

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

Subject: Tolson, Clyde A

File Number: 67-9524

Section: Part I



**FEDERAL BUREAU OF INVESTIGATION**

## NOTICE

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DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A

67-9524

Part I

67-9524  
contains a combined  
Total of  
1240 pages

XXXXXX  
XXXXXX  
XXXXXX  
307 pages

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X FOR THIS PAGE X  
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SECTION CLOSED

*Section 1*

August 24, 1932.

MEMORANDUM FOR MR. TOLSON.

I want to refer to the unsatisfactory manner in which the exhibit for the Third International Congress of Eugenics was prepared. I have particular reference to the card carrying the East Brothers identification, at the bottom of which appear the photographs of two individuals. It has been possible for us to obtain the name of one of these individuals, but I am advised that the name of the other individual is unknown and that we have no record in our division of this person. I think it is a most undesirable situation for us to issue in photographic form examples of such cases without having even the name of the person whose picture we portray. I think we should certainly always have a full and detailed record in such cases and that this fact should be set forth upon the exhibit card.

Henceforth, I would like to have more care and supervision given to the preparation of such matters for publication and exhibition. I do not believe the detailed study and care can be given to such matters for it is through the exhibition of this material that the Bureau's work becomes known to the public.

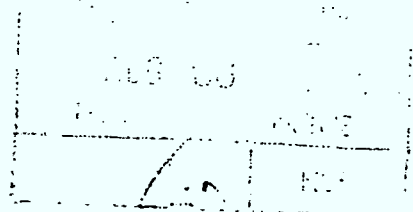
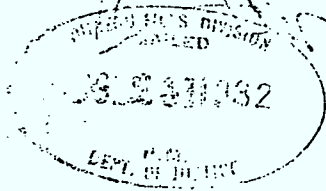
I also want to refer to the lack of information available here at Washington concerning the exhibit in this instance. When occasion arose to furnish to the press some information concerning this matter I found there was not a complete record of what was to be actually exhibited at New York nor was there any statement available which could be given to the press concerning the matter. This is indicative of the very condition of which I have previously complained, namely, the failure upon our part to anticipate the public interest in such matters so as to have available material for release when the time arrives.

I must insist that memorandums be prepared fully covering matters of this kind so that we will not be embarrassed and delayed in answering inquiries of us by the press. Will you please see that Mr. Schilder is thoroughly impressed with the necessity for these charts and in the future I would like to have you personally see that the above suggestions are complied with.

Very truly yours,

Director.

67-9524-155



August 19, 1932.

## MEMORANDUM FOR THE DIRECTOR.

Mr. Nathan has requested that I submit a memorandum explaining why Messrs. Coffey and Letcelf assigned here did not attend all sessions of the last conference.

Before the conference, Mr. Tolson asked me to make inquiry whether any of the present Assistant Chiefs have had attended recent conferences. Mr. Coffey stated that he had attended the conference in January. I informed Mr. Tolson of this fact. He stated that I should arrange to see that Mr. Letcelf or Mr. H. A. Tolson each attended half of the day sessions. They did so and each attended the entire night session. Mr. Coffey attended the night session.

Respectfully,

L. G. Schilder.

I again desire to repeat my previous instructions that all supervisors in Div. 6. be ordered to attend such sessions of the next conference as they have not previously attended. Should any request from Mr. Schilder be received to avoid this, please consult me before granting this

8-25-32 J. E. H.

67-1562-357

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.  
August 19, 1932.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your notations in connection with the memoranda submitted by Supervisors Coffey and Metcalfe in connection with their attendance at various lectures given at the training course held at the Local Office on August 15 and 16.

Mr. Schilder requested instructions from me concerning the attendance of his Supervisors at the various lectures. I informed him that he should endeavor to have his supervisors attend as many lectures as possible but did not instruct him that they should attend each and every session of the school due to the fact that it would have resulted in a lack of sufficient supervisory personnel in the Identification Division. The failure of Messrs. Coffey and Metcalfe to attend all lectures is chargeable to the writer.

Respectfully,

  
Clyde A. Tolson.

AUG 22 1932

67-9524-154	
BUREAU OF INVESTIGATION	
AUG 22 1932 P.M.	
DEPARTMENT OF JUSTICE	
RECEIVED	FILE

67-9524-154

August 19, 1932.

MEMORANDUM FOR MR. HETMAN.

With reference to the recent conference of Special Agents held at Washington on August 15th and 16th, I requested one of the Agents in attendance to submit a memorandum of comment upon the lectures delivered by each of the speakers and the following is the substance of the comments made.

Mr. Tolson. <sup>0</sup> Except for his too frequent reference to notes and his too intense concentration on the subject at hand, Mr. Tolson's speech was instructive and well delivered.

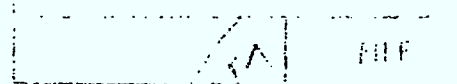
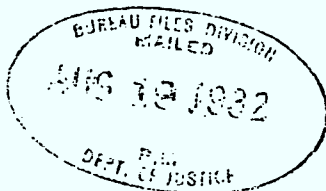
The following adverse comments were made:

Mr. Egan. <sup>X</sup> Although possessing an excellent voice and a good appearance, was not at all impressive as a speaker due to the fact that he talks extremely too rapidly, jumps from one point to another and apparently assumes that his listeners know all about the points he is trying to make. He continually paces the floor while delivering his talk which tends to distract his audience. Little real benefit was derived from Mr. Egan's talk.

Mr. Peters. <sup>X</sup> While Mr. Peters has a good delivery and makes an excellent effort as a speaker, it was believed that his talk could have been more interesting had he distributed copies of the report forms providing the basis of his talk. With copies of these forms before them, Agents would have clearly understood what Mr. Peters was trying to explain about their use. His talk was entirely too short to adequately cover his subject. It was believed it would be well for Mr. Peters in a talk of this kind to preface his speech with a talk covering the historical background of crime reporting insofar as it relates to the Bureau and he could then take up the explanation of the operation of crime reporting by the Bureau in a brief way.

Mr. Appel. <sup>X</sup> It would seem desirable for Mr. Appel to go into more detail in explaining the scientific investigation of crime. It is suggested that it would be very helpful to field employees especially if a pamphlet setting forth in detail and in simple language all of the scientific aids in criminal investigation mentioned by Mr. Appel in his lecture.

67-9524-153





Mr. E. H. ...

8-19-31

Mr. Baughman's appearance was not such as to be a surprise in any sense of the term. At times he was a bit of a dabbler, and at other times he seems to be somewhat confused, leading one to think he has not thoroughly familiarized himself with the facts bearing on some of his talks.

Mr. ... made a few, interesting bits but spoke entirely too rapidly.

The other comments made in the report were favorable to all of the speakers mentioned.

My own observations of the lectures as I believe that the above criticisms are on his side. I believe it would be advisable to eliminate Mr. Baughman from the list of lecturers and to replace him by someone who can present his subject in a more authoritative manner. It would be best that the lecturers, namely, Mr. Tolson, Mr. ... Mr. ... and Mr. ... be advised of the criticisms and that see whether the defects mentioned can be corrected. It may be necessary for us to re-choose some of these lecturers if they cannot bring an even improvement in the present class of their subjects.

Very truly yours,

...

Place Washington, D. C.,

Date August 2, 1932.

Name Clyde A. Tolson

Title Assistant Director

Languages:

Degree of Proficiency:

Vocations:

Attorney

Avocations:

Miscellaneous special qualifications:

None

AUG 6 - 1932

67-9524-152

1932 A. M.

FILE

ME

16

0

Clyde A. Tolson  
Special Agent in Charge.

6-6

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS

June 27, 1932.

JUL 27 1932 PM

Director,  
United States Bureau of Investigation,  
Washington, D. C.

Dear Sir:-

Complying with the instructions contained in Section 35 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- A. Single.
- B. Sigma Nu Fraternity  
Phi Delta Phi Legal Fraternity  
First Lieutenant, Military Intelligence  
Department, U. S. Army Reserve Corps.  
Columbia Country Club, Chevy Chase, Md.  
University Club, Washington, D. C.
- C. 524 South 12th Street East, Cedar Rapids, Iowa.
- D. A. B. and LL. B. Degrees, George Washington  
University, Washington, D. C.
- E. H. A. Tolson, Brother, 1332 Farragut Street, N. W.,  
Washington, D. C.
- F. No preference.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.

9524-151X

67-9524-151X	
BUREAU OF INVESTIGATION	
JUL 14 1932 A.M.	
DEPARTMENT OF JUSTICE	
SEARCHED	FILE

7

JUN 15 1932

June 15, 1932.

Memorandum for Mr. Stewart:

The attached recommendation and increase in compensation for Mr. Tolson is predicated upon the fact that he is being assigned additional duties in the Bureau. In addition to the regular duties which he is now performing, Mr. Tolson is assuming inspection duties incident to field offices. One of the Inspectors in grade GAF 13, at \$6,000, is being abolished in order to conserve the appropriation and the duties performed by this Inspector will be taken over by Mr. Tolson.

Enc. .

RECORDED

67-9524-151

JUN 16 1932

100:32

June 13, 1932.

MEMORANDUM FOR MR. SCHEMBOUGH, APPOINTMENT CLERK

It is requested that a letter be prepared transferring and promoting the following employees of the Bureau of Investigation, as indicated, payable from the appropriation for "Detection and Prosecution of Crimes", F. I. C. D., effective June 10, 1932:

NAME

FROM

TO

Mr. Clyde A. Tolson

Assistant Director,  
Cas 14, \$2700 per  
month

Assistant Director,  
Cas 14, \$7000 per  
annum.

Very truly yours,

Director.

Approved:

Assistant Attorney General.

CC: Mr. Fernberger  
Mr. Allison  
Miss Gaddie  
Miss Gentry

67-9524-150

SEARCHED	INDEXED
SERIALIZED	FILED

JUN 14 1932

JUN 14 1932

JUN 14 1932

U.S. DEPARTMENT OF JUSTICE  
BUREAU OF INVESTIGATION  
JUN 13 1932  
DEPT. OF JUSTICE

INDEX

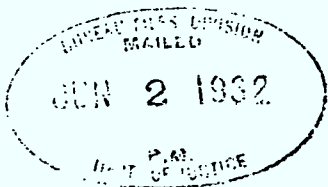
June 2, 1932.

MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. D. J. Jenkins, whose appointment as a Special Agent was recommended by you, has been found to be entirely unfitted for Bureau work.

Very truly yours,

Director.



67-9574-149

SEARCHED	INDEXED
SERIALIZED	FILED
JUN 2 1932	
FBI - NEW YORK	
[Handwritten initials]	

3/29/38

March 29, 1938.

MEMORANDUM FOR MR. TOLSON X  
MR. SCULLER

44-111-1-129

More care must be exercised in the preparation of memoranda which are released for publication. I refer particularly to the recent memorandum which was prepared concerning the international exchange of fingerprints. We pointed out that relations had been established with five countries, England, France, Italy, Belgium and Cuba. We made no reference to Canada and I will admit that I did not carefully read the memorandum as I had assumed that it had been carefully gone over by the Chief of Division Six and by the Assistant Director in charge of this Division. However, today, I became involved in a controversy with a Canadian newspaper correspondent over the fact that Canada was not included and was asked what our intentions were toward establishing such relations with Canada. Upon making inquiry of Mr. Sculler, I am informed that he never took the matter up formally with the Canadian authorities by reason of the fact that the exchange already exists with individual cities in Canada. If this be a fact, I am at a loss to understand why we did not go through the motion of taking this matter up with the Canadian officials so as to have the formal approval of a system that already practically exists. In other words, as I understand it today, the relations which we have with England, France, Italy, Belgium and Cuba actually do exist in connection with Canada but not by reason of a formal arrangement with the central authorities in Canada. We should, therefore, certainly have included Canada in the list of countries with which we have established such relations and I believe we should have formally taken the matter up with the Canadian authorities so as to have included Canada in the list.

Furthermore, I am at a loss to understand why we have not made some definite efforts in establishing the same relations with Mexico. Certainly the countries actually bordering the United States should be the first ones with which we would desire to establish such relations and yet neither of them was included in the list which we gave out for publication. I am informed, in connection with the Mexican situation, that by reason of the acute nature of the international relations with Mexico several years ago no steps have been taken toward establishing the exchange of relations. I am not a student of international affairs but my impression is that the relations with Mexico are far more cordial and far less strained than they were several years ago. I do not know whether anyone in the Bureau even knows whether there is or is not a Central Identification Bureau in Mexico. Someone in the Bureau should certainly at least concern himself to ascertain what the physical facts are in Mexico concerning the central identification organ-

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lation and then communicate with such person who may have the endorsement of the government and see whether international exchange cannot be established.

The point I desire to make is that apparently this subject was not given as thorough study or careful checking as should have been given it before it reached the writer for publication. It is next to impossible for me to look after all of these minute details and some arrangement must be affected to take care of such situations before they are brought to me for final approval.

Very truly yours,

Director.

H



CT:ACE

February 3, 1932.

MEMORANDUM FOR THE DIRECTOR.

Please be advised that my  
address has been changed to Apartment  
431 B, Westchester Apartments, 4000  
Cathedral Avenue, Telephone Cleveland  
0507.

Respectfully,

Clyde A. Tolson.

*Russell*

66-2940-278

RE: [illegible]

December 11, 1931.

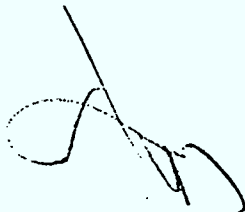
MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. G. A. Sison, whose appointment as a Special Agent was recommended by you, has been found to be entirely unfitted for Bureau work.

Very truly yours,

Director.

ALL MAIL FILES BETWEEN  
MAILED  
DEC 11 1931  
OFFICE



RECORDED

67-9524-148

SEARCHED	INDEXED
SERIALIZED	FILED

MEMORANDUM

October 11, 1951.

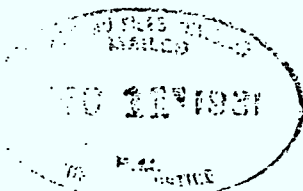
MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. W. W. Miller, whose appointment as a special agent was recommended by you, was here found, after three months' observation, to be entirely unqualified for Bureau work.

Very truly yours,

Director.

RECORDED



67-9524-147

A handwritten signature and initials are present below the stamp area.

7-11

Place Washington, D. C.

Date November 2, 1931.

Name Clyde A. Tolson

Title Assistant Director.

Languages:

No practical knowledge.

Vocations:

Assistant Director, Bureau of Investigation.

Attorney at Law.

Avocations:

No special qualifications.

Miscellaneous special qualifications:

None.

67-9524-146

BUREAU OF INVESTIGATION

NOV 3 1931 P.M.

DEPARTMENT OF JUSTICE

FILE

C. A. Tolson

SPECIAL AGENT IN CHARGE

Clyde A. Tolson,  
Assistant Director.

FOR:ENT

October 27, 1931.

MEMORANDUM FOR MR. TOLSON

There is attached hereto a copy of the communication addressed to each Special Agent in Charge of the Bureau field offices, which is self-explanatory.

It is desired that you submit in duplicate on the attached form the information requested. This information should be submitted at the earliest practicable date.

Very truly yours,

Director.

Encl. #749167

NOV 21 1931

67-9524-145

7-He R

✓

Special Agent in Charge,  
Bureau of Investigation,

Dear Sir:

In order to obtain further information for use in selecting Special Agents to perform special investigations and for similar purposes, the Bureau desires that you obtain and forward to it certain data which will afford the information desired and complete the Bureau's current knowledge of the special training, experience and qualifications possessed by its Special Agents.

Information concerning vocations and avocations of Bureau employees has been found extremely valuable. Such information will involve, for instance, knowledge of the theory and practice of radio from a scientific standpoint, for use in investigations of radio stations alleged to be operating in violation of law, foreign languages, in their practical colloquial use, knowledge of chemistry, physics or electricity, the ability possibly to work as a mechanic in a machine shop, to perform as a professional musician, to be sufficiently proficient in specific sports and games as to warrant the assumption of professional ability, comprehensive knowledge of and ability to operate a motorboat or sailboat, an automobile, an airplane or motorcycle, a knowledge of explosives, a comprehensive knowledge of stenography, typing, photography, and similar professions, including sufficient competency in accountancy to afford a working knowledge of book-keeping.

The Bureau desires that it be furnished with information which will enable it to judge the extent of the ability of its Special Agents in vocations or avocations in which they have engaged or of which they possess knowledge. The vocations and avocations which have been listed are simply given in order to illustrate the purpose of this undertaking. It is desired that the information in question be secured from each Special Agent and Special Agent (A) under your supervision and forwarded to the Bureau on the attached forms at the earliest practicable date. A copy of said form, together with the desired information thereon, should be made a part of the personnel file of each Special Agent and Special Agent (A) attached to your office.

Very truly yours,

Director.

18

WMA P.

September 1, 1931.

MEMORANDUM FOR MR. TOLSON: 0

Please fill out the enclosed form in accordance with the instructions furnished on reverse in order that data reported here in your possession may be used by Division Seven of the Bureau not later than September 10, 1931. The form should be filled out on the typewriter and signed by you.

Very truly yours,

Director.

Encl. #75 303.

Civil Service forms re employees in professional grades, in connection with a fact finding survey.

67-9524-144

SEARCHED	INDEXED
SERIALIZED	FILED

WMA

RECEIVED  
 DIRECTOR'S OFFICE  
 MARKED  
 SEP 2 1931  
 A.M.  
 DEPT. OF JUSTICE

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P  
Y

JRH:MDUB

August 6, 1931.

PERSONAL

MEMORANDUM FOR MR. NATHAN.

I have just had my attention called to the Manual of Instructions, which is about ready to be released to the field, the mimeographing of it having been completed, and upon reading Section 20 of this Manual I was astounded at not only the inexcusably poor phraseology, misspellings, but ridiculous expressions which appear therein. Upon examining the original draft of this I find that it was apparently reviewed by you. I have made inquiry of the other members of the Manual Committee, including Mr. Keith, Mr. Egan, Mr. Tolson, and Mr. Cullen, and none of these officials ever saw Section 20 of the Manual until I called it to their attention yesterday. It was my understanding that the Manual Committee, consisting of Messrs. Keith, Egan, Tolson, Cullen, and you were to consider all suggestions submitted for changes in the Manual and that the Committee consisting of Messrs. Nathan and Keith were to phrase these suggestions into the Manual and that following this the other members of the Committee would again read the Manual and approve the phraseology. Apparently this was not done.

In the first place, I was particularly displeased at the manner in which the Manual Conference functioned in the original instance. There were many instances when individual members of the Manual Conference were absent during the course of discussion, some of the members being absent for hours at a time, and when they returned to the Conference they apparently merely affixed their names to the recommendations that had been considered and disposed of during their absence. Obviously they did not have the benefit of the oral discussions concerning such recommendations. It seemed to be impossible to impress upon the members of the Manual Conference the utmost importance of this piece of work and that their entire time and attention should have been given to it. In my estimation it was far from a perfunctory assignment but, as I have indicated, the individual members of the conference did not take the conference seriously if one may judge from the lack of attention which certain members of the conference gave to the work.

This was sufficiently unfortunate but when I discovered that a Section of the Manual of Instructions has been mimeographed and incorporated therein without anyone adequately reviewing the same, I am fearful that the entire work may have to be completely reviewed. It is obvious, I believe, that Section 20 could not have been carefully reviewed by you for certainly the glaring errors in the same would have been discovered. I am also at a complete loss to understand why Section 20 was not submitted to the other members of the Manual Conference. It is possible, of course, that even if it



Mr. Nathan

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8-6-31

had been submitted it would have been initialed without any careful reading or analysis but at least I could have placed responsibility upon the persons who had initialed it.

I yesterday directed that Messrs. Egan, Keith, Tolson, and Cullen immediately review the Manual of Rules and Regulations and the Manual of Instructions, both for substance and phraseology, and that they then affix their signatures to the same before the Manuals are released to the field.

I consider that the manner in which the preparation of these two Manuals was handled by the members of the Manual Conference to be most inefficient and to have manifested a rather lack of interest in this important phase of the Bureau's activities.

I trust that, the next time we have occasion to consider the revision of the Manuals, the officials assigned to this work will attach to it the importance commensurate with its usefulness to the Bureau's operations.

Very truly yours,

Director.

Copy to Mr. Keith  
Mr. Tolson  
Mr. Egan  
Mr. Cullen

August 8, 1931.

MEMORANDUM FOR MR. NATHAN.  
MR. TOLSON.

From time to time some of the officials in the Bureau request a day or part of a day leave but have failed to submit leave applications for the time requested. The same rules applicable to the employees in the Bureau are applicable to all assistants and officials of the Bureau and leave applications must be filed by all persons connected with the Bureau when they are not upon official duties.

You will please see that this is carried out.

Very truly yours,

DIRECTOR.

66-26-188

22 B

August 6, 1921.

MEMORANDUM FOR MR. BURNHAM  
BY \_\_\_\_\_  
J. M. M.

It has been noted that the general policy has been followed of writing letters to employees, particularly those at the seat of government, concerning mistakes which they have made and instances of inefficiency. These letters are usually predicated upon a report from the chief of the Division setting forth either the number of errors which certain employees made or the general inefficiency of the employee's work. I believe that this policy should be modified along the following lines.

I want to refer as much as possible the writing of memoranda to employees. Consequently, I believe that when a report is received from a Division chief indicating that an employee's work is not entirely satisfactory, the Assistant Director in charge of the Division should personally talk with the employee concerning his deficiencies and have a notation made in the employee's personnel file of this conversation without addressing a formal communication to the employee. There will naturally arise certain instances of flagrant inefficiency, or possibly insubordination, which will warrant the writing of a formal memorandum to an employee but I think the majority of such memoranda to a division will be better in the long run for the general efficiency of the Bureau. It will certainly attach more importance to such memoranda when they are written and will not necessitate the writing of such memoranda for routine matters.

For the above purpose, Mr. Egan is to be considered as the Assistant Director in charge of Division Six.

Very truly yours,

Director.

9510158



1931

Director

Very truly yours,

MEMORANDUM

67-9524-11

October 1931. The following are being suggested for changes that will be requested on the revised copies of the Manual. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible.

It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible.

I have reviewed on several occasions the imp-... of having the Manual prepared as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible. It is suggested that the revised copies of the Manual be prepared and placed in the hands of the members of the Board of Directors as early as possible.

MEMORANDUM FOR MR. JOHNSON  
MR. MILLER

July 25, 1931

1931

JE-11111

July 15, 1931.

MEMORANDUM FOR MR. TOLSON.

0

Helm, one of the Messengers in the Department, today informed me that his brother had been to see you this morning relative to a Messenger position in the Bureau and had been informed that the Bureau was not appointing any colored messengers. Helm stated that his brother was desirous of immediately submitting this to the National Association for the Advancement of the Colored People in order that it might take up officially with the administration and either get across in any such a rule was in existence. I informed Helm that I was quite certain that his brother had misunderstood you as there was no rule of this character in the Bureau and, as a matter of fact, there were a number of colored employees in the Bureau not only in Messenger positions but in some of the higher clerical grades and that the Bureau, therefore, had no prejudice against the appointment of colored persons to positions for which they were fitted.

I assure that the applicant who called to see you misunderstood you but I would like to have it made certain in the future that any person calling not gain the impression that there is any prejudice upon the part of the Bureau to the appointment of persons based upon race, color or religious belief, for, as is well known, there is no feeling in the Bureau in regard to these matters.

Very truly yours,

Director.

*M. J. Tolson*  
*J. A.*

RECORDED

67-9524-142

67-

JUL 15 1931 P. M.

70

RECEIVED  
 JUL 15 1931  
 P. M.  
 U. S. DEPARTMENT OF JUSTICE

*R*

CT:ACS

July 8, 1931

MEMORANDUM FOR INSPECTOR GENERAL  
CULL'S  
CULL'S  
T. S. G.  
1931

Special Agent in Charge, U. S. Bureau of the  
Chicago City, Machine, Office has advised the Bureau  
that an individual applying in a field of work  
connected with the management of the Chicago City  
Machine Office, Chicago, Illinois, was interviewed  
on July 7, 1931. The subject of the interview  
is not recalled in connection with the Chicago City  
Machine Office, Chicago, Illinois, and it is noted  
that the individual was not a member of the Chicago  
City Machine Office, Chicago, Illinois, and it is  
not recalled in connection with the Chicago City  
Machine Office, Chicago, Illinois.

It is noted that the report of the Chicago City  
Machine Office, Chicago, Illinois, advised that  
subject of the report is not recalled.

Very truly yours,

Director.

RECEIVED  
JUL 8 1931  
U. S. DEPARTMENT OF JUSTICE

Handwritten signature and stamp

67-9524-141

67-9524-141

J. L. RAY

July 6, 1931

Mr. Clyde A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course in accordance with Bureau Bulletin No. 7. Your name has been placed on the list and you will be furnished with this course.

Very truly yours,

Director.

RECEIVED  
JUL 6 1931  
F. B. I.

*[Handwritten initials]*

*[Handwritten signature]*

97

*5/26 for J.E.H.*

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

July 1, 1931.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

Referring to Bulletin No. 7, I am desirous  
of having the Bureau's course in bookkeeping and elementary  
accounting forwarded to me.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

RECORDED

JUL 7 - 1931

-9524-

67-9524-141	
BUREAU OF INVESTIGATION	
JUL 7 1931 P. M.	
DEPARTMENT OF JUSTICE	
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16



U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

7

CT:ACS

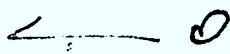
July 1, 1931.

MEMORANDUM FOR THE DIRECTOR.

In accordance with the provisions of Section 33 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- || A. Single.
- B. Masonic Order
  - Sigma Nu Social Fraternity.
  - Phi Delta Phi Legal Fraternity
  - University Club, Washington, D. C.
  - Military Intelligence Division, Officers' Reserve Corps, U. S. Army.
- C. Cedar Rapids, Iowa.
- D. A. B. Degree )  
LL. B. Degree ) George Washington University.
- E. H. A. Tolson  
1332 Farragut Street, N. W.,  
Washington, D. C.  
Telephone - Adams 10057 (Brother).
- F. None.

Respectfully,

  
Clyde A. Tolson.

JUL 6 1931

RECORDED

67-9524-140  
BUREAU OF INVESTIGATION  
JUL 8 1931 A. M.  
DEPARTMENT OF JUSTICE  
Div. Seven FILE

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.  
June 25, 1931.

*Handwritten notes:*  
N  
H  
7  
K

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Please be advised that the writer  
does not desire any case to be  
year 1931.

Respectfully,

*Handwritten signature: Tolson*  
George A. Tolson.

*Handwritten:* 66-2396-25/

BUREAU OF INVESTIGATION	
JUN 26 1931 A. M.	
DEPARTMENT OF JUSTICE	
SEARCHED	FILE
INDEXED	

*Handwritten:* 66-2396-25/

CT:ADS

May 22, 1931.

MEMORANDUM FOR DIRECTOR  
CUMMINS  
LISK  
BROWN  
MR. TOLSON ✓

Should any employee in the field receive  
such inquiries of you concerning the matter of their  
in connection, you should advise them that under the  
orders of the Attorney General in pursuance of the  
of the President, no increase in salaries shall  
be made until further orders.

This information, of course, should not be  
voluntarily imparted to employees of the Government  
be afforded them in the event inquiry is made concerning  
the possibility of receiving increased compensation.

Very truly yours,

Director.

64-2047-327  
64-2047-49

RECEIVED FILES DIVISION  
MAILED  
MAY 25 1931  
4 A.M.  
DEPT. OF JUSTICE

HH:EOS

May 16, 1951.

MEMORANDUM FOR MR. TOLSON  
RUCHMAN  
HUGHES  
APPEL  
FOAM  
KEITH  
CULLEN

I am attaching hereto, for your information and such recommendations as you may deem appropriate, the report submitted by Inspector Glegg covering his recent inspection of the Boston office.

Very truly yours,  
For the Director,

Assistant Director.

67-309-241

RECEIVED FILED SYSTEM  
MAILED  
MAY 13 1951

*[Handwritten mark]*

15:100

May 16, 1954

MEMORANDUM FOR MR. TOLSON  
LAWRENCE  
FOURIE  
JAMES  
TAMM  
SMITH  
GLASS

I am attaching herewith, for your review and such recommendations as you may desire, the report submitted by Inspector Sullivan during his recent inspection of the Washington Field Office.

Very truly yours,  
For the Director,

Assistant Director

MAILED  
MAY 16 1954  
FBI  
WASHINGTON

67-286-300

MEMO

MAY 26, 1931

MEMORANDUM FOR MR. [unclear] ✓  
 SUBJECT: [unclear]  
 [unclear]  
 [unclear]  
 [unclear]  
 [unclear]  
 [unclear]  
 [unclear]

In attached hereto, for your information and such report as may be deemed necessary, the report was filed by [unclear] on [unclear] his recent inspection of the [unclear] office.

Very truly yours,  
 [unclear] Director,

Assistant Director.

67-2026-200

COPIES FILED IN [unclear]  
 MAY 18 1931  
 F. I.  
 [unclear]

S

JEH:MO'B

May 12, 1931.

MEMORANDUM FOR MR. TOLSON  
MR. SCHILBER  
MR. PURVIS.

With reference to the investigation of Frank T. Florman which was initiated on Wednesday, May 6, 1931, there are several comments which I am desirous of making concerning the handling of this matter. It was not handled in the manner most desired.

In the first place, I consider that a very serious mistake was made in the placing of a blank sheet of paper in the envelope which was delivered by Mr. Lockout to the Flormans, and which was supposed to contain the prints of Arthur J. Klein. Instead of prints other than those of Arthur J. Klein could have been placed in the envelope. By placing a blank sheet of paper in the envelope, the Flormans, if they were equipped with any degree of intelligence, would have known immediately upon opening the envelope that there was something peculiar about the situation and would have immediately left town.

In the second place, I gave specific instructions that Florman be kept under surveillance until a warrant was obtained and the arrest made. These instructions were not followed and Florman was permitted, after having received the envelope and delivered the balance of the money to Lockout to depart without any surveillance being effected.

In the third place, the Agent assigned to the case from the Washington Field Office did not keep in contact with the field office and consequently could not be located during the evening of Wednesday May 6th, when I learned of the improper handling of this investigation and was desirous of contacting with the Agent. I believe that the Agent in Charge of the Washington Field Office should insist upon all of his Agents keeping in touch with the local office and keeping the Agent in Charge advised of their whereabouts so they can be promptly contacted with, if necessary.

Very truly yours,

Director.

RECORDED

107-9524-139

DEPT. OF JUSTICE	
BUREAU OF INVESTIGATION	
Federal Bureau	
MAY 14 1931	P.M.
RECEIVED	NOV 1931

W.C. Purvis  
35

13

RECEIVED  
MAY 19 1931  
A.M.  
DEPT. OF JUSTICE

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS

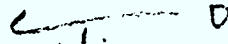
May 6, 1931.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your memorandum of May 5, 1931, in which you make inquiry as to why your recent instructions concerning the use of envelopes were not complied with in the preparation of the attached letters to the Chairman, Boards of Parole.

I have been informed by Miss White, Supervisor of the Stenographic Pool, that the letters attached hereto were prepared and left the Pool prior to the receipt of the instructions contained in the inter-office memorandum dated May 4, 1931, relative to the use of envelopes. I naturally at the time of the preparation of this memorandum thought any communications which had been prepared contrary to these instructions would be caught and the envelopes removed by the Mailing Clerk prior to transmission to the Department.

Respectfully,



Clyde A. Tolson.

Enclosure.

*Noted*  
*5/14/31*  
*J. G. H.*  
RECORDED 67-9524-138

MAY 8 - 1931



JEN:W.G

May 4, 1931.

MEMORANDUM FOR MR. TOLSON.

I am again calling your attention to my memoranda of May 4th and May 5th concerning the use of envelopes.

The attached correspondence came to my office for signature yesterday afternoon.

Very truly yours,

Director.

Encl.

67-9524-137  
RECORDED

JTH:HWG

May 5, 1931.

<sup>0</sup>  
MEMORANDUM FOR MR. TOLSON.

Will you please refer to my memorandum of yesterday concerning the use of envelopes and advise me why the instructions contained therein were not followed in the preparation of the attached letters to the Chairman, Boards of Parole.

Very truly yours,

Director.

Enclosures.

67-9524-136

RECORDED

38

JLM: O'p

May 6, 1951.

0  
MEMORANDUM FOR MR. TOLSON.

I gave specific orders several days ago concerning the addressing of envelopes in the Bureau and yet yesterday afternoon I received for signature many memoranda addressed to various Departmental officials, notably Mr. Gardner, for which were addressed individual envelopes. I would like to have you take immediate action upon my instructions that no envelopes are to be prepared for any memorandum or communication addressed to any Departmental official and that such memoranda shall be held by the Mail Clerk until the end of the day at which time he shall sort the same and forward them to the addressee in an envelope which will be accessible to him at his desk. I assume that there will be envelopes addressed for all Departmental officials in sufficient supply so that the Mail Clerk may have them available at all times.

In regard to the memoranda and communications addressed to Bureau officials at the Seat of Government, it is my desire that no envelopes be prepared therefor and that the same rule be applicable as set forth in the preceding paragraph, with the exception that in matters of urgency or those of a strictly confidential character individual envelopes may be immediately prepared and that such communications will be at once transmitted to the Bureau official at the Seat of Government.

In regard to communications sent to field offices of the Bureau, I would like to have a study made for a period of a week to ascertain how many communications are sent to each Bureau office during the course of that week so that I may determine as to the desirability of having all such communications sent in one envelope each day.

Very truly yours,

Director.

67-9524-135

RECORDED

39

100-100

April 22, 1931.

MEMORANDUM FOR MR. TOLSON /  
BAUGHMAN  
NICHOLS  
AP. EL.  
EGAN  
HEITH  
GULLIN

I am attaching hereto, for your consideration and such recommendations as you may deem necessary, the report submitted by Inspector Glegg covering his recent inspection of the New Orleans office.

Very truly yours,

Director.

67-2150/53

APR 22 1931

401

MEMORANDUM

April 20, 1931.

MEMORANDUM FOR MR. TOLSON ~~X~~  
 BOARDMAN  
 HULL  
 RICE  
 Tamm  
 Clegg  
 Glavin  
 Ladd  
 Nichols  
 Rosen  
 Tracy  
 Carson  
 Coffey  
 Hendon  
 Pennington  
 Quinn  
 Nease  
 Gurnea  
 Harbo  
 Mohr  
 Winterrowd  
 Tele. Room  
 Holloman  
 Nease  
 Gandy

I am attaching hereto, for your consideration and such recommendations as you may deem necessary, the report submitted by Inspector Clegg covering his recent inspection of the Jacksonville office.

Very truly yours,

Director.

RECEIVED  
 APR 20 1931  
 P. M.  
 FEDERAL BUREAU OF INVESTIGATION

8

HR:DSS

April 17, 1934.

MEMORANDUM FOR INSPECTOR WATTS  
JUL 21  
CHAS  
RE: TOLSON X0  
1934

Confirming verbal conference, it is desired that the methods listed below be followed in the inspection of field officers.

It is desired that in affording tests to Special Agents on Bureau Leads, the Inspectors engage in no preliminary argumentation with the Agents. The same procedure should be followed as in generally employed education; that is, the individual questions should be asked, if the Agent does not understand the question, it shall, of course, be repeated to him - the Agent shall then be given a reasonable length of time in which to answer the entire question and shall be asked then by the Inspector on the completeness and correctness of the answer.

Authorization is also granted to Inspectors to deduct from final ratings in Manual tests ten points from each Manual rating when the Agent indicates, by the nature of his replies, that he is guessing; that he only vaguely knows the correct answer, or when he requires an unreasonable length of time in which to give the individual answers. It is understood that if the foregoing provision is followed strictly, only in rare instances will it probably be necessary to deduct the ten points specified in the foregoing.

Authorization is further granted to deduct an additional five points on each Manual when the answer to a specific question is such as to demonstrate beyond a doubt, in view of the nature of the kind of knowledge implied thereby, that the Agent is woefully lacking in the knowledge necessary to conduct the routine investigative work of the Bureau and of the procedure necessary therein.

66-13-755

Inspector Smith  
Office  
Room  
No. Tolson  
Lyon

4/27/51.

Inspectors are authorized to add five points to the individual ratings in all cases where agents, without a discussion or justification, answer the ten questions and then, due possibly to neglect of the Inspector, they inadvertently neglect to afford the Inspector all of the definite results in connection with said answers.

It is desired that each and every report on individual Agents by an Inspector rate such agents as "Good", "Marginal", "Fair", "Poor", and "Unsatisfactory". This procedure has been discussed in detail. A rating of "Good" will be tantamount to a recommendation for promotion or a request for recognition. A rating of "Marginal" will, in the mind of the Agency, signify that further administrative action is necessary in the form of promotion, or dismissal, or removal from the Agent in charge or reassignment on the part of the Bureau or the field office. "Fair", in the mind of the Agency, means that the Agent is not doing well; that, at the same time, his work is not sufficiently unsatisfactory to warrant administrative action. A rating of "Poor" means that the Agent has been in the service three years or more and is considered unsatisfactory by the Bureau. "Unsatisfactory" means that the Agent is a poor and unsatisfactory Agent. With all such ratings the Inspectors should indicate whether the Agent in question shows in person executive ability. "Excellent" would indicate that the Agent is distinctly above the average and in all such ratings it is understood that the Agent in rating does possess executive ability. The nature of said executive ability should be pointed out by the Inspector.

It is desired that every effort be made by Inspectors to secure information relative to the ability to dictate clearly and expeditiously of Agents. It is believed that considerable delay in the performance of the necessary work of the Bureau and completion of stenographic work is caused by inefficient dictation.

It is desired that all Inspectors, prior to leaving Washington, make a detailed review of all personnel files of Agents in charge in order to ascertain the nature of all communications relative to cases, either minor or major, occurring at the offices to be inspected. They shall also review all other letters contained in office administrative files or otherwise which will throw light upon correspondence between the Bureau and the Agents in charge during the interim existing between said date and the date of the previous inspection.

Inspector Keith  
Calken  
Clery  
Mr. Tolson  
Lyon

4/17/32.

It shall be well for all Inspectors to communicate with all Heads of Divisions prior to leaving on an inspection trip for the purpose of ascertaining any matters which said Heads of Divisions believe should be looked into by the Inspectors.

The procedure now being followed of securing from individual agents and files of names of cases to examine, and report upon individual cases, is approved by the Bureau. The general purpose of this is to enable the Inspector to acquaint himself with the knowledge possessed by the agent of his case, his actual procedure, progress of activities and activities feared. Reports should continue to be sent to the Bureau indicating the number of Dept. cases to be done on all assigned and unassigned cases, the assigned to be listed by agents.

It is desired that inquiry be also made with a view to ascertaining that it is to be termed a "source of information" list. The desirability of and necessity for a list of this kind has been discussed with you.

It is desired that Inspectors make inquiries into the nature and efficiency of training systems maintained in Bureau offices.

It is also desired that in giving tests to field office stenographers, a preliminary or trial test of the same number of words be first given them; that this be dictated at the same rate of speed and that it be considered in the nature of a preliminary test, as it were, to enable the stenographers under examination to acquire the proper stenographic style and to accustom themselves to the inflections and intonation of the Inspector's voice.

Very truly yours,

Director.



MEMORANDUM

April 14, 1931.

MEMORANDUM FOR MR. TOLSON ✓  
BAUGHMAN  
HUGHES  
ADAMS  
EGAN  
ELICE  
COLLIER

I am attaching hereto, for your consideration and such recommendations as you may deem necessary, the report submitted by Inspector Ulag covering his recent inspection of the Charlotte office.

Very truly yours,

Director.

167-9-100-109

APR 14 1931

45

10:00

April 18, 1931.

MEMORANDUM FOR MR. TOLSON  
F. W. WALKER  
MORRIS  
SMITH  
TOLSON  
WALKER  
WELLS  
CULLUM

67-2-29-29

I am attaching hereto, for your con- sideration and such reference as you may deem necessary, the report submitted by Director Clegg covering his recent inspection of the Birmingham office.

Very truly yours,

Director.

RECEIVED  
APR 18 1931  
U. S. DEPT. OF JUSTICE

INCL

67-9524-134

April 9, 1951

Mr. Edgar A. Wilson,  
Bureau of Investigation.

Dear Mr. Wilson:

I desire to acknowledge receipt of your communication of March 29th containing a suggestion which was submitted for consideration with a view to possible changes in Bureau rules and policies.

I desire to express to you my appreciation for the courtesy and interest displayed by you in the matter and to state that your suggestion will receive careful study.

Very truly yours,

Director.

APR 9 1951  
U. S. DEPARTMENT OF JUSTICE

Handwritten initials or signature

47 13

Saint Louis, Missouri,  
March 20, 1931.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

It is suggested that Section 21 of the Code of Rules and Regulations be amended to provide for the use of character and fitness investigation in the case of temporary stenographers at Bureau field offices, as well as to provide for consideration for permanent appointment.

Very truly yours,

*W. A. Tolson*  
W. A. Tolson.

*ack-4/8/31*

67-9524-134

APR 16 1931

*[Handwritten signature and initials]*  
48

JEN:MO'B

April 8, 1931.

MEMORANDUM FOR MR. TOLSON.

Will you please take steps to select five additional typists for appointment in the Bureau and three additional student fingerprint classifiers.

Very truly yours,

Director.

67-0-1851

RECEIVED FILES DIVISION  
MAILED  
APR 9 1931  
A.M.  
DEPT. OF JUSTICE

49

JEM:NO'B

March 30, 1931.

MEMORANDUM FOR MR. RATHEN  
MR. TOLSON  
MR. CULLIN  
MR. HAIN

I am attaching hereto a copy of a letter submitted by Inspector Cullen covering an inspection of the Detroit office in March, 1931. I personally went to Detroit, after I had received this letter, one day or three days after Mr. Cullen had left Detroit. I found conditions substantially as Mr. Cullen had reported. There had been a rather feeble effort by the agent in charge to correct a few of the conditions. What has impressed me, however, is the fact that in my examination of the Detroit office, and the questioning of the employees therein, I found that many of the conditions referred to by Mr. Cullen had existed for over a period of several years.

I note that the Detroit office has been inspected four times since March 1930; namely by Inspector Tolson in March 1930; Inspector Cullen in July 1930; Inspector Hain in October 1930; and Inspector Cullen in January 1931. However, on none of these inspections did the inspectors report the conditions as referred to by Inspector Cullen in March 1931. As a matter of fact, these conditions, if not most of them, had been in existence over a period of several years. There is but one conclusion that I can draw and that is that the inspectors have not been as thorough in the examination of this office as they should have been.

I have emphasized over and over again, in memoranda and verbally, to the inspectors that I want a real inspection to be made of some of the field offices. Within the last week or two days I have had occasion to visit six field offices and in two of these field offices I made a detailed examination; in the others a general examination was made. I have been impressed, however, with the fact that but little or no attention has been given by the inspectors to the physical appearance of an office and the condition of its files; its inventories; its files, and the contents of the desks in the office. I am not desirous of Bureau officials interfering with the personal effects of employees in their desks, but I do think that when desks contain official papers bearing dates as far back as a year ago, which papers have never been in the files of the Bureau and have not been changed to the employees, and when the desks are filled with surplus supplies, and useless articles of Government property, it is a matter that should receive attention. When the office is improperly administered along this line, it is safe to assume that it is equally as improperly administered along the investigative line.

47-11-029-117

Memo. to Mr. Nathan

2

3-30-31

I am frank to state that I think the Inspectors have become entirely too perfunctory in the examination of the officers and there must be a marked tightening up by the Inspectors of their work in the individual field offices.

Very truly yours,

Encl.

Director.

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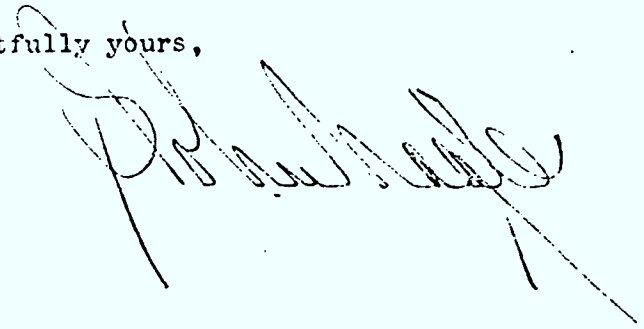
Washington  
March 24, 1931

Dear Mr. Tolson:

Please permit me to send admittedly belated acknowledgment in writing of my appreciation of your very kindly and most helpful attitude the morning I was privileged to talk with you.

Indeed, the atmosphere of your office was so much in contrast to those of which I often hear (and of some of which I have personal knowledge) that I continue greatly impressed with my recollection of your affability.

Respectfully yours,



Hon. Clyde A. Tolson,  
Department of Justice,  
Washington, D. C.



67-9524-133

MAR 26 1931

Nathan

52



JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

NH

March 7, 1931.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your inquiry as to the reason why I failed to detect the error appearing in the address of the communication prepared in Division Six on March 6, 1931, addressed to Mrs. Amy Hine of West Palm Beach, Florida.

The communication in question was read by me and the error was undetected. I have not made it a practice to carefully check the addresses in all communications forwarded through my office for your signature. I have attempted, however, to read all correspondence except form letters sent to you for signature from Divisions Six and Seven. I have delegated to Miss Sheaffer the duty of checking form letters prepared in these Divisions.

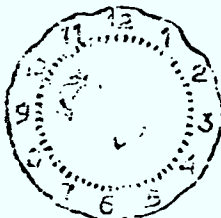
Steps have been taken to re-write the letter to Mrs. Hine, correcting the error in question.

I very much regret that the same was not detected by me prior to transmitting the communication to your office.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.



MAR 9 1931

67-9524-132

MAR 10 1931

53

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 4, 1931.

N - 1100  
T  
Keith

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

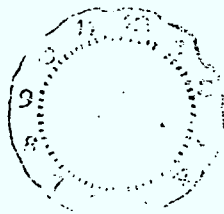
Dear Sir:-

I beg to acknowledge receipt of your letter dated March 3, 1931, relative to the submission of suggestions for the improvement of the administrative and investigative work of the Bureau.

It has been my practice to submit such suggestions as might occur to me from time to time. At this date, I have no suggestions to offer concerning possible changes in the Bureau's administrative or investigative system.

Very truly yours,

*Clyde A. Tolson*  
Clyde A. Tolson.



MAR 4 1931

MAR 28 1931

67-9524-131

INDEXED  
FILED  
K 54

JEM: 1/16

March 25, 1961

MEMORANDUM FOR THE DIRECTOR

I wish that you could be made aware immediately the sort of impact which have arisen in the past because of the invisibility of selecting the best people possible in our National Division of Information. Information from the United States and elsewhere have been severely restricted because of efforts to force the Government to a competent program, either by force or stealth. If by recall, this process, there was an effort to force the Government to select an individual who has a record of work.

I would like to have your specific memoranda covering these facts.

Very truly yours,

Director

*7-July*

106-9476-226

SEARCHED	INDEXED
SERIALIZED	FILED

MAILED  
MAR 25 1961  
F. B. I.  
DIVISION OF INFORMATION

*Schilder  
Egan*

67-9524-130

March 3, 1961

MEMORANDUM FOR MR. [Name]

As referred to the visit which I made to the Division yesterday evening; I am desirous of making certain observations and of issuing certain instructions incident to the operation of the Division.

I do not believe that I have ever seen a Division in such a state of confusion and chaotic condition as existed in Division Six yesterday evening. With the exception of Mr. [Name] and Mr. [Name] the execution of the Division's function, the result of which was a complete stoppage of the Division's operation, was a complete failure. The Division's operation in obtaining proper operation in Division Six, as well as the other points as well as the other points, was a complete failure. I have been at a loss to find the reasons for the chaotic conditions which were observed on the previous evening, but the very obvious fact is that the Division could efficiently function and could avoid the chaotic conditions when the work is done properly and efficiently by the Division Six. It is in Division Six.

In endeavoring to place the responsibility for this condition, I believe it can be charged against the Inspector in charge of the Division; against such inspectors as were present in the Division; against the Chief of the Division, and against the supervisors of the Division. The individuals and those whose names were present in the Division of chaoticness and a address cannot be held responsible for the chaotic condition and would upon the basis of the observations of the Division. The Division was last recently inspected twice, by Assistant Inspector [Name] and by Inspector [Name], and apparently no observation was made of the conditions which were so apparent yesterday evening and which must have been in existence during the inspections of the Division. In fact Mr. Schilder yesterday evening stated on several occasions that the conditions which I had complained of had been in existence when he came to the Division to take charge of the work.

The excuse presented by Mr. Schilder that he did not had time to correct these conditions because of the fact that he has given practically all of his attention to getting the work out and keeping it up to the two days' working limit, in my estimation, is entirely unconvincing. It is just as easy to handle work with proper routine and in a systematic manner as it is to handle it in the chaotic manner which obviously is followed in Division Six. In my estimation it is much easier to handle work in a systematic manner than in the chaotic manner that has marked the operations of Division Six and which,

*[Handwritten initials]*

I am convinced as I have stated above, has caused the frequent delinquencies in supplying reports and the innumerable number of misses.

There are a few immediate instructions which I desire to have placed into effect and effect immediately.

Mr. Schiller is to be written and informed of the way in which his supervision of the work of the Division is to be supervised and instructed that there must be an immediate improvement in the way in which his administrative action will be taken.

Miss Ellis, Supervisor in Charge of the typing section; Mr. Brown, Supervisor in Charge of the clerical section; Mrs. Lenz, Supervisor in Charge of the food supply section, and Mr. Walker, Supervisor in Charge of the mailing section, are to be immediately placed under the supervision of the Chief and instructed that, unless they bring about an improvement in the administration of their respective sections, they will be relieved of the duties of supervisors.

Mr. Allen, Assistant Chief in Charge of the Statistical Section, and in his absence Mr. Cartmell, who was acting in charge yesterday, should be instructed that, while their section presents a better appearance than the other sections of the Division, there is to be no improvement in the administration of their section so that there can be found no complaint concerning the administrative matters.

Mr. Kelly should be complimented for the appearance of his section.

Each Supervisor, at the close of business each day, should make an inspection of his respective section and before leaving for the day should report to the Chief of the Division the condition of his section covering not only the condition of the work pending but the physical appearance of his section.

No official work of any character is to be placed inside of any desk in the Division. The Supervisor of each section should, at the close of business each day, collect all finished and unfinished work and place the same in proper receptacles, such receptacles to be placed inside of a filing case in each section; that is to say, I do not desire any work to be allowed to remain in the open after the close of business each day.

Steps should be taken immediately to have all desks and tables emptied of any unnecessary articles. I noted that the desks of practically every employee contained such in the way of surplus supplies, food, fruit, candy, shoes, stockings, and other articles of clothing. In some desks there were as many as three or four towels. Under no circumstances can any articles of food or clothing be left in the desks as this will inevitably bring about vermin of some kind. Articles of clothing should certainly not be placed in desks.

SECTION. There has obviously been no supervision whatever in regard to the issuance of supplies. I desire that there be placed in each section a supply cabinet and that all supplies for that respective section be placed in the cabinet. I noticed particularly in the Filing Section that in Miss White's desk she had what appeared to be as many as three dozen carbon ribbons and approximately a dozen pieces of soap. In the Typing Section there were on the floor articles of supplies which should have been placed in some cabinet or some proper receptacle. In the cases of some subordinate employees there were bundles of pencils and an unlimited supply of paper. I think the waste of supplies that has occurred in Division Six is incalculable and a disgrace to this Bureau. I want to have effected at once some administrative procedure whereby there will be a general inventory taken of all supplies in this Division and that the issuance of supplies shall be upon proper requisition of which a general record shall be kept. It is unnecessary, in my opinion, for the subordinate employees in that Division to have in their desks any quantity of supplies in excess of what required for a day or two of work. The Supervisor of each section should carefully supervise the issuance of supplies in his Division and the Chief, or one of the Assistant Chiefs, should carefully supervise the issuance of supplies to the Section Chiefs.

My observation has been that there has been practically little or no supervision of the messenger force. I desire that there be immediately prepared a complete survey of the work of Messengers Henry, etc. is obviously un satisfactory and which he performs in a very careless manner, and that his resignation be requested. Steps should be taken by the Chief of the Division to take up for him sort of supervision of the messenger force.

I noted in some of the rooms of the Division that there were articles that were not in use. I have particular reference to the cutting machine which, notwithstanding the statement of Mr. Schilder was in daily use, was covered with dust and which convinced me that his statement was not correct. I noticed articles in the Technical Section, which were apparently fixtures for the film, which had layers of dust upon them that must have been accumulating for years. I noticed tools that were in a dilapidated condition and apparently no steps had been taken to have them repaired or replaced. All of these should have been noted by the Chief of the Division and the Inspectors who have inspected the Division but apparently no attention had been given to these matters.

I noticed that quilts were placed on windows which could have been replaced but fourteen employees in that Section, improvised coat hangers and hat holders had been set up in the section, presenting an appearance of which

I would have been extremely surprised if I have had occasion to show that... I recall the excuse that Mr. Schilder gave... but I consider his excuse to be... for the reason that there are seven costomers in that... but fourteen employees. Certainly seven costomers... of fourteen employees. It is obvious, there-... little or no attention to matters of this...

I noticed in the Technical Section a dozen or more newspapers scattered... on the file cases, some on chairs, and some on... A photograph belonging to one of the records was left on the... of the cabinet after the close of business. In the Card Index Sec-... were scattered about.

The Training Section presented an unusually poor appearance with the desks... it a physical impossibility for the cleaners... on many desks... records, exhibits, and other... I would have... with Colonel... the matter of the... it is impossible to make any... could not have cleaned the... in which it is left at the close...

In some of the sections rubber, ladies' shoes, men's spats, and a pair of... Charlie Chaplin were left in car-... of the shoes and spats in the Card... they had been under the radiator for possibly... by reason of the accumulation of dust that had gathered...

There were many other observations which I made which refer to the same... condition should certainly have been obvious to the... the Assistant Chief of the Division, and to the Inspectors... I see absolutely no excuse that... responsibility of the opera-... which I observed yesterday... function of a Division is to see that its work... promptly, but as I have above stated, no Division can... its administrative routine is as inefficient...

Immediate steps must, therefore, be taken to correct this inexorable... a personal examina-... the examination of Division... the Assistant Director in charge of the Division, the Inspectors... should certainly have been... too strongly my displeasure... their responsibilities in...

Mr. Tolson

S.

2-10-40

this matter.

Very truly yours,

Director.

Copy to Mr. Egan  
Mr. C. Alder



JER:O'B

67-9524-129

March 5, 1951.

JER:O'B

MEMORANDUM FOR MR. CULLEN  
CLEGG  
BEAN  
KEITH  
TOLSON

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 5 1951	

I am desirous of bringing to the attention of the officials of the Bureau who at various times handle inspection work a condition which I consider to be most deplorable and which I trust will not again be necessary to bring to your attention. It had been my understanding that, when an Inspector inspected a Division or field office every element in the operation of such Division or office is thoroughly gone into and which would cover the physical appearance of the office or retention in the office of unusable furniture, and the contents of the desks, tables, and cabinets in the Division or office. I note particularly that some of the Inspectors in their reports have referred to the inspection of the desks of employees and I had assumed that all Inspectors were giving this matter proper attention.

Recently, I had occasion to visit Division Six, which had just had an inspection by two officials of the Bureau. Upon visiting this Division I was astounded to note the deplorable appearance of the same and the absolute lack of any proper administrative supervision of the routine operations of the Division. All desks which I examined contained excessive quantities of supplies, food, fruit, candy, shoes, stockings, and other miscellaneous articles. Stuck underneath radiators and in corners of the room were shoes, rubbers and spats. All in all the condition of the Division was a disgrace to the Bureau. The issuance of supplies had received absolutely no supervision and the wastage in this item alone, I think, must have run into the hundreds, if not thousands, of dollars. However, as I have stated, this Division had been but several weeks before inspected by two officials of the Bureau and they, apparently, had ignored these important features in their inspection work.

I am bringing this to your attention in order that there can be steps taken immediately by all persons performing inspection work to give proper attention to their responsibility along this line. The inspection of an office or a division is not to be performed in a perfunctory manner nor do I think that it should be necessary for me, or any other official of this Bureau, to have to inspect the work of an Inspector. I have had complete confidence in all of the Inspectors and in the fact that I have felt they were fully appreciative of the responsibilities resting upon them. I do not want to be forced to doubt in any way my confidence in them.

I hope it will not be necessary for me again to have to call attention of the officials of the Bureau performing inspecting work in any such delinquencies as it has been necessary for me to call attention to in this memorandum.

MAR 5 1951

Very truly yours,

Director.

61

I, Clyde A. Tolson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director (field)

on which I am about to enter: So help me God.

(Sign here) Clyde A. Tolson

Subscribed and sworn to before me this ) Where born (State only) Mo.  
26th day ) Date of birth May 22, 1900  
of January A. D. 1931 ) Whence appointed:  
State Iowa County Lincoln  
Congressional District \_\_\_\_\_

Raymond C. Remberger  
Notary Public

X—X  
: :  
: SEAL :  
: :  
X—X

Date of entry upon duty Jan'y 26, 1931  
Residence 1200 16th Street NW

1/6

630-rb

January 9, 1931.

Mr. C. A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred from Inspector to Assistant Director in the field division of the Bureau of Investigation, effective with entry on duty. Your grade and salary are to remain unchanged (please see memo in grade 602-14).

You should execute the required oath of office.

Respectfully,

For the Attorney General,

(Signed) Charles P. SIMMONS  
Assistant Attorney General.

69-9524-128	
BUREAU OF INVESTIGATION Personnel Files.	
JAN 22 1931 A.M.	
U.S. DEPARTMENT OF JUSTICE	
	FILE

UNITED STATES DEPARTMENT OF JUSTICE  
BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20535

January 27, 1936

Mr. J. Edgar Hoover,  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred from Inspector to Assistant Director in the field service of the Bureau of Investigation, effective with entry on duty. Your grade and salary are to remain unchanged (\$6500 per annum in grade GS-14).

You should execute the required oath of office.

Respectfully,

W. A. Rorer,  
Acting Director.



W. A. Rorer,  
Acting Director.

JL: O'B

January 22, 1931.

A. Sheaffer<sup>X</sup>

MEMORANDUM FOR MR. TOLSON.

I regret the necessity of bringing to your attention this particular situation. It concerns the inaccessibility of you to persons from my office bringing papers and messages which I have specifically instructed be directly conveyed to you. My attention was called to the matter many times but I have disregarded it until recently there have been several occasions when I have directed that certain information be at once given to you, or obtained from you, and, upon making inquiry of the assistants in my office, I have been informed that they have been unable to see you.

Today I had occasion to direct that a message be at once conveyed to you about a matter on which a Senator had called me and on which I wanted to advise you. Miss O'Brien, of my office, went to convey the message to you and, upon learning that Mr. Nathan was with you, left word with your secretary to be called as soon as Mr. Nathan terminated his conference with you. Miss O'Brien was not called, even after Mr. Nathan left your office and was out of your office for a considerable length of time, until she took the matter up with you again.

I must insist that some steps be taken by you to arrange for prompt and ready access by employees from my office to you upon matters which are pressing.

Very truly yours,

Director.

67-9524-124

JAN 23 1931

JOHN EDGAR HOOVER  
DIRECTOR

*N* *da*

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

January 17, 1931.

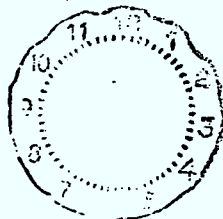
MEMORANDUM FOR THE DIRECTOR.

A letter addressed to Mr. A. M. Evans, 121  
Parkwood Street, Saint Louis, Missouri, on January 9,  
has been returned to the Bureau. It appears that this  
applicant resides in Saint Joseph, Missouri, and that  
the letter was improperly addressed by Miss Sheffer  
and the error was not detected by me in reading the  
correspondence. I regret the occurrence of this error.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

THE CHIEF



JAN 13 1931

*H*

RECORDED

67-9524-126

JAN 18 1931

JAN 19 1931

Walham

January 3, 1931.

MEMO

MEMORANDUM FOR MR. SCHEIDTGER, APPOINTMENT CLERK

Please prepare the necessary papers changing the title of Mr. C. A. Tolson's position in the Bureau of Investigation, Department of Justice, from Inspector to Assistant Director in the field service. Mr. Tolson's Grade and salary are to remain unchanged.

Very truly yours,

Director.

67-9524-125

SEARCHED	INDEXED
SERIALIZED	FILED
JAN 11 1931	
FBI - WASHINGTON	



7-014

*N*

Department of Justice

Bureau of Investigation

Washington, D. C.

December 3, 1930.

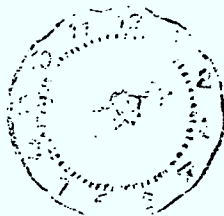
MEMORANDUM FOR THE DIRECTOR.

In reviewing the printed Annual Report, an error has been noted at the top of page 83 wherein it is stated that during the year 1412 Federal fugitives from justice were located by Bureau employees. This number is incorrect and should have been shown as 1413 in accordance with the tabulation of fugitives located which appears on the same page. The error in this instance was made by the writer.

The first draft of the Annual Report showed 1412 fugitives as having been located and a check of the figures in Division Seven by an accountant disclosed that this figure was in error. In re-preparing the material, the figure was corrected in the tabulation but not in the copy. I exceedingly regret the occurrence of this error.

Respectfully,

Clyde A. Tolson.



DEC 3 1930

67-9524-124	
DEC 4 1930	



CT:MP

October 25, 1930

MEMORANDUM FOR THE DIRECTOR.

In view of the change in the designation of Special Accountants, I desire to recommend that hereafter employees who perform accounting work be referred to in Bureau applications and Bureau correspondence of all kinds as "Special Agent (accountant)".

Respectfully,

Clyde A. Tolson.

A

67-9524-12  
NOV 5 1930  
TOLSON  
RUBIN  
1930 P. M.  
H

CT:ACS

October 15, 1960.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the manual:- "Vouchers for Personal Services.--Prior authority must be secured from the Bureau before appointing persons for permanent or temporary employment. Vouchers covering personal services should contain a reference to the Bureau communication authorizing same and the number given by the fiscal control section."

Add to Section 64, Paragraph 2:- "together with the date said employee actually entered on duty in the field office."

Add to Section 64:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

Add to Section 64, Paragraph 2:- "Bureau application blanks shall be executed by all appointees."

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

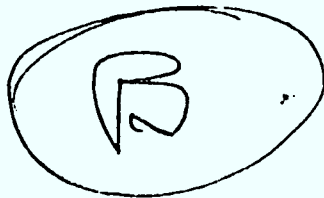
It may be that the suggested phrassology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

67-9524-122  
HARRIS  
FISHER  
JACK

CT:ACS



October 13, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the manual:- ~~"Vouchers for Personal Services, which are not secured from the Bureau before appointing persons for permanent or temporary employment.~~ Vouchers covering personal services should contain a reference to the Bureau communication authorizing same and the number given by the fiscal control section."

*Already in Section 64*

(1)

Add to Section 64, Paragraph 2:- "together with the date said employee actually entered on duty in the field office."

(2)

Add to Section 64:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

(3)

Add to Section 64, Paragraph 2:- "Bureau application blanks shall be executed by all appointees."

(4)

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

Badges and Credentials

MEMORANDUM

Send this Voucher to DIVISION  
 ACCOUNTS, DEPARTMENT OF  
 JUSTICE, WASHINGTON, D. C.  
 for settlement.

Pay Voucher for Personal Services

Voucher No. \_\_\_\_\_

APPROPRIATION: \_\_\_\_\_  
 (Leave this line blank)

Symbol \_\_\_\_\_

THE UNITED STATES (FOR DEPARTMENT OF JUSTICE)

To \_\_\_\_\_, Dr.  
 (Name of payee)

Address: \_\_\_\_\_

Division of Accounts No. \_\_\_\_\_

(To which checks should be mailed)

CLASS SYMBOL	PERIOD OF SERVICE	RATE PER	AMOUNT		Paid or not used to column
			Dollars	Cts.	
	Days				
For SERVICES rendered as _____					
from _____, 192 , to _____, 192 , inclusive.					
On account of _____ (State case or nature of business)					
REMARKS: _____					
_____					
_____					
_____					
_____					
_____					
TOTAL			\$		

Date of payment, \_\_\_\_\_

paid in cash, \$ \_\_\_\_\_

paid by check, \$ \_\_\_\_\_

check No. \_\_\_\_\_

in favor of payee named above \_\_\_\_\_

Account submitted for \_\_\_\_\_ \$ \_\_\_\_\_

Differences as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED FOR \_\_\_\_\_ \$ \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

October 7, 1930.

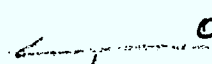
MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your recent request for information as to why the order directing Special Accountant J. S. Bryan to report at the Training School on October 6, was dispatched from the Bureau.

The records indicate that at the time of the transmission of the order for Accountant Bryan's appearance, it was not known that he was submitting his resignation. However, information to this effect was received on the same day that the letter went out from the Bureau. The error occurred in not canceling the instructions to have him report for training and the responsibility for failing to do this is chargeable to the writer.

I have discussed this matter with Mr. Egan with whom I conferred frequently in connection with the preparation of orders regarding the Training School and he feels that both of us are at fault in not properly following out the matter.

Respectfully,

  
Clyde A. Tolson.



OCT 7 1930

67-9524-121

OCT 7 1930

OCT 8 1930

JUN 3 '33

October 2, 1930.

MEMORANDUM FOR MR. GARDNER.

I today requested that Mr. Clyde A. Tolson's name be included in those officials of the Bureau to whom invitations for official functions at the White House should be sent. I have been informally advised that Mr. Neiverman has ruled that it is not proper to include Mr. Tolson's name because of the fact that he is paid from the field appropriation. Frankly I do not see what this has to do with the selection of the persons to whom these invitations should be sent. Mr. Nathan and Mr. Tolson are the two Assistant Directors of the Bureau of Investigation. Mr. Tolson was appointed to this position on the first of September, 1930, and, notwithstanding that his salary is paid from the field appropriation of the Bureau of Investigation, it is my opinion that he should be included with the names of the other officials of the Department whose names are placed upon the list for the White House invitations.

I, therefore, again request, that Mr. Tolson's name be included in the list.

Very truly yours,

Director.

67-9524-120

RECEIVED  
OCT 3 1930  
U. S. DEPARTMENT OF JUSTICE

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

September 30, 1930

MEMORANDUM FOR THE DIRECTOR.

NA  
5  
10  
67-9524-119  
OCT 1 1930  
J. E. G.

Reference is made to your recent memorandum relative to the errors which were found to exist in the Bureau's statistics for the fiscal year 1930, and in the bankruptcy statistics for previous years.

A careful check of the figures used in the annual report for the fiscal year 1930 has been made by Accountant Jackson, under the supervision of Inspector Egan, and he has found the minor errors existed in the statistics covering probationary sentences, fines, and fugitives: The errors in the first two instances occurred in the addition of the monthly recapitulation sheets, and an error of one fugitive in the total located during the year was not properly recorded.

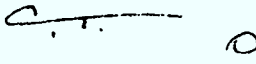
On July 2, 1930, you addressed a memorandum to the undersigned, stating that it was your desire that the figures and statistics appearing in the annual report be very carefully checked by the writer, with the assistance of Inspectors Keith, and Egan. Copies of this memorandum were forwarded to the two Inspectors. The annual report was prepared and approved in its entirety by all Division Heads and Supervisors, with the exception of Mr. Harvey, and by Inspectors Keith and Egan. So far as I know, none of the Division Heads, Inspectors, or Supervisors, checked these statistics, but accepted the figures prepared in Division Seven. To completely check the statistics recorded in the annual report would take considerable time. Mr. Egan believes that it would take one person from three weeks to a month to thoroughly check these figures. It would appear, therefore, that the responsibility for the errors appearing in the 1930 annual report devolves upon the writer, and that Inspector Keith, and Mr. Egan were at fault in failing to carry out the instructions contained in your memorandum, to the effect that the figures should be very carefully checked.

In order to obviate the possibility of errors appearing in Bureau statistics in the future, I am submitting herewith a memorandum addressed to Division Seven, instructing that the monthly compilation of statistics prepared from the abstract slips be minutely checked by a Bureau Accountant, and that the recapitulation sheets at the end of six months and yearly periods be also checked by an Accountant.

-2-

All copies of the annual report for the fiscal year 1930 are being corrected to show the changes referred to in the memorandum from Inspector Egan.

Respectfully,

  
Clyde A. Tolson.



JBR:DBS

67-9524-118

September 19, 1950.

MEMORANDUM FOR MR. TOLSON.

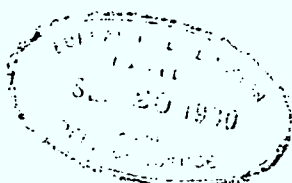
With reference to your memorandum of September 16th., concerning the inaccuracy in our bankruptcy statistics, I wish that you would go further into this matter.

I recall very distinctly issuing instructions, both verbally and in writing, that not only the text but the figures of the Annual Report were to be carefully checked by each and every Supervisor in the Bureau. It was my understanding, further, that steps had been taken to particularly check these statistics.

I would like to have you confer with Mr. Nathan and also have a search made of the files of the Bureau, ascertaining whether there were any written instructions along this line, and also noting the original draft of the Annual Report and the initials appearing thereon. I would like to be able to place the responsibility for the inaccuracy which you reported in your memorandum of September 16th.

Very truly yours,

Director.



67-0

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

September 16, 1930.

MEMORANDUM FOR THE DIRECTOR

In connection with his work of checking bankruptcy statistics for Mr. Appel, Special Accountant Orr has advised that he has noted certain discrepancies appearing in the Bureau statistics printed in the annual reports during the past three fiscal years. He states that in the report covering the fiscal year 1928, a sentence of four years and six months was omitted under bankruptcy statistics; that in the annual report for the fiscal year 1929, the sentences in bankruptcy cases reported actually exceeded those on record in Division Seven by six months; and that in the annual report for the fiscal year 1930, \$10,000 in fines were omitted from the total shown under bankruptcy cases.

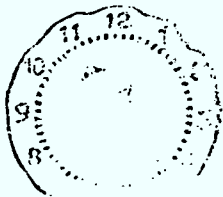
I have discussed this matter with Inspector Egan, who, I believe, developed the present system of recording statistics in Division Seven, and find that under this system monthly tabulations of statistics reported are prepared, and that these monthly tabulations are completed at the close of the fiscal year. Mr. Egan is of the opinion that no check has ever been made by an Accountant or any one, except the clerk preparing these figures, as to their accuracy.

I have arranged for an Accountant in the Washington Field Office to report to Mr. Egan immediately and said Accountant will be assigned the work of checking the accuracy of the figures used in the annual report covering the fiscal year of 1930.

Respectfully,

*Clyde A. Tolson*  
CLYDE A. TOLSON

dir. Div.



X  
67-0

67-9524-118  
BUREAU OF INVESTIGATION  
SEP 20 1930 A. M.  
Div. One  
FILE

SEP 17 1930

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

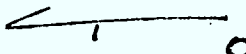
September 26, 1930.

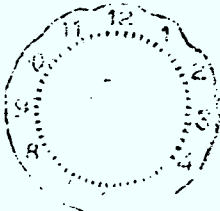
MEMORANDUM FOR THE DIRECTOR.

Reference is made to your memorandum of this date concerning the fact that the list of persons to be interviewed for the positions of Special Agents and Special Accountants did not reach your office on Thursday of this week in accordance with instructions which you issued.

I find upon looking into this situation that these lists were sent to my office from Division Seven yesterday at about three o'clock, P. M. Miss Sheaffer does not definitely recall whether the lists actually reached her desk before the close of business yesterday but it would appear that the delay in this matter occurred in my office. Hereafter, I will see to it that this report and other reports of this nature are sent to your office at the proper time.

Respectfully,

  
Clyde A. Tolson.



SEP 26 30

*JH*

67-9524-117

*noted  
JH*

September 28, 1930.

MEMORANDUM FOR MR. TOLSON

Under date of September 19th, I addressed to you a memorandum calling attention to the fact that I was supposed to receive at the close of business on Thursday of each week a memorandum containing a list of the applicants referred to the Inspectors. I pointed out that I had not received this list promptly as desired and requested that in the future such a list be in my hands at the close of business on Thursday of each week.

I regret the necessity of again having to call this matter to your attention. I have not as yet received the list which was due to be in my office at the close of business yesterday. Will you please give attention to this matter and arrange to see that the list is promptly submitted.

Very truly yours,

Director.

67-9524-116

RECORDED

INDEXED

FILE

8

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

*Ch*  
*J*

September 12, 1950.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

I beg to acknowledge the receipt of your communication of September 12, 1950, relative to suggestions for the improvement of the administration and control of the Bureau's organization and work.

While I have no definite suggestions to make at this time, I shall be very glad to submit such suggestions along this line as may occur to me in the future.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

67-9524-115

SEARCHED	INDEXED
SERIALIZED	FILED
SEP 12 1950	
FBI - WASH. D. C.	

*Handwritten checkmark*

MINOR  
YOUR

CT:ACS

September 11, 1930.

MEMORANDUM FOR THE DIRECTOR.

At the present time when the transfer of a field employee is ordered, four letters are prepared in Division Seven: One to the employee directing him to proceed to the office of new assignment; one to the Agent in Charge of the office at which the employee is stationed advising him of the transfer and directing him to expedite the employee's departure; one to the Agent in Charge of the office to which the employee is being transferred, instructing him to notify the Bureau of the date of the employee's arrival; and a letter for the signature of the Assistant Attorney General changing the headquarters of the employee upon his arrival at his new post of duty.

I desire to suggest that hereafter carbon copies of the letter addressed to the employee directing him to proceed to the office of new assignment be sent to his Agent in Charge and also the Agent in Charge of the office to which he is being assigned. This will eliminate the letters to the two Agents in Charge. Section 95 of the Manual of Rules and Regulations provides that when an employee is ordered transferred, the Special Agent in Charge shall expedite his departure and shall also ascertain the date of his departure for the new post of duty and shall advise the Bureau thereof, sending a carbon copy of his letter to the Bureau and the field office to which the employee has been transferred. It would appear, therefore, that the two letters, copies of which are attached hereto, which are now sent to the two Agents in Charge are entirely superfluous. Of course, the elimination of these letters will mean less work for the employees of Division Seven.

Respectfully,

95018

Clyde A. Tolson.

67-9524-114  
SEARCHED  
SERIALIZED  
INDEXED  
FILED  
SEP 12 1930  
FBI - WASH. D. C.

Encl.

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

This is to advise you that Special Agent  
of the office is being  
directed to proceed to public  
business permitting, and report to you for assign-  
ment.

You should notify this office the date of  
his arrival.

Very truly yours,

Director.

43

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

Special Agent \_\_\_\_\_ has been ordered to proceed to \_\_\_\_\_ public business permitting, and report to \_\_\_\_\_ Special Agent in Charge for assignment. He should report to that office at the earliest possible moment commensurate with the proper handling of any investigations to which he has been assigned. You should endeavor to re-assign all cases now assigned to him, directing him to turn over to the Agent or Agents to whom said cases are assigned any and all information and data in his possession. After conferring with him, it is necessary that you inform the Bureau immediately as to the exact date said Agent will proceed to his new assignment. A copy of your communication to the Bureau shall be forwarded to the office of new assignment.

Very truly yours,

Director.

Set



JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

Special Agent \_\_\_\_\_ has been ordered to proceed to \_\_\_\_\_ public business permitting, and report to \_\_\_\_\_ Special Agent in Charge for assignment. He should report to that office at the earliest possible moment commensurate with the proper handling of any investigations to which he has been assigned. You should endeavor to re-assign all cases now assigned to him, directing him to turn over to the Agent or Agents to whom said cases are assigned any and all information and data in his possession. After conferring with him, it is necessary that you inform the Bureau immediately as to the exact date said Agent will proceed to his new assignment. A copy of your communication to the Bureau shall be forwarded to the office of new assignment.

Very truly yours,

Director.

35

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

This is to advise you that Special Agent  
of the office is being  
directed to proceed to public  
business permitting, and report to you for assign-  
ment.

You should notify this office the date of  
his arrival.

Very truly yours,

Director.

56

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

You are hereby directed to proceed to  
public business permitting,  
and report to Special Agent in Charge  
for assignment.

Very truly yours,

Director.

87

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

Dear Sir:

This is to advise you that Special Agent  
who entered on duty  
in CAF-8, at a salary of \$2900.00 per annum, has  
been directed to proceed from the Training School to  
public business permitting,  
and report to you for assignment.

You should notify this office of the date  
of his arrival.

Very truly yours,

Director.

52

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

2

August 23, 1930.

MEMORANDUM FOR THE DIRECTOR

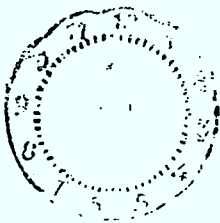
The delay in the SAMUEL E. GALLAMORE case occurred in Division 2 at the time when I was acting Assistant Director. The personnel work has been somewhat retarded by other matters but I do not believe a similar delay will occur in the future in the contemplated arrangement for handling applications and test papers of applicants.

Respectfully,



C. Tolsor.

*Dir. One*



AUG 23 1930

67-9584-113

SEARCHED	INDEXED
SERIALIZED	FILED

SEP 1 1930

29

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. 20535

August 10, 1950

Mr. J. Edgar Hoover  
Director of Investigation  
Department of Justice

Sir:

On 10/10/50 the first and second copies of the  
report of the Special Agent in Charge, Office of the  
Inspector General, dated for the investigation of  
the Department of Justice.

Sincerely,

*Robert H. Hoover*  
Director

321:10'B

August 22, 1930.

MEMORANDUM FOR ACTING ASSISTANT DIRECTOR.

*Tolson*

I desire to call your attention to the attached personnel file of Samuel E. Callamore. You will note Mr. Keith's examination and report upon this employee was received in the Bureau on August 11th, and received in Divisions One and Seven on that date. Yet I note that the letters ordering the investigation were not written until August 21. This morning, when I had occasion to send for Mr. Callamore's personnel file, the papers from Mr. Keith and the letter ordering the investigation were not in the file, notwithstanding that these papers had been received in the Bureau, as above noted, on August 11th.

I wish that you would look into this matter and see whether some procedure can be devised so that such matters will be handled with more dispatch.

Very truly yours,

Director.

ENCL.

RECORDED

67-9524-112

BUREAU OF INVESTIGATION

AUG 26 1930

DEPARTMENT OF JUSTICE

FILE
------

CE:JJ

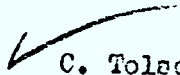
August 13, 1930.

MEMORANDUM FOR THE DIRECTOR:

With reference to your memorandum of August 15th, returning a letter prepared in this Division containing an error, please be advised that the letter in question was written by Miss Garner and checked by Miss Power and me.

Precaution will be taken to avoid any future errors of this kind.

Very truly yours,

  
C. Tolson.

62 - 60000 - 17

92



JUN 10 '33

August 15, 1930.

MEMORANDUM FOR MR. TOLSON.

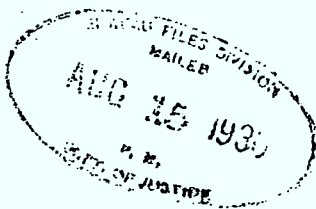
I am returning to you herewith a letter prepared in your Division to Mr. T. H. McConnell and direct your attention to the error appearing in the third line thereof.

Please advise me as to the identity of the person responsible for this error and why the same was not carefully checked before being sent to me for signature.

Very truly yours,

Incl.

Director.



RECORDED

67-9524-111

BUREAU OF INVESTIGATION U. S. DEPT. OF JUSTICE	
AUG 16 1930 P. M.	
U. S. DEPT. OF JUSTICE	
	FILE

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

August 13, 1930.

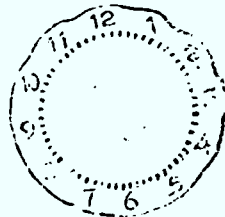
Mr. J. Edgar Hoover,  
Director, Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Mr. Hoover:-

I am extremely grateful to you for your  
notification of August 12, 1930, of my promotion in  
grade and salary.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson,  
Inspector.



AUG 13 1930

*File*

*67-9524-110*

AUG 13 1930

Dist. Clk

*94*

JEM:AD'B

August 12, 1930.



Mr. C. A. Tolson,  
Washington, D. C.

Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter of the Assistant Attorney General advising you of your promotion from \$8,400 per annum, in grade CAF 13, to \$9,600 per annum, in grade CAF 14, effective August 15, 1930.

Very truly yours,

Encl.

Director.

24  
7

RECEIVED



67-9524-1094	
AUG 15 1930	

25

100-17b

August 7, 1930.

Mr. Clyde A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

Your salary as Inspector in the Bureau of Investigation is hereby increased from \$6100 per annum in Grade Gaf-13, to \$6500 per annum in Grade Gaf-14, effective August 15, 1930, and payable from the appropriation "Detection and Prosecution of Crimes," FIVE.

On account of the change in Grade, you should execute the required oath of office.

Respectfully,

For the Attorney General,

(Signed) Charles P. Sisson

Assistant Attorney General.

RECORDED

67-9524-107X

AUG 15 1930

*[Handwritten signature]*

*[Handwritten initials]*

I, Clyde A. Tolson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Inspector  
Bureau of Investigation  
on which I am about to enter: So help me God.

(Sign here) Clyde A. Tolson

Subscribed and sworn to before me this ) Where born (State only) Mo.

13<sup>th</sup> day ) Date of birth May 22, 1900

of August A.D. 1930 ) Whence appointed:

State Iowa County Linn

Congressional District 5

Ralph S. Roberts  
Notary Public

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty August 16, 1930

Residence 1200 16th Street NW  
Washington, D.C.

File  
1007  
97

JAF:EB

August 2, 1930

MEMORANDUM FOR MR. HOLMES, ATTORNEY GENERAL

Please prepare the necessary papers promoting and transferring Mr. Clyde A. Tolson, Inspector in the Bureau of Investigation, Department of Justice, from Grade G-13, (\$6400 per annum to Grade G-14, \$8000 per annum, effective August 16, 1930, and payable from the appropriation for "Detection and Prosecution of Crimes." FILE

Director.

Approved:

Assistant Attorney General.

67-9524-109

BUREAU OF INVESTIGATION	
PERSONNEL FILES	
AUG 2 1930 A.M.	
DEPARTMENT OF JUSTICE	
	FILE

24  
88

JEH:ACE

August 2, 1950.

MEMORANDUM FOR DIVISION SEVEN.

Will you please prepare the necessary papers regarding the protection of Inspector Shindo from Grade Car 13, \$100.00 to Grade Car 14, \$1000.00.

Very truly yours,

Director.

RECORDED

67-9524-108

BUREAU OF INVESTIGATION	
Personnel Files	
AUG 4 1950	
F. B. I.	
	FILE

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice,  
Bureau of Investigation  
Washington, D. C.

2

June 27, 1930.

Mr. J. Edgar Hoover,  
Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

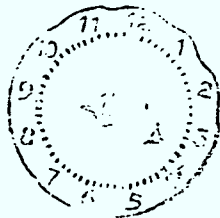
Dear Mr. Hoover:

I desire to acknowledge,  
with thanks, the receipt of your letter  
of June 23, 1930, notifying me of an in-  
crease in compensation.

Respectfully,

Clyde A. Tolson

Enc. One



JUN 27 1930

RECORDED

67-9524-107

JUN 28 1930

100

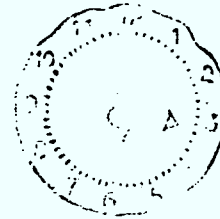


JOHN EDGAR HOOVER  
DIRECTOR

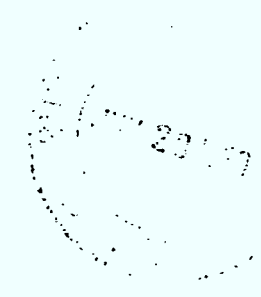
U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

June 27, 1930.

Handwritten marks: a large '2' in a circle, and '7' with initials 'JES' below it.



JUN 27 1930



Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

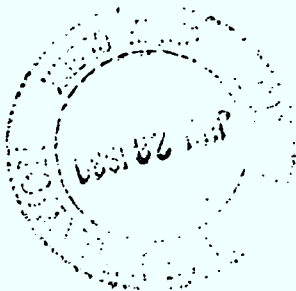
Dear Sir:

In compliance with Section 35 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- A. Marital status: Single. ?
- B. Names of societies or organizations with which connected: Member - International Association of Chiefs of Police; Phi Delta Phi Legal Fraternity; Sigma Nu Collegiate Fraternity; Masonic Order; First Lieutenant, Military Intelligence Department, Officers Reserve Corps, U. S. Army; University Club.
- C. Legal Residence: Cedar Rapids, Iowa.
- D. Education: A.B. and LL.B. - George Washington University.
- E. Name and address of person to be notified in case of emergency: Mr. H. A. Tolson, 1332 Farragut Street, N. W., Washington, D. C. - Telephone: Adams 10057.
- F. Offices where assignment preferred: No preference.

Respectfully,

*Clyde A. Tolson*  
CLYDE A. TOLSON,  
Inspector.



JUN 30 1930

67-95247-10
JUN 27 1930
RECORDED
INDEXED

C

CBS-2a

June 23, 1930.

Mr. Charles A. Nelson,  
Bureau of Investigation,  
Department of Justice.

Sir:

Your salary as Inspector in the Bureau of Investigation is hereby increased from \$6,000 per annum to \$6,400 per annum, in Grade GS-13, effective July 1, 1930, and payable from the appropriation for "Detection and Prevention of Crime," F. 1110.

Respectfully,

For the Attorney General,

(Signed) Charles E. Mason  
Assistant Attorney General.

RECORDED

67-9524-106	
BUREAU OF INVESTIGATION Personnel Files.	
JUN 27 1930 A.M.	
DEPARTMENT OF JUSTICE	
	FILE

108

JUN 26 1930

JUN 26 1930

June 26, 1930.

0  
Mr. C. A. Tolson,  
Washington, D. C.

Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter of the Assistant Attorney General advising you of your promotion from \$6,000 to \$6,400 per annum, effective July 1, 1930.

Very truly yours,

Encl.

Director.

211

7

RECORDED

67-9524-106

JUN 28 1930

e

103

CS:W

June 16, 1930.

Mr. C. A. Nelson,  
Inspector,  
Bureau of Investigation,  
Department of Justice.

Sir:

Your appointment is hereby extended, effective to-day, so that you will be allowed actual expenses of travel and actual expenses of subsistence not to exceed \$7.00 per day, as authorized by law.

Respectfully,

For the Attorney General,

(Signed) Charles P. Sisson  
Assistant Attorney General.

RECORDED

67-9524-105	
BUREAU OF INVESTIGATION Personnel Files.	
JUN 22 1930	A.P.
DEPARTMENT OF JUSTICE	
	FILE

JAF:MB

June 16, 1960

MEMORANDUM FOR MR. ROSENBERG, ALBANYVILLE CLERK

Thomas prepares a letter amending the appointment of Mr. G. A. Tolson, Inspector, CAF-13, \$6800 per annum, so as to provide that he will be allowed actual expenses of travel and actual expenses of subsistence not to exceed \$1.00 per day, as authorized by law. This amendment should be made effective immediately.

Director.

Approved:

Assistant Attorney General.

1914  
JUN 14 1960

RECORDED

67-9524-104

BUREAU OF INVESTIGATION	
FEDERAL BUREAU OF INVESTIGATION	
JUN 16 1960 A.M.	
DEPARTMENT OF JUSTICE	
	FILE

105

7-21-53

June 13, 1953.

PROPOSED PROMOTIONS AND SALARY ADJUSTMENTS

Recommendations for the next 12 months promoting the following employees of the Bureau of Investigation, Department of Justice:

NAME	POSITION	PRESENT GRADE	PROPOSED GRADE	PROPOSED SALARY	NO SALARY
L. J. Conroy	Asst. Dir.	GS-13	GS-15	\$6000	\$6200
H. H. Ginn	Asst. Dir.	GS-13	GS-15	\$5000	\$5200
T. L. Jones	Asst. Dir.	GS-11	GS-11	4000	4200
G. W. Smith	Inspector	GS-11	GS-13	6000	6700
H. H. White	Asst. Dir.	GS-11	GS-11	5000	4000
H. A. Taylor	Asst. Dir.	GS-11	GS-11	5000	4000

Recommendations for promotion and salary adjustments effective July 1, 1953, payable from the appropriate "Departmental Personnel and Maintenance of Grades." FIVE.

Director.

Approved:

Assistant Attorney General.

May 27, 1930.

MEMORANDUM FOR MR. NATHAN  
LEWIS, TOLSON ✓

With reference to the efficiency rating submitted for the Birmingham office, I note that Special Agent Shivers was rated by his Agent in Charge at 80%, salary \$8,400 and that the last increase received by him was in May 1929. This Agent was recommended by you for an increase of \$100.00.

At the same time, it is noted that Special Agent Temple was rated at 80.70%, salary \$8,400 per annum, and last promoted in 1928. However, he was not recommended for an increase in salary. This does not seem to be consistent.

Very truly yours,

Director.

67-8883-140

107

MEMPHIS

May 10, 1930.

MEMORANDUM FOR MR. KEITH.

*C.A. + Zeller*

I am desirous of expressing to you, and through you to the individual members of the Annual Conference, my official and personal appreciation of the efforts and attention given by the members of this Annual Conference to their work during the past week. It is evident from the memorandums of the actions taken by the Annual Conference, which have been sent to me, that very careful thought and study have been given to the various matters coming before the Conference for its decision. The large number of suggestions which were received, and which have been acted upon within the course of the week, indicate that the Annual Conference has labored indefatigably during their sessions.

I feel that such constructive work has been accomplished and the members of the Conference are to be congratulated upon their efforts and accomplishments.

Personally, I am deeply appreciated of the care, sincerity, and labor of each member who has participated in this work.

Very truly yours,

Director.

*67-118-191*



April 14, 1930.

MEMORANDUM FOR MR. TOLSON. 0

With reference to your memorandum of the 10th inst. concerning the file of Special Agent J. G. McCreath, I note that in the second to the last paragraph on page two, giving the number made by this Agent on the two bundles, you do not specify which grade was assigned on the separate bundles.

Very truly yours,

Director.

24

67-9524-103

BUREAU OF INVESTIGATION	
APR 14 1930 P. M.	
DEPARTMENT OF JUSTICE	
	FILE

4433

April 10, 1930.

MEMORANDUM FOR INSPECTOR TOLSON.

I beg to acknowledge receipt of your memorandum of April 5th, in response to invitation extended in Bureau letter of April 1st, to submit suggestions or expressions relative to changes in Bureau rules and policies which may be considered desirable.

I desire to thank you for the suggestion in question and to state that it will receive careful consideration.

Very truly yours,

Director.

RECORDED

67-9524-162  
 APR 11 1930 P.M.  
 BUREAU OF INVESTIGATION  
 Personnel Files.  
 DEPARTMENT OF JUSTICE  
 FILE

APR 10 1930

110

1-10-33

March 11, 1933.

Memorandum for Mr. Donahoe re, Appointment Clerks

Please prepare the necessary letters promoting the following employees of the Bureau of Investigation, Department of Justice:

Name	Title	From Grade	To Grade	From Salary	To Salary
J. A. Johnson	Special Agent	CAF-8	CAF-9	\$3200	\$3700
C. F. Cowley	Special Agent	CAF-8	CAF-9	\$3200	\$3700
H. J. Connelley	Special Agent	CAF-12	CAF-12	\$5000	\$5000
H. A. Tolson	Inspector	CAF-13	CAF-13	\$4000	\$4000
T. F. Galles	Inspector	CAF-13	CAF-13	\$3900	\$3900

The above changes are to take effect March 15, 1933, payable from the appropriation for "Detection and Prosecution of Crime." P.M.M.

Director.

Approved:

Assistant Attorney General.

TELETYPE

67-9524-101

BUREAU OF INVESTIGATION  
 Department of Justice  
 MAR 15 1933  
 DETROIT, MICHIGAN  
 InE

111

March 20, 1959.

Mr. C. A. Tolson,  
Washington, D. C.

Dear Mr. Tolson:

It is with pleasure that I am en-  
closing herewith the letter of the Assistant  
Attorney General advising you of your promo-  
tion from \$5,800 to \$6,000 per annum, effective  
March 10, 1959.

Very truly yours,

Encl.

Director.

2 Hh  
Lester

7

67-9524-100

112

CFM:pb

March 14, 1930

Mr. C. A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

Your salary as Inspector, Bureau of Investigation, is hereby increased from \$6,500 per annum in Grade GS-14 to \$8,000 per annum in Grade GS-15, effective March 15, 1930, and payable from the appropriation for "Detection and Prosecution of Crimes," FIELD.

Respectfully,

For the Attorney General,

Assistant Attorney General.

67-9524-100

BUREAU OF INVESTIGATION
PERSONNEL DIVISION
MAR 21 1930
DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 20, 1930.

2

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

MAR 21 1930

Dear Mr. Hoover:-

I have received and desire to thank you for  
your communication of to-day, advising me of an increase  
in salary.

Very truly yours,

*Clyde A. Tolson*  
Clyde A. Tolson,  
Inspector.

MAR 21 1930

MAR 22 1930

67-9524-99

MAR 21 1930

114

CT:ACS

March 20, 1930.

MEMORANDUM FOR THE DIRECTOR.

With further reference to your memorandum of March 17, concerning the follow-up system in effect at the Bureau, I desire to refer to the manner in which the Inspectors' reports on neglected cases are handled at the Bureau.

Under the present arrangement, the entire report is routed to Divisions Two, Three, and Four for such comment or action as the particular Supervisor concerned may deem necessary. Since sufficient time usually has not elapsed between the date of the inspection and the time the report reaches the Supervisor for the field office to submit an investigative report, I believe the usual procedure is for the Supervisor to give very little attention to the cases criticized. No method has been devised for the Supervisor to follow up the field offices to determine whether the instructions of the Inspectors have been complied with. This seems to be unsatisfactory and I desire to suggest that the Inspectors be instructed to see that the criticism of each individual case is typed on a separate sheet of paper together with the address of the Special Agent in Charge. The original and two copies of the complete memorandum concerning neglected cases can be sent to the Bureau. The original can be retained with the regular inspection report in the file of the field office involved and the two carbon copies can be handled at the Bureau in the same manner as carbon copies of inter-office communications. These carbons can then be routed to the Supervisor handling the class of case criticized and thus receive attention similar to that accorded a field office letter concerning a case under investigation. The duplicate carbon copy can be retained by the Supervisor for use as a tickler in order that he may determine whether the case receives the attention which the Inspector believes should be given.

I have talked with Mr. Nathan, Mr. Baughman, and Mr. Waters concerning this plan and all of them agree that it would be an improvement over the present system.

RECORDED

APR 12 1930

67-9524-98

115

Mem - Director.

- 2 -

March 20, 1950.

At the present time, inspection reports are sometimes held by the supervisor for several weeks before being reviewed and followed up. The plan suggested would make it necessary for the supervisor to handle the report on each neglected case within the forty-eight hour limit which prevails at the Seat of Government and for that reason will expedite attention to inspection reports.

If you agree with the suggestion made, there are attached hereto the necessary letters to place the same into effect immediately.

Respectfully,

Clyde A. Tolson,  
Inspector.

Incl.

116



CT:ACS

February 23, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that a test similar to the one used in examining applicants for appointment as stenographer in the Bureau at Washington be prepared and furnished Special Agents in Charge of Bureau Field Offices for their use in testing the stenographic proficiency of applicants for appointment in the field service.

I have noted that Agents in Charge dictate from the Manual of Rules and Regulations and sometimes from newspapers and, in many cases, the Chief Clerk of the Bureau does not have the original draft in his possession at the time for grading the test paper.

If you approve of this suggestion, I shall be glad to secure a dictation test form from the Civil Service Commission which has heretofore not been used in the Bureau and to prepare the necessary letters of transmittal of these test papers to the Agents in Charge.

Respectfully,

Clyde A. Tolson,  
Inspector.

*Handwritten signature: C. Tolson*

February 23, 1930.

MEMORANDUM FOR THE DIRECTOR.

I have talked with Miss Candy, Mr. Nathan, and Mr. Wade relative to the Bureau typing test and the fact that it does not appear to accurately reflect the typing ability of applicants for appointment in the Bureau and typists in the service. The test rating system in use by the Bureau is taken over the plain copy test employed by the Civil Service Commission, but it is less difficult than the Commission test owing to the fact that the rough draft copying test and intelligence test used by the Commission are not made a part of the Bureau's examination.

In order to make the Bureau's test more indicative of typing ability, it is suggested that the present form of rating test papers be changed to eliminate the weight given to neatness altogether and to give the speed with which the copy is typed less weight. If you approve of this, there is attached hereto amended rules to be followed in rating test papers. In the event of your approval of these rules, a copy of the same should be forwarded to each Inspector, as well as to the Chief Clerk, in order that the system may be uniform throughout the Bureau in rating employees in the service as well as applicants for appointment.

Respectfully,

Clyde A. Tolson,  
Inspector.

Encl.

Personnel  
of  
Hale

67-0-1704

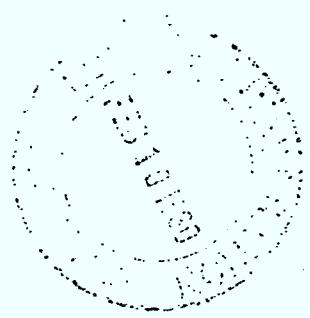
118

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

2

February 18, 1930.



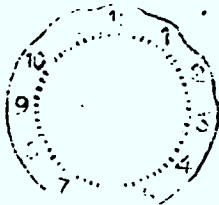
Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Mr. Hoover:-

Please accept my thanks for your communication of today advising me of a promotion from \$5,600 to \$5,800 per annum. I am grateful to you for this promotion.

Very truly yours,

*Clyde A. Tolson.*  
Clyde A. Tolson,  
Inspector.



FEB 19 1930

RECORDED  
FEB 20 1930

67-9524-97  
SEARCHED INDEXED  
SERIALIZED FILED  
FEB 19 1930 P. M.  
FBI - WASH. D. C.

119

JTB:O'B

February 18, 1930.

Mr. C. A. Tolson,  
Washington, D. C.

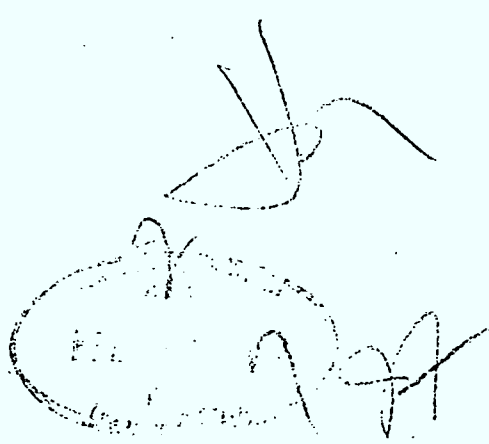
Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter from the Assistant Attorney General advising you of your promotion from \$5,000 to \$5800 per annum, effective February 18, 1930.

Very truly yours,

Encl.

Director.



RECORDED

67-9524-96

093:10

February 12, 1930

Mr. W. A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

Your salary as Inspector, Bureau of Investigation, is hereby increased from \$3600 per annum to \$4320 per annum, in Grade Caf-13, effective February 10, 1930, and payable from the appropriation for "Detection and Prosecution of Crime", F.B.I.

Respectfully,

For the Attorney General.

(Signed) Charles P. Wilson

Assistant Attorney General.

RECORDED

67-9524-96

121

U. S. Department of Justice  
Bureau of Investigation

515 Johnston Bldg.  
Charlotte, N.C.  
Feb. 21, 1930.

12  
16

Director,  
Bureau of Investigation,  
Dept. of Justice,  
Washington, D. C.

Dear Sir:

I think the attached article from "The  
Charlotte Observer" of February 23, 1930 refers  
to a visit which the writer made to the local  
Police Department on Friday, February 21st.

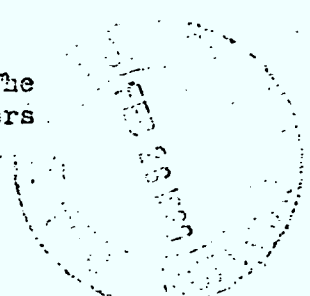
Respectfully,

*Clyde A. Tolson*

C. A. Tolson,  
Inspector.

CT:C  
Encl.

*gm*



66-2396-79	
BUREAU OF INVESTIGATION	
FEB 25 1930 P. M.	
DEPARTMENT OF JUSTICE	
Div. One	FILE
Div. Two	
Div. Six	

FEB 27 1930

FEB 24 1930

*102*

**OLSON CAME AFTER VISIT  
WITH POLICE DEPARTMENT**

A. A. Olson, department of justice agent, of Washington, left Charlotte yesterday after a trip here to ascertain the needs of the city police department's new bureau of identification and criminal investigation.

Further supplies from the government were received during the day to aid the city police in following a uniform crime reporting system.

*Charlotte Observer*

*2-23-25.*

*66-2396-79*

*123*

21000

February 9, 1933.

Enclosed are for Mr. [Name], Appointment Clerks

Please forward the necessary letters providing the following employees of the Bureau of Investigation of the Department of Justice:

<u>Name</u>	<u>Title</u>	<u>From</u> <u>Class</u>	<u>To</u> <u>Class</u>	<u>From</u> <u>Salary</u>	<u>To</u> <u>Salary</u>
E. P. Cullen	Inspector	CAF-13	CAF-13	\$3000	\$3000
7 G. A. [Name]	"	" "	" "	\$3000	\$3000
H. J. [Name]	Special Agent	CAF-12	" "	\$2800	\$2800
H. K. [Name]	"	CAF-11	CAF-11	\$2600	\$2600
C. H. [Name]	"	CAF-13	CAF-13	\$3000	\$3000
G. M. [Name]	"	" "	" "	\$2800	\$2800
H. P. [Name]	"	CAF-11	CAF-11	\$2400	\$2400

The above positions are payable from the appropriation for "Detection and Prosecution of Crimes," F. I. C. 1100, effective February 16, 1933.

Very truly yours,

Director.

67-9524-95X

RECORDED

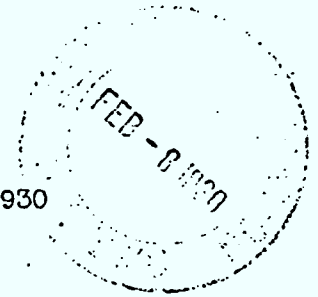
124



JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

Feb. 8, 1930



MEMORANDUM FOR THE DIRECTOR

Enclosed herewith find the fingerprints  
of  
CLYDE A. TOLSON.

A search of the files of the National  
Division of Identification and Information  
fails to disclose any record of the above  
employee.

Respectfully,

E. K. THODE,  
Chief,  
Division of Identification  
and Information.

Encl No. 448229

RECORDED

FEB 10 1930

67-9524-95

105

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.  
February 4, 1930.

MEMORANDUM FOR THE PERSONNEL FILE OF  
Clyde A. Tolson.

The above-named employee attended the  
Bureau training school conducted by Inspector  
Keith, which began on January 2, 1930.

*C.T.*

RECORDED

FEB 5 1930

67-9524-94  
BUREAU OF INVESTIGATION  
FEB 5 1930  
RECEIVED  
FILES

*78.*

*1026*

January 4, 1930.

MEMORANDUM FOR THE DIRECTOR.

Attached hereto is a revised Report of Interview form which it is suggested be used hereafter by the Inspectors in interviewing applicants for appointment in the Bureau. Question Six, which cannot be filled out by an Inspector under the present system of interviewing, has been eliminated from the old form, leaving more space for the interviewing officer's general comments, and certain minor changes also have been made in the form. The printing of the form on both sides of the sheet will also be helpful.

Respectfully,

Clayton A. Tolson, X  
Inspector.

27

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

*Tolson*

January 4, 1930.

MEMORANDUM FOR THE DIRECTOR.

I wish to suggest the desirability of revising the sets of questions now in use by the Inspectors in examining Bureau employees on the contents of the Manual of Rules and Regulations and the Manual of Instructions. The present sets contain many inconsequential questions which do not call for a categorical reply and these questions are not being used. I think the number of questions should be reduced to 50 or 60 and that only those questions which can be used in oral examination work should be selected.

I further believe that after attendance at the Training School now in session, Special Agents in Charge should be asked and expected to satisfactorily answer the entire set of questions when being examined by an Inspector. It would appear that the manuals have been in the possession of field employees sufficiently long for the Bureau to expect the Agents in Charge to be thoroughly familiar with their contents.

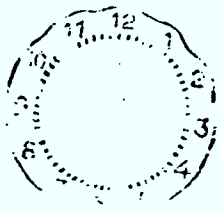
Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson,  
Inspector.

JAN 20 1930

I approve this. Please see me.

*1/4/30 J. E. H.*



*Have Tolson, Quinn & Cullen prepare questions for approval.*  
*1/6/30 J. E. H.*

*128*

7

Cedar Rapids, Iowa,  
December 27, 1929.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

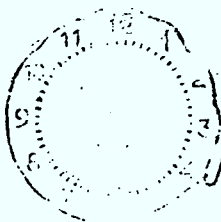
Dear Mr. Hoover:-

I am very grateful to you for your letter of December 25, 1929, notifying me of my promotion to the rank of Inspector.

In accordance with the instructions contained in the letter from Assistant Attorney General Cisson, duplicate copies of office are enclosed herewith.

Very truly yours,

*Clyde A. Tolson*  
Clyde A. Tolson.



RECORDED

JAN 2 1930

*Received*

DEC 28 1929

67-9524-92  
BUREAU OF INVESTIGATION

DEC 30 1929  
DEPARTMENT OF JUSTICE  
Div. Seven

1073

I, Clyde A. Tolson....., do solemnly

swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Inspector, Bureau of Investigation, Department of Justice, on which I am about to enter: So help me God.

(Sign Here) Clyde A. Tolson

Subscribed and sworn to before me this 16 day of December, A. D. 1929.

Where born - Near Iaredo, Mo.  
Date of birth - May 22, 1900.  
Whence appointed:  
State - Iowa. County - Linn.  
Congressional District: 5th.

[Signature]  
.....  
Notary Public.

NOTARY PUBLIC IN AND FOR THE STATE OF IOWA, COMMISSION EXPIRES July 4, 1930  
COUNTY, IOWA

: SEAL :  
X-----X

Date of entry upon duty: December 25, 1929.

Residence: Cedar Rapids, Iowa.

[Handwritten Signature]

TO WHOM IT MAY CONCERN:

This is to certify that the honor *E. A. Tamm*

Department of Justice  
Bureau of Investigation

Washington, D. C. *December 15, 1929*

*Suspect*

of the Bureau of Investigation *RECEIVED*

*Director*

ATTORNEY GENERAL

JTH:NO'B

December 23, 1929.

Mr. Clyde A. Tolson,  
524 South Twelfth St. East,  
Cedar Rapids, Iowa.

Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter of the Assistant Attorney General advising you of your promotion from Special Agent to Inspector, and from \$1,000 to \$5,000 per annum.

Very truly yours,

Encl.

Director.

RECORDED

67-9524-91



CDE-AGJ

December 13, 1939.

Mr. C. A. Tolson,<sup>0</sup>  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred and promoted from Special Agent to Inspector, Bureau of Investigation, with salary at the rate of \$7500.00 per annum in Grade GS-10, effective with entry on duty. You will also be allowed \$6.00 per diem in lieu of subsistence together with actual expenses of travel and operation when absent from official headquarters Washington, D.C. Your salary, expenses and per diem will be paid from the appropriation for "Detection and Prosecution of Crimes," (Field).

You should execute the required oath of office.

Respectfully,

For the Attorney General,

(Signed) Charles P. Sisson

Assistant Attorney General.

RECORDED

67-9524-91

*[Handwritten signature]*

133

From  
**OFFICE OF THE DIRECTOR, BUREAU OF INVESTIGATION**  
 To  
**OFFICIAL INDICATED BELOW BY CHECK MARK**

- Attorney General .....
- General Donovan .....
- General Lohring .....
- General Willebrandt .....
- General Marshall .....
- Mr. Chase .....
- Mr. Carusi .....
- Mr. Baldwin .....
- Mr. Stewart .....
- Assistant Director .....
- Inspector .....
- Chief, Division 3 .....
- Chief, Division 5 .....
- Chief, Division 6 .....
- Chief, Division 7 .....
- Miss Gandy .....
- Personnel Filing Section .....
- .....
- .....
- .....

1-10-30

Division Seven.

Will you please prepare the necessary papers recommending the promotion of the following:

- Inspector J. W. Ryan, from grade GS13, \$6,800 to GS14, \$8,800.
- Inspector J. E. Keith, from grade GS13, \$6,400 to GS14, \$8,400.
- Inspector E. F. Sullivan from grade GS13, \$6,800 to GS14, \$8,800.
- Inspector A. A. Tolson from grade GS13, \$6,800 to GS14, \$8,800.

Director.

See 67-1014-98

134

3715-0

December 13, 1959.

Memorandum for Mr. Cornberger, Appointment Clerk:

Please prepare a letter transferring and promoting Mr. C. A. Tolson from Special Agent, CAI-12, \$4,800 per annum, to Inspector, CAI-13, \$5,800 per annum, and \$4.00 per diem in lieu of subsistence and actual expenses of travel and operation when absent from official headquarters which are fixed at Washington, D. C., payable from the appropriation for "Detection and Prosecution of Crime." FI 10. Effective with entry on duty.

Director.

Approved:

Assistant Attorney General.

RECORDED

67-9524-90

*[Handwritten signature]*

135

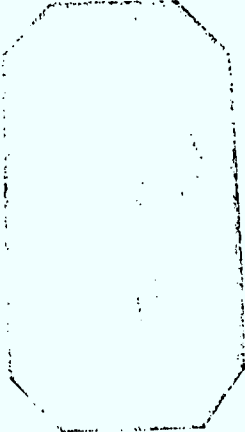
981

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

April 11 1937

To whom it may concern

This is to certify that William D. [unclear],  
the bearer, whose signature and picture appear hereon, was regu-  
larly appointed a Special Agent of the Bureau of Investigation  
of the Department and as such is charged with the duty of inves-  
tigating violations of the laws of the United States and collecting evidence in cases in  
which the United States is or may be a party in interest.



William D. [unclear]

[Signature]  
Director, Bureau of Investigation.

William D. [unclear]  
Attorney General.

CP:168

November 6, 1923

*John D  
Hammick*

MEMORANDUM FOR THE DIRECTOR.

The undersigned begs to suggest that a more logical allocation of field office territory might be effected by the consolidation of the Indianapolis and Columbus Bureau Offices and the establishment of an office in the City of Cincinnati. There is given below information showing the distances of several places under the present territory allocations:

Eastern Kentucky Judicial District - now under Columbus Office:

To Cincinnati. To Columbus.

	To Cincinnati.	To Columbus.
Covington (U. S. Attorney)	2 Miles.	119 Miles.
Madison (Court)	119 "	285 "
Morehead "	98 "	227 "
London "	62 "	190 "
Shelby "	170 "	285 "
London "	172 "	208 "
Frankfort "	180 "	122 "

The population of Cincinnati on July 1, 1920, was 445,700; Columbus, 239,000.

Southern Ohio Judicial District - now under Columbus Office:

To Cincinnati. To Columbus.

	To Cincinnati.	To Columbus.
Cincinnati (U. S. Attorney)	0 Miles	116 Miles
Columbus (Court)	116 "	0 "
Dayton "	54 "	70 "
Steubenville "	277 "	148 "

Western Kentucky Judicial District - now under Indianapolis Office:

To Indianapolis To Cincinnati To St. Louis

	To Indianapolis	To Cincinnati	To St. Louis
Louisville (U. S. Atty.)	112 Miles	114 Miles	274 Miles
Fredonia (Court)	107 "	80 "	171 "
Bowling Green (Court)	225 "	227 "	324 "
Greensboro (Court)	225 "	227 "	207 "

RECORDED

NOV 15 1923

67-9524-89

137

Population: Cincinnati, 413,700, Indianapolis, 332,000.

Southern Judicial District of Indiana - now under Indianapolis Office:

	To Cincinnati.	To St. Louis.
Indianapolis (U. S. Attorney)	110 Miles	241 Miles
Terre Haute (Court)	102 "	160 "
Evansville "	233 "	105 "
New Albany "	100 "	271 "

It would appear from the foregoing that both the Eastern and Western Judicial Districts of Kentucky, the Southern Judicial District of Ohio and the Southern Judicial District of Indiana, might properly be placed under the investigative jurisdiction of an office to be created at Cincinnati, Ohio.

The office of the United States Attorney for the Southern District of Ohio, now covered by the Columbus Office, is located in the Federal Building at Cincinnati, in which building all of the branches of the Department of Justice are at present located. It has been ascertained that some Federal agencies in the city are renting private quarters and it is not known whether such procedure would be necessary in the event of the establishment of a Cincinnati Office. This change would, of course, obviate the need for one Special Agent in Charge since all of the territory now covered by the Indianapolis Office would be reallocated.

It is further suggested that consideration be given to the advisability of transferring jurisdiction over the Northern Judicial District of Ohio, now covered by the Columbus Office, to the Detroit Bureau Office. The following schedule indicates that this territory is more easily accessible to the Detroit Office:

Northern Judicial District of Ohio - now under Columbus Office:

	To Columbus.	To Cincinnati.	To Detroit.
Cleveland (U. S. Atty.)	139 Miles.	262 Miles.	171 Miles.
Toledo (Court)	123 "	202 "	58 "
Youngstown (Court)	135 "	301 "	244 "
Lima (Court)	98 "	131 "	139 "

It is further believed that the two Judicial Districts in the State of West Virginia could be reallocated to the Pittsburgh Bureau Office. This territory is now handled by resident agents at Huntington and Parkersburg, West Virginia, both of which cities are nearer Pittsburgh than the District of Columbia. The present Pittsburgh Office

138

territory does not appear to be large enough to justify the office there. In this connection, there are given below the distances of travel involved to the Judicial Districts in question from Pittsburgh, Washington and Cincinnati:

West Virginia Northern District - now under Washington Field Office:

	To Cincinnati.	To Pittsburgh.	To Washington.
Parkersburg (U. S. Atty.)	198 Miles.	130 Miles.	358 Miles.
Martinsburg (Court)	473 "	322 "	74 "
Clarksburg "	277 "	160 "	276 "
Wheeling "	182 "	68 "	333 "
Elkins "	353 "	231 "	235 "

West Virginia Southern District - now under Washington Field Office:

	To Cincinnati.	To Pittsburgh.	To Washington.
Charleston (U. S. Atty.)	191 Miles.	222 Miles.	437 Miles.
Charleston (Court)	211 "	222 "	337 "
Hinton "	325 " Apprais.	301 "	532 "
Millersburg "	219 " "	322 " Apprais.	575 "
Wetzel Springs (Court)	377 " "	319 " "	575 "

At the present time, the Eastern Judicial District of Pennsylvania is under the jurisdiction of the Pittsburgh Office and the Middle and Western Judicial Districts of Pennsylvania are under the jurisdiction of the Philadelphia Office.

It is suggested that the Middle and Western Districts of Pennsylvania as they are, be reallocated to the New York City Office, together with that portion of the State of New Jersey now under the jurisdiction of the Philadelphia Office. In the event this reallocation were made, the entire State of New Jersey, comprising a Judicial District, would be under the jurisdiction of the New York City Office, whereas now the State is divided. The State of Delaware, comprising a Judicial District, now under the jurisdiction of the Philadelphia Office, could be handled from the Washington Field Office.

A study is being made at the present time of the number of new cases indicated in the Philadelphia Bureau Office territory, and it is believed that the same will justify the suggestion made herein that the Philadelphia Office be abolished. A report of this survey will be forwarded to you tomorrow.

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Pennsylvania Eastern District - now under Philadelphia Office:

Philadelphia to New York City:	88 Miles
Philadelphia to Washington, D. C.:	115 "

Pennsylvania Middle District - now under Philadelphia Office:

	To Philadelphia	To Pittsburgh	To New York City
Scranton (U. S. Atty.)	110 Miles	228 1/2 "	125 Miles
Scranton (Court)	115 "	210 "	135 "
Harrisburg "	105 "	245 "	145 "
Lewisburg "	135 "	210 "	210 "
Williamsport "	137 "	207 "	227 "

Delaware, now under Philadelphia Office:

	To Philadelphia	To Washington	To New York City
Wilmington (U. S. Atty.)	55 Miles	105 Miles	115 Miles

New Jersey - now divided between the New York City and Philadelphia Offices:

	To Philadelphia	To New York City
Trenton (U. S. Attorney)	55 Miles	55 Miles
Howarth (Court)	60 "	9 "
Camden "	1 "	30 "

Attached hereto is a photostatic copy of a map which has been marked to show the proposed reallocation of field office territory.

Respectfully,

Encl.

148



SP-1011  
67-3021-68

November 7, 1968.

RECORDED

NOV 8 1968

Mr. Clyde Tolson,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Mr. Tolson:

Your memorandum of November 4, 1968, has been received and the suggestion therein contained is at this time receiving the Bureau's careful attention.

I desire to commend you for the interest in the Bureau's welfare manifested by your reply to my request for suggestions from the field.

Very truly yours,

Director.

*JWK*

144

CH:ACS

November 4, 1949.

MEMORANDUM FOR THE MEMORANDUM.

For consideration by the Manual Committee,  
I beg to request the desirability of having inter-Union  
case responses confirmed by sending a carbon copy of the  
original telegram to the addressee by mail.

Respectfully,

RECORDED

67-9524-88

NOV 8 1949

*ack  
11/1/49*

*[Handwritten signature]*

*140*

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

2 Ha

October 30, 1929.

MEMORANDUM FOR THE DIRECTOR.

With reference to your inquiry of October 29, 1929, concerning a letter from Agent in Charge Keep in response to one from the Bureau dated October 21, 1929, listing some twenty-one errors appearing in communications emanating from the Pittsburgh Office during the period from August 15, to October 15, I beg to advise you that the error card recording the error to which Mr. Keep refers was prepared by Supervisor McBride and that the file in the case was reviewed by the writer before the preparation of the letter in question.

A further check of the file indicates that the error referred to should not have been charged to the Pittsburgh Office to which an undeveloped lead was directed by the Dallas Office in the case. The statement made concerning the Pittsburgh report to the effect that neither the report nor the file in the case up to that time indicated that a warrant of arrest had been issued for the Subject or a "non est" return made was correct; however, in the case of an escape another warrant of arrest is not necessary in order to justify the insertion of the word "Fugitive" in the title of the investigative report.

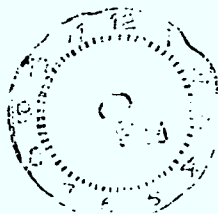
I regret exceedingly that this error occurred.

Respectfully,

Ceyde A. Tolson<sup>o</sup>

RECORDED  
OCT 31 1929

67-9524-87	
BUREAU OF INVESTIGATION	
OCT 31 1929 P. M.	
MAIL ROOM	FILE



OCT 30 1929

143

Letter to SAC-Veterli, dated 10-23-78:

"At the end of September last, at which time Agent Clyde A. Tolson was Acting Agent in Charge of the Washington Field Office the abstract slip containing statistical information in the case of Russell Perry, your file 21-1478, was not submitted to the Bureau with the September administrative report."-----

✓ 67-57457-172

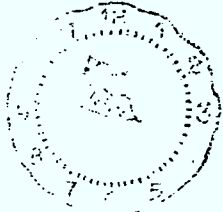
PCP

# Department of Justice

Bureau of Investigation

Washington, D. C.

October 14, 1929.



## MEMORANDUM FOR THE DIRECTOR.

OCT 14 1929

With regard to the communication of Agent in Charge Schilder, dated October 9, 1929, calling attention to certain apparent discrepancies in the photographic chart showing the progress of the Identification Division of the Bureau from 1924 to 1929, I beg to state that Mr. Schilder's figures have been checked and are correct. The chart is wrong and the annual reports upon which the chart is based are incorrect to the extent noted as follows:

The annual report for the fiscal year ending June 30, 1926, shows fingerprints received, 138,003, fingerprints on hand 1,052,852. Prints on hand July 1, 1925 were recorded as 914,843. 914,843 plus 138,003 aggregate 1,052,851 rather than 1,052,852. This is one more than the correct total and, of course, this minus print will appear in a minus quantity in all subsequent reports.

The figures shown for 1927, i. e., fingerprints received, 166,920; fingerprints on hand, 1,219,772, are correct. However, the latter figure, 1,219,772, is not as shown on the typewritten original copy of the annual report, which indicates that some person has checked and corrected said typewritten copy.

The annual report for the year ending June 30, 1928, shows 220,996 prints received and a total on hand after receipt of 1,440,099. This is incorrect, 1,219,772 plus 220,996 equals 1,440,768. The figures 1,440,099 were taken from the annual report for 1928, which is incorrect. The chart in question is therefore 669 prints less than the correct figure for that year.

The prints shown as received and on hand for the year 1929 are correct with the exception that the 1 minus and the plus 669 appear thereon and throw it out of complete balance by 663.

*Handwritten notes:*  
K...  
10/21/29

RECORDED

OCT 24 1929

67-9524-86	
BUREAU OF INVESTIGATION	
OCT 20 1929 P. M.	
[Signature]	
FILE	

145

With regard to the responsibility for the foregoing, it would appear that the chart referred to was prepared by Mr. Romney, X under the direct supervision of Mr. Tolson. Mr. Tolson states that he will accept full responsibility therefor; that he took his figures from the annual report in every case and that he did not check said figures in order to be certain that they balanced on the chart. Mr. Tolson states that no other person checked these figures.

With regard to the responsibility for incorrect figures in annual reports, the report for the fiscal year ending June 30, 1926, in which the error of one occurred, was prepared under the jurisdiction of Mr. Maynor. X Presumably the responsibility for this error is his. Inquiry will be made to ascertain whether any of the employees who prepared this report are in the service of the Bureau at the present time.

The report for the fiscal year ending June 30, 1928, in which appeared the error of 669 in computing the prints on hand, was prepared under the jurisdiction of Mr. Cullen. X Inquiries will be made as to the subordinate employees who may still be in the Bureau's service responsible therefor. The report is initialed "MC", which would indicate that Miss Mildred Crows X no longer with this Bureau, may have performed this work. Mr. Maynor's report bore the same subordinate initials.

In this connection, it should be noted that the report for the fiscal year ending June 30, 1927 is incorrect so far as the typewritten copy in the Bureau files is concerned by 261 prints, as mentioned in the foregoing. This would appear to have been corrected, but did not appear in the annual report for the year ending June 30, 1927. The prints received appearing in said annual report are correct.

The only recommendation the writer has to make, and it is pretty late to make recommendations, is that on all future figures of any kind or type which will appear in any document or documents emanating from the Bureau, an official check be made by an Accountant, preferably, in the writer's opinion, the Principal Accountant attached to the Washington Field Office.

Very truly yours,



FROM  
OFFICE OF DIRECTOR, BUREAU OF INVESTIGATION  
TO  
OFFICIAL INDICATED BELOW BY CHECK MARK

- Assistant Director.....
- Assistant to the Director.....
- Inspector.....
- Division Three.....
- Division Four.....
- 1/ Division Six.....
- Division Seven.....
- Division Eight.....
- Personnel Filing Section.....
- Secretary.....

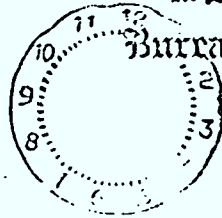
1929

*Please note & let me have  
your comment:-  
10/11/27 J. E. H.*

1927

J. EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice



Bureau of Investigation

Washington, D. C.

October 14, 1929.

OCT 14 1929 MEMORANDUM FOR THE DIRECTOR

*John. Thode*  
*10-21-29*  
*A 54*

I have conferred with Mr. Nathan with reference to the letter of Agent in Charge Schilder dated October 9, 1929, concerning the discrepancy appearing in the photographic chart indicating the growth of the National Division of Identification and Information for the years 1924 to 1929, and a report thereon has been prepared by Mr. Nathan.

At his instance, I have endeavored to check the responsibility for the errors appearing in the reports for the fiscal years ending June 30, 1927, and June 30, 1928. The first was prepared by Miss Crews under the supervision of Mr. Lieb who was then in charge of Division Six. The error was made in the addition of the monthly totals used in compiling the annual report. From what I am able to learn at this late date, Miss Crews always accepted the responsibility for preparing these reports, and very little checking was done other than to see that the substance was correct.

With reference to the report for the fiscal year ending June 30, 1928, it appears that this was also prepared by Miss Crews under Mr. Cullen's supervision. I have spoken to Mr. Cullen, who stated that as he recalls the report was checked, and that in fact a memorandum was submitted to the Bureau regarding an error in the report, for which Miss Crews was held responsible. With the aid of Miss O'Brien, a letter was found in the personnel file of Mr. Cullen dated August 30, 1928, in which you requested an explanation for an error appearing in the figures, without naming the particular figures involved. Mr. Cullen replied to this memorandum on September 8, 1928, advising that Miss Crews prepared the report, and admitted the error. In checking the copies of the report in the Bureau files, I find that the erroneous figures to which you referred were corrected, and were not the ones used in preparing the photographic chart in question. It therefore appears that Mr. Schilder is the first to have detected this error, and the report for the fiscal year 1928 was never entirely checked by any one.

67-9524-85	
BUREAU OF INVESTIGATION	
OCT 22 1929 A. M.	
DEPARTMENT OF JUSTICE	
Div. One	FILE

RECORDED  
OCT 23 1929

*148*

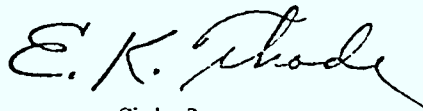


There is also an error of one print in the report for the fiscal year of 1926, which was likewise prepared by Miss Crews, under Mr. Maynor's supervision, and I presume the same explanation is in order for that discrepancy.

In accounting for the fact that the figures appearing on Mr. Lieb's report for the year 1927, are incorrect but the same item on the photographic chart is correct, I deduce that Mr. Tolson or Mr. Romney accepted the figures in the final draft of the annual report to the Attorney General for each year, and the one item which is incorrectly set out in Mr. Lieb's report does not even appear in the annual report to the Attorney General for 1927. It was then necessary for Mr. Tolson and Mr. Romney to compile this figure themselves, which was correctly done.

If it is your desire to have this chart reprepared, I shall be glad to compile the correct figures and accept entire responsibility therefor.

Respectfully,



Chief,  
Division of Identification  
and Information.

1249

Department of Justice

Bureau of Investigation

418 Federal Building,  
Buffalo, New York.

PERSONAL.

July 31, 1929.

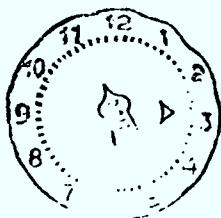
Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Mr. Hoover:

Please accept my sincere thanks for your letter of July 30, 1929, advising me of my promotion from Special Agent in grade CAF 10 to Special Agent, CAF 12. I assure you that I shall do my utmost to justify the confidence which you have placed in me.

Very truly yours,

*Clyde A. Tolson.*  
Clyde A. Tolson,  
Special Agent in Charge.



AUG 1 1929

RECORDED

67-9524-84	
BUREAU OF INVESTIGATION	
AUG 1 1929 P. M.	
DEPARTMENT OF JUSTICE	
Div. One	FILE

*J. J. [unclear]*

150

I, ..... *Clyde A. Tolson* ..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

..... *Special Agent, Caf. 12* .....  
..... *Bureau of Investigation* .....

on which I am about to enter: So help me God.

(Sign here) ..... *Clyde A. Tolson* .....

Subscribed and sworn to before me this ) Where born (State only) *Mo*  
..... *30<sup>th</sup>* ..... day ) Date of birth *May 22 1900*  
of *July* ..... A.D. 1929 ) Whence appointed:  
State *Iowa* County *Linn*  
Congressional District .....

..... *John C. Hill* .....  
Notary Public

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty *August 1 1929*

Residence *1200 16th St NW*  
*Washington DC*

JUL 30 '29

July 30, 1929.

Mr. C. A. Tolson,  
Washington, D. C.

Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter of the Assistant Attorney General advising you of your promotion from \$8,000 per annum in grade CAF 10, to \$11,000 per annum, in grade CAF 12, effective August 1, 1929.

Very truly yours,

Incl.

Director.

RECORDED

67-9524-83	
BUREAU OF INVESTIGATION	
JUL 31 '29 A. M.	
DEPARTMENT	JUSTICE
	FILE

2 H 7

BUREAU FILES DIVISION  
MAILED  
JUL 30 1929

152

NSP:VR.

July 25, 1929.

Mr. C. A. Tolson,  
Bureau of Investigation.

Sir:

You are hereby transferred and promoted from Assistant to the Director at \$3300.00 per annum, in grade GS-10, and are appointed a Special Agent in the Bureau of Investigation, Department of Justice, with salary at the rate of \$4000.00 per annum, in grade CAF-13. You will also be allowed your actual expenses of travel and operation and \$5.00 a day in lieu of subsistence when absent from official headquarters, which are fixed temporarily at Washington, D. C., and following your general assignment, your headquarters will be fixed from time to time at such places as may be deemed advisable by the Director of the Bureau of Investigation under whose supervision and instructions you will be employed.

Your salary, expenses and per diem will be paid from the appropriation for "Detection and Prosecution of Crimes".

This appointment will take effect when you enter on duty on or after August 1, 1929.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,

For the Attorney General,

(Signed) Charles P.

67-9524-32  
BUREAU OF INVESTIGATION  
JUL 30 1929 P. M.  
DEPT. OF JUSTICE  
Sisson FILE

Authority 849.  
July 24, 1929.

Assistant Attorney General.

153

CT:JMR

July 24, 1929.

Memorandum for Mr. Somborger, Appointment Clerk:

Please prepare a letter transferring and promoting Mr. C. A. Tolson from Assistant to the Director, GAF-10, \$3500 per annum, Division #1, (DEPARTMENTAL), to Special Agent in the Bureau of Investigation, Department of Justice, salary at the rate of \$2500 per annum in Grade GAF-12, and 13.00 per diem in lieu of subsistence and actual expenses of travel and operation when absent from official headquarters which are fixed temporarily at Washington, D. C., payable from the appropriation for "Detection and Prosecution of Crimes," FIELD. Effective with entry on duty, on August 1, 1929.

Director.

Approved:

Assistant Attorney General.

RECORDED

67-9524-81	
BUREAU OF INVESTIGATION	
JUL 30 1929 P. M.	
DEPARTMENT OF JUSTICE	
	FILE

1574

July 29, 1929.

MEMORANDUM FOR THE DIRECTOR.

*X Tolson*

I beg to refer to your memorandum of July 25, 1929, in which you call attention to the apparent failure of Division Seven to direct that Mr. Hugh H. Clegg be interviewed in connection with the application of Mr. Paul C. Reed, applicant for appointment as a Special Agent in the Bureau, and to a similar dereliction with regard to Congressman John G. Allen, a reference given by Mr. Thomas J. Modill, Jr., applicant for appointment as Typist.

A review of the file of Applicant Reed shows that he first applied for appointment as a Special Agent on October 25, 1926, at which time a special investigation of his case was ordered. Special Agent Hugh H. Clegg was given as a reference in the application and he was interviewed by Special Agent Lewis J. Bailey concerning the applicant on November 11, 1926. The case was briefed in the Chief Clerk's Office on December 2, 1926, and Mr. Clegg's views were set forth therein. At that time it was the Director's decision that Mr. Reed was not qualified for appointment. He again filed an application on May 17, 1929, and a supplemental investigation of his application was ordered under date of July 8, 1929. This investigation was recently briefed in Division Seven and a notation was made on the same referring to the previous brief in the case. Mr. Clegg was not re-interviewed because of the practice which has been followed in Division Seven of not requesting a second interview of references given by an applicant.

It would appear from the file of Mr. Thomas J. Modill, Jr., that there was an error in Division Seven in not including the name of Representative Allen as a reference in ordering the investigation in his case. Mr. Scamion, who briefed this case, states that he recalls distinctly that specific instructions were issued in connection with this case that Mr. Allen was not to be interviewed. However, no record of such instructions appear in the file.

I assure you that there has never been any desire on the part of the writer to use his own discretion as to who is or who is not to be interviewed in connection with character investigations of applicants. I have shown your memorandum to Mr. Fessenden for his information and guidance in ordering investigations in the future.

Respectfully,

67-7183-52

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

12

July 6, 1929

MEMORANDUM FOR THE DIRECTOR:

With respect to your inquiry concerning the June administrative report of the Pittsburgh Bureau Office, I beg to advise you that the same was received in Division Seven late in the afternoon of July 5th.

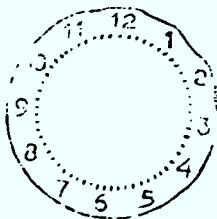
Mr. Keep's telegram states the report was mailed from his office on July 1st and the records of the Mails and Files Division show that the report reached the Bureau sometime on July 2nd. I have made inquiry concerning the matter but have been unable to determine where the report was from the time of its receipt in the Bureau until it reached Division Seven.

Respectfully,

Clyde A. Tolson

We should certainly be able to place the blame in this case.

7/8/29 J. E. H.



JUL 6 1929

RECORDED

JUL 17 1929

67-9524-80	
BUREAU OF INVESTIGATION	
JUL 16 1929	

158



STACE

May 5, 1939.

COMMUNICATIONS

67-9524-79

MEMORANDUM FOR THE DIRECTOR.

MAY 8 1939

With respect to the attached correspondence concerning a possible modification of the Monthly Administrative Report, I believe that the following information is all that the Bureau should require the field offices to furnish monthly:-

1. The names of all employees who have performed work under the supervision of the reporting office during the period, together with information as to the number of days, including Sundays and holidays, during which the employee was in duty status at the reporting office, exclusive of time in leave status. This information would enable the Bureau to check applications for leave, expense vouchers, etc., and it would appear that the same should be set forth on a regular report form rather than by letter.

In this manner, it becomes a permanent and easily accessible Bureau record.

2. The number of cases closed by each agent during the period and the number of cases assigned to each agent at the end of the period. From this, and the information referred to under 1 above, the Bureau can make a comparison of the average number of cases closed per agent in the various offices and can also check the distribution of work by Agents in Charge.

3. The total number of cases pending at the beginning of the period; the total number of cases received during the period; the total number of cases closed during the period; the total number of unassigned cases at the end of the period and the total number of cases awaiting final prosecutive action at the end of the period, all by classifications and without any distinction being made between original and reopened cases.

I believe it is important to furnish the totals of cases by classification, especially the number of cases pending at the beginning of the period and closed during the period and the number of unassigned cases pending at the end of the period,

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for only then such a report could the Bureau readily determine the status of work under a particular classification at a given time. This is doubtless often desirable, especially in bankruptcy investigations.

The information called for in column 3, page 1, is a duplication of work where the Bureau requires field offices to immediately report any change in home address or telephone number of our employees. (Section 21, page 60).

The information called for on page 2 of the present Administrative Report is of no value to the Bureau. The report of statistics is a duplication of work. The list of closed cases awaiting final prosecutive action required to be set out on page 4 serves no useful purpose at the Bureau.

It is believed that it should be the duty of the inspectors to check the progress of investigative work by field offices. I further believe that for the sake of the field offices and the convenience of the inspectors, a regular form should be provided for the field offices in which they should be required to list the information set out on page 4 of the Administrative Report, that is, the cases which have been closed under the regulations, but in which prosecutive action has not been completed.

Mr. Rosenfield's suggestion that the statistical data recorded at the Bureau from the abstract slips accompanying investigative reports be checked against the abstract slips to be forwarded to the Bureau by the field offices at the end of the month, appears to be a satisfactory method of accurately checking the data required and the adoption of this suggestion would make it unnecessary for the field offices to liberally list the cases in which the statistical data has been reported.

I do not think any change should be made in the present use of abstract slips or assignment cards, with the one exception that the dates of investigative reports should be recorded on the front of the assignment cards instead of on the back, as is now required. This is a simple matter but one which would save a great deal of time in the field offices.

Respectfully,

C. Johnson

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice

Bureau of Investigation

Washington, D. C.

April 29, 1929.

7

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

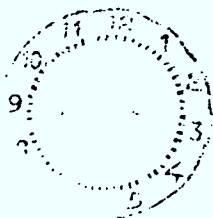
Dear Sir:

In compliance with the contents of Bureau Bulletin No. 12, 1929 Series, I beg to furnish the following information:

- A. Marital status - Single.
- B. Names of societies and organizations with which connected - Masonic Order; Phi Delta Phi Legal Fraternity; Sigma Nu Social Fraternity; First Lieutenant, Officers Reserve Corps, United States Army.
- C. Legal residence - Cedar Rapids, Iowa.
- D. Education - A. B., George Washington University, 1925.  
LL. B., George Washington University, 1927.
- E. Name and address of person to be notified in case of emergency - H. A. Tolson, (Brother), 1532 Farragut Street, Northwest, Washington, D. C.
- F. Offices where assignment preferred - No preference.

Very truly yours,

*Clyde A. Tolson*  
Clyde A. Tolson,  
Special Agent.



APR 29 1929

RECORDED  
MAY 14 1929

67-9524-78  
APR 29  
RECORDED  
100-50000  
97

159

CHC-ud

February 1, 1953.

Mr. C. A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred from Special Agent at \$2800 per annum in Grade GS-10 to Junior Administrative Officer (Assistant to the Director) at the same salary and in the same grade, in Division No. 1, effective today and payable from the next appropriation.

You should execute the required oath of office.

Respectfully,

W. J. Brennan  
Attorney General.

RECORDED

9<sup>th</sup>  
67-9524-77

I, Clyde A. Tolson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Junior Administrative Officer  
(Assistant to the Director)

on which I am about to enter: So help me God.

(Sign here) Clyde A. Tolson

Subscribed and sworn to before me this ) Where born (State only) Mo.

15<sup>th</sup> day ) Date of birth May 22, 1900

of Feb. A.D. 1929 ) Whence appointed:

State Iowa County Linn

Congressional District 5<sup>th</sup>

John C. Hill  
Notary Public

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty Feb. 1, 1929

Residence 1733 N Street N W

MEM:JER

February 2, 1929.

Memorandum for the Appointment Clerk:

You will please prepare a letter transferring Mr. C. M. Tolson from Special Agent in the Bureau of Investigation, Department of Justice, salary at the rate of \$2500 per annum in Grade CAF-10, to Junior Administrative Officer, Division #1, salary at the rate of \$3000 per annum in Grade CAF-10, payable from the appropriation for "Detection and Prosecution of Crimes." DEPARTMENTAL. Effective February 1, 1929. Vice C. C. Spears.

Director.

Approved:

Assistant Attorney General.

RECEIVED

67-952-7

162

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

January 18, 1929.

*2-20-29*

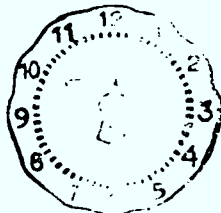
MEMORANDUM FOR THE DIRECTOR:

Replying to your memorandum of January 17, 1929, I beg to advise that the communication addressed to Mr. Findlay was written by Mr. Romney in Division Five and that, although the letter was checked by me before transmission to you for signature, the error referred to escaped my attention. I regret the occurrence of this error and will make every effort to see that similar mistakes are not made in the future.

Respectfully,

*Clyde A. Tolson*

*Div. One*



JAN 18 1929

RECORDED

JAN 21 1929

67-9524-25

JAN 18 1929 A. M.

*[Handwritten initials]*

ST. LOUIS

January 17, 1929.

MEMORANDUM FOR MR. TOLSON.

Enclosed returning to you herewith a  
document which prepared in your Division to  
Mr. [Name] and direct your attention to the  
error appearing in the second paragraph of  
the last page.

Will you please advise me as to  
the identity of the person responsible for  
this error, as the error was not carefully  
checked before being sent to me for signature.

Very truly yours,

W. J. [Name]

Director.

BUREAU FILES DIVISION  
MAILED  
JAN 18 1929  
U. S. DEPT. OF JUSTICE

67-9524-74  
JAN 20 1929

164



# Department of Justice

BUREAU OF INVESTIGATION

WASHINGTON, D. C.

April 2<sup>nd</sup>, 1928

To whom it may concern:

This is to Certify that on April 2<sup>nd</sup>, 1928,  
the bearer, whose signature and picture appear hereon, was regu-  
larly appointed a Special Agent of the Department and as such  
is charged with the duty of investigating violations of the laws of  
the United States and collecting evidence in cases in which the United States is or may  
be a party in interest.

*Clyde A. Tolson*

*[Signature]*  
Director, Bureau of Investigation.

*[Signature]*  
Attorney General.

GOVERNMENT PRINTING OFFICE

CAT:KCC

December 12, 1928

MEMORANDUM FOR THE DIRECTOR:

A communication has been received by the Bureau from the General Agent with regard to certain suspensions made by the General Accounting Office in connection with the settlement of the Disbursing Clerk's September, 1928, account. Included therein is the following advisory note:

"Hereafter services such as telephone, gas, electricity, water, etc., should be covered by a contract or a memorandum of agreement which has been properly numbered in accordance with General Regulations No. 51 and forwarded to this office (General Accounting Office)."

In order that all accounts for telephone service may be supported by the usual contract, it is suggested that a paragraph be inserted in the new Manual providing that prior to the beginning of each fiscal year field offices shall forward to the Bureau a contract or memorandum of agreement for telephone service executed by them in quadruplicate.

Respectfully,

RECEIVED

DEC 29 1928

67-9524-73  
DEC 27  
500

67-9 524-72  
TOLSON, CLYDE A.

\_\_\_\_\_ IN THIS FILE SKIPPED DURING  
SERIALIZATION.

2-20-57

\_\_\_\_\_  
142  
\_\_\_\_\_  
\_\_\_\_\_

I, ..... *Clyde A. Tolson* ..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

*Special Agent, Bureau of Investigation, Department of Justice*

on which I am about to enter: So help me God.

(Sign here) *Clyde A. Tolson*

Subscribed and sworn to before me this ) Where born (State only) *Mo.*  
..... *11<sup>th</sup>* ..... day ) Date of birth *May 22, 1905*  
of *December* ..... A.D. 1928 ) Whence appointed:  
State *Iowa* County *Linn*  
Congressional District .....

*John C. Hill*  
.....  
Notary Public.

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty *December 1, 1928*

Residence *1733 N Street NW*

CAT:JSR

December 4, 1954.

Memorandum for the Assistant Attorney General:

You will please prepare a letter to requesting and promoting W. G. A. Tolson, Jr., Special Administrative Assistant (Chief Clerk, Division 33), 711-3, \$3300 per annum, to Special Agent, 543-15, \$200 per annum, and \$4.00 per day in lieu of subsistence and actual expenses of travel and quarters when absent from official headquarters while on duty in connection with the investigation of the activities of the "Detection and Prevention of Crime" (D.P.C.) effective December 1, 1954. With J. P. A. Miller.

Director.

Approved:

Assistant Attorney General.

67-9524-71

CEP-AGJ

December 1, 1928.

67-9524-70

RECORDED

DEC 31 1928

Mr. C. A. Tolson,  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred and promoted from Senior Administrative Assistant (Chief Clerk, Division #5), at \$3200 per annum in Grade GAF-9, to Special Agent of the Bureau of Investigation, with salary at the rate of \$3500 per annum in Grade GAF-10. You will also be allowed your actual expenses of travel and operation and \$6.00 a day in lieu of subsistence when absent from official headquarters, which are fixed temporarily at Washington, D. C., and following your general assignment, your headquarters will be fixed from time to time at such places as may be deemed advisable by the Director of the Bureau of Investigation under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Detection and Prosecution of Crimes."

This appointment will take effect when you enter on duty.

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This letter is not to be considered as operating  
credentials and is not to be so used. Operating credentials  
are issued separately.

Respectfully,

(signed) J. G. Sarant,

Attorney General.

Authority 75720  
Vice P. E. Callagher

111

JTB: G\*2

December 7, 1923.

0  
Mr. C. A. Tolson,  
Department of Justice,  
Washington, D. C.

Dear Mr. Tolson:

It is with pleasure that I am enclosing herewith the letter of the Attorney General advising you of your promotion from \$3,500 per annum, in grade G-9, to \$4,500 per annum, in grade G-10, effective December 1, 1923.

Very truly yours,

Encl.

Director.

RECORDED

67-9524-69

DEC 8 1923

172



JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

2

December 7, 1928.

RECORDED FOR THE DIRECTOR

In accordance with your instructions, I have again examined Special Agent Tolson, in charge of Division Five, and am pleased to inform you that he answered ten out of ten questions correctly with reference to the Lamal.

Respectfully,

*J. E.gan*  
J. E. GAN,  
Inspector.

RECORDED  
DEC 10 1928

67-9524-68  
DEC 10 1928  
*[Handwritten initials]*

JEM:O'D

December 5, 1923.

MEMORANDUM FOR MR. EGAN.

Will you please arrange to give Mr. Tolson another examination on the Manual. Mr. Tolson has requested that this be done.

Very truly yours,

Director.

DEC 6 1923

*Handwritten:* 2, 10, 5

RECORDED

67-9524-67

DEC 6 1923

*Handwritten:* 17

JH:HO'S

December 3, 1928.

MEMORANDUM FOR DIVISION FIVE.

Please prepare the necessary papers transferring Mr. J. R. Burdick from Division Three to Washington field. Mr. Burdick is to be detailed for work in Division Three.

Please prepare the necessary papers transferring Mr. C. A. Tolson, Division Five, from CAF 9, \$3,200 per annum, to CAF 10, \$3,500, Washington field. Mr. Tolson is to be detailed for work in Division Five.

Very truly yours,

Director.

67-0-176

175

CAT:KCC

December 4, 1968

MEMORANDUM FOR MR. HOOVER:

With further reference to the conference to be held on the Manual, it is suggested that the following sentences be added to Section 50, Page 29, first paragraph:

"Sick leave will not be granted in multiples of less than one-half day. The jurat on the reverse of applications for sick leave must be executed in all cases."

It is believed that the inclusion of the above in the new Manual will obviate the returning of sick leave applications for correction on numerous occasions, and that therefore the change would be justified.

Respectfully,

RECORDED

DEC 29 1968

67-9524-66X1

SEARCHED

INDEXED

197

December 3, 1928.

MEMORANDUM FOR THE DIRECTOR:

In connection with the forthcoming Manual revision conference, I beg to advise you that information has been received from the Division of Accounts of the Department to the effect that where long distance telephone calls are itemized and submitted for payment to Bureau field offices on Form S. H. 650, "Statement of U. S. Government Official Toll Charges", which form has been approved by the Comptroller General, the original and a duplicate of this form may be attached to Voucher Form 1034, thus taking the place of Forms 1033 and 1034, which are referred to in Section 103 of the Bureau Manual.

It is therefore suggested that a statement to the above effect be incorporated in the revised manual, so that it will not be necessary for field offices to copy the itemized lists of toll charges before submission of vouchers for telephone service to the Bureau.

It is believed that the following sentence at the end of Section 103 as it is now worded would bring about the desired result: "Where such itemized list of charges is made by the telephone company on Form S. H. 650, the original and a duplicate of this Form may be attached to Form 1034, in which case submission of Form 1033 or 1035A will not be necessary."

Respectfully,

*Tolson*

RECORDED

DEC 28 1928

67-9524-667

DEC 27 1928

DEC 27 1928

177

CAT:KCC

December 3, 1933

MEMORANDUM FOR MR. HOOVER:

At the request of Inspector Keith, an attempt was made recently by Division Five to determine the names of Special Agents who were in charge of a Bureau field office on certain specific dates. It was found that the only way this information could be secured from the records of the Bureau was by reference to the signatures on correspondence emanating from the field office during the period, and the result of this search by this method was not entirely satisfactory. It is believed that instances may arise in the future when it may be important to definitely fix the responsibility for acts of a field office, and it is suggested that this matter be given consideration at the coming Bureau revision conference.

It is suggested that the sentence contained in Section 75, Page 44, of the Manual under the heading "Column 1 - Names and titles of all employees" be changed to read as follows:

"This column shall contain the names of all employees who have performed work under the supervision of the reporting office, and the official designation, such as agt. for agent, acct. for accountant, steno. for stenographer, etc., and also the exact dates on which any employee was acting as Agent in Charge of the reporting office."

Respectfully,

RECORDED

DEC 29 1933

67-957-4-66  
DEC 4 1933  
JMA  
178

CAT:KCC

December 3, 1928

MEMORANDUM FOR THE DIRECTOR:

Directions were recently issued to Bureau Field Offices at the request of the Department Division of Supplies to comply with the instructions contained in the list of supplies, blank forms and dockets, which is published by the Department for the use of federal judges, attorneys, marshals, and clerks of the United States courts, with regard to showing the quantity on hand, unit item or form number and full description of the articles requisitioned.

In order that the revised Manual may include all existing instructions, it is suggested that the last sentence of the first paragraph of Section 107 of the Manual be changed to read as follows:

"All requisitions shall show quantity on hand, unit item or form number, with full description of the articles desired, in accordance with instructions contained in the list of supplies, blank forms and dockets, published by the Department Division of Supplies for the guidance of officials of United States Courts."

Respectfully,

*J. C. ...*

RECORDED

67-9524-65

DEC 23 1928

*[Handwritten signature]*

179

JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

November 23, 1938.

12

MEMORANDUM FOR THE DIRECTOR:

I beg to advise that at the close of business on this date there are no communications of any kind requiring action in Division Five which have been in the Division for more than forty-eight hours and which have not been acted upon.

Respectfully,

*Clyde Tolson*

*[Handwritten initials]*

RECORDED

NOV 23 9 1938

67-9524-67  
NOV 20 1938  
U.S. DEPARTMENT OF JUSTICE  
BUREAU OF INVESTIGATION

18



MEMO'B

November 25, 1923.

Memorandum for Mr. Nathan.  
Hughes.  
Tolson.  
Elli.

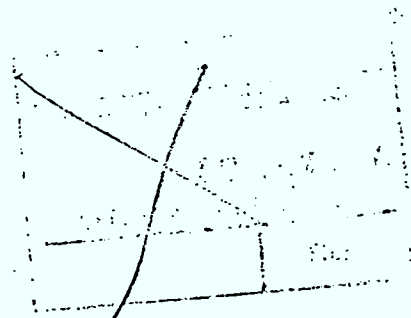
I regret the necessity of again calling to the attention of the Division Heads the number of errors appearing in correspondence sent to me for signature. I have frequently addressed memorandums to you calling this matter to your attention and for a short time after the writing of such memorandums, there is an improvement in the outgoing mail, but it does not last for long.

There have recently come to my attention a number of memorandums and letters in which there appeared many typographical errors and errors in construction. I cannot believe that these memorandums and letters have been scrutinized before being sent to me. I am ever anxious to understand how correspondence, if it is checked by the stenographer, by the supervisor, and by the Division Head can reach my desk for action in the condition it frequently does.

I have recognized that it is a laborious task for the Division Heads to read all correspondence leaving their respective Divisions, but it is still more of a laborious task for me to read all correspondence leaving the Bureau, and I, therefore, must insist upon placing the responsibility upon the Division Heads for the correspondence which emanates from their Divisions and effective steps must be taken by you immediately to see that the correspondence leaving your Division is in proper form.

Very truly yours,

Director.



67-1-1-27

28

JOHN EDGAR HOOVER  
DIRECTOR

12

Department of Justice  
Bureau of Investigation  
Washington, D. C.

November 13, 1933.

Memorandum for the Director:

In connection with the error which was made in the telegram addressed to Agent Conroy on November 10, 1933, relative to the arrival leaves of Agent Daniel, I beg to advise that this telegram was written by Mr. Ramsey in Division Five from a pencilled memorandum prepared by the writer. At the time, Miss Connors, who usually handles the stenographic work of the Division, was engaged on work for Inspector Keith.

When the typewritten draft of the message was returned to the writer by Mr. Ramsey, it was transmitted to the Office of the Director to be initialed for dispatching with only a cursory examination having been made of its contents, the writer assuming that it would be copied in accordance with the written instructions. Mr. Ramsey advises that he does not know whether the memorandum was incorrectly worded in the first place, and that he did not read the message after he typed it.

Every effort has been made by the writer to minimize the errors in correspondence prepared in Division Five. In the future, all correspondence emanating from the Division will be carefully checked, both as to contents and with a view to eliminating any typographical errors.

Respectfully submitted,

Clyde Tolson

RECORDED

NOV 15 1933

67-9524-63	
SEARCHED	
INDEXED	FILED
NOV 15 1933	

Vertical text on the right margin, possibly a file number or reference, including "1-1-33" and "882" at the bottom.

MANUAL

J R Burge	100%
W. Bott	100%
J P MacFarland	100%
T F Baughman	100%
H Clegg	100%
E K Thode	100%
✓ C A Tolson	60%

November 3, 1928

Memorandum for the Director

Re: Inspection of  
Division #5

Pursuant to your instructions I have made an inspection of Division #5 of the Bureau for the purpose of discovering any matters which have been pending for a period of more than forty-eight hours in the hands of any employee thereof. As a result of this inspection I find said Division to be in perfect condition in this respect. None of the employees thereof has had any matter for a period of longer than forty-eight hours. These employees are:

- |                        |                           |
|------------------------|---------------------------|
| 1. Mr. Nelson - C.K.   | 5. Mr. Fossenden - C.K.   |
| 2. Mr. Kenney - C.K.   | 6. Mr. Renneberger - C.K. |
| 3. Miss Connors - C.K. | 7. Mr. Scanlon - C.K.     |
| 4. Mr. Hill - C.K.     | 8. Miss Johnston - C.K.   |

Very truly yours,

J. M. Keith,  
Inspector.

67-11-573

182

JLN:OIR

November 2, 1962.

Mr. C. A. Tolson,  
Division Five,  
Washington, D. C.

Dear Mr. Tolson:

Inspector Ryan has advised me that in the examination which he conducted of you on the 31st ultimo, as to your knowledge of the Manual of Rules and Regulations, you missed four out of ten questions.

I am bringing this matter to your attention in order that you may take immediate steps to fully familiarize yourself with the Manual of Rules and Regulations.

Very truly yours,

Director.

RECORDED

2  
✓

67-9524-62  
BUREAU OF INVESTIGATION  
NOV 3 1962  
DEPARTMENT OF JUSTICE

185

JHR:MB

November 1, 1928.

MEMORANDUM FOR MR. TOLSON.

I desire to call to your attention the record of the reports made by the employees in your office for the month of October as reflected in the correspondence received in this office.

Miss Gansere	1
Miss Holmston	2
Mr. Morney	4

Very truly yours,

Director.

RECEIVED  
 DIVISION OF INVESTIGATION  
 NOV 1 1928  
 U. S. DEPT. OF JUSTICE

RECORDED  
 2  
*[Handwritten signature]*

67-9524-61  
 DIVISION OF INVESTIGATION  
 NOV 2 1928 A. M.  
 U. S. DEPT. OF JUSTICE  
 FILE

*[Handwritten initials]*

October 26, 1923

MEMORANDUM FOR THE DIRECTOR:

The following is suggested for consideration in connection with further study of the present Manual of Health and Regulations, with a view to its possible revision:

Section 84, page 65, add:  
" - name, relationship, and address of person to be notified in case of emergency."

Respectfully,

C. A. TOLSON

RECORDED

DEC 29 1923

67-9524-60X1  
DEC 27 1923  
Jh

187

CAF:KSC

October 23, 1928

MEMORANDUM FOR THE DIRECTOR:

In the event there is to be a study made of the present Manual of Rules and Regulations, looking to a possible revision thereof, the following suggestions are made for consideration:

In Section 143, page 165, line 8, after the word "report", add:

"and a formal application for appointment on the form provided for that purpose by the Bureau."

ADD TO SECTION 143:

"Officers in charge in cases involving applicants will be expected to make a closing report thereon within ten days after the investigation is ordered. If circumstances make this impracticable, an explanatory communication giving the reasons therefor will be submitted to the Bureau."

"Special Agents in Charge shall advise anyone making inquiry concerning the qualifications for appointment to the position of Special Agent or Special Accountant in the Bureau that applications are being received from persons who are between twenty-five and thirty-five years of age, who are holders of a law degree from a recognized educational institution, or are expert accountants, and who have had investigative experience, and that requests for blanks upon which to make such application should be addressed to the Bureau."

The advisability of incorporating the above in a Bureau Bulletin is also suggested.

Respectfully,

C. A. TOLSON

REC 2 8 1928

67-9524-14

DEC 27 1928

-60X

128



JPM:005

October 18, 1928.

MEMORANDUM FOR MR. TAYLOR.

Inspector Egan has advised me that in the examination which he conducted of you, upon your knowledge of the Manual of Rules and Regulations, you missed two out of the ten questions propounded.

It is considered essential that the Supervisors in the Bureau be fully conversant with the provisions of the Manual and upon examination thereof be able to make a correct mark.

This matter is called to your attention in order that you may make further study of the Manual of Rules and Regulations.

Very truly yours,

Director.

RECORDED

67-9524-60	
BUREAU OF INVESTIGATION	
OCT 19 1928	

37

BUREAU FILES DIVISION  
MAILED  
OCT 18 1928  
P. M.  
DEPT. OF JUSTICE

178

12

July 12, 1938

MEMORANDUM FOR THE DIRECTOR

In accordance with your instructions and in answer to the Bureau of September 1st, I have had the following Supervisors listed below as to their knowledge of the Manual and submit the following report on the same:

C. A. Tolson	visited two	of ten	30%
J. E. Barrett	"	"	50%
F. H. Clegg	"	"	10%
J. H. MacFarland	through	"	10%
T. E. Foxworth	"	"	70%
E. H. Tamm	"	five	70%

Respectfully,

J. E. [Name],  
[Title]

*Handwritten signatures and notes:*  
W. C. Clegg  
J. E. Barrett  
F. H. Clegg  
J. H. MacFarland  
T. E. Foxworth  
E. H. Tamm

67-5-19

131

I, Clyde A. Tolson do solemnly

swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Senior Administrative Assistant,  
Chief Clerk, Div. #5, Bureau of Inves.

on which I am about to enter: So help me God.

(Sign here) Clyde A. Tolson

Subscribed and sworn to before me this ) Where born (State only) Mo.

18<sup>th</sup> day ) Date of birth May 22, 1900

of October A.D. 1928 ) Whence appointed;

State Mo. County Linn

Congressional District 5<sup>th</sup>

John C. Hill  
Notary Public.

X-----X  
:  
: SEAL :  
:  
X-----X

Date of entry upon duty Oct. 16, 1978

Residence 1733 N Street NW

19

Space reserved for the use of the Board

1. (Surname) \_\_\_\_\_ (Given name) \_\_\_\_\_ (Initial) \_\_\_\_\_
2. Department Administrative
3. Bureau Administrative
4. Field service \_\_\_\_\_
5. (a) Field station \_\_\_\_\_ (b) Subdivision \_\_\_\_\_ (c) City or town \_\_\_\_\_ State \_\_\_\_\_
6. Pay roll title Special Agent
7. Customary office title Special Agent
8. Present administrative allocation \_\_\_\_\_
9. Present gross rate of pay \$ 2300
10. Deduction for allowances \$ \_\_\_\_\_
11. Net rate paid in cash \$ \_\_\_\_\_

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
- House  Room  Furnished  Heat  Fuel  Uniform Meals per day:  1  2  3
- Unfurnished  Light  Laundry  Subsistence or rations in kind

13. Describe any other allowance, privilege, or perquisite of value \_\_\_\_\_
14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost \_\_\_\_\_

15. (a) Regular hours of work: From \_\_\_\_\_ m. to \_\_\_\_\_ m. (b) How many hours per week excluding unusual or irregular overtime work? \_\_\_\_\_
- Summer \_\_\_\_\_ Winter \_\_\_\_\_ (c) If not a full time and all-the-year-round position, state number of hours per day \_\_\_\_\_
- number of days per  $\left\{ \begin{array}{l} \text{week} \\ \text{month} \\ \text{year} \end{array} \right\}$  \_\_\_\_\_ (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty \_\_\_\_\_

16. (a) Rate of pay for overtime \_\_\_\_\_ (b) Amount of overtime pay in last 12 months \_\_\_\_\_

17. (a) Does the employee in any way direct or supervise other employees? No. (b) If so, in what way? (See Form 16 before answering) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ (c) How many? \_\_\_\_\_

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kind by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes. (b) If so, in what way? (See Form 16 before answering.)
- Confirms to present program following specific as well as general instructions discharging details on own responsibility with occasional reference to superior.

20. What is the name, official position, and sheet number of the employee's immediate superior? Mr. J. C. Duke, Special Agent in Charge, Boston Office, Sheet 1291

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional							
1	2	3	4	5	6	7	X	1	2	X	4	1	2	3	4	1	2	3	X	1	2	3	X	<u>Law</u>			
(Kind)																											

Other education (describe): Graduate of an accredited business college.

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
- Ten years' experience in the Governmental service as Correspondence Clerk and as Confidential Clerk to the Secretary of War, War Department; A. B. and LL. B. degrees; member of District of Columbia Bar.

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23. TO THE EMPLOYEE: Describe in most of your time. Explain or list the work described in that paragraph. NOT ATTEMPT TO COMPOSE THIS STATEMENT. Paragraph. Explain first those that require approximate percentage of your time devoted WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time

All

Description of work attached hereto.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

*Clyde H. Johnson*  
(Signature of Employee)

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

to investigate violations of Federal Statutes; originate and develop leads and tips involving knowledge of law and procedure; interview witnesses and informants of all types and classes including all vocations, trades, and professions; confer and consult with Federal, State and Municipal officials; prepare trial briefs and summarize collateral details involving rules of evidence and criminal procedure; investigate activities of other Federal prosecutive and administrative officials.

26. How long have the employee's duties been substantially as described above? 5 years

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

Sept. 17, 1928  
(Date)

L. C. Duke  
(Signature of Preparing Officer)

Special Agent in Charge  
(Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked \_\_\_\_\_ In my judgment the compensation of this position should be in a range from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Sept. 17, 1928  
(Date)

L. C. Duke  
(Signature of head of field office or station)

Special Agent in Charge  
(Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked \_\_\_\_\_ In my judgment the compensation of this position should be in a range from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Sept. 17, 1928  
(Date)

[Signature]  
(Signature of head of bureau or his representative)

[Signature]  
(Title)

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A Special Agent is charged with the duty of investigating violations of the laws of the United States and collecting evidence in cases in which the United States is or may be a party in interest. Over fifty different kinds of cases are investigated by the Bureau of Investigation, the most important of which are those involving violations of the anti-trust laws, the National Restraining Act, the National Motor Vehicle Theft Act, the White Slave Traffic Act, impeachment of Government officials, the National Bank and Federal Reserve Act, frauds against the Government, immigration and naturalization cases, and the apprehension of escaped federal prisoners and deserters from the military and naval forces.

The Bureau of Investigation maintains field offices in the principal cities of the United States, to one of which an Agent is assigned for duty in the district covered by that office.

Special Agents are assigned cases involving the above-mentioned violations of Federal criminal statutes and are held responsible for the investigation of such cases. Following an investigation, the agent dictates a full and complete statement of the evidence secured by him and copies of this report are forwarded to the Bureau, to all other interested offices, and to the United States Attorney in the district in which prosecutive action, if any, is to take place. In order that these reports may be readily understood by interested officials and that another agent may at any time complete the investigation, definite rules are laid down as to the manner in which reports shall be made and as to the material which must be incorporated in them. These reports form the basis for a decision on the part of the United States Attorney as to whether or not prosecutive action will be instituted in the case.

In cases involving possible prosecution, the agent prepares a summary report setting forth in detail all pertinent data concerning the offense alleged, the names of the defendants, the date when and place where the alleged acts were committed, together with such other information as may be necessary for the use of the United States Attorney in deciding the indictments and presenting the case for court action. In many cases, the investigating agent appears as a witness for the Government at the trial and testifies to the evidence collected by him. In the event the subject of an investigation is sentenced to imprisonment for more than one year, the agent to whom the case is assigned prepares and forwards to the Bureau a parole report giving all available data as to the date, place, and reason for conviction, a history of the defendant's age, citizenship, marital status, condition of home life and family, criminal record and reputation, and a statement of any extenuating circumstances which may exist in the case. This information is secured by the agent in his investigation of the case. In addition to the above, the Special Agent is responsible for the reporting of certain statistical data concerning investigated cases, such as recoveries, sentences, etc., which requires attentive work in connection with the cases which are assigned to him.

The duties of a Special Agent necessarily involve road work and he must be available for duty at all times and in readiness to travel wherever his services may be needed.

An illustration of the work usually done in connection with a complaint

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alleging a violation of the National Motor Vehicle Theft Act will give an idea of the type of work required in an investigation. Information is received at a field office that the State prison is holding a man who was arrested in an automobile bearing license tags of another state and that the circumstances indicated the car was stolen. The agent is sent to the place where the man is confined and there obtains all the facts known by the police officials, obtains a complete description of the automobile involved and examines the car for information as to the name and address of the owner, secures a description of the subject and other arrangements to receive copies of his fingerprints for submission to the National Division of Identification and Information to determine the prior criminal record, takes a statement from the subject, and follows up on any leads which might result in further evidence to show whether or not the subject has violated the federal laws. This information is furnished by the agent to a field office stenographer and appropriate reports are sent to other field offices to determine the name and address of the owner of the car so that he may be interviewed for information as to the loss of his car and so that all available information concerning the subject of the investigation and the theft of the car may be secured in every part of the country. Any information secured by the agent is followed up and the agent to whom the case is assigned is responsible for the investigation regardless of where it must be made. In the case of an investigation of one stolen car will result in information as to the existence of a "ring" of motor thieves and the loss of other vehicles. In such cases their operations are thoroughly investigated. The agent is a representative of the United States Attorney and receives instructions as to the proper procedure. If so instructed, he files a complaint against the subject of the investigation before a United States Commissioner and appears before the Federal Grand Jury to testify as to the evidence he has secured. His responsibility does not end until the case has been finally disposed of as he is directed to close the case because of insufficiency of evidence or because of prosecutive action.

The work of a Special Agent calls for a full and complete knowledge of the rules of evidence and of Federal court procedure. Cases involving violations of the antitrust and national bankruptcy laws are usually more involved than the illustration given above and require a greater knowledge of legal rules and procedure.

MS

Item #89

SPECIAL AGENT

Investigates all cases involving alleged violations of Federal Statutes. In connection therewith develops all "leads" going into the alleged crime. Interviews suspects, witnesses, witnesses, and persons alleged to possess information relative to the crime under investigation. Allocates funds according to appropriate Federal Statute. Collects, sorts, and summarizes information from appropriate Statute for presentation before judicial officers. Prepares summary reports, i. e. memoranda, briefs, etc. for use in prosecution. Assists protective officers in trial of alleged violators of Federal Statutes. Collects and sorts evidence, and prepares cases for trial in civil matters coming within the jurisdiction. Prepares reports and statistical data in accordance with field office organization and Bureau accounting procedure. Handles special investigations involving conditions in other Governmental offices and services, qualifications of higher Federal officials for appointment; investigates official acts and conduct of the more important Federal officials to determine whether the officials are acting in accordance with law, and prepares reports with recommendations as to action to be taken.



JOHN EDGAR HOOVER  
DIRECTOR

Department of Justice  
Bureau of Investigation  
Washington, D. C.

2

October 11, 1928

*Memorandum*

MEMORANDUM FOR MR. HOOVER

In reply to your memorandum of October 9, 1928 which was received in Division Five at 9 a.m. on October 11, 1928, in which you directed that each Division Head submit a memorandum at the close of business on the Wednesday of each week, setting forth the condition of the work in the respective Divisions, I beg to advise you that at the close of business October 10, 1928 no employee of Division Five had any work on his or her desk which had been allowed to accumulate beyond the forty-eight hour period.

As directed in your memorandum of October 6, 1928 Mr. Hill of this Division has rendered two hours' overtime each day until yesterday, when at 5 p.m. the work on his desk was within the forty-eight hour status.

The employees of Division Five have been notified that if their work is not handled within the period set, it will be necessary for the employee who is behind in his work to work overtime until the schedule can be maintained.

Respectfully,

*Clyde A. Tolson*

*RECORDED  
17 1928  
all right*

67-9524-51	
BUREAU OF INVESTIGATION	
OCT 16 1928 A. M.	
DEPARTMENT OF JUSTICE	
FILE	

*10/15/28  
JL*

197

October 15, 1923.

W. E. Adams,  
Department of Justice,  
Washington, D. C.

Dear Sir:

It is with pleasure that I am communicating with you with the holder of the Attorney General advising you of your promotion from Assistant Attorney General, in grade G-1, to \$8,200 per annum, in grade G-2, effective October 15, 1923.

Very truly yours,

S. C. Clegg

Director.

RECORDED

67-2524-58	
DEPARTMENT OF JUSTICE	
OCT 15 1923	
DEPARTMENT OF JUSTICE	

*[Handwritten signature and initials]*

RECEIVED  
 OCT 18 1923  
 DEPARTMENT OF JUSTICE

178

*[Handwritten mark]*

**Department of Justice**  
**Bureau of Investigation**  
Box 239, Boston, Massachusetts.

October 13, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Reference is made to your letter of October 11th  
advising that Special Agent C. A. Tolson has been detached  
from this office and assigned to work in the Bureau at  
Washington, D. C.

In accordance with that information I am trans-  
mitting herewith Agent Tolson's personnel file.

Very truly yours,

*L. C. Duke*

L. C. DUKE,  
Special Agent in Charge.

LCD:MFD  
Encl.

*recd  
20 Jan  
9*

67-9524-57

OCT 15 1928

*[Handwritten initials]*

FILE

*[Handwritten marks]*

*199*

CBS-10J

October 11, 1923.

Mr. C. A. Nelson,  
Bureau of Investigation,  
Department of Justice.

Sir:

You are hereby transferred and promoted from Special Agent at \$2500.00 per annum, Grade Caf-6, to Senior Administrative Assistant (Chief Clerk), Division #5, with salary at the rate of \$3500.00 per annum in Grade Caf-7, effective on the 10th instant.

You will also be allowed your actual expenses of travel and operation and \$6.00 per diem in lieu of subsistence when absent from official headquarters which are fixed at Washington, D. C.

Your salary, expenses and per diem will be paid from the appropriation for "Detection and Prosecution of Crimes."

You should execute the required oath of office.

Respectfully,

(signed) Jno. G. Sargent,

N. F. A.

Attorney General.

RECORDED

67-4524-56	
BUREAU OF INVESTIGATION	
OCT 12 1923 A. M.	
DIVISION #5	
F. I. C.	

2702

CAF, JCR

October 6, 1933.

Memorandum for the Appointing Clerk:

You will please prepare a letter transferring and promoting Mr. G. A. Nelson from Special Agent, CAF-3, (\$2400 per annum, FIMLS), to Sr. Administrative Assistant (Chief Clerk), Division #5, salary at the rate of \$3200 per annum, CAF-5, and \$6.00 per diem in lieu of subsistence and actual expenses of travel and operation when absent from official headquarters which are fixed at Washington, D. C., payable from the appropriation for "Detection and Prosecution of Crimes." DEPARTMENTAL. Effective October 15, 1933.

Director.

Approved:

Assistant Attorney General.

RECORDED

67-9524-55

BUREAU OF INVESTIGATION	
OCT 12 1933	
DEPT. OF JUSTICE	
FILE	

2701

CAR:RSC

October 8, 1928

MEMORANDUM FOR MR. HOOVER

With reference to your memorandum of October 6, 1928, directing attention to the typographical error which appeared in a communication prepared by this Division and addressed to Mr. McAfee, I beg to advise that this error was made by Miss Johnston of this Division and that the writer read the draft of the letter before it was sent to you for signature.

Miss Johnston's attention has been called to this error and every effort will be made in Division Five to prevent a repetition of any similar mistakes in the future.

Respectfully,

*C. R. Tolson*

*original now in file Johnston's file 67-11122-21*

*PP*

October 6, 1928.

MEMORANDUM FOR MR. TOLSON.

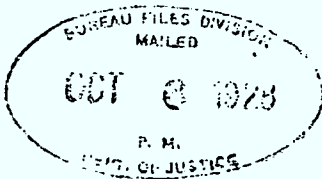
I am returning to you herewith a communication prepared in your Division to Mr. Tolson and direct your attention to the typographical error appearing in the first line of the second paragraph.

Will you kindly advise me as to why this error was not checked before being sent to me for signature.

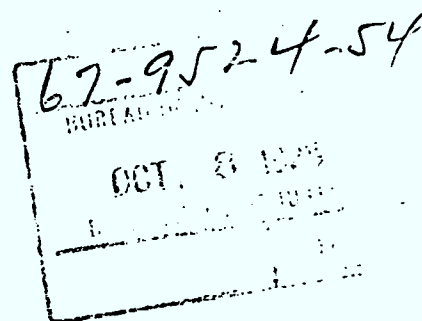
Very truly yours,

Incl.

Director.



RECORDED



203

From  
**OFFICE OF THE DIRECTOR, BUREAU OF INVESTIGATION**  
 To  
**OFFICIAL INDICATED BELOW BY CHECK MARK**

- Attorney General .....
- General Donovan .....
- General Willebrandt .....
- General Marshall .....
- Mr. Carusi .....
- Mr. Baldwin .....
- Mr. Stewart .....
- Mrs. Riskel .....
- Assistant Director .....
- Mr. Baughman .....
- Mr. Boddis .....
- Bureau Filing Section .....
- Mr. Cunningham .....
- Miss Gandy .....
- Mr. Grimes .....
- Mr. Keep .....
- Mr. McKean .....
- Personnel Filing Section .....
- .....
- .....

10-5-28

Division Five:

Please prepare the necessary papers promoting Mr. C. A. Tolson from grade CAF 8, \$2,900 per annum to grade CAF 9, \$3,200 per annum in charge of Division Five.

Director.

RECORDED

67-9524-53	
BUREAU OF INVESTIGATION	
OCT 6 1928	
	FILE

BUREAU FILES DIVISION  
 MAILED  
 OCT 5 1928  
 P. M.  
 DEPT. OF JUSTICE

2

10/5/28



5  
October 4, 1933.

✓  
Tolson

MEMORANDUM FOR THE DIRECTOR.

Re Inspection of Division Five on October 5, 1933.

The inspection of Division Five reveals that the following employees thereof have no matters pending before them which have been on their desks for a period of longer than forty-eight hours: Mr. Tolson, Mr. Honney, Miss Gannors, Mr. Toulson, Miss Johnston, Mr. Rensberger and Mr. Tensenden.

Mr. J. C. Hill has on his desk sixteen form 1034 vouchers which have been there for his attention longer than forty eight hours. Of these sixteen form 1034 vouchers, he received one on September 29, eleven on October first and four on October 4th. It is to be noted that between the first and tenth of each month Mr. Hill receives an approximate total of five hundred vouchers. He tells me that he finds it impossible to properly review more than one hundred and fifty such vouchers per day. He offers this as an explanation of the reason why the above sixteen vouchers are pending before him for attention. He says that his work will be in good shape before 4:30 this afternoon.

Very truly yours,

J. E. [unclear],  
Inspector.

508

Department of Justice  
Bureau of Investigation  
P. O. Box 239,  
423 Federal Building, Boston, Mass.

12  
3

October 3, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:                      Re: Special Agent C. A. TOLSON.  
  Bankruptcy Work.

Reference is made to your letter of August 25, 1928, and in accordance with instructions therein you are advised that the above-named agent is in my opinion qualified to handle the investigation of Bankruptcy cases.

This opinion is based on the manner in which this agent conducted the investigation in the case of Samuel Tupper, National Bankruptcy Act.

Yours very truly,

*L. C. Duke*

L. C. DUKE,  
Special Agent in Charge.

LCD:JMC

RECORDED

67-9524-52  
BUREAU OF INVESTIGATION  
OCT 4 1928 P.M.  
DEPT. OF JUSTICE  
FILE

*L. C. Duke*  
*10/10/28*

206

October 3, 1936.

MEMORANDUM FOR MR. TOLSON.

I am returning to you herewith a communication prepared in your Division and addressed to Mr. Pitt. I direct your attention to the typographical error appearing in the second line of the communication.

Will you kindly inquire into this and advise me the same was not carefully checked before being sent to me for signature.

Very truly yours,

H. C.

Director.

RECORDED

67-9524-57

BUREAU OF INVESTIGATION	
OCT 3 1936 P. M.	

206

Department of Justice

Bureau of Investigation

P. O. Box 239,  
423 Federal Building, Boston, Mass.

October 1, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

This is to acknowledge receipt of your letter of September 29, 1928, with reference to the termination of the leave of absence of Special Agent C. A. Tolson on September 26, 1928, and his temporary transfer to Washington, D. C. by reason of an emergency.

Yours very truly,

*L. C. Duke*

L. C. DUKE,  
Special Agent in Charge.

LCD.JMC

66-2396-27  
*[Handwritten notes and signatures]*

RECORDED 66-2396-27

BUREAU OF INVESTIGATION

OCT 2 28 A. M.

DEPARTMENT OF JUSTICE

Div. Five

FILE

*[Handwritten initials]*

Department of Justice  
Bureau of Investigation

Washington, D. C.

September 20, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Special Agent Clyde A. Tolson,  
attached to the Boston office, reported to this office  
and stated that he arrived at Washington at 8:50 A.M.,  
September 20, 1928, and will remain here for one week  
on annual leave. His local address was given by him  
as 1733 N Street, N. W., telephone Decatur 979.

Very truly yours,

*R. P. Burruss*

R. P. BURRUSS,  
Acting Agent in Charge.

RFB:JGD

66-2396

*Received  
11/21/28*

RECORD

SEP 21 1928

66-2396-24  
SEP 20 1928 P.M.  
J.M.

506

\*\*\*\*\* (POSTAL TELEGRAPH COMMERCIAL CABLES) \*\*\*\*\*

5 SM 16 COLLECT GOVT

V BOSTON MASS SEPT 5 28

DIRECTOR BUREAU OF INVESTIGATION,

WASHINGTON DC.

RE DESIGNATION ACTING AGENT IN CHARGE TOLSON LEFT BOSTON SEPTEMBER

FIRST ANNUAL LEAVE ADVISE FURTHER

DUKE.

1010am

NOT RECORDED

020

October 3, 1926.

I believe this rating is correct.

100

# EFFICIENCY RATING SHEET

(FIELD)

Office submitting Boston, Massachusetts

Date submitted September 30, 1928.

Name C. A. Tolson Position Special Agent

Entered Bureau Service (date) April 2, 1928

Entered on duty this office (date) May 10, 1928

Grade 8 Salary 2900

## CHARACTERISTICS

Accuracy	80	Initiative	80	Loyalty	100	Teamwork	90
Aggressiveness	80	Judgment	80	Office work	75	Personal appearance	90
Dependability	90	Speed	85	Promptness	90	Executive ability	80
Health	100	Knowledge	80	Resourcefulness	80	Habits	100
Industry	90	Leadership	75	Tact	85	Attitude toward work	90

RATING 86.

86% J. E. N.

### REMARKS:

Agent has developed rapidly and is better than average. He is keen, aggressive and deeply interested. Has initiative and tact and is absolutely loyal. Requires very little supervision and investigates thoroughly. Should develop exceptional efficiency as he gains experience.

H. C. [Signature]

Special Agent in Charge.

218



12

Boston, Mass.  
Sept. 20, 1928.

0

MEMORANDUM FOR SPECIAL AGENT CLYDE A. TOLSON

Your attention is directed to the Bureau letter dated Sept. 18th, 1928, inviting attention to your report dated at Boston August 17th, 1928, relating to the case entitled "Samuel Tupper - National Bankruptcy Act", wherein it appears that you have specifically violated Section 20, Page 13, of the Manual of Rules and Regulations, in that no effort was made to furnish the Bureau a description of this subject.

A copy of this memorandum is being placed in your personnel file.

Special Agent in Charge.

CC to Bureau Personnel - 2.  
CC to Boston Personnel - 1.

RECORDED

67-9524-50  
BUREAU OF INVESTIGATION  
SEP 22 1928 A.M.  
U.S. DEPARTMENT OF JUSTICE  
FILE

913

August 30, 1933.

Mr. C. S. ...  
P. O. ...  
Boston, Mass.

Dear Sir:

The Bureau is in receipt of a report indicating that in a recent year given you relative to the provisions of the Manual, you answered only 12 out of 15 questions correctly.

The Bureau desires to state that it considers this a fairly unsatisfactory showing and that an immediate improvement must be noted in your knowledge of the Bureau's rules and regulations, as set forth in the Manual.

Very truly yours,

Director.

cc to Boston.

RECORDED

RECEIVED  
AUG 31 1933

67-9524-49  
AUG 31 1933  
RECORDED

67-9524-49

67-107-100

August 16, 1938.

Mr. L. C. Duke,  
P. O. Box 207,  
Boston, Mass.

Dear Sir:

The Bureau is in receipt of your communication of August 15 reporting the result of the recent test given by you to a number of the Agents of the Section office concerning their knowledge of the Bureau Manual of Rules and Regulations.

The Bureau has rated the answers to the questions transmitted, and there will be noted the following rating given to the individual Agents relative thereto:

Agent Coffrey	61%	Agent Emery	50%	Agent Wood	61%
" Koefe	41%	" Shimney	47%	" Birch	65%
" Shine	63%				

It is also noted from the report of the Rating Officer that the correct answer to Question 17 does not appear in the Manual of Rules and Regulations, but is found in a letter submitted to each office on or about July 30, 1938. The Bureau would prefer that a test of this kind be confined to questions on the Manual, exclusively.

The report of the Rating Officer also indicates that there was some confusion on the part of some of the Agents in answering question 16 of this test, because of the wording. The Bureau desires tests of this kind to be unambiguous.

With regard to the results, the Bureau is of the opinion that you should notify Agents Emery, Koefe, Shimney and Shine that the rating they received was entirely unsatisfactory, and that immediate steps must be taken to materially improve their knowledge of the Manual. The Agents will note the preamble of the Manual of Rules and Regulations, in part, as follows: "Each and every employee receiving a copy of this Manual shall be held responsible for a full and complete knowledge of the same."

RECEIVED  
AUG 17 1938  
DEPT. OF JUSTICE

~~RECEIVED  
AUG 17 1938  
DEPARTMENT OF JUSTICE~~

67-107-100

215

In the near future the Bureau desires that you report further violations to this office, and any employee at that time who is not consistent with the Bureau will receive the requisite disciplinary action.

Very truly yours,

Director.

276

MEMORANDUM  
67-304-130

August 15, 1929.

MEMORANDUM FOR MR. NATHAN.

Reference is made to the answers to questions relating to the Manual of Rules and Regulations, submitted by Agents of the Boston office under dated of August 13, 1929. I have graded the papers submitted and have found the following results:

Questions:	Gaffrey	Emory	Flood	Keefe	Rhinney	Shine	Tolson	---
#1	6	10	10	10	5	10	10	
#2	10	0	10	0	0	10	0	
#3	7	5	9	7	3	5	9	
#4	3	0	10	5	3	5	10	
#5	10	0	10	0	10	10	10	
#6	10	5	10	5	3	0	4	
#7	0	0	0	0	0	10	10	
#8	10	10	10	0	0	0	10	
#9	10	10	10	5	10	10	10	
#10	10	0	10	10	10	10	10	
TOTAL:	51%	40%	39%	22%	27%	33%	63%	

In connection with question #7, you are advised that the correct answer to this question does not appear in the Manual of Rules and Regulations, but is found in a letter submitted to each office on or about July 23, 1929. As only two of the Agents examined gave the correct answer to this question, it is probable that the attention of the other Agents have not been called to the letter in question.

In connection with question #8, it was undoubtedly the intention of the Agent in Charge to ask "How are cases designated in monthly administrative reports when all investigative activity has been completed?". There apparently was some confusion on the part of some of the Agents in answering this question, due to the omission of the words "in the monthly administrative reports". Had this question been more definite, it is possible that Agents Rhinney, Keefe, and Shine would have given the correct answer.

Respectfully,

1027

Special Agent CLYDE A. TOLSON:

1. 3 - 3 - 3 - 3 - 2.
2. Bankruptcy or when same are requested by U.S. Attorney.
3. Fugitives apprehended, indictments, convictions, sentences, recoveries.
4. When the first prosecutive step is taken.
5. As many docket sheets as there are indictments.
6. Only a police official or Government officer.
7. A notation that the proper Department of Labor official (Immigration Service) has been notified.
8. P.O.C., R.U.C., Closed Pending Prosecution and Closed. Carried with an asterick on monthly administrative report.
9. Date report is typed. Date covering period of investigative activity.
10. A brief statement of the contents of an investigative report.

✓  
C. A. TOLSON

This Agent returned on duty on April 21, 1938. He is an attorney, 22 years of age, has been at Boston since May, proceeds a good conscience, is willing, and will cooperate. He is considered as a capable Agent by the Agent in Charge.

This Agent raised a set of 10 questions, with reference to the Bureau.

The following were received by this Agent:

31-83 Agent Tolson. Charged out to this Agent on June 24th. Report returned. Last report on this case relating to administrative report was May 14th.

33-11 Agent Tolson. Report from May 14th until July 15th. Report of May 15th not received by New York until July 15th and not followed up by this office.

49-145 Agent Tolson and New York. This file charged out to Tolson since May 1938. You were advised by the Bureau in a letter dated February 27th to respond and investigate this matter. It was again called to your attention by Bureau letter dated April 27th. Further, serials 6 and 7 are missing from this file covering the period from November 30th to February 27th. There is no charge out slip for the serials. I would like to have you produce the serials for examination.

Inspection Boston  
Bureau Office.

Report of J. E. Ryan, Inspector,  
August 10, 1938.

67-307-132

5/18

"You are advised that all agents including the two newly assigned Agents Tolson and Gaffrey now available for general assignment are handling bankruptcy cases in a satisfactory manner."

From letter of SAC [redacted] to Director 7/7/28  
filed 67-307-111

228



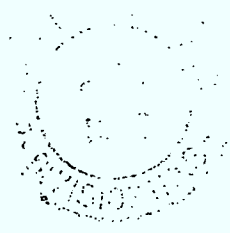
Department of Justice  
Bureau of Investigation  
P. O. Box 239,  
423 Federal Building, Boston, Mass.

August 9, 1928.

12  
13

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir: Re: Agent CLYDE A. TOLSON.  
Bankruptcy Investigations.



Complying with the request in your letter of July 24, 1928, as to the capability of each agent assigned to this office to handle Bankruptcy investigations, you are advised that it is impossible to express an intelligent opinion with reference to the capabilities of the above named to handle Bankruptcy cases.

He has developed numerous leads and has cases assigned to him for attention, but no reports have been submitted as yet which can be referred to as indicating his qualifications. Based on my observation of his activities, however, and knowledge of his general qualifications it is my opinion that he is capable of handling this class of investigation.

Yours very truly,

*L. C. Duke*

RECORDED

LCD:JMS

L. C. DUKE,  
Special Agent in Charge.

67-9524-4  
BUREAU OF INVESTIGATION  
AUG 10 1928 A. M.  
DEPARTMENT OF JUSTICE  
FILE  
Tim. Fine

221

MEMORANDUM FOR AGENT CLYDE A. TOLSON <sup>0</sup>

July 17, 1928.

Your attention is directed to the Bureau Letter dated July 11th relative to the case entitled DOMINICK GIACOMBLE, Natl. Motor Vehicle Theft Act, citing your failure to include in your report statistical data setting forth one state conviction. Kindly give this matter your immediate and appropriate attention.

Special Agent in Charge.

LCD:LEND

JUL 18 1928

67-9524-47

BUREAU OF INVESTIGATION	
JUL 18 1928 A. M.	
RECEIVED	FILE

*[Handwritten signature]*

*[Handwritten initials]*

# Department of Justice

## Bureau of Investigation

P. O. Box Number 239,  
Boston, Massachusetts.

June 23, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

In compliance with the provisions of the Manual of Rules and Regulations for information for the personnel status report, the following data is being furnished:

- A. Marital status - Single.
- B. Names of societies and organizations with which connected - Sigma Nu National Social College Fraternity; Phi Delta Phi International Legal Fraternity; Masonic Order; First Lieutenant, Military Intelligence Department, Officers' Reserve Corps, United States Army.
- C. Legal residence - 524 South Twelfth Street, East, Cedar Rapids, Iowa.
- D. Education - Laredo, Missouri, grade school; Graduate, Laredo, Missouri, High School; Graduate, Cedar Rapids, Iowa, Business College; A. B. degree, George Washington University, Washington, D. C., October, 1925; LL. B. degree, George Washington University, Washington, D. C., October, 1927.
- E. Offices where assignment preferred - No preference.

Very truly yours,

*Clyde A. Tolson*  
Clyde A. Tolson,  
Special Agent.

CT.

MAILED  
1928

RECORDED

67-9524-46  
BUREAU OF INVESTIGATION  
JUL 3 1928  
DEPARTMENT OF JUSTICE  
Div. Five

23

3

MEMORANDUM TO SPECIAL AGENT CLEVE A. TOLSON

June 21, 1928.

Re: ANTI-TRUST WORK



I am in receipt of a request from the Director of this Bureau to see that you are given appropriate experience in Anti-Trust Work and to that end it is suggested that you contact as much as possible agents engaged in the investigation of violations of the Anti-Trust laws in this district. You should secure at once a copy of the Anti-Trust laws and acquaint yourself with the various provisions thereof. When agents are in this district engaged in the investigation of Anti-Trust cases every effort will be made to give you an opportunity to accompany them in their investigations of leads without interference with your regular work.

A copy of this memorandum is being placed in your personnel file in order that these instructions may remain in effect wherever you are stationed.

L. C. Duke

Special Agent in Charge.



C.C. Bureau 1;  
C.C. Personnel.

JUN 22 1928

RECORDED

67-9524-45

BUREAU OF INVESTIGATION

JUN 22 1928 P. M.

RECEIVED

Dir. Tolson

Dir. Tracy

2076

June 19, 1928

Mr. I. C. Dine,  
7. O. Box 259,  
Boston, Mass.

Dear Sir:-

It is desired that Special Agent Clyde A. Tolson be given experience in Anti-Trust work, and to this end you are requested to see that he accompanies Agents experienced in Anti-Trust work in their investigations of leads in various cases within the Boston District. It is not desired to interfere to any extent with regular work but every opportunity should be taken to comply with the above. It is suggested that he acquaint himself with the provisions of the Anti-Trust laws and obtain as much information as possible from his contacts with Agents experienced in Anti-Trust work.

You should acquaint the Agents experienced in Anti-Trust work of my desire that they render every assistance in this or any other instances where Agents are assigned to accompany them for the purpose described.

The proper notation should be made in the personnel file of this Agent in order that these instructions may remain in effect wherever he is stationed.

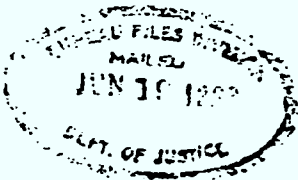
Very truly yours,

Director.

67-9524-42

BUREAU OF INVESTIGATION	
JUN 20 1928 A.M.	
DEPARTMENT OF JUSTICE	
	FILE

125



Department of Justice

Bureau of Investigation

Box 239, Boston, Mass.

June 23, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Reference is made to your letter of June 21st relative to the application for annual leave submitted by Special Agent Clyde A. Tolson and in accordance therewith the leave slips which were returned to this office in your letter of June 1st are re-submitted herewith.

Very truly yours,

*L. C. Duke*

L. C. DUKE  
Special Agent in Charge.

ICD:MD  
66-129

*1 Encl*  
*W. J. [unclear]*  
*L. J. [unclear]*

*66-2396*  
*15-19*

RECORDED	
66-2396-17	
BUREAU OF INVESTIGATION	
JUN 25 1928 A. M.	
DEPARTMENT OF JUSTICE	
Div. Five	<i>[Signature]</i>

L. P. I.

*66-2396*

ENT:WCC  
66-2098-13

RECORDED

June 11, 1928

Chief Clerk,  
War Department,  
Washington, D. C.

Dear Sir:

Will you kindly furnish this Department a certificate of the entire annual and sick leave taken by Mr. Clyde A. Tolson, formerly employed in your Department, from January 1, 1923 to the date of his resignation.

Very truly yours,

Director.

*Handwritten notes:*  
Tolson  
1/1/23  
3/1/28

FEDERAL BUREAU OF INVESTIGATION  
JUN 20 1928  
WASHINGTON, D. C.

*Handwritten:* 1227

Department of Justice  
Bureau of Investigation

15

P. O. Box 133,  
425 Federal Building, Boston, Mass.

June 5, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

66-2396

Dear Sir:

Reference is made to your letter of June 1, 1928, wherein you returned application for leave executed by Special Agent G. A. Tolson requesting 22 days and 1 hour annual leave for the period commencing 9 A.M. Sept. 4, 1928 and ending 5 P.M. Sept. 29, 1928.

In that connection I am submitting herewith a memorandum addressed to me by Agent Tolson for the Bureau's consideration. If, however, it appears that no consideration can be given to Special Agent Tolson's previous service with the Government a new application for leave accrued since Agent Tolson's entry on duty with this Bureau on April 2, 1928, will be submitted.

Yours very truly,

*L. C. Dore*

L. C. DORE,  
Special Agent in Charge.

LCD:JMC  
66-129-  
Enc.

JUN 5 1928

RECORDED

*66-2396-13*

66-2396-13	
SEARCHED	INDEXED
JUN 6 1928	
DIV. <i>1</i> Inv. <i>110</i>	FILED <i>110</i>

*Letter was kept  
6-11-28  
E.P.T.*

*828*



P. O. Box 239,  
423 Federal Building, Boston, Mass.

June 9, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Reference is made to your letter of June 1,  
1928, wherein you returned application for leave executed  
by Special Agent C. A. Tolson requesting 23 days and 1  
hour annual leave for the period commencing 9 A.M. Sept.  
4, 1928 and ending 5 P.M. Sept. 23, 1928.

In that connection I am submitting herewith a  
memorandum addressed to me by Agent Tolson for the Bureau's  
consideration. If, however, it appears that no consid-  
eration can be given to Special Agent Tolson's previous  
service with the Government a new application for leave  
accrued since Agent Tolson's entry on duty with this  
Bureau on April 2, 1926, will be submitted.

Yours very truly,

*L. C. MEE*

L. C. MEE,  
Special Agent in Charge.

LCB:JHC  
66-129-  
Enc.

*Handwritten notes and stamps:*  
RECEIVED  
JUN 11 1928  
66-129-  
89

*Handwritten initials:*  
JHC

Boston, Mass.,  
June 5, 1928.

Memorandum for Mr. L. C. Duke, Special Agent in Charge:

Kindly refer to Bureau letter dated June first, which states that I am entitled only to annual leave accrued from April second of this year, the date of my entry into this service.

The Bureau letter referred to above indicates that there is a possibility that my uninterrupted employment by the Government for the past ten years has not been taken into consideration.

Although in no way do I wish to make it appear that I am endeavoring to avoid any Bureau regulations, for your information I would like to submit the result of inquiries which I made in regard to this matter before leaving the War Department.

Shortly before leaving the employ of the War Department I made inquiry of Mr. Charles West, the Appointment Clerk, to ascertain whether upon resigning and immediately accepting an appointment with the Department of Justice I would be entitled to annual leave from the first of the year and whether deductions would continue to be made from my salary for the retirement fund as is required of employees under Civil Service status. Mr. West, after communicating with officials of the Civil Service Commission by telephone, informed me that in the event I entered the employ of the Department of Justice immediately after severing my connection with the War Department, same would operate as a transfer from one department to another and that annual leave would be figured for the entire year and in addition deductions for the retirement fund would continue.

It will be appreciated if you will call the attention of the Bureau to my long previous service with the War Department in order that same may be given due consideration.

*Clyde A. Tolson*  
Clyde A. Tolson  
Special Agent.

ct.

230

EKT:KCC

June 1, 1928

Mr. L. C. Dake,  
P. O. Box 269,  
Boston, Mass.

Dear Sir:

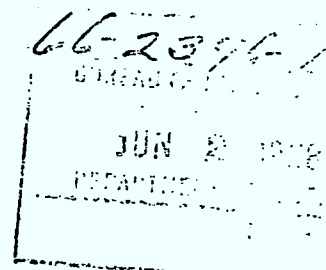
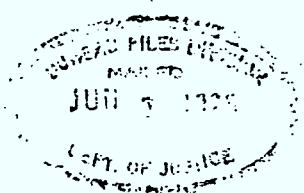
I am returning herewith the application for leave executed by Special Agent C. A. Tolson and approved by yourself, requesting twenty-two days' and one hour's annual leave for the period commencing 9 a.m. September 4, 1928 and ending 5 p.m. September 29, 1928.

You will please note that Agent Tolson expired on duty April 2, of this year and is entitled only to the annual leave which will have accrued to him in September 1927. You are therefore instructed to correct the application and return same to the Bureau.

Very truly yours,

Director.

Encl. 84950



231

DIR:HCC  
66-9824-43

67-9574-43

JUN 29 1928

June 21, 1928

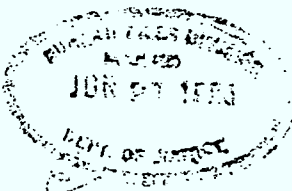
Mr. L. C. Dale,  
P. O. Box 209,  
Boston, Mass.

Dear Sir:

With further reference to your letter of June 5, 1928 and the attached memorandum of Special Agent Clyde A. Tolson, bearing the same date, you are advised that the Office of the Chief Clerk of the War Department has certified to the Bureau that Agent Tolson had used no leave of any kind during the current year while employed in the Office of the Secretary of War. It will therefore be agreeable to have Agent Tolson re-submit the leave slips returned in my letter of June 1, 1928.

Very truly yours,

Director.



232

WAR DEPARTMENT  
OF  
WASHINGTON

5

June 12, 1928.

Director, Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

In reply to your letter of the 11th instant, you  
are advised that Mr. Clyde A. Tolson used no leave of any kind  
during the current calendar year while employed in the Office  
of the Secretary of War.

Very truly yours,

*John C. Spield*  
Assistant and Chief Clerk.

JUN 23 1928

RECORDED

*Letter to Hucker  
6-21-28  
ENT.*

67-9524-43	
BUREAU OF INVESTIGATION	
JUN 15 1928 A.M.	
DEPARTMENT OF JUSTICE	
Div. Five ✓	ENT

*Office of Investigation  
6/21/28*

233

Department of Justice

Bureau of Investigation  
Box 239, Boston, Mass.

2

June 11, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Re: C. A. TOLSON - Special Agent.

Dear Sir:

The above named Special Agent reported for assignment in Boston on May 10, 1928 and the following report is submitted in accordance with Bureau regulations.

Agent Tolson has been in the service of this Bureau since April 2, 1928 and displays excellent qualifications for investigative work. He has initiative, is alert and cooperative, and, in my opinion, above the average considering his short period of training. With more experience and knowledge of Bureau procedure he should rate above an average agent in a comparatively short time.

Very truly yours,

L. C. DUKE  
Special Agent in Charge.

LCD:MFB

RECORDED

JUN 12 1928

67-9524-12	
BUREAU OF INVESTIGATION	
JUN 12 1928 A. M.	
DEPARTMENT OF JUSTICE	
	FILE

234

P.O. Box 239,  
425 Federal Building, Boston, Mass.

June 5, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D.C.

Dear Sir:

Reference is made to your letter of May 5, 1928, concerning the qualifications of agents assigned to this office to investigate violations of the National Bankruptcy Act, and in accordance with your request therein I submit the following:

Agents available for general assignment whose work indicates that they are qualified to handle Bankruptcy cases in a satisfactory manner:

Daniel M. Casey - on sick leave since May 14, 1928.  
E.H. Conway,  
R.E. Callivan,  
William F. Keef.

Unsatisfactory:

X Carl C. Emory - rated below average agent.

Newly assigned agents who show promise and are at present handling Bankruptcy cases:

R. J. Caffrey,  
J.A. Tolson.

Agents on special assignment considered as satisfactory in handling Bankruptcy cases:

I. L. Shine.

Unsatisfactory:

G. H. Phinney - rated below average agent.

Agent C. M. Hoyt has performed no duty in this office since my assignment here and I have no personal knowledge of his ability in any line of investigative work.

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Director.

- 2 -

June 5, 1926.

The six agents who are now available for general assignment of cases are all handling Bankruptcy investigations.

As requested in your letter above referred to a further report will be submitted at the expiration of 30 days from this date.

Yours very truly,

LGP:JBC

L.O. FINE,  
Special Agent in Charge.

ORIGINAL IN FILE OF BOSTON OFFICE 67-837-125

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Department of Justice

Bureau of Investigation

Box 239, Boston, Mass.

May 10, 1928.



Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

You are advised that Special Agent C. A. Tolson arrived in Boston at 7:50 A.M., May 10th and reported the same day for assignment. His address is 397 Commonwealth Ave., Boston, Mass., telephone Kenmore 6880.

Very truly yours,

*L. C. Dume*

L. C. DUME  
Special Agent in Charge.

LCB:MEF

66-2396  
*Handwritten notes and signatures*

RECORDED

66-2396-9	
BUREAU OF INVESTIGATION	
MAY 11 1928 A. M.	
DEPARTMENT OF JUSTICE	
Div. Five	<i>MEF</i>

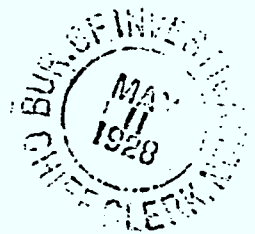
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Department of Justice  
Bureau of Investigation

WASHINGTON, D. C.,

May 9th, 1928.



DIRECTOR,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

66-2396

Dear Sir:-

Complying with your instructions of May 8th, 1928, please be advised that Special Agent C. A. Tolson will depart from Washington on the evening of May 9th, 1928, for the purpose of reporting to the Agent in Charge at Boston, Mass., for assignment.

Very truly yours,

J. M. KEITH,  
Special Agent in Charge.

JMK:ES

*Received by [unclear] 11/11/28*

RECORDED

66-2396-8	
BUREAU OF INVESTIGATION	
MAY 10 1928 A. M.	
DEPARTMENT OF JUSTICE	
cc. Five	cc. Two

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Department of Justice  
Bureau of Investigation

WASHINGTON, D. C.,

May 9, 1928.

DIRECTOR,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Re: C. A. TOLSON, Special Agent -  
Personnel matter

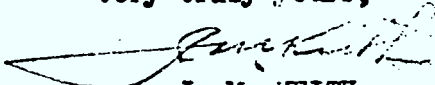
Agent Tolson reported to the Washington Field Office for assignment and was given the oath of office on April 2nd, 1928.

I have been most favorably impressed with him during his training period here. He very quickly grasped the fundamentals of investigative work and has, I believe, a very thorough understanding of all the Bureau's rules and regulations. I believe that the approach and bearing of Agent Tolson is far above the average and I predict that he will rapidly develop into one of the Bureau's most efficient agents.

The dictation of Agent Tolson was entirely satisfactory for one so new in the service. He was studious, gave careful thought and attention to his work, and in fact, within a few days after he had taken the oath of office was performing investigative work which would have been a credit to an agent of long standing in this Bureau.

Agent Tolson performed considerable travel while in this district and correctly submitted his first expense account under my guidance. He handled only the general run of work while here, and I believe that he has a basic understanding of all the investigative work performed by this Bureau, with the exception of Bankruptcy, Antitrust, and National Bank Act violations. I had no bankruptcy case which was suitable for assignment to him during the period of his service here.

Very truly yours,

  
J. M. KEITH,

Special Agent in Charge.

JMK:ES

67-9524-44  
MAY 10 1928  
Div. Two

939

Department of Justice

Bureau of Investigation

Washington, D. C.

2

April 11, 1928.

DIVISION

Director,  
Bureau of Investigation,  
Department of Justice, Washington, D. C. Re: SPECIAL AGENT CLYDE A. TOLSON  
PERSONNEL MATTER

Dear Sir:

I attach hereto a letter addressed to you by Special Agent Tolson explaining the circumstances under which a certain newspaper article concerning him appeared in the Washington Evening Star under date of April 2, 1928. While this letter is self-explanatory I desire to inform you that Special Agent Tolson told me that in connection with his duties as Confidential Clerk to Secretary Davis he had occasion to meet the newspaper reporter named Clarke on each and every day and frequently gave to Clarke such Press releases as were desired by the Secretary.

Agent Tolson assured me that he specifically requested Clarke to not print anything concerning his resignation from the War Department to accept a Special Agency with this Bureau and obtained from Clarke a promise that his wishes in this regard would be respected. Agent Tolson further claims that in spite of this agreement which he had with Clarke the latter published the article in question without his knowledge or consent.

Very truly yours,



J. M. KEITH,  
Special Agent in Charge

JMK:APK

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67-9524-110  
BUREAU OF INVESTIGATION  
APR 11 1928 P. M.  
DEPARTMENT OF JUSTICE  
DIVISION OF INVESTIGATION  
FILE

870

Washington, D. C.,  
Hurley-Wright Bldg.,  
April 11, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

With respect to the attached newspaper clipping from the Washington Evening Star of April 2, 1928, I wish to state that while employed in the War Department my official duties brought me into close personal contact with the writer of the article, Mr. Clarke, who maintains an office in the State, War and Navy Building. Mr. Clarke knew that I had made application for a position in the Department of Justice some time before I had any indication that my application would be given favorable consideration and he asked me for certain information to include in a newspaper article. When I received my letter of appointment containing the statement that the appointment was not to be given publicity, I asked Mr. Clarke not to publish anything concerning it. He promised me he would give the matter no publicity and I was very much surprised to read the newspaper item. It was written after I left the War Department and the information it contained was evident-

Mon. 4/2/28 from the War Department files.

**QUITS WAR CLERKSHIP.**

Clyde Tolson of Iowa, who was confidential clerk to Secretaries Baker, Weeks and Davis, successively, at the War Department, today resigned that office to accept a position as special agent in the Department of Justice.

He is a native of Cedar Rapids and began his services at the War Department in July, 1918, as a clerk in the office of the chief of staff, under Lieut. Gen. Peyton C. March, in the World War.

He is a graduate of the law department of George Washington University and a member of the bar of the District of Columbia. In his new office he will remain in this city for the present.

Special Agent

Very truly yours, 1928

*Clyde A. Tolson*  
67-9524-40  
Clyde A. Tolson,  
Special Agent.  
APR 11 1928 P. M.  
Div. of Investigation  
FILE

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### QUITS WAR DEPARTMENT.

Clyde Tolson, director, was a confidential clerk for the War Works and Industries Administration, War Department, by assignment, but after 15 years of service was appointed in the War Department.

He is a member of the War Department in July, 1942, as clerk of the office of the chief of the War Department, War Department, in the War Department.

He is a member of the law department of George Washington University and a member of the District of Columbia. He is a member of the War Department in the War Department.

George Washington University.

Department of Justice

Bureau of Investigation

Washington, D. C.

April 2, 1928.



Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:                    RE: CLYDE A. TOLSON, Special Agent.

For the Bureau's records I respectfully advise that Special Agent Clyde A. Tolson who took the oath of office this morning writes shorthand and feels that he is competent to take dictation at the rate of sixty words per minute. Agent Tolson is also a typist, using the touch system.

Agent Tolson prefers assignment in the Middle West, preferably in Iowa or Missouri.

Very truly yours,

JOHN M. KNIZE,  
Special Agent in Charge.

JMK:JGD

67-9524-39	
APR 3 1928 P. M.	
DEPARTMENT OF JUSTICE	
Div. Five	140

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Department of Justice  
Bureau of Investigation

Washington, D. C.

April 2, 1928.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

Mr. Clyde A. Tolson reported to me for duty at 9 A.M., on April 2nd, 1928, and was immediately given the oath of office, hereto attached in duplicate. Mr. Tolson also executed the enclosed personal history sheet.

The resident address of Mr. Tolson in Washington is 1733 N Street, N. W.; Telephone Decatur 994.

Very truly yours,

JOHN M. KEITH,  
Special Agent in Charge.

JMK:JGD

APR 2 1928

*Recd  
OK*

*Original with  
personal history  
sheet to Dept  
4/2/28  
JMK*

67-9524-38	
BUREAU OF INVESTIGATION	
APR 2 1928 P. M.	
DEPARTMENT OF JUSTICE	
Div. Five	File <i>ccs</i>

*2/2/28*



I, ..... *Clyde A. Johnson* ..... do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

..... *Special Agent, Bureau of*  
..... *Investigation, Dept. of Justice*

on which I am about to enter: So help me God.

(Sign here) *Clyde A. Johnson*

Subscribed and sworn to before me this ) Where born (State only) *Mo.*

*2nd* ..... day ) Date of birth *5-22-1900*

of *April* ..... A.D. 192 *8* ) Whence appointed:

State *Iowa* County *Linn*

Congressional District *5th*

*[Signature]*

Notary Public.

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty *April 2, 1928*

Residence *1733 N. Street NW*

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