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62-116395

Serial Scope:

477- Bulky

Released under the John
F. Kennedy
Assassination Records
Collection Act of 1992
(44 USC 2107 Note).
Case#:DW 85044 Date:
11-17-2017

4-331 (Rev. 11-13-75)

62-116395-477

BULKY ENCLOSURE

BIN # P+3

ROOM 1B-873

~~XEROX COPY OF COVER LETTER ENCLOSED~~



PERSONAL ATTENTION
SAC LETTER NO. 61-5

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

January 31, 1961

WASHINGTON 25, D. C.

(A) **FIRST-CLASS MAIL** -- When first-class mail is packaged in brown envelopes or parcels (packages or boxes) and is not sent air mail or special delivery, it should be labeled "FIRST-CLASS MAIL" immediately above the address with a rubber stamp having one-quarter inch or larger letters or with labels obtainable from your local post office. This labeling should be done to avoid mail transit and delivery delays sometimes resulting from postal employees assuming such mail envelopes and parcels are third-class mail dispatches..

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(B) **MAILING LIST - FIELD OFFICE LISTS OF LAW ENFORCEMENT OFFICIALS** - Your attention is directed to Part II, Section 6 (G), of the Manual of Rules and Regulations. You are reminded that changes in your field office list are to be reported to the Bureau as they occur. They should be submitted in duplicate. Form for submission of changes should remain the same except that the page number on which the name appeared in the list originally submitted should be shown. Appropriate manual changes being prepared.

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(C) **FBI NATIONAL ACADEMY** -- It is desired that you make the usual arrangements for the holding of state or regional Retraining Sessions for graduates of the FBI National Academy in your territory. Carefully prepared programs of training should be drawn up in order to insure that the graduates attending the Retraining Sessions will receive interesting, valuable and timely instructions. Emphasis should be placed on the training aspects of these Sessions.

The dates and places of your 1961 Retraining Sessions, together with the detailed programs to be followed, should be submitted to the Bureau by June 1, 1961, or thirty days in advance of your Retraining Session, whichever is earlier.

Your attention is directed to SAC Letter 58-75 (C) concerning the attendance of Bureau personnel at FBI National Academy Retraining Sessions. These instructions must be closely followed.

183-10291

(D) FBI'S ANNUAL REPORT FOR 1960 FISCAL YEAR -- Paragraph (C) of SAC Letter 60-49 dated October 18, 1960, advised that three copies of the FBI's Annual Report for the 1960 Fiscal Year were being sent each field office, and that the Bureau's Annual Report should not be distributed to outsiders until the Attorney General had released the Department's Annual Report.

The printed Annual Report of the Department of Justice for the 1960 Fiscal Year has now been made available to the public. Accordingly, you may distribute the Bureau's Annual Report to press contacts and other individuals who may have a special interest in the data contained therein. For your use in this regard, several additional copies of the FBI's Annual Report are being sent each field office.

Very truly yours,

John Edgar Hoover

Director

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PERSONAL ATTENTION
SAC LETTER NO. 61-8

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

February 21, 1961

WASHINGTON 25, D. C.

(A) PERSONNEL MATTERS - CONTRIBUTIONS AND FLOWER FUNDS -- My attention was recently called to a complaint concerning excessive collections from our employees for gifts. Henceforth, there will be no collections for birthdays, showers, baby and wedding gifts, transfers, resignations, and the like. Your attention is directed to SAC Letter 60-24 dated 5-10-60 setting forth instructions regarding the proper use of the flower fund. Contributions to the flower fund from employees should be strictly voluntary and held to an absolute minimum.

2/21/61
SAC LETTER NO. 61-8

(B) CRIME POSTER -- My Introduction in the March issue of the FBI Law Enforcement Bulletin pertains to the alarming rise in crime and calls upon the American public to lend assistance to law enforcement. The Introduction makes specific reference to a poster on crime which is designed to enlist the aid of the public and which is being introduced on the inside back cover of the March Bulletin. This black-and-white poster is available in an 8- by 10 1/2-inch size in large quantities to your office and to other law enforcement agencies, civic and service organizations, parent-teacher groups, etc.

A minimum of 100 copies is being sent under separate cover to each field office for the purpose of obtaining wide dissemination of this poster, and you should make every effort to see that the public in your territory is aware of its existence and has the opportunity to effectively use it. The public may obtain copies by writing to FBI Headquarters in Washington, D. C.

In order to control the release of this poster in line with our commitments to wire services, you may release this poster immediately upon receiving the copies of the FBI Law Enforcement Bulletin Introduction which are sent to your office each month.

(c) VOUCHERS -- FORMS -- TRAVEL VOUCHER, SF 1012; REVISED ISSUE - SUPPLIES -- Standard Form (SF) 1012, 1012a, b, and c, travel voucher forms, have been revised and requisitions for these are being filled with the revised issue. The revised issue is substantially different from the old form and, therefore, in requesting a supply from the Bureau, you should insure that your initial order includes SF 1012, 1012a, b, and c. You should continue to use the old form until your supply is exhausted.

For your guidance in the preparation of the new SF 1012, a sample voucher is enclosed.

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SAC LETTER NO. 61-8

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(D) SPECIAL INQUIRIES FOR WHITE HOUSE, CONGRESSIONAL COMMITTEES AND OTHER GOVERNMENTAL AGENCIES -- In the future, you should not conduct neighborhood investigation on individuals being considered for positions of Cabinet rank. Further, neighborhood investigation should not be made on any other prominent persons without Bureau approval. In other investigations concerning persons not falling within these two categories, the field should be alert to any information which would indicate the possibility that a neighborhood investigation would be inadvisable, in which event the Bureau should be notified immediately prior to any neighborhood investigation.

In those cases in which no neighborhood investigation is being conducted, should information be developed which indicates the advisability of making a neighborhood investigation, you should immediately furnish pertinent facts to the Bureau for its consideration.

The Bureau expects that these instructions will be strictly adhered to.

(Security Letter on attached pages)

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(E) STREAMLINING PROCEDURES - CHANNELIZING MEMORANDA -- Numerous channelizing memoranda, particularly in large offices operating a large number of live informants, are presenting an increasingly critical space problem and demands for extra file cabinets.

In June, 1960, the Chicago and San Francisco Offices were authorized to destroy channelizing memoranda following submission of reports in security cases on an experimental basis to determine the feasibility of adopting this practice throughout the field.

Based upon the favorable results obtained in these offices, particularly in savings in file space and streamlining of case files, the Bureau is authorizing the destruction of these channelizing memoranda following submission of reports in both individual and organizational security cases.

In devising procedures for the handling of this matter you should be guided by the following:

(1) The current procedure with regard to filing the original informant report, the filing of the master channelizing memoranda in the informant file and the serializing of channelizing memoranda in the substantive case files will be continued as at present.

(2) The Agent, at the time he dictates the report, will prepare a memorandum listing the channelizing memoranda to be destroyed by serial or serial scope and requesting the Chief Clerk's Office to destroy. The memorandum should indicate that pertinent information contained in the serials to be destroyed was incorporated in the report. It will not be necessary to set forth in this destruction memorandum the file and serial number of original informant reports or master channelizing memoranda as this information will be listed in the cover pages to the report. In the case of multiple volumes, the destruction memorandum should be prepared by the Agent in sufficient numbers so that one copy will appear in each volume of the multiple volume file being stripped.

(3) Prior to destruction, the Agent's recommendations with respect thereto are to be reviewed and approved by the Supervisor at the time he reviews and approves the report.

(4) Following destruction of the channelizing memoranda the Chief Clerk will so note on the memorandum. Thereafter, the memorandum will be filed in the case file as a permanent record of the serials destroyed.

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(5) Technical and microphone surveillance channelizing memoranda may be destroyed without the necessity of identifying in the cover pages of the report the exact location in the office files of the original information. The use of an asterisk identifies the source and the original information can be readily located.

The channelizing memorandum should not be destroyed in the following instances:

(1) When the original information is not contained elsewhere in your office.

(2) Do not destroy serial one of a file regardless of its nature.

(3) Do not destroy any serial containing indexing. It would appear that if indexing was necessary to channelizing memoranda, such indexing would only be done in the main case file as set forth in the title of the communication.

(4) Do not destroy serial showing "action" information. For example, opening, closing, posting, or instructions given by a Supervisor to an Agent concerning the case.

The destruction of these channelizing memoranda should be subject to close supervisory control by you to insure that all pertinent information contained in these memoranda is reported in the investigative report.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (C)

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UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

March 1, 1961

WASHINGTON 25, D. C.

(A) CRIMINAL INTELLIGENCE PROGRAM -- I desire to insure that each office is fulfilling its obligations under this program and to be certain we have that type of coverage of the criminal underworld comparable to that which we achieved in our investigations of the Communist Party. To this end, the techniques which have proved so invaluable in the Internal Security field must be carefully considered and adapted wherever feasible to our criminal intelligence operations. Present policy regarding resources must be adhered to.

We must continue all-out efforts in our investigation of specific hoodlum subjects; however, it is imperative that you understand the necessity for maintaining on the criminal underworld intelligence coverage as effective and productive as has been established in other major intelligence operations. The personnel of each office concerned with criminal intelligence matters must be thoroughly briefed and indoctrinated so that they understand the Bureau's aims and the importance of obtaining true intelligence information on the underworld.

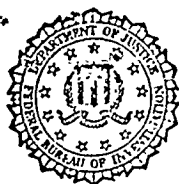
You should carefully evaluate this situation in the above perspective and follow through with a planned program to develop high-level live informants as well as sources who can produce significant information as to underworld activities.

It cannot be stressed too strongly that this matter is to receive your personal attention and that having understood the Bureau's objective, effective and vigorous action is to be exerted to accomplish the aims outlined.

Very truly yours,

John Edgar Hoover

Director



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

March 7, 1961

WASHINGTON 25, D. C.

(A) LABORATORY MATTERS - PHOTOGRAPHY OF EVIDENCE -- The FBI Laboratory has noted a growing tendency of investigative personnel to use the FINGERPRINT CAMERA to photograph document, heel print, and similar evidence. Because of the small field ($2\frac{1}{4}$ by $3\frac{1}{4}$) covered by this camera, it is often impossible to record the entire area that must be photographed on one negative, making it necessary to record the evidence by sections on several separate negatives. In some instances even individual signatures or heel impressions have been reproduced in this manner. Such photography unnecessarily complicates examinations in the Laboratory and may hinder or limit the use of such evidence in a court of law.

Every field division has available Speed Graphic cameras equipped for document photography which can be adjusted to include an entire document or other evidence in one negative. To properly record evidence photographically, the Speed Graphic camera should be used whenever the area to be photographed is greater than $2\frac{1}{4}$ by $3\frac{1}{4}$.

This matter should be brought to the attention of all investigative personnel, and it is expected that in the future documentary and similar evidence will not be recorded photographically by sections merely because it is more convenient to use the Fingerprint Camera. Of course, where large numbers of documents are to be photographed, the field should continue to use one of the 35 mm or other camera units designed for document photography.