FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION
SECURITY INDEX
FILE NUMBER: 100-358086
SECTION : 21

FEDERAL BUREAU OF INVESTIGATION
NOTICE

THE BEST COPIES OBTAINABLE ARE INCLUDED IN THE REPRODUCTION OF THE FILE. PAGES INCLUDED THAT ARE BLURRED, LIGHT OR OTHERWISE DIFFICULT TO READ ARE THE RESULT OF THE CONDITION AND OR COLOR OF THE ORIGINALS PROVIDED. THESE ARE THE BEST COPIES AVAILABLE.
The Prominent Individuals Subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index cards for the following-named individuals are carried in the Prominent Individuals Subdivision of your Security Index at this time:

- Bufillo
- Bufillo II

The files on the above-named individuals have been reviewed at the Bureau and the Security Index cards for these individuals are being cancelled at this time and you should destroy both Security Index cards for each individual. For your information, each of the above cases has been presented to the Department for an opinion as to whether the individual's name should be carried in our Security Index. Upon receipt of a reply from the Department you will be advised in each case as to whether the individual's name should be added to the general Security Index.

There is no change in existing instructions as to the investigatory attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or inactive status and you should maintain an administrative file for each case to be certain that reports are submitted at least every 6 months. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the status of contacts with confidential informants and the current subject's residence and occupation. The report should be submitted in the form of a periodic report.

RECORDED: 160

EX.22

Authority in Executive Conference
Memorandum dated March 19, 1952.
The Director

February 19, 1952

The Executives Conference

PROMINENT INDIVIDUALS SECTION

The Executives Conference on February 19, 1952, considered the status of the prominent Individuals section of the Security Index.

You will recall that the Security Index is maintained for the purpose of providing a ready reference to subversives who are included in this index so that they might be apprehended in the event of war or a security emergency. A duplicate set of the cards are maintained in each Field Division on those individuals residing in the respective Field Divisions of the Bureau. The master list is maintained at the head of Government. Included in this list are a number of well-known figures, some of whom might be considered prominent. They are indexed in this file when the facts are considered sufficient to justify their apprehension in case of war or security emergency.

There is a special list of thirty-five names indexed in the same way, but they are maintained separately in what is called the "prominent Individuals section" of the Security Index. This section was established as a separate section because there was some uncertainty as to whether an airtight case existed that would justify their apprehension and detention; because they were prominent individuals; and because it was anticipated that on the outbreak of a security emergency or war, Departmental authority would be specifically sought concerning these individuals before they were apprehended. Included among these thirty-five names are such as

A survey was conducted including a review of the secret information in these files. Consideration was given to such facts as whether the individual named had
publicly regarded as communists; whether they had offered to
coordinate with the Bureau; whether the case against them
was strong or weak; and whether it might jeopardize the
entire security index (DJA) program if some of these
prominent but controversial figures were arrested, with
public records and an inability on the part of the hearing
board to reach a decision for a continued detention of the
individuals. During the survey it was suggested that some
of the names be eliminated, and followed up on ticklers
and some of the verse be included in the regular general
index for apprehension.

This matter was then discussed with
and his Supervisory staff handling the security index file.

SECURITY REVIEW COMMITTEE:

recommended and the Conference unanimously
concerned that the following action be taken:

1. That the Bureau continue to follow up the Department
frequently in order to try to get a decision as to whether the
thirty-five subjects in the prominent individuals section should
be included in the Security Index or retained. As, of course,
is a decision which the Department should make. Reports have
been submitted to the Department and the Department has long
since been requested to render a decision which they have not
done.

2. Due to a failure on the part of the Department to
date to render decisions in these cases; due to the fact
that the individuals are controversial figures and there is
no certainty that the evidence which could be presented would
cause hearing boards to continue to detain them; due to the
undesirability to have a special section labeled "Prominent
Individuals Section" of the Security Index; and due to the
possibility that the apprehension of these individuals or
at least some of them would lead to criticism of the entire
DJA program, it was recommended that this special section
of the Security Index should be discontinued.

3. It was further recommended that in discontinuing
this special section that the Security Index cards on all
thirty-five of these subjects, both in the field and at the
Seat of Government, be cancelled.

4. It was recommended that ticklers be continued
at the Bureau in order to permit following the field offices
closely on these cases in accordance with existing instructions,
but that these records be maintained in regular tickler
files instead of in the special section as heretofore.
5. It is recommended that there be no change in the instructions to the Field as far as the requirement that the Field keep the Bureau advised of important developments. In these cases, that they should submit a report at least once every six months, that they should keep the case pending or once each six months, that they should keep the case pending or Pender Inactive at all times, and that the case of any thence in the Field by regular administrative ticklers to see that the above is done.

6. That in the event of an emergency calling for the placing into effect of the above program prior to the receipt of the decision from the Department concerning these thirty-five individuals, then the names in this special group on which ticklers would be maintained should be taken up immediately with the attorney General for his instructions or authorization.

7. That in continuing to follow the Department concerning these thirty-five individuals, the Department be informed that since the Bureau has not received a reply from the Department to the Bureau's memorandum of May 28, 1963, with reference to the individuals in this Prominent Individuals Section of the security Index and since the facts reported to the Department on these individuals require a decision of the Department on these individuals, a specific type, therefore the names of these individuals are being removed from the security Index pending such decision. This action appears advisable since the Bureau furnishes the Department with a list of the names of individuals on the security Index including the names of these thirty-five individuals in this special section, and the removal of the names should, therefore, be called to the attention of the Department and the reason for the removal is because of the failure of the Department to render a decision.

On the above matters the Conference was in unanimous agreement in recommending favorably an action will be taken based upon the Director's decision.

Respectfully,
For the Conference

Director's Notation:
"O.K." H.
In my memorandum to dated May 28, 1951, I pointed out that in view of the serious responsibility of both the Department of the Interior and the Bureau with respect to the secrecy situation, it would be accredited to the review of all Security Index cases to be completed as soon as possible at the review in each separate case whether he approved or disapproved the listing of the subject interest in our Security Index. In addition, I also requested advice as to whether the names of residents and nationally known individuals specifically identified in our Security Index list furnished to the Department each month should be retained in our Security Index.

In addition to conferences with representatives of the Department relating to our Security Index and Security Index standards, by memorandum to dated October 28, 1951, and request to dated October 15, 1951, and January 15, 1952, I urged that the review of all Security Index cases be completed by the Department of the Interior, as the result of the review in order that there will be Department approval of all persons listed for reclassification in an emergency, including the group of nationally known individuals mentioned above.

To date no advice has been received as to whether the Department approves or disapproves the listing of any name on our Security Index list.

In view of the fact that I have not received advice from the Department as to whether any of the persons to whom nationally known individuals listed on our Security Index list should be continued on our list, I am at this time removing their names from the list until such time as the Bureau receives adequate instructions from the Department in reference to specific instructions for the Department in each case as to whether or name should or should not be included in our Security Index.
In view of the importance of this matter, I desire to stress that it is imperative a decision be made and that
be advised whether these nationally known individuals should
be included in our Security Index. I again request an early
reply in each case as the review is conducted and the
decision is made.
The Prominent Individuals subdivision of the Special Security Index is being discontinued. The section of the Security Index is the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index cards for the following named individuals are carried in the Prominent Individuals subdivision of your Security Index at this time:

The files on the above-mentioned individuals have been reviewed at the Bureau and the Security Index cards for these individuals are being cancelled at this time and you should destroy both Security Index cards for each individual. For your information, each of the above cases has been presented to the Department for an opinion as to whether the individual's name should be carried in our Security Index. Upon receipt of a reply from the Department you will be advised in each case as to whether the individual's name should be added to the general Security Index.

There is no change in existing instructions as to the investigative attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or pending-inactive status and you should maintain an administrative tickler for each case to be certain that reports are submitted at least every six months. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the negative results of contacts with confidential informants. Subject's place of employment and residence must be verified at the time each report is written and that background information should be contained in each report. In those instances when subjects are employed in key facilities, the reports should contain the pertinent information required in cases of that type.
March 13, 1957

SAC, Cleveland
Director, FBI

SECURITY INDEX

The prominent individuals subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index card for is carried in the Prominent Individuals Subdivision of your Security Index at this time.

The file on the above-mentioned individual has been reviewed at the Bureau and his Security Index card is being cancelled at this time and you should destroy both Security Index cards for this individual. For your information, this case has been presented to the Department for an opinion as to whether the subject's name should be carried in our Security Index. Upon receipt of a reply from the Department, you will be advised as to whether the subject's name should be added to the General Security Index.

There is no change in existing instructions as to the investigative attention to be afforded this case. As outlined in SAC Letter Number 23 dated March 3, 1951, this case should be maintained in a pending or pending-inactive status and you should maintain an administrative file in this case. This file should contain the narrative history of contacts with the individual including written communications and other correspondence. The period of investigation to be terminated to pending status is 6 months, and the period of investigation to be continued in the event any additional information has been developed. In which event it should contain the narrative history of contacts with the individual including written communications and other correspondence.

The period of investigation to be continued in the event any additional information has been developed. In which event it should contain the narrative history of contacts with the individual including written communications and other correspondence.
TO: Director, FBI
FROM: SAC, Oklahoma City
SUBJECT: SECURITY INDEX PREPARATION OF SUMMARY-REPORTS

Remulet 1/3/52 entitled Summary Reports in Security Index Cases and No Number SAC Letter I, Series 1952, dated 1/14/52, as captioned above.

This office has at present 68 Security Index Subects, one Subject having been deleted since reulet of 1/3/52. The status of these cases is as follows, by categories described in referenced SAC letter:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td>6/1/52</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>36</td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

It will be noted that all of the above security cases have had investigative reports in which pertinent corroboratory information has been submitted since 1/1/52. In addition, it will be noted that in 17 of the remaining 30 cases in which summary cases are to be submitted are investigative reports which were accompanied by letters requesting authority to interview subjects. It is anticipated that these interviews will be conducted and summary reports submitted by 6/1/52.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, F.B.I.
FROM: TAC, San Juan
SUBJECT: CIVIL RIGHTS - SECURITY INDEX CASES

Date: March 1, 1950

To: No. 200 Series No. 1, Series 1922. There is set forth below the required quarterly information reflecting the status of completed projects in this office:

<table>
<thead>
<tr>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2</td>
<td>2</td>
<td>2</td>
<td>4/21/52</td>
</tr>
<tr>
<td>Category 4</td>
<td>2</td>
<td>0</td>
<td>3/19/52</td>
</tr>
<tr>
<td>Category 5</td>
<td>297</td>
<td>20</td>
<td>3/19/52</td>
</tr>
</tbody>
</table>

The above figures do not include the following Nationalists Party of Puerto Rico cases for which summary reports are not being scheduled at this time:

A. Thirty-six cases in which the subjects are incarcerated having received sentences in Puerto Rico courts as a result of their participation in the Uprising of 1950. The subjects of all these cases have appealed their sentences and rescheduling of summary reports in these cases is being held in abeyance pending the outcome of these appeals.

B. Thirty-three cases in which the subjects are presently incarcerated awaiting trial in Federal courts on charges arising from their alleged participation in the Nationalist uprisings of 1950. Rescheduling of summary reports in these cases is being held in abeyance pending the outcome of the trials of these subjects.
Re: Summary Reports, Security Index Cases

d. Four cases involving subjects who are at present in foreign countries.

d. Three cases in which Bureau permission has been received to interview the subjects. Scheduling of surveillances in these cases is being held in abeyance pending completion of interviews with these subjects in view of the possibility of their being removed from Security Index.

It is to be noted that additional agent personnel is under transfer to this office and it is hoped that with this additional personnel the date of completion of Summary Reports in Category 5 may be appreciably advanced.
SAC, New York

March 1st, 1952

Director, FBI

SECURITY INDEX

The Prominent Individuals Subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index cards for the following named individuals are carried in the Prominent Individuals Subdivision of your Security Index at this time:

The files on the above-mentioned individuals have been reviewed at the Bureau and the Security Index cards for these individuals are being cancelled at this time and you should destroy both Security Index cards for each individual. For your information, each of the above cases has been presented to the Department for an opinion as to whether the individual's name should be carried in our Security Index. Upon receipt of a reply from the Department you will be advised in each case as to whether the individual's name should be added to the general Security Index.
There is no change in existing instructions as to the investigative attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or pending-inactive status and you should maintain an administrative tickler for each case to be certain that reports are submitted at least each 6 months. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the negative results of contacts with confidential informants. Subject's place of employment and residence must be verified at the time each report is written and that background information should be contained in each report.
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI

FROM: SAC, San Diego

SUBJECT: SECURITY INDEX

DATE: 3/25/52

To facilitate the maintenance of the Security Index box the Bureau is requested to advise whether it is permissible for the San Diego office to record the date that subject's address was verified on the reverse side of the alphabetical Security Index card as well as the name of the agent to whom assigned for apprehension under the Detcom Program.

Bureau's advice in this matter is requested as soon as possible.
Reprint dated March 25, 1952, requesting advice as to whether it is permissible to record the date a subject's address was verified on the reverse side of the alphabetical Security Index card as well as on the face of the Index card when the case is assigned for suspension under the emergency retention procedure. The verification procedure involves checking the addresses of Security Index subjects who have been placed on the alphabetical Security Index cards maintained in the alphabetical section of your security index.

While there is no rule set forth by the Bureau concerning the regular periodic checking of addresses of Security Index subjects, it is necessary in each case to check the case file to determine when the last check of the address of a subject was made. This verification may have been accomplished as a result of investigation or incorporated in an investigation report or the verification may have been as a result of the six-month periodic address check.

The information concerning the fact that the address was checked must be reflected in the case file. In view of this it appears undesirable as well as a duplication of work to place notations on Security Index cards filed in the alphabetical section.

In connection with apprehension assignments, if you believe it will be of assistance to you in following the apprehensions you are authorized to place a pencil notation showing the date of the apprehension on the alphabetical section of the Security Index card maintained in the alphabetical section of your security index. You are authorized, however, to make no notation pertaining to apprehensions in the case file or on the Security Index cards filed in the alphabetical section of your security index. However, if the apprehensions are maintained in an applicable section.
Assistant Attorney General  
Criminal Division  
Director, FBI  

SECURITY LIST LIST.

There is attached here-to a current list  
of the name of the individuals included in  
the Security List. This list is subdivided  
alphabetically under the field office of the  
bureau covering the residence of the individuals listed.

It is requested that this list be given  
utmost secrecy.

Note on Yellow Only:

1. Espionage Section of the Special  
   Section not included.

2. Prominent Individuals Section  
   has been discontinued and all  
   35 cards cancelled and names  
   removed from list to Department.
The President Individuals subdivision of the Special section of the security index is not terminated. The
Secretary is of the opinion that prominent and nationally known
individuals should not be set apart from the general security
index because of their prominence.

The security index card for
is carried in the President Individuals Sub-
division of your security index at this time.

The file on the above-mentioned individual has
been reviewed at the bureau and his security index card
is being cancelled at this time and you should destroy both
security index cards for this individual. For your
information, this case has been presented to the Department
for an opinion as to whether the subject's name should be
carried in the security index. Upon receipt of a reply
from the Department you will be advised as to whether the
subject's name should be added to the general security
index.

There is no chance in existing instructions as
to the investigative attention to be afforded this case.
As outlined in SEC Letter Number 23 dated March 3, 1928,
this case should be maintained in a similar or non-in-
vestigative status and you should maintain an administrative
ticker to be certain that a report is maintained in each
branch. The periodic report must be established even
in the event that no subsequent information has been developed, in
which event it should contain the note: "Nothing
contacts with confidential information in this case or
employees' non-investigative duties." The periodic
report is printed in "Not set down--no information
contained in periodic report."
The prominent individuals concerned with the security index in your division are listed in the attached individual files. The central office has determined that they should not be separated from your central security file because of their importance.

The security index file for [name] is canceled in the島ew York division of your security index at this time.

The file on the above-named individual has been retained at the request and the security index card is to be cancelled at this time and you should destroy both security index cards for this individual. For your information, this case has been presented to the board of review for an opinion as to whether the subject's case should be carried to the security index. As a result of the board's opinion, you will be advised as to whether the subject's case should be added to the general security index.

There is no change in existing instructions as to the investigative action to be taken in such cases. If any action is taken on the basis of the information contained in this letter, you are requested to forward a copy of the action taken to the office of the director of personnel, together with a franked letter containing the action taken.

March 12, 1925

[Director's Name]
Re no number SAC Letter 1, 3-11-52, entitled: "SECURITY INDEX - PREPARATION OF SUMMARY REPORTS. Re Omaha letter 1-3-52.

The following is the status of the summary report project in the Omaha Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>Number of initial summary reports submitted to date</th>
<th>Number of summary reports to be submitted</th>
<th>Expected date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>38</td>
<td>9</td>
<td>29</td>
<td>12-1-52</td>
</tr>
</tbody>
</table>
Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 26, 1952

Director, FBI

SAC, Pittsburgh

SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC letter number 95 dated September 22, 1951, and no number SAC letter dated March 14, 1952.

In accordance with instructions contained in referenced SAC letters, there is set forth below information showing the status of the project (submission of summary reports in categories 2, 4 and 5) in the Pittsburgh Office.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Special Section cases</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>5-15-52</td>
</tr>
<tr>
<td>4 - No pertinent derogatory information in report form since January 1, 1949</td>
<td>179</td>
<td>8</td>
<td>171</td>
<td>4-1-53</td>
</tr>
<tr>
<td>5 - All others</td>
<td>17</td>
<td>15</td>
<td>2</td>
<td>5-1-52</td>
</tr>
</tbody>
</table>

The expected date of completion of summary reports in category 4 is based on the current status of cases in preparing those reports. Another person has been recently assigned to this project and it is expected that with a decrease in the volume of significant work in the office, one or more additional persons will be assigned to the preparation of summary reports in the above categories.
Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 14, 1952

TO: Director, FBI
FROM: SAC, New York

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Relet from Seattle 2/25/52, relet from Los Angeles 1/23/52, relet from Portland 1/4/51 and relet 1/18/52.

In connection with the practical problems which have arisen out of the program of endeavoring to prepare a summary report on every Security Index subject, it is felt that the following additional observations by this office may be of some assistance to the Bureau in resolving these problems.

In the first place this office subscribes to the use of a letter rather than leads in reports as a means of obtaining documentations. The reasons for this are those cited by Los Angeles in paragraph two of its letter. We are already undertaking to obtain documentations in this way. Our intention is to submit amended administrative pages for the summary report after we have directed receipt of the documentations from the various offices to which we have directed letters in the particular case. In other words, this office has adopted a procedure conforming the Los Angeles suggestion and certain features of the procedure suggested by Portland.

In connection with the suggestion made by the Seattle Division of using a form for incorporating under appropriate headings all information needed for documentation, this office does not feel it would be a desirable procedure. It appears that the use of this form would result principally in the saving of stenographic time. It is agreed that the use of such a form which would eliminate transcription would eliminate entirely the possibility of typographical errors. However, it is the opinion of this office that this suggestion unduly emphasizes or stresses the occurrence of such errors. It is felt that the chance of error would be far greater if a form were subjected to the task of deciphering the handwriting of an agent located in another field division. Such a form could be utilized as a form sheet in reporting a letter, but the forwarding of the handwritten form in lieu of a letter is not considered desirable by this office. As a further observation, if the use of such a form is approved, it is suggested that the form be limited to standard-size paper in order that it can be conveniently placed in an investigative file.

An early response to relet of 1/18/52 would be appreciated.
SAC, Seattle

March 31, 1952

To Seattle Letter dated February 25, 1952,
and New York Letter dated March 14, 1952,

Your attention is directed to SAC Letter dated March 14, 1952, (revised on page 13)
the method of obtaining necessary information for
documentation of summary reports as set forth.

The Bureau appreciates the suggestion of
the Seattle Division concerning the utilization of
a form for this purpose, however, it is felt that
this matter should be handled by regular letter
as instructed in SAC Letter dated March 14,
1952.

As pointed out in the SAC Letter the
information to be included in the administrative
pages should be set out in tabulated form. It is
suggested that when requesting necessary information
for documentation from other offices the latter may
set out in tabulated form items already in the
possession of the requesting office with the spaces
left blank where the information is desired. This
will facilitate the handling of this matter in
instances where extensive documentation is requested
from another office.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Philadelphia
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: 3/31/52

Re No Number SAC Letter I.

The following is the compilation of statistics regarding summary reports requested in re SAC letter I.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>6</td>
<td>2</td>
<td>Y</td>
<td>6/15/52</td>
</tr>
<tr>
<td>4</td>
<td>69</td>
<td>1</td>
<td>15</td>
<td>7/1/52</td>
</tr>
<tr>
<td>5</td>
<td>665</td>
<td>15</td>
<td>650</td>
<td>12/31/52</td>
</tr>
</tbody>
</table>

With regard to Category 52, there are two pending cases in which this office has authority to interview the subject. No summary report will be submitted in these cases until the interview has been conducted since, if warranted, we must be made to actual security index cases. Category 52 case is pending in which it is not expected that a summary report will be submitted. In this case authority to interview the subject was denied because there was no pointer that the subject was an actual member of the 6.

Upon bureau instructions, this case will be removed since a decision has been reached by the Registry Review Board and consideration will be given to requesting his security index card be cancelled.

The preparation of summary reports in Categories 74 and 45 has not yet been started as a project because not available pending late in February of Category 74 and 45 cases. Category 45 cases are being handled as they come in vs. earlier for the internal file. It is anticipated that the entire project will be completed and have Security Index Cards created on or before 5/31/52. As each has a Category 45 case continues to develop, additional reports will be submitted so that the project can be completed at the earliest possible time.
Office Memorandum

TO: Director, FBI
FROM: SAC, Minneapolis

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

No SAC Letter #6 dated September 22, 1951, and No Number SAC Letter dated March 21, 1952.

The following is the status of summary reports due in this office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>100</td>
<td>25</td>
<td>15</td>
<td>7-30-52</td>
</tr>
<tr>
<td>5</td>
<td>348</td>
<td>99</td>
<td>249</td>
<td>7-1-53</td>
</tr>
</tbody>
</table>
Office Memorandum • UNITED STATES GOVERNMENT

TO: National, DC
FROM: [Signature]
SUBJECT: [Redacted]

Date: 2-18

The Office of Personnel is in receipt of your letter of January 8. In the opinion of the Office, the report of security investigations is a matter for the Director of Personnel, Office of Personnel, to determine in accordance with the existing policies of the Office of Personnel.
Office Mem dum • UNITED GOVERNMENT

TO: Director, FBI
FROM: SAC, Springfield

DATE: March 27, 1952

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES
INTERNAL SECURITY - 0


Set forth below is the progress report for this office in the submission of summary reports through March, 1952:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Initial Summary Cases</th>
<th>Number of Summary Reports Submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>15</td>
<td>3</td>
<td>12</td>
<td>1-1-53</td>
</tr>
<tr>
<td>5</td>
<td>71</td>
<td>17</td>
<td>54</td>
<td>1-1-53</td>
</tr>
</tbody>
</table>

In addition to the above, there have been 13 other summary reports submitted by this office, for a total of 33 summary reports.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Kansas City.
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES
KANSAS CITY DIVISION

Remielt 12/27/51.

There are a total of 37 Security Index cards maintained by this office and in these cases 17 summary reports have been written to date. It is estimated that the balance of 20 reports will be completed by June 15, 1952.

There are no cases coming within categories 2 and $ as set out in No Number SAC Letter I dated 3/11/52.
Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 28, 1952

TO: 
FROM: SECURITY INDEX
SUBJECT: SECURITY INDEX

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
During the past week 67 new cards were added to the Security Index and 19 cards were cancelled, a net increase of 48 cards.
The Security Index count as of today is 18,137.
Office Memo.  

UNITED STATES GOVERNMENT

TO:  Director, FBI

SUBJECT: SECURITY INDEX

DATE: March 25, 1932

Re: DSM letter 27, series 1932. Please be advised that the Security Index in the Internal Division does not contain a classification for prominent individuals, or a special section.
Office Memorandum  •  UNITED STATES GOVERNMENT

TO: DIRECTOR, F.B.I.
FROM: SAC, San Francisco

DATE: March 29, 1952

CONFIDENTIAL

SUBJECT: PREPARATION OF SUMMARY REPORTS

Re SAC letter No. 95, Series 95, Series 1951, dated September 29, 1951 and myletter captioned as above, dated October 20, 1951 and January 10, 1952.

The status of the project of writing summary reports in Security Index cases is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ST subjects added to each category 10/20/51 - 1/5/52</td>
<td>13</td>
</tr>
<tr>
<td>Subjects added to category by category change during 1/5/52 - 3/28/52</td>
<td>1</td>
</tr>
<tr>
<td>Subject removed from ST in San Francisco territory</td>
<td>1</td>
</tr>
<tr>
<td>Subjects deleted from category by category change</td>
<td>1</td>
</tr>
<tr>
<td>Number of subjects in each category as of 3/28/52</td>
<td>13</td>
</tr>
<tr>
<td>Summary reports in each category: 10/21/51 - 3/28/52</td>
<td>2</td>
</tr>
</tbody>
</table>

Index cases is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Section</td>
<td>3</td>
</tr>
<tr>
<td>Top Function Section</td>
<td>1</td>
</tr>
<tr>
<td>Key Section</td>
<td>163</td>
</tr>
<tr>
<td>Key Sector</td>
<td>52</td>
</tr>
<tr>
<td>All Others</td>
<td>148</td>
</tr>
</tbody>
</table>

Number of subjects in categories as of 10/20/51

New ST subjects added to each category 10/20/51 - 1/5/52

Subjects added to category by category change during 1/5/52 - 3/28/52

Subject removed from ST in San Francisco territory

Subjects deleted from category by category change

Number of subjects in each category as of 3/28/52

Summary reports in each category: 10/21/51 - 3/28/52
SAC, San Francisco

Director, FBI

SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Your letter dated March 29, 1952.

Your attention is directed to pages 4 and 5 of No. Number SAC Letter I, dated March 31, 1952, which set forth the prescribed form for reporting the status of your summary report project. In your letter of reference you did not furnish the Bureau with the estimated dates of completion of summary reports in categories 3, 4 and 5. Please submit this information at this time.

It is suggested that in submitting your next quarterly status letter you utilize the form suggested in No. Number SAC Letter I.
In compliance with instructions contained in a number MCC Letter dated 3/14/52, the following table is set forth showing the status of the summary report project in this office in regard to categories 2, 4, and 5.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>Number of Initial Summary reports submitted to date</th>
<th>Number of Summary reports to be submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>5/15/52</td>
</tr>
<tr>
<td>4</td>
<td>28</td>
<td>2</td>
<td>28</td>
<td>5/15/52</td>
</tr>
<tr>
<td>5</td>
<td>436</td>
<td>20</td>
<td>416</td>
<td>5/1/53</td>
</tr>
</tbody>
</table>
Office Memorandum

TO: Director, FBI
FROM: SAC, Cleveland
DATE: March 31, 1952

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re: SAC Letter Number 95 dated September 22, 1951, and No Number SAC Letter 1, Series 1952, dated March 14, 1952.

There is set forth below the following information regarding the status of the summary report project in categories 2, 4, and 5 in the Cleveland Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>By 6-1-52</td>
</tr>
<tr>
<td>5</td>
<td>263</td>
<td>27</td>
<td>230</td>
<td>By 10-1-52</td>
</tr>
</tbody>
</table>
TO:   DIRECTOR, FII  
FROM: SAC, EMPLOYEES  
SUBJECT: SUMMARY REPORT IN SECURITY INDEX CASES


The status of the summary report program in the Baltimore Division is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Reports Submitted to date</th>
<th>Number of Summary Reports Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>9</td>
<td>6</td>
<td>3</td>
<td>April 1952</td>
</tr>
<tr>
<td>4</td>
<td>14</td>
<td>0</td>
<td>14</td>
<td>June 30, 1952</td>
</tr>
<tr>
<td>5</td>
<td>235</td>
<td>5</td>
<td>230</td>
<td>December 31, 1952</td>
</tr>
</tbody>
</table>
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI
FROM: SAC, PORTLAND

DATE: March 29, 1952

SUBJECT: SUMMARY REPORT INCAMONIES INDEX CASES

Re SAC Letter Number 95 series 1951 and no-number SAC Letter series 1952 Letter I.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. Cases</th>
<th>No. of Summaries</th>
<th>To Be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>completed</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>completed</td>
</tr>
<tr>
<td>5</td>
<td>118</td>
<td>31</td>
<td>118</td>
<td>10-1-52</td>
</tr>
</tbody>
</table>

TOTAL:

Completed: 2 cases
No. of Summaries: 43
Total Cases: 122
To Be Submitted: 118
Expected Date of Completion: 10-1-52
Re no letter 152. Letter 1, Series 152 of Jan 27, 19—.

Page 5.
In the same sense and manner of the foregoing, it is

noted that the content of the form and the items

are not included within the administrative portion

of the report, the report is not fully documented.

Thereafter, the suggestion is the form that the procedure of

recording the necessary documentation in the administrative

under the head of any factual divisions

in lieu of a narrative form and therein, or page 5, shall be

an outline of suggested type of documentation.

It is assumed that the suggestion referred to above relating to the

inclusion of this documentation either in the details of the

administrative portion of the report does not exist, in such letters as

the details need only not forth an identification of the

source under appropriate symbol.

Under such circumstances, the data from the activity being reported would not be avail-

able for examination unless the administrative page of the report

was also available, and such not being the case in some included

reports, this office will generally continue to set forth material

under the headings 1, 2, and 3 in the details of the report with

items 4 and 5 being included in the administrative section.

With further reference to the general item of documentation, Paragraph

1, Page 7, states that in the matter of documentation as it relates

to the location of the original exhibits in the office files and the

"file" and original nature of the exhibits original report to be

used in identification with respect to the location of the original

utilized.
Subject: file number and serial number

It is the practice of this office to prepare channelizing memoranda for individual files where information has been received from files where the items of identification referred to in the referenced case are located, and to utilize such instructions in connection with documentation of investigative reports presently being prepared pertaining to both summary reports as well as investigative reports.

As indicated above, if the Bureau will permit recording as the source where the material is located, the Boston File and serial number containing the channelizing memorandum prepared from the informant's report in lieu of a search being made for the specific location of the informant's report, it will greatly expedite the preparation of such reports as in all instances, the channelizing memorandum has been prepared from the original informant's report, or if not, it is the report of an oral interview.
In your letter you call attention to the fact that numbers which were included in the list were not necessarily given or numbers were not intended to be read as examples and it was not intended that they be used as the basis of any conclusions. In this connection it will be noted that the list was arranged under the general heading of the items of information which should be included in the details of the administrative portion of the report. You will notice that the separate items of information received from different sources and appearing on that page, the items the total of the information which received should be included in the report is the information which should be included in the details of the administrative portion of the report.

Not on Yellow Color: the total of the information which received should be included in the report has been set forth in the accompanying data.
original exhibit is located will not necessarily be that of the channelizing memorandum. To avoid any possible error, serial location of the information contained within the original surveillance log or other original exhibit is located. Therefore, you should not proceed with your investigation until the documentation has been made of the location of the channelizing memorandum which includes the file number of the original exhibit. Such information should be included in the documentation of reports and it will not be necessary to conduct a review of files to locate the original exhibit; otherwise such review should be made.

Your attention is directed to your letter of April 2, 1957, your file of instant memorandum which notes forth the status of the summary report project in your office. You did not advise of the expected date of completion of summary reports in categories 4 and 5. Please do so at this time.
Office Memorandum - UNITED STATES GOVERNMENT

TO: Director
FROM: S.C., Buffalo, N.Y.
SUBJECT: \[Missing from page\]

DATE: April 1, 1952

Re: No. 16 Letter I, March 1', 1152, and J.C Letter No. 95, December 25, 1951, regarding special project for report project as of April 1, 1952.

Review of SI cards reflects the following:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL NUMBER OF CARDS REPORTED</th>
<th>TOTAL NUMBER OF CARDS IN Stock</th>
<th>NUMBER OF CARDS REPORTED</th>
<th>NUMBER OF CARDS EXPECTED</th>
<th>REPORT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Special Section</td>
<td>20</td>
<td>0</td>
<td>20</td>
<td>-</td>
<td>7/1/52</td>
</tr>
<tr>
<td>3. Vital Facility</td>
<td>44</td>
<td>9</td>
<td>35</td>
<td>7/1/52</td>
<td>7/1/52</td>
</tr>
<tr>
<td>4. No Summary Reports Since January 1, 1950</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>6/1/52</td>
<td>12/1/52</td>
</tr>
<tr>
<td>5. All Others</td>
<td>130</td>
<td>6</td>
<td>174</td>
<td>3/1/53</td>
<td>3/1/53</td>
</tr>
<tr>
<td>6. Top Functionaries &amp; Key Figures</td>
<td>38</td>
<td>6</td>
<td>29</td>
<td>3/1/53</td>
<td>3/1/53</td>
</tr>
</tbody>
</table>

Both subjects are in our service and reports will not be sent on SI cards.

271 21 250
Office Memorandum

TO: Director, FBI
FROM: [Signature]
SUBJECT: PREPARATION OF SECURITY REPORTS

DATE: March 21, 1969

As requested in letter I, 3/12/69, the project of preparing summary reports on all security index subjects for this office is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>Number of Initial Security Reports Submitted</th>
<th>Number of Security Reports to be Submitted</th>
<th>Expected Date of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>3/31/69</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>15</td>
<td>19</td>
<td>12/31/69</td>
</tr>
</tbody>
</table>

In Category 3 above there is shown a total of 15 security reports submitted for each index subject. It is expected that the preparation for each index subject will be started on or about the date indicated. The security reports and tabulations on each index subject will be prepared and documented in accordance with the latest bureau instructions.
SAC, Honolulu

April 10, 1952

Director, F.B.I.

SECURITY INDEX - PREPARATION OF SUMMARY REPORTS


It is noted that you state that 5 summary reports have been prepared in the past on subjects of Labor Management Relations Act cases who are also Security Index subjects.

Summaries prepared in L.M.A cases will not suffice for the summaries to be prepared in connection with the Security Index summary report project.

It should be noted that while detailed information is required in the L.M.A summaries from the date that a subject signed his non-Communist affidavit, such detailed information is not required concerning his activities prior to the date of his signing the affidavit. It should also be noted that if Security Index subjects are included in the summary reports required under the caption of this memorandum will be utilized for preparing the cases of these subjects to the proper local body. It is not desired that the L.M.A reports be used for this purpose. It is desired that you send the summary reports in the security investigations on those individuals against whom you have such cases.
TO: Director, FBI
FROM: SAC, Louisville

SUBJECT: SECURITY UNITY REVIEW OF SUMMARY REPORTS

Re no number SAC letter 1, dated March 14, 1952.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted To Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>3</td>
<td>10</td>
<td>July 15, 1952</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>0</td>
<td>2*</td>
<td>July 31, 1952</td>
</tr>
<tr>
<td>5</td>
<td>14</td>
<td>2</td>
<td>11</td>
<td>September 31, 1952</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>October 15, 1952</td>
</tr>
<tr>
<td>TOTALS</td>
<td>31</td>
<td>5</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

( * Eliminated by interview.)

It is to be noted that the above figures do not compare with the figures submitted by my letter of October 25, 1952, or December 29, 1951.

The difference is accounted for by the opening of new cases in category 1, and the addition of subjects in category 5 by reason of their moving into Louisville territory from other divisions.

The time estimated for the completion of the project has been extended. This is caused by the fact that other investigative activity in this division has necessitated utilizing personnel assigned to security work on other matters. The assignment of personnel to other types of work, including a supervisory position, two specials, and the assignment of personnel to inspections.

Two of the four agents assigned to this phase of investigative activity have been replaced and are presently familiarizing themselves with the work.

The schedule as set out by the bureau will be adhered to in the future. However, it is felt that the project can be better served by the removal of the four agents from the supervisory position and the assignment of personnel to other types of work, including the assignment of personnel to inspections.

The schedule of the project has been extended, and the personnel have been reassigned as necessary.
One case in category 5 involves a subject who has moved from this division. The summary in this case will be submitted as soon as possible without regard to the schedule.
<table>
<thead>
<tr>
<th>Subcategory</th>
<th>Total No.</th>
<th>No. of reports</th>
<th>No. of reports returned</th>
<th>Expected date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>4/30/32</td>
</tr>
<tr>
<td>5.</td>
<td>123</td>
<td>7</td>
<td>116</td>
<td>10/1/32</td>
</tr>
</tbody>
</table>
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI
FROM: SAC, WFO
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: April 1, 1952

Re: no number, SAC letter 1, 1952 and memo of December 29, 1951.

The following is a tabulation of the security index cases of this office falling into categories 2, 4 and 5, upon which summary reports will have to be prepared:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL NUMBER OF CASES</th>
<th>NUMBER OF INITIAL SUMMARY REPORTS SUBMITTED TO DATE</th>
<th>NUMBER OF SUMMARY REPORTS TO BE SUBMITTED</th>
<th>EXPECTED DATE OF SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>26</td>
<td>11</td>
<td>12</td>
<td>Next 60 days</td>
</tr>
<tr>
<td>4</td>
<td>19</td>
<td>3</td>
<td>16</td>
<td>Next 60 days</td>
</tr>
<tr>
<td>5</td>
<td>173</td>
<td>8</td>
<td>264</td>
<td>Approximately January, 1952</td>
</tr>
</tbody>
</table>

In connection with category 2, it is to be noted letters to the Bureau recommending the removal of three security index cards have been prepared.

Of the cases falling in category 5, 67 of these cases are now assigned and have been slated in line for the writing of summary reports. One of these cases will be prepared by the Milwaukee Office. The remaining cases in category 5 will be scheduled for summary reports as soon as the assigned cases are completed.
Office Memorandum  •  UNITED  •  GOVER

TO:  
FROM:  
SUBJECT: GOVERNMENT CROSS REFERENCES

DATE: April 1, 1953

To Joe L. Jones, Section 2531, Section 2, and to Under Sec. Peter R. Terry, Section 1104, 3/3/53.

The following is the status of the request in the Albany Office.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Survey Reports Completed to Date</th>
<th>Number of Survey Reports to Be Completed</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>89</td>
<td>1</td>
<td>23</td>
<td>12/31/52</td>
</tr>
<tr>
<td>5</td>
<td>120</td>
<td>4</td>
<td>116</td>
<td>7/31/53</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>8</td>
</tr>
</tbody>
</table>

DATE: 9-27-78

UNITED STATES GOVERNMENT
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI   DATE: March 27, 1952
FROM: SAC, New Orleans (no)

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES
NEW ORLEANS DIVISION


In accordance with instructions contained in SAC Letter I, the following information is set forth concerning the summary reports in Security Index cases in the New Orleans Division:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Total Initial Summary Reports Submitted</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>4</td>
<td>2</td>
<td>June 1, 1952</td>
</tr>
<tr>
<td>5</td>
<td>42</td>
<td>0</td>
<td>42</td>
<td>January 1, 1953</td>
</tr>
</tbody>
</table>

In connection with the cases under Category 4, a review of the files of three of the Security Index subjects reflected that no summary is needed and requests for Bureau authority to interview these individuals have been submitted.

In addition to the four summaries in Category 4 which have already been submitted, the New Orleans Office has also submitted summaries on three Smith Act subjects, five New Mexico and nine Security Index subjects who were employed in vital facilities.

The New Orleans office will endeavor to complete submission of the remaining summaries as expeditiously as possible.
**Office Memorandum • UNITED STATES GOVERNMENT**

**TO:** Director, FBI  
**FROM:** SAC, New York  
**DATE:** 1/1/52  
**SUBJECT:** SUMMARY REPORTS IN SECURITY INDEX CASES

Re: Letter 1/2/52; re S/C Letters 892 and 121, dated 9/22/51 and 12/20/51, respectively; and re no number S/C Letter 1, 3/11/52.

Following is the Status of the project in this office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted To Date</th>
<th>Number of Summary Reports To Be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>103</td>
<td>72</td>
<td>31</td>
<td>9/1/52</td>
</tr>
<tr>
<td>4</td>
<td>204</td>
<td>1</td>
<td>203</td>
<td>4/1/53</td>
</tr>
<tr>
<td>5</td>
<td>2667</td>
<td>65</td>
<td>2602</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>
UNITED STATES GOVERNMENT

TO: Emboe, M.

FROM: W. H. James

SUBJECT:

In connection with the outlined reporting schedule, the following notes are being sent:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>TOTAL NUMBER OF CARS</th>
<th>TOTAL NUMBER REPORTS SUBMITTED</th>
<th>DATE OF SUBMISSION</th>
<th>EXPECTED DATE OF SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>4/25/52</td>
</tr>
<tr>
<td>5</td>
<td>43</td>
<td>No</td>
<td>3-4/52</td>
<td>9/15/52</td>
</tr>
</tbody>
</table>

For the information of the Bureau, it is to be noted that the Houston Office has submitted 6 reports on individuals who are considered key figures in the Houston Field Division.

By September 15, 1952, it is anticipated that summary reports on all subjects of Security Index cards #111 have been submitted to the Bureau.

AIR MAIL
In addition to the above it is pointed out that a number of individuals in categories four and five have been the subjects of requests for authorized interviews to determine their present situations. No tabulation for both categories has been maintained, hence no total figure can be supplied. A review of cases in each category reveals, however, that there is a fluctuation in the number of requests for interviews as well as in the length of time required for the completion of the interviews. This fluctuation is due to the fact that the interviews are conducted on a regular basis.

All pending cases in category number four are presently assigned for the completion of a survey report and those in category number five are being assigned on a regular basis.

Inadequate investigation and supervision in these cases may be sufficiently completed.
March 13, 1952

SAC, Mobile
DIRECTOR, FBI

SECURITY INDEX R - C

The "prominent individuals" subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index card for is carried in the "prominent individuals" subdivision of your Security Index at this time.

The file on the above-mentioned individual has been reviewed at the Bureau and his Security Index card is being cancelled at this time and you should destroy both Security Index cards for this individual. For your information, this card has been presented to the Department for an opinion as to whether the subject's name should be carried in our Security Index. Upon receipt of a reply from the Department you will be advised as to whether the subject's name should be added to the general Security Index.

There is no change in existing instructions as to the investigative attention to be accorded this case. In accordance with the above statement of March 7, 1951, this case should be maintained in a pending or pending-inactive status and you should maintain an administrative tickler to be certain that a report is submitted at least once a month. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the narrative review of contacts with confidential informants. Vague or ambiguous information and all information must be verified at the time such report is written and the background information should be contained in the report.
SAC, Baltimore

March 13, 1952

Director, FBI

SECURITY INDEX

The Prominent Individuals Subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the natural Security Index because of their prominence.

The Security Index cards for the following named individuals are carried in the Prominent Individuals Subdivision of your Security Index at this time:

The file on the above-named individuals have been reviewed at the Bureau and the Security Index cards for those individuals are being cancelled at this time. I would recommend that the Security Index cards be cancelled and that the individual's name be carried in our Security Index. Upon receipt of a reply from the Department you will be advised in each case as to whether the individual's name should be added to the general Security Index.

There is no change in existing instructions as to the investigative attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or inactive status and you should maintain an administrative file for each case to be certain that reports are submitted at least each 6 months. The periodic report must be submitted even though no directory information has been developed, in which event it should contain the negative results of checks with confidential informants. Subject's place of employment and background must be verified at the time such reports are written and that background information should be contained in each report.

Note On Yellow Only:
Authority to Executives' Conference
Memorandum dated 2-19-52.
Office Memorandum - UNITED STATES GOVERNMENT

TO:

FROM:

DATE: 3/29/52

SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of March 16, 1952.
KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STL.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>Communist Party, USA</td>
</tr>
<tr>
<td>HNL</td>
<td>Bulgarian</td>
</tr>
<tr>
<td>ISL</td>
<td>Independent Socialist League</td>
</tr>
<tr>
<td>LPR</td>
<td>Nationalist Party of Puerto Rico</td>
</tr>
<tr>
<td>NML</td>
<td>Revolutionary Workers League</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>POL</td>
<td>Polish</td>
</tr>
<tr>
<td>SWP</td>
<td>Socialist Workers Party</td>
</tr>
<tr>
<td>YUA</td>
<td>Yugoslavian</td>
</tr>
<tr>
<td>UPR</td>
<td>Union of the people for the establishment of the Republic of Puerto Rico</td>
</tr>
<tr>
<td>ULP</td>
<td>United Labor Party</td>
</tr>
<tr>
<td>HUN</td>
<td>Hungarian</td>
</tr>
<tr>
<td>MIS</td>
<td>Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)</td>
</tr>
</tbody>
</table>

DANGEROUS-SS CLASSIFICATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC</td>
<td>Priority Detention in the event of an Emergency (DetCom)</td>
</tr>
<tr>
<td>CS</td>
<td>Potential Communist Saboteurs (ComSab)</td>
</tr>
<tr>
<td>KP</td>
<td>Key Functionary</td>
</tr>
<tr>
<td>TP</td>
<td>Top Functionary</td>
</tr>
</tbody>
</table>

CITIZENSHIP STATUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS</td>
<td>Native Born</td>
</tr>
<tr>
<td>NA</td>
<td>Naturalized</td>
</tr>
<tr>
<td>AL</td>
<td>Alien</td>
</tr>
<tr>
<td>UK</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

SPECIAL SECTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEP</td>
<td>Atomic energy program employees</td>
</tr>
<tr>
<td>ESP</td>
<td>Espionage subjects</td>
</tr>
<tr>
<td>FGE</td>
<td>Foreign government employees</td>
</tr>
<tr>
<td>GOV</td>
<td>United States government employees</td>
</tr>
<tr>
<td>FHO</td>
<td>Foreign officer</td>
</tr>
<tr>
<td>UNE</td>
<td>United Nations employee</td>
</tr>
<tr>
<td>YUG</td>
<td>Pro-Tito</td>
</tr>
</tbody>
</table>
Office Memorandum

TO: DEPUTY, FBI

FROM: SAC, San Diego

SUBJECT: SECURITY INDEX

DATE: 3/31/52

CONFIDENTIAL

Re SAC Letter 95 dated 9/22/51
SAC Letter "1" No. 41 dated 3/1/52.

The status of the Security Index Summary Report Project is as follows in the San Diego Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>5</td>
<td>12</td>
<td>12/1/52</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>12/1/52</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12/1/52</td>
</tr>
<tr>
<td>4</td>
<td>92</td>
<td>18</td>
<td>85</td>
<td>12/1/52</td>
</tr>
<tr>
<td>5</td>
<td>7</td>
<td>1</td>
<td>6</td>
<td>12/4/52</td>
</tr>
</tbody>
</table>

TOTAL: 114

SAC Letter 95: SAC Letter "1" No. 41
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, F.B.I.
FROM: SAC, DENVER
SUBJECT: SECURITY INDEX PREPARATION OF SUMMARY REPORTS

Re SAC letter 95 dated 9-22-51 and No Number SAC letter "I" dated March 11, 1952.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>INITIAL NUMBER OF REPORTS SUBMITTED TO BE SUBMITTED</th>
<th>EXPECTED DATE OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>139</td>
<td>6</td>
</tr>
</tbody>
</table>

Under this program it is to be noted that a total of 25 summary reports have been submitted including:

- Special Section 1
- Vital Facility Cases 4
- All Other S.I. Cases 7
- Key Figures 13

During the past three months, prior to receipt of No. Number SAC letter "I" dated March 11, 1952, this office prepared summary reports on the Key Figures which were the more difficult and took a greater length of time.

It is to be noted that there are only seven Security Index Cases in the Denver office which have not had reports since January 1, 1953. These have been assigned and will be submitted expeditiously.

It is felt that this program will be accelerated depending upon the results of fights now being conducted on expeditite applicant type investigations.

It is difficult at this time to estimate when the program will be completed, however, it is felt that the remaining work will take a maximum of the key figure.
RE: SECURITY INDEX

PREPARATION OF SUMMARY REPORTS

and the Agents will be able to handle more summary reports than they have in the past three months.

All Agents handling security work have received instructions regarding the preparation of summary reports as set forth in the No Number 5th Letter and this matter will receive my personal attention.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Little Rock

DATE: March 31, 1952

SUBJECT: SUMMARY REPORTS
   SECURITY INDEX CASES
   INTERNAL SECURITY - C

Re SAC LETTER NO. 95 dated 9-22-51 and NO.
NUMBER SAC LETTER I, Series 1952, dated 3-14-52.

This is to advise that the Little Rock Division
presently has eight subjects carried in the Security Index. One of
the eight Security Index subjects is listed as a key figure, namely,
Buffie. The Security Index subjects are
classified in the following categories, and reports will be submitted
as set forth:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Initial Summary Reports Submitted</th>
<th>Number of Summary Reports to Date Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>None</td>
<td>3</td>
<td>4-15-52</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>None</td>
<td>4</td>
<td>4-15-52</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

In addition to the above, a summary report was
submitted on , who was carried as a key figure in the Little Rock Di-
vision and is presently residing in the Philadelphia Division, upon
the Philadelphia Office being made office of origin.
TO: Director, FBI
FROM: SAC, Butte
SUBJECT: SECURITY INDEX - PREPARATION OF REPORTS

CONFIDENTIAL

Re: No. Number SAC Letter (1) dated March 14, 1952.

Since any Agent preparing a summary report pertaining to security matter cases will need a copy of No. Number SAC Letter (1) in his possession to assist him in the preparation of the report, the Bureau is being requested to furnish nine additional copies of this SAC Letter. These copies will be kept under lock and key and will be charged out only to those Agents who need them for the purpose of preparing summary reports.
SAC, Butte

Director, FBI

SECURITY CONTROL
PREPARATION OF REPORTS

Re: Beulah 4/17/52.

In accordance with your request, there are enclosed herewith nine additional copies of No Number 410 Letter (I) dated 3/14/52.

As you have stated in reference letter, a strict accounting must be maintained of all copies received by your office. In the event you desire to make suitable disposition of any such copies, a notation in the file must reflect the disposition and date of same.

4/28/52
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Los Angeles (SAC, Los Angeles)
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES


The following reflects the total number of summary reports submitted from the beginning of the Summary Report Program to March 31, 1952:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10</td>
<td>6</td>
<td>3</td>
<td>6-1-52</td>
</tr>
<tr>
<td>4</td>
<td>536</td>
<td>42</td>
<td>46%</td>
<td>6-1-53</td>
</tr>
<tr>
<td>5</td>
<td>1642</td>
<td>58</td>
<td>58%</td>
<td>6-1-53</td>
</tr>
</tbody>
</table>

1 (S. I. Requests) 83
3 (Key Facilities) 106 60 16 6-1-52
6 (Key Figures) 79 62 17

TOTAL 311
DATE: April 3, 1952

TO: DIRECTOR, FBI

FROM: SAC, Milwaukee

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CARDS

Re SAC Letter dated 9-22-51 and No Number SAC Letter 1 Series 1952.

The following is the status of submission of summary reports in Security Index cases in the Milwaukee office, using the category numbers as set out in referenced No Number SAC Letter:

1) NEW SECURITY INDEX CASES

Five summary reports have been submitted in cases in which the subject is not as yet on the Security Index. It is, of course, not possible to state in how many cases the activities of the subject will warrant the preparation of a summary report. Cases in this category will receive top priority.

2) SPECIAL SECTION CASES

None

3) VITAL FACILITY CASES

Thirty-two. Seventeen summaries completed. Fifteen assigned for preparation. These will receive attention in accordance with the new schedule as set out in referenced no number SAC letter.

4) The Milwaukee Office has no Security Index cases in which reports have not been submitted since 1-1-49, and accordingly a schedule in this category is not being set up.

5) ALL OTHERS - Security index subjects not falling under categories 1 to 4 or category 6:

<table>
<thead>
<tr>
<th>TOTAL NO. OF CASES</th>
<th>NUMBER OF INITIAL SUMMARY REPORTS SUBMITTED TO DATE</th>
<th>NUMBER OF SUMMARY REPORTS TO BE SUBMITTED</th>
<th>EXPECTED DATE OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>214</td>
<td>40</td>
<td>174</td>
<td>12-31-52</td>
</tr>
</tbody>
</table>

unless category 1 above will prove greater than anticipated or requirements for S.I. subjects are expected to increase volume
6) **TOP FUNCTIONARIES AND KEY FIGURES**

The Milwaukee office has two top functionaries and 12 Key Figures. Summary reports have been submitted on all of these subjects.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI

FROM: J.C., Indianapolis

SUBJECT: SECURITY INDEX

Preparation of Quarterly Reports

Re no number SAC letter I dated March 14, 1952.

The first quarterly status letter of 1952 will be submitted to the bureau by April 7, 1952.
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI

FROM: SAC, KNOXVILLE

DATE: 4/3/82

SUBJECT: SECURITY IN TTY PREPARATION OF SECURITY REPORTS

Be No. 80 SAC letter 1, dated 3/14/82.

Summary reports on all 8T subjects of this office have now been completed.
Office Memorandum - UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: Birmingham
DATE: April 1, 1952.
SUBJECT: PREPARATION OF SUMMARY REPORTS.

Re No Number SAC Letter I, dated 3/14/52.

The following are total number of cases in categories 2, 4 and 5 in the Birmingham Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Initial Reports Submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>None</td>
<td>None</td>
<td>---</td>
</tr>
<tr>
<td>4</td>
<td>None</td>
<td>None</td>
<td>---</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>9</td>
<td>4/30/52</td>
</tr>
</tbody>
</table>

The one Security Index subject remaining in this office on whom we have not submitted a summary report is currently in Bureauille. It is expected that this subject will be interviewed by Special Agents of the Birmingham Office upon coverage of outstanding leads in that case. If the subject is then recommended to remain in the Security Index, a report will be prepared; otherwise the case will be closed.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, SAC
FROM: SAC, Albuquerque
SUBJECT: SUMMARY REPORTS IN SECURITY INVESTIGATION

DATE: March 31, 1952

Re SAC Letter #95 and 10 Number SAC Letter I requesting that the Bureau be advised of the status of the above-named project as of March 31, 1952, the following is the status of this project in the Albuquerque Division:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Reports submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>5/1/52</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>5/1/52</td>
</tr>
<tr>
<td>5</td>
<td>35</td>
<td>28</td>
<td>5</td>
<td>5/1/52</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>5/1/52</td>
</tr>
</tbody>
</table>

*It should be noted that the summary report on the subject presently residing in this Division will be prepared by the Bureau of Investigation.*
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Miami ( )
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES.

Reference is made to No Number SAC Letter I, Series 1006 dated March 14, 1952 concerning the preparation of annual reports in Security Index cases.

Pursuant to the instructions contained in the above letter, the following figures are supplied:

<table>
<thead>
<tr>
<th>Total Number of Category</th>
<th>Number of Initial Summary Reports Submitted To Date</th>
<th>Number of Summary Reports to be Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>108</td>
<td>63</td>
</tr>
</tbody>
</table>

It will be noted from the above figures that during the past 18 months, 63 summary reports have been prepared by the Miami Office. Of these 63, 51 were submitted over 1 year ago and consequently the annual supplemental report is now one year overdue. Thus, it will be noted that Miami has as of this date 45 summaries to prepare and 51 annual supplemental summary reports, making a total of 97 reports to be prepared at this time.

Further reference is made to my letter of January 3, 1952, which was the quarterly status report on this program as of that date. In this letter I pointed out that the Miami Office has been under a tremendous burden of special civil rights and other top priority investigations which has reduced the amount of practically all of the manpower assigned to this office. The investigation of these special matters has continued since th-
Letter to Director, FBI
From SAC, Miami

In writing of the referenced letter of January 1, 1961, one fact the burden has been increased in recent weeks as a result of the convening of a Federal Grand Jury at Miami, Florida, which Grand Jury has requested this office to supply the voluminous amount of information requiring extensive file review and the use of all available manpower.

The Agents normally assigned to security work in the headquarters city have been spending most of their time on their special projects and, in addition, have been called to work on the anti-espionage and loyalty and espionage leads that require prompt and immediate attention.

In addition, the Agent responsible to me for security work in the Jacksonville Resident Agency, who recently been removed from Jacksonville and assigned to Washington on a 6-months' special. This of course had been another set-back so far as the security work of the Miami Office is concerned.

At the present time, there is some indication that within the immediate future the special investigations required to assure the use of such manpower will cease, which will allow me to assign additional men to security work.

The importance and necessity of the preparation of these summary reports in security investigations is emphasized to me and as soon as the Grand Jury work is completed, I shall assign the agents they are now performing on in security work in an effort to assist the preparation of the summary reports and the annual supplemental security reports as the Bureau desires.

I sincerely hope that the Bureau will understand the problems confronting the Miami Division and I feel certain that, when the summary letter is submitted to you, the annual report and show that substantial progress has been made in accordance with the Bureau's desires.

I. 1.0.

Reference SAC Letter contained instructions to the field regarding status of the project of preparing summary reports on subjects who are included on the Security Index.

The following information is submitted:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted To Date</th>
<th>Number of Expected Summary Reports To Be Submitted Before Completion</th>
<th>Date of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>6</td>
<td>X 6^2</td>
<td>2/28/53</td>
</tr>
</tbody>
</table>
Office

TO: Director, FBI
FROM: 
SUBJECT: FBI Division

DATE: April 11, 1951

PERSONAL and CONFIDENTIAL

Reference is made to the latest number 13 (3), dated September 30, 1951 and No. 28, number 32, letter 2, dated September 1952.

In accordance with instruction contained in referenced No. 28, number 32, letter, the summary reports prepared by the Detroit Division on Security Index Subjects for the four quarters of 1951, and January to April 1952, are set out in the following prescribed manner:

<table>
<thead>
<tr>
<th>Total Number of Cases Submitted</th>
<th>Number of Summary Reports Submitted</th>
<th>Expected Date of Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Two</td>
<td>Two</td>
</tr>
<tr>
<td>2</td>
<td>Two</td>
<td>Two</td>
</tr>
<tr>
<td>4</td>
<td>One</td>
<td>One</td>
</tr>
<tr>
<td>5</td>
<td>Three</td>
<td>Three</td>
</tr>
</tbody>
</table>

In regard to category five above, it is noted that in the schedule of priorities, subjects employed in a Vital Facility (priority three) carry a higher priority than routine Security Index Subjects in category five. There are presently over 1,500 persons in the Security Index of this office and almost half of these have been employed in a Vital Facility. Effort has been placed on the prosecution of these vital subjects in view of their relative urgency, as the volume of these cases is severe. The following summary report is a quarterly report of the current status of security index subjects and should be used in the preparation of your reports to the Director. Your report should include the following four categories of subjects and their respective numbers: Vital Facility, Security Index, and routine. This report should be submitted by June 1952.
TO:       DIRECTOR, FBI  
FROM:  SAC, DALLAS   
SUBJECT: PERSONAL AND CONFIDENTIAL

Re SAC Letter No. 95 dated 9-22-51, and No Number SAC Letter I, dated 3-11-52.

The Dallas Office has no subjects in Category 2.

There were a total of three cases in Category 4 (formerly Category 6). All three summary reports have been written.

There were a total of 33 cases in Category 5 (formerly Category 7). All 33 summary reports have been written.

San Francisco recently changed the office of origin to Dallas in the case entitled, "SECURITY MATTER - J", Suffix "A". They did not appropriately forward serials to this office, and it is not known whether or not a summary has been submitted. San Francisco has been requested to prepare a summary if this has not already been done. For the information of the bureau, the summary report project is now completed in the Dallas Office. Summary reports have been prepared in all categories. No further quarterly letters will be submitted to the Bureau concerning this matter SACB.
The 1952 Individual Subdivision of the Special Section of the Security Index is being discontinued. The purpose of the section that pertinent and materially known individuals should not be removed from the General Security Index because of their presence.

The Security Index cards for the following mentioned individuals are carried in the Individual Subdivision of your Security Index at this time:

The files on the above-mentioned individuals have been reviewed at the Bureau and the Security Index cards for these individuals are being cancelled at this time and you should destroy both Security Index cards for each individual. For your information, each of the above cases has been referred to the Department for an opinion as to whether the individual's name should be carried in your Security Index. Upon receipt of a reply from the Department you will be advised of the case as to whether the individual's name should be added to the General Security Index.

There is no change in existing instructions as to the investigative attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or pending-inactive status and you should maintain an administrative ticket for each case to be certain that reports are submitted at least each 6 months. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the narrative results of contacts with confidential informants. A subject's place of employment, and residence must be verified. At the time each report is written and that background information should be contained in each report. In view of one fact that an individual is employed at a facility which has been designated a key facility by the Secretary of Defense, future reports in such cases should contain the pertinent information required in cases of that type.
Office: UNITED STATES GOVERNMENT

TO:  
FROM:  
SUBJECT: SECURITY INDEX

DATE: April 4, 1952

PURPOSE: To advise you of the total cards in the Security Index.

DETAILS: During the past week 63 new cards were added to the Security Index and 3 cards were cancelled, a net increase of 55 cards.

The Security Index count as of today is 18,192.
Re No Number SAC Letter I March 14, 1952.

The following is being furnished for your information in accordance with the instructions set forth in referenced letter.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted to Date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7-1-52</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>9-1-52</td>
</tr>
<tr>
<td>5</td>
<td>75</td>
<td>4</td>
<td>71</td>
<td></td>
</tr>
</tbody>
</table>

This office has approximately ninety summary reports to prepare on Security Index subjects, which are employed in a vital facility. (Category # 3)

This project is proceeding as rapidly as possible.
Office Memorandum • UNITED STATES GOV

TO: Director, P.T
FROM: C.E. ANCHOR
SUBJECT: ...[Redacted]...

DATE: [Redacted]

Be no survey by Letter I, Service 1 of date [Redacted].

Pursuant to instructions in the above referred C.I. Letter, a complete review has been made of all summary reports due to this Bureau and the following schedule is herewith submitted:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Initial Reports</th>
<th>Number of Initial Reports to be Submitted</th>
<th>Target Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>16</td>
<td>6-1-52</td>
</tr>
<tr>
<td>5</td>
<td>134</td>
<td>134</td>
<td>12-1-52</td>
</tr>
</tbody>
</table>
Office Memorandum  •  UNITED STATES GOVERNMENT

TO: Director, FBI

FROM: SAC, Oklahoma City ( )

DATE: April 5, 1952

SUBJECT: SECURITY INDEX
Preparation of Summary Reports

Re: No Number SAC Letter I, Series 1952, dated 3/14/52,
Subsection Documentation of Summary Reports.

A review of the files of this office reflects that prior to 1945 little or no effort was made to identify written reports of informants, particularly those of and , who are still active.

This review also reflects that for a certain period of time written reports of informants were block stamped and mutilated with punch holes in filing. These reports, although signed by the informant, in many instances were not initialed or dated by the agents to whom delivered. If the report was more than one page, the informant did not sign or initial any of the pages other than the last. These reports in their present state cannot be documented as required. It is believed that they could now be exhibited to the appropriate informant and that he could sign each page and acknowledge it as having been prepared by him on the earlier date. The agent at that time could initial the report.

Please advise if this procedure may be adopted.
SAC, Oklahoma City

April 21, 1952

Director, FBI

SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Report dated April 5, 1952, wherein you advised that prior to 1952, little or no effort was made in your office to identify written reports of informants. You suggest that the reports should now be exhibited to the appropriate informants so that they can sign each page and acknowledge the reports as having been prepared by them on the earlier dates and an Arent could sign the initial reports at this time.

It is not desired that you take this action at this time inasmuch as no purpose will be served by so doing. Page 9 of No. Number SAC Letter 7, dated March 11, 1952, points out that when documentation information is not contained in the files that fact should be shown in the administrative pages of reports in security investigations. You should follow this procedure.

You should also be certain that you are now following the correct procedure in handling reports of your informants.
SAC, Omaha

Director, FBI

SECURITY INDEX

April 7, 1952

RoBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the General and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR

FROM: SAC, RICHMOND

DATE: 4-8-52

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES.

Re SAC Letter No. 95, Series 1951, dated 9-22-51
and No Number SAC Letter I, Series 1952, dated 3-14-52.

Attached hereto is the status report of this project
at the Richmond Office as of April 1, 1952.
### Summary Reports in Security Index Cases

**Richmond Division**

**Status Report - April 1, 1952**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted To Date</th>
<th>Number of Summary Reports To Be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
<td>5/1/52</td>
</tr>
<tr>
<td>2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>4</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>5</td>
<td>18</td>
<td>6- WFO</td>
<td>11</td>
<td>8/1/52</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>5</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>26</strong></td>
<td><strong>16</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>


office Memorandum - UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Norfolk
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: 4/8/52

Re SAC Letter #95, 9/22/51, Section (B).

Summary reports have been prepared on all Security Index subjects in this division except one, who is being interviewed in the near future and on whom a summary report may not be necessary.
The question has been raised as to the necessity for fully documenting information which has been received from bureau sources.

The bureau has followed the procedure in the past of transmitting photostats of the reports of bureau sources to the field. Copies of all such reports which were transmitted to the central office with the information contained therein should now be available to those offices in their files.

For security reasons it is not desired that the reports of these informants be documented further than the information cited in the transmission from the copies of the informants' reports now in possession of the field.
The date of activity of a subject will be reflected in each copy in your possession. The date reflected from the informant can be shown by you in your security reports as the date of the informant's report which will also be reflected in the copies of the reports in your possession. The documentation in the security reports which you will submit should reflect the location of the copy of the informant's report in your office as well as state in the documentation that the file and you should state in the documentation that the file and you should state in the documentation that the file and the records are a Bureau source. The following is an example illustrating the manner of setting forth the documentation in the administrative portion of security reports that it pertains to a Bureau source:

<table>
<thead>
<tr>
<th>Date of Activity and/or Description of Source</th>
<th>Identity of Description of Information</th>
<th>Date Received</th>
<th>Agent to Whom Furnished</th>
<th>File Number Where Located</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-22-47</td>
<td>3-24-47</td>
<td>Bureau Source</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This will make it unnecessary for you to request documentation information concerning reports of Bureau sources when such reports are in your possession. Of course, in some instances you will find that you have not been furnished with a copy of a written report of a Bureau source and you find that it is necessary to include the information in a report concerning the subject of a security investigation, you may request that the Bureau furnish you with a microfilm of the original report of the Bureau source.
Office Memorandum • UNITED STATES GOVERNMENT

TO:    Director, F.B.I.
FROM:  J. D. McMillan, Phoenix
SUBJECT: STATUTORY REPORTS IN SPECIFIC CASES

Ref: Letter to Phoenix dated March 21, 1952.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL NO. OF CASES</th>
<th>NO. OF ENTIRE STATUTORY REPORTS</th>
<th>NO. OF STATUTORY REPORTS NOT RETURNED</th>
<th>DATE OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1/1/53</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27</td>
<td>25</td>
<td>62</td>
<td></td>
</tr>
</tbody>
</table>
TO: [Redacted]
FROM: [Redacted]
DATE: March 31, 1952

SUBJECT: Summarization of Security Reports
From File No. [Redacted]

This is to advise that the project of summarizing security reports in your file in this office has been completed in the following paragraphs:

In the case entitled

-Washington Post-

Preparation is being given to interviewing subject. If the report approves and completed interview and if subject is still retained in the security clear after the interview, a summary report will be submitted.

In the case entitled

-Washington Post-

Subject was employed at Oak Ridge, Tennessee, and is a major index report in the Knoxville office. His employment was terminated at Oak Ridge, Tennessee. Subject reported employment with

-William Dan, [Redacted]-His status continued to rest in Knoxville. Knoxville Office has informed us to summarize report of [Redacted].

on January 72, 1951 and apparently returned to his home at Knoxville, Tennessee. It is contemplated that file 21-28 will continue to be utilized as soon as the office has verified his return to Knoxville.
March 31, 1942

TO: CITY LD.

Cc: CIVILIAN FD. H o m e .

Your report dated February 8, 1942, entitled "Preparation of infantry reports and other reports in security fuse cases," relative to use in your office of a guide for infants in preparing city reports.

The Bureau has no objection to the use of this guide by the Civilian in your office. If you desire to utilize it, however, it is not believed that it should be mandatory for infants to use this type of fuse. The Bureau believes that it will facilitate the handling of a case by preparation of a report he may utilize the guide suggested.

It is noted that the guide is used by you containing elements of information. Your attention is directed to a letter mailed to you on March 20, 1942, which emphasizes that the elements are not to be reproduced, but only used as a guide in your own handling of certain cases. It would be appreciated, however, if you would endeavor to eliminate the reproduction of the information by an airmail letter, and if possible utilize the report.

For further information, section 1/2 of the Bureau of Information, section 3/4, which contains the data to which you have referred, will contain a copy of the report. You may utilize or otherwise.

L. C. LAVELLE

Chief, P. O. 

CIVILIAN FD. HOME.
Office Memorandum • UNITED STATES GOVERNMENT

TO: THE DIRECTOR
FROM:...
SUBJECT: SECURITY INDEX

DATE: April 11, 1952

PURPOSE:
To advise you of the latest cards in the Security Index.

DETAILS:
The following is a report on the increase in the Security Index since the last count was furnished to you on March 14, 1952.

<table>
<thead>
<tr>
<th>Week of</th>
<th>New Cards Added</th>
<th>Cards Cancelled</th>
<th>Net Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15-21</td>
<td>80</td>
<td>51</td>
<td>29</td>
</tr>
<tr>
<td>March 22-26</td>
<td>67</td>
<td>19</td>
<td>48</td>
</tr>
<tr>
<td>March 29 - April 4</td>
<td>63</td>
<td>3</td>
<td>55</td>
</tr>
<tr>
<td>April 5 - 11</td>
<td>66</td>
<td>9</td>
<td>60</td>
</tr>
</tbody>
</table>

The Security Index count as of today is 13,652.

For your information, during the preceding four-week period 240 cards were added and 72 cards were cancelled, a net increase during the period of 153 cards.
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI
FROM: SAC, MEMPHIS (66-1F64)
SUBJECT: SECURITY INDEX PREPARATION OF SUMMARY REPORTS

Reference no number SAC Letter I dated March 11, 1952.
The following information is being submitted pursuant thereto.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Fingerprint Reports Submitted to Date</th>
<th>No. of Summary Reports to be Prepared</th>
<th>Expiration Date of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>6-1-52</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>16</td>
<td>10</td>
<td>6</td>
<td>9-1-52</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>9-1-52</td>
</tr>
<tr>
<td>TOTALS</td>
<td>21</td>
<td>12</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
Reference SAC Letter 97, Series 1949, dated 10/19/49.

SAC Letter 97, 1949 sets forth certain provisions and instructions to be followed in the recommendation, preparation and maintenance of Security Index cards. Among the items to be listed on the front of the Security Index cards was the Office file number. The Bureau advised, however, in SAC Letter 48, 1950, that the prior instructions would be largely superseded by the inauguration of the IBM system, which system is still in use. The latter SAC Letter instructed that the Division Office File Number, description and photograph should be placed on the reverse side of the geographical card. This letter instructed that no changes should ever be made to the face of the IBM cards without Bureau permission. This was amended by SAC Letter 09, Series 1950, which permitted that changes of address, etc., could be made in handwriting pending the receipt of corrected cards after submission of PD-122.

SAC Letter 7, Series 1951, further amended the instructions to provide for the posting of information beneath the physical description on the geographical card that a Security Flash has been placed in the particular case.

A review of paragraphs 3 and 4 on pages 34 and 35, Section 87C, Manual of Instructions, however, indicates that these paragraphs are very similar in phrasing to SAC Letter 97, 1949 although the IBM System is still in use. Page 34 of the Manual was last changed on 4/14/51.

Page 34, Section 87C at the present time calls for the placing of the Office File number on the front of the Security Index Card. The Bureau is respectfully requested to advise whether it is advised that the file number be placed on the front or the reverse side of the geographical card and whether there is any objection to placing the file number on both the geographical and alphabetical cards.
Receivce dated April 10, 1952, requesting advice from the Bureau as to whether it is desired that the file number be placed on the front or the reverse of the Geographical Security Index card and whether there is any objection to placing the file number on both the Geographical and Alphabetical cards.

The file number should be placed on the front side of the Geographical card. There is no objection to placing the file number on the Alphabetical card inasmuch as to do so will readily provide the file number to personnel in your office. Check the Alphabetical card. It will not be necessary to undertake a project to place this information on all of the Alphabetical Security Index cards in existence at this time. As new cards are received from the Bureau the file number may be placed thereon.
<table>
<thead>
<tr>
<th>Case No.</th>
<th>Date of Issue</th>
<th>Name of Inhabitant</th>
<th>Address of Inhabitant</th>
<th>Issued to</th>
<th>Date of Issuance</th>
<th>Expected Date of Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1/1/32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/1/32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1/1/32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Office Memorandum  UNITED STATES GOVERNMENT

TO:  
FROM:  
DATE: April 2, 1952

SUBJECT: PREPARATION OF REPORTS

PurPOSE:

To recommend the transmittal of the attached letter to the Field regarding documentation of information in security reports which was received from Bureau sources under our TT-l operation.

BACKGROUND:

The Field is under instructions to fully document information received from live informants when that information is set forth in security reports. As you know the Bureau has operated an informant arrangement through TT-1 which has been a highly confidential operation. We have transmitted copies of the reports of such Bureau sources to the interested offices.

Pittsburgh has requested the Bureau to furnish information to them to enable them to complete the documentation of the original reports of Bureau sources. That is, in addition to the other items necessary for complete documentation they want the Bureau to furnish the identities of the Bureau employees receiving the original written reports of the Bureau sources and the location of these originals in the Bureau's files.

RECOMMENDATION:

In view of the highly confidential nature of the TT-1 setup, I believe that we should refrain from further disclosing to the Field at this time the identities of the Bureau personnel receiving the reports of Bureau sources and the location of the originals in the Bureau's files bearing in mind that this information would appear in the administrative portion of numerous reports submitted on subjects of security investigations.
Since the Field is in possession of copies of the reports of Bureau sources they will be able to sufficiently document the information contained therein by reflecting in their security reports the fact that the source is a Bureau source and by identifying the location of the copy of the source's report in their office files. The dates of activity of the subjects will be reflected in the copies of the Bureau sources' reports which are in the possession of the office. The date that the information was received from the source can be shown by the date of the source's report which will be reflected on the copy in the possession of the office.

ACTION:

If you agree, the attached letter should be transmitted to the Field.
Memorandum

TO: Director, FBI
FROM: SAC, Butte
SUBJECT: SECURITY INDEX
PREPARATION OF REPORTS

DATE: April 17, 1952

CONFIDENTIAL

Re No Number SAC Letter (1) dated March 14, 1952.

Since any Agent preparing a summary report pertaining to security matter cases will need a copy of No Number SAC Letter (1) in his possession to assist him in the preparation of the report, the Bureau is being requested to furnish nine additional copies of this SAC Letter. These copies will be kept under lock and key and will be charged out only to those Agents who need them for the purpose of preparing summary reports.
In accordance with your request, there are enclosed herewith nine additional copies of No. Number 810 Letter (I) dated 4/19/59.

As you have stated in referenced letter, a strict accounting must be maintained of all copies received by your office. In the event you desire to make suitable disposition of such copies, a notation in the file must reflect the disposition and date of same.
**Office Memorandum • UNITED STATES GOVERNMENT**

**TO:** Director, FBI  
**FROM:** SAC, New Haven  
**DATE:** April 21, 1952

**SUBJECT:** SECURITY INDEX PREPARATION OF SUMMARY REPORTS


The following shows the current status of the summary report project in the New Haven Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Cases</th>
<th>No. of Initial Summary Reports Submitted</th>
<th>No. of Summary Reports Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2*</td>
<td>2</td>
<td>June, 1952</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>3</td>
<td>9</td>
<td>Sept., 1952</td>
</tr>
<tr>
<td>5</td>
<td>362</td>
<td>23</td>
<td>339</td>
<td>Feb., 1954</td>
</tr>
</tbody>
</table>

*Both cases for which these reports were prepared have subsequently been removed from SI of this office.

The two which require summary reports are new additions to this category.
Reference is made to your letters under the
following captions on the following dates:

In all of the above letters you requested the
Bureau to furnish documentation instruction concerning
the Bureau sources.

Your attention is directed to the Bureau's
letter to your office with copies to all other offices,
dated March 7, 1952, containing instruction regarding
the handling of the dissemination of information received
from Bureau sources.

You are to handle this matter in line with the
instructions contained in that letter.
There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field office of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:
Espionage Section of the Special Section not included.
Office Memorandum  •  UNITED STATES (C)

TO:  Director, FBI
FROM:  HQ, El Paso (100-4254)
SUBJECT:  SECURITY INDEX - FULFILLMENT OF Summary REPORTS

DATE:  April 1, 1952


There follows the status of the project in the El Paso office of preparing summary reports regarding Security Index subjects:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted to date</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Special Section Cases)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Co-pertinent derogatory information in Report Form since January 1, 1949)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>13</td>
<td>4</td>
<td>9</td>
<td>September 1, 1952</td>
</tr>
<tr>
<td>(All Others)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It should be noted that the letter of the two referred El Paso letters was incorrect in that it indicated that two summary reports were in district. This should have read, two summary reports being required for district.

For reasons of clarity the following is the status of all categories of summary reports in the El Paso Office:

- Total of Security Index subjects = 13
- Number of cases requiring reports = 13
- Number of cases requiring reports (of which Type XII, XVI, XVII, and XVI are included) = 13

/
It should be noted that in addition to the 13 cases listed above in the "all others" category, the CI Field Office has 1 in "Initial Facility" category although the report has already been written and one in "Key Figure" category (report not yet written).

It is planned that in the immediate future all cases will be assigned for the definite purpose of having summary reports written and it is hoped that the completion date will be sooner than listed above.
Office Memorandum - UNITED STATES GOVERNMENT

DATE: April 18, 1952

FROM: [Redacted]

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 73 new cards were added to the Security Index and 12 cards were cancelled, a net increase of 61 cards.

The Security Index count as of today is 13,313.
SOCIETY CASES: NARRATION OF INCIDENT

The attached letter below indicates the field that is
will fall into the community, then submit the report please in
connection with the incident under it that report has been to
The field is under instructions to place an asterisk behind the initial number of the technical and laboratory personnel to designate their presence in the office files of this service. This will indicate the presence of such personnel and aid in the finding of the personnel logs in the office files of this service.

Each of this procedure is necessary in the technical and laboratory personnel of the agency for the control of office services and should be strictly followed. It is necessary that the logs will have a continuous jottings of the names of the personnel when visiting the office in the office.

To have live informants who are on such high levels in administrative offices that knowledge of their activities cannot be kept in the office or outside. If the field is instructed to locate the telephone or office, the personnel is not to be informed in the same manner as information received from technical and laboratory personnel. The identification of such live informants will not be entered to the office by the personnel that their personnel records be located in office files. This will not be possible in the personnel to have been able to definitely determine the control of the office behind an action or policy when in the office. Persons that the service is a local or interoffice personnel or the attached for letter includes these instructions.

ACTION:

It is recommended that the attached letter be approved for the personnel to file.
Office Memorandum - UNITED STATES GOVERNMENT

TO: 
FROM: 
DATE: April 25, 1962

SUBJECT: SECURITY INDEX

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
During the past week 78 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 61 cards.

The Security Index count as of today is 18,569.
Office Memorandum • UNITED STATES GOVERNMENT

TO:

FROM:

SUBJECT: SECURITY INDEX CARD STATISTICS

DATE: 4-21-52

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of April 15, 1952.
FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>Communist Party, USA</td>
</tr>
<tr>
<td>BUL</td>
<td>Bulgarian</td>
</tr>
<tr>
<td>ISL</td>
<td>Independent Socialist League</td>
</tr>
<tr>
<td>NFR</td>
<td>Nationalist Party of Puerto Rico</td>
</tr>
<tr>
<td>PPA</td>
<td>Proletarian Party of America</td>
</tr>
<tr>
<td>RML</td>
<td>Revolutionary Workers League</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>POL</td>
<td>Polish</td>
</tr>
<tr>
<td>SWP</td>
<td>Socialist Workers Party</td>
</tr>
<tr>
<td>YUG</td>
<td>Yugoslavian</td>
</tr>
<tr>
<td>UPR</td>
<td>Union of the people for the establishment of the Republic of Puerto Rico</td>
</tr>
<tr>
<td>ULP</td>
<td>United Labor Party</td>
</tr>
<tr>
<td>HUN</td>
<td>Hungarian</td>
</tr>
<tr>
<td>MIS</td>
<td>Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)</td>
</tr>
</tbody>
</table>

DANGEROUSNESS CLASSIFICATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC</td>
<td>Priority Detention in the event of an Emergency (DetCom)</td>
</tr>
<tr>
<td>GS</td>
<td>Potential Communist Saboteurs (ComSab)</td>
</tr>
<tr>
<td>KP</td>
<td>Key Figures</td>
</tr>
<tr>
<td>TP</td>
<td>Top Functionary</td>
</tr>
</tbody>
</table>

CITIZENSHIP STATUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB</td>
<td>Native Born</td>
</tr>
<tr>
<td>NA</td>
<td>Naturalized</td>
</tr>
<tr>
<td>AL</td>
<td>Alien</td>
</tr>
<tr>
<td>UN</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

SPECIAL SECTION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEP</td>
<td>Atomic Energy Program employees</td>
</tr>
<tr>
<td>ESP</td>
<td>Espionage subjects</td>
</tr>
<tr>
<td>FGE</td>
<td>Foreign Government employees</td>
</tr>
<tr>
<td>GOV</td>
<td>United States Government employees</td>
</tr>
<tr>
<td>PRO</td>
<td>Prominent Person</td>
</tr>
<tr>
<td>UNE</td>
<td>United Nations employee</td>
</tr>
<tr>
<td>YUG</td>
<td>Pro-Tito</td>
</tr>
</tbody>
</table>
There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field office of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.
Office Memorandum • UNITED STATES GOVERNMENT

TO : 
FROM :

DATE: January 4, 1952

SUBJECT: SECURITY TRAINING PROGRAM
Cleveland Division

PURPOSE:

Comment on the material being used by the Cleveland Division for training Agents assigned to security investigations.

DETAILS:

Attached is a copy of a memorandum for Agents on the security squad of the Cleveland Office and a sample security report used by that office for training purposes. These items were referred to the Internal Security Unit by the Training and Inspection Division for observations and comments.

The above-mentioned material in use by the Cleveland Office for training purposes indicates that the Cleveland Office has taken an excellent approach to the handling of security matters. It appears that their program will undoubtedly be of material aid to their security squad and particularly to new Agents assigned to the "quad. It should increase the effectiveness of their security squad and the standard of work turned out.

A review of the model report and the memorandum with attachment prompted the following observations.

Be Report:

Page two under "Background" (8). The results of investigations by police agencies should be attributed to the police agency or department rather than to individual officers.
(SAC Letter No. 58 dated August 16, 1950, page five)

Page three, last paragraph, line one: Page four, second paragraph, line one and page four, third paragraph, line one. It is suggested that the phraseology "by report" be deleted in each instance. It would be sufficient to say "reported" with no mention made to a written report. It is possible that at some future date a reference to a report might prompt a demand or request that the report be produced which situation would be undesirable.
Page seven, T-5 and page eight, T-6. According to the body of the report, T-5 and T-6 appear to be live informants and information should be set out on the Administrative page as to the date the information was received and by whom as was done in the case of T-3 and T-4 on page seven.

Re Attachment to Memorandum:

Page three (7), CAPTIONS. Recent instructions to the Field in SAC Letter No. 121 dated December 20, 1951, (issued subsequent to the preparation of this material by the Cleveland Office), directed that the form for summary reports set forth in SAC Letter No. 95 dated September 22, 1951, be used whenever possible in investigative reports as well as summary reports. This includes the use of headings prescribed in the recommended form for summary reports in each investigative report whenever information is included that logically falls under such headings. This instruction was issued to ensure uniformity in report writing in the Field and to facilitate the preparation of summary reports in the future.

Cleveland, if not already done, should include this recent instruction in their training memorandum.

Page four (8), POLICE INVESTIGATIONS. As previously pointed out, the results of investigations by Police Agencies should be attributed to the agency or department rather than to individual officers. (SAC Letter No. 58 dated August 16, 1950, page five).

Page eight (15), CHARACTERIZING ORGANIZATIONS. Instruction contained under this heading is correct in that organizations should be characterized where cited by the Attorney General but should be broadened to include citations by duly constituted legislative subversive investigative committees such as the House Committee on Un-American Activities, the California Committee on Un-American Activities and the Massachusetts House Committee on Un-American Activities, etc.

OBSERVATION:

It is believed that such a planned training program as is in use at Cleveland, if a similar program is not already in operation, would be beneficial if placed in operation in offices having large security squads and a considerable amount of security work.

ACTION:

If you approve, it is recommended that this memorandum be routed to the Training and Inspection Division.
Office Memorandum - UNITED STATES GOVERNMENT

TO: Director, M.T.
FROM: A.D., Clerk

DATE: 7/2/52
SUBJECT: Long View Map

Re: List 1/7/52.

The new security valve list has been received in this office and the old list has been discarded by the City."
TO: ALL SUPERVISORS SECURITY INDEX DESK

FROM:

DATE: March 29, 1952

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS

ATTACHED SECTION 87C

MANUAL OF INSTRUCTIONS

Attached hereto is one copy of the first draft of Section 87C of the Manual of Instructions which has been completely revised in form and content with a view to including therein all pertinent instructions relating specifically to security investigations of individuals.

It is desired that you review this draft of the Manual for the purpose of making any observations and suggestions which you believe will improve its content. It is not desired that your suggestions submitted in connection with this review involve changes in basic Bureau policy.

To facilitate the handling of any suggestions each of you may have, it is desired that each suggested change, addition, or deletion be submitted by you on a separate sheet of standard size paper, typed in rough draft. Each sheet should be headed by the identity of the page and paragraph therein affected by your suggestion. If your suggestion changes the wording of the content, please include the exact wording that you desire be placed in the Manual. Your name should be included on each suggestion sheet.

The attached copy of the Manual is charged to you and should be returned to Room 126L along with your suggestions when you have completed your review.
Office Memorandum • UNITED STATES GOVERNMENT

DATE: May 2, 1952

TO: 
FROM: 
SUBJECT: SECURITY INDEX

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
During the past week 57 new cards were added to the Security Index and 15 cards were canceled, a net increase of 42 cards.

The Security Index count as of today is 12,412.
Office Memorandum • UNITED STATES GOVERNMENT

TO: THE DIRECTOR
FROM: [Name not visible]
SUBJECT: SECURITY INDEX

DATE: May 9, 1952

SUBJECT:
To advise you of the total cards in the Security Index.

DETAILS:
The following is a report on the increase in the Security Index since the last count was furnished to you on April 11, 1952.

<table>
<thead>
<tr>
<th>Week of</th>
<th>New Cards Added</th>
<th>Cards Cancelled</th>
<th>Net Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 12-18</td>
<td>73</td>
<td>12</td>
<td>61</td>
</tr>
<tr>
<td>April 19-25</td>
<td>79</td>
<td>17</td>
<td>62</td>
</tr>
<tr>
<td>April 26-May 2</td>
<td>57</td>
<td>15</td>
<td>42</td>
</tr>
<tr>
<td>May 3-9</td>
<td>60</td>
<td>19</td>
<td>41</td>
</tr>
<tr>
<td>Total for 4 weeks</td>
<td>263</td>
<td>63</td>
<td>200</td>
</tr>
</tbody>
</table>

The Security Index count as of today is 16,072.

For your information, during the preceding four-week period 272 cards were added and 67 cards were canceled, a net increase during the period of 122 cards.
Office Memorandum • UNITED STATES GOV'T

TO: Director, FBI
FROM: JMC, Gahai
SUBJECT: SECURITY INDEX — CONFIDENTIAL

Rebuit 4/30/52.

The new Security Index list has been received by this office and the old list has been destroyed by burning.
Office Memorandum • UNITED STATES GOVERNMENT

TO: 
FROM: 
SUBJECT: SECURITY INDEX

DATE: May 10, 1952

MEMORANDUM

To advise you of the total cards in the Security Index.

DETAILS:

During the last week 50 new cards were added to the Security Index and 22 cards were cancelled, a net increase of 28 cards.

The Security Index count as of today is 12,554.
Office Memorandum • UNITED STATES GOVERNMENT

TO: [Blank]

FROM: [Blank]

DATE: May 21, 1952

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

PURPOSE: To advise you of the progress of the Field in submitting summary reports on all Security Index subjects.

BACKGROUND: Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of summary reports on all Security Index subjects who are not employed in vital facilities or are not Key Figures. Summary reports on vital facility employees are to be submitted at the time the regularly scheduled six-month report is due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

There are 14,606 non-vital facility and non-Key Figure cases in which summary reports have been scheduled for preparation. The Field has reported that as of April 1, 1952, 1,196 summaries had been submitted. This is approximately 8.2% of the reports in such cases.

Four of the offices having a small number of Security Index subjects have completed the project. The majority of the offices anticipate completion of the project by the end of 1952 or the first part of 1953. The date of completion in each office will, of course, depend upon the manpower made available to the project.

Attached for your information is a breakdown of the status of the project in each office.

We are following those offices who are not making satisfactory progress in this matter on an individual office basis. You will be advised of the progress of the project after receipt of the next quarterly status letters which will be due July 1, 1952.
<table>
<thead>
<tr>
<th>Office</th>
<th>Number of Summaries for Action Taken</th>
<th>Number of Summaries Uninfluenced by Action Taken</th>
<th>Number of Summaries to be Prevented</th>
<th>Percentage Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>121</td>
<td>10</td>
<td>6</td>
<td>3.0</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>34</td>
<td>15</td>
<td>6</td>
<td>36.0</td>
</tr>
<tr>
<td>Anchorage</td>
<td>42</td>
<td>14</td>
<td>11</td>
<td>2.0</td>
</tr>
<tr>
<td>Atlanta</td>
<td>122</td>
<td>10</td>
<td>11</td>
<td>2.0</td>
</tr>
<tr>
<td>Baltimore</td>
<td>11</td>
<td>0</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Birmingham</td>
<td>10</td>
<td>0</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>Boston</td>
<td>170</td>
<td>10</td>
<td>10</td>
<td>1.0</td>
</tr>
<tr>
<td>Buffalo</td>
<td>84</td>
<td>10</td>
<td>5</td>
<td>3.0</td>
</tr>
<tr>
<td>Butte</td>
<td>10</td>
<td>22</td>
<td>0</td>
<td>4.0</td>
</tr>
<tr>
<td>Charlotte</td>
<td>10</td>
<td>10</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Chicago</td>
<td>85</td>
<td>7</td>
<td>0</td>
<td>1.0</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>100</td>
<td>7</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Cleveland</td>
<td>22</td>
<td>35</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Dallas</td>
<td>197</td>
<td>10</td>
<td>10</td>
<td>1.0</td>
</tr>
<tr>
<td>Denver</td>
<td>838</td>
<td>10</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Detroit</td>
<td>16</td>
<td>12</td>
<td>2</td>
<td>6.0</td>
</tr>
<tr>
<td>El Paso</td>
<td>22</td>
<td>12</td>
<td>2</td>
<td>6.0</td>
</tr>
<tr>
<td>Honolulu</td>
<td>12</td>
<td>12</td>
<td>2</td>
<td>6.0</td>
</tr>
<tr>
<td>Houston</td>
<td>37</td>
<td>17</td>
<td>20</td>
<td>10.0</td>
</tr>
<tr>
<td>Indianapolis</td>
<td>67</td>
<td>17</td>
<td>20</td>
<td>10.0</td>
</tr>
<tr>
<td>Kansas City</td>
<td>67</td>
<td>17</td>
<td>20</td>
<td>10.0</td>
</tr>
<tr>
<td>Knoxville</td>
<td>67</td>
<td>17</td>
<td>20</td>
<td>10.0</td>
</tr>
<tr>
<td>Little Rock</td>
<td>2,166</td>
<td>10</td>
<td>2</td>
<td>1.0</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>50</td>
<td>5</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Louisville</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Memphis</td>
<td>100</td>
<td>50</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Miami</td>
<td>100</td>
<td>50</td>
<td>1</td>
<td>1.0</td>
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<tr>
<td>Milwaukee</td>
<td>100</td>
<td>50</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Minneapolis</td>
<td>100</td>
<td>50</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Mobile</td>
<td>100</td>
<td>50</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Morocco</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Office</td>
<td>Number of Summaries Scheduled for Preparation</td>
<td>Number of Summaries Submitted as of April 1, 1962</td>
<td>Number of Summaries to be Prepared</td>
<td>Percentage of Preparation</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>New Haven</td>
<td>376</td>
<td>26</td>
<td>350</td>
<td>71%</td>
</tr>
<tr>
<td>New Orleans</td>
<td>40</td>
<td>4</td>
<td>44</td>
<td>61%</td>
</tr>
<tr>
<td>New York</td>
<td>2,036</td>
<td>138</td>
<td>2,638</td>
<td>100%</td>
</tr>
<tr>
<td>Norfolk</td>
<td>15</td>
<td>15</td>
<td>30</td>
<td>51%</td>
</tr>
<tr>
<td>Oklahoma City</td>
<td>38</td>
<td>9</td>
<td>29</td>
<td>29%</td>
</tr>
<tr>
<td>Omaha</td>
<td>920</td>
<td>21</td>
<td>600</td>
<td>33%</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>87</td>
<td>25</td>
<td>62</td>
<td>28%</td>
</tr>
<tr>
<td>Phoenix</td>
<td>158</td>
<td>33</td>
<td>175</td>
<td>10%</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>153</td>
<td>55</td>
<td>118</td>
<td>22%</td>
</tr>
<tr>
<td>Portland</td>
<td>18</td>
<td>7</td>
<td>11</td>
<td>39%</td>
</tr>
<tr>
<td>Richmond</td>
<td>150</td>
<td>0</td>
<td>150</td>
<td>0%</td>
</tr>
<tr>
<td>Saint Louis</td>
<td>40</td>
<td>20</td>
<td>20</td>
<td>50%</td>
</tr>
<tr>
<td>Salt Lake City</td>
<td>13</td>
<td>7</td>
<td>6</td>
<td>56%</td>
</tr>
<tr>
<td>San Antonio</td>
<td>32</td>
<td>7</td>
<td>65</td>
<td>8%</td>
</tr>
<tr>
<td>San Diego</td>
<td>1,097</td>
<td>42</td>
<td>1,655</td>
<td>13%</td>
</tr>
<tr>
<td>San Francisco</td>
<td>231</td>
<td>20</td>
<td>221</td>
<td>9%</td>
</tr>
<tr>
<td>San Juan</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Savannah</td>
<td>54</td>
<td>16</td>
<td>527</td>
<td>5%</td>
</tr>
<tr>
<td>Seattle</td>
<td>96</td>
<td>20</td>
<td>66</td>
<td>33%</td>
</tr>
<tr>
<td>Springfield</td>
<td>58</td>
<td>22</td>
<td>122</td>
<td>10%</td>
</tr>
<tr>
<td>Washington Field</td>
<td>135</td>
<td>22</td>
<td>132</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14,006</strong></td>
<td><strong>1,186</strong></td>
<td><strong>13,410</strong></td>
<td><strong>9.85%</strong></td>
</tr>
</tbody>
</table>
TO:

FROM:

SUBJECT: SECURITY INDEX

DATE: May 23, 1952

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 88 new cards were added to the Security Index and 23 cards were cancelled, a net increase of 60 cards.

The Security Index count as of today is 13,594.
Office M. UNITF

TO

FROM

SUBJECT: SECURITY INDEX CARD STATISTICS

DATE: 5/26/52

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of May 15, 1952.
KEY

FIELD OFFICE
The first four letters of the field office are used in all cases except St. Louis, which is coded STL.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC</td>
<td>Communist Party, USA</td>
</tr>
<tr>
<td>BUL</td>
<td>Bulgarian</td>
</tr>
<tr>
<td>BSL</td>
<td>Independent Socialist League</td>
</tr>
<tr>
<td>NPA</td>
<td>Nationalist Party of Puerto Rico</td>
</tr>
<tr>
<td>PPA</td>
<td>Proletarian Party of America</td>
</tr>
<tr>
<td>RWL</td>
<td>Revolutionary Workers League</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>POL</td>
<td>Polish</td>
</tr>
<tr>
<td>SWP</td>
<td>Socialist Workers Party</td>
</tr>
<tr>
<td>YUG</td>
<td>Yugoslavian</td>
</tr>
<tr>
<td>ULP</td>
<td>Union of the people for the establishment of the Republic of Puerto Rico</td>
</tr>
<tr>
<td>LUP</td>
<td>United Labor Party</td>
</tr>
<tr>
<td>HUN</td>
<td>Hungarian</td>
</tr>
<tr>
<td>MIS</td>
<td>Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)</td>
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DANGEROUS-SS CLASSIFICATION

<table>
<thead>
<tr>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>DC</td>
<td>Priority Detention in the event of an Emergency (DetCom)</td>
</tr>
<tr>
<td>CS</td>
<td>Potential Communist Saboteurs (ComSab)</td>
</tr>
<tr>
<td>KP</td>
<td>Key Figures</td>
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<tr>
<td>TF</td>
<td>Top Functionary</td>
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</table>

CITIZENSHIP STATUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>NS</td>
<td>Native Born</td>
</tr>
<tr>
<td>NA</td>
<td>Naturalized</td>
</tr>
<tr>
<td>AL</td>
<td>Alien</td>
</tr>
<tr>
<td>UK</td>
<td>Unknown</td>
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SPECIAL SECTIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AEP</td>
<td>Atomic Energy Program employees</td>
</tr>
<tr>
<td>ESP</td>
<td>Espionage subjects</td>
</tr>
<tr>
<td>FGE</td>
<td>Foreign Government employees</td>
</tr>
<tr>
<td>UKE</td>
<td>United Nations employee</td>
</tr>
<tr>
<td>YUG</td>
<td>Pro-Tito</td>
</tr>
<tr>
<td>FIELD OFFICE</td>
<td>TOTAL</td>
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<tr>
<td>---------------</td>
<td>-------</td>
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<tr>
<td></td>
<td>18,034</td>
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<tr>
<td>ALBANY</td>
<td>262</td>
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<tr>
<td>ALBUQUERQUE</td>
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<tr>
<td>ANCHORAGE</td>
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<td>ATLANTA</td>
<td>16</td>
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<tr>
<td>BALTIMORE</td>
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<tr>
<td>BIRMINGHAM</td>
<td>11</td>
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<tr>
<td>BOSTON</td>
<td>432</td>
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<tr>
<td>BUFFALO</td>
<td>277</td>
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<tr>
<td>BUTTE</td>
<td>76</td>
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<tr>
<td>CHARLOTTE</td>
<td>49</td>
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<tr>
<td>CHICAGO</td>
<td>1071</td>
</tr>
<tr>
<td>CINCINNATI</td>
<td>188</td>
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<tr>
<td>CLEVELAND</td>
<td>522</td>
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<tr>
<td>DALLAS</td>
<td>49</td>
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<tr>
<td>DENVER</td>
<td>158</td>
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<tr>
<td>DETROIT</td>
<td>1204</td>
</tr>
<tr>
<td>EL PASO</td>
<td>16</td>
</tr>
<tr>
<td>MEMPHIS</td>
<td>15</td>
</tr>
<tr>
<td>MIAMI</td>
<td>104</td>
</tr>
<tr>
<td>MILWAUKEE</td>
<td>263</td>
</tr>
<tr>
<td>MINNEAPOLIS</td>
<td>472</td>
</tr>
<tr>
<td>MOBILE</td>
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<tr>
<td>NEWARK</td>
<td>615</td>
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<tr>
<td>NEW HAVEN</td>
<td>475</td>
</tr>
<tr>
<td>NEW ORLEANS</td>
<td>67</td>
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<tr>
<td>NEW YORK</td>
<td>3637</td>
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<tr>
<td>NORFOLK</td>
<td>18</td>
</tr>
<tr>
<td>OKLAHOMA CITY</td>
<td>65</td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>54</td>
</tr>
<tr>
<td>PHILADELPHIA</td>
<td>668</td>
</tr>
<tr>
<td>PHOENIX</td>
<td>367</td>
</tr>
<tr>
<td>PITTSBURGH</td>
<td>176</td>
</tr>
<tr>
<td>PORTLAND</td>
<td>176</td>
</tr>
<tr>
<td>RICHMOND</td>
<td>102</td>
</tr>
<tr>
<td>SAINT LOUIS</td>
<td>182</td>
</tr>
<tr>
<td>SALT LAKE CITY</td>
<td>63</td>
</tr>
<tr>
<td>SAN ANTONIO</td>
<td>17</td>
</tr>
<tr>
<td>SAN DIEGO</td>
<td>108</td>
</tr>
<tr>
<td>SAN FRANCISCO</td>
<td>387</td>
</tr>
<tr>
<td>SAN JUAN</td>
<td>5</td>
</tr>
<tr>
<td>SAVANNA</td>
<td>640</td>
</tr>
<tr>
<td>SEATTLE</td>
<td>111</td>
</tr>
<tr>
<td>SPRINGFIELD</td>
<td>237</td>
</tr>
<tr>
<td>WASHINGTON</td>
<td>111</td>
</tr>
</tbody>
</table>

| TOTAL | 3,100,000 | 3,100,000 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

| TOTAL | 7,354 | 6,111 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 | 1,243 |

<p>| TOTAL | 3,100,000 | 3,100,000 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |</p>
<table>
<thead>
<tr>
<th>STATE</th>
<th>CITY</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
The Executives Conference on 5/22/62 had an attendance.

The Conference considered the suggestion of Mr. [Redacted], that Form PD-154, copy attached, be rejected. This is a form utilized by a Field Office to obtain the biennial verification of address, employment and similar information on subjects listed in the Security Index of the Field Office.

The top portion of the form is filled out by the Field Office showing the name of the subject, his residence, employment address and any pertinent remarks.

The bottom half of the form is filled out by the Agent who verifies the residence, employment address, etc., and the form ultimately is placed in the file of the Security Index subject after being appropriately checked against the Security Index card.

The suggesting employee concludes that the form should be amended to show the name of the person contacted by an Agent who verifies the residence or employment of a Security Index subject and that the form be further amended to describe the pretext utilized on the previous verification and the pretext utilized on the present verification.

This was carefully considered by the Domestic Intelligence Division of the Internal Security Unit in opposition to the idea. The principal objections are that the present simple system of verifying employment and address of the subject will be changed to a rather complicated procedure requiring the keeping of additional records, more lengthy file review and there will be a tendency for investigative employees to use the same pretext over and over again without utilizing invention in verifying employment and residence.

The Executives Conference was unanimously opposed. No further action need be taken for the suggesting employee has already been thanked for his idea.
VERIFICATION OF INFORMATION ON SECURITY INDEX CARD

MEMORANDUM

RE:

This Office File

The following is the most recent residence address, place of employment and employment address of the above subject as contained on the subject's security index card.

Residence:

Employment:

Address:

Remarks:

It is requested that the residence address of the subject, place of employment and address of employment be verified and the proper notation be made below:

Residence:

Employment:

Address:

Verified by:

Method of Verification:

Date:

The security index card on this subject should be revised if any changes are noted above.
SUGGESTION: Suggested that an amendment be made to Form 154, Verification of Information on Security Clearances, in order to include therein the identity of individuals contacted in order to verify residence and place of employment of subject. Also, to include data as to recontacts with the same individuals. The suggestion also was that information relative to the nature of any pretext used in prior contacts be included for the information of future handling. Rechecks at a future date. This agent points out that information concerning the identity of individuals previously contacted will be inserted at the time SD 154 is prepared as will the information relative to the pretext investigation previously used and the advisability of recontacts with individuals who previously verified the required information.

Its advantages are: He states it is believed that this procedure will eliminate the necessity of a file review in the majority of cases in order to determine potential contacts for the completion of this form. Attached hereto is a copy of SD 154 with the suggested amendments typed in.

It should save at least $_________ annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

Supervisors on the security squad feel that this suggestion has considerable merit in that it is felt considerable time saving in any file review incident to yearly verifications of residences and employments will be effected. I am in agreement with these observations and feel that the necessity of doing this annually, form SD 154 in the interest of streamlining.
VERIFICATION OF INFORMATION ON SECURITY INDEX CARD

MEMORANDUM

BE:

This Office File

The following is the most recent residence address, place of employment and employment address of the above subject as contained on the subject's security index card.

Residence:

Previously verified by:

Recontact is ... is not ... recommended

Employment:

Address:

Previously verified by:

Recontact is ... is not ... recommended

Remarks: Describe pretext used on previous verification

It is requested that the residence address of the subject, place of employment and address of employment be verified and the proper notation be made below:

Residence:

Employment:

Address:

Verified by:

Method of Verification:

Date:

Residence: Recontact is ... is not ... recommended

Employment: Recontact is ... is not ... recommended

The security index card on this subject should be revised if any changes are noted above.

Remarks: If pretext investigation utilized, describe fully on reverse side.
There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.
Office Memorandum • UNITED STATES GOVERNMENT

TO:

FROM:

SUBJECT: EMPLOYEE'S SUGGESTION NO. 209-52

DATE: May 21, 1952

PURPOSE:

To recommend that the suggestion not be adopted.

DETAILS:

Suggestion No. 209-52 submitted by Special Agent presently assigned to the Newark Office has been considered at the request of the Training and Inspection Division. The adoption of the suggestion would change Form FD-154 which is used in security work. This form is used in field offices to handle the verification of the residence address and employment of each Security Index subject. This is done at least once each six months.

You will note that Form FD-154 (attached) has two parts. The upper part is filled in prior to sending the form to the Agent who is to verify the residence address and employment. The lower part is filled in by the Agent after the verifications have been made. The suggested change in the form would provide for information in both the upper and lower parts of the form to show from whom the residence address and employment was verified and whether at a subsequent six-month verification the individual should or should not be recontacted. It would also provide the nature of the pretext used, if any.

RECOMMENDATION:

Although the suggested form has merit it is believed that the disadvantages outweigh the advantages. It is, therefore, recommended that Form FD-154 not be changed as suggested for the following reasons:

1. It appears that rather than simplifying relatively simple verification checks the adoption of the suggested change would make the residence and employment verifications more complicated. If the suggested change to the upper portion of the form were adopted it would be
necessary, in time, for the Agent conducting the verification to review all previous Forms FD-154 when the last form indicated that a recontact was not recommended. Such a procedure would require more time to handle than is warranted in the average verification operation.

2. If the suggestion is adopted as a practical matter we would be instructing, if the original contact for verification was favorable, that the same individual or pretext be used each time the six month verification was made. Even if not considered as an instruction, the tendency would be to reuse the contact each time rather than using initiative to vary the means of verification. The use of the same contact time and again in many instances might not be desirable as the interest in the subject would become too apparent to the individual contacted.

As the form is presently used various methods and approaches are used to verify the residence and employment which is a desirable procedure. It is obvious that when pretexts are used to make the verification under the present form that the type of pretext will vary when different Agents make the verifications.

ACTION:

If you approve, this memorandum should be routed to the Training and Inspection Division.
Office Memorandum • UNITED STATES GOVERNMENT

TO: THE DIRECTOR
FROM: [Name]
SUBJECT: SECURITY INDEX

DATE: June 13, 1952

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
The following is a report on the increase in the Security Index since the last count was furnished to you on May 9, 1952.

<table>
<thead>
<tr>
<th>Week of</th>
<th>New Cards Added</th>
<th>Cards Cancelled</th>
<th>Net Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10-16</td>
<td>84</td>
<td>22</td>
<td>62</td>
</tr>
<tr>
<td>May 17-23</td>
<td>86</td>
<td>26</td>
<td>60</td>
</tr>
<tr>
<td>May 24-30</td>
<td>56</td>
<td>13</td>
<td>43</td>
</tr>
<tr>
<td>May 31 - June 6</td>
<td>64</td>
<td>26</td>
<td>38</td>
</tr>
<tr>
<td>June 7-13</td>
<td>58</td>
<td>13</td>
<td>45</td>
</tr>
<tr>
<td>Total</td>
<td>360</td>
<td>102</td>
<td>258</td>
</tr>
</tbody>
</table>

The Security Index count as of today is 18,730.

For your information, during the preceding four-week period 263 cards were added and 50 cards were cancelled, a net increase during the period of 213 cards.
Office Memorandum • UNITED STATES GOVERNMENT

TO: 
FROM: 
DATE: June 16, 1952

SUBJECT: SECURITY INDEX PROGRAM
DEPARTMENT ATTORNEYS REVIEWING CASES

PURPOSE: To summarize information in Bureau files concerning four attorneys, in addition to those previously reported, working on the reviews of Security Index cases in the Criminal Division of the Department.

DETAILS: Of the Criminal Division of the Department of Justice has furnished the names of four additional attorneys who have been added to the staff of Department attorneys working on the reviews of Security Index cases.
RESULTS OF SEARCH

All four individuals were the subjects of Departmental applicant investigations. was also the subject of a discontinued Bureau applicant investigation. No information of a disloyal nature was reported concerning any of these four attorneys.

There are attached four memoranda summarizing information in the Bureau's files concerning each of the four individuals.

ACTION:

None. For your information. The Internal Security Unit will continue to follow the Department concerning the assignment of other attorneys to the review of Security Index cases.
Office Memorandum • UNITED STATES GOVERNMENT

TO

FROM

DATE: June 17, 1952

SUBJECT: SECURITY INDEX STANDARDS
EMERGENCY DETENTION PROGRAM

PURPOSE:

To advise you of the status of certain matters pending at the Department in the above-mentioned matter.

BACKGROUND:

Three main items in connection with the Security Index standards and the Emergency Detention Program are pending at the Department, namely:

1. The Department has been requested to furnish an opinion on the Security Index standards presently used by the Bureau. You will recall that two revised lists of standards have been furnished by the Department on which there has been considerable discussion.

2. The Department has been requested to review the reports for each Security Index subject and to advise us in each instance as to whether the Department approved or disapproved the listing of each name in the Security Index.

3. The Department has been requested specifically to advise the Bureau as to whether the 60 individuals formerly carried in the Prominent Individuals Subdivision of the Security Index should be included in the Security Index.

You will recall that on March 14, 1952, a conference was held with members of the Department, at which time the Department's proposed Security Index standards were discussed. At the conclusion of that conference it was stated that the Department
would draw up a memorandum to the Bureau approving our standards for placing individuals in the Security Index and that he would submit the memorandum to you informally to secure the Bureau's views on the matter before it was sent to the Bureau.

In addition to your contacts with

on April 7 and April 26, 1952, when he advised that the memorandum on the standards would be forthcoming promptly, the three items mentioned above were outlined in detail

by memoranda dated May 12, 1952, for possible use by the

Director in contacting the Attorney General on pending un-

answered matters at the Department.

DETAILS:

For your information, when contacted

on another matter on June 17, 1952, advised that

of the Department was working on the Security Index standards and had prepared a tentative draft in the matter which was on his desk. Although

did not set any certain date the Department's reply will be furnished the Bureau, he did state the matter was receiving attention. Stated that until the matter of Security Index standards is decided at the Department, the Department could not advise the Bureau as to whether it approved or disapproved the listing of any name in the Security Index or in regard to the 3d individuals formerly listed in the Prominent Individuals Subdivision of the Security Index.

ACTION:

This is for your information. We will continue
to follow the Department on this matter.
Office Memorandum • UNITED STATES GOVERNMENT

TO: 

FROM: SECURITY INDEX

DATE: May 20, 1952

SUBJECT: SECURITY INDEX

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
During the past week 56 new cards were added to the Security Index and 13 cards were cancelled, a net increase of 43 cards.

The Security Index count as of today is 18,637.
Mr. Morley's appearance was arranged by the Quill Club Action Guild. The lecture will be given in the Alcazar, starting at 8:30 P.M.

A graduate of Haverford College in 1915, Mr. Morley was awarded a Rhodes scholarship and, after completing his studies in England, received a Fulbright Fellowship in political science.

As other Prize Winner

In 1936 he won the Pulitzer Prize for editorial writing and in 1949 returned to his alma mater to serve as president of Haverford until 1945.

Mr. Morley's latest book, titled "The Power of People," his lecture will be based on his knowledge of events on the national scene.

"The Enemy Within" is the subject of an address to be given here Monday evening by Peter Morley, author, lecturer, news analyst and educator.

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Mr. Morley's latest book, titled "The Power of People," his lecture will be based on his knowledge of events on the national scene.
Barring of Candidate Called Illegal

The Chicago election board, controlled by County Judge Jarrett, a Democratic nominee for reelection, was blasted yesterday by a Cook county Circuit Judge in its action against a government agency.

Judge George W. Bristow of the 22nd district appellate court, sitting in circuit court, ruled that the ballots of a Progressive party candidate, placed on the Nov. 7 ballot for state representative in the 29th senatorial district.

Judge Bristow's written opinion in the case stated that the election board, which ruled McCard off the ballot a month ago, acted arbitrarily, capriciously, and illegally.

Judge Bristow's opinion that the election board failed to indicate the objection of the board was without merit, the petition continued.

"After considering the evidence, I cannot agree with the election board in its conduct of the hearing. Evidence to support irregularities in the petition was supplied by the board," Judge Bristow told the court.

Judge Bristow said the board's written opinion in the case was placed on the ballot for the state representative in the 29th senatorial district.

Judge Bristow's opinion does not raise any question of law.

Judge Bristow's opinion is based on the facts of the case.
SAC, Omaha

June 5, 1952

Director, FBI

June 5, 1952


There is enclosed herewith sealed package containing a new Security Index list of all subjects maintained in the general and Special sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure
Office Memorandum • UNITED STATES GOVERNMENT

TO: 
FROM: 
DATE: June 6, 1952

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 64 new cards were added to the Security Index and 26 cards were cancelled, a net increase of 38 cards.

The Security Index count as of today is 18,675.
Office Memorandum • UNITED STATES GOVERNMENT

TO: 
FROM: 

SUBJECT: INTERVIEWS OF SUBJECTS OF SECURITY INVESTIGATIONS INTERNAL SECURITY - C

DATE: June 20, 1952

PURPOSE:

To present an analysis of the number of subjects interviewed during the year beginning June 1, 1951, and ending June 1, 1952.

BACKGROUND:

The program of interviewing subjects of security investigations was initiated by SAC Letter Number 53 dated May 17, 1949. As of June 1, 1951, only 549 such interviews were recorded at the Bureau. During the past year the program has greatly accelerated. The following breakdown of the number of interviews recorded at the Bureau is set forth to illustrate the increase in the number of interviews conducted by the Field during the past year.

Number of interviews recorded at the Bureau:

As of June 1, 1951: 549

During 6 months period between June 1, 1951 and December 1, 1951: 897

As of December 1, 1951: 1,446

During 6 months period between December 1, 1951 and June 1, 1952: 1,872

Total as of June 1, 1952: 3,318
The following tabulation reflects the number of interviews recorded at the Bureau during each of the past twelve months:

<table>
<thead>
<tr>
<th>Period</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of June 1, 1951</td>
<td>549</td>
</tr>
<tr>
<td>During June, 1951</td>
<td>105</td>
</tr>
<tr>
<td>&quot; July, &quot;</td>
<td>115</td>
</tr>
<tr>
<td>&quot; August &quot;</td>
<td>103</td>
</tr>
<tr>
<td>&quot; September, 1951</td>
<td>146</td>
</tr>
<tr>
<td>&quot; October, 1951</td>
<td>147</td>
</tr>
<tr>
<td>&quot; November, 1951</td>
<td>261</td>
</tr>
<tr>
<td>&quot; December &quot;</td>
<td>214</td>
</tr>
<tr>
<td>&quot; January, 1952</td>
<td>229</td>
</tr>
<tr>
<td>&quot; February, 1952</td>
<td>346</td>
</tr>
<tr>
<td>&quot; March, 1952</td>
<td>236</td>
</tr>
<tr>
<td>&quot; April, &quot;</td>
<td>342</td>
</tr>
<tr>
<td>&quot; May, &quot;</td>
<td>435</td>
</tr>
</tbody>
</table>

Total as of June 1, 1952 3,318

ACTION:

None. Submitted for your information.
TO:  
FROM:  
SUBJECT: SECURITY INDEX

PURPOSE: To advise you of the total cards in the Security Index.

DETAILS: During the past week 76 new cards were added to the Security Index and 23 cards were cancelled, a net increase of 53 cards.

The Security Index count as of today is 18,785.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: J. G. McClelland (1X-300)
SUBJECT: SECURITY INDEX

DATE: June 25, 1951

REGISTERED MAIL

Re SAC Letter #100, December 23, 1950, Paragraph (C).

Security Index cases of NII and NPI have been reviewed, and all Security Index Subjects have been checked within the past six months.
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI
FROM: SAC, PORTLAND

DATE: June 26, 1952

SUBJECT: Req. I-Oct. 31

The SAC letter 95, series 1951 and no number SAC letter 1, series 1952.

The following statistics obtained for the Portland Division at this time:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cases</th>
<th>Surgeries</th>
<th>Remaining to be Done</th>
<th>Date Expected</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>---</td>
<td>11/1/52</td>
</tr>
<tr>
<td>1/2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>134</td>
<td>75</td>
<td>79</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO:    DIRECTOR, FBI

FROM:    OAI, ATTORNEY GENERAL

SUBJECT:  SUMMARY REPORTS IN SECURITY

May 1, 1952, and next of April 1, 1952.

The following is a tabulation of the Senator Index cases of this office, falling into Categories 2, 4, and 5, with respect to the writing of Summary Reports:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Reports Submitted to Date</th>
<th>Number of Summary Reports Submitted</th>
<th>Expected Date of Completion of Reports to be Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>26</td>
<td>19</td>
<td>7</td>
<td>Presently under preparation; as soon as possible</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>19</td>
<td></td>
<td>Approximately June 1953</td>
</tr>
</tbody>
</table>

Regarding Category 5, this is to advise that 50 of these cases are assigned for the writing of Summary Reports. Every effort is being made to write these reports as soon as possible. Of course, the cases in Categories 2 and 4, which occupy a higher priority, will be completed first.

Two cases in Category 5 have been recommended for the cancellation of the Senator Index card and the Summary Report. In this category, will be written in short order in connection with the change of the Office of Bureau.

There are, therefore, 4 cases, which are in a closed status and which will be opened on a more or less until the program is completed.
Office Memorandum • UNITED STATES GOVERNMENT

TO: [Redacted]

FROM: [Redacted]

SUBJECT: SECURITY SQUAD

DATE: July 2, 1952

Reference to Number 515 Letter I, Series 1952, dated 2/11/52, setting out new instructions for the submission of information relative to the above-captioned project.

The following statistics are submitted in conformance therewith:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No.</th>
<th>Initial No.</th>
<th>Number of Security Reports submitted in of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>9-1-53</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>l</td>
<td>22</td>
<td>3</td>
<td>7-1-53</td>
</tr>
<tr>
<td>5</td>
<td>532</td>
<td>23</td>
<td>909</td>
</tr>
</tbody>
</table>

Recently, additional replacements have been assigned to the Security Squad in the Seattle office in an effort to hasten the production of security reports concerning security matters in this office. These new replacements are being used principally on the security squad for work on the summary report project, in which continued investigation these replacements should aid considerably in the output of summary reports in the Seattle office. Likewise, continued efforts to increase the production of the entire security squad in an effort to increase the output of summary reports in addition to trying to reduce the overall delinquency in security matters in the Seattle office, and the handling of federal cases in security work. Further, the security reports project under category 1 has been completed, as well as in category 2, and of all of the Security Squad cases under category 2 are presently included in preparation of summary report, and as a result, the security reports project should be completed in category 1 in the near future.

Under category 4 all cases in which security measures have not been recently completed, and 2. In cases 1 and 6 this category will also be completed within the next seven days.

Identification under category 6 all cases in which security measures have been completed but the final security report has not been completed within the next week.
that the summary reports in these cases will also be completed within this next quarter.

Under category 5, which contains the bulk of the work on the summary report project, a slight increase has been noted during this past quarter; however, it is expected that much more improvement will result, since, as noted above, several of the other categories will be completed. At this present time a substantial amount of the cases within category 5 are unsuitable and will result in the preparation of summary reports within this next quarter. As summary reports are prepared and submitted concerning individuals contained under category 5, additional cases are being reopened under this category for preparation of summary reports. In this way a substantial amount of cases under category 5 will eventually be in an assisted status which will result in a steady flow of summary reports being prepared under this category.

It is believed that during the next quarter a substantial increase in production of summary reports should be realized.
Office Memorandum  •  UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: [Redacted], New York
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: 7/1/52

Re: letter 4/1/52; re SAC letters 95 and 412, dated 9/22/51 and 12/20/51 respectively; and re No Number SAC Letter I, 3/14/52.

Following is the status of the project in this office:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to Be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>99</td>
<td>77</td>
<td>22</td>
<td>9/1/52</td>
</tr>
<tr>
<td>4</td>
<td>204</td>
<td>11</td>
<td>193</td>
<td>6/1/53</td>
</tr>
<tr>
<td>5</td>
<td>2654</td>
<td>72</td>
<td>2582</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

It will be noted that in thirteen cases summary reports have also been written, following execution of FD-123. This figure has been deducted from the total number of cases in Category 5.
Review of SI cards reflects the following:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL NUMBER</th>
<th>MEAN OF INITIAL</th>
<th>MEAN OF SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Special Section</td>
<td>5*</td>
<td>0</td>
<td>5*</td>
</tr>
<tr>
<td>3. Vital Facility</td>
<td>49</td>
<td>14</td>
<td>35</td>
</tr>
<tr>
<td>4. No Summary Reports since</td>
<td>9</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>January 1, 1949</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. All others</td>
<td>150</td>
<td>22</td>
<td>150</td>
</tr>
<tr>
<td>6. Top functionaries and Key</td>
<td>32</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>Figures</td>
<td>275</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Four subjects are in the Army Corps and one subject is presently employed in industry.
July 22, 1962

SAC, Buffalo

Director, FBI

SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Revised July 1, 1962, advising of the
status of the project of preparing summary
reports in your office.

It is noted that you include in your
schedule for preparing summary reports only
those cases which are included in your Special Section and are in the Armed
Services. It is pointed out that individuals
who have been included in the Security Index
and who have entered the Armed Services should no
longer be included in the active portion of the
Security Index but their names should be trans-
ferred to the inactive section. It appears that
these 4 cases are improperly maintained in your
office. They should be placed in the inactive
portion of your Security Index and no summary
reports should be scheduled for preparation in
these cases.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: E.D. Cohn
SUBJECT: Secretary Index

DATE: 6/23/52

The new Secretary Index list has been received and the old list has been destroyed by burning.
Office Memorandum

TO: 
FROM: 
SUBJECT: SECURITY INDEX

DATE: June 27, 1952

PURPOSE: To advise you of the total cards in the Security Index.

DETAILS: During the past week 51 new cards were added to the Security Index and 27 cards were cancelled, a net increase of 24 cards.

The Security Index count as of today is 16,809.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, Albany
SUBJECT: SECURITY INDEX PREPARATION OF SUMMARY REPORTS


Following is the status of the project in the Albany Office.

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>29</td>
<td>1</td>
<td>28</td>
<td>12/31/52</td>
</tr>
<tr>
<td>5</td>
<td>125</td>
<td>7</td>
<td>118</td>
<td>7/31/53</td>
</tr>
</tbody>
</table>

* * * * * * *

It is to be noted that the foregoing tabulation for Category 2 does not include any cases in which summary reports were written under Category #1 (new recommendations) and security index cards have been authorized by the Bureau.

Since the Bureau instructions do not seem to be entirely clear on this matter, Albany would appreciate Bureau advice as to whether in future quarterly progress letters, Category #1 summary reports, where security index cards have been prepared, should be included in the tabulation for Category #5.
Emphasis on July 1, 1952, inquiring as to whether summary reports in Category 1 should be included in the tabulation of summary reports for Category 5 in your quarterly status letters.

No Number SAC Letter I clearly specifies the six different categories for tabulation of summary reports and specifies that each office shall submit a memorandum reporting the total number of cases in Categories 2, 4 and 5 only. It is noted that the summary status letters reflect summary reports submitted in Category 1 as included in Category 5.
Office Memorandum • UNITED STATES GOVERN

TO: Director, FBI
FROM: SAC, Salt Lake City

DATE: June 30, 1952
CONFIDENTIAL

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Re SAC letter #95, Series 1951, dated 9/22/51, and No Number SAC letter I, Series 1952, dated 3/14/52.

The following information is being set out relative to the preparation of summary reports on Security Index Card subjects in the Salt Lake City Division:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL NUMBER OF CASES</th>
<th>NUMBER OF INITIAL SUMMARY REPORTS SUBMITTED TO DATE</th>
<th>NUMBER OF SUMMARY REPORTS TO BE SUBMITTED</th>
<th>EXPECTED DATE OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>35</td>
<td>5</td>
<td>30</td>
<td>5</td>
</tr>
</tbody>
</table>

In addition to the above, initial summary reports have been submitted on the 13 Key Figures in this Division. Also, 14 summaries have been submitted on Key Facility Security Index subjects.
TO: DIRECTOR, FBI  
FROM: J.U., SALT LAKE CITY  
DATE: 6/30/52  
SUBJECT: SECURITY INDEX CARDS

Re SAC Letter #100, Series 1950, Sub-Section C.

For the information of the Bureau, the Security Index Cards maintained in the Salt Lake City Office are in an up-to-date status.

The employment, as well as addresses of all Security Index Subjects were checked during June, 1952, and Form FD 122 has been submitted to the Bureau on all changes.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, New Haven

DATE: 7-3-52

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

The following reflects the current status of the summary report project in the New Haven Office:

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Cases</th>
<th>No. of Initial Summary Reports Submitted to Date</th>
<th>No. of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Completed</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>1</td>
<td>11</td>
<td>8-30-52</td>
</tr>
<tr>
<td>5</td>
<td>375</td>
<td>33</td>
<td>34</td>
<td>2-54</td>
</tr>
</tbody>
</table>
Office Memorandum - UNITED STATES GOVERNMENT

TO:         DIRECTOR, FBI

FROM:      SAC, San Diego

DATE:       6/30/52

SUBJECT: SIXIITY INDEX SUBJECTS
VERIFICATION OF ADDRESSES

Re: Bulletin 10/5/51.

The San Diego Office presently maintains 108 SI cards. All information on these cards is in an up-to-date status and the addresses of all SI subjects were checked during the six-month period prior to 7/1/52.
Office Memorandum • UNITED GOVERNMENT

TO: (Blank)

FROM: SAC, SAN FRANCISCO (Blank)

SUBJECT: S.T.C. PARTIES USA.

DATE: 6/3/52

S.T. Cards as currently maintained at the Bureau do not carry a description of the subjects. The investigative aid being suggested hereinafter would be dependent upon the Bureau maintaining S.I. cards on S.I. subjects which cards would include punches for descriptive data. The feasibility of the suggestion therefore turns first on the expense involved in setting up the system and the necessity of modifying Form PL-122 so that a subject's description is sent to the Bureau.

The technique or aid suggested is a method of identifying unknown subjects seen in contact with known Communists where all that is available is a description and possibly a given name. If IBM cards were maintained by the Bureau this description could be fed into the machine which would select those individuals most nearly answering it. The number of suspects will of course depend on how large a geographical segment is taken into consideration. There appears to be no reason why such IBM cards would not be maintained by DP Districts or by States. That the description of an unknown person seen in San Francisco would be compared with descriptions of S.I. subjects in California or with those in the three West Coast States if practical with those of all S.I. subjects.

There is some question whether through geography, race, sex, age, height, weight, hair, etc., the number of suspects arising from such a comparison would be small enough to make elimination through further inquiry feasible. In this respect, for such a method of identification to be practical by many general characteristics should be known and in one particular characteristic; e.g., an amputated finger, considered necessary?

It is realized that the description of many unknown individuals will be insufficient for use in this method of identification, but the possibility of identifying a few persons may justify the effort, and, knowledge of such a procedure will encourage Agents to pay more accurate descriptions of persons involved on surveillance.
Office Memorandum - UNITED STATES GOVERNMENT

TO: 
FROM: 

SUBJECT: SECURITY INDEX
CONFLICT PARTY, CIA
UNDERGROUND OPERATIONS
INTERNAL SECURITY - C
INVESTIGATIVE TECHNIQUE

PURPOSE:

To recommend against the adoption of the suggestion of the San Francisco Office regarding the setting-up of a system whereby descriptions of all Security Index subjects will be submitted to the Bureau and placed on IBM cards to serve as a means of identifying persons whose descriptions are the only identifying data available.

BACKGROUND:

Attached is San Francisco memorandum dated June 3, 1952, wherein they suggest a system whereby the descriptions of Security Index subjects be placed on IBM cards whereby such descriptions would be categorized as to sex, age, height, weight, race, etc. This information would then be utilized to determine the identities of unknown subjects seen in contact with known Communists where only descriptions of such unknown subjects were available. The idea behind the suggestion would be such as to enable the Field to cause a search through a "description" index and by the process of elimination possibly identify unknown individuals.

OBSERVATIONS:

This suggestion is not feasible for the following reasons:

1. It is not possible to place more categories in the breakdown utilized in the IBM machine in direct conjunction with the Security Index cards. Adoption of such an idea would necessitate the setting-up of a
"description" index on IBM cards for over 18,000 Security Index subjects. The Field would have to submit up-to-date and very accurate descriptions on all such subjects and continue to submit these descriptions for the purpose of keeping such an index up to date.

2. The descriptions of individuals are not generally sufficiently accurate to permit a definite category to be established for the various physical characteristics of an individual.

3. The cost of establishing and maintaining such a procedure would far outweigh the results which might be obtained.

ACTION:

If you agree, there is attached hereto a letter to San Francisco advising that the suggested procedure is not adaptable.
Office Memorandum

UNIVERSITY STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, El Paso
SUBJECT: SECURITY INDEX; VERIFICATION OF ADDRESSES

DATE: July 11, 1952
AIR MAIL - SPECIAL DELIVERY


This is to advise that within the past thirty days, all of the addresses of Security Index subjects residing in the El Paso area have been verified and appropriate changes made by Form PD 122 in the individual cases.
TO: Director, FBI

FROM: SAC, Little Rock

DATE: July 8, 1952

SUBJECT: SECURITY INDEX

PREPARATION OF SUMMARY REPORTS


The information set forth below reflects the preparation of summary reports and the submission of same by the Little Rock Division as requested by referenced SAC Letter:

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
<th>Number of Summary Reports Submitted</th>
<th>Number of Summary Reports to be Submitted</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
Office Memorandum • UNITED STATES GOVERNMENT

TO: DIRECTOR, FBI
FROM: SAC, SAN FRANCISCO
SUBJECT: SECURITY INDEX

Re SAC Letter 100 dated 12/23/50.

All Security Index cards maintained on subjects of this office are in an up-to-date status and addresses have been checked for each of the subjects within the past six months.
Office Memorandum • UNITED STATES GOVERNMENT

TO: [RECIPIENT]

FROM: [SIGNED]

SUBJECT: SECURITY INDEX CARDS

DATE: 7-11-53

This is to advise that Security Index Cards maintained at the Regional Division are in current-use status and the addresses for all the subjects have been checked within the last six months.
TO: 

FROM: 

DATE: July 2, 1952

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS

REvised SECTION 67C
MANUAL OF INSTRUCTIONS

PURPOSE:
To submit for your approval the attached revised Section 67C of the Manual of Instructions dealing with security investigations of individuals.

BACKGROUND:
Attached hereto are three copies of Section 67C as revised in the Internal Security Unit. One of these copies is for your retention, the second is for referral to the Training and Inspection Division for printing and incorporating into the present Manual of Instructions. The third copy should be recorded in the Bureau's files.

It will be noted that a detailed table of contents appears at the beginning of this revision. It is suggested that when Section 67C is printed in the Training and Inspection Division that the table of contents be included as a portion of that section of the Manual separate and distinct from the general table of contents appearing elsewhere in the Manual of Instructions.

ACTION:
If you approve the content of the revised Section 67C, it should be submitted to the Training and Inspection Division for incorporation into the Manual of Instructions and issuance to the Field.
TO:  
FROM:  
DATE:  June 24, 1952  

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS  

PURPOSE:

To advise you that all necessary action which was recommended as a result of a recent analysis of 1,000 of the pending unassigned security matter cases in the New York Office by bureau supervisors has been completed and to recommend that the attached SAC Letter be approved.

DETAILS:

Reference is made to the attached memorandum to you dated June 6, 1952, furnishing the results of an analysis of 1,000 of the 4,280 pending unassigned security matter cases in the New York Office. In connection with this survey, certain recommendations were made which were approved by the Director. This is to advise that all of the action which is required at the Seat of Government has been taken as follows:

1. The appropriate instructions have been issued to New York in an over-all memorandum dated June 10, 1952. This letter was attached to referenced memorandum.

2. The New York Office has been furnished with a complete list of the identities of those cases analyzed by supervisors P. L. Coz and J. L. Schmit.

3. The New York Office has been advised by separate memoranda for the case files involved of the results of the observations of the Bureau Supervisors based upon recommendations contained in the attached memorandum. These individual memoranda were transmitted to New York under date of June 12, 1952.

4. In accordance with the recommendation contained in the attached memorandum, there is attached hereto an SAC Letter for all offices requiring
current Bureau standards for opening security matter investigations and instructing the various offices to review all pending security matter cases to be certain that they are sound and do warrant investigation based upon these standards. The New York Office, of course, has already received these instructions in the Bureau's letter of June 10, 1952.

All action which was recommended as a result of the survey of New York cases has now been completed. The New York Office will be closely followed to see that these instructions are carried out.

ACTION:

The SAC Letter is attached for your approval.
OFFICE MEMORANDUM

TO: 
FROM: 
SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS.

DATE: July 14, 1952

PURPOSE:

To advise of the progress made by the field during the months of April, May and June in reducing the backlog of work and delinquency in the security field.

BACKGROUND:

Since December 1951 we have been closely following the progress of the 12 larger offices having between 70% and 80% of the total pending active matters in the field in classifications 65, 100 and 105 to determine if headway is being made in the handling of security work. Monthly letters have been sent to the 12 offices encouraging those offices that are making progress and forcefully pointing out deficiencies to those offices who have made no progress. By SAC Letter Number 27, dated March 15, 1952, we pointed out the absolute necessity of reducing the backlog of work and delinquency in the security field and issued specific instructions as a guidance to all offices to bring their security work into line. Progress of all offices has been followed during March, April, May and June, letters being sent to those offices who are not making progress in this matter.

Progress of the Eleven Larger Offices

(NEW YORK OFFICE HANDLED SEPARATELY)

The progress of the 11 larger offices has been analyzed. The New York Office is being considered separately hereinafter. Although the backlog of pending active matters in classifications 65, 100 and 105 remains high, the 11 offices as a whole have made some progress in this matter during the months of April, May and June, 1952. The following figures illustrate the progress as reflected from an analysis of the March, April, May and June administrative reports.

Attachment
The major portion of the work is in classification 100 matters, in which classification the delinquency is the highest.

During April, 5 of the 11 offices were able to reduce the pending backlog in classifications 65, 100 and 105 and 8 offices reduced the delinquency. Progressive gains were made by Los Angeles, San Francisco, Cleveland and Philadelphia. During May, 3 of the 11 offices reduced their pending backlog in those classifications and 8 offices reduced their delinquency. Progressive gains were made by Los Angeles, Cleveland and Philadelphia. During June, 5 of the 11 offices showed some progress in reducing their pending backlog and 2 offices reduced their delinquency. None of the offices made progressive gains during the month.

Observation:

As you will note above, due to the guidance and direction from the Bureau the 11 larger offices have not only held their ground but have shown some improvement in spite of the heavy responsibilities placed on them in the preparation of summary reports. Although the delinquencies remain high and the backlog heavy there is a continued downward trend in the backlog which had shown a steady rise since the Korean situation. The delinquency has been downward except for the month of June.

From a review of the accomplishments of the 11 offices for the past few months it appears
that with close guidance from the Bureau the offices will be able to work out the backlog and reduce the delinquency in the security field.

Progress of Forty Field Offices
(Twelve Larger Offices Excluded)

After reviewing the administrative reports for the months of March, April, May and June, 1952, letters have been directed to the offices not making progress in this matter. After the review of the March 1952 administrative reports letters were directed to 18 field offices. A review of the April 1952 administrative reports prompted letters to 13 field offices. Letters have been transmitted to 15 offices as a result of the administrative reports for May and to 12 of the offices on the June administrative reports.

Twenty-seven of the 40 offices were able to reduce the total pending active matters in classifications 55, 100 and 105 during April 1952. Twenty-nine of the 40 offices reduced their total pending active matters in these classifications during May. During June, 19 of these offices reduced their total pending active matters in these classifications.

The major portion of the security work in the 40 offices is in classification 100, in which classification 26 of the 40 offices were able to make a reduction in their delinquency during April. During May, 18 of the offices reduced their delinquency in this classification. In June, 17 such offices reduced their delinquency in this classification.

The following figures illustrate the progress of the 40 offices as reflected from an analysis of the March, April, May and June, 1952, administrative reports:

- 3 -
<table>
<thead>
<tr>
<th>Date</th>
<th>Active Matters (65 - 100 - 105)</th>
<th>Delinquent Matters</th>
<th>Percentage Delinquent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-31-52</td>
<td>9,421</td>
<td>5,011</td>
<td>53.2%</td>
</tr>
<tr>
<td>4-30-52</td>
<td>9,139</td>
<td>4,355</td>
<td>47.7%</td>
</tr>
<tr>
<td>5-31-52</td>
<td>8,724</td>
<td>3,990</td>
<td>45.7%</td>
</tr>
<tr>
<td>6-30-52</td>
<td>8,417</td>
<td>3,642</td>
<td>45.6%</td>
</tr>
</tbody>
</table>

**Observation:**

Due to the instructions contained in SAC Letter Number 27, dated March 15, 1952, and the guidance and close following of each office who is not making headway in this matter, you will note that there is a favorable trend downward in the backlog of work in the 40 offices. With the exception of the month of June there has been a favorable reduction of the delinquency in these offices.

It is believed that the 40 offices will continue to make progress and will be able to work out from under their problems.

**Progress of the New York Office**

The problems facing the New York Office are the Bureau's biggest problems in the security field. Estimates of Communist Party membership in the area covered by the New York Office have been approximately 50% of the total field estimates for Communist Party membership. On March 31, 1952, the New York Office estimated the Communist Party membership in New York to be 12,108. As of June 15, 1952, New York had 3,455 Security Index subjects.

The New York Office has 25% of all pending active matters in the field in classifications 65, 100 and 105 and approximately 33% of all delinquent matters in those categories.

The following statistics were taken from the New York administrative reports for March, April, May and June, 1952.
**Classification 05:**

<table>
<thead>
<tr>
<th></th>
<th>Total Pending Matters</th>
<th>Pending Active Matters</th>
<th>Delinquent Matters Unassigned</th>
<th>Delinquent Matters</th>
<th>Percentage Delinquent</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>298</td>
<td>3</td>
<td>121</td>
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</tr>
<tr>
<td>April</td>
<td>307</td>
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<td>127</td>
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<td>41%</td>
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<tr>
<td>May</td>
<td>298</td>
<td>2</td>
<td>160</td>
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<td>53%</td>
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<tr>
<td>June</td>
<td>273</td>
<td>2</td>
<td>150</td>
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<td>51%</td>
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**Classification 105:**

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<th>Delinquent Matters Unassigned</th>
<th>Delinquent Matters</th>
<th>Percentage Delinquent</th>
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</thead>
<tbody>
<tr>
<td>March</td>
<td>6,214</td>
<td>2,837</td>
<td>6,055</td>
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<td>88%</td>
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<tr>
<td>April</td>
<td>7,543</td>
<td>4,280</td>
<td>6,283</td>
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<td>88%</td>
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<td>May</td>
<td>7,052</td>
<td>4,505</td>
<td>6,912</td>
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<td>86%</td>
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<td>June</td>
<td>7,990</td>
<td>4,427</td>
<td>6,925</td>
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<td>87%</td>
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**Classification 105:**

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<th>Pending Active Matters</th>
<th>Delinquent Matters Unassigned</th>
<th>Delinquent Matters</th>
<th>Percentage Delinquent</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>614</td>
<td>119</td>
<td>571</td>
<td></td>
<td>60%</td>
</tr>
<tr>
<td>April</td>
<td>622</td>
<td>117</td>
<td>330</td>
<td></td>
<td>61%</td>
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<tr>
<td>May</td>
<td>651</td>
<td>126</td>
<td>409</td>
<td></td>
<td>63%</td>
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<tr>
<td>June</td>
<td>603</td>
<td>121</td>
<td>255</td>
<td></td>
<td>60%</td>
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</table>
Observation:

The general trend in the number of pending active matters in CLASSIFICATION 100 at New York has been upward. Since October 31, 1951, the number of pending active matters in this classification has been increased from 6,292 to 7,990, a net increase of 1,698 matters. It will be noted that in this classification 4,427 of 7,990 matters are unassigned.

Attached hereto is my memorandum to you of June 12, 1952, which sets forth in detail action which has been and is being taken regarding this problem in the New York Office.

In connection with the survey conducted at New York it should be noted that they were instructed to review their pending active unassigned cases (other than the 1,000 cases reviewed by Bureau representatives) with a view to closing administratively those cases which do not fall within the Bureau's standards. New York has not yet been able to complete this review. This matter is being closely followed and you will be advised of the results.

ACTION:

We will continue to analyze the progress of security work in all offices and follow them concerning their backlog and delinquency. You will be informed of the progress of the field as reflected in the June administrative reports.
TO:  

FROM:  

DATE: June 12, 1952  

SUBJECT: Daily Review of Security Investigations  

PURPOSE:  To advise of the progress made by the field during the months of April and May in reducing the backlog of work and delinquency in the security field.  

BACKGROUND:  

Since December 1951 we have been closely following the progress of the 12 larger offices having, at present, over 50% of the total pending active matters in the field in classifications 65, 100 and 105, to determine if progress is being made in the handling of security work.  Monthly letters have been sent to the 12 offices encouraging those offices that are making progress and forcefully pointing out deficiencies to those offices who have not made progress.  By SAC Letter Number 27, dated March 15, 1952, we pointed out the absolute necessity of reducing the backlog of work and delinquency in the security field and issued specific instructions as a guide to all offices to bring their security work into line.  Progress of all offices has been followed during March, April, and May, letters being sent to those offices who are not making progress in this matter.

Progress of the Eleven Larger Offices (New York Office Analyzed Separately)  

The progress of the 11 larger offices has been analyzed.  The New York Office is being considered separately hereinafter.  Although the backlog of pending active matters in classifications 65, 100 and 105 remains high, the 11 offices as a whole made some progress in this matter during the months of April and May 1952.  The following figures illustrate the progress as reflected from an analysis of the March, April and May administrative reports.

Attachment
The major portion of the work is in classification 100 matters, in which classification the delinquency is the highest.

During April, 5 of the 11 offices were able to reduce the pending backlog in classifications 65, 100 and 105 and 3 offices reduced the delinquency. Progressive gains were made by Los Angeles, San Francisco, Cleveland and Philadelphia. During May, 9 of the 11 offices reduced their pending backlog in those classifications and 6 offices reduced their delinquency. Progressive gains were made by Los Angeles, Cleveland and Philadelphia.

Observation:

As you will note above, due to the guidance and direction from the Bureau the 11 larger offices have not only held their ground but have shown some improvement in spite of the heavy responsibilities placed on them in the preparation of summary reports in all Security Index cases. Although the delinquencies remain high and the backlog heavy there is a continued downward trend in the backlog and delinquency which had shown a steady rise since the Korean situation.

From a review of the accomplishments of the 11 offices for the past few months it appears that with close guidance from the Bureau the offices will be able to work out the backlog and reduce the delinquency in the security field.

Progress of Forty Field Offices
(Twelve larger offices included)

After reviewing the administrative reports for the months of March, April and May 1952, letters have
been directed to the offices not making progress in this matter. After the review of the March 1952 administrative report, letters were directed to 15 field offices. A review of the April 1952 administrative report prompted letters to 15 field offices. Letters have been transmitted to 15 offices as a result of the administrative reports for May.

Twenty-seven of the 40 offices were able to reduce the total pending active matters in classifications 65, 100 and 105 during April 1952. Twenty-nine of the 40 offices reduced their total pending active matters in these classifications during May. The major portion of the security work in the 40 offices is in classification 100, in which classification 40 of the 40 offices were able to make a reduction in their delinquency during April. During May, 18 of the offices reduced their delinquency in this classification.

The following figures illustrate the progress of the 40 offices as reflected from an analysis of the March, April, and May 1952 administrative reports:

<table>
<thead>
<tr>
<th>Date</th>
<th>Active Matters (65 - 100 - 105)</th>
<th>Delinquent Percentage Matters Delinquent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-31-52</td>
<td>9,421</td>
<td>3,011</td>
</tr>
<tr>
<td>4-30-52</td>
<td>9,139</td>
<td>4,355</td>
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<tr>
<td>5-31-52</td>
<td>8,724</td>
<td>3,990</td>
</tr>
</tbody>
</table>

Observation:

Due to the instructions contained in SAC Letter Number 67, dated March 15, 1952, and the guidance and close following of each office who is not making headway in this matter, you will note that there is a favorable trend downward in the backlog of work and delinquency in the 40 offices.
It is believed that the 40 offices will continue to make progress and will be able to work out from under their problems.

Progress of the New York Office

The problems facing the New York Office are the Bureau's biggest problem in the security field. Activity by Communist party members in the area covered by the New York Office was based on approximately 50% of the total field estimated for Communist party membership. On March 31, 1954, the New York Office estimated the Communist party membership in New York to be 10,129. As of May 16, 1954, the New York Office had 5,837 Security Index cards. The New York Office had 61% of all pending active matters in the field in classifications 60, 100 and 150 and approx. 41% of all delinquent matters in those classifications. The following statistics were taken from the New York administrative reports for March, April and May, 1954.

**Classification 60:**

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<th></th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>Fencing</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>Matters</td>
<td>Matters</td>
</tr>
<tr>
<td></td>
<td>Delinquent</td>
<td>Percentage</td>
</tr>
<tr>
<td>March</td>
<td>296</td>
<td>3</td>
</tr>
<tr>
<td>April</td>
<td>307</td>
<td>2</td>
</tr>
<tr>
<td>May</td>
<td>292</td>
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**Classification 120:**

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<tr>
<th></th>
<th>Total</th>
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</thead>
<tbody>
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<td>Active</td>
</tr>
<tr>
<td></td>
<td>Matters</td>
<td>Matters</td>
</tr>
<tr>
<td></td>
<td>Delinquent</td>
<td>Percentage</td>
</tr>
<tr>
<td>March</td>
<td>6,914</td>
<td>3,337</td>
</tr>
<tr>
<td>April</td>
<td>7,549</td>
<td>4,080</td>
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<td>May</td>
<td>7,382</td>
<td>4,505</td>
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</table>
### Classification 105:

<table>
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<tr>
<th></th>
<th>Total Pending Active Matters</th>
<th>Pending Active Matters</th>
<th>Delinquent Unassigned Matters</th>
<th>Percentage Delinquent</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>614</td>
<td>119</td>
<td>371</td>
<td>60%</td>
</tr>
<tr>
<td>April</td>
<td>622</td>
<td>117</td>
<td>380</td>
<td>61%</td>
</tr>
<tr>
<td>May</td>
<td>651</td>
<td>126</td>
<td>409</td>
<td>63%</td>
</tr>
</tbody>
</table>

**Observation:**

The general trend in the number of pending active matters in classification 100 at New York has been upward. Since October 31, 1951, the number of pending active matters in this classification has been increased from 6,298 to 7,882, a net increase of 1,584 matters. It will be noted that in this classification 4,505 of 7,882 matters are unassigned.

In this connection a survey was recently conducted at New York by Bureau representatives and an examination was made of 1,000 of New York's pending active unassigned security cases to determine whether there is sufficient substance to the allegations or existing information to indicate that these cases should be investigated. It was ascertained from the survey that approximately 25% of the 1,000 cases examined could be closed with a minimum of effort on the part of the New York Office provided the check of file references failed to reveal subversive data bringing such cases within the Bureau's current standards for instituting security investigations.

A memorandum covering the results of the survey has been submitted and New York has been instructed regarding the handling of the cases mentioned above. In addition, New York was instructed to review the remainder of their pending active unassigned cases with a view to closing administratively those cases which do not fall within the Bureau's standards. While it is anticipated that New York may be able to close a number of its 7,882 pending matters in the 100 classification as a result of recent instructions, it must be realized that the New York Office will still have a tremendous backlog of
of security cases which must be worked. In an additional
effort to facilitate the handling of security matter cases
you will recall that the New York Office was instructed to
split Section 12 in the New York Office which handles both
loyalty and security matter investigations and to set
up a separate section to handle only security matter cases.
It is hoped that these instructions will facilitate a
reduction in the pending case load and we will closely follow
the results in the New York Office for the next 2 months. If
substantial progress is not made we will re-evaluate New York's
needs in its attempt to reduce this delinquency.

ACTION:

We will continue to analyze the progress of security
work in all offices and follow their concern for their backlog
and delinquency. You will be informed of the progress of the
field as reflected in the June administrative report.

A net of 66 agents
have been ordered to
New York in the past
30 days. Additional
agents will be sent
to New York.

6/4/52
Office Memorandum - United States Government

TO: Director, FBI

DATE: July 14, 1952

SUBJECT: SECURITY INDEX

Re SAC Letter No. 47 dated 5/12/51.

A check has been made and it has been determined that the Security Index cards in the Dallas Office are in an up-to-date status and the addresses of all Security Index subjects whose whereabouts are known have been verified within the last six months.
Office Memorandum  •  UNITED STATES GOVERNMENT

TO:                          DATE:  6-27-52
FROM:        SECURITY INDEX CARD STATISTICS

SUBJECT:  There is attached hereto a table showing by Field Office
the total number of Security Index cards in our files. This
the table indicates the nationalistic tendency, the dangerousness
classification, sex, race, citizenship status, and others on
one of the "special" lists.

These statistics are based on Statistical Section
records as of June 13, 1952.
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<th>CDM</th>
<th>DLS</th>
<th>DLP</th>
<th>DLA</th>
<th>DLM</th>
<th>DLT</th>
<th>DLF</th>
<th>DMF</th>
<th>DMT</th>
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</thead>
<tbody>
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**Note:** The table above contains information about various codes, names, addresses, cities, states, ZIP codes, ZIP4 codes, phone numbers, fax numbers, and emails.
**KEY**

**FIELD OFFICE**
The first four letters of the field office are used in all cases except St. Louis, which is coded STL.

**NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>CCM</td>
<td>Communist Party, USA</td>
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<tr>
<td>HU</td>
<td>Hungarian</td>
</tr>
<tr>
<td>TSL</td>
<td>Independent Socialist League</td>
</tr>
<tr>
<td>NPP</td>
<td>Nationalist Party of Puerto Rico</td>
</tr>
<tr>
<td>PPA</td>
<td>Trotskyist Party of America</td>
</tr>
<tr>
<td>RML</td>
<td>Revolutionary Workers League</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>POL</td>
<td>Polish</td>
</tr>
<tr>
<td>SWP</td>
<td>Socialist Workers Party</td>
</tr>
<tr>
<td>YUG</td>
<td>Yugoslavian</td>
</tr>
<tr>
<td>UPR</td>
<td>Union of the People for the establishment of the Republic of Puerto Rico</td>
</tr>
<tr>
<td>ULP</td>
<td>United Labor Party</td>
</tr>
<tr>
<td>HUN</td>
<td>Hungarian</td>
</tr>
<tr>
<td>MIS</td>
<td>Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)</td>
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**DANGEROUSNESS CLASSIFICATION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>DC</td>
<td>Priority Detention in the event of an Emergency (DetCom)</td>
</tr>
<tr>
<td>CS</td>
<td>Potential Communist Saboteurs (ComSab)</td>
</tr>
<tr>
<td>KP</td>
<td>Key Pictures</td>
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<tr>
<td>TF</td>
<td>Top Functionary</td>
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**CITIZENSHIP STATUS**

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<td>Native Born</td>
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<tr>
<td>NA</td>
<td>Naturalized</td>
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<tr>
<td>AL</td>
<td>Alien</td>
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<td>UK</td>
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**SPECIAL SECTION**

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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>AEP</td>
<td>Atomic Energy Program employees</td>
</tr>
<tr>
<td>ESP</td>
<td>Espionage subjects</td>
</tr>
<tr>
<td>FGE</td>
<td>Foreign Government employees</td>
</tr>
<tr>
<td>GOV</td>
<td>United States Government employees</td>
</tr>
<tr>
<td>PRO</td>
<td>Prominent Person</td>
</tr>
<tr>
<td>UNI</td>
<td>United Nations employee</td>
</tr>
<tr>
<td>YUG</td>
<td>Pro-Tito</td>
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</tbody>
</table>
Office Memo

TO

FROM

SUBJECT: SECURITY INDEX

DATE: July 3, 1952

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 56 new cards were added to the Security Index and 24 cards were cancelled, a net increase of 32 cards.

The Security Index count as of today is 18,641.
(B) SECURITY INVESTIGATIONS OF INDIVIDUALS -- A recent survey of pending security-matter investigations in the field indicates that cases are being investigated or scheduled for investigation in which the substantial information available in the offices considered along with other factors does not bring the cases within existing Bureau standards for conducting such investigations. In view of this it is
believed necessary to reiterate and define existing instructions regarding the opening of security-matter cases. These instructions apply to those security-type investigations initiated solely for the purpose of determining whether the activities of the subjects warrant their inclusion in the Security Index and do not encompass those investigations involving espionage, foreign intelligence, etc.

Because of the manner in which the Communist Party and other revolutionary organizations function and because of the great scope and variety of their activities it is not possible to formulate hard-and-fast standards by which the dangerousness of individual members or affiliates may be automatically measured. Sound judgment and discretion must be applied in evaluating the importance and dangerousness of individual members and affiliates of those groups.

In certain cases Bureau authority is necessary under existing instructions before security-matter investigations may be initiated. However, as a matter of general policy security-matter cases shall be opened and a thorough investigation conducted of any individual who comes within one or more of the following categories:

1. Membership in Basic Revolutionary Organizations Subsequent to January 1, 1949.

   Any individual reported as having been a member of the Communist Party, Socialist Workers Party, Independent Socialist League, Revolutionary Workers League, Proletarian Party of America or other basic Marxist revolutionary organizations or splinter groups or the Nationalist Party of Puerto Rico, on or after January 1, 1949.

2. Espousing Line of Revolutionary Movements

   Any individual who since the outbreak of hostilities in Korea (June 25, 1950) continued to espouse the line of one or more of the above-mentioned revolutionary organizations or related groups thereby defining his or her adherence to policies opposed to the best interests of the United States.

   The espousal mentioned above encompasses a wide variety and range of activities and as mentioned previously...
it is not possible to formulate any hard-and-fast standards
to cover all cases falling in this category that warrant
investigation. Membership in one or more of the basic
revolutionary organizations is not a prerequisite to the
inclusion of an investigation of an individual within this
category.

In connection with espousal expressed by member-
ship and active participation in subversive front groups
(whether or not cited by the Attorney General) the nature
and type of the front organization as well as the extent of
the individual’s activities on behalf of the front organi-
zation or in support of the Communist Party, must be e-
valuated in each case. Investigation should be opened in
every instance when the derogatory information available in-
dicates the subject is actively engaged in the affairs of
a subversive front organization in a leadership capacity
or by active participation in the furtherance of the aims
and purposes of the front organization.

When there is an allegation of mere membership
alone in a front organization and there is no supporting
information to indicate active participation or leadership
in the group, investigation should not be instituted unless
information is available indicating past membership at
any time in a basic revolutionary organization or sufficient
other derogatory information is known.

Of course, in determining whether an investigation
should be conducted when an allegation of membership in a
front organization is received, you should be guided also by
the nature and activities in behalf of the Communist Party
of the particular front group throughout the country or in
a certain area. For example, members of the Labor Youth
League should be investigated because of the organization’s
close affiliation with the Communist Party in carrying
out the dictates of the Party. On the other hand, an al-
eglegation of routine membership in the International Workers
Order alone does not warrant the institution of an investi-
gation, while leadership or active participation in carrying
out the subversive aims and purposes of the International
Workers Order does warrant investigation.
3. Special Training in a Subversive Movement

Any individual who has received training in the Lenin School or has received training in a subversive movement abroad.

Any individual who has received at any time leadership training in one of the basic revolutionary organizations mentioned above.

4. Military Service

Any individual who served with the Abraham Lincoln Brigade. Membership in one of the basic revolutionary organizations is not a prerequisite to initiating investigations of individuals in this category.

Any individual who has been alleged to have been a member of one of the basic revolutionary groups at any time and has served in the Office of Strategic Services or has served in the military forces of any country including the United States Armed Forces.

5. Employment in Vital Facilities

Any individual employed in or having access to a vital facility who is alleged to have been at any time in the past a member of any of the basic revolutionary organizations or against whom sufficient other subversive information is known which warrants investigation.

6. Other Individuals with Revolutionary Beliefs

Individuals who, because of anarchist or revolutionary beliefs, are likely to seize upon the opportunity presented by a national emergency to endanger the public safety and welfare. The individuals in this category should be investigated where sound judgment and discretion dictate. Membership or affiliation in basic revolutionary or front groups is not a prerequisite to initiating investigations of individuals in this category.

7/8/52
SAC LETTER NO. 65 - 4 -
Series 1952
As you have been instructed previously, complaints alleging subversive activities of individuals which are received from anonymous sources should not be disregarded. If the facts of the complaints are sufficiently specific and of sufficient weight to bring the cases within existing standards for opening cases for investigation, such investigation should be conducted just as it would be if the identity of the source were known.

In this same connection, cases should not be opened for investigation based on nonspecific or vague allegations which do not come within the existing standards in this matter.

In order that we can direct our investigative efforts and resources to the fullest measure on important and necessary matters in accordance with existing Bureau standards for opening investigations and upon sound judgment and discretion, you are instructed to immediately undertake a review of the pending active security-matter cases in your office and you should be guided by the following instructions:

All pending active assigned security-matter cases should be reviewed carefully by the Agents to whom they are assigned and if any of the cases examined are not within the standards requiring investigation such cases should be brought to the attention of the office supervisor in order that they can be closed administratively or by a letter or report.

A project should be instituted to review all pending active unassigned security-matter cases to close administratively, or by appropriate notice to the Bureau, those which do not fall within the Bureau's standards for opening security-matter cases.

In addition, during the examining of case files under the preceding two paragraphs to determine whether there is sound basis for conducting an investigation, an examination should be made of all outstanding leads for auxiliary offices to be certain that auxiliary offices are not being requested to conduct unwarranted and needless investigations. If the examination and re-evaluation of outstanding leads indicates that requested investigations of auxiliary offices are not essential in the matter you...
should immediately advise the auxiliary office to disregard your request.

In connection with the foregoing instructions regarding cases that should be closed because there is no sound basis for the investigation under current Bureau standards, it is realized that there may be cases which do not come within the standards but which good judgment dictates should be investigated. If you have any question in any individual case of this nature you should communicate with the Bureau for guidance and instructions.

The project outlined above should be completed within thirty days of the receipt of this communication. As soon as the project is completed, each Field office should advise the Bureau by a memorandum captioned "Security Investigations of Individuals."
July 15, 1968

SECURITY INVESTIGATIONS OF INDIVIDUALS

NATIONAL MILITARY ESTABLISHMENTS

PURPOSE:

To obtain your approval for the attached letter to

of the General Electric Company and

for the attached SAC Letter.

BACKGROUND:

Attached hereto is a memorandum to the

Bureau dated July 9, 1968, wherein he calls the Bureau's attention to the possibility of industrial security personnel developing a complacent attitude regarding subversives employed in industry as a result of contacts by Bureau Agents.

ACTION:

Attached hereto for your approval is the recommended reply to as well as an SAC Letter cautioning the field with regard to the conduct of inquiries of personnel employed in vital facilities concerning subjects of security investigations.
SECURITY INVESTIGATIONS OF INDIVIDUALS - VITAL FACILITIES
NATIONAL MILITARY ESTABLISHMENTS -- The Bureau's attention has been
called to the possibility that persons engaged in industrial secur-
ity in manufacturing plants and other facilities coming in contact
with FBI Agents are becoming complacent about the presence of sub-
versives in their facilities because the FBI is aware of the presence
of such subversives. An expression has been made to the Bureau in-
dicating that many persons in industrial security may be drawing
false conclusions from the reactions of agents in having located
subversives in their facilities.

I desire that all agents be instructed that in making con-
tacts with security or other personnel in manufacturing plants and
other facilities regarding subjects of security investigations who
are or may be employed at such facilities they make absolutely no
commitments as to the purpose of their inquiries or discuss inform-
ation in their possession as to the subversive character of the
subjects about whom the inquiries are being made. It is realized
that in many instances the personnel of the facilities will be a-
ware of the subversive character of the subjects at the time the
contacts are made by the agents. In all instances agents should
exercise extreme caution to avoid leaving the impression that the
facilities need have no concern because of the presence of such
subjects. Agents should not make any expression of satisfaction
with having located such subjects which might cause the persons

7/18/52
SAC LETTER NO. 68
Series 1952

being contacted to assume that because of our knowledge of the
subject's whereabouts their potential dangerousness is eliminated.
Agents should not give any impression that they desire that the subjects "stay put."

It is pointed out that it is not within the Bureau's
jurisdiction to make any recommendation, real or implied, regarding
the removal from or continuance in the employ of any individual
in a vital facility. When contact is made with plant personnel in
connection with verifying a subject's employment in a vital facility
and the person being contacted expresses concern as to what action
should be taken by him he should be informed that any recommendations
regarding the continued employment of an individual will neces-
sarily come from the interested agency or agencies within the De-
partment of Defense and not from the FBI. It should be pointed out
that the inquiry by the Bureau Agent should not be interpreted as
an indication that action should or should not be taken against the
subject of the inquiry.
TO:   DIRECTOR, FBI
FROM:  SAC, SAN JUAN
SUBJECT: STATUS OF SECURITY INDEX CARDS AND ADDRESSES
         SAN JUAN DIVISION

Re SAC Letter No. 100 of 12/28/50.

Addresses have been checked and S.I. cards were in a current status as of July 15, 1952.
Assistant Attorney General
Criminal Division

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residence of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.
Office Men

TO: Caterer, P H
FROM: SAC, Horacio

SUBJECT: SECURITY INDEX

DATE: 7/14/64

Re SAC Letter No. 1011, dated 12/20/60, and my letter dated 1/10/61.

In accordance with instructions outlined in referred SAC letter, the addresses and contents of all 4 security Index Subfiles of this office have been verified within the past six months.
Office Memorandum  

TO: THE DIRECTOR  
FROM: [Redacted]  
DATE: July 11, 1952  

SUBJECT: SECURITY INDEX

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
The following is a report on the increase in the Security Index since the last count was furnished to you on June 13, 1952.

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<th>Week of</th>
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<th>Cards Cancelled</th>
<th>Net Increase</th>
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<td>23</td>
<td>55</td>
</tr>
<tr>
<td>June 21-27</td>
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</tr>
<tr>
<td>June 28 - July 4</td>
<td>56</td>
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<td>32</td>
</tr>
<tr>
<td>July 5-11</td>
<td>60</td>
<td>19</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>251</td>
<td>92</td>
<td>159</td>
</tr>
</tbody>
</table>

The Security Index count as of today is 18,689.

For your information, during the preceding four-week period 278 cards were added and 30 cards were cancelled, a net increase during the period of 183 cards.
TO: 
FROM: 
SUBJECT: SECURITY INDEX

DATE: July 18, 1952

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 70 new cards were added to the Security Index and 18 cards were cancelled, a net increase of 52 cards.

The Security Index count as of today is 18,941.
to the authorization of a warrant of arrest, which is a
determination which the Department must make and will not
be accepted by the Bureau.

(2) Notification to the Department regarding techie,
nikes, and unusual techniques in Bureau investigations.

With reference to this subject, it was recalled that
an agreement had previously been entered into between the Bureau
and the Department as to the
manner in which the Department would be notified as to the
existence of teches, nikes, and similar techniques and thereafter
the identities of such teches and nikes as reflected in in-
vestigative reports. This agreement was subsequently dis-
avowed by . At the conference on July 9, after
discussion of this problem, agreed to the agreement
previously entered into by , and we will
continue to handle these matters as previously outlined.

(3) How far shall a Bureau representative go when
called upon to testify regarding wire tap evidence in court?

It was agreed during the conference that
had indicated that an answer to the Bureau's question regarding
how far a Bureau representative should go in testifying to wire
tap evidence had been prepared and had been submitted to
for approval.

Departmental policy had been formulated and approved only as
to testimony in Smith Act cases. His attention was directed
to previous overtures to the Department insisting that
Departmental policy apply to all testimony regarding wire taps
in any type of case. It was indicated that this
position that this
should not be done.

I pointed out to that the Bureau still main-
tained that a fixed policy should be adopted by the Department
which will cover wire tap testimony in any type of case,
which would be similar to that adopted by the Department in
Smith Act cases.
Office Memorandum • UNITED STATES GOVERNMENT

TO: 
FROM: 
SUBJECT: CONFERENCE WITH MINORS OF THE DEPARTMENT

JULY 6, 1942

of the Department called at my office at 9:30 A.M. today. He said he would like to go over with me matters which have been discussed at the above conference which, you will recall, was attended by and myself. I reviewed the following items and any comments thereto are set forth as to each:

(1) Bureau standards for Security Index.

During the conference, had advised that the Bureau's standards for inclusion of individuals on the Security Index were being reviewed by the Department and that the Department will communicate with the Bureau with reference to its approval of the standards which be have adopted. In this connection I pointed out to that the Bureau's position during the conference was that the Bureau will insist that the Department either approve our standards as submitted or will stipulate standards which can then be applied by the Bureau. I further pointed out with reference to that the Department might adopt a set of standards different from that of the Bureau, that the Bureau feels that the Department should operate under the identical standards as those used by the Bureau.

With reference to the review of files by the Department of persons to be included in the Security Index, indicated that the Department had reviewed approximately 1200 cases and indicated that after reviewing several thousand, the Department might decide to adopt the Bureau's decisions on inclusions and not review further files. I pointed out to that it was the Bureau's position that the Department should review all these files and advise the Bureau of their conclusions either approving the inclusion on the Security Index or disapproving. I told that this was clearly a function of the Department and was comparable
(4) 3(1) and 3(7) Visa Holders.

It was agreed that during the conference we had discussed the various phases of the handling of subjects who are in the United States under 3(1) or 3(7) visas.

It was generally agreed that the responsibility of the Criminal Division should be limited to a determination of whether there has been a violation of criminal statutes. He said that other phases of these cases, such as the determination as to whether the subject is excludable or deportable, the determination of whether persons non grata could apply, and in double agent and espionage cases the overall determination as to whether intelligence values of a particular operation were such as to preclude other action, should be handled by someone outside the Criminal Division. He suggested this could be done either in the Attorney General's Office or, as in the case of excludability or deportation, by the Commissioner of the Immigration and Naturalization Service.

I pointed out that in these cases the Criminal Division had originally accepted the responsibility to make all of the determinations discussed, and that we have, in accordance with this agreement, fulfilled our obligations. He agreed that at the approximate time when the Department that had advised the Bureau that all the functions of the Department pertaining to internal security matters were being vested in the Criminal Division and that since we have received no other advice from the Department since then, we are, of course, bound by instructions to look to the Criminal Division for answers. I pointed out that at that time the Criminal Division apparently accepted this responsibility and had, in fact, voted on a number of cases; that recently the position of the Criminal Division appeared to be one of disavowing their responsibility except for determination as to whether criminal prosecution will lie. I told him that the Bureau did not intend to be put in the position of having to go back and re-do our handling of these cases in accordance with some changed policy of the Department, and that we intend to continue to look to the Criminal Division as being responsible for handling these cases until some other plan is worked out.
ACTION:
For your information.
SAC, Omaha

Director, FBI

July 22, 1952

SUBJECT: SECURED AND CONFIDENTIAL

Enclosure

Re: Subjicct dated December 23, 1950.

There is enclosed herewith a sealed package containing a new security index list of all subjects maintained in the General and Special Sections of the Security Index.

This package should be maintained in your office and in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure
Office Mem.  

TO:  
FROM: SECURITY INDEX  
DATE: July 25, 1952  

SUBJECT: SECURITY INDEX  

PURPOSE:  
To advise you of the total cards in the Security Index.  

DETAILS:  
During the past week 80 new cards were added to the Security Index and 23 cards were cancelled, a net increase of 57 cards.  
The Security Index count as of today is 15,999.
At the recent conference of Special Agents in Charge, Assistant Special Agents in Charge, and Field Supervisors held at the Bureau on June 26 and 27, 1952, concerning problems in security investigations, considerable stress was given to the question of the field's delinquency in this type of work.

In this regard, it will be recalled that as early as March of 1951, the Domestic Intelligence Division recognized the rising delinquency in security work in the field and noted the large backlog of work that existed in this type of investigation. By SAC Letter dated March 31, 1951, this problem was pointed out and instructions were issued for each office to review the delinquency situation and to place into effect a program which would bring about a reduction of the percentage of delinquency. Thereafter, this program was closely followed by each of Government and again in December 1951 an analysis of the over-all situation was made. The results of this analysis indicated that the bulk of our security work was concentrated in twelve of the Bureau's larger field offices and the preponderance of delinquency was also in these offices.

On December 17, 1951, a letter was directed to these offices instructing them to analyze the problems in their offices and to make concrete plans and take positive steps to bring about a reduction in the delinquency and backlog of work in security-type cases.

On March 15, 1952, an SAC Letter was again directed to the field pointing out the absolute necessity for reducing the backlog in delinquency. This same letter gave specific instructions as a guide to all offices to bring their security work into line.

Since that time, the monthly administrative reports have been carefully studied and letters of encouragement have been directed to those offices which showed progress in reducing the delinquency. At the same time, as to those offices where no progress was being made or where there was a retrogression, their deficiencies were forcefully pointed out to them.

WAR/DAS
The above facts were called to the attention of the members of the conference. As was explained to them, the accomplishments in reducing the delinquency have been worthwhile, but that nevertheless, the problem was an ever present one and required their continued attention.

During the discussion which followed, the question of increasing the manpower on security investigations was raised. In doing so, the field representatives stressed the fact that their offices were looking to meet this situation with the manpower available and no office had ever adopted a defeatist attitude that the problem was too big to cope with. All of the members were optimistic and felt a solution could be achieved, pointing out that the general trend during the past months has been a decline.

The conference was of the opinion that the inequities in the delinquency and savings in the security field as compared with the over-all work of the Bureau is not justified when it is considered that a high proportion of the Bureau's financial appropriations is based on security work and particularly because of the terrific responsibility of the Bureau in the internal security field. The conference felt that some positive steps should be taken because the Bureau's reputation was at stake.

The members of the conference expressed a hope that as Agents become available through the reduction of our applicant program, these Agents could be assigned to security work. The members of the conference also stated that continued attention would be given to streamlining the work both in the opening of cases and by applying the principle of direct action to the investigation to insure that those cases were receiving the proper attention.

The conference suggested that in view of this pressing matter and importance of our Security Program and the fact that we have not been able to implement some of the highly important programs within the security field as yet, the Bureau might well again consider whether we are being injudicious in the use of Special Agents personnel on investigative matters and programs not essential at this time. The conference, of course, was not inclined at this time. The conference, of course, was not inclined at this time. The conference, of course, was not inclined at this time. The conference, of course, was not inclined at this time.

- 2 -
MEMORANDUM FOR MR. LADD

ACTION:

The conference was advised that the Bureau has given this matter most careful consideration and is continually examining its programs to eliminate items which are not essential, even though they may be desirable. For example, we have declared a moratorium on re-contacts in the American Legion Program and have reduced the contacts necessary in rural posts to either the Adjutant or the Post Commander, instead of both. We have declared a moratorium on the re-contact of plant informants for the same reason, namely, to cut down the amount of work in the field to enable the Agents to apply themselves to security cases.

The Bureau sponsored S-2077 for the express purpose of relieving the Bureau of applicant investigations in order that we might devote ourselves to the heavy responsibilities we have in the security field. The IIC sponsored an Internal Security report which accelerated our security program and resulted in larger appropriations for the Bureau and, of course, additional personnel. The pressing need for additional personnel, particularly in the Washington Field Office and the New York Office has been recognized by the Bureau and additional personnel has been assigned to those offices.

We have instructed the field to analyze carefully the opening of cases to insure that cases are not being opened where the information does not warrant investigation. In the New York Office, in order to assist in clearing up the delinquency and back-log, we conducted a survey of some 1,000 cases and the New York Office is presently analyzing all remaining cases for the purpose of eliminating those cases which either do not warrant investigation or can be closed with a minimum of effort. We further permitted the New York Office to submit investigative reports in certain instances in order to place subjects on the Security Index, rather than insisting that summary reports be prepared at this time in those cases, with the understanding that summary reports would be submitted later.

We will continue to analyze carefully all of our programs and techniques with a view to eliminating, wherever possible, procedures or programs which are not absolutely essential in order that we can direct our efforts to the handling of the heavy backlog and delinquency in the security field.

-3-
Assistant Attorney General James H. Mcinerney
Criminal Division
July 22, 1952

Director, I11

SECURITY FILE LIST

There is attached hereto a current list of the names of the individuals contained in the Security Index. This list is maintained by the centers under the field offices of the Bureau covering the residences of the individuals listed.

It is requested that this list be given utmost secrecy.

Attachment

NOTE ON YELLOW ONLY:
Espionage Section of the Special Section not included.
TO:

FROM:

SUBJECT: SECURITY INDEX STANDARDS

While discussing other matters with Mr. of the Department, and his assistants, on July 9, 1952, I brought up the questions we have been attempting to resolve with the Department. The Department recently approved by us for placing persons on the Security Index, and the review of our Security Index cases by the Department.

advised that Departmental attorneys have reviewed approximately 1,000 Security Index cases, with the result that the Department is in tentative agreement that all of these cases are warranted for inclusion in the Security Index. He said that the reviewing attorneys have set aside not more than 2% of the cases for further review and, in the event there is any question as to whether they should be retained in the Index, the Bureau will be consulted on each individual case. He was asked whether he contemplates reviewing every case in the Index. He advised that he contemplates reviewing several thousand of the cases and if the present pattern continues, reflecting agreement by the Department that the individuals should be included in the Security Index, the remainder of the cases will not be reviewed, but the Department will approve the inclusion of the remaining cases in the Index for apprehension.

We have previously requested the Department to review the reports for each Security Index subject and to advise us in each instance as to whether the Department approved or disapproved the listing of each name in the Security Index. We should know on this procedure, immediately.
Relative to the question of standards, we will recall we have been insistent that the Department approve our standards or give us a reason to the contrary. Several months ago the Department furnished us a proposed set of standards to be used by them in reviewing these cases. These standards were a patent attempt to apply the detention provisions of the McCarran Act, in spite of the fact the Department has consistently stated the McCarran Act is not workable and that the emergency detention program must be launched under the Department's program rather than the McCarran Act. We returned these standards to the Department, pointing out they were not properly drawn, in that they did not cover potentially dangerous individuals. Since that time the Department has been attempting to work out a set of standards satisfactory to them for review purposes. Because this matter dragged on and on, we insisted that the Department give us written approval for the standards under which we are operating, and we have been pushing the Department for such written approval.

In discussing this with the Attorney General on July 9, 1952, we again asked when this written approval would be forthcoming. He stated he understood we have already been given written authority to apprehend anyone on the Security Index, pending the decision on these standards. This is true, as we gave us such authority. Nevertheless, we told the Attorney General that we must insist on the Attorney General's specific approval of the standards under which we are operating, inasmuch as we are an investigative agency, and the policy to whom should be apprehended under any detention program must rest with the Attorney General.

He advised that for purposes of review, he is thinking in terms of applying a broad general standard rather than a set of standards that would standardize on only two or three of the criteria as subject to or against approval, but a combination is being prepared in this respect.
We reiterated we should have written approval from the Attorney General of the standards used by us which we have furnished to the Department, these standards to be used for the purpose of placing individuals on the Security Index to be apprehended in the event of an emergency.

RECOMMENDATIONS:

(1) That we insist that the Department review all of the cases on the Security Index and give us clearance or denial in each case. This recommendation is made despite the fact Mr. indicated that one of the reasons for not completing the entire review is the matter of expense to the Department.

(2) That we insist on written approval from the Department of our standards for purposes of placing subjects on the Security Index and their subsequent apprehension.

(3) That we continue to follow the Department to secure a copy of their standards for review, for the purpose of seeing whether their standards conform with ours.
The Attorney General

July 25, 1953

Director, FBI

SECURITY INFORMATION - SECRET

PROGRAM FOR APPREHENSION AND DETENTION
OF PERSONS CONSIDERED POTENTIALLY
DANGEROUS TO THE NATIONAL INTELLIGENCE
AND
PUBLIC SAFETY OF THE UNITED STATES

During a recent conference of representatives of the Criminal Division of the Department and the Bureau, the matter of the review by department attorneys of investigative reports on individuals whose names are listed in the Security Index was discussed. The department representatives indicated that so far approximately 1,500 Security Index cases had been reviewed and that the Department is in tentative agreement that all of the cases reviewed are warranted for inclusion in the Security Index except approximately one percent which have been set aside for further review. They indicated that in the event there is any question as to whether an individual's name should be retained in the Security Index, the Bureau will be consulted in each individual case.

During the course of the discussion the Bureau representatives raised the question as to whether the Department contemplated reviewing every case in the Security Index. They were advised that it is contemplated that several thousand cases will be reviewed by the department attorneys and that if the present pattern continues reflecting agreement by the Department that the individuals should be included in the Security Index, the remainder of the cases will not be reviewed and the Department will consider the inclusion of the names of the remaining individuals in the Security Index.

It is my opinion that all cases for subjects whose names are listed in the Security Index and are scheduled for apprehension or are based on a national emergency should be reviewed by department attorneys. All cases scheduled for apprehension in an emergency under the Security Index program should be reviewed and if you know after apprehensions are effected it will be the
Department's responsibility to handle the appropriate

questions will be affected the detemined. If the

Department has not reviewed a security index card prior
to this decision to consider whether it should or

cannot be reviewed, it should be noted in the
position of being the investigator and the prosecutor
until other one in the Department takes over for the

purposes of the security. Since this occurs in a fact-

finding context, there can be the decision to decide

on individual of personal liberty in any manner over

which this Bureau has investigatory jurisdiction in the

responsibility of the Department, I feel that it is

essential that all security index cases be reviewed by

the Department.

In view of this I want sure that all cases for

subjects listed in the security index are reviewed by

Department attorneys to determine whether the Department

approves or disapproves the listing.

Questions relating to the standards used as a

basis for including names in the Security Index were

discussed at the conference. The importance of this

Problem in maintaining the internal security of the

country at the time of an emergency and the corresponding

responsibilities of the Department and the Bureau dictate

that all questions relating to the standards be decided

promptly by the Department in order that there can be a

complete understanding in the matter. These questions

relating to a broad in the Department of the security

Index standards presently utilized by this Bureau have

been under consideration at the Department for some time.

During the conference representatives of the

Department assured that for the purpose of the review

of Security Index cases by Department attorneys a broad

general standard would be used, the broad standard to

cover instances substantially concerns an extensive or

extreme nature. The general standard would be used

for review purposes rather than the specific security

index standards utilized by this Bureau. It cannot

understand the procedure of the Department using one set of

standards for review purposes and another different

set of security index standards for this Bureau to use in
considering individuals for the security index. Unless
the criteria and the categories here stated are used for
determining an individual is dangerous or essentially
dangerous to the internal security of the country in
dangerous to the internal security of the country in
dangerous to the internal security of the country in
dangerous to the internal security of the country in
dangerous to the internal security of the country in
dangerous to the internal security of the country in
dangerous to the internal security of the country in

in the interest of the national security, I
will appreciate an early reply to this communication.

cc = (2) Deputy Attorney General

cc = (2) Assistant Attorney General
Criminal Division

- 3 -
TO: Director, FBI

FROM: SAC, Osaka

SUBJECT: SECURITY INDEX

Date: 7/17/52

Rebuck 7/3/52 forwarding the new Security Index list. The old list has been destroyed by burning.
Office Memorandum - UNITED STATES GOVERNMENT

TO: 
FROM: 
DATE: July 29, 1952
SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

PURPOSE:
To submit for your approval the attached SAC Letter.

BACKGROUND:
At the recent Internal Security - Exchange Conference, the question was raised as to whether it is necessary to completely document information included in summary reports on important Communist functionaries against whom a prima facie case can be made. It was suggested that the reports contain information concerning all of the subject's activities but only that information necessary to make a valid case should be documented.

OBSERVATIONS:
We have previously issued instructions stating that it will be necessary to document all information specifically reported but have provided for the elimination of repetitive and cumulative items with a view to cutting down on the work necessary to prepare reports, particularly those of important Communist functionaries. The Internal Security Section recommends that these instructions remain in effect and that we continue to document all evidence and intelligence information which is specifically our concern in security reports.

ACTION:
If you agree, the attached SAC Letter should be sent to the field.
Office Memorandums - UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, New York

SUBJECT: SECURITY INDEX
PREPARATION OF ANNUAL REPORTS

DATE: 7/2/52

Reference No. FBI Letter 1 dated 2/1/52.

The following information is being submitted pursuant to your request:

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Initial Reports</th>
<th>No. of Security Reports</th>
<th>Adjusted Date of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5/1/52</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
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<td>10/1/52</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTALS: 13 9 4

Please note that the above figures reflect the total as they exist at this date. This office now has 12 of subjects and is in process of recommending one additional which will make 13.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SIC, Crahe
SUBJECT: SECURITY INDEX

The new Security Index list has been received with label and the old list received with Bulletin of 7/3/52 has been destroyed by burning.
Office Memorandum • UNITED STATES GOVERNMENT

TO: Director, FBI
FROM: SAC, New York

DATE: July 31, 1952

SUBJECT: PREVENTATIVE DETENTION PROGRAM, APPREHENSION BY POLICE OFFICERS

Memorandum

Refused May 7, 1952 granting authority for the use of police officers alone, without special agents being present, in effecting the apprehension of routine Security Index subjects at the time of an emergency.

It is noted that the Master Warrant of Arrest is signed by the Attorney General and directed to "The Director of the Federal Bureau of Investigation, authorizing and directing you and your duly authorized agents to arrest ---", etc. "---".

The Bureau is requested to advise whether the phrase "duly authorized agents" can be said to include officers of the NYC Police Department acting alone under this program.

The question of legality of arrest by police officers alone may come up at some future conference with the NYC Police Commissioner.
SAC, New York ( )

Director, FBI

Emergency Intention Program
Information for Police Officers

 enclosure dated June 21, 1959. It states that arrests of arrest are to be
not that the arrest of arrest is to be signed by the
Attorney General at the discretion of the Attorney
Bureau of Investigation, authorizing and directing "... you and
your duly authorized agents to arrest or cause the arrest of
the person set forth ..."

For your information, instructions from the Attorney
General concerning the scope of operation of the Emergency
Intention Program provide that the Bureau will enter the aid
and assistance of other law enforcement agencies when needed.

The text of the latest arrest of arrest on this point is
wounded as follows: "... I hereby authorize and direct you and
your duly authorized agents to arrest or cause the arrest of
the persons set forth ..."

As indicated above, the Attorney General at the time
of an emergency will authorize arrests or security incidents
under the direction of the Bureau, and the Bureau will request
assistance in the matter where needed.

In connection with the statement to that effect that the
execution of arrest of arrest by police officers alone may
come to the public's attention, an arrest whereby the
Bureau authorized arrests are to be signed by the
Bureau of Investigation,授权ing and directing "... you and
your duly authorized agents to arrest or cause the arrest of
the person set forth ..."

To obviate any departmental liability in connection with
the execution of arrest of arrest by police officers alone, it is
again stressed that the law enforcement officials or police
officers are not authorized to execute arrest of arrest. 

SAC, New York ( )

Director, FBI

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Information for Police Officers

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the person set forth ..."

To obviate any departmental liability in connection with
the execution of arrest of arrest by police officers alone, it is
again stressed that the law enforcement officials or police
officers are not authorized to execute arrest of arrest. 

Office Memo

TO:  
FROM:  
SUBJECT: SECURITY INDEX

DATE: August 1, 1952

PURPOSE:
To advise you of the total cards in the Security Index.

DETAILS:
During the past week 50 new cards were added to the Security Index and 19 cards were cancelled, a net increase of 31 cards.

The Security Index count as of today is 19,029.
Office Memorandum  • UNITED STATES GOVERNMENT

TO: ____________________________ DATE: 7-28-52

FROM: __________________________ SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of July 15, 1952.
FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC</td>
<td>Communist Party, USA</td>
</tr>
<tr>
<td>EUL</td>
<td>Bulgarian</td>
</tr>
<tr>
<td>ISL</td>
<td>Independent Socialist League</td>
</tr>
<tr>
<td>NPR</td>
<td>Nationalist Party of Puerto Rico</td>
</tr>
<tr>
<td>PPA</td>
<td>Proletarian Party of America</td>
</tr>
<tr>
<td>RML</td>
<td>Revolutionary Workers League</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>POL</td>
<td>Polish</td>
</tr>
<tr>
<td>SWP</td>
<td>Socialist Workers Party</td>
</tr>
<tr>
<td>YUG</td>
<td>Yugoslavian</td>
</tr>
<tr>
<td>UPR</td>
<td>Union of the people for the establishment</td>
</tr>
<tr>
<td></td>
<td>of the Republic of Puerto Rico</td>
</tr>
<tr>
<td>ULP</td>
<td>United Labor Party</td>
</tr>
<tr>
<td>HUN</td>
<td>Hungarian</td>
</tr>
<tr>
<td>MIS</td>
<td>Miscellaneous(any Nationalistic Tendency or</td>
</tr>
<tr>
<td></td>
<td>Organizational Affiliation not listed)</td>
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</table>

DANGEROUSNESS CLASSIFICATION

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<thead>
<tr>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>DC</td>
<td>Priority Detention in the event of an Emergency</td>
</tr>
<tr>
<td></td>
<td>(DetCom)</td>
</tr>
<tr>
<td>CS</td>
<td>Potential Communist Saboteurs (ComSab)</td>
</tr>
<tr>
<td>KP</td>
<td>Key Figures</td>
</tr>
<tr>
<td>TP</td>
<td>Top Functionary</td>
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CITIZENSHIP STATUS

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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
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<tr>
<td>NA</td>
<td>Naturalized</td>
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<tr>
<td>AL</td>
<td>Alien</td>
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<td>UN</td>
<td>Unknown</td>
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SPECIAL SECTION

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AEP</td>
<td>Atomic Energy Program employees</td>
</tr>
<tr>
<td>ESP</td>
<td>Espionage subjects</td>
</tr>
<tr>
<td>PGE</td>
<td>Foreign Government employees</td>
</tr>
<tr>
<td>GOV</td>
<td>United States Government employees</td>
</tr>
<tr>
<td>PRO</td>
<td>Prominent Person</td>
</tr>
<tr>
<td>UNE</td>
<td>United Nations employee</td>
</tr>
<tr>
<td>YUG</td>
<td>Pro-Tito</td>
</tr>
</tbody>
</table>

12.99
SECURITY INDEX - VERIFICATION OF CHANGE OF ADDRESSES BY AUXILIARY OFFICES

It has been noted that in certain instances there have been delays by auxiliary offices in verifying information that a Security Index subject has changed residence and is residing within the territory covered by the auxiliary office. Until the verification of the new address is made by the auxiliary office, the office of origin cannot forward the Security Index cards and pertinent information with Form FD-128 to change the office of origin and the Security Index cards are not maintained in the office within whose territory the subject presently resides.

Whenever an auxiliary office receives a request to verify an address of a Security Index subject who is reported to be residing within its jurisdiction, the request shall be assigned immediately and the matter shall receive expeditious attention. The results of the investigative efforts to verify the new address of the Security Index subject must be transmitted to the office of origin within two weeks of the receipt of the request. When the office of origin receives a verification of a new address for a Security Index subject, Form FD-128 should be prepared without delay in order to advise the Bureau and to transmit the Security Index cards and other pertinent information to the new office of origin.

SECURITY-TYPE CASES TRANSFERRED TO A NEW OFFICE OF ORIGIN BY FORM FD-128

When a security-type case is transferred to a new office of origin by the use of Form FD-128, the new office of origin should review the pertinent material forwarded with the Form and any pertinent information in the files of the new office of origin and a determination should be made as to whether additional investigation is warranted at the time in that office. If so, the case should be maintained in a pending status and placed in line for investigation.
If a determination is made that no additional investigation or other action is warranted at the time in the new office of origin, the Bureau should be advised by memorandum that no further investigation or other action is warranted and that the matter is being placed in a closed status. The memorandum should be submitted to the Bureau whether or not the name of the subject of the investigation is in the Security Index. If the subject's name is carried in the Security Index and the old office of origin has not brought the case up to date with a summary report but has indicated on the Form FD-128 that a summary report will be prepared, the new office of origin must in any event maintain the case in a pending status to follow the old office of origin to see that the summary report is prepared. Upon receipt of the summary report from the old office of origin, if no additional investigation is contemplated, the new office of origin should then advise the Bureau the case is being closed administratively in its office.

Of course, cases of subjects who are Key Figures or Top Functionaries should never be placed in a closed status in accordance with existing instructions. Cases of Security Index subjects employed in Key Facilities in the new office of origin should never be placed in a closed status in accordance with instructions set out hereinafter.

UNECESSARY LEADS IN SECURITY MATTER CASES

It is called to your attention that in many cases leads are being set out requiring auxiliary offices to perform investigations unnecessarily. The needless leads have been noted particularly in security matter cases in which the primary purpose of the investigation is to develop sufficient derogatory data to warrant the subject's name being included in the Security Index. We must not lose sight of our objectives in that type of investigation and each Bureau official or Supervisor initialing outgoing correspondence or reports requiring investigation by an auxiliary office should review the leads to be certain that they are justified in line with the objective.

It is highly important that this phase of our work be closely supervised and that all Agents working on security-type cases be familiar with the objectives of the investigation.

8/5/52
SAC LETTER NO. 75
Series 1952
Before an auxiliary office is requested to conduct an investigation in a case, the office of origin should be certain that every effort has been made to obtain the desired information in the office of origin. It has been noted that in many instances it would have been unnecessary to request investigation in an auxiliary office if the office of origin had used ingenuity to obtain the desired information by its own investigative efforts.

Examples of unnecessary leads being directed to auxiliary offices in security matter cases are set out as follows:

Unnecessary investigations flowing from mail covers or toll calls.

Unnecessary verification of birth records and other vital statistics in cases in which no doubt or suspicion as to the truthfulness of the statistics at hand has been raised during the investigation.

Unnecessary verification of previous employment not pertinent to the period of the subject's Communist activity.

Unnecessary accumulative investigation when the objective of placing the subject's name in the Security Index has already been reached.

Unnecessary requests by the office of origin to check the reputation of a subject's relatives. Many times an indices check by the auxiliary office would be sufficient. In many instances even the indices check appears unnecessary.

It is not the purpose of these instructions to curtail in any way the office of origin in requesting investigations by auxiliary offices when there is a definite reason to conduct the investigations either to reach the objectives of the investigations or to obtain data necessary under Bureau instructions.

DOCUMENTATION IN REPORTS AND USE OF THUMBNAIL SKETCH FILES

It has come to the Bureau's attention that there is a possible misunderstanding in the field in regard to the extent of
Your attention is directed to No Number SAC Letter I, dated March 14, 1952, which furnished detailed instructions in regard to documentation in summary and investigative reports. As pointed out in that SAC Letter, it will not be necessary to conduct extensive file reviews to document fully information appearing in these reports concerning persons who have associated with the subjects other than to identify the source of the information as you have in the past. If it is felt desirable to include in a report the identities of individuals who are known Communists and have been associates of the subject to lend weight to the evidence of the subject's potential dangerousness, the source of the information reflecting the associates to be a Communist should be identified, but it is not necessary to document such information further by conducting file reviews to determine the identity of the agent receiving the information on the location of the original source in the files.

In most cases the desired information to identify associates or organizational affiliations of the subject can be readily obtained from case files in the office. In a very limited number of instances it may be necessary for you to secure a thumbnail sketch or characterization of an individual or an organization from another field office or the Bureau. Your attention is called to the fact that whenever a thumbnail sketch or characterization of an individual or an organization is received in your office the information should be placed in thumbnail sketch files in order that it will be available to and can be readily located by an Agent in the office needing the characterizations. By proper administrative handling of characterization material and by acquainting Agents with the location of such material, repeated requests emanating from the same field division for characterization material on the same individual or organization will be eliminated inasmuch as an Agent will be able to find the desired material in his own office.

Instructions regarding documentation of information in reports apply only to reports written on individuals and then only in those instances when (1) the investigating Agent has reason

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to believe the subject's name will be included in the Security Index in the future or (2) the subject's name is already included in the Security Index and the report's summary or investigative, is bringing the case up to date.

SECURITY INDEX SUBJECTS EMPLOYED IN KEY FACILITIES

Under existing instructions a report must be submitted each six months in cases in which a Security Index subject in the usual course of his employment has access to facilities which have been designated key facilities by the Secretary of Defense. Pertinent portions of the current Key Facilities List, furnished by the Secretary of Defense, have been forwarded to the field. In SAC Letter 1907, dated October 27, 1951, instructions were issued that the cases of all Security Index subjects employed in key facilities shall be closed upon the completion of required active investigation and shall, thereafter, be followed by administrative tickler for the required report due in six months.

This procedure is henceforth changed. After the completion of the required active investigation of Security Index subjects employed in key facilities, the case shall be placed in a pending inactive status in order that the case can be continually assigned to an Agent and that incoming material can be routed to the Agent to whom assigned. You should set up appropriate administrative procedure so that cases will be removed from the pending inactive status and reactivated periodically for the preparation of the six-months' report.

(j) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Documentation and Selection of Information To Be Included In Summary Reports.

At the recent Internal Security - Espionage Conference the question was raised as to whether it is necessary to document completely information in summary reports on important functionaries against whom a prima facie case can be made.

In this connection your attention is called to pages 15 through 17 of No Number SAC Letter 1, dated March 14, 1952, which specifically set forth provisions for eliminating repetitious and cumulative items of information in summary reports. As stated therein it is not possible to specify a maximum or minimum number
of such items which should be included in each instance but that this would be dependent upon the preponderance of other evidence available for inclusion in the report. It was pointed out that our case against a subject must not be weakened by cataloguing such items. It was further stated that the selection of such items with regard to the period or time is dependent upon all facts developed against the subject.

The provisions in No. Number SAC Letter I, were set forth for the purpose of cutting-down on the tremendous amount of Agent time necessary in preparing summary reports, particularly in those cases of important functionaries where the abundance of evidence makes such repetitious and cumulative items of little value when considered along with the amount and quality of other evidence available.

The Bureau believes that if evidence or intelligence information is of sufficient importance to be specifically set forth in summary reports we must be able to locate and produce such evidence should the necessity arise. Therefore, when such information is specifically set forth in reports it must be fully documented. Of course, it will not be necessary to document information appearing in general statements such as the example set forth on page 17 of No Number SAC Letter I.

It is not practical to specify a date prior to which it will not be necessary to report specifically items of information. It should be borne in mind that certain activities of one subject in the early 1940's or prior thereto may be of particular significance in presenting a clear picture of his importance to a subversive movement while activities of another subject at that time may be of such relative unimportance as to add little or nothing to the weight of our case against him. Each summary report must be prepared in light of the evidence we have on the particular subject in question and independent of other cases.

This letter and the instructions contained in pages 15 through 17 of No Number SAC Letter I, dated March 14, 1952, should be brought to the attention of all Agents engaged in security investigations to be certain that they are familiar with the instructions and observations set forth.

Attachments for (B) & (F)

Very truly yours,

John Edgar Hoover

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Director
Director, F3I

( )

SAC, San Francisco

July 31, 1952


Please be advised that this suggestion was actually made by SA of this office, and this information was inadvertently omitted from my original letter.

For the Bureau's further information, the other suggestion broken into five parts submitted by letter of June 3rd, was made by as well.
TO:  
FROM:  
SUBJECT:  SECURITY INDEX - PREPARATION OF SUMMARY REPORTS  
SUGGESTION OF SPECIAL AGENT  
NEW YORK DIVISION  

PURPOSE:  
To submit the recommendation of the Domestic Intelligence Division regarding the attached suggestion.  

BACKGROUND:  
Attached hereto is Special Agent suggestion wherein he recommended:  

(1) Cancellation of the summary report project.  

(2) As a substitute therefor, the adoption of a procedure whereby at the time current investigative reports are submitted, letters will be prepared setting forth in synopsized form all information which would ordinarily be set forth in summary reports under the caption "Communist Party Leadership." This information in the letters would be fully documented in accordance with current procedures.  

OBSERVATIONS:  
The suggested procedure by-passes the basic reason for the summary report project, namely, to bring all Security Index cases into a current status with all pertinent information previously developed consolidated into one report with the sources of the evidence and location thereof identified in the reports. One of the end objectives of this project is to bring these cases into a condition which would enable us to proceed against
the subjects in the event of a national emergency without
undue delay in preparing the cases for prosecution.
Without the preparation of summary reports at this time
Security Index cases cannot be brought to a satisfactory
status.

The second phase of this suggestion which
proposes submission of separate letters at the time
that current investigatory reports are submitted which
letters would contain pertinent information in
synopsized form would only serve to create duplicate
work which is now being avoided by the documentation
of such information in the reports rather than in
separate communications.

The question as to whether the summary report
project is necessary and essential to our operations
was determined prior to its institution.

ACTION:

It is recommended that this suggestion not be
adopted.

If you agree, this memorandum and the attached
suggestion should be submitted to the Training and
Inspection Division for further handling and acknowledgment
to Agent McCarthy.
To: Director, FBI

From: SA

Field Office or Division: New York

Date: JUL 1 6 1952

SUGGESTION: Cancellation of summary reports in security-type cases and adoption of a letter limiting documentation of sources of previously reported information to those which would establish membership in a particular subversive organization. Under existing regulations necessitating submission of summary reports in security-type cases, a tremendous amount of Agent time is being expended. Accordingly, the following suggestion is being submitted: (See next page).

Its advantages are: (Advantages of above suggestion will be subsequently noted herein.)

It should save at least $250,000 annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director: If something less than a summary report would serve the purposes of the Bureau in these cases, it is believed that this suggestion would warrant study. If it were adopted, it could follow the pattern of the summary briefs that the Bureau presently uses at the BCC. The pattern of the summary briefs that the Bureau presently uses at the BCC and of personnel files in order that, if such a system were adopted, it would be identified as the top serial number of the security brief would be maintained.

2 copies of the security brief would be maintained in the field files; an extra copy would be available for the Department of the FBI. (Signature) SA

End
As set out in no number SAC Letter I, dated March 14, 1952, the expressed purpose requiring submission of summary reports is that at the time of apprehension of Security Index subjects, each Office will be responsible for placing in the hands of the appropriate United States Attorney sufficient evidence and intelligence information which will enable them to present the case of each subject apprehended to the proper legal body for justification of the apprehension and continued detention of the subject during the emergency.

It is felt that the responsibilities of the Bureau, and of each field office, at such time of apprehension will be adequately met by adoption of the following procedures:

At the time of the preparation of a current investigative report, a separate letter to the Bureau should be prepared setting forth in summarized form all information which would ordinarily be set forth in the summary report under the caption "Communist Party Membership". This information should be set out in the form of the present instructions for documenting informants on the administrative pages of a summary report with a slightly broader scope given to the description of the evidence under the column "Description and/or Date of Activity", for example:

<table>
<thead>
<tr>
<th>Identity of Source</th>
<th>Description and/or Date of Activity</th>
<th>Agent to Whom Received</th>
<th>File Number Where Furnished</th>
<th>Location</th>
</tr>
</thead>
</table>

Where complete documentation of sources are not available, existing instructions for obtaining the same should be followed and an amended letter submitted upon receipt of complete documentation of all such sources.
The same procedure should be followed in submitting Form FD-128 by preparing a separate letter as previously described, a copy of which would be furnished to the new office of origin.

At the time each new investigative report is submitted subsequent to the submission of the initial letter of documentation of sources of membership, such additional evidence which has been developed should be added to that set out in the initial or previous letter in the form of a complete new letter, thus making available for ready reference a complete listing of information from original sources which would place the subject in a particular subversive organization.

In those instances where no additional evidence of membership has been developed, subsequent to the submission of the initial letter of documentation of sources or membership, a notation to that effect may be placed on the administrative page of the investigative report.

The use of a letter rather than a memorandum for the file is expressly urged in order that the Bureau may not only follow the specific case more closely, but may also request that documentation of sources be extended to include evidence of affiliation with front organizations, etc., where evidence of membership in the particular subversive organization may be limited. The use of the foregoing procedures could be extended to encompass all types of security cases, including category 5 described in no number SAC Letter I, by continued following of existing policies for the preparation of reports in security-type cases plus the adoption of the foregoing suggestion, and the Bureau would be able to meet any emergency situation necessitating the furnishing of documented evidence of membership in any particular subversive organization.
ADVANTAGES ARE:

The foregoing suggestion will bring about the following savings:

It is felt that adoption of the foregoing procedures would eliminate the tremendous amount of agent time consumed in preparation and documentation of summary reports, as well as that time spent in locating complete documentation of sources for information relating to background, associates and affiliation with front organizations, not only by the office of origin, but by auxiliary offices which are being requested to furnish such documentation of sources. It is firmly believed that the adoption of these suggestions will not only enable the Bureau to satisfactorily meet its obligations for presentation of evidence at the time of apprehension and trial of security index subjects, but will also enable the Bureau to be in a more favorable position to fulfill its responsibilities in the security field by adding to the Security Index those subjects whose cases are now being held by loss of available agent time being consumed in the present mode of handling security cases.