-304	1
12-353	1
12-745	1

## BOX 5

## VOLUMES

12-647	1
12-549	1
12-451	1
12-402	1
12-255	1-2
12-157	1
12-206	6-8
196-2469	1 & 4
12-990 consolidated into 245-264	1
12-794 consolidated into 245-212	1

196-949 unable to locate at time of request.  
Selected the next odd file in ascending order  
and found 196-951 consolidated into 196-838.

12-49 - DESTROYED

12-108 - DESTROYED

FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☐ AIRTEL

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 11/3/86

TO: DIRECTOR, FBI (66-3286 Sub B)

FROM: SAC, ATLANTA (66F-1849)

DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND  
 RECORDS ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD RECORDS  
 BUDED: 11/7/86

Re Butel dated 10/22/86.

The following files have been charged out to FBIHQ  
 and inventoried as requested in above referenced airtel.

<u>HOBBS ACT</u>	<u>FRAUD BY WIRE</u>	<u>SENT</u>	<u>FOREIGN COUNTER- INTELLIGENCE</u>
192-34	196-16		201-35
192-95	196-91 destroyed	196-93	201-95
194-30	196-166 "	196-168	201-155
194-98	196-241 "	196-243	201-215
194-166	196-316 "	196-322	201-275
194-234	196-391		201-335
194-302	196-466		203-68
194-370	196-541		216-16 (On Sp. Locat
194-438	196-616		217-7 Sent 216-18)
194-506	196-766		218-49
	<del>196-841</del>		218-115

④ -Bureau (2 package copies)  
 1 - Atlanta  
 SQ:lsg  
 (5)

Approved: WLP

Transmitted

(Number)

-(Time)

Per

RECORDED

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AT 66F-1849

FRAUD BY WIRE

SENT

FOREIGN COUNTER-  
INTELLIGENCE

196-841  
196-916  
196-991  
196-1066  
196-1141  
196-1216  
196-1366  
196-1441  
196-1516  
196-1591  
196-1666

196-1741  
196-1816  
196-1891  
196-1966  
196-2041  
1196-2191  
196-2266  
196-2341  
196-2416  
196-2491  
196-2566  
196-2116

219-33  
223-11  
225-19  
226-26  
229-4  
227-2

Consolidate Into 196-R-1  
Consolidate into 196-2317  
Consolidate into  
196-1955

# 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 (213-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 213

**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.

①  
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.

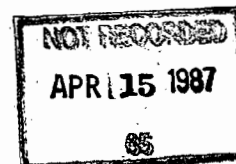
1- ENCLOSURE

Enclosure

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

b6  
b7C

66-19249-



100 APR 30 1987

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/22/82 BY SP2TAP/CA

213

Fraud Against The Government--Department of Education

Historical Synopsis:

The FBI established this classification in November 1980 to cover fraud investigations involving the then newly established Department of Education. Between 1978 and 1980 investigations involving U. S. Government education programs were carried in class 209--Fraud Against the Government--Department of Health, Education and Welfare; prior to 1978 such investigations were under classification 46, the general fraud classification. The statutes prohibiting fraud against the Government generally attempt to protect the U. S. Government from interference with its lawful functions by deceit or dishonesty; this included pecuniary loss but also misrepresentations to defeat governmental functions.

Volume:

A. 1981 Study

There are only 33 case files in Headquarters amounting to 1.5 cubic feet; none are multi-section. The 39 Field Offices reporting extant records have opened a total of 153 case files.

B. 1986 Addendum

By 1986, there were 372 single section and 3 multi-section cases in this classification in Headquarters. There are 1,345 cases opened by the field offices.

Profile:

A. 1981 Study

Because this classification was established only recently, few cases were actually reviewed. The five Headquarters cases examined all were rated as having no research potential; two of the cases had been closed but three were still pending at the time of the NARS review. Four of the cases had two serials each and one had three serials; four of the five cases had been referred to a U. S. Attorney who in each declined to prosecute.

NARS also examined three cases in Los Angeles; all were rated as having no research potential. The cases had 3, 5, and 6 serials respectively; all had been closed; Los Angeles was an Auxiliary Office to

New Haven in two cases and the Office of Origin in the third. Of the five cases in New York, four had no research potential and one had low; the cases

66-19249-

ENCLOSURE



ranged from 8 to 278 serials, with the low having 35; New York was the Office of Origin in all cases; four were pending, one had been closed. At the Washington Field Office the four cases reviewed had no research value; they were 3, 4, 7, and 10 serials; Washington was Auxiliary Office in all four cases; three had been closed (RUCd), while one was still pending. The seventeen cases reviewed in the four offices included only one having low research potential. This reflects the nature of the investigations which involve such minor violations as defaults on student loans, false statements on loan applications, and embezzlement.

B. 1986 Addendum

In 1986, NARA reviewed 10 case files in the Headquarters statistical sample, 4 of which were low in research potential and 6 of which were rated as lacking in research potential altogether. Subjects covered included an attempt to obtain educational loans through fraudulent means, an allegation (false) that a teacher involved in a divorce had been fraudulently advanced Federal educational funds, and misuse of position by a public official demanding kickbacks for loans. Three of the 10 cases are still pending. One case each reflected the following number of serials: 1, 3, 4, 5, 6, 7; however, 4 cases had 2 serials.

No additional files were examined from the field offices in this classification.

Recommendations:

A. 1981 Study.

Because of the recent establishment of this classification and the relatively few files created thus far, it is difficult to generalize about retention of records in classification 213. Certainly the Headquarters OO file and named exceptional cases should be retained. Disposal is not authorized for other Headquarters records. In the field exceptional cases are permanent in the Office of Origin; other Field Office files are disposable.

B. 1986 Addendum

Because of the lack of substantial growth in this classification, few changes can be made in the retention criteria already established. The O file at Headquarters, which was comprised primarily

of unresolved allegations of misuse of federal grants and student loans, may be destroyed. However, because of the small size of the Headquarters statistical sample and its uncertain results, no changes should be made in the retention criteria imposed in 1981.

213. FRAUD AGAINST THE GOVERNMENT-DEPARTMENT OF EDUCATION

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

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: None

Exceptional: Permanent

Multi-Sectional: Destroy

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. \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : File (250-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 250

**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

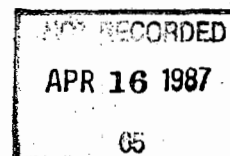
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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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APR 30 1987

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

250

## Tampering With Consumer Products

### Historical Synopsis:

The Bureau established this classification in December 1983 as a result of the Federal Anti-Tampering Act (18 USC 1365) (PL 98-127). The FBI actively investigates violations under this classification in cases involving life-endangering tamperings, tamperings where extortion demands are made, and false claims resulting in serious injury to a product's reputation. The Bureau shares concurrent jurisdiction with the Food and Drug Administration and the U. S. Department of Agriculture in anti-tampering matters. The FBI Office of Origin for cases in this classification is determined by the place where the product tampering occurred, will occur, or from which the threat to tamper with a product was made. In cases it investigates in this classification the Bureau does not advise or counsel regarding removal of products from store shelves or distribution chains, nor does it participate in decisions to take such actions.

### Volume:

There are 169 single section cases and 4 multi-section cases at Headquarters. The first ten cases have been reserved for administrative uses. The field offices have opened 277 cases.

### Profile:

NARA reviewed 10 cases at Headquarters, 1 of which was rated low in research value, 1 of which could not be located, and the remainder of which were rated as lacking in research value. No clear correlations were found between the ratings and the number of serials in a file. On the one hand, the single case rated as a low (which involved tampering with Girl Scout cookies) had only 2 serials. (This case contains thorough FBI investigative techniques, including, rather surprisingly, a polygraph examination which resulted in a confession.) On the other hand, the 8 files lacking in research value consist of a single 27-serial file and a single 8-serial file, the remainder being comprised of 3 or less serials. Six of the 10 cases reviewed are still pending. The 0 file concentrates on administrative issues of consumer tampering with some unsolved cases also maintained there.

### Recommendations:

Because of the unsettled character and newness of this classification, which refers to investigations which the

Bureau participates in with other agencies, few retention criteria can be established. The 00 files and exceptional cases both at Headquarters and in the field are permanent. Reserved cases (first ten cases) have not yet been developed

and should not be authorized for disposal. 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 any other Headquarters or field office files at this time.

250. CONSUMER PRODUCT TAMPERING

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



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
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Off. Cong. &  
Public Affs. \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : File (251-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 251

**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

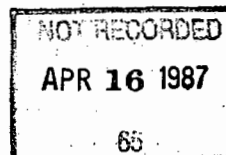
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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 - [Redacted]
  - 1 - [Redacted]
- CMG:cgz (5)

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APR 30 1987



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/29/87 BY SP2 TAP/Ch

251

Controlled Substances: Robbery; - Burglary

Historical Synopsis:

The Bureau created this classification in 1984 to cover investigation of robberies or burglaries of pharmacies, drug distributors, or manufacturers, in accordance with the Controlled Substance Registrant Act (18 USC 2118) (PL 98-305). The FBI actively investigates violations under this classification if one of the following conditions occurs: death or serious bodily-harm; large quantities of drugs are involved; certain Drug Enforcement Agency (DEA) criteria are met; the facility robbed is a manufacturer or warehouse; or an interstate activity is involved. The introduction of the Bureau and the Department of Justice into an area of jurisdiction which had been a matter of local authority was a major shift from previous methods of dealing with this criminal activity. The original law called for FBI investigation if controlled substances of \$500 or more were stolen. The Bureau and U. S. Attorney's Office, however, established guidelines which limited their involvement to major cases, citing a lack of manpower and an "unwarranted thrust" of federal influence into local jurisdiction. One important guideline change established a drug value of \$5,000 or more for FBI involvement. It soon became apparent that pharmaceutical value and street value of drugs differed sufficiently to make this guideline unrealistic. Accordingly, in November 1985, the Bureau agreed to coordinate with local authorities and set "local dollars" quantity guidelines.

Volume:

There are 79 single section cases in Headquarters, the first ten cases having been reserved for administrative uses. The field offices have opened 287 cases.

Profile:

NARA reviewed 5 cases in the Headquarters statistical sample, all of which were rated as having no research potential. Subject matter for the files reviewed included armed robberies as well as drugstore "break-ins." Three of the five cases were still pending at the time of review.

Recommendations:

Because this classification was established only two years ago, and has had little investigative activity, few retention criteria can be established. The 00 file and exceptional cases at Headquarters and in the field are permanent.

Likewise, the 0 file at Headquarters, which reflects much of the substantial controversy generated by Congress and pharmacy organizations over the \$5,000 minimum supported by the FBI, is permanent. Reserved cases (first ten cases) have

not yet been developed and should not be authorized for disposal at this time. 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 any other Headquarters or field office files at this time.

251. CONTROLLED SUBSTANCES: ROBBERY; - BURGLARY

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Permanent

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



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

To : File (249-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 249

**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

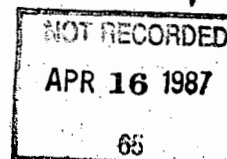
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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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b7c



86  
108 APR 30 1987

249  
Toxic Waste Matters

Historical Synopsis:

The Bureau established this classification in 1983 to cover all investigations involving toxic or hazardous waste violations, with the exception of the mishandling of special nuclear materials and waste products, which is provided for under the Atomic Energy Act. The main legal vehicles for Federal involvement in toxic waste matters are the Resources Conservation and Recovery Act; the Comprehensive Environmental Response, Compensation and Liability Act of 1980; the Toxic Substances Control Act; and the Clean Water Act of 1980. By agreement with the Environmental Protection Agency (EPA), the FBI takes primary responsibility in investigating prosecutable violations of those cases referred to it by the EPA. These investigations fall within the FBI White Collar Crime Program.

Volume:

There are 120 single section cases and no multi-section cases in Headquarters. The first ten cases have been reserved for administrative uses; reserved "case" 249-1 contains initiation letters from the EPA to the Director of the FBI. The field offices have opened 228 cases.

Profile:

NARA reviewed 10 cases in the Headquarters statistical sample, all of which were rated as having no research potential. Subject matter for the files reviewed included allegations of toxic waste dumping and "informant" files for those volunteering toxic waste information. Five of these cases were still pending at the time of NARA's review.

Recommendations:

Because this classification was established recently and has had little investigative activity, few retention criteria can be established. The 00 file and exceptional cases at both Headquarters and the field are permanent. Reserved cases (first ten cases) have not yet developed beyond the retention of "initiation letters," therefore their disposal should not be authorized at this time. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, the auxiliary office case files may be destroyed when one year old. No other case files may be destroyed at this time.

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

249. TOXIC WASTE MATTERS

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: N/A

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. \_\_\_\_\_  
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Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : File (252-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 252

**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

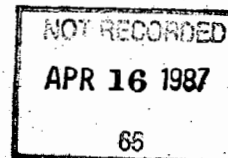
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/29/87 BY SP8TAP/CA

252

Violent Crime Apprehension (VI-CAP)

Historical Synopsis:

In 1984, as a consequence of the report of "The Attorney General's Task Force on Violent Crime," the Bureau and the Department of Justice collaborated to establish the National Center for the Analysis of Violent Crime (NCAVC), a statistical clearinghouse on unsolved serial and exceptionally violent crimes. Included in this class are such offenses as murder, rape, child molestation and arson. NCAVC is operated by the Bureau Training Division's Behavioral Sciences Unit at the FBI Academy, Quantico, Virginia. The Bureau has divided its Violent Crime Apprehension (VI-CAP) efforts into four major functions, with the following priority case designators: (A) research and development; (B) profiling and consultation; (C) training; and (D) the Violent Crime Apprehension Program. Much of the Bureau's profiling and consultation efforts result from the submission of special "crime reports" by local agencies at the scene of a violent crime to FBI Criminal Profile Coordinators in the field offices. From these reports, a profile of the perpetrator is, in theory, developed. In reality, however, the local agencies have found the crime report a difficult and cumbersome tool, returning only about 5% of those distributed by the field offices. At present, the crime report is undergoing review and substantial revision.

Volume:

There are 321 single section cases and no multi-section cases in Headquarters. The first ten cases have been reserved for administrative uses. The field offices have opened 123 cases.

Profile:

NARA reviewed 15 cases in the Headquarters statistical sample. With respect to research potential, 3 were rated low and 12 none. Efforts to correlate various factors with research potential did not suggest that the likelihood of research potential increased with the file's size. It should be noted that the 3 lows were all under one-fourth inch in file size and contained, respectively, 2, 2 and 3 serials. These 3 files contained fully developed profiles and showed that the FBI could offer local law enforcement officials in the way of assistance.

Recommendations:

Although 3 lows were found in the case sample, few retention



criteria can be firmly established because of the newness of the classification and the relative lack of investigative activity. The OO file and exceptional cases at both Headquarters and the field offices are permanent. Likewise, the O file at Headquarters, which reflects the controversy and uncertainty over the development of a crime report (still in its infancy) is permanent. Reserved cases (first ten cases) have not yet been developed and should not be authorized for disposal at this time. 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 any other Headquarters or field office files at this time.

252. VIOLENT CRIME APPREHENSION

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Permanent

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: Destroy

All Others: Destroy

LEGAT CASE FILES

Sample: ---

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 (247-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 247

**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.

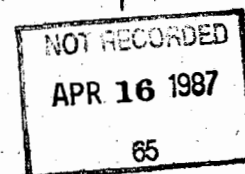
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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

~~SECRET~~

247

b1

Foreign Counterintelligence



(S)

#### Volume

Headquarters opened 1051 cases in classification 247 through mid-1986. All field offices report opening 2,214 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 247 case files were 1 high, 1 medium, 3 lows, and 15 nones. Establishing a six serial cutoff for Headquarters files eliminates 93.3% of the none files yet preserves 60% of the low files and 100% of the medium files. It does not, however, preserve the high file.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE.

~~SECRET~~

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

~~SECRET~~

The high file was a closed two serial file. Its value resulted from the inclusion of an initial "progress letter" in the file. Almost all "progress letters" in Headquarters are filed in case files that will be designated as permanent by both the serial count and by exceptional case criteria. In the Office of Origin file "progress letters" would be placed in a control case file that should grow to a sufficient serial count to trigger its retention.

b1

[REDACTED]  
[REDACTED]  
(5)

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 247, 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: 247 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 (248-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 248

**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.

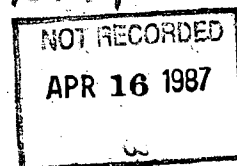
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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 30 1987

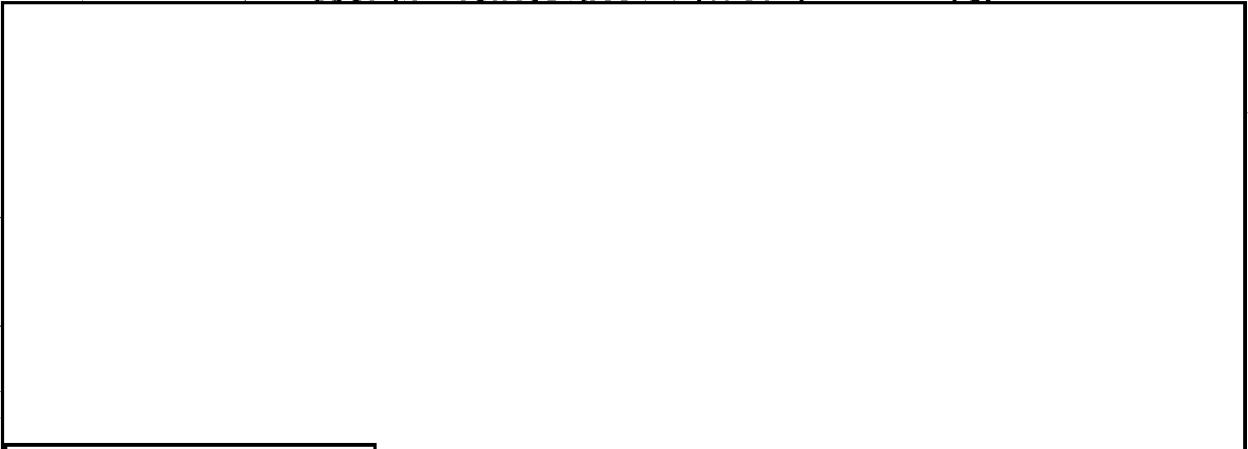


~~SECRET~~

248

Foreign Counterintelligence

(S)



(S)

#### Volume

Headquarters opened 81 cases in classification 248 through mid-1986. All field offices report opening 156 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 248 case files were 2 lows, and 3 nones. Establishing a six serial cutoff for Headquarters files eliminates all of the none files yet preserves 50% of the low files.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE.

~~SECRET~~

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

~~SECRET~~

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 contain routine correspondence, nonsubstantive investigations, and name searches, and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 247, 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~~

CLASS: 248 FCI

(S)

~~SECRET~~

SUMMARY:

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 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 (256-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 256

**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

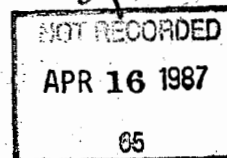
**DETAILS:** During the course of an extensive review of FBIHQ records conducted by NARA in 1981 in connection with the civil matter American Friends Service Committee, et al. v. William H. Webster, et al., historical synopses were prepared by NARA archivists for most of our administrative and investigative 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



PL  
108 APR 30 1987

256  
Hostage Taking - Terrorism

Historical Synopsis:

The Bureau established this classification in 1985 for investigations under the International Convention Against the Taking of Hostages, as codified in 18 USC 1203, a part of the Comprehensive Crime Control Act of 1984 (Public Law 98-473). This section makes it a Federal crime to engage in hostage taking. The Bureau's investigative responsibility extends to hostage taking in the United States when the U.S. Government is a party to be compelled to take action, when the perpetrator or victim is not an American citizen, or when the perpetrator is found abroad, and in foreign countries when the U.S. Government is a party to be compelled to take action, when the perpetrator or victim is an American citizen, or when the perpetrator is found within the United States. The Bureau's primary objective is the safe return of the hostage; apprehension and/or prosecution of the perpetrator is secondary.

Volume:

These are 35 single section cases and two multi-section cases (the Achille Lauro murder and the Air Egypt hijacking) in headquarters. The first ten cases have been reserved for administrative uses. 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 so few 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.

Recommendation:

Because this classification was established so recently and has had little investigative activity, few retention criteria can be established. The OO file and exceptional cases in both Headquarters and the field are permanent. 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 hostage taking incidents outside of the United States, 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 SP8TAP/CH

256. HOSTAGE TAKING - TERRORISM

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 \_\_\_\_\_  
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 (255-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 255

**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.

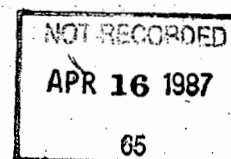
#### Enclosure

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

CMG:cgz (5)

b6  
b7C

66-19249-



APR 30 1987



## Counterfeiting of State and Corporate Securities

Historical Synopsis:

The Bureau established this classification in 1985 to cover the counterfeiting of and the forgery of all forms of a loose interpretation of securities. These investigations are codified in 18 USC 511, part of the Comprehensive Crime Control Act of 1984. The FBI has investigative responsibility in those counterfeiting cases where the extent of criminal activity is sizeable and where there is an interstate aspect. All other cases are referred to state law enforcement authorities for investigation. Thus the counterfeiting of California checks in California is handled by California authorities. The counterfeiting of California checks or motor vehicle titles in Nebraska, or the use of counterfeit California securities in another state, may warrant FBI involvement. The Department of Justice has emphasized there should be an overriding reason for the Federal Government's involvement in an investigation relating to this statute since it could usurp traditional state and local violations. Within the Bureau, supervision of this statute has been assigned to the White Collar Crimes Program, Financial Crimes Unit. Priority case indicators are: (A) counterfeiting matters involving \$50,000 or more; and (B) counterfeiting matters involving less than \$50,000 and other matters.

Volume:

There are 19 single section cases and no multi-section cases at Headquarters. Since the first ten cases are reserved cases, Headquarters has opened, in reality, only nine 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 00 file was read in this classification.

Recommendation:

The 00 files, which document policies and procedures, should be retained permanently. At present, disposal is not authorized for any other files in this new classification.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/29/81 BY SP2TAP/CA

255. COUNTERFEITING OF STATE AND CORPORATE SECURITIES

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 (235-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 235  
*Classification*

**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.

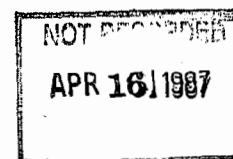
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

## Enclosure

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

b6  
b7C

66-19249-



117 MAY 6 1987

235

Training Received - Fugitives

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 235 was established for training related to Fugitives. The time devoted to such training may be attributed to classification 235 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

235. TRAINING RECEIVED - FUGITIVES

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

FIELD OFFICES

OO File: Permanent

O File: Destroy

TRANSMIT VIA: AIRTEL

CLASSIFICATION: \_\_\_\_\_

DATE: 10/22/86

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

TO: SACs, Atlanta  
 Chicago  
 Dallas  
 Los Angeles  
 Miami  
 New York  
 Washington Field

DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD RECORDS  
 BUDED: 11/7/86

66-19249-377  
 ReButel 9/23/86, captioned as above, advising that provisions of the FBI's Records Retention Plan and Disposition Schedule requires that at periodic intervals, not to exceed five years, NARA Archivists will review the adequacy of the 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 classifications in the FBI's records system.

The NARA commenced its first periodic review on 10/1/86. In connection with this review, it is necessary for the NARA Archivists to appraise a representative number of files located in the above listed offices. Accordingly, it is requested that recipient offices forward to FBIHQ the files listed herein. If the file requested has been destroyed pursuant to a previously authorized destruction program or otherwise cannot be located, you should so indicate and explain why. If the file requested is an odd numbered file, select the next available ascending odd numbered file. If the file requested is an even numbered file but is not available, select the next available descending even numbered file.

Exec. AD-Adm.	_____
Exec. AD-Inv.	_____
Exec. AD-LES	_____
Asst. Dir.:	
Adm. Servs.	66-19249
Crim. Inv.	_____
Ident.	- Mr. McCreight
Inspection	- Mr. Scherrer
Intell.	_____
Laboratory	_____
Legal Coun.	TBD:cgz (19)
Off. of Cong. & Public Affs.	_____
Rec. Mgnt.	_____
Tech. Servs.	_____
Training	_____
Telephone Rm.	_____
Director's Sec'y	_____

b6  
 b7C

DEC 8 1986

MAIL ROOM ☒

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

It will not be necessary to duplicate these files prior to forwarding them to FBIHQ. It is anticipated that the files will be needed at FBIHQ for approximately two weeks. Should you need to access your files during this period, or have any questions regarding this matter, you may direct a telephone inquiry to the Records Management Division, Records Disposition and Archival Subunit, Extension 2168.

The following files should be charged out, inventoried and packaged for shipment via Registered Mail, return receipt requested, to reach FBIHQ by COB 11/7/86.

ATLANTA

HOBBS ACT

FRAUD BY WIRE

FOREIGN COUNTERINTELLIGENCE

192-34	196-16	196-1366	201-35
192-95	196-91	196-1441	201-95
194-30	196-166	196-1516	201-155
194-98	196-241	196-1591	201-215
194-166	196-316	196-1666	201-275
194-234	196-391	196-1741	201-335
194-302	196-466	196-1816	203-68
194-370	196-541	196-1891	216-16
194-438	196-616	196-1966	217-7
194-506	196-691	196-2041	218-49
	196-766	196-2116	218-115
	196-841	196-2191	219-33
	196-916	196-2266	223-11
	196-991	196-2341	225-19
	196-1066	196-2416	226-26
	196-1141	196-2491	227-2
	196-1216	196-2566	229-4
	196-1291		

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

CHICAGO

HOBBS ACT

FRAUD BY WIRE

FOREIGN COUNTERINTELLIGENCE

192-22	196-49	196-1579	201-43	201-5797
192-73	196-134	196-1664	201-317	201-6071
192-124	196-219	196-1749	201-591	201-6345
192-175	196-304	196-1834	201-865	201-6619
196-28	196-389	196-1919	201-1139	201-6893
196-92	196-474	196-2004	201-1413	203-76
196-156	196-559	196-2089	201-1687	216-157
196-220	196-644	196-2174	201-1961	217-130
196-284	196-729	196-2259	201-2235	218-194
196-348	196-814	196-2344	201-2509	218-388
196-412	196-899	196-2429	201-2783	219-161
196-476	196-984	196-2514	201-3057	220-27
196-540	196-1069	196-2599	201-3331	221-21
196-604	196-1154	196-2684	201-3605	222-12
196-668	196-1239	196-2769	201-3879	223-26
	196-1324	196-2854	201-4153	225-177
	196-1409	196-2939	201-4427	226-185
	196-1494		201-4701	227-13
			201-4975	228-107
			201-5249	229-41
			201-5523	



Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

DALLAS

HOBBS ACT

FRAUD BY WIRE

FOREIGN COUNTERINTELLIGENCE

192-62	196-9	196-1431	201-41	201-833
192-125	196-88	196-1510	201-85	201-877
192-188	196-167	196-1589	201-129	201-921
192-251	196-246	196-1668	201-173	201-965
194-54	196-325	196-1747	201-217	201-1009
194-110	196-404	196-1826	201-261	201-1053
194-166	196-483	196-1905	201-305	201-1097
194-222	196-562	196-1984	201-349	201-1141
194-278	196-641	196-2063	201-393	201-1185
194-334	196-720	196-2142	201-437	201-1229
	196-799	196-2221	201-481	201-1273
	196-878	196-2300	201-525	201-1317
	196-957	196-2379	201-569	201-1361
	196-1036	196-2458	201-613	201-1405
	196-1115	196-2537	201-657	201-1449
	196-1194	196-2616	201-701	201-1493
	196-1273	196-2695	201-745	201-1537
	196-1352		201-789	215-2

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

LOS ANGELES

<u>NARCOTICS</u>	<u>HOBBS ACT</u>	<u>FBW</u>	<u>DEA</u>	<u>FCI</u>
12-49	192-16	196-69	241-41	201-106
12-108	192-78	196-149	241-91	201-280
12-157	192-140	196-229	241-141	201-454
12-206	192-202	196-309	241-191	201-628
12-255	192-264	196-389	241-241	201-802
12-304	194-29	196-469	241-291	201-976
12-353	194-93	196-549	241-341	201-1150
12-402	194-157	196-629	241-391	201-1324
12-451	194-221	196-709	241-441	201-1498
12-500	194-285	196-789	241-491	201-1672
12-549		196-869		201-1846
12-598		196-949		201-2020
12-647		196-1029		201-2194
12-696		196-1109		201-2368
12-745		196-1189		203-119
12-794		196-1269		203-297
12-843		196-1349		203-475
12-892		196-1429		203-653
12-941		196-1509		203-831
12-990		196-1589		215-21
		196-1669		216-211
		196-1749		217-179
		196-1829		218-157
		196-1909		218-399
		196-1989		219-73
		196-2069		219-260
		196-2149		220-69
		196-2229		221-22
		196-2309		222-11
		196-2389		223-145
		196-2469		224-5
		196-2549		225-133
		196-2629		226-212
		196-2709		227-235
		196-2789		228-108
				229-47

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

MIAMI

<u>NARCOTICS</u>	<u>HOBBS ACT</u>	<u>FBW</u>	<u>FCI</u>
12-29	192-38	196-73	201-52
12-81	192-85	196-153	201-101
12-133	192-132	196-233	201-150
12-185	194-47	196-313	201-199
12-237	194-99	196-393	201-248
12-289	194-151	196-473	201-297
12-341	194-203	196-553	201-346
12-393	194-255	196-633	201-395
12-445	194-307	196-713	201-444
12-497	194-359	196-793	201-493
12-549		196-873	201-542
12-601		196-953	201-591
12-653		196-1033	201-640
12-705		196-1113	201-689
12-757		196-1193	201-738
12-809		196-1273	201-787
12-861		196-1353	201-836
12-913		196-1433	201-885
12-965		196-1513	201-934
12-1017		196-1593	201-983
12-1069		196-1673	203-27
12-1121		196-1753	203-83
12-1173		196-1833	216-54
12-1225		196-1913	217-47
12-1277		196-1993	217-109
12-1329		196-2073	217-171
12-1381		196-2153	218-55
12-1433		196-2233	219-39
12-1485		196-2313	220-9
12-1537		196-2393	221-6
12-1589		196-2473	223-11
12-1641		196-2553	225-14
12-1693		196-2633	226-34
12-1745		196-2713	226-84
12-1797		196-2793	227-13
			228-7
			229-9

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

NEW YORK

<u>NARCOTICS</u>	<u>HOBBS ACT</u>	<u>FBW</u>	<u>DEA APPL.</u>	<u>FCI</u>
12-95	192-49	196-77	241-52	201-221
12-150	192-101	196-192	241-108	201-715
12-205	192-153	196-307	241-164	201-1209
12-260	192-205	196-422	241-220	201-1703
12-315	192-257	196-537	241-276	201-2197
12-370	194-55	196-652	241-332	201-2691
12-425	194-114	196-767	241-388	201-3185
12-480	194-173	196-882	241-444	201-3679
12-535	194-232	196-997	241-500	201-4173
12-590	194-291	196-1112	241-556	201-4667
12-645	194-350	196-1227		201-5161
12-700	194-409	196-1342		201-5655
12-755	194-468	196-1457		201-6149
12-810	194-527	196-1572		201-6643
12-865	194-586	196-1687		201-7137
12-920		196-1802		201-7631
12-975		196-1917		201-8125
12-1030		196-2032		201-8619
12-1085		196-2147		201-9113
12-1140		196-2262		201-9607
		196-2377		203-289
		196-2492		203-713
		196-2607		203-1137
		196-2722		215-68
		196-2837		216-503
		196-2952		216-1101
		196-3067		217-474
		196-3182		218-632
		196-3297		218-1481
		196-3412		219-609
		196-3527		220-53
		196-3642		223-277
		196-3757		225-294
		196-3872		226-256
		196-3987		226-587
				227-333
				228-284
				229-179

Airtel to SAC, Atlanta, et al.  
Re: Destruction of Records

WASHINGTON FIELD

<u>HOBBS ACT</u>	<u>FBW</u>	<u>DEA APPL.</u>	<u>FCI</u>
192-27	196-37	241-32	201-221
192-59	196-86	241-86	201-570
194-28	196-135	241-140	201-919
194-61	196-184	241-194	201-1268
194-94	196-233	241-248	201-1617
194-127	196-282	241-302	201-1966
194-160	196-331	241-356	201-2315
194-193	196-380	241-410	201-2664
194-226	196-429	241-464	201-3013
194-253	196-478	241-518	201-3362
	196-527	241-572	201-3711
	196-576	241-626	201-4060
	196-625	241-680	201-4409
	196-674	241-734	201-4758
	196-723	241-788	201-5107
	196-772		201-5456
	196-821		201-5805
	196-870		203-273
	196-919		203-567
	196-968		203-861
	196-1017		215-9
	196-1066		216-261
	196-1115		216-642
	196-1164		217-252
	196-1213		217-529
	196-1262		217-806
	196-1311		218-324
	196-1360		218-706
	196-1409		218-1088
	196-1458		218-1470
	196-1507		219-339
	196-1556		219-695
	196-1605		220-56
	196-1654		221-20
	196-1703		222-16
			223-77
			225-116
			226-341
			227-172
			228-101
			229-52

NOTE: Based on aforementioned review and the need for NARA Archivists to appraise a representative number of files located in recipient field offices.

- 8 -

APPROVED: \_\_\_\_\_

Director \_\_\_\_\_

Exec. AD-Adm. \_\_\_\_\_

Exec. AD-Inv. \_\_\_\_\_

Spec. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_

Crim. Inv. \_\_\_\_\_

Ident. \_\_\_\_\_

Inspection \_\_\_\_\_

Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_

Off. of Cong. & Public Aff. \_\_\_\_\_

Rec. Mgnt. \_\_\_\_\_

Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

*RWS/IV*

*National Archives and  
Records Administration*  
(SUBJECT)

*66-19249-*  
(FILE NO.)

☒ ALL SERIALS, EXCEPT THOSE REMAINING IN FILE AND THOSE LISTED AS CHANGED ON THIS SHEET WERE  
"SKIPPED" OR WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY CONTAINED  
IN

☐ FOLLOWING SERIALS WERE REMOVED FROM FILE AND DESTROYED IN ACCORDANCE WITH AUTHORITY  
CONTAINED IN

*66-19249-385*

(TAB CARD IN THE NUMBERING UNIT  
INDICATES ACTION TAKEN)

DATE

*8/13/87*

INITIALS

*Cmg./mmg*

*C*

# 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. Clarke

Date December 18, 1986

From : J. D. Miller

b6  
b7C

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

**PURPOSE:** To provide you with the following information regarding captioned matter.

**RECOMMENDATION:** None; for information only.

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

**DETAILS:** As requested in Mr. McCreight's December 5, 1986 memorandum to Messrs. Glover, Clarke, Geer, and [redacted] captioned as above, I was interviewed in my office on Wednesday, December 17, 1986, by Dr. Bruce I. Ambacher, Archivist, National Archives and Records Administration. Dr. Ambacher asked me to describe the types of documents which you create and the types of copies of documents which you maintain in your office.

b6  
b7C

I told him you originated letters over your signature to private individuals, to individuals in the Executive Branch, and to individuals in the other branches of Government. I told him the file copies of these communications were sent to file, and that you retained the tickler copies of these documents until you no longer needed them and then destroyed them. I told him you maintained copies of notes on teletypes which you decided to send to the Director, speeches you were scheduled to deliver, and various items pertaining to personnel within the Criminal Investigative Division. I explained these would include performance plans for those individuals for whom you are the rating official, and your personal observations which you used to assist yourself in rating employees. I explained that you retain very few copies of any documents for an extended period of time, and I went on to explain the time-sensitive nature of notes on teletypes, speeches, and the like.

In response to a question, I stated you maintained no separate system of records within your office.

1 [redacted]  
JDM: [redacted] (2)

b6  
b7C

66-19249-386

16 FEB 12 1987

64 MAY 12 1987

SEARCHED  
RECORDS

66-19249-387 IN THIS FILE SKIPPED DURING  
SERIALIZATION.

cmg  
or

OGA 1-1987

10-1-87



# Memorandum



To : DIRECTOR, FBI  
(ATTN: RECORDS SECTION, RECORDS  
MANAGEMENT DIVISION, ROOM 5935)  
SAC HONOLULU (66-798)

Date 10/30/86

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Bureau routing slip dated 6/2/86.

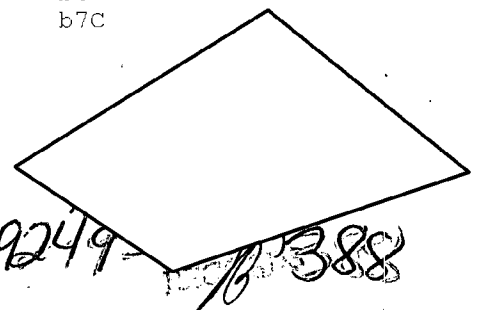
Under separate cover the following monographs are being sent to FBIHQ per instructions contained in referenced routing slip:

- 1 - The History of The Communist Manifesto of Max & Engels
- 2 - Biographic Handbook Communist China
- 3 - Audio tape Chinese Language
- 4 - Audio tape Language Supplemental Tape
- 5 - Palestinian National Liberation Movement  
How to be an Ideal Revolutionary  
Vietnam: The Contemporary Revolution  
The Palestinian Armed Revolution and  
the Stages of its Development  
The Palestine Issue as The Pivot of  
the Arab Revolution
- 6 - The Urban Guerrilla In the U. S.
- 7 - 1971 A Time of Terror (2 copies)
- 8 - The Chinese Communist Leadership: The Party  
Conference of 1954 & the Succession Problem
- 9 - Evidence on Religious Bona Fides and Status  
of the Church of Scientology
- 10 - The Communist Manifesto
- 11 - Manifesto of the Communist Party
- 12 - Prairie Fire
- 13 - Indians in Japan & Occupied Areas
- 14 - Naval Investigative Service Pacific

*Monographs retained  
in Records Div & Archived  
2/27/87 cng*

③ - Bureau  
(1 - Package)  
1 - Honolulu  
HDD

b6  
b7C



66-19249-388

117 JUN 24 1987 66-19249

16 APR 6 1987

- 15 - Intelligence & Security Services Study
- 16 - Communist China, Health & Sanitation
- 17 - Internal Security Manual
- 18 - The Communist Party - The Internal Danger  
To All Free Nations
- 19 - Communist China Counterintelligence
- 20 - China: An Area Manual Vol. 1, 2, 3

# Memorandum



To : DIRECTOR, FBI  
(ATTN; RECORDS SECTION, RECORDS  
MANAGEMENT DIVISION, ROOM 5935)  
Date 10/30/86

From : SAC HONOLULU (66-798)

Subject : DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Bureau routing slip dated 6/2/86.

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- 5 - Palestinian National Liberation Movement  
How to be an Ideal Revolutionary  
Vietnam: The Contemporary Revolution  
The Palestinian Armed Revolution and  
the Stages of its Development  
The Palestine Issue as The Pivot of  
the Arab Revolution
- 6 - The Urban Guerrilla In the U. S.
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of the Church of Scientology
- 10 - The Communist Manifesto
- 11 - Manifesto of the Communist Party
- 12 - Prairie Fire
- 13 - Indians in Japan & Occupied Areas
- 14 - Naval Investigative Service Pacific

③ - Bureau  
① - Package)  
1 - Honolulu  
HDD

- 15 - Intelligence & Security Services Study
- 16 - Communist China, Health & Sanitation
- 17 - Internal Security Manual
- 18 - The Communist Party - The Internal Danger  
To All Free Nations
- 19 - Communist China Counterintelligence
- 20 - China: An Area Manual Vol. 1, 2, 3

# National Archives



Washington, DC 20408

February 26, 1987

Mr. Allen H. McCreight  
Assistant Director  
Records Management Division  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. McCreight:

The National Archives and Records Administration's Records Declassification Division has withheld from public access approximately one million pages of Federal records determined under current guidelines as still containing sensitive national security information even though the information is more than thirty years old. Among these classified pages are about 350,000 pages still marked TOP SECRET. Absent any downgrading instructions from the originating agencies such as yours, these documents are being provided the costly required level of safeguarding, accountability and control.

It has been our experience that whenever thirty-and-more-year-old-documents have been subjected to declassification review in response to Freedom of Information Act or mandatory review requests, the documents submitted have been downgraded when not declassified in whole or in part. Consequently we believe it is possible to downgrade all TOP SECRET documents which are more than thirty years old to the SECRET level without endangering the nation's security. We also believe that such a step should be taken to enhance the credibility of the government's information security program now burdened with this vast quantity of obsoletely marked TOP SECRET documents.

Enclosed is a listing of each document which is under your classification jurisdiction and which (under your declassification guidelines) has been identified and withdrawn as containing national security classified information and is marked as requiring TOP SECRET protection. Accompanying the listing is a note to assist you in interpreting it. The documents listed are available for your examination in the National Archives Building at 8th and Pennsylvania Avenue, NE or the Washington National Records Center in Suitland, Maryland. Please contact Edwin A. Thompson, Director of the Records Declassification Division, to arrange for an examination of your TOP SECRET information. He can be reached by 3165.

ENCLOSURE

62-119783  
ed - NARS

NOT RECORDED

AUG 7 1987

2.

Should you conclude from your examination of this listing that any or all of the documents contained on it may be downgraded insofar as your agency's interests are concerned, please endorse the copy of this letter (enclosed) and return it in the envelope provided. If I do not hear from you in thirty days, I will assume that you have no objection to our proceeding to downgrade the listed documents to the SECRET level of classification.

If you have any further questions concerning this matter, please contact Mr. Thompson.

b6  
b7C

Sincerely,

  
Assistant Archivist  
for the National Archives

Enclosures (4)

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

RECORDS DECLASSIFICATION DIVISION

An explanation of headings appearing in "Report of TOP SECRET Documents, List of Selected Items."

**PROJECT NUMBER** A unique number assigned for control purposes by the Records Declassification Division to a body of records undergoing declassification review.

**RG "Record Group"** A body of organizationally related records established by NARA on the basis of provenance with particular regard for the administrative history, the complexity and the value of the records and archives of the institution or organization involved.

**ENTRY** The number assigned to a file series in an inventory or other finding aid or description of a record group.

**BOX #** Number assigned to a container, usually an archives box or similar storage container for archives or manuscripts, of pressed cardboard, either in letter or legal size, and usually with a capacity of about one-third cubic foot.

**TAB #** Sequential number assigned by the records declassification review staff to each document or sequence of documents identified as potentially containing national security information. The item (or items) are enclosed between two pieces of paper marked with the tab number to readily identify the identified material within a folder or box.

**FOLDER TITLE/DESCRIPTION** The title assigned by the originator of the file to describe its contents. **DESCR:** An unclassified brief description of the tabbed material, usually a single item, identifying the type of document, addressees or similar information sufficient to distinguish it from other material.

**DOC DATE** The date of the document described: DAY, MONTH, Year.

**CLA** The original classification marking appearing on the described item (T=Top Secret) followed by a slash (/) to show any authorized downgrading. Items on this list will show T or Top Secret after the slash in this column.

**AGCY** The abbreviation used by NARA to identify the agency which originated or has primary declassification jurisdiction over the described item.

ENCLOSURE

2.

**REASON** An abbreviated characterization of the general nature of the sensitive information which may require continued protection in the interest of national security (e.g., "INTEL" indicates that the described item contains intelligence information).

**FOREIGN** A three-letter-code used to identify the foreign country or international organization which may have originated the information identified as potentially sensitive.

**SPECIAL MARKINGS** Used only when Restricted Data (RD), Formerly Restricted Data (FRD) or Codeword information is marked on the described item.

**COPIES** How many copies or versions of the same described item were placed under the same tab.

**PGS** How many pages of material were placed under the same tab.

**COORD** Used to indicate whether the described item has been reviewed ("coordinated") by an agency declassification specialist. "N" indicates no agency review, a blank indicates that an agency has reviewed the item, and "S" indicates the agency released a sanitized version of the item.

**ACTION YEAR** The date, usually 10 years following initial review and identification, when the described items should be rereviewed in accordance with EO 12065. This requirement is no longer in effect under EO 12356. This space is also used, however, to indicate the year sanitizing instructions were received or the date, usually 30 years after creation, when a document can be automatically released.



# 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

Date 3/25/87

From : R. W. Scherrer

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

**PURPOSE:** The purpose of this memorandum is to record receipt of Legat responses to comply with identification and preservation of permanent records.

**RECOMMENDATION:** None. For information.

**APPROVED:**

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

**DETAILS:** By Airtel to all Legats, dated 7/12/85 and 8/29/85, instructions were furnished to apply appropriate retention criteria to certain file classifications and to identify an exceptional category of records. Legats were requested to affix an appropriate stamp to the file covers to ensure that the files are permanently retained.

Legat responses have been received and are attached herewith as an enclosure.

Enclosure  
66-19249

- 1 - Mr. McCreight
- 1 - Mr. Scherrer

1 - [Redacted] b6  
1 - [Redacted] b7C

CMG:cgz (5)

cmg legat

17- ENCLOSURE

ENCLOSURE ATTACHED

66-19249-389

17 MAY 6 1987

11 JUN 29 1987

ENCLOSURE

66-19249-389

FBI

## TRANSMIT VIA:

- ☐ Teletype  
☐ Facsimile  
☐ AIRTEL

## PRECEDENCE:

- ☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

- ☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 8/8/85

TO: DIRECTOR, FBI (ATTN: RECORDS SECTION, RECORDS MANAGEMENT  
DIVISION, ROOM 5935)

FM: LEGAT, BERN (66-60)

DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 8/16/85

Re Bureau airtel of 7/12/85.

The following Bern files have been marked in accordance  
with the instructions in reairtel:

62-154  
196-47

Bern file 199-80 was found to already appropriately marked.

Bern files 42-5 and 65-57 were found to have been previously  
destroyed.

The remainder of the files were, according to reairtel,  
previously marked.

3 - Bureau  
1 - Liaison Unit  
1 - Bern  
AGR

b6  
b7C

Approved: 

Transmitted

(Number)

(Time)

Per 

FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☒ Airtel

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date July 31, 1985

TO: DIRECTOR, FBI (66-3286 Sub B)  
 ATTN: RECORDS SECTION, RECORDS MANAGEMENT  
 Division, Room 5935)

FROM: LEGAT, BONN (66-147)

## DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
 BUDED: 8/16/85

ReBUairtel dated July 12, 1985, captioned as above.

The below-listed files were stamped, "X, DO NOT DESTROY,  
 HISTORICAL VALUE, NATIONAL ARCHIVES":

88-67	175-16
157-197	176-1
175-11	176-5

The below-listed files were sent to FBI Headquarters:

9-43 *Not at FBIHQ - properly consolidated with 175-11* 163-5057

The below-listed files were destroyed prior to 1977:

40-19	100-1111
42-89	100-1278
65-191	100-1449
88-136	100-1537
88-142	105-4566
100-254	176-4

③ - Bureau  
 1 - Liaison Unit  
 1 - Bonn  
 jmk (4)

Approved: *KMF/BBB*

Transmitted

(Number)

(Time)

Per

RECORDS

b6  
b7C

FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☒ AIRTEL

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 8/23/85

TO: DIRECTOR, FBI  
ATTN: RECORDS SECTION, RMD, ROOM 5935

FROM: LEGAT, LONDON (197-1)

SUBJECT: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Re Director airtel 7/12/85.

Requested action has been completed.

3 - Bureau  
1 - Liaison Unit, INTD  
1 - London  
DWM:sp  
(4)

Approved: Dwin/Les

Transmitted

(Number)

(Time)

Per

R 292000Z JUL 85

FM MONTEVIDEO (66-10) (RUC)

TO DIRECTOR PRIORITY 182-29 (66-3286 SUB B)

ATTN: RECORDS SECTION, RECORDS MANAGEMENT DIVISION,  
ROOM 5935

BT

UNCLAS E F T O

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND  
FIELD OFFICE RECORDS; BUDED AUGUST 16, 1985.

RE BUREAU AIRTEL TO ALL LEGATS DATED JULY 12, 1985.

FILES LISTED IN REFERENCED AIRTEL FOR BUENOS AIRES,  
MONTEVIDEO, RIO DE JANEIRO AND SANTIAGO (NOW PART OF LEGAT,  
MONTEVIDEO TERRITORY) ARE NOT LOCATED AT LEGAT, MONTEVIDEO AS  
THEY WERE APPARENTLY EITHER PREVIOUSLY  
DESTROYED OR RETURNED TO THE BUREAU. LEGAT, MONTEVIDEO DOES  
HAVE A 40-1 FILE WHICH WAS PREVIOUSLY LEGAT, BOGOTA 40-9 AND NOT  
BUENOS AIRES 40-1. LEGAT, BOGOTA PREVIOUSLY COVERED ARGENTINA  
AND THEREFORE SENT IT'S LEGAT, MONTEVIDEO TERRITORY FILES TO

RECEIVED  
TELETYPE UNIT

30 JUL 85 3PZ

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

PAGE TWO      MON 66-10      UNCLAS EFTO

THIS OFFICE WHEN IT WAS OPENED. LEGAT, MONTEVIDEO 40-1 IS  
CAPTIONED,  PASSPORT VIOLATION;

b6  
b7C

OO: SAN JUAN," AND UNLESS ADDRESSED TO THE CONTRARY BY THE  
BUREAU IS NOT BELIEVED IDENTICAL TO PRIOR BUENOS AIRES 40-1.  
IT IS NOTED BUENOS AIRES WAS PREVIOUSLY A LEGAT OFFICE.

BT

P 091535Z AUG 85

FM LEGAL ATTACHE PANAMA CITY (66-19)

TO DIRECTOR FBIRGKYAEMTY SUB (B) PRIORITY 170-09

BT

UNCLAS E F T O

ATTENTION: RECORDS SECTION, RECORDS MANAGEMENT DIVISION, ROOM 5935  
DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
(NARA); APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS; BUDED:  
AUGUST 16, 1985.

RE BUREAU AIRTEL DATED JULY 12, 1985.

WITH REGARD TO INSTRUCTIONS SET FORTH IN REFERENCED BUREAU  
AIRTEL, PANAMA CITY FILE 175-1 HAS BEEN APPROPRIATELY MARKED.

FBIHQ PLEASE NOTE THAT THE FILES OF LEGAT PANAMA CITY DO NOT  
CONTAIN A FILE IDENTIFIABLE AS 100-56, IN THAT 100-20 IS THE  
HIGHEST FILE NUMBER ASSIGNED TO THAT CLASSIFICATION WITHIN LEGAT  
PANAMA CITY RECORDS.

BT

b6  
b7C





## memorandum

DATE:

7/29/85

REPLY TO  
ATTN OF:

RST/pl

LEGAT, PARIS (66-145)

SUBJECT:

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION (NARA)  
APPRaisal OF FBIHQ AND FIELD  
OFFICE RECORDS  
BUDED: 8/16/85

XX

TO:

DIRECTOR, FBI (66-3286 Sub B)  
Attention: Records Section, Records Management Div., Room 5935

ReBuairtel of 7/12/85.

Pursuant to referenced airtel, Legat Paris files were located and stamped with appropriate statement, however, it should be noted some of the listed files have been previously destroyed and some recently sent back to Headquarters.

The following are the files presumed to have been destroyed as they are not currently in possession of the Legat and have not been recently returned to HQ:

(Madrid)

65-204  
88-29  
88-37  
88-38  
100-56  
105-271  
105-335  
163-335

(Paris)

40-1140  
42-24  
42-33  
65-213

③

Bureau  
(1 - Liaison Unit)  
1 - Paris  
RCD:arw  
(4)

b6  
b7C

PAR 66-145

65-384  
65-681  
74-5  
88-272  
88-274  
88-275  
100-697  
100-1871  
100-2489  
100-2632  
105-347  
105-934  
105-4960  
105-5798  
163-3098  
199-52

The following is a list of the Paris files recently returned to Headquarters:

100-2403  
100-2661  
100-2695

The only file listed in referenced airtel that is currently in the possession of the Legat is 174-18, which was appropriately stamped.

31 JUL 85 03 24Z

FEDERAL BUREAU  
OF INVESTIGATION

RR

Mr. Tolson	
Mr. DeLoach	
Mr. Mohr	
Mr. Bishop	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Mr. Holmes	
Miss Gandy	

VZCZCTOK260 2120100

R 310100Z JUL 85

FM TOKYO (66-38)

TO DIRECTOR (66-3286 SUB ?)

BT

UNCLAS E F T O

ATTN: RECORDS SECTION, RECORDS MGMT DIVISION, RM. 5935

DESTRUCTION OF RECORDS, NATIONAL ARCHIVES AND RECORDS

ADMINISTRATION (NARA); APPRAISAL OF FBIHQ AND FIELD OFFICE

RECORDS. BUDED: AUGUST 16, 1985.

REFBIHQ AIRTEL, JULY 12, 1985.

ALL FILES MARKED AS CALLED FOR IN REFBIHQ AIRTEL,

EXCEPT 47-17 AND 65-17 (DESTROYED 10/77); AND, 105-751

AND 105-1155 (DESTROYED 12/77).

BT

b6  
b7C



FBI

## TRANSMIT VIA:

☐ Teletype☐ Facsimile☒ AIRTEL

## PRECEDENCE:

☐ Immediate☐ Priority☐ Routine

## CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☐ UNCLAS E F T O☐ UNCLAS

Date 12/11/85

TO: Director, FBI (66-3286 Sub B)  
(Attn: Records Research Unit, Records Section,  
Records Management Division, Room 5935)

FROM: Legat, Bern (66-60)

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

ReBureau airtel dated 8/29/85, captioned as  
above.

Legat, Bern inadvertently neglected to notify  
the Bureau of the completion of the review mandated in  
reairtel. That review was completed in Bern on 19 September  
1985.

③ - Bureau  
1 - Liaison, INTD)  
1 - Bern  
AGR/imt  
(4)

~~10 DEC 23 1985~~

*plach*  
RECORDS 5935

Approved: *li* Transmitted \_\_\_\_\_ Per \_\_\_\_\_  
(Number) (Time)

VZCZCBON255 2951220

R 221155Z OCT 85

FM BONN (66-147)

TO DIRECTOR ROUTINE

BT

UNCLAS E F T O

ATTN: RECORDS MANAGEMENT DIVISION, RECORDS SECTION,  
RECORDS RESEARCH UNIT.

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS SERVICE  
(NARS), APPRAISAL OF FBIHQ AND FIELD RECORDS, BUDED:  
JANUARY 31, 1985.

REBUAIRTEL DATED AUGUST 29, 1985.

FOR INFORMATION OF THE BUREAU, ACTION REQUESTED IN  
REFERENCED COMMUNICATION HAS BEEN COMPLETED AT LEGAT, BONN.

BT

RECEIVED  
TELETYPE  
22 OCT 85  
192

Exec AD-Adm.	
Exec AD-LES	
Asst. Dir.:	
Adm. Serv.	
Crim. Inv.	
Ident.	
Insp.	
Intell.	
Lab.	
Legal Coun.	
Off. Cong. & Public Affs.	
Rec. Mgmt.	<input checked="" type="checkbox"/>
Tech. Servs.	
Training	
Telephone Rm.	
Director's Sec'y	

b6  
b7C

P 282310Z OCT 85

FM LEGAL ATTACHE CANBERRA

TO DIRECTOR FBI PRIORITY 425-27

ATTN: (1) RECORDS RESEARCH UNIT, RECORDS SECTION, RMD,  
ROOM 5935

FBI  
(2) LIAISON UNIT, U.S. DEPT OF JUSTICE

BT

UNCLAS E F T O

DESTRUCTION OF RECORDS, NATIONAL ARCHIVES AND RECORDS ADMINIS-  
TRATION. APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS.

BUDED 10/18/85

RE BUAIRTEL AUGUST 29, 1985, (RECEIVED CANBERRA  
SEPTEMBER 24, 1985).

PROJECT OF FILE REVIEWS IN REAIRTEL SET FORTH ON PAGES  
TWO AND THREE, AS WELL AS SPECIFIC EXCEPTIONAL CASES ON PAGE FOUR  
HAVE BEEN COMPLETED BY CANBERRA.

DUE TO LACK OF PERSONNEL TO UNDERTAKE A REVIEW OF ALL  
CRIMINAL CLASSIFICATIONS THROUGH 188 AND OTHERS, THIS HAS NOT  
BEEN COMPLETED AND NO ESTIMATE OF TIME FOR COMPLETION CAN BE  
MADE AT THIS TIME. CANBERRA'S SOLE SUPPORT EMPLOYEE IS

b6  
b7C

PAGE TWO CANBERRA UNCLAS

ROUTINELY WORKING OVERTIME, INCLUDING TIME ON WEEKENDS, TO  
PERFORM CONTINUING OFFICE FUNCTIONS.

YOUR SUGGESTIONS WOULD BE APPRECIATED.

BT

FBI

## TRANSMIT VIA:

☐ Teletype  
☐ Facsimile  
☒ Airtel

## PRECEDENCE:

☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date 3/7/86

TO: DIRECTOR, FBI  
(ATTN: RECORDS RESEARCH UNIT,  
RECORDS SECTION,  
RECORDS MANAGEMENT DIVISION,  
ROOM 5935)

FROM: LEGAT, LONDON (197-1)

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

ReBuairtel 8/29/85; LONtel 10/15/85, and  
Bureau routing slip 10/16/85.

Action requested in reBuairtel of 8/29/85  
has been completed by Legat London 2/3/86.

③ - Bureau  
1 - Liaison Unit, INTD  
1 - London

DWM:dr1  
(4)

5935  
RECORDS

Approved: *DWM*

Transmitted \_\_\_\_\_

(Number)

(Time)

Per \_\_\_\_\_



VZCZCLON362 2881619

P 151508Z OCT 85

FM LONDON (197-1) (P)

TO DIRECTOR (66-3286 SUB B)

BT

UNCLAS E F T O

RECEIVED  
TELETYPE  
UNIT

15 OCT 85 16 45z

FBI  
U.S. DEPT. OF JUSTICE

Mr. Tolson	
Mr. DeLoach	
Mr. Mohr	
Mr. Bishop	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Mr. Holmes	
Miss Gandy	

ATTN: RECORDS RESEARCH UNIT, RECORDS SECTION, RECORDS MANAGEMENT  
DIVISION, ROOM 5935.

DESTRUCTION OF RECORDS; NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA); APPRAISAL OF FBIHQ AND FIELD OFFICER RECORDS;  
BUDED: OCTOBER 18, 1985.

REBUAIRTEL, AUGUST 29, 1985.

DUE TO THE HEAVY WORKLOAD IN LEGAT, LONDON, AT THE PRESENT  
TIME AND THE FACT THAT THIS LEGAT JUST COMPLETED INSPECTION,  
DEADLINE IN THIS MATTER CANNOT BE MET.

LEGAT, LONDON, REQUESTS A SIXTY DAY EXTENSION TO COMPLETE  
THIS REVIEW IN VIEW OF THE VOLUME OF CRIMINAL FILES ENCOMPASSED.

BT

*By routing slip  
10/16/85 - Legat London  
granted extension of  
60 days.  
[Signature]*

b6  
b7C



Routing Slip  
0-7 (Rev. 5-28-82)

(Copies to Offices Checked)

TO: SAC,

TO: LEGAT,

<input type="checkbox"/> Albany	<input type="checkbox"/> Houston	<input type="checkbox"/> Oklahoma City	<input type="checkbox"/> Bern
<input type="checkbox"/> Albuquerque	<input type="checkbox"/> Indianapolis	<input type="checkbox"/> Omaha	<input type="checkbox"/> Bogota
<input type="checkbox"/> Alexandria	<input type="checkbox"/> Jackson	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Bonn
<input type="checkbox"/> Anchorage	<input type="checkbox"/> Jacksonville	<input type="checkbox"/> Phoenix	<input type="checkbox"/> Canberra
<input type="checkbox"/> Atlanta	<input type="checkbox"/> Kansas City	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> Hong Kong
<input type="checkbox"/> Baltimore	<input type="checkbox"/> Knoxville	<input type="checkbox"/> Portland	<input type="checkbox"/> London
<input type="checkbox"/> Birmingham	<input type="checkbox"/> Las Vegas	<input type="checkbox"/> Richmond	<input type="checkbox"/> Mexico City
<input type="checkbox"/> Boston	<input type="checkbox"/> Little Rock	<input type="checkbox"/> Sacramento	<input type="checkbox"/> Montevideo
<input type="checkbox"/> Buffalo	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> St. Louis	<input type="checkbox"/> Ottawa
<input type="checkbox"/> Butte	<input type="checkbox"/> Louisville	<input type="checkbox"/> Salt Lake City	<input type="checkbox"/> Panama City
<input type="checkbox"/> Charlotte	<input type="checkbox"/> Memphis	<input type="checkbox"/> San Antonio	<input type="checkbox"/> Paris
<input type="checkbox"/> Chicago	<input type="checkbox"/> Miami	<input type="checkbox"/> San Diego	<input type="checkbox"/> Rome
<input type="checkbox"/> Cincinnati	<input type="checkbox"/> Milwaukee	<input type="checkbox"/> San Francisco	<input type="checkbox"/> Tokyo
<input type="checkbox"/> Cleveland	<input type="checkbox"/> Minneapolis	<input type="checkbox"/> San Juan	
<input type="checkbox"/> Columbia	<input type="checkbox"/> Mobile	<input type="checkbox"/> Savannah	
<input type="checkbox"/> Dallas	<input type="checkbox"/> Newark	<input type="checkbox"/> Seattle	
<input type="checkbox"/> Denver	<input type="checkbox"/> New Haven	<input type="checkbox"/> Springfield	
<input type="checkbox"/> Detroit	<input type="checkbox"/> New Orleans	<input type="checkbox"/> Tampa	
<input type="checkbox"/> El Paso	<input type="checkbox"/> New York City	<input type="checkbox"/> Washington Field	
<input type="checkbox"/> Honolulu	<input type="checkbox"/> Norfolk	<input type="checkbox"/> Quantico	
<input type="checkbox"/> ASAC, New Rochelle (MRA)			
<input type="checkbox"/> ASAC, Brooklyn-Queens (MRA)			

10/16/85

Date

RE: Legat, London Teletype 10/15/85  
entitled "DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA);  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS;  
BUDED: 10/18/85"

Retention For appropriate  
☐ For information ☐ optional ☐ action ☐ Surep, by \_\_\_\_\_  
☐ The enclosed is for your information. If used in a future report, ☐ conceal all sources,  
☐ paraphrase contents.  
☐ Enclosed are corrected pages from report of SA \_\_\_\_\_  
dated \_\_\_\_\_

Remarks:

Your request for an extension of Buded to allow  
you to comply with instructions contained in Buairtel  
8/29/85 is granted.

1-Liaison Unit

RECORDS MANAGEMENT DIVISION

1 [Redacted Box]

Eric

Bufile

Urfile

b6  
b7C

FBI

## TRANSMIT VIA:

☐ Teletype☐ Facsimile☒ Airtel

## PRECEDENCE:

☐ Immediate☐ Priority☐ Routine

## CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☐ UNCLAS E F T O☐ UNCLASDate 10/8/85

TO: DIRECTOR, FBI  
(ATTENTION: RECORDS RESEARCH UNIT,  
RECORDS SECTION, RECORDS MANAGEMENT DIVISION,  
ROOM 5935)

FROM: *[Signature]* LEGAT, MONTEVIDEO (66-10)

SUBJECT: DESTRUCTION OF RECORDS  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/18/85

Re Bureau airtel to all Legats, dated 8/29/85.

Per referenced airtel, requesting that Records Research Unit be advised upon completion of identification of historical records; Legat, Montevideo, is advising that their records have been reviewed and stamped accordingly.

③-Bureau  
(1 - Liaison Unit)  
1-Montevideo  
MRL:sdv  
(4)



b6  
b7C

Approved: \_\_\_\_\_ Transmitted \_\_\_\_\_ (Number) \_\_\_\_\_ (Time) Per *[Signature]*

FBI

## TRANSMIT VIA:

- ☐ Teletype  
☐ Facsimile  
☒ AIRTEL

## PRECEDENCE:

- ☐ Immediate  
☐ Priority  
☒ Routine

## CLASSIFICATION:

- ☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☒ UNCLAS

Date 11/19/85

TO: DIRECTOR, FBI (66-3286 SUB B)  
 ATTENTION: [REDACTED] RECORDS SECTION, RECORDS  
 MANAGEMENT DIVISION, ROOM 5935)

b6  
 b7C

FROM: LEGAT OTTAWA (197-1)

DESTRUCTION OF RECORDS  
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
 BUDED 10/18/85

Re Bureau airtel to all Legats, 8/29/85; Legat Ottawa  
 telephone call to [REDACTED] 11/8/85.

Per instructions contained in referenced airtel,  
 Legat Ottawa has marked all files set out in referenced  
 airtel as having historical value or exceptional historical  
 value.

Instructions pertaining to the review of files  
 (appearing on pages 4 & 5 of reairtel) were rescinded by  
 [REDACTED] Records Management Division, in retelcall.  
 [REDACTED] advised that the review and any subsequent markings  
 would be handled by FBIHQ because the project is extensive  
 and time-consuming, coupled with the fact that a quantity  
 of files falling within the purview of review instructions  
 has been forwarded to HQ for storage.

b6  
 b7C

③-Bureau  
 (1-Liaison Unit, INTD)  
 1-Ottawa  
 RJT/bc  
 (4)

Approved: \_\_\_\_\_ Transmitted \_\_\_\_\_ Per \_\_\_\_\_  
 (Number) (Time)

P 04 1830Z OCT 85

FM LEGAL ATTACHE PANAMA CITY (66-19)

TO DIRECTOR FBI (66-3286 SUB B) PRIORITY 221-24

BT

UNCLAS E F T O

ATTENTION: RMD, RECORDS SECTION, RECORDS RESEARCH UNIT, RM 5935  
DESTRUCTION OF RECORDS, NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
(NARA), APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS; BUDED:  
OCTOBER 18, 1985.

RE BUREAU AIRTEL DATED AUGUST 29, 1985.

LEGAT, PANAMA CITY, HAS COMPLETED RECORDS ACTION AS INSTRUCTED  
IN REFERENCED COMMUNICATION.

BT

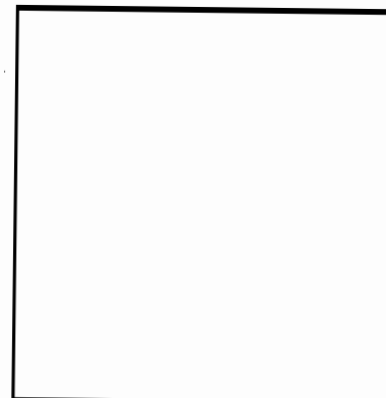
RECEIVED  
TELETYPE  
UNIT

5 OCT 85 0:50  
FEDERAL BUREAU  
OF INVESTIGATION

Mr. Tolson	
Mr. DeLoach	
Mr. Mohr	
Mr. Bishop	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Mr. Holmes	
Miss Gandy	

b6

b7C



FBI

## TRANSMIT VIA:

- ☐ Teletype  
☐ Facsimile  
☐ AIRTEL

## PRECEDENCE:

- ☐ Immediate  
☐ Priority  
☐ Routine

## CLASSIFICATION:

- ☐ TOP SECRET  
☐ SECRET  
☐ CONFIDENTIAL  
☐ UNCLAS E F T O  
☐ UNCLAS

Date

10/2/85

TO: DIRECTOR, FBI (66-3286 Sub B)  
(ATTN: RECORDS SECTION, RECORDS  
MANAGEMENT DIVISION, ROOM 5935)

FROM: LEGAT, PARIS (66-145)

DESTRUCTION OF RECORDS;  
NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION (NARA)  
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS  
BUDED: 10/18/85

ReBuairtel August 29, 1985.

Pursuant to referenced airtel, Legat Paris files  
were located and stamped with appropriate statement, with  
the exception of Paris file 65-195, which could not be  
located and is presumed to have been destroyed.

3 - Bureau  
1 - Liaison Unit  
1 - Paris  
KAM  
(4)

~~RECEIVED~~  
~~OCT 1985~~  
6/19/85  
5929  
RECEIVED

Approved: PCW/OK

Transmitted

(Number)

(Time)

Per

Routing Slip  
FD-4 (Rev. 4-20-81)

9/18/85

Date \_\_\_\_\_

To: ☒ Director  
Att.: Records Mgmt Division  
Room 5935

FBIHQfile: 66-3286 Sub B

FILE # TOK file: 66-38

☐ SAC \_\_\_\_\_  
☐ ASAC \_\_\_\_\_  
☐ Supv. \_\_\_\_\_  
☐ Agent \_\_\_\_\_  
☐ SSS \_\_\_\_\_  
☐ Rotor # \_\_\_\_\_  
☐ Steno \_\_\_\_\_  
☐ Typist \_\_\_\_\_  
☐ M \_\_\_\_\_  
Room \_\_\_\_\_

Title DESTRUCTION OF RECORDS  
NARA

APPRAISAL OF FBIHQ AND  
FIELD OFFICE RECORDS

BUDED: 10/18/85

RE: FBIHQairtel, 8/29/85

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Acknowledge                              | <input type="checkbox"/> For information                               | <input type="checkbox"/> Return assignment card                      |
| <input type="checkbox"/> Assign <input type="checkbox"/> Reassign | <input type="checkbox"/> Handle  | <input type="checkbox"/> Return file <input type="checkbox"/> serial |
| <input type="checkbox"/> Bring file                               | <input type="checkbox"/> Initial & return                              |  |
| <input type="checkbox"/> Call me                                  | <input type="checkbox"/> Leads need attention                          | <input type="checkbox"/> Return with action taken                    |
| <input type="checkbox"/> Correct                                  | <input type="checkbox"/> Open case                                     | <input type="checkbox"/> Return with explanation                     |
| <input type="checkbox"/> Deadline _____                           | <input type="checkbox"/> Prepare lead cards                            | <input type="checkbox"/> Search and return                           |
| <input type="checkbox"/> Delinquent                               | <input type="checkbox"/> Prepare tickler                               | <input type="checkbox"/> See me                                      |
| <input type="checkbox"/> Discontinue                              | <input type="checkbox"/> Recharge file <input type="checkbox"/> serial | <input type="checkbox"/> Type  |
| <input type="checkbox"/> Expedite                                 |  |  |
| <input type="checkbox"/> File                                     | <input type="checkbox"/> Send to _____                                 |  |

Action requested in retel completed. All relevant files, including, but not limited to, TOKfile: 185-13, 200-107, 225-5, are at FBIHQ for microfiche conversion.

SAC 

LEGAT, TOKYO

See reverse side

Office \_\_\_\_\_

# 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

Date 3/5/87

From : R. W. Scherrer

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

**PURPOSE:** The purpose of this memorandum is to gain authority to forward to NARA our completed SF 115 which encompasses the results of the recent appraisal of FBIHQ and field office files and records by NARA.

**RECOMMENDATION:** That, upon approval, the attached transmittal letter to the Department and enclosures be approved and sent.

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

**DETAILS:** On 8/10/84 and 9/4/84, respectively, Robert W. Warner, Archivist of the United States, and Director Webster signed the Memorandum of Agreement between the FBI and NARA which was intended to complement the 1981 retention plan prepared for FBI records, and which required periodic updates, not to exceed five years. The purpose of the updates was to allow NARA to monitor the adequacy of previously-established disposition authorities and propose modifications to encompass new reporting procedures and establishment of new file classifications. It should be noted that 45 new classifications were established since the 1981 appraisal.

66-19249  
 Enclosures

- 1 - [ ] (Attn: [ ])  
 1 - Mr. McCreight  
 1 - Mr. Scherrer

1 - [ ]  
 1 - [ ]

CMG:cgz (6)

cgz

b6  
 b7C

117 JUL 17 1987

66-19249-390  
 APR 7 1987  
 4



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

On 10/1/86, the NARA staff commenced their appraisal, which included the review of a sample selection of cases at FBIHQ and from seven field offices and personal contacts with designated personnel in the Director's Office and substantive divisions. As the result of the appraisal, the NARA staff prepared summarizations of the substance of the new classifications to justify retention/destruction of the file material contained therein. In addition to the newly-created authorities, NARA was able to establish disposition for records which could not be determined during the 1981 appraisal due to lack of sufficient substance at the time. Also, a number of discrepancies were detected within the disposition schedule and corrected.

The appropriate number of copies of SF 115 have been prepared to account for the above categories, and a transmittal letter has been prepared to forward our request to the Department for subsequent referral to NARA for action.

It should be noted that copies of the foregoing summaries prepared by NARA will be distributed to Department of Justice (redacted) and FBI personnel who maintain copies of our retention plan, and the record copies will be handled separately.

# 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 (246-00)

Date 3/24/87

From : R. W. Scherrer

Subject: **CLASSIFICATION - 246**

**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.

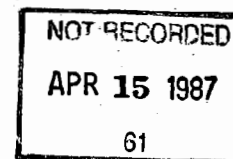
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

## Enclosure

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

b6  
b7C

66-19249-



~~SECRET~~ material attached

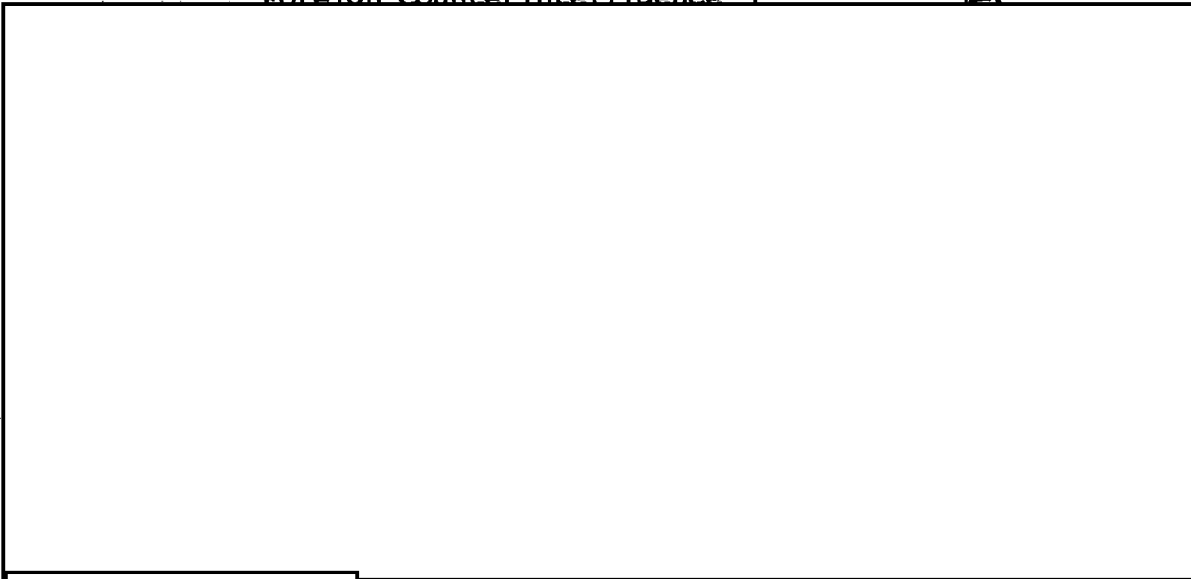
108 APR 24 1987

~~SECRET~~

b1

246

Foreign Counterintelligence - [REDACTED]



[REDACTED] (5)

Volume

Headquarters opened 1029 cases in classification 246 through mid-1986. All field offices report opening 1516 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 3 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 246 case files were 5 lows, and 15 nones. Establishing a six-serial cutoff for Headquarters files eliminates 86.7% of the none files, yet preserves 60% of the low files.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE.

~~SECRET~~

Classified by SP2TAP/CAJ  
Declassify on: OADR 1/8/87

~~SECRET~~

Recommendations

The 00 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 nonsubstantive investigations and name searches and may be destroyed.

The case files for the 19 FCI classifications reviewed, including classification 246, 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: 246 FCI

(S)

b1.

SUMMARY:

HEADQUARTERS

00 File: Permanent

0 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

00 File: Permanent

0 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 (240-00)

Date 3/24/87

From : R. W. Scherrer

Subject: CLASSIFICATION - 240

## 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.

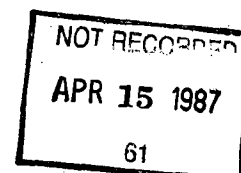
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

### Enclosure

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

CMG:cgz (5)

b6  
b7C



APR 21 1987

240  
Training Received - Other

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 240 was established for training related to "Other." The time devoted to such training may be attributed to classification 240 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/CR



240. TRAINING RECEIVED - OTHER

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. \_\_\_\_\_  
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Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : File (241-00)

Date 3/24/87

From : R. W. Scherrer

Subject : CLASSIFICATION - 241

## 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.

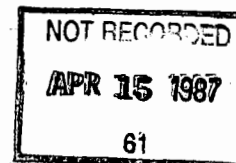
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

### Enclosure

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

b6  
b7C

66-19249-



APR 24 1987

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

241

DEA Applicant Investigations

Historical Synopsis:

By letter to the Drug Enforcement Agency (DEA) on June 1, 1982, FBI Director William Webster approved the Bureau conducting DEA applicant background investigations on a reimbursable basis. DEA had expressed its wish that these background investigations be of the same scope and thrust as the Bureau's Special Agents undergo. Additionally, DEA required that all persons interviewed be specifically asked about known or suspected drug usage on the part of the applicant; and that since many applicants were police officers, the Internal Affairs Unit of each applicant's police department be queried regarding past or pending charges. Another basic difference between procedures for DEA and FBI applicants was imposed by court order and the competitive status of DEA personnel: all background investigations for DEA must be carried to conclusion. Thus, the FBI is required to document fully all derogatory information in its reports and conduct additional investigation as necessary to provide accurate and defensible decisions.

Volume:

Headquarters has opened 2,698 single-section cases and no multi-section cases. Case files 1 through 10 are reserved for future use. In the field 8,156 cases have been opened.

Profile:

NARA reviewed 35 cases at headquarters, all of which lacked research value. Three contained references to derogatory information. Serial counts ranged from one to 23 serials. Auxiliary offices involved in the pursuit of information ranged from one to 12 offices.

NARA also reviewed 15 cases from the Washington Field Office and 20 from the New York office. Rating or research potential was 35 none with no derogatory information found in these field office files. Serial counts ranged from 16 (at New York) to one (at both New York and WFO).

Recommendations:

The OO files, which document policies and procedures, should be retained permanently in both Headquarters and the field. The O file, however, which consists of miscellaneous reports and correspondence, can be destroyed. The results of Headquarters and Field Office review indicate that the informational research potential of case files in this classification is non-existent. However, the files do have evidential value: they show how background investigations are conducted, their timeliness, and that limited drug usage does not preclude further consideration of the applicant.

Headquarters is the Office of Origin in these investigations. Consequently, a 5% systematic evidential sample of Headquarters case files should be retained permanently. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, auxiliary office files may be destroyed when one year old.

241 - DEA APPLICANT INVESTIGATIONS

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Destroy

Case Files

Sample: Systematic evidential sample of 135 cases

Exceptional: Permanent

Multi-Sectional: Destroy

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: Destroy

All Others: Destroy

AUXILIARY OFFICE CASE FILES

Sample: Destroy

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. \_\_\_\_\_  
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Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : File (245-00)

Date 3/24/87

From : R. W. Scherrer

Subject: CLASSIFICATION - 245

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.

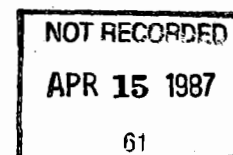
NARA recently completed the five-year appraisal update which encompassed Bureau files through classification 258 and included the preparation of synopses for 55 additional classifications. Attached to the original of this memorandum is the historical synopsis for captioned classification.

Enclosure

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

CMG:cgz (5)

b6  
b7C



208 APR 24 1987

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

245

Drug Investigative Task Force

Historical Synopsis:

The Bureau opened this classification in 1983 as a result of the establishment of the Drug Enforcement Task Force by the President in October 1982. The overall program goals are the identification, investigation, and prosecution of members of high-level drug trafficking organizations, and the destruction of those organizations. The program is to achieve these goals through two means: adding new Federal resources, and fostering improved interagency coordination and cooperation.

The designation of the Drug Enforcement Agency (DEA) as the lead agency in Drug Investigative Task Force matters impacts upon the Federal Bureau of Investigation, which lacks authority to initiate investigations. Other agencies, such as the Internal Revenue Service, also participate in this program. In its very early phase, this classification caused transitory internal paperwork difficulties, with Auxiliary Offices, upon receipt of leads from an Office of Origin, assigning at their own discretion alpha designators different from those being assigned by the OO. In June 1984, Headquarters determined that, in order to insure uniformity and accuracy, an Auxiliary Office would assign the same designator to an investigation as that assigned by the Office of Origin.

Volume:

There are 1131 single section and 131 multi-section files at Headquarters. The first ten cases have been reserved for administrative uses. The field offices have opened 8,592 cases.

Profile:

NARA reviewed 20 cases at Headquarters, with 1 rated as medium in research value, 5 as low, 13 as none, and 1 unrated (reclassified). A clear correlation was found between the ratings and the number of serials in a file. The 1 medium and 5 low cases were all substantial files, 2 of them, in fact, being multi-section. These 5 files had, respectively, 139 serials for the medium, and 77, 44, 41 and 19 serials for the lows. Cases without research potential ranged from a high of 19 serials to a low of 1 serial. Ten of the 13 files without research value, however, had 3 or less serials.

The medium case in this classification served as an excellent example of FBI investigative techniques, including undercover drug purchases, video surveillance, consensual and Title III monitoring, and pen register use. One of the low cases, in addition to containing solid examples of FBI

investigative techniques, showed exemplary cooperation between the Bureau, the IRS, the DEA, and the Air Force Office of Special Investigations.

Recommendations:

By the mid-1980's, drug abuse in this country had reached epidemic proportions. Many of the files in this classification help illustrate the extent of this national problem and the Bureau's attempts to combat it. The 00 files in this classification, which document procedures and policy, should be retained permanently in both Headquarters and the field, as should the first two sections of the 0 file in Headquarters. These latter files establish policy for physical and personnel security within the Task Force as well as provide case monitoring instructions for Bureau personnel. The remainder of the 0 file consists of a miscellaneous file of unsubstantiated charges, incomplete information and general correspondence, and is disposable. Designating exceptional and multisection cases at Headquarters and in the Office of Origin as permanent will save cases of informational value. Establishing a 19-serial cut-off for Headquarters cases in the single-section files eliminates all of the nones, yet preserves 80% of the low files and 100% of the mediums. This action should preserve not only all of the files having significant research value (those rated medium and above) and a significant portion of those files having low research value, but will eliminate all those files lacking in research value. Since reserved cases have not yet been initiated, disposal of these files should not be authorized. Based upon the reporting requirements implemented in 1978 and the 1981 study of duplication, as confirmed through subsequent case file analysis, the auxiliary case files may be destroyed when one year old.



245. DRUG INVESTIGATIVE TASK FORCE

SUMMARY:

HEADQUARTERS

OO File: Permanent

O File: Sections 1 and 2 - Permanent  
All others - Destroy

Case Files

Sample: None

Exceptional: Permanent

Multi-Sectional: Permanent

All Others: All files with 19 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: 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



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

March 6, 1987

FEDERAL GOVERNMENT

To: Assistant Attorney General  
for Administration  
Justice Management Division  
Attn: Bernard W. Berglind, Assistant Chief  
Records Management Section  
General Services Staff

From: Robert W. Scherrer  
Section Chief, Records Section  
Records Management Division

Subject: REQUEST FOR RECORDS DISPOSITION AUTHORITY

Attached herewith are the appropriate number of copies of SF 115 (Request for Records Disposition Authority) which encompass the five-year review of Federal Bureau of Investigation (FBI) records by the National Archives and Records Administration (NARA), pursuant to the Memorandum of Agreement executed by the FBI and NARA.

You are requested to forward the documents to NARA for appropriate action.

Enclosures (4)

ENCLOSURE  
ENC. BEHIND FILE

66-19249-391

Exec. AD-Adm. 66-19249  
Exec. AD-Inv. 1  
Exec. AD-LES 1  
Asst. Dir.: 1  
Adm. Servs. 1  
Crim. Inv. 1  
Ident. 1  
Inspection 1  
Intell. 1  
Laboratory 1  
Legal Coun. 1  
Off. of Cong. & Public Affs. 1  
Rec. Mgnt. 1  
Tech. Servs. 1  
Training 1  
Telephone Rm. 1  
Director's Sec'y 1

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

b6  
b7C

10 APR 7 1987

NOTE: Based on R. W. Scherrer memorandum to Mr. McCreight, dated 3/5/87, captioned, "Destruction of Records, National Archives And Records Administration (NARA), Appraisal of FBIHQ and Field Records."

CMG:cgz (8)

APPROVED:

Director

Exec. AD-Adm.

Exec. AD-Inv.

Exec. AD-LES

Adm. Servs.

Crim. Inv.

Ident.

Inspection

Intell.

Laboratory

Legal Coun.

Off. of Cong. & Public Affs.

Rec. Mgnt.

Tech. Servs.

Training

MAIL ROOM

Bicentennial of the United States Constitution (1787-1987)

TRANSMIT VIA: AIRTEL

CLASSIFICATION: \_\_\_\_\_

DATE: 4/7/87

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

PERSONAL ATTENTION

TO: All SACs  
All Legats

DESTRUCTION OF FIELD  
FILES AND RECORDS  
BUDED: 6/29/87

As you are aware, the Records Management Division (RMD), has directed to the field several communications concerning captioned matter with instructions to identify and mark for permanent retention and eventual transfer to the National Archives and Records Administration (NARA) certain field Office of Origin and Auxiliary Office files. Additionally, you were provided detailed instructions under the above caption concerning the identification and marking for preservation files and records involved in litigation. This project must be in a current status for file destruction to begin, and must be kept current for file destruction to continue as an on-going project.

Specifically, the above mentioned communications are Buairtels dated 11/26/84, 9/6/85, Bulet 11/22/85, Buairtels 10/31/86, 11/17/86 and 11/18/86, all entitled "Destruction of Records, National Archives and Records Administration (NARA), Appraisal of FBIHQ and Field Records," and Bulet 8/1/84 and Butel 9/22/86 captioned "Destruction of Field Files and Records." To date, one office has not responded to the 11/26/84 Buairtel, four offices have not responded to the 9/6/85 airtel and one office has not responded to the 11/22/85 Bulet. Approximately one-third of the offices have not responded to the 1986 communications. It is essential that all offices complete the instructions set forth in the foregoing communications before the field and FBIHQ engage in the destruction of non-permanent files and records.

Significant office space will be recovered as a result of the destruction of obsolete file material resident in the field and at FBIHQ. Consequently, it becomes extremely important that the destruction program be established as a priority item in all offices.

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

TBD:cgz (151)

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b7C

NOT RECORDED

JUL 20 1987

DUPLICATE YELLOW

ORIGINAL FILED IN

66-3286-87

10 AUG 11 1987

Airtel to All SACs and All Legats  
Re: Destruction of Field  
Files and Records  
Buded: 6/29/87

Upon notification to FBIHQ by all offices of compliance with instructions, supra, RMD will furnish the field detailed instructions and authorization to destroy, in approximately 145 classifications, non-permanent Auxiliary Office files over 1 year old. Additionally, FBIHQ will be able to destroy approximately 1,200 linear feet of obsolete Legal Attache records resident at FBIHQ.

To enable file destruction to commence at the earliest possible date, all offices are encouraged to complete the instructions set forth in the communications enumerated above and advise FBIHQ of progress by close of business 6/29/87.

Any questions concerning the foregoing may be directed to FBIHQ, Attention: Records Management Division, Records Section, Records Research Unit, Extension 4844.

NOTE: Since 1984, several communications have been directed to the field and Legats instructing that certain field/Legat files be identified and marked for permanent retention and eventual transfer to the NARA. Additionally, the field and Legats have been informed of the need to identify and mark for preservation files involved in litigation. This effort must be completed prior to implementing the File Destruction Program. A number of offices have not complied with the instructions set forth in the aforementioned communications. All offices are being encouraged to comply with these instructions with notification to FBIHQ by close of business 6/29/87, in order that the File Destruction Program may commence.

# 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

Date 5/5/87

From : R. W. Scherrer

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

PURPOSE: The purpose of this memo is to record the results of a request to all SACs and Legats to preserve records for historical purposes.

RECOMMENDATION: None. For record purposes.

DETAILS: By airtel dated 11/26/84, all SACs and Legats were requested to identify and preserve an exceptional category of historical records pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule.

All SACs and Legats have complied with the instructions, and their responses are attached herewith as an enclosure.

Enclosure

66-3286 Sub B

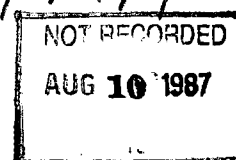
① - 66-19249  
1 - Mr. Davis (Attn: [redacted])  
1 - Mr. McCreight  
1 - Mr. Scherrer

1 - [redacted] b6  
1 - [redacted] b7C  
1 - [redacted]

SLH:cgz (8)

17 AUG 12 1987

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17 AUG 12 1987



# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. McCreight *AM/A*

Date 5/5/87

From : R. W. Scherrer *RWS*

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

**PURPOSE:** The purpose of this memo is to record the results of a request to all SACs and Legats to preserve records for historical purposes.

**RECOMMENDATION:** None. For record purposes.

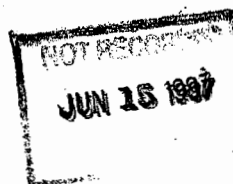
APPROVED:	Adm. Servs. _____	Laboratory _____
	Crim. Inv. _____	Legal Coun. _____
		Off. of Cong. & Public Affs. _____
<i>25</i> Director _____	Ident. _____	Rec. Mgnt. <i>AM/A</i>
Exec. AD-Adm. _____	Inspection _____	Tech. Servs. _____
Exec. AD-Inv. _____	Intell. _____	Training _____
Exec. AD-LES _____		

**DETAILS:** By airtel dated 11/26/84, all SACs and Legats were requested to identify and preserve an exceptional category of historical records pursuant to instructions contained in the FBI Records Retention Plan and Disposition Schedule.

All SACs and Legats have complied with the instructions, and their responses are attached herewith as an enclosure.

*67* ~~ENCLOSURE~~

*66-19249*



~~JUN 8 1987~~

## Enclosure

66-3286 Sub B

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

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SLH:cgz (8)

JUN 25 1987

*4/RWS*

*66-3286-13078*

# Memorandum



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
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Asst. Dir.:  
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Crim. Inv. \_\_\_\_\_  
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Public Affs. \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

To : Mr. McCreight

Date 5/8/87

From : R. W. Scherrer

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

**PURPOSE:** The purpose of this memorandum is to record the results of a request to all SACs to respond to FBIHQ regarding retention of historical records.

**RECOMMENDATION:** None. For record purposes.

**DETAILS:** Bulet dated 11/22/85, captioned as above, requested all SACs to identify cases in the 44 and 61 classifications over 30 and 50 years old, respectively, and forward the cases to FBIHQ for transfer to the National Archives. Additionally, field offices were requested to forward all cases in miscellaneous, obsolete criminal classifications and obsolete monographs which no longer served a purpose.

Field offices provided 58 cases from the 44 classifications to include with the transfer collection and 83 cartons of obsolete monographs. The offices maintained no records in the obsolete criminal classifications.

All responses have been received from the field offices and are attached herewith as an enclosure.

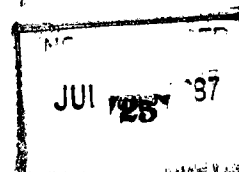
Enclosure  
66-3286 Sub B

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

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RRC:cgz (8)

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SECRET MATERIAL ATTACHED

117 AUG 11 1987



# MEMORANDUM



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
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 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. McCreight

Date 6/25/87

From : R. W. Scherrer

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

**PURPOSE:** The purpose of this memorandum is to place an approved copy of the current FBI Records Disposition Schedule on record.

**RECOMMENDATION:** None. For record purposes.

**APPROVED:**

Director _____	Adm. Servs. _____	Off of Cong. & Public Affs. _____
Exec AD-Adm. _____	Crim. Inv. _____	Off of Lia. & Intl Affs. _____
Exec AD-Inv. _____	Ident _____	Rec Mgnt. _____
Exec AD-LES _____	Inspection _____	Tech Servs. _____
	Intell. _____	Training _____
	Laboratory _____	
	Legal Coun. _____	

**DETAILS:** My memorandum, dated 6/9/87, captioned as above, provided an approved amended disposition schedule of 163 pages which was the result of the NARA task force appraisal conducted in accordance with the Memorandum of Agreement executed by the Director of the FBI and the Archivist of the United States. In addition to the appraisal of classifications created subsequent to the initial 1981 appraisal, the amended schedule included classifications which, due to their lack of content, could not be appraised in 1981. The pages from the current amended schedule have been incorporated into the previously-approved schedule resulting in an approved comprehensive Records Disposition Schedule.

JUL 29 1987

A bound copy of the Schedule is attached for record purposes.

Enclosure  
 66-19249

**ENCLOSURE**

- 1 - Mr. McCreight
- 1 - Mr. Scherrer

**ENC. BEHIND FILE**

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AUG 25 1987

Mr. Monroe

11/6785

R. W. Scherrer

DESTRUCTION OF BUREAU RECORDS

PURPOSE:

To provide details of a records destruction program of folders maintained in the Personnel Records Subunit (PRS) for Bureau applicants who were never employed for both Special Agent and support positions.

RECOMMENDATION:

For information.

o National Archives And Records Administration

DETAILS:

The PRS currently maintains approximately 157,000 folders for Bureau applicants who were never employed for both Special Agent and support positions. The earliest application noted is dated in 1922. The folders are eligible for destruction after 2 years pursuant to General Records Schedule (GRS) #1, Item 15, and Judge Greene's modified order of 4/3/80, in the civil matter American Friends Service Committee, et al v. William H. Webster, et al, which removed the previous temporary restriction for destruction of these records. It is noted that Title 44, U. S. Code, Section 3303a (2)(b), contains the following statement, "....and schedules promulgated by the Archivist under Subsection d of this Section shall be mandatory" (emphasis added). Title 44, U. S. Code, Section 3303a (2)(d) indicates, "The Archivist shall promulgate schedules authorizing the disposal, after the lapse of specified periods of time of records of a specified form or character common to several or all agencies if such records will not at the end of the periods specified, have sufficient administrative, legal, research or other value to warrant their further preservation by the U. S. Government....." The aforementioned citations to Title 44, U. S. Code, Section 3303a, pertain to the GRS.

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66-3286

① - 66-19249

1 - Mr. Davis (Attn: [redacted])

1 - Mr. Sharp

1 - Mr. Monroe

1 - Mr. Scherrer

RWS:cak (11)

1 - Mr. Hall (Attn: [redacted])

1 - Mr. Donaldson

1 - [redacted]

1 - [redacted]

1 - [redacted]

(CONTINUED-OVER)

SEE LCD ADDENDUM PAGE 4

NOT RECORDED AUG 11 1986
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SEP 01 1987

Memorandum from R. W. Scherrer to Mr. Monroe  
Re: Destruction of Bureau Records

The records occupy 2,720 linear feet of space in the PRS mobile shelving units along with more recent application folders maintained in letter-sized cabinets, and are accessible by duplicate index cards filed in the HQGI and the PRS; a PRS manual abstract system; and the automated HQGI.

Two concerns precluding earlier destruction were recently resolved, i.e., destruction of SA applications due to the Hansen suit and FOIPA considerations. Assistant Director Sharp, Administrative Services Division, advised that he had consulted the Legal Counsel Division regarding the destruction of the SA applications in light of the Hansen suit and expressed no interest in folders predating 1970. A cutoff date for applications dated 1/1/70, was established. Assistant Section Chief Riggin, FOIPA Section, advised that FOIPA maintained no backlog on requests and that searching and file retrieval are conducted upon receipt of requests.

A review of folders from a shelf selected at random revealed that 92 percent of the folders were eligible for destruction. The remaining 8 percent consisted of SA applications dated subsequent to 1/1/70; folders containing FOIPA correspondence, the destruction of which continues to be restricted by American Friends; and name check dissemination (yellows or stamps) less than 5 years old which must be retained pursuant to the Privacy Act. An audit trail has been established for the name check items, by date, and for the folders containing FOIPA correspondence, thereby permitting retrieval and destruction at the conclusion of 5 years/resolution of American Friends. An updated litigation listing for the 67 classification is received biweekly and its contents reviewed with the folders proposed for destruction. No folders have been noted to be involved in litigation as yet.

Based on the destruction estimate of 92 percent, 2,500 linear feet of shelving space would be recovered. Based on one index card per folder (145,000 - 92 percent of 157,000), a minimum of 73 drawers or 1 1/3 54-drawer index cabinets would be recovered from both the HQGI and the PRS index. A greater recovery is anticipated due to the numerous cards generated for applicants with aliases. Based on the 145,000 figure, 427 drawers or 8 54-drawer index cabinets containing related abstracts and numbering cards will be recovered in the PRS. A number of entries exceeding 145,000 will be deleted from the automated HQGI.

Memorandum from R. W. Scherrer to Mr. Monroe  
Re: Destruction of Bureau Records

A listing of destroyed files (numbers only) will be created for the PRS and the program will be closely coordinated with that subunit. Retained files will be returned to the shelves with adequate space to integrate the retained folders maintained in the cabinets and allow removal of the cabinets to the In-Service area of the PRS to ease the crowded conditions there.

The National Archives and Records Administration has expressed an interest in receiving folders on prominent individuals, such as former President Richard M. Nixon, who submitted applications for employment. Folders of this type will be appropriately stamped for ultimate transfer to the National Archives.

Memorandum from Mr. R. E. Scherrer to Mr. Monroe dated November 6, 1985

Re: DESTRUCTION OF BUREAU RECORDS

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

This addendum sets forth the position of LCD regarding the proposed records destruction program for applicant (both Special Agent and support) folders from 1922 through December 23, 1969. Destruction of the subject folders would be consistent with current orders under American Friends Service Committee, et al. v. William H. Webster, et al. (U.S.D.C., D.D.C.), Civil Action No. 79-1655.

In his Order dated April 3, 1980, Judge HAROLD H. GREENE modified the temporary injunction of January 10, 1980 regarding the destruction of FBI records and ruled that this injunction "shall not apply to General Records Schedules (GRS) . . . and Items 1-24 . . . of GRS No. 1."

GRS No. 1, item 15 provides authorization for the destruction of employment applications (Standard Form 191) and related records upon receipt of an Office of Personnel Management "inspection report or when these records are 2 years old, whichever is earlier." As 2 years have elapsed since the creation of the subject applicant folders, destruction would be authorized under American Friends and GSA statutes. However, for reasons explained below, LCD urges destruction be limited at the present time to files in the 1922 - 1950 time frame.

On November 11, 1985, Supervisory Special Agent (SSA) [redacted] Civil Litigation Unit II, Legal Counsel Division contacted Department of Justice attorney [redacted] Civil Division, regarding the proposed destruction of Bureau applicant folders. [redacted] is DOJ attorney assigned to and responsible for the EEO lawsuit, Christine A. Hansen v. William H. Webster, (U.S.D.C., D.D.C.), Civil Action No. 84-3026. [redacted] informed SSA [redacted] that he desired that the FBI retain the applicant files mentioned in the attached memorandum until a conclusive judicial ruling was forthcoming in Hansen. Summary judgment and dismissal motions were pending in the Hansen suit. Although he recognized that the likelihood is remote, [redacted] was concerned that it might become necessary to conduct a review

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Memorandum from Mr. R. E. Scherrer to Mr. Monroe Dated  
November 6, 1985  
Re: DESTRUCTION OF BUREAU RECORDS

ADDENDUM: LEGAL COUNSEL DIVISION (LCD) 7/24/86 FRC:dsm

or statistical analysis of applicant files as part of the judicial proceedings either in response to discover or for our own defense of the suit. For these reasons, he asked that the FBI delay the proposed destruction of applicant files until a judicial decision was rendered in the Hansen case.

On June 30, 1986, U.S. District Judge Joyce Hens Green entered a Memorandum Opinion and Order with respect to the pending motions for summary judgment. Following this decision [redacted] informed SSA [redacted] on July 18, 1986, that he had discussed this matter with his supervisory officials in DOJ and that DOJ had no objection to the FBI commencing destruction of files in the 1922 - 1950 time frame. Once a decision with respect to the possible appeal of this Hansen decision is made, authority to destroy the files from 1951 forward will be addressed. LCD will keep RMD advised of developments as they occur.

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National



Archives AND Records Administration

Washington, DC 20408

ST  
pkw  
May 14, 1987

Mr. Robert W. Scherrer  
Chief, Records Section  
Records Management Division  
Federal Bureau of Investigation  
Room 5634, J. Edgar Hoover Bldg.  
Washington, DC 20535

Dear Mr. Scherrer:

Enclosed is Disposition Job No. N1-65-87-11, which has been approved by the Archivist of the United States. Please express our appreciation to those members of your staff who assisted us in establishing disposition standards for the records covered by this job.

I hope we can get together within the next several weeks to discuss a number of matters of mutual interest. In the meantime, if you have any questions relating to records disposition, please feel free to call me on 724-1457 or

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b7C

Sincerely,

*Kenneth F. Rossman*  
KENNETH F. ROSSMAN  
Director  
Records Appraisal  
and Disposition Division

Enclosure

ENCLOSURE  
ENC. BEHIND FILE66-19249-373  
JUL 23 1987b6  
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# 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. \_\_\_\_\_  
   OLIA \_\_\_\_\_  
   Rec. Mgnt. \_\_\_\_\_  
   Tech. Servs. \_\_\_\_\_  
   Training \_\_\_\_\_  
   Telephone Rm. \_\_\_\_\_  
   Director's Sec'y \_\_\_\_\_

To : Mr. McCreight

Date 6/9/87

From : R. W. Scherrer

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

**PURPOSE:** The purpose of this memorandum is to note receipt of the approved disposition schedule prepared in accordance with the Memorandum of Agreement executed by the FBI and NARA.

**RECOMMENDATION:** None. For record purposes.

**APPROVED:**

Director _____	Adm. Servs. _____	Off. of Cong. & Public Affs. _____
Exec. AD-Adm. _____	Crim. Inv. _____	Off. of Lia. & Intl. Affs. _____
Exec. AD-Inv. _____	Ident. _____	Rec. Mgnt. _____
Exec. AD-LES _____	Inspection _____	Tech. Servs. _____
	Intell. _____	Training _____
	Laboratory _____	
	Legal Coun. _____	

**DETAILS:** My memorandum, dated 9/25/86, advised that a task force of archivists from NARA would commence the process of updating the FBI disposition schedule on 10/1/86 in accordance with the Memorandum of Agreement executed by the FBI and NARA. The subsequent appraisal included a sample selection of cases from FBIHQ and seven field offices, review of records maintained in the executive offices and other HQ divisions and correction of discrepancies which appeared in the 1981 disposition schedule. Based on my memorandum dated 3/5/87, an amended disposition schedule consisting of 163 pages, was forwarded to the Justice Management Division, Department of Justice, for referral to NARA.

By letter dated 5/14/87, Kenneth F. Rossman, Director, Records Appraisal and Disposition Division, NARA, returned the disposition schedule bearing the approval of the Archivist of the United States. Copies of Mr. Rossman's letter and attachment are enclosed.

66-19249  
 Enclosures

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

1 - [redacted]

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