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Description of document: National Archives and Records Administration (NARA)  
Accession Sheets for the Transfer of FBI Monographs  
(Studies) to the National Archives 2000-2009 (some  
records undated)

Requested date: 21-May-2021

Release date: 13-March-2025

Posted date: 24-March-2025

Source of document: FOIA Officer  
National Archives and Records Administration  
8601 Adelphi Road, Room 3110  
College Park, MD 20740-6001  
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NATIONAL  
ARCHIVES

**Sent via Email**

March 13, 2025

**RE: Freedom of Information Act Request NGC21-511**

This is in response to your Freedom of Information Act (FOIA) request to the National Archives and Records Administration (NARA), dated May 24, 2021, which we received in our office on the same date, via FOIAonline. We assigned your request the above internal tracking number, along with your FOIAonline tracking number NARA-NGC-2021-000954. In your request, you stated:

*A copy of accession sheets for accession NN3-065-09-002.*

After conducting a search, we were able to locate one record, totaling in fortythree pages responsive to your request. We are releasing the documents in part with limited redactions pursuant to FOIA exemptions (b)(6). FOIA exemption (b)(6) was asserted to protect the release of information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

This completes the processing of your FOIA request to us.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by email please send it to [FOIA@nara.gov](mailto:FOIA@nara.gov), also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number **NGC21-511**.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Hannah Bergman for assistance at:

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

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COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

National Archives and Records Administration  
8601 Adelphi Road, Room 3110  
College Park, MD 20740-6001  
301-837-1750  
[ngc.foia.liaison@nara.gov](mailto:ngc.foia.liaison@nara.gov)

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is noted below:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001  
[ogis@nara.gov](mailto:ogis@nara.gov)  
<https://www.archives.gov/ogis>  
202-741-5770 or toll free 1-877-684-6448

Thank you for contacting the National Archives and Records Administration. Please feel free to contact me directly if you have any questions or further concerns.

Sincerely,

Ashley Bryan  
Government Information Specialist  
Operational FOIA and Access Division  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland, 20740-6001  
301-837-3642

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
COVER SHEET - TRANSACTION DOSSIER

TRANSACTION	
NUMBER	OTHER IDENTIFICATION
NN3-065-09-002	Monographs, 1943-1985.
CLOSED	
DATE	BY (Signature)
2/9/09	<i>Stan D. Ticky</i> Director, Textual Archives Services Division.
CONSOLIDATED WITH	
TRANSACTION NUMBER	OTHER IDENTIFICATION
RELATED TRANSACTIONS	
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DATE	NATURE OF INSERTION OR CHANGE

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The records described below and on the attached 1 pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

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**AGREEMENT**  
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3A. NARA APPROVAL SIGNATURE Steven D. Tilley Date 11/4/08

2B. NAME, TITLE, MAILING ADDRESS  
**(b) (6)**  
**Federal Bureau of Investigation**  
**935 Pennsylvania Avenue, NW**  
**Washington, DC 20535**

3B. NAME, TITLE, MAILING ADDRESS  
Steven D. Tilley, Director  
Textual Archives Services Division - NWCT  
8601 Adelphi Rd - Room 2600  
College Park, MD 20740

**RECORDS INFORMATION**

4A. RECORDS SERIES TITLE **Monographs**

4B. DATE SPAN OF SERIES **1943-1985**

5A. AGENCY OR ESTABLISHMENT  
**Department of Justice**

9. PHYSICAL FORMS  
 Paper Documents  
 Paper Publications  
 Microfilm/Microfiche  
 Electronic Records  
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5C. AGENCY MINOR SUBDIVISION  
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Telephone Number: **(b) (6)**

1. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES  
**09/25/2008**

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 Federal Records Center (Complete 8B only)

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 Agency Manual Except       Listing of Records Transferred  
 Additional Description       NA Form 14097 or Equivalent  
 Privacy Act Notice       Microform Inspection Report  
 Other (specify):       SF(s) 135

8A. ADDRESS:  
**Federal Bureau of Investigation**  
**935 Pennsylvania Avenue, NW**  
**Washington, DC 20535**

8B. FRC ACCESSION NUMBER      CONTAINER NUMBERS      FRC LOCATION

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15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION RG 065

16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES  
Signature Steven D. Tilley Date 2/19/09

17. NATIONAL ARCHIVES ACCESSION NO.  
**NW3-065-09-002**

BOX 1

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*ADP (Automatic Data Processing) in the FBI.* February 1966.

*Aids to the Preparation of Bureau Memoranda.* Central Research Unit. May 1953.

*Allegiance of the Communist Party, USA, to the Soviet Union.* December 1954.

*The American Indian Movement: A Record of Violence.* January 30, 1974.

*The American Penal System: A Revolutionary Target.* FBI National Symposium. Address by the Honorable Richard H. Ichord. June 19-21, 1974.

*American Nazi Party.* June 1965.

*Analysis of Accomplishments of Toplev Program.* August 1954.

*Analysis of Successful Communist Informant Interviews.* July 1957.

*(Herbert Eugene) Aptheker.* November 1952.

*Attitude of the Communist Party, USA, toward the Smith Act as Manifested in the Cases of Dunne, et al., v. United States, and The United States v. Gerald B. Winrod, WA. et al.* July 1952.

*Author Index of "Political Affairs" 1945-1955.* September 1956.

*Background and Development of Chinese Communist Intelligence.* July 1954.

*Bank Robbery.* June 1963.

*Basic Ideas of Communist Philosophy.* October 4, 1947.

*The Beria Purge.* November 1953.

*Bibliography of Central Research Section Monographs: Section I: August 1947-January 1955.* March 1955.

*Bibliography of Central Research Monographs: Section II: February 1955-December 1955.* January 1956.

*The Black Muslim Movement: Potential for Violence: An FBI Special Report.* September 30, 1973.

*The Black Panthers: Hoodlum "Revolutionaries".* January 1970.

*The Black Panther Party.* March 1969.

*Black Panther Party "Charity" Programs.* April 1970.

*Black Student Extremism.* September 1969.

*Bulgaria.* December 1963.

*Campaign of the Communist Party, USA, to Ban Nuclear-Weapons Testing.* September 1958.

*Charts: Communist Front Organizations.* June 1953.

BOX 2

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Communication Methods of the Communist Party, USA.* November 1954.

*Communism--Present Threat to U. S. Welfare.* September 1949.

*Communism versus the Jewish People.* August 1954.

*Communism versus the Jewish People.* February 1957.

*Communism in the Western Hemisphere: Section I: General Situation--1956.* October 1956.

*Communism in the Western Hemisphere: Section II: Communist Collaboration.* April 1957.

*Communism in the Western Hemisphere: Section III: Soviet-Bloc Intelligence Threat to the United States from Canada and Mexico.* January 1960.

*Communist Deviations.* July 1955.

*The Communist Front Movement in the U. S.* March 1955.

*Communist Infiltration of the American Merchant Marine.* July 1955.

*Communist Morality: Article 1: The Communist Concept of Morality.* September 1959.

*Communist Morality: Article 2: Morality and the Communist Party.* October 1959.

*The Communist Party: The Internal Danger to all Free Nations.* July 1959.

*The Communist Party and American Labor.* November 1953.

*The Communist Party and the Negro.* February 1953.



*Communist Press USA: Statements Directed against American Society, September-December 1919: Section I. September 1956.*

*Communist Press USA: Statements Directed against American Society, 1920-1924: Section II. April 1957.*

BOX 3

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*The Communist Party and the Negro: 1953-1956.* October 1956.

*The Communist Party and Social Reform.* June 1957.

*The Communist Party Line: January 1955-April 1955.* May 1955.

*The Communist Party Line: May 1955-August 1955.* September 1955.

*The Communist Party Line: September 1955-December 1955.* January 1956.

*The Communist Party Line: January 1956-April 1956.* May 1956.

*The Communist Party Line: May 1956-September 1956.* October 1956.

*The Communist Party Line: October 1956-December 1956.* January 1957.

*The Communist Party Line: January 1957-April 1957.* May 1957.

*The Communist Party Line: May 1957-December 1957.* January 1958.

*The Communist Party Line: January 1958-June 1958.* July 1958.

*The Communist Party Line: July 1958-December 1958.* January 1959.

*The Communist Party Line: January 1959-June 1959.* July 1959.

BOX 4

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*The Communist Party Line: July 1959--December 1959. January 1960.*

*The Communist Party Line: January 1960--June 1960. July 1960.*

*The Communist Party Line: July 1960--December 1960. January 1961.*

*The Communist Party Line: January 1961--June 1961. July 1961.*

*The Communist Party Line: July 1961--December 1961. January 1962.*

*The Communist Party Line: January 1962--June 1962. July 1962.*

*The Communist Party Line: July 1962--December 1962. January 1963.*

*The Communist Party Line: January 1963--June 1963. July 1963.*

*The Communist Party Line: July 1963--December 1963. January 1964.*

*The Communist Party Line: January 1964--June 1964. July 1964.*

*The Communist Party Line: July 1964--December 1964. January 1965.*

*The Communist Party Line: January 1965--June 1965. July 1965.*

*The Communist Party Line: July 1965--December 1965. January 1966.*

*The Communist Party Line: January--June 1966. July 1966.*

*The Communist Party Line: July 1966--December 1966. January 1967.*

*The Communist Party Line: January 1967--June 1967. July 1967.*

*The Communist Party Line: July 1967--December 1967. January 1968.*

*The Communist Party Line: 1968. January 1969.*

*The Communist Party Line: 1969. January 1970.*

*The Communist Party USA and its Tactic of "Peaceful Coexistence". May 1954.*

*The Communist Party Press in the United States. July 1954.*

*The Communist Party of the United States. 1951.*

BOX 5

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Communist Party USA Attacks on Law Enforcement: Section I: Communist Attitude toward Law and Order.* November 1956.

*Communist Party USA Attacks on Law Enforcement: Section II: Police "Brutality".* November 1956.

*Communist Party USA Attacks on Law Enforcement: Section III: "Smoke Screen for Reaction".* November 1956.

*Communist Party USA Attacks on Law Enforcement: Section IV: Attacks on the FBI.* December 1956.

*Communist Party USA: Communist Youth.* September 1955.

*Communist Party USA: Funds and Finances 1919-1953.* May 1954.

*The Communist Party USA (Inconsistencies).* April 1952.

*Communist Party USA: School System.* n.d.

*Communist Party USA: The Transportation System: Section I: History and Background.* November 1956.

*Communist Party USA: The Transportation System: Section II: Organization and Personnel.* January 1957.

*Communist Party USA: The Transportation System: Section III: Modes of Travel.* March 1957.

*Communist Party USA: The Underground Apparatus, 1919-1952.* November 1952.

*Communist Party USA: The Underground Apparatus, 1953-1955.* September 1955.

BOX 6

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Communist Press, USA: Statements Directed against American Society: 1925-1929: Section III.*  
June 1957.

*Communist Press, USA: Statements Directed against American Society: 1930-1934: Section IV.*  
June 1958.

*Communist Principles and Tactics Concerning National Liberation and Colonial Movements.*  
November 1952.

*The Communist Speaker and the Campus.* September 1967.

*Communist Strategy and Tactics: Part I: General Principles Governing Communist Strategy and Tactics.* March 1953.

*Communist Strategy and Tactics: Part II: Current Strategy and Tactics of the Communist Party, USA.* March 1953.

*Communist Tactics once used in Germany which may be Applicable in Modified Form to the United States in the Event of Increased Anti-Communist Efforts or Open World-wide Conflict.*  
July 1952.

BOX 7

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Communist Work Among American Youth.* December 1954.

*Counterintelligence Information Brief: Anti-Intellectualism in the Soviet Union.* December 1973.

*Counterintelligence Information Brief: China.* December 1973.

*Counterintelligence Information Brief: Cuba.* December 1973.

*Counterintelligence Information Brief: Czechoslovakia.* December 1973.

*Counterintelligence Information Brief: East Germany.* December 1973.

*Counterintelligence Information Brief: Hungary.* December 1973.

*Counterintelligence Information Brief: Romania.* December 1973.

*Counterintelligence Information Brief: Yugoslavia.* December 1973.

*Cuban Historical Events Under Castro.* February 23, 1968.

*Cuban Government Organizations and Leading Personalities.* February 23, 1968.

*Current Weaknesses of the Communist Party, USA.* October 1956.

*Czechoslovakia.* August 1962.

*Dead Drops.* January 1958.

*Dead-Letter Boxes.* August 1955.

*Definitions of Socialism.* n. d.

*Development of Racial Informants.* September 1967.

*Discipline in the Communist Party, USA.* June 1955.

*Documentary Proof that the Communist Party, USA Teaches and Advocates the Overthrow and Destruction of the United States Government by Force and Violence.* May 1952.

*Training Schools and Training of the Soviet Intelligence Service.* May 1952.

*Youth in Rebellion.* February 7, 1969.



BOX 8

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Arab Terrorist Activity in the United States.* September 15, 1972.

*Cuban Agents in the USA.* May 1963.

*The Educational Program of the Communist Party, USA: Part I: Communist Front Schools.*  
May 1954.

*The Educational Program of the Communist Party, USA: Part II: "Inner Party" Schools.* March  
1955.

*Enemy Sabotage Equipment.* November 1943.

*Exploitation of Women's Movement by Socialist Workers Party.* April 1972.

*Extremists Attack the Courts.* April 17, 1970.

*False Documents Used by Soviet-Bloc Agents to Enter the United States.* July 1959.

*False Documents Utilized in the Communist Movement.* September 1956.

*The FBI and Civil Rights.* September 1955.

(Summary of) *"The FBI in Our Open Society": A Book by Harry and Bonaro Overstreet.* June  
1969.

*FBI Research and Writing.* September 1960.

*FBI Research and Writing of Monographs.* Central Research Unit. March 1953.

*The Fedayeen Terrorist: A Profile.* June 1970.

*Federal Housing Administration Matters.* November 1963.

*Foreign Influence in the Black Extremist Movement.* April 1970.

*Foreign Influence in the Black Extremist Movement.* February 1971.

*Foreign Influence in the Black Extremist Movement.* April 1974.

*Foreign Influences in the Black Extremist Movement.* July 30, 1968.

*Foreign Influences in the Black Nationalist Movement.* March 12, 1969.

*Foreign Intelligence Analysis--United States, Volume I, Number 1* April 7, 1972.

*Foreign Intelligence Analysis--United States, Volume I, Number 2,* June 16, 1972.

*Foreign Intelligence Analysis--United States, Volume I, Number 3,* August 28, 1972.

*Foreign Intelligence Analysis--United States, Volume I, Number 4,* December 7, 1972.

*Foreign Intelligence Analysis--United States, Volume I, Number 5,* April 2, 1973.

*The Fund for the Republic, Inc.* November 1955.

BOX 9

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*FBI Foreign Intelligence Analysis: United States.* 1974.

*Funds and Foundations.* October 1959.

*Hiding Places for Supplies of the Communist Party, USA.* December 1955.

*Hungarian Intelligence Activities in the United States.* April 1968.

*Hungary.* September 1963.

*Identification of Certain Foreign Communist Publications Subject to Citation by Communists in the United States.* December 1951.

*Identification and Security Significance of the Communist "Classics": Part I: The Writings of Marx and Engels.* n. d.

*Identification and Security Significance of the Communist "Classics" Part II: The Writings of Lenin and Stalin.* December 1952.

*Investigative Photography: Section I: Fundamentals and Evidence.* October 1956.

*Investigative Photography: Section II: Procedures and Equipment.* January 1957.

*Investigative Photography: Section III: Surveillance Photography.* April 1957.

*Jewelry Description.* September 1959.

*The Khrushchev Visit.* November 1959.

*Soviet Counterintelligence Organizations.* November 1952.

*Soviet Defectors: A study of Past Defections from Official Soviet Establishments Outside the USSR.* January 1955.

*Soviet Intelligence Targets in the United States, 1946 - 1953.* September 1953.

*Soviet Intelligence Targets Regarding the United States: From 1954 to April 1959.* October 1959.

*Soviet Intelligence Travel and Entry Techniques.* April 1953.

*Soviet Military, Naval and Air Representatives in the United States: Covert Operational Methods.* February 1955.

*Soviet State Security: Section II: Intelligence Targets.* August 1955.

*Soviet State Security: Section V: Relationship with the Communist Party.* October 1955.

BOX 10

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*The Ku Klux Klan: Section I 1865-1944.* July 1957.

*The Ku Klux Klan: Section II 1944-1958.* May 1958.

*Klan Organizations: Section III 1958-1964.* December 1964.

*Known Objectives of Soviet and Satellite Intelligence in the United States.* December 1951.

*Labor Racketeering: Section I Extent and History.* April 1960.

*Labor Racketeering: Section II Chief Industries Affected.* June 1960.

*Labor Racketeering: Section III Corrupt Practices.* December 1961.

*Labor Racketeering: Section IV.* June 1962.

*Lenin's Revolutionary Thoughts: Statements from Selected Works: Volumes I-XII: Part I: A-M.* August 1957.

*Lenin's Revolutionary Thoughts: Statements from Selected Works: Volumes I-XII: Part II: N-Z.* August 1957.

*Mafia: Section I: Sicily.* July 1958,

*Mafia: Section II: United States.* July 1958.

*Mail Drops of the Communist Party.* 1956.

*Marxist Influence in the American Labor Movement with International Ramifications.* June 1956.

BOX 11

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Investigating Chinese Security Subjects: Section III: Techniques of Investigation.* November 1957.

*Marxist - Leninist Principles Governing the Communist Press in the United States.* May 1952.

*The Menace of Communism in the United States Today.* July 1955.

*Minutemen: Extremist Guerrilla Warfare Group.* April 1965.

*The Muslim Cult of Islam.* June 1955.

*The Nation of Islam (Antiwhite, All-Negro Cult in United States).* October 1960.

*Nation of Islam: Cult of the Black Muslims.* May 1965.

*National States Rights Party.* August 1966.

*The Nationalist Party of Puerto Rico (Partido Nacionalista de Puerto Rico).* March 1954.

*Office of the Soviet Military, Air, and Naval Attaches (OSMANA) Washington, D. C.: Intelligence Trips and Personnel, January 1, 1953 to January 1, 1957.* July 1957.

*Organized Criminal Groups.* March 1959.

*Pattern for Soviet Youth.* January 1960.

*Poland.* February 1963.

*Polish Intelligence Activities in the United States.* October 1953.

*The Politics of Street Revolutionists: Efforts to Disrupt the Democratic National Convention, Chicago, Illinois, August 26 - 29, 1968.* September 1968.

*Potential for Racial Violence--1969.* May 12, 1969.

*Soviet Intelligence Communications.* September 1952.

BOX 12

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Potential Foreign Sanctuaries and Operating Bases for Communists Fleeing the United States.* January 1954.

*Potentialities of Albanian Intelligence Activities in the United States.* January 1957.

*Potentialities of Bulgarian Intelligence Activities in the United States.* May 1957.

*Potentialities of Chinese Communist Intelligence Activities in the United States.* May 1954.

*Pretexts and Cover Techniques.* May 1956.

*Principles, Aims, and Tactics of the Communist Party in the Third Party Movement.* October 1948.

*The Program and Draft Program of the Communist Party, USA: A Comparison.* March 1955.

*The Progressive Party.* July 1954.

*Progressive Labor Party.* July 1966.

*Prospects for Racial Violence: 1968.* May 31, 1968.

*Purge Victims of the Communist Party, USA.* March 1959.

*Racial Disturbances in the Secondary Schools: 1969-70 School Year.* July 1970.

*The Real Meaning of "Peaceful Co-Existence".* January 13, 1958.

*Reasons Why Rank-and-File Members of the Communist Party Have Accepted and Rejected Communism.* September 1955.

*Relationship of the Communist Party, USA, to Soviet Russia.* May 1952.

*Republic of New Africa.* March 1970.



*Revolutionary Action Movement.* March 1970.

*Role o the Communist Party, USA, in Soviet Intelligence.* February 1953.

*Rumania.* October 1963.

*Rumanian Intelligence Activities in the United States.* December 1953.

*The Sabotage Plans and Potential of the Communist Party, USA (1953).* October 1943.

*Sabotage Potential--1950.* February 1950.

BOX 13

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Membership of the Communist Party USA, 1919-1954.* May 1955.

*Second Generation Revolutionaries.* April 1968.

*Secret Meeting Places of the Communist Party, USA.* September 1955.

*Security Practices of the Soviet Intelligence Services.* June 1970.

*Security Surveillances (Physical): Section I: General Introduction to the Subject.* June 1955.

*Security Surveillances (Physical): Section II: Surveillances on Trains and Airplanes.* June 1955.

*Security Surveillances (Physical): Section III: Surveillance in Negro and Other Distinctive Racial Areas.* June 1955.

*Security Surveillances (Physical): Section IV: Special Situations: Ferries, Tunnels, Drawbridges, Railroad Crossings, et cetera.* June 1955.

*Security Surveillances (Physical): Section V: Surveillances of Subjects on Foot in Residential Areas.* June 1955.

*Security Surveillances (Physical): Section VI: Surveillances of Subjects on Foot in Crowded Downtown Areas.* June 1955.

*Security Surveillances (Physical): Section VII: Surveillances on Subways.* June 1955.

*Security Surveillances (Physical): Section VIII: Surveillances on Buses and Streetcars.* June 1955.

*Security Surveillances (Physical): Section IX: Surveillances of Subjects in Private Dwellings and Apartment Buildings.* June 1955.

*Security Surveillances (Physical): Section X: Surveillances in Public Buildings.* July 1955.

*Security Surveillances (Physical): Section XI: Surveillances on Country Roads and Major Highways.* July 1955.

*Security Surveillances (Physical): Section XII: Surveillances in Congested Downtown Traffic and in Residential Areas.* July 1955.

*Security Surveillances (Physical): Section XIII: Surveillances in Parks and Rural Areas.* July 1955.

*Security Surveillances (Physical): Section XIV: Surveillances from Airplanes and Helicopters.* August 1955.

*Security Surveillances (Physical): Section XV; Summary of Methods Used by Subjects to Detect and Evade Surveillances.* August 1955.

*Security Surveillances (Physical): Section XVI: Complete Table of Contents (Sections I through XV).* August 1955.

*Security Surveillances (Physical): Supplementary Material.* August 1963.

*Selected Bibliography on Black Nationalism.* December 1968.

*Selected Bibliography on the New Left.* October 1968.

*Significant Dates in the World Communist Movement.* July 1956.

*The 16th National Convention of the Communist Party, USA.* August 1957.

*The Smear Campaign Against the FBI: The Nation, October 18, 1958.* April 1959.

*Student Nonviolent Coordinating Committee.* August 1967.

*The Socialist Workers Party.* June 1955.

*The Socialist Workers Party, 1955-1965.* March 1966.

BOX 14

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Double-Agent Operations.* September 1956.

*FBI Terrorism Review.* 1985.

*The Fedayeen Impact -- Middle East and United States.* June 1970.

*Independence Movement of Puerto Rico.* January 1968.

*Investigating Chinese Security Subjects: Section I: Introduction, The Chinese in the United States.* May 1956.

*Investigating Chinese Security Subjects: Section II: Converting Chinese "Face" from Problem to Advantage.* October 1956.

*Israeli Intelligence Service in the United States.* May 1961.

*Some Aspects of Soviet Life.* August 1954.

*Soviet Agent Operations Between the United States and Mexico.* May 1955.

*Soviet - Bloc Illegal Agents in the United States.* June 1961.

*Soviet Illegal Espionage in the United States.* 1964.

*Soviet Military, Naval and Air Representatives in the United States: Overt Access to Unclassified Data 1952--1954.* June 1954.

*Soviet and Satellite Defectors.* August 1959.

*Soviet State Security: Section I: Organization.* August 1955.

*Soviet State Security: Section III: Communications.* August 1955.

*Soviet State Security: Section IV: Cover, Travel and Entry Techniques.* October 1955.

*Soviet State Security: Section VI: Recruitment.* June 1956.

*Special Study: Bombings and Arsons [sic] in the United States.* June 1970.

*State Legislation Relating to the Control of Subversive Activities and the Maintenance of Internal Security.* August 1954.

*Target U. S.: Red China's Intelligence Threat.* March 1960.

BOX 15

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Stool Pigeon or Loyal Citizen?* August 1952.

*Stool Pigeon or Loyal Citizen? Part II.* June 1955.

*The Struggle Against Lawlessness.* May 4, 1970.

*Techniques for Establishing Membership in Basic Revolutionary Organizations.* May 1958.

*Underground Hide-Outs of the Communist Party, USA.* April 1955.

*United Labor Party.* August 1952.

*Unusual Investigative Techniques.* August 1961.

*W. E. B. Du Bois Clubs of America.* February 1967.

*White Extremist Organizations: Part I: Klan Organizations.* April 1970.

*White Extremist Organizations: Part II: National States Rights Party.* May, 1970.

*White Extremist Organizations: Part III: Minutemen.* June 1970.

*White Extremist Organizations: Part IV: National Socialist White People's Party.* July 1970.

*White Extremist Organizations: Part V: National Renaissance Party.* July 1970.

*Who's Who of National Leaders, Communist Party, USA.* April 1963.

*Who's Who of National Leaders, Communist Party, USA.* July 1969.

*Why People Accept and Reject Communism* (Lecture Material for Use of FBI Police Schools).  
October 1952.

*The Worker in the Soviet Union.* July 1954.

*Yugoslav Intelligence Activities in the United States.* March 1955.

*Yugoslav Intelligence Activities in the United States.* September 1966.

*Yugoslav Violence--Anti-Titoist Heritage.* December 1969.

BOX 16

RG 65 RECORDS OF THE FEDERAL  
BUREAU OF INVESTIGATION

**Topical Monographs**  
**FBI Headquarters**  
**Research Section**

*Communist Propaganda in the United States: Part I: Theory, Objectives, and Organization.* November 1956.

*Communist Propaganda in the United States: Part II: Target Groups.* May 1957.

*Communist Propaganda in the United States: Part III: Techniques.* June 1957.

*Communist Propaganda in the United States: Part IV: Demonstrations.* July 1957.

*Communist Propaganda in the United States: Part V: Press and Publications.* August 1957.

*Communist Propaganda in the United States: Part VI: Organizations.* March 1958.

*Communist Propaganda in the United States: Part VII: Art, Entertainment, and Miscellaneous Vehicles.* May 1958.

*Communist Propaganda in the United States: Part VIII: Campaigns.* June 1959.

*Communist Propaganda in the United States: Part IX: External Propaganda Media.* August 1959.





# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : October 2, 2000

Reply to : (b) (6)  
Attn of : (b) (6) NWML

Subject : Transfer of FBI records to NARA, 1995 MOU concerning EO 12958

To : Director, NWML

No action is necessary. This memorandum is meant to inform affected parties that a recent transfer issue about FBI case files has been resolved. Attached is an internal FBI memorandum concerning the transfer of permanent records to NARA under the 1995 Memorandum of Agreement. The FBI has agreed to transfer FBI case files when the case file has been closed for 25 years.

## Background

A 1995 MOU concerning Executive Order 12958 mandated that records be transferred to NARA 25 years after close of case. The FBI records disposition schedule specified different dates of transfer. Depending on the classification, the schedule required that FBI records be transferred when they are 30 or 50 years old.

Representatives from NARA, the FBI, and the Department of Justice have worked together for over a year to reconcile the transfer time. The attached FBI memorandum indicates that the FBI will transfer records when they are 25 years old. Also, the memo identifies case classifications and their priority for FBI review and transfer.

If you have any questions, please contact me at (b) (6)

(b) (6)

Life Cycle Management Division

Cc:

(b) (6)

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	Nc1-65-8-4
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

(b) (6)

5. TEL. EXT.

4185

*Nov 9 1981*  
*Richard H. May*  
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 300 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/9/81	(b) (6)	Section Chief

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>INTRODUCTION OF THE DISPOSITION SCHEDULE OF THE FEDERAL BUREAU OF INVESTIGATION (FBI)</b></p> <p>The records included in this schedule encompass the records maintained at FBI Headquarters, field and Legal Attache offices, including, but not limited to, the Central Records System. As of December 3, 1980, the FBI had established 214 classifications in its basic filing system. They pertain to Federal violations over which the FBI has investigative jurisdiction and include personnel, applicant and administrative matters. The records contained in the system are used by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from the files is disseminated to appropriate Federal, state, local and foreign agencies and</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>to private citizens and Congressional offices when the right and need to have access to this information exist.</p> <p>The system consists of a numerical sequence of subject matter files, an alphabetical index to the files, and an automated system to facilitate processing and accountability of the documents which system has replaced the dual manual abstract system. Field offices and Legal Attache offices operate in much the same manner, but without abstracts.</p> <p>All information on a given subject matter or case is channeled into one file. In order to facilitate control of the file and accommodate multiple subject(s) matters, a numerical system is used to indicate: (a) general classification or nature of violation, (b) the individual case file in the category, and (c) the serialization of individual documents. Therefore, the file number 7-100-10 would indicate the 10th piece of mail in the 100th file assigned to the Kidnapping (7) classification.</p> <p>In order to best portray the mission and identify the functions of the FBI, cases at Headquarters have been selected through a systematic sampling procedure and by "exceptional case" and multisection (two or more sections) distinctions. The systematic sample will produce a minimum number of records within a classification to document FBI procedures in conducting investigations. Designation of the exceptional case category evolved from review of files, controversial subject matter, and suggestions from outside historical consultants. Implementation of the systematic sampling alone will produce approximately 100,000 cases (opened before 1978) for eventual transfer to the National Archives.</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
**3 of 300**

**7.**  
ITEM NO.

**8. DESCRIPTION OF ITEM**  
(With Inclusive Dates or Retention Periods)

**9.**  
SAMPLE OR  
JOB NO.

**10.**  
ACTION TAKEN

While the schedule will generally permit disposal of field office records, certain field office classifications have been designated for permanent retention. All exhibits, bulkies, subs, attachments and enclosures would accompany case files which have been evaluated as permanent for eventual transfer to the National Archives. Provisions have been made in the schedule to retain disposable files beyond the approved retention periods to satisfy both investigative and administrative needs and obligations.

The disposition schedule for the FBI has been divided into six parts. Four parts (A-D) provide general disposition and specific disposition authorities for Headquarters and field office records. Part E contains instructions for disposition of miscellaneous categories, including indices, interesting case summaries, and the General Records Schedules. Part F furnishes guidance to implement the systematic sampling. Categories are divided as follows:

**Part A: General Disposition  
Authorities for Headquarters  
Case Files . . . . . Page 5**

**Part B: Disposition Authorities  
for Individual Classifications  
for Headquarters Case Files . . . Page 10**

**Part C: General Disposition  
Authorities for field office  
Case Files . . . . . Page 233**

**Part D: Disposition Authorities  
for Individual Classifications  
for field office Case Files . . . Page 236**

**Part E: Miscellaneous  
Disposition Authorities . . . . . Page 286**

7.  
ITEM NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO.10.  
ACTION TAKEN

## PART E

## MISCELLANEOUS DISPOSITION AUTHORITIES

The records described below are related to the Bureau's Central Records System but are maintained apart from the FBI's administrative, applicant, criminal, and security case files.

1. General Index: Headquarters and Field Offices.

Arranged alphabetically by name, organization, or code word, this series of index cards constitutes the Bureau's primary information retrieval system.

- a. index cards, including main cards, photograph cards, and all others for cases designated for permanent retention by this records disposition schedule.

PERMANENT: Offer to NARS with related case files.

- b. all other index cards.

DESTROY with related case files.

2. Specialized Indexes and Albums: Headquarters

- a. Administrative Index (ADEX).  
b. Criminal Informant Index.  
c. Foreign Counterintelligence Asset Index.  
d. Identification Order Fugitive Flier Index.  
e. La Cosa Nostra Membership Index.  
f. Mail Cover Index.

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
90 OF 3007.  
ITEM NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO.10.  
ACTION TAKEN

of Justice, the Office of Management and Budget, and the Congress.

PERMANENT: Offer to NARS in 10 year blocks when 50 years old.

- b. budget execution records such as ledgers, vouchers, apportionment and re-apportionment schedules, reconciliations, and similar materials.

DESTROY in accordance with General Records Schedules 5 and 6.

7. Office Logs and Appointment Books of the Director, 1941 through 1972 recording the names and dates of telephone callers and in-person visitors and maintained in the Bulky File Room.

PERMANENT: Offer to NARS in 10 year blocks when 50 years old.

8. Monographs prepared by the Research Section maintained in the Bulky File Room. Topics include labor racketeering, glossary of Marxist words and phrases, independence movement in Puerto Rico, and Socialist Workers Party.

PERMANENT: Offer to NARS in 10 year blocks when 50 years old.

9. Record set of the FBI's unclassified formal manuals.

PERMANENT: Offer to NARS in 10 year blocks when 30 years old.

10. Record set of the FBI's publications, including its Annual Report, Law Enforcement Bulletins, Uniform Crime Reports and similar issuances.

PERMANENT: Offer to NARS in 10 year blocks when 30 years old.

CHANGE OF STATUS RECORD	For NN Use	Unit	RG Number
Record Group Level		NWCT	65
	Originator's Transaction Number	Total Number of Files Attached	
	NWCT-09-6996	0	

STATISTICAL TRANSACTIONS (Enter code from table below in left column)

INCREASE	DECREASE	TRANSFER	<input checked="" type="checkbox"/>	OTHER TRANSACTION
1. ACCESSION	5. DISPOSAL	9. CHANGE IN PHYSICAL CUSTODY		11. RESERVED
2. ACCRETION	6. PERMANENT WITHDRAWAL	10. CHANGE OF RECORD GROUP		12. NEW RECORD GROUP
3. REMEASUREMENT	7. REMEASUREMENT	(enter RG nos. in unit of	<input checked="" type="checkbox"/>	13. INITIAL INPUT
4. OTHER (explain)	8. OTHER (explain)	physical custody)		14. CORRECTION/REVISION
				15. NA GUIDE NARRATIVE
				16. RESTRICTION STATEMENT
				17. PRIVACY STATEMENT
				18. CHNG IN FINDING AID CITATION
				19. CHNG IN LOCATION
				20. OTHER (explain)

VOLUME (M<sup>3</sup>)  
Check if Cu. Ft.

ITEMS  
Number of Items

Trans CODE	No. of Sheets Attached	Unit of Physical Custody	+	-	This Change	After Change	Item CODE	This Change	After Change
1		NWCT-2P	+		8.06				

TOTAL VOLUME AFTER CHANGE \_\_\_\_\_  
To be completed by NN-E

(Direct offer)

REMARKS: NN3-065-09-002, Monographs, 1943-1985.

Input is for 1 bulk declassified accession transferred from the Federal Bureau of Investigation, comprising 8.06 cubic feet of textual records (16 LGA-S boxes). See agency-prepared inventory attached. Records are unprocessed.

REVIEWS AND APPROVALS

FOR NN-E USE

1. Prepared by R. Hicks	(b) (6)	5. Reviewed by	7. ARCON Division	Reviewed
Unit NWCT	Date 12/15/08	Unit NWCT	Date 2/9/09	Unit Date
2. Reviewed by (b) (6)	4. Reviewed by	6. Reviewed by	8. Approved by	Posted
Unit NWCT	Date 2/7/09	Unit Date	Unit Date	Unit Date

# Hierarchical Reference Report by Record Group

REC GRP: 0065 Federal Bureau of Investigation  
FACILITY: NAI  
FINDING AID: UD-09D  
CLASSIFICATION: D  
SHOW TRANSACTIONS?: True  
SHOW TEMP LOCATIONS?: True

REC GRP: 0065 Series SEC CLASS: D  
FINDING AID: UD-09D ID#: 753621  
ENTRY #: 1 ARC ID#:   
FACILITY: NAI

TITLE: 100 Classification - Domestic Security, FBI Headquarters Case Files, 1930 - 1982

NAI : 650L1 : 61/24/01 - 61/24/04 CONTAINER #s: 1-11  
11.00 FRC Carton, Standard (15 x 12.25 x 10 1/8)

TOTAL CUBIC FT: 11.85 TOTAL LINEAR FT: 11.23

#### OTHER COMMENTS

Disposition Authority Number: N1-65-82-04, Part B, Item 100.

REPRODUCED IN MICROFORM?: None

#### TRANSACTIONS

ACC: NN3-065-09-001; DA: N1-65-82-04,B10;

REC GRP: 0065 Series SEC CLASS: D  
FINDING AID: UD-09D ID#: 753511  
ENTRY #: 2 ARC ID#:   
FACILITY: NAI

TITLE: Monographs, 1943 - 1985

NAI : 230 : 85/27/05 - 85/27/06 CONTAINER #s: 1-14  
14.00 Legal Archives Box, Standard (15 5/8 x 5 1/4 x 10 5/8)

NAI : 230 : 84/1/01 - 84/1/01 CONTAINER #s: 15-16  
2.00 Legal Archives Box, Standard (15 5/8 x 5 1/4 x 10 5/8)

TOTAL CUBIC FT: 8.06 TOTAL LINEAR FT: 7.00

#### OTHER COMMENTS

Disposition Authority Number: N1-65-82-4, Part E, Item 8.

REPRODUCED IN MICROFORM?: None

#### TRANSACTIONS

ACC: NN3-065-09-002; DA: N1-65-82-04, E8;





# *National Archives and Records Administration*

8601 Adelphi Road  
College Park, Maryland 20740-6001

December 18, 2008

**(b) (6)**

Federal Bureau of Investigation  
935 Pennsylvania Avenue, NW  
Washington, DC 20535

Dear **(b) (6)**

This letter is to inform you that we received the following **Agreements to Transfer Records to the National Archives**, along with the records on September 25, 2008.

- (1) 100 Classification – Transfer of FBI Headquarters case files pertaining to Domestic Security, 1939 - 1982. (NN3-065-09-001)**  
(11 FRC boxes)
- (2) Monographs, 1943 - 1985. (NN3-065-09-002)**  
(16 Hollinger boxes)
- (3) 319 Classification – Transfer of FBI Headquarters Policy and Procedures Manuals, 1945 – 1998. (NN3-065-09-003)**  
(40 FRC boxes)
- (4) Publications – including Law Enforcement Bulletins, 1932 – 1992. (NN3-065-09-004)**  
(7 FRC boxes)
- (5) 116 Classification – Transfer of FBI Headquarters case files pertaining to background investigations conducted for Department of Energy Applicants, 1946 – 1982. (NN3-065-09-005)**  
(13 FRC-S boxes)
- (6) 101 Classification – Hatch Act – Field Office Case Files – Washington Field Office, 1939 – 1973 (NN3-065-09-006)**  
(26 FRC-S boxes)
- (7) 102 Classification – Transfer of Field Office case files pertaining to the Voorhis Act, 1942 – 1982. (NN3-065-09-007)**  
(9 FRC-S boxes)
- (8) 94 Classification – Transfer of FBI Headquarters case files pertaining to Research Matters, 1938 – 1982. (NN3-065-09-008)**

(120 FRC-S boxes)

**(9) 91 Classification – Transfer of FBI Headquarters case files pertaining to Bank Robbery, 1936 – 1982. (NN3-065-09-009)**  
(9 FRC-S boxes)

**(10) 73 Classification – Transfer of FBI Headquarters case files pertaining to Application for Pardon, 1920 – 1982. (NN3-065-09-010)**  
(10 FRC-S boxes)

We will contact you within the next 90 days to inform you of the final disposition of the above listed accessions. If you have any questions, please contact me at (b) (6) or at (b) (6)

Sincerely,

(b) (6)

Archives Specialist  
Textual Access Programs



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

February 11, 2009

(b) (6)

Federal Bureau of Investigation  
935 Pennsylvania Avenue NW  
Washington, D.C., 20535

Dear (b) (6)

Enclosed are copies of ten Standard Form 258s (our numbers NN3-065-09-001, NN3-065-09-002, NN3-065-09-003, NN3-065-09-004, NN3-065-09-005, NN3-065-09-006, NN3-065-09-007, NN3-065-09-008, NN3-065-09-009 and NN3-065-09-010) for 272 cubic feet of records that your agency transferred in September 2008 to the custody of the National Archives and Records Administration. The signature on Line 16 confirms that the records have been accepted into the Archives of the United States.

If you have any questions about this transfer, please let me know by telephone (b) (6) or by e-mail at (b) (6)

Sincerely,

(b) (6)

Archives Specialist  
Civilian Records Division

Enclosure:

SF 258 Copies

Field Office ID	Field Office Abb	Field Office Name
1	AL	Albany
2	AQ	Albuquerque
3	AN	Anchorage
4	AT	Atlanta
5	BA	Baltimore
6	BF	Buffalo
7	BH	Birmingham
8	BS	Boston
9	BT	Butte
10	CE	Charlotte
11	CG	Chicago
12	CI	Cincinnati
13	CO	Columbia
14	CV	Cleveland
15	DE	Detroit
16	DL	Dallas
17	DN	Denver
18	EP	El Paso
19	HQ	Headquarters
20	HN	Honolulu
21	HO	Houston
22	IP	Indianapolis
23	JK	Jacksonville
24	JN	Jackson
25	KC	Kansas City
26	KX	Knoxville
27	LA	Los Angeles
28	LR	Little Rock
29	LS	Louisville
30	LV	Las Vegas
31	ME	Memphis
32	MM	Miami
33	MO	Mobile
34	MP	Minneapolis
35	MW	Milwaukee
36	NF	Norfolk
37	NH	New Haven
38	NK	Newark
39	NO	New Orleans
40	NY	New York
41	OC	Oklahoma City
42	OM	Omaha
43	PD	Portland
44	PG	Pittsburgh
45	PH	Philadelphia
46	PX	Phoenix

Field Office ID	Field Office Ab	Field Office Name
47 RH		Richmond
48 SA		San Antonio
49 SC		Sacramento
50 SD		San Diego
51 SE		Seattle
52 SF		San Francisco
53 SI		Springfield
54 SJ		San Juan
55 SL		St. Louis
56 SU		Salt Lake City
57 TP		Tampa
58 WF		Washington Field Office
59 AX		Alexandria
60 SV		Savannah

**Preservation Risk and Needs Assessment -- Textual Records**

RG 0065 Find. Aid UD-09D Entry No. 2 MLR Record ID No. or NN3 Accession No 753511

Entry Description/Title: Monographs, 1943-1985  
 Custodial Unit: NWCT2P-C  
 # of containers: 16 # of volumes: 0 Beginning Location: 230/84/1/01 Total CF: 8.06  
 Comment: [ ] High Value No. of Entries: 1

Part 1. Level of Use: Some Use

**Part 2. Preservation Problems-Please mark all that apply**

- Standard housings are in poor condition, the wrong size, made from unstable materials or damaging the records
- Custom housings required due to non-standard sizes/formats
- Bindings are damaged/failing to support the text/or loose pages
- Records are brittle/torn/obscured by tapes/fragile/heavily soiled/unsafe to use
- Bundled, folded, rolled records that cannot be served
- Non-text materials (photo, motion picture film, video, artifacts) that are damaged, unstable, obsolete or lack preservation masters or appropriate housing
- Accessioned Microfilm that is damaged, deteriorating or lacks preservation master or appropriate housing
- Unstable Copies (ie. Thermofax, Mimeograph, etc.) that are damaged or deteriorating
- Data files (floppies, discs, CDs, tapes cartridges) that need to be reformatted
- Mold or pests

**Part 3 Preservation Needs-Please provide data for all needs that apply**

Need	% of record in entire entry	Change in CF + or -	Additional Information/Description of Partial Entry	Date Action completed
Holdings Maintenance	0	0		
Custom Housing	0	0		
Conservation Treatment	0	0		
Non-text materials need attention	0	0		
Cool/cold storage for unstable film	0	0		
Archival prep for reformatting	0	0		
Reformatting	0	0		
Treat mold or pests	0	0		
Other	0	0		
All Preservation Actions				

% requiring any preservation action: [ ]

Justification for completed preservation actions on medium and low risk records:

**Part 4 Overall Risk Level Assessment**

Risk for Immediate Loss: [ ] Risk Level: NPAN Security Risk: [ ] [ ]

Assessed By: (b) (6) Unit: NWCT2P Date: 12/16/2008 Process Prioritie  
 Custodial Unit Chief: (b) (6) Unit: NWCT2P Date: 2/9/2009  
 Updated by: [ ] Unit: [ ] Date: [ ]

FY05 FY06 FY07 FY08  
 Custodial Unit CHIEF's PRIORITY RANKING (rank within your At Risk List)

NWTD updated MLR: [ ]