

File #:

62-116395

Serial Scope:

348 Only

- 2 - Mr. J. A. Mintz
(1 - Mr. J. B. Hotis)
- 1 - Mr. W. R. Wannall
- 1 - Mr. W. O. Cregar

The Attorney General

July 22, 1975

Director, FBI

- 1 - Mr. J. E. Reilly
- 1 - Mr. H. W. Dare, Jr.

UNITED STATES SENATE SELECT
COMMITTEE ON INTELLIGENCE ACTIVITIES

Reference is made to memorandum from Senate Select Committee, dated April 30, 1975, and appendices thereto, requesting certain documents and other information from the FBI and subsequent request to this Bureau from Staff Member Mark Gitenstein.

Enclosed for your approval and forwarding to the Committee is the original of a memorandum containing a response to one of the Committee's requests.

A copy of this memorandum is being provided for your records.

Enclosures (2)

62-116395

- 1 - The Deputy Attorney General
Attention: K. William O'Connor
Special Counsel for
Intelligence Coordination

REC-107

62-116395-348

HWD:lek:ek

(10)

ENCLOSURE

3 JUL 16 1975
SEE NOTE PAGE TWO

- Asst. Dir. _____
- Adm. Serv. _____
- Ident. _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP8/MLM/mab

MAR-76

MAIL ROOM

TELETYPE UNIT

The Attorney General

NOTE:

This matter has been coordinated with James E. Reilly, Training Division, who had contacted the various division representatives in an effort to obtain the specific forms requested by captioned Committee. During the canvass of division representatives throughout the Bureau, certain concerns were expressed concerning the furnishing of a few select forms to the Committee. However, after discussion regarding this matter, it was concluded that these specific forms would not endanger any sensitive methods or techniques currently being utilized by this Bureau. SA Howard W. Dare, Jr. has personally reviewed each form requested by the Committee and is in agreement with the above-mentioned conclusion. It should be noted that the Committee in its request for certain forms listed FD-185a - Performance Rating Guide for Clerical Personnel. FD-185a refers to Performance Rating Guide for Investigative Personnel. FD-185b refers to Performance Rating Guide for Clerical Personnel. Therefore, both FD-185a and FD-185b are being made available for the Committee staff, since it is not clear as to exactly which form the Committee desires. The following divisional representatives approved making available for review to the SSC attached respective divisional forms.

Division 1 - Frank B. Still
Division 2 - No Forms
Division 3 - Fred Woodworth
Division 4 - Homer Hauer
Division 5 - Howard W. Dare and Robert A. Bermingham
Division 6 - No Forms
Division 7 - Kier T. Boyd & John P. Wilgus
Division 8 - Edward H. Gooderham
Division 9 - No Forms
Division 10 - J. Allison Conley
Division 11 - No Forms
Division 12 - Charles D. Neudorfer

NOTE CONTINUED PAGE THREE

The Attorney General

NOTE CONTINUED:

After a review of the attached "FD" and "O" forms, by James E. Reilly and SA Howard W. Dare, Jr., it appears that no reason exists to deny the SSC access to these forms.

62-116395

- 2 - Mr. J. A. Mintz
(1 - Mr. J. B. Hotis)
- 1 - Mr. W. R. Wannall
- 1 - Mr. W. O. Cregar
- 1 - Mr. J. E. Reilly
- 1 - Mr. H. W. Dare, Jr.
July 2, 1975

UNITED STATES SENATE SELECT
COMMITTEE TO STUDY GOVERNMENTAL
OPERATIONS WITH RESPECT TO
INTELLIGENCE ACTIVITIES

RE: FILING SYSTEM

Reference is made to memorandum from captioned Committee dated April 30, 1975, and the appendices thereto, which contained requests for documents and other information from the FBI. In connection with Part four, concerning the FBI's filing system and printed forms utilized by this Bureau, a response was made to your request by our memorandum dated May 22, 1975, which forwarded to you Tables of Contents setting forth FBI forms currently being utilized.

Pursuant to subsequent request of Staff Member Mark Gitenstein that certain FBI forms be made available for review, please be advised that we currently have such material available for review at FBI Headquarters by appropriately cleared personnel of the Committee.

1 - The Attorney General

HWD:lek^{lek}
(9) ORIGINAL AND COPY SENT THE ATTORNEY GENERAL

- Assoc. Dir. _____
- Dep. AD Adm. _____
- Dep. AD Inv. _____
- Asst. Dir.:
- Admin. _____
- Comp. Syst. _____
- Ext. Affairs _____
- Files & Com. _____
- Gen. Inv. _____
- Ident. _____
- Inspection _____
- Intell. _____
- Laboratory _____
- Plan. & Eval. _____
- Spec. Inv. _____
- Training _____
- Legal Coun. _____
- Telephone Rm. _____
- Director Sec'y _____

ENCLOSURE

MAIL ROOM

TELETYPE UNIT

62-116395-348

Volume I

- FD-1c X Assignment Card
- FD-4 X Routing Slip
- FD-9 X Identification Record Request
- FD-29a X Administrative Report
- FD-37 X Explanation of Charge for Information
- FD-56 X Stop Notice
- FD-57 X Mail Cover Index Card
- FD-61 X Identification Order or Check Circular Request
- FD-67 X Acknowledgment of Transfer Orders
- FD-122 X Recommendation for Preparation of, or change in, ADEX Card
- FD-128 X Letter Changing Office of Origin in Security Cases
- FD-132 X Request for Approval of Local Police School and/or Assignment of Bureau Instructors
- FD-159 X Record of Information Furnished Other Agencies
- FD-160 X Indices Search Slip

*SSC request
from staff member
Merk Gatenstein
HWS*

FD-165 X FBI Field Office Wanted-Flash-Cancellation Notice

FD-185a X (b) Performance Rating Guide for Clerical Personnel - 185b

- FD-186 X Memorandum re Posting of Information on ADEX Card
- FD-190 X Interview Form
- FD-192 X Bulky Exhibit - Inventory of Property Acquired as Evidence
- FD-193 X Report of Exit Interview and Separation
- FD-65 X Fugitive Form Letter

4/11/70

Volume II

- FD-203 X Memorandum Requesting Investigation in Security Cases and Extremist Matters
- FD-204 X Investigative Report

10/10/2000

CLASSIFIED BY *SP2 RML/lmf*
DECLASSIFY ON: 25X 6

*MOR-16
102-116375-3458 HWS*

Volume II (cont.)

FD-209 ~~X~~ Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants

FD-220 ~~X~~ Deserter Fugitive Airtel

FD-220a ~~X~~ Deserter Fugitive Airtel (copy for Armed Forces)

FD-221 ~~X~~ Confidential Fund Receipt Executed by Special Agent

FD-221a ~~X~~ Request for Funds for Payment to Informant

FD-237 ~~X~~ Criminal Informant Review Sheet

FD-238 ~~X~~ Security Informant Review Sheet

FD-251 ~~X~~ Film Pack Log

FD-263 ~~X~~ Cover Page Accompanying Investigative Report

FD-264 ~~X~~ Job Qualification Statement of Position of Radio Maintenance Technician

FD-297 ~~X~~ Log for Technical Surveillance

Volume III

FD-302 ~~X~~ Form for Reporting Information That May Become Testimony (preinserted carbon)

FD-305 ~~X~~ Last Cover Page for ADEX Report

FD-306 ~~X~~ Cover Sheet for Informant Report or Material

FD-318 ~~X~~ Questionnaire for Applicants for Radio Maintenance Technician Positions

FD-320 ~~X~~ FBI Case Status Form

FD-334 ~~X~~ Crypto Log

FD-338 ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports

FD-338a ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule

FD-342 ~~X~~ Dissemination Routing Slip - Local Intelligence Agencies

Volume III (cont.)

- FD-348 X Informant Index Card
- FD-356 X Request for Agency Check
- FD-365 X Airtel - Summary of Complaint
- FD-366 X Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects
- FD-371 X Monthly Letter re Dissemination of Criminal Information
- FD-374 X Monthly Progress Letter for Criminal Informant Program
- FD-375 X Training Agreement
- FD-377 X Extremist Informant Review Sheet
- FD-379 X Request for Interview Authorization re Contact Cases
- FD-380 X Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)
- FD-394 X Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)
- FD-398 X Verification of Information Concerning Bombing Suspects

Volume IV

- FD-401 X Extremist or Security Informant Progress/Justification Letter
- FD-405 X Extremist Informants Statistical Report
- FD-405a X Areas of Informant Development
- FD-405b X Informants Accomplishments
- FD-406 X Authority to Release Information
- FD-417 X Dissemination Routing Slip
- FD-432 X Photograph Album, Extremist or Arab
- FD-432a X Cover Letter for Form FD-432

Volume IV, (cont.)

- FD-439 Quarterly Statistical Report of Security Informants
- FD-449 ^(S) [SOBIR - INS Record Check] ^(S)
- FD-450 Computerized Telephone Number File (CTNF) Entry and Search Request
- FD-451 Security Informants, Assets, and Sources Monthly Status Report
- FD-451a Security Informant and Asset Accomplishments
- FD-451b Areas of Informant and Asset Development
- FD-460 Request for Advance of Funds
- FD-463 FM Radio Installation Data
- FD-464 Identification or Credential Card Request
- FD-472 Telephone Device Consent
- FD-473 Body Recorder/Transmitter Consent
- FD-478 List of Files Destroyed
- FD-479 Files and Records Destruction Order

Volume V

f-12 Wanted-Flash-Cancellation Notice

IDENTIFICATION DIVISION

Volume I

1-39 X Stop Notice
Technical Section

1-40 X Letter Advising Domestic Contributors of Results of Fingerprint
Searches Conducted in Foreign Countries (thin white discontinued -
per Goodwin 5/16/72 - GR/fk)
Recording Section

1-42 X Stop Notice
Card Index Section

Volume V

1-381 X Routing Slip to Security Office or Intelligence Unit of Federal
Agencies re Sex Perverts and Persons Arrested for Major Crimes
Posting Section

ADMINISTRATION DIVISION

Volume II

3-117X Analysis of Separation - Field Office and FBIHQ Personnel Section, Personnel Services Unit, Personnel Actions Sub-division

Volume III

3-313X Automobile Sign-in and Sign-out Record (formerly 2-99) and prior to that 3-313)
Mechanical Section

3-339X Confidential Material Receipt
Mechanical Section, Stock Room

Volume IV

3-501X Credential Work Sheet
Exhibits Section

Volume V

3-556X Car Schedule
Front Office, Administrative Review Unit

Volume VI

3-617X Telephonic Request re Credit or Service Record Inquiry Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-618X Routine Resignation Acceptance Letter - Employment Agreement Fulfilled (thin white and M&T blocked yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-619X Routine Resignation Acceptance Letter - Employment Agreement Not Fulfilled (thin white and M&T blocked yellow available)
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-625X Check-off List re Leads in Bureau Applicant Investigations
Personnel Section, Personnel Services Unit, Personnel Briefing, SAC Memoranda and Agent Reallocation Unit

FILE AND COMMUNICATIONS DIVISION

Volume I

- 4-22 X Search Slip
Records Section, Name Searching Unit
Service Unit
- 4-22b X Search Slip (short)
Records Section, Name Searching Unit
- 4-31 X Stop Card
Records Section, Mail Room
- 4-50 X Serial Charge-Out
Records Section, Personnel Records
- 4-56 X Stop Card
Records Section, Personnel Records
Routing Unit
- 4-91 X Mail or Abstract Request
Records Section, Consolidation
Numbering

Volume III

- 4-312 X Permanent Serial Charge-Out (JUNE Mail)
Records Section, Filing Unit
- 4-356 X Agent Cover Sheet for File
Records Section, Personnel Records
- 4-508 X Individual Record for Work on Expedite Processing
Records Section, Routing Unit

Volume IV

- 4-650 X Memorandum to Determine Continued Maintenance of File in
Special File Room
Records Section, Filing Unit
- 4-651 X Expedite Processing Removal Record
Records Section, Routing Unit
- 4-674 X Serial Removal Charge Out - National Security
Electronic Surveillance File
Records Section, Filing Unit
- 4-677 X "Expedite Processing" Inquiry
Records Section, Routing Unit

FBI LABORATORY

Volume I

[7-46] (S) [Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)] (S)

Volume II

- 7-50 X Frequency Count Form
- 7-66 X Technical Equipment Form (thin white and M&T blocked yellow available)
- 7-77 A Technical Experience (Performance Ratings)
Engineering Unit, Radio Engineering Section
- 7-79 X Letter Requesting Technical Information and Specifications
(bond, thin white with heading, and M&T blocked thin yellow available)
All Sections

Volume III

- 7-102 X COMSEC (Communications Security) Equipment Status
Cryptanalysis-Gambling-Translation Section
- 7-116 X Transmittal Letter for Return of Documents to Department of Housing and Urban Development (thin white and M&T blocked yellow available - per Mortimer 8/1/71)
Document Section
- 7-124 X Certification Concerning Use of Voiceprint
Examination Results (white bond only)
Radio Engineering Section, Security - Countermeasures Unit

INTELLIGENCE DIVISION

All forms included in this section.

EXTERNAL AFFAIRS DIVISION

Volume I

8-25~~X~~

Christmas Card Record Showing Number of Cards for Different Years - Sent, Received, Acknowledged (3x4 13/16 inches - per instructions of Miss Gandy) available in white for Director's personal cards; available in yellow and pink for use in Correspondence and Tours Section, External Affairs Division; formerly 4-406)
Director's Office; Correspondence Unit, Correspondence and Tours Section

Volume II

8-119~~X~~

Letter to Field Requesting Interesting Cases (I.C.)
Publications Unit, Research Section

8-159~~X~~

Media Contact Card
Front Office, Research Section

8-160~~X~~

Perforated Mail Tag for Director's Office and Mail Room (green)
Correspondence Review Unit, Correspondence and Tours Section

INSPECTION DIVISION

Volume I

- 10-3 X Record of Inspection (Field, Foreign Office, or FBIHQ Division)
(formerly 2-31)
- 10-6a X Inspectors Master Case Sheet (Informants)
- 10-16 X Inspectors' Informant Rating

COMPUTER SYSTEMS DIVISION

Volume I

- 12-7 ~~+~~ Confidential Voucher Register (Office) (formerly 3064)
Data Processing Section, Voucher Unit
- 12-12 ~~+~~ Letter re Advance of Funds (formerly 3-169) (thin white and
unblocked yellow available)
Data Processing Section, Voucher Unit
- 12-19 ~~+~~ Confidential Receipt (formerly 3-308) (white bond and green
bond - 25 sets to a book)
Data Processing Section, Voucher Unit
- 12-20 ~~+~~ Payments to Informants Work Sheet (formerly 3-318)
Data Processing Section, Voucher Unit
- 12-24 ~~+~~ Weekly Divisional Count of Employees (formerly 4-337, 3-392)
Data Processing Section, Personnel Statistics Subunit
- 12-35 ~~+~~ ADEX Card (formerly 4-590, 3-435) (white, buff, green, yellow,
blue - per Mr. Davis 9/19/72)
Data Processing Section, ADPU*

Volume II

- 12-64 ~~+~~ Agent and Squad Performance (formerly 3-571)
Data Processing Section, ADPU*

Volume I

- 0-2 X Memorandum for Data Processing Section
- 0-4 X Invoice of Contents (thin white)
- 0-4a X Invoice of Contents (yellow copy of 0-4)
- 0-7 X Routing Slip to the Field
(consolidated with 0-24 and 0-25)
- 0-14 X Routing Slip from Bureau to Other Government Agencies

0-14e X Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Chief, Personnel Security Division

0-14f X Routing Slip to:
 Director
 Central Intelligence Agency
 Attention: Deputy Director for Operations

0-14h X Routing Slip to:
 Assistant Chief of Staff for Intelligence
 Department of the Army

0-14w X Routing Slip to: Director, NSA

0-14y X Routing Slip to: US Army Intelligence Command DELETED

4/30/75

Volume II

- 0-41 X Abstract (yellow and pink)
- 0-75 X Reply to Department re Technical Coverage Division V and IX
(deleted 4/29/75)

DELETED

4/29/75

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

TABLE OF CONTENTS
INTELLIGENCE DIVISION

SSC request
from staff
number mark
Gaterslein
62

VOLUME I

- 5-1 ✓ Publications Routing Slip to the Field
IS-3
- 5-2 ✓ Weekly Delinquency Report
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-6 ✓ ROUTING SLIP (Rev. 6/19/75)
- 5-7 ✓ ROUTING SLIP
- 5-9 ✓ ROUTING SLIP
- 5-9a ✓ ROUTING SLIP
- 5-10 ✓ ROUTING SLIP
- 5-15 ✓ ROUTING SLIP
- 5-18 ✓ ROUTING SLIP
- 5-31 ✓ Letter to the Commissioner, RCMP, Requesting
Investigation in Canada
(thin white letterhead available)
CI-3, CI-4
- 5-32 ✓ Publications Subscriptions Record
IS-3
- 5-34 ✓ Letter to Field re Foreign Police Cooperation
Cases (RCMP)
(thin white available)
CI-3, CI-4
- 5-38 ✓ Letter to the Commissioner, RCMP, Transmitting
Results of Investigation
(thin white letterhead available)
CI-3, CI-4

- 5-46 ✓ Russian Official Index Card
CI-1
- 5-59 ✓ Work Status Report
CI-2
- 5-59b ✓ Work Status Report
CI-1
- 5-63 ✓ Report Register
IS-2
- 5-78 ✓ ROUTING SLIP
- 5-80 ✓ Monthly Statistical Tabulation
CI-1, CI-2
- 5-81 ✓ Monthly Recapitulation
CI-1, CI-2
- 5-86 ✓ Soviet Diplomatic Couriers Arrival - Departure Record
CI-1
- 5-86a ✓ Follow-up Sheet for Soviet Diplomatic Couriers
Arrival - Departure Record
CI-1
- 5-87 ✓ ROUTING SLIP
- 5-88 ✓ Stop Notice *Deleted 5-14-75*
CI-1, CI-2
- 5-90 ✓ ✓ Mail Count Analysis
CI-1, CI-2, CI-3, CI-4,
IS-1, IS-2, IS-3

TABLE OF CONTENTS
INTELLIGENCE DIVISION

VOLUME II

- 5-109 ✓ Index Card - Book Review Control
IS-3
- 5-113 ✓ Informative Note (4x5½)
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-113a ✓ Informative Note (5½x8)
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-118 *2.3.7* Index Card - Bureau Informant 200 Program *Deleted 5-14-85*
CI-1
- 5-122 *2.3.7* Reevaluation of Cases Concerning Soviet-bloc and
Yugoslav Officials in U. S.
CI-1
- 5-123 ✓ Periodic Record - Foreign Police Cooperation Matters
(thin white available)
CI-3, CI-4
- 5-127 ✓
- 5-128 ✓ Xerox Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
WFO
- 5-137 ✓ Routing Slip to Defense Intelligence Agency (DIA)
CI-1, CI-2, CI-3
IS-1, IS-2
- 5-138 ✓ Routing Slip to Director, EUR/SES, Department of State
CI-1, CI-2
IS-2
- 5-140 ✓ Receipt for Mail Delivered by Intelligence Division
CI-4

- 5-141 ✓ Routing Slip for Distribution of Information
Disseminated to White House
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-143 ✓ ROUTING SLIP
- 5-148 ✓ Supply Requisition
CI-1, CI-2, CI-3, CI-4
IS-1, IS-2, IS-3
- 5-151 ✓ Letter to Department of State and Assistant Attorney
General (AAG) re Present or Planned Travel by Security
Subjects Outside the United States
(thin white with heading, thin white without heading,
and M&T blocked yellow available)
IS-1, IS-2
- 5-153 ✓ Authorization for Designation of, and Payments to,
Certain Informants
(thin white available)
CI-3
IS-1, IS-2
- 5-153a ✓ M&T Blocked Yellow of Form 5-153 (with Attention: line
CI-3
IS-1, IS-2
- 5-160 ✓ Internal Receipt for NATO Documents Classified "SECRET"
CI-4
- 5-161 ✓ Reply to USAINFC (United States Army Intelligence
Command), Department of the Army, re Security Subjects
(~~no thin copy for Army - Norrie for 5-154, Norrie and
Floyd for 5-161~~)
CI-2
IS-2
- 5-161a ✓ Thin White (without heading) (with special instructions
to the SAC); M&T Blocked Yellow of Form 5-161 (see
File 6G-3482-7231 - memo 2/10/72)
IS-2
- [5-162 ✓] Data re Soviet-bloc Subjects (for New York Office)
(white bond with red ink)
CI-1, CI-2

- [5-162a]^(S) ✓ Data re Soviet-bloc Subjects (for Washington Field Office)
(white bond with red ink)
CI-1, CI-2
- [5-162b]^(S) ✓ Data re Soviet-bloc Subjects (for San Francisco Office)
(white bond with red ink)
CI-1, CI-2
- [5-162c]^(S) ✓ Data re Soviet-bloc Subjects (for Chicago Office)
(white bond with red ink)
CI-1, CI-2
- 5-163 ✓ Transmittal Communication to LEGAT Offices re
Information for Extremist Photograph Album
IS-1
- 5-164 ✓ Special Records Form
IS-3
- 5-165 ✓ Routing Slip to Director, Office of Investigations
and Security (Commerce)
CI-1

TABLE OF CONTENTS
INTELLIGENCE DIVISION

(Forms used in Offices of Legal Attaches)

*SSC request
from Staff Member
Mark Gasterstein
Acy*

VOLUME III

- LEG-1 ✓ Foreign Transmittal Card (formerly 5-21) (3x5 card)
CI-4
- LEG-2 ✓ Office Advance and Expenses (formerly 5-43) (white bond)
CI-4
- LEG-2a ✓ Expense Account (totals sheet used in connection with
LEG-2; formerly 5-51a and 5-43a) (white bond)
CI-4
- LEG-5 ✓ Transmittal Letter to Bureau Enclosing Material for
Translation (formerly 5-119) (original on thin white;
unblocked thin yellow available)
CI-4
- LEG-6 ✓ Routing Slip for Routine Correspondence with Outside
Agencies (formerly 5-135) (white bond)
CI-4
- LEG-7 ✓ Letter to Bureau Indicating Dissemination of Security
Information to Foreign Agencies (formerly 5-142)
(original on thin white; unblocked thin yellow
available)
CI-4
- LEG-8 ✓ Report on Funds Spent Abroad (formerly 3-549)
(white bond)
- LEG-9 ✓ Name-Check Request (thin white only)
CI-4

(Filed in 66-3482-7584 - Bulet
to LEGATS 4/24/74)

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

Addressee: SENATE SELECT COMMITTEE ~~2~~ 2

LTR LHM Memo Report dated 7/23/75

U. S. Senate Select Committee. Re: Filing

Caption of Document: System. (Part 4, SSC request
4/30/75).

Originating Office: FBI

Delivered by: Richard J. Taylor, Jr. Date: 7/8/75 ^{1:30 PM}

Received by: [Signature]

Title: Office Manager

Return this receipt to the Intelligence Division, FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/2000 BY SP2 RUM/lum F
MDE-16

File
5-TAL

61-116395-

TO: Intelligence Community Staff
ATTN: Central Index

FROM:
Federal Bureau of Investigation

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

2. DATE PROVIDED

7/2/75

<input checked="" type="checkbox"/>	DOCUMENT	<input type="checkbox"/>	BRIEFING	<input type="checkbox"/>	INTERVIEW	<input type="checkbox"/>	TESTIMONY	<input type="checkbox"/>	OTHER
-------------------------------------	----------	--------------------------	----------	--------------------------	-----------	--------------------------	-----------	--------------------------	-------

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

<input checked="" type="checkbox"/>	SSC	Charity Benz, Office Manager
<input type="checkbox"/>	HSC	

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

Filing system

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

SSC letter 4/30/75

6. CLASSIFICATION OF INFORMATION (enter U, C, S, TS or Codeword)

U

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

Operating procedures

8. SUMMARY (see reverse side before completing this item)

At SSC request, Committee was furnished for review a representative number of FBI forms used during course of FBI operations from an administrative and investigative standpoint.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/10/00 BY SPA/AM/lmf
m DR-16

62-116395

TREAT AS YELLOW

5-TJM

TJM:1hb
(4)

ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX IN CONNECTION WITH SENSTUDY 75.

INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.

FD-10

GPO: 1974 - 536-950 Δ	Title	File No.
	Buded:	Date Rec.:
	Assigned to (date)	
	Reassigned to (date)	
	FR-1C (Rev. 1-20-58)	

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10/05/2000 BY SP01RUM/lmc
 MAR-16

62-116395-3418
 HMO

Routing Slip
FD-4 (Rev. 3-1-73)

To: Director

Date _____

Att.: _____ FILE _____

SAC _____ Title _____

ASAC _____

Supv. _____

Agent _____

SE _____

SC _____

CC _____

Steno _____

Clerk _____ Rotor #: _____

FD-4

RE: _____

ACTION DESIRED

- | | |
|--|---|
| <input type="checkbox"/> Acknowledge | <input type="checkbox"/> Open Case |
| <input type="checkbox"/> Assign _____ Reassign _____ | <input type="checkbox"/> Prepare lead cards |
| <input type="checkbox"/> Bring file | <input type="checkbox"/> Prepare tickler |
| <input type="checkbox"/> Call me | <input type="checkbox"/> Return assignment card |
| <input type="checkbox"/> Correct | <input type="checkbox"/> Return file |
| <input type="checkbox"/> Deadline _____ | <input type="checkbox"/> Search and return |
| <input type="checkbox"/> Deadline passed | <input type="checkbox"/> See me |
| <input type="checkbox"/> Delinquent | <input type="checkbox"/> Serial # _____ |
| <input type="checkbox"/> Discontinue | <input type="checkbox"/> Post <input type="checkbox"/> Recharge <input type="checkbox"/> Return |
| <input type="checkbox"/> Expedite | <input type="checkbox"/> Send to _____ |
| <input type="checkbox"/> File | <input type="checkbox"/> Submit new charge out |
| <input type="checkbox"/> For information | <input type="checkbox"/> Submit report by _____ |
| <input type="checkbox"/> Handle | <input type="checkbox"/> Type |
| <input type="checkbox"/> Initial & return | |
| <input type="checkbox"/> Leads need attention | |
| <input type="checkbox"/> Return with explanation or notation as to action taken. | |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 05/20/00 BY SP/AM/MLC
MOR-16

SAC _____

See reverse side Office _____

INSTRUCTIONS

1. This form may be submitted in legible hand printing.
2. Use separate form for each individual on whom record is requested.
3. Make effort to furnish FBI identification number, law enforcement identification number, or military service number.
4. Furnish descriptive data and fingerprint classification only when FBI number not available.
5. Indicate office for reply in lower right corner only. Also list in lower right corner all offices which should receive copies of available records. Include carbon of FD-9 for each office receiving copies and forward with original to Bureau.
6. Do not fill in block in lower left corner.

To: DIRECTOR, FBI Attention: Identification Division Date _____

Re _____
Field File No. _____

Furnish The Known Identification Record of the Following:

Name	FBI No.
	Other No.

Aliases _____

Sex	Race	Birth Date	Birthplace	Residence		
Height	Weight	Build	Hair	Eyes	Complexion	Age

Fingerprint Classification	Scars, marks and tattoos
----------------------------	--------------------------

Also Furnish:

- Photo
- Fingerprints
- Handwriting Specimens

FD-9

Identification Division's Reply

- On basis of information furnished, unable to identify:
 - Criminal Files Civil Files All Files
- Record Attached
- Photo Attached
- Photo Not Available
- Fingerprints Attached
- Handwriting Specimen Attached

Return Reply to:

SAC, _____

Send Copies To:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/04/01 BY SP2 RUM/AMF
mbr-16

