

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION  
SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 18**



**FEDERAL BUREAU OF INVESTIGATION**

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STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: November 2, 1951

FROM :

SUBJECT: SECURITY INDEX - GENERALPURPOSE

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

DETAILS

During the past week 69 new cards were added to the Security Index and 17 cards were canceled, a net increase of 52 cards.

The Security Index count as of today is 17,307.

933  
changed  
to  
56-13

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 11/16/51

FROM : SAC, Norfolk ( )

CONFIDENTIAL

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -  
SECURITY INDEX STANDARDS

Re SAC Letter #73 dated July 24, 1951.

The instructions contained in Section A of referenced SAC Letter have been completed as to the review of the files in the Norfolk office.

The area covered by the Norfolk office now has about 30 Communist Party members. This number has decreased slightly since January 1, 1949. This office has attempted to investigate any alleged members of the CP in order that our responsibility as to Security Index subjects may be met.

As a result of a complete review as set forth in referenced SAC Letter, two new security cases have been assigned for active investigation to determine whether they should be included in the Security Index.



934

changed  
to

10-13

Director, Cincinnati  
Director, FBI

December 6, 1951

RE: SUMMARY REPORTS  
RE: SUMMARY OF SUMMARY REPORTS

Revised date: November 15, 1951.

Summary reports prepared under the instructions in LHM Letter 95 dated February 22, 1951, should receive the same dissemination on a local level as summary reports of the Bureau. Summary reports should be prepared in a form suitable for dissemination outside the Bureau and should be disseminated to all instances of intelligence agencies with an interest in the subject matter of the investigation.

934  
changed  
to  
10-13

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 15, 1951

FROM : SAC, Cincinnati

SUBJECT: SECURITY INDEX CASES - PREPARATION OF SUMMARY REPORTS

Re SAC letter No. 95, 9-22-51, Series 1951, Section B.

Regarding summary reports in Category 5 (subjects employed in vital facilities), please advise all contribution is to be made at this time of summary reports to interested intelligence agencies covering involved vital facilities.

133  
changed to  
10-14

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 15, 1951

FROM : SAC, Cincinnati

SUBJECT: SECURITY INDEX CASES - PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, 9-22-51, Series 1951, Section B.

Category 2 - No subjects currently carried in Special Section.

Category 6 - 24 Key Figure Security Index Subject cases now assigned for summary reports.

23 Detcom-Combab cases will follow above KF reports

22 Detcom cases will follow LC-CS cases.

Category 7 - 100 remaining SI card subject cases will follow above DC cases.

755  
changed to  
10-14

December 7, 1951

Category number seven should include all the remaining cases on the Security Index which do not fall under any other category of the schedule. Category number seven should include all cases not falling under categories number one to five inclusive, should be reviewed and those cases scheduled for the preparation of summary reports when your review indicates no pertinent derogatory information has been submitted in report form since January 1, 1949."

Category number seven should include all the remaining cases on the Security Index which do not fall under any other category of the schedule.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10-12-51

FROM : SAC, Buffalo

SUBJECT: SECURITY INDEX  
 PREPARATION OF SUMMARY REPORTS  
 BUFFALO DIVISION

Re SAC Letter #95, 9-22-51.

Review of S.I. Cards reflects the following:

<u>CATEGORY</u>	<u>TOTAL</u>
2. Special Section	0
3. Top Functionary	1
4. Key Figure	52
5. Employed in Vital Facility	33
6. No report since 1/1/49	16
7. Remainder	<u>145</u>
GRAND TOTAL	247

A memo has been prepared for each file on an S.I. subject setting forth the category into which it falls and instructions to afford prompt action in the preparation of a summary report. Appropriate administrative ticklers are being maintained in order to supervise the preparation of the summary reports.

756  
 changed to  
 6-14

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : THE EXECUTIVES' CONFERENCE  
SUBJECT: SECURITY INDEX *Minneapolis*

DATE: October 19, 1951

On October 19, 1951, the Executives' Conference consisting of Messrs.:

considered the question of whether closed Security Index cases should be reopened at such time as summary type reports and the subsequent yearly reports are rendered by the Field, or whether they should remain in a closed status and be followed by administrative tickler.

Inspector( , during the inspection of the Minneapolis Division, advised that there is some confusion in the field as to whether cases on Security Index subjects employed in vital facilities should be reopened each six months at the time that the employment in the vital facility is verified and the appropriate Armed Forces agency is advised of the correct status of the subject by investigative report. ( ) recommended that the cases be reopened each six months for the purpose of verification and thereafter closed when the investigative report is written.

We have recently instructed the field to submit summary type reports on all Security Index subjects, regardless of whether they are employed in a vital facility, and to submit yearly reports thereafter. Therefore, the problem pointed out by Inspector exists in connection with all Security Index subjects and not just those employed in vital facilities. Heretofore, we have instructed the field that when they verify the current address and employment of Security Index subjects each six months, the case should be followed by administrative tickler and not be reopened or carried in a pending inactive status unless it falls in a specialized group, such as Key Figures. However, by SAC Letter Number 95 dated September 22, 1951, the field was instructed to follow cases for the yearly summary reports by administrative ticklers. They were instructed that these cases should be reopened when the summary reports become due, re-evaluated in light of existing instructions and brought up-to-date to determine the subject's current activities.

Executives' Conference  
Recommendation:

The Executives' Conference was of the unanimous opinion that as it is necessary to conduct research, and in many instances investigation, prior to preparing the required reports, and further to insure the proper administrative handling and following of these cases, it is desirable to reopen these cases at the appropriate time and assign them to Agent personnel for handling. After the required reports are submitted, the cases should again be closed and subsequently followed by administrative tickler.

We will continue to follow our past procedure of maintaining specialized cases such as Key Figures, Top Functionaries, etc., in a pending-inactive status, as there is need for continued investigative attention in those cases.

In order that we can be sure that the field is following Bureau instructions requiring the submission of summary type and investigative reports in Security Index cases, the Conference recommended that during both official inspections by Bureau inspectors and self-inspections in the field, the inspector be required to check the files on all Security Index subjects for the purpose of ascertaining whether reports are being submitted at the required intervals.

In the event you agree, the attached SAC Letter advises the field that this procedure is to be followed and the Training and Inspection Division will issue appropriate instructions to Inspectors.

Respectfully,  
For the Conference

efh  
p.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: November 16, 1951

FROM :

SUBJECT: *C* SECURITY INDEX - *GENERAL*PURPOSE

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

DETAILS

During the past week 46 new cards were added to the Security Index and 23 cards were canceled, a net increase of 23 cards.

The Security Index count as of today is 17,360.



939  
changed to  
42-17

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 11/21/51

FROM : SAC, St. Louis

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -  
SECURITY INDEX STANDARDS

Re SAC Letter No. 73, series 1951, dated 7-24-51.

Please be advised that as a result of the review of the files requested in referenced SAC Letter, the St. Louis Office opened 34 security cases pursuant to the instructions contained in the referenced SAC Letter.

440 changed to 34-48

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
Att:  
FROM : SAC, New York

DATE: October 11, 1951

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS-  
SECURITY INDEX STANDARDS

Reference is made to SAC letter #73, Series 1951, dated 7/24/51, Sub-section A, which advised that standards for the inclusion of individuals in the Security Index are now broadened to include persons "holding, at any time after 1/1/49, membership in any organization or political party which seeks to overthrow by force or violence the Government of the United States." Relet suggested the following reviews as a means of locating those persons so reported:

1. Review of all individual security cases which have been opened since 1/1/49.
2. Review all references from 1/1/49 to date.
3. Review the Communist Index for the names of persons reported as active in such organizations subsequent to 1/1/49.

These suggestions, as they relate to this office, have been given very careful and thorough consideration, and I respectfully desire to make the following observations:

Concerning Bureau suggestion designated as #1 above, it is pointed out that there is no available record which would enable this office to determine which case files have been opened or reopened since 1/1/49 nor would such a record, if available, reflect all persons reported as active in the Communist Party or related groups subsequent to 1/1/49. Until July of 1950 there was no necessity of opening active files merely on the allegation of membership alone and, therefore, a review of files opened for investigation since 1949 would not serve to locate all those persons reported as active since 1949.

Concerning Bureau suggestion designated as #2 above, namely that the should be reviewed from 1/1/49 to date, it is pointed out that such a review can be expected to be of little value since it has been the practice of the New York Office even prior to January, 1949, to open at least a dead-end on any person reported to be a member of any of the organizations with which referenced SAC letter is concerned.

With regard to suggestion #3, it is noted that on April, 1948 the New York Office reviewed an approximate total of 119,000 closed and pending files in the and classifications. At the time of the review a Communist Index card was prepared on each person residing in the New York Division, who had been reported at any time prior to the date of the review, as a member or

Letter to Director, FBI

changed to  
34-48  
10-11-51

sympathizer of a subversive organization. As a result of the review, 28,000 Communist Index cards were prepared. Since this review the New York Office has continued to prepare C. I. cards on all persons reported to be members or sympathizers of a subversive organization. As a result of this policy there are now approximately 56,500 C. I. cards on file in this office, which figure represents a total of all persons who have resided in the New York area and who have been reported at one time or another to be active in a subversive organization. However, since there is no requirement that C. I. cards be maintained in a current status, it will not be possible to secure the desired information from a review of the cards themselves. To ascertain those individuals reported as active in one of the organizations since 1/1/49, it will be necessary to review each of the 56,500 files represented by a C. I. card. For reasons which will be set forth below, it is not believed that the results to be achieved by such a project will compensate for the extensive research that will be required in carrying out the project.

By SAC letter #48, Series 1950, dated 7/22/50, the Bureau advised that consideration should be given for inclusion in the Security Index those persons who were as of July, 1950 "active, participating members of the Communist Party or related groups, or those who actively espouse the line of these groups."

Since July of 1950, the above instructions have been strictly adhered to by this office. Whenever information has been received indicating that an individual is a member of, or active in, one of the organizations listed above, a case file has been opened for investigation. In addition, however, this office has adopted a somewhat liberal interpretation of the above instructions. The date of July, 1950 has not been utilized as an absolute line of demarcation when consideration is given to opening a file for investigation. A lack of information indicating current Communist Party activity on the part of a subject has been considered to be due more to the security measures adopted by the Party rather than to the lack of activity on the part of the subject.

As a result of the above interpretation, this office has been opening investigations on individuals active in one of the organizations under discussion, even though the activity may have occurred during the year 1949. These cases have been opened in a routine manner as information indicating Party activity was received from Sutech, trash covers, informants and other sources. In this manner approximately 7800 Security Matter - C cases have been opened during the past fourteen months.

Letter to Director, FBI  
NY

Because of this system in which files are continually coming to the attention of the Security Matter supervisor, it is felt that cases already have been opened on the vast majority of persons who have been reported to this office to be active in the Party subsequent to 1/1/49. Therefore, UACB this office will continue to follow this procedure and will not attempt a review of the more than 56,000 case files represented by Communist Index cards.

The New York Office is cognizant of its responsibility with regard to individuals whose activities or sympathies are such as to warrant their inclusion in the Security Index and will continue to be alert for them and to open cases promptly.

changed to  
34-48

SAC, New York

November 7, 1951

Director, FBI

100-137 SECURITY INVESTIGATIONS -  
SECURITY INDEX STANDARDS

Reurlet October 11, 1951, wherein you advise that you will not attempt to review the 56,000 case files represented by Communist Index cards for the purpose of investigating the subjects thereof who come within the meaning of the instructions issued in SAC Letter No. 73(A), dated July 24, 1951.

You point out that you feel that cases have already been opened on the vast majority of persons who have been reported to your office to have been active in the Party subsequent to January 1, 1949.

The extent and nature of any review prompted by the Bureau's instructions must necessarily be a matter for your own decision. I desire to point out, however, that you are responsible for the investigation and consideration for inclusion in the Security Index of all individuals coming within the category defined in SAC Letter No. 73. This does not merely mean the majority of such individuals. Unless you are certain that all such individuals have been investigated and that all such individuals have been considered for inclusion in your Security Index in line with the standards which were broadened by SAC Letter No. 73, it is mandatory that you conduct any review necessary to comply with these instructions.

If the reviews suggested by the Bureau in SAC Letter No. 73 are necessary to accomplish this, such reviews should be made. The Bureau made these suggestions in order to accomplish the objective prompted by the instructions. If you believe that the suggested reviews will not accomplish this objective, you are to advise what you intend to do to comply with the instructions.

You are to reply to this memorandum within fifteen days.

Let to Dir.  
NY

large remainder of cases which are touched upon later in the schedule outlined in that SAC let, they are not quickly distinguishable in the Security Index from the other Security Index Cards. Therefore, we have recently been considering a suggestion that the Security Index Cards on Vital Facility subjects be filed under a separate breakdown in the Index. It is felt that this would be helpful in several ways:

First, it would provide quick access to the cards if any special action were required to be taken regarding those subjects;

Second, it would reduce the possibility of overlooking the proper handling of some of these cases, which possibility it is felt exists to a higher degree while the cards are filed with the ordinary Security Index subjects; and

Third, it would present a more ready picture of the general composition of our index.

The Bureau's comments regarding this suggestion are solicited.

17/  
October 2, 1951

RE: REVIEW OF SECURITY  
INDEX CASES BY  
DEPARTMENT ATTORNEYS  
- GENERAL

Memorandum to dated May 24,  
1951, requested:

- a. Review of all Security Index cases be completed as soon as possible and advice as to whether the Department approved or disapproved in each individual case the listing of the subject in our Security Index.
- b. Advice as to the decision reached in each case reviewed to date and in the future advice as to the decision reached as each review is completed.
- c. Specifically that the Bureau be advised at an early date whether the 34 named prominent individuals should be retained in our Security Index.

No advice has been received from the Department to date regarding the review of any Security Index case.

October 2, 1951

RE: NAMES OF DEPARTMENT  
ATTORNEYS WHO WILL CONDUCT  
DETAILED REVIEWS OF SECURITY  
INDEX CASES

has furnished the names of five Department Attorneys who constitute a board within the Department set up to review cases on individuals included in our Security Index, namely,

However, has never furnished the names of the Attorneys who will actually be conducting the detailed reviews of Security Index cases, although he has on various occasions, and particularly on May 31 and June 8, 1951, told that as soon as the complete list of Attorneys who will make the detailed reviews is available he will furnish such list to us in order that we can check their names against our indices.



October 2, 1951

RE: SECURITY INDEX STANDARDS

GENERAL

Memorandum to dated June 28, 1951, furnished the Bureau's views in connection with the Department's revised Security Index standards which revised standards differed considerably from the standards used by the Bureau. The differences were specifically set out in the memorandum, and it was pointed out to the Department that there must be a clear understanding and approval by the Department of the Security Index standards being used by the Bureau. That memorandum was acknowledged by

memorandum of July 16, 1951, which stated that the Department agreed with the Bureau's concept of the Security Index Program, and that the suggestions regarding the revised standards were being studied. We have received no further advice concerning Security Index standards although we acknowledged the latter communication by our memorandum of July 20, 1951, in which we stated we would appreciate receiving comments and suggestions on the Security Index standards.

943X  
changed to  
6-15

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Buffalo ( *Security* )  
SUBJECT: INTERVIEW OF CP SUBJECTS,  
BUFFALO OFFICE

DATE: Nov. 19, 1951

Due to a shortage of personnel experienced in security matter investigations, it will be necessary to have the interviews authorized by the Bureau conducted by an experienced agent with the "first office" agent to whom a case is assigned participating.

The Buffalo Office is desirous of using such "first office" agents in this capacity, since they are thoroughly familiar with cases assigned to them and in addition will receive valuable training by sitting in on such interviews.

The Bureau is requested to advise this office as to its approval or disapproval of such procedure.

943X  
changed to  
6-15

SAC, Buffalo

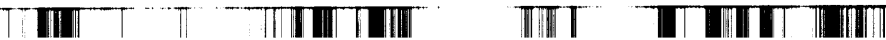
January 17, 1952

Director, FBI

INDEXING OF SUBJECTS OF  
SECURITY INVESTIGATIONS

Report dated November 19, 1951, captioned  
"Interview of SA [redacted], Buffalo Office, 1 - C,"  
shows you requested the Bureau's advice as to  
whether "first class" cards can be utilized in  
these interviews.

SA [redacted] Number 113 (1) dated December 14,  
1951, was issued as a result of your inquiry.



944  
changed  
to  
34-51

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 11/23/51

FROM : SAC, New York

SUBJECT: SECURITY INVESTIGATIONS--  
SECURITY INDEX STANDARDS

Reference is made to Bureau letter 11/7/51. The Bureau's suggestions and directions are appreciated. The responsibility of this office for the investigation and consideration for inclusion in the Security Index of all individuals coming within the category defined in SAC Letter #73 is fully appreciated and will be carried out. The fact that any review of files that is felt necessary in order to carry out these instructions of the Bureau would necessarily be mandatory is also appreciated.

This office will not limit its review of files and information available to the suggestions made in SAC Letter #73. Gradually, informants are being contacted and, as all files are reviewed on tickler or for any other reason and as information is developed to indicate the identity of Communists, appropriate files are being opened and investigations ordered. This process is, naturally, a continuing one and this office will remain ever alert to it.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 20, 1951

FROM : SAC, SAN JUAN (

SUBJECT: SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reference is made to SAC Letter No. 95, Series 1951,  
dated September 22, 1951.

Initially it was the opinion of this office, on reading the above mentioned SAC Letter, that the Summary Reports prepared on all SI subjects would be identical in form and content to the Summary Reports required for the Smith Act prosecutions with the exception that the Summary would only contain information currently in file as of the date of the Summary, and that any deficiencies pointed out in connection with this Summary could be remedied by later investigation and brought up to date in the next Summary Report to be prepared on the particular individual. Prior to the preparation of Summaries in this office, copies of a Summary Report prepared by the New York Office in the case entitled, \_\_\_\_\_, was., SECURITY MATTER - N (New York File \_\_\_\_\_) was received in this office. Although the New York report contains all of the captions as set forth in the above referenced SAC Letter, the form of the report is more that of an Investigative Summary rather than a Prosecutive Summary.

Clarification of this apparent difference is requested in order that San Juan may prepare its Summaries on SI subjects in the exact form desired by the Bureau.

945  
changed to  
48-21

SAC, San Juan

December 17, 1951

RECORDED - 178 Director, FBI  
EX - 57 SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reurlet dated November 20, 1951, in which  
you made reference to the New York case entitled  
"U.S. Security Matter - M."  
Bureau file  
wherein New York submitted a summary report in  
compliance with SAC Letter Number 85 dated  
September 22, 1951. Enclosed herewith for New York  
is a copy of your letter for the information of the  
New York Office.

Please be advised that the form utilized  
by New York in the preparation of the above report  
is correct. For your information, a forthcoming  
SAC letter will contain further observations and  
instructions concerning the manner of handling the  
preparation of summary reports in Security Index  
cases.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR.

DATE: November 9, 1951

FROM :

SUBJECT: SECURITY INDEX

PURPOSE

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

DETAILS

The following is a report on the increase in the Security Index since the last count was furnished to you on October 12, 1951.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
October 13-19	89	12	77
October 20-26	69	15	54
October 27 - November 2	69	17	52
November 3-9	56	26	30
Totals	283	70	213

The Security Index count as of today is 17,837.

For your information, during the preceding four-week period ending October 12, 1951, 294 new cards were added, 48 cards were cancelled, or a net increase during the period of 246 cards.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 13, 1951

FROM :

SUBJECT: ~~INTERVIEWS~~ IN SECURITY CASES

During the recent conference of field offices representatives relative to communist and espionage matters, it was the unanimous recommendation of the conference that a bulletin be prepared for the field's instructions relative to interviews of security suspects.

RECOMMENDATION

There is attached for your approval a proposed Bureau Bulletin issuing instructions relative to the thoroughness necessary in conducting interviews of security suspects. This encompasses the preparation for the interview, the thoroughness in conducting the interview and the careful reporting of the results of the interview.



UNRECORDED

SAC, Indianapolis

November 20, 1951

Director, FBI (

, was.

SECURITY MATTER - C

Security INDEX - GENERAL

ReBulet dated July 5, 1951, and Indianapolis memorandum to the Bureau dated September 13, 1951.

el The Indianapolis Division should immediately prepare an investigative report bringing the investigation of this subject up to date.

The New York Division, if not already done, should conduct the requested interview of IT-559.

The Buffalo and Albany Divisions, if not already done, should conduct immediate investigation to determine the subject's whereabouts and present activities.

All outstanding investigation must be completed immediately to bring this delinquent case to a logical conclusion.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

STRICTLY CONFIDENTIAL  
BUREAU BULLETIN NO. 48  
Series 1951

UNRECORDED  
11-23-51

In Reply, Please Refer to  
File No.

November 23, 1951

WASHINGTON 25, D. C.

*Security Council Bureau*  
(A) INTERVIEWS IN SECURITY CASES -- I desire to emphasize again the importance of thoroughness in the interviewing of persons involved in security matters. It has been our experience that all data in an individual's possession cannot be developed in one or two interviews. It should be recognized that where a person has been active over a period of years in the espionage or communist field, he or she has possession of a great deal of information which is often of utmost value to the Bureau.

Prior to an interview of a person who may be expected to have considerable information of value to us, there should be a thorough preparation for the interview. This preparation should encompass not only a knowledge of the known background and activities of the person being interviewed, but should also include knowledge on the part of the interviewing Agents of matters concerning which the person being interviewed might logically have information. It is, of course, recognized that situations may present themselves where such preparation is not possible, but wherever it is feasible such preparation should be made.

Once the interview is undertaken and it is found that the person being interviewed can furnish us information of value, we should attempt to develop and exploit the person's knowledge to the utmost. The person being interviewed should be informed of the fact that we are interested in interviewing him or her in great detail. Arrangement should be made to conduct the interviews over as extended a period as is necessary fully to develop the matter. During the course of the interviews, if it is necessary to have investigation and research conducted to verify or add to what is being developed, this should be done. Information may be needed from other offices or from the Bureau to assist in the interviews, and if so, a request for such information should be made immediately. It should be constantly borne in mind that we desire to profit by the interview in as greatly a manner as possible. Undoubtedly, if the person has knowledge of espionage or communist activities, we will want to recontact him or her in the future on a variety of matters, and the establishment of confidence in the Bureau should be developed for our future benefit.

A thorough and accurate reporting of information developed is, of course, absolutely essential. This reporting requires careful preparation, with an understanding that a permanent record is being

established of what the individual being interviewed furnished. There should be a careful organization of material being reported. Care should be exercised to see that the data developed are reported in the appropriate investigations, and that offices with an interest in the results of the interview are furnished the applicable information.

In many instances it will be a desirable practice to report all information developed in the main file on the individual being interviewed and at the same time report pertinent information developed in the main files on other individuals, and where there is no main file the information should be reported under the caption of the individual to whom the information pertains.

The above instructions are for your guidance in conducting interviews in security cases, and it is felt that careful attention to this phase of the Bureau's work can benefit our responsibilities in the security field.

Very truly yours,

John Edgar Hoover

Director

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: November 23, 1951

FROM :

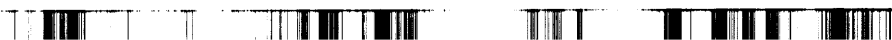
SUBJECT: SECURITY INDEX - *GENERAL*PURPOSE

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

DETAILS

During the past week 52 new cards were added to the Security Index and 8 cards were canceled, a net increase of 44 cards.

The Security Index count as of today is 17,404.



947 X  
changed  
to  
11-22

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 26, 1951

FROM : SAC, Cleveland

SUBJECT: SECURITY MATTER - C  
INTERNAL SECURITY ACT OF 1950

Rerep of \_\_\_\_\_, dated November 8, 1951, at Cleveland  
Ohio.

SAC letter No. 71, September 29, 1950.

It has been noted that referenced report failed to carry the dual character of "Internal Security - C" and "Internal Security Act of 1950". Accordingly, corrected first pages of referenced report are enclosed for substitution.

Referenced SAC letter advised that under the initial phase of the Internal Security Act of 1950, each Field Office should consider only those individuals who are subjects of Security Index cards.

It is requested that the Cleveland Division be advised whether the Bureau now desires that the character of reports concerning subjects who are employed in vital facilities and who are not on the Security Index or are not being recommended for the Security Index, continue as "Security Matter - C" or should the dual characterization be used by adding "Internal Security Act of 1950".

947 X  
changed  
to  
11-22

SAC, Cleveland

December 17, 1951

Director, FBI

SECURITY INDEX -  
VITAL FACILITIES

Reurlet dated November 26, 1951, captioned "Security Matter - C; Internal Security Act of 1950," wherein you requested to be advised whether the Bureau now desires that the character of reports concerning subjects employed in vital facilities who are not on the Security Index or are not being recommended for the Security Index continue under the single character of "Security Matter - C" or under dual character adding "Internal Security Act of 1950."

It is desired that cases of subjects employed in vital facilities in the category mentioned in your letter be carried under the single character of Security Matter - C and that the dual character not be utilized unless the subject is in the Security Index or is being recommended for the Security Index.

Of course, in accordance with instructions in SAC Letter Number 26, dated March 13, 1951, all reports submitted on a subject who is employed in a vital facility shall contain information on the administrative page reflecting that the subject is employed in a vital facility and the name of the agency having security responsibility. This provision applies to all security cases whether or not on the Security Index.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: November 30, 1951

FROM :

SUBJECT: SECURITY INDEX - GENERALPURPOSE

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

DETAILS

During the past week 73 new cards were added to the Security Index and 15 cards were canceled, a net increase of 58 cards.

The Security Index count as of today is 17,462.

949  
changed  
to  
28-10

SAC, Memphis

November 29, 1951

Director, FBI (

SUMMARY REPORTS IN  
SECURITY-INDEX CASES

Reference is made to SAC Letter  
Number 95 dated September 22, 1951.

You should advise the Bureau by  
return mail as to the status of the above-  
captioned project in your office as requested  
in referenced SAC letter.



950  
changed to  
40-15

NOV 21 1951

TELETYPE

WASHINGTON FROM PORTLAND VIA A SAN FRANCISCO S25 11-21-51 4-40 PM PST  
DIRECTOR, FBI DEFERRED  
SUMMARY REPORTS, SM-C. REQUEST PD OFFICE BE ADVISED WHETHER SYNOPSIS  
SHOULD BE INCLUDED THIS TYPE OF REPORT AND WHETHER INSTRUCTIONS  
FOR PREPARATION OF PROSECUTIVE OR NON- PROSECUTIVE SUMMARY REPORTS  
SHOULD BE FOLLOWED IN OTHER THAN SMITH ACT CASES. ~~THE~~ MAY SUBJS ACTIVE  
IN CP BE SET FORTH IN CHRONOLOGICAL OR LOGICAL SEQUENCE WITH INFORMANTS  
BEING IDENTIFIED AFTER EACH ACTIVITY OR MUST ACTIVITY BE REPORTED  
CHRONOLOGICALLY UNDER EACH INFORMANT.

430  
charged to  
40-15

SAC, Portland

November 21, 1951

Director, FBI

CONFIDENTIAL

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

-11

Reurtele November 21 last requesting the Bureau's advice concerning preparation of summary reports.

A synopsis shall be prepared for each report submitted in response to the instructions contained in SAC Letter Number 95 dated September 22, 1951. These reports shall be prepared in accordance with the instructions set forth in SAC Letter Number 95 and will not be marked as prosecutive or nonprosecutive summary reports. The pink first page to be utilized in the reports containing the words "Summary Report" will suffice for identifying the report.

You are inquired as to whether the subjects' activities should be set forth in chronological or in logical sequence with informants being identified after each activity or whether the subjects' activities must be reported chronologically under each informant.

In answer to this inquiry your attention is directed to SAC Letter Number 95 which states on page six that all of the information received from each person, confidential informant or confidential source should be set out in chronological order under the name or symbol number of the respective person, informant or source. In addition, if one informant has furnished information which should logically be broken down under two or more of the subjects, each report unit should be done with the same temporary symbol number being utilized for that informant throughout the report.

A forthcoming "Summary Report" contain further observations and instructions relative to the preparation of summary reports.

950 X  
changed  
to  
47-32

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Francisco (

SUBJECT: SUMMARY REPORTS

DATE: 11/30/51

Re SAC Letter 95, Series 1951, which instructs summary reports are to be written in security investigations. index

In view of existing instructions concerning summary reports of subjects of LRA 1947 investigations it is felt that a separate summary report as indicated in SAC Letter 95 would amount to an unwarranted duplication of effort. UACB security subjects who are also subjects of LRA summary reports will not be subjects of summary reports as called for in SAC Letter 95, Series 1951.

950X  
changed to 47-32

SAC, San Francisco

December 20, 1951

Director, FBI

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reurlet dated November 30, 1951, wherein you stated that you feel that a separate summary report as requested in SAC Letter Number 95 on individuals on whom summary reports have been prepared in LMRA investigations would amount to an unwarranted duplication of effort. You stated that UACB Security Index subjects in your office who are also subjects of LMRA summary reports will not be subjects of summary reports as requested in SAC Letter Number 95.

The Bureau desires that summary reports be prepared in the security investigation of any individual in the Security Index regardless of the fact that the subject has been the subject of an LMRA investigation.

It should be noted that while detailed information is required in the summary reports dating from the date that a subject signed his non-Communist affidavit, such detailed information is not required concerning his activities prior to the date of his signing the affidavit. The summary reports requested for Security Index subjects by SAC Letter Number 95 should reflect complete information not only subsequent to the date a subject may have signed a non-Communist affidavit but also prior thereto. It should also be noted that in the event subjects in the Security Index are apprehended under the Emergency Detention Program, the summary reports prepared under instructions in SAC Letter Number 95 will be utilized by United States Attorneys for presentment of the cases to hearing boards. It is not desired that should it become necessary to apprehend the subjects that the LMRA reports be utilized for this purpose.

You are, therefore, to prepare summary reports in security investigations of each subject in the Security Index even though a summary report has been submitted in the LMRA investigation.

UNRECORDED  
12-14-51

*Security Interview - Bureau*

(E) INTERVIEWS OF SUBJECTS OF SECURITY INVESTIGATIONS -- Current Bureau instructions require that interviews of subjects of security investigations be conducted by two Agents experienced in security investigations.

Henceforth, when interviews of subjects of security investigations are to be conducted, a new Agent may accompany an Agent experienced in security investigations for the purpose of gaining experience and training. It will be necessary, however, that the experienced Agent actually conduct the interview.

Such interviews must be carefully planned by the Agents who are to conduct them and care should be taken by all interviewing personnel to be certain that the interviews are conducted in a manner which will attain the best possible results.

Very truly yours,

John Edgar Hoover

Director

95/  
changed  
to  
28-11

STANDARD FORM NO. 64

SECURITY INFORMATION - CO IDENTIAL

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI( )

DATE: November 30, 1951

FROM : SAC, Memphis

SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

Reurlet November 19, 1951, and remylet October 26, 1951.

The original figure of fifteen security index cards for the Memphis Division set out in October 26, 1951 letter was erroneous. At that time this office had twenty-three security index subjects.

Since that time two security index subjects have moved to other divisions and their cases have been RUC'd. Six additional subjects have also moved and their cases will be RUC'd as soon as current residences have been verified in the respective divisions.

changed

to

42-16

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10-30-51

FROM : SAC, St. Louis

SUBJECT: SECURITY MATTER INVESTIGATIONS

Reference is made to No Number SAC Letter dated 6-11-51 which instructs that interviews shall be conducted after Bureau authorization on subjects in certain Security Matter investigations. Instructions contained in this SAC Letter are to the effect that at the time a closing report is submitted the field office shall make a recommendation as to the interview with the subject.

It is to be noted that there are occasions when in accordance with the provisions of the Handbook, Section 44(A) (2), a security matter case would be closed without the submission of an investigative report. There are occasions when these security matter investigations could be closed by the field in accordance with the Handbook provision without the submission of a closing investigative report to the Bureau.

The Bureau's advice is solicited as to whether the field can continue to close security investigations by memorandum in accordance with the above Handbook provision without communicating with the Bureau regarding interview of the subject in accordance with the above SAC letter. It would seem that in those instances where the case is closed merely by memorandum the facts developed would be so insignificant as not to warrant interview with the subject. Kindly advise.

UNRECORDED  
11-30-51  
changed to  
42-16

SAC, St. Louis

November 30, 1951

RECORDED

Director, FBI

SECURITY MATTER INVESTIGATIONS

Reurlet dated October 30, 1951, wherein you requested the Bureau's advice as to whether the Field can continue to place confidential informants by memoranda without consultation with the Bureau concerning interview of the subjects.

The Bureau agrees with your suggestions that except by direct communication with the Bureau, memoranda in your office providing certain conditions will be declined in the Bureau's interest. Regulations, Section 11.4 (1) and when information developed is negative, unfounded or trivial, and no release is made for advising the Bureau.

Of course, as you point out, if the above facts exist there would be no reason for releasing the information to the public. The Bureau has been given stamps outlining in its letterhead matter dated June 11, 1951. Each case must be carefully evaluated before it is closed administratively in your office without the Bureau's knowledge. The Bureau reports.





952  
changed to  
43-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: Dec. 5, 1951

FROM : SAC, Minneapolis

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

Re SAC Letter 95, Sept. 22, 1951, and Bulet Nov. 29, 1951,  
to Memphis.

Please be advised that a priority schedule has been set up in the Minneapolis Office in accordance with the instructions set forth in referenced SAC Letter for the preparation of summary reports in Security Index cases. At the present time, categories II and III do not have any reports presently due. Category IV relating to key figures is presently being worked upon, as is category V relating to subjects employed in vital facilities.

A breakdown of the reports to be written in categories II through VII is as follows:

II.	Special Section. . . . .	None
III.	Top Functionaries. . . . .	None
IV.	Key Figures. . . . .	12
V.	Subjects Employed in Vital Facilities . . . . .	11
VI.	Cases Wherein No Reports Have Been Submitted Since January 1, 1949 . . . . .	35
VII.	All Other Security Index Cases With The Summary Reports	348

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 5, 1951

TO :

FROM :

SUBJECT: INTERVIEWS OF SUBJECTS  
OF SECURITY INVESTIGATIONSPURPOSE

To obtain approval for the attached SAC Letter.

BACKGROUND

As you know, current Bureau instructions to the Field concerning interviews of subjects of security investigations require that these interviews be conducted by two experienced Agents.

Attached herewith is a letter from the Buffalo office advising that due to a shortage of personnel experienced in security investigations they are desirous of using "first office" Agents in the company of an experienced Agent in conducting these interviews.

The requirement that two experienced Agents be assigned to interview security subjects was made when the interview program was first instituted. So far our interview program has been highly successful with over 1446 interviews conducted and no serious repercussions have arisen from these interviews to date.

I believe that in the interest of expeditiously handling these cases it would be desirable to instruct the entire field that it is permissible to have "first office" Agents participate in the interviews of security subjects so long as the actual interviews are conducted by Agents experienced in security investigations. Such a procedure will not only facilitate the handling of these interviews when the cases are assigned to "first office" Agents for investigation but will also broaden the training of such Agents in the matter of security investigations.

ACTION

If you agree, there is attached herewith an SAC Letter so instructing the Field.

*Security Field - Bureau*

changed to 7-14

STANDARD FORM NO. 64

Office Memorandum

UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Butte

DATE: December 6, 1951

SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

Re SAC Letter #95 dated September 22, 1951.

This is to advise that Butte has already prepared summary reports on Security Index cases as follows:

Category 1	None
Category 2	None
Category 3	None
Category 4	3
Category 5	2
Category 6	None
Category 7	4

The above nine reports have either been submitted to the Bureau already or have already been dictated to a stenographer.

Butte has already prepared six summary reports in cases involving possible prosecution under the Smith Act. Five of these came under Category 4 and one under Category 7. Consequently, the total number of summary reports in each category are as follows:

Category 4	8
Category 5	2
Category 6	None
Category 7	5

The following number of reports falling in the various categories are due to be prepared by the Butte Office:

Categories 4 and 5	14
Category 6	None
Category 7	48

This letter is being forwarded to the Bureau now because Butte has no plans for submitting any more summary reports until after the first of the year.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: December 7, 1951

FROM :

SUBJECT:

O SECURITY INDEX -GENERAL-

PURPOSE

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

DETAILS

During the past week 58 new cards were added to the Security Index and 16 cards were canceled, a net increase of 42 cards.

The Security Index count as of today is 17,504.

133  
changed  
to  
37-28

STANDARD FORM NO. 64

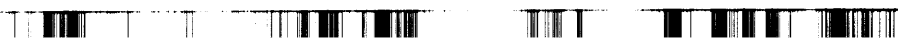
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Philadelphia  
SUBJECT: SECURITY INDEX

DATE: 12-10-51

*me  
212*  
Bureau authority is requested to add a sub-division to the geographical section of the Security Index to be known as the "Transient Section." This proposed section would contain:

1. Those subjects whose residence is unknown.
2. Those subjects who reside at a known address in another field division but whose residence has not been verified by the office covering the new residence.
3. Seamen who have no fixed address but maintain a mailing address in Philadelphia.



955  
changed to

37-28

SAC, Philadelphia (██████████)

January 2, 1952

EX-123  
Director, FBI

RECORDED-██████████

SECURITY INDEX

Reurlet December 10, 1951, wherein you suggested that another section be added to the Security Index for individuals whose whereabouts are not known.

You are advised that the content of your letter will be considered in connection with this problem which is being considered at the Bureau.

██████████ *njr*

156  
changed to  
15-19

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Detroit ( )  
SUBJECT: EMERGENCY DETCON PROGRAM  
INTERNAL SECURITY - C

DATE: November 23, 1951

When a Security Index subject is placed in, or removed from, either the "Detcon" or "Consab" classification, it is the practice of the Detroit office to place a copy of the form FD-122 in either or both the "Detcon" or "Consab" file, as the situation demands. No Bureau instructions requiring this were located. However, this procedure was instituted in the period when Security Index cards were prepared by the field Division, as well as by the Bureau, so that an accurate record could be maintained to insure that the Security Index cards prepared by this office would correspond exactly with those prepared by the Bureau and subjects in this Division. Also, this procedure was adopted to provide some source for an accurate count of the subjects in Detcon and Consab classifications.

With the adoption of the IBM card and the practice of preparing all Security Index cards at the Bureau, it is no longer possible for the Security Index cards in the field to be other than identical with the Security Index cards, as maintained at the Bureau. Also, since the Detcon and Consab classification now appears on the face of the SI card, it is possible to determine the exact number of persons in either classification by physical count of the cards.

It is therefore felt the reason for placing a copy of the FD-122 in either the Consab or Detcon file no longer exists and, if you have no objection, the practice will be discontinued by this office.

156  
changed  
to  
15-19

SAC, Detroit (

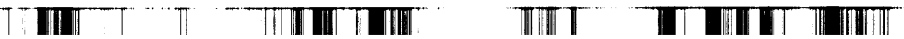
December 5, 1951

Director, FBI

SECURITY INDEX

Reurlet dated November 23, 1951,  
captioned "Emergency Detcom Program, Internal  
Security - C." The Bureau agrees with you in  
that there is no longer a reason for placing a  
copy of Form FD-122 in either your Consab or  
Detcom files.

Should it become necessary for you to  
determine the number of Security Index cards in  
your office tabbed for either Consab or Detcom,  
such determination may be made by checking the  
Security Index cards.





456  
changed to  
15-19

December 5, 1951

SAC, Detroit !

Director, FBI

SECURITY INDEX

50 Reurlet dated November 28, 1951,  
captioned "Emergency Detcom Program, Internal  
Security - C." The Bureau agrees with you in  
that there is no longer a reason for placing a  
copy of Form FD-122 in either your Consab or  
Detcom files.

Should it become necessary for you to  
determine the number of Security Index cards in  
your office tabbed for either Consab or Detcom,  
such determination may be made by checking the  
Security Index cards.

956  
changed  
to  
15-19

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: November 23, 1951

FROM : SAC, Detroit

SUBJECT: EMERGENCY DETCOM PROGRAM  
INTERNAL SECURITY - C

When a Security Index subject is placed in, or removed from, either the "Detcom" or "Comsab" classification, it is the practice of the Detroit office to place a copy of the form FD-122 in either or both the "Detcom" or "Comsab" file, as the situation demands. No Bureau instructions requiring this were located. However, this procedure was instituted in the period when Security Index cards were prepared by the field Division, as well as by the Bureau, so that an accurate record could be maintained to insure that the Security Index cards prepared by this office would correspond exactly with those prepared by the Bureau and subjects in this Division. Also, this procedure was adopted to provide some source for an accurate count of the subjects in Detcom and Comsab classifications.

With the adoption of the IBM card and the practice of preparing all Security Index cards at the Bureau, it is no longer possible for the Security Index cards in the field to be other than identical with the Security Index cards, as maintained at the Bureau. Also, since the Detcom and Comsab classification now appears on the face of the SI card, it is possible to determine the exact number of persons in either classification by physical count of the cards.

It is therefore felt the reason for placing a copy of the FD-122 in either the Comsab or Detcom file no longer exists and, if you have no objection, the practice will be discontinued by this office.



December 19, 1951

he

~~GENERAL~~

~~With reference to the request of the Department to~~  
retain a second copy of the Security Index list to be divided  
among the attorneys working on this matter, I talked to  
Deputy Attorney General on the night of December 18 and  
told him that we were arranging to have this extra copy given  
to the attorneys in the Criminal Division; that, however, it  
was imperative that the Bureau know who was working on this pro-  
ject in view of the extremely confidential nature of the list;  
that it would be disastrous if a leak should occur with  
reference to this list.

Mr. stated that it was for this reason that  
he had forwarded a memorandum to the Bureau on December 7 listing  
all of the personnel in the Criminal Division and that if any  
derogatory information was developed as a result of the check of  
the names which is being conducted of these individuals, he  
would be sure that they were not assigned to review any of these  
lists.

TO: ALL SUPERVISORS ON SECURITY INDEX DESK December 13, 1951

FROM:

SUBJECT: REVIEW OF LOYALTY CASES FOR  
SECURITY INDEX

Attached herewith is a list of names of individuals who were investigated under the Loyalty Program. The main loyalty file and subversive file numbers are shown where known. Each of these individuals was either dismissed from, or denied Federal employment. Their current activities and present employment are not known.

You are to call for all main files on each of these subjects and review them to determine whether the office of origin has received all pertinent loyalty reports and copies of any other reports where main security files are existent. In any instances where pertinent information has not been made available to the office of origin, such information should be furnished as enclosures to a memorandum to the office of origin.

If the main files do not reflect the results of hearings conducted before the Loyalty Review Board in each case, the Washington Field Office should be requested to obtain a photostatic copy of the hearing and transmit it to the office of origin.

The office of origin should be requested to review all information in its possession and to conduct active investigation to determine the subjects' current activities and employment. In each instance where a current report is not reflected in the files, a current report should be submitted by the office of origin. Each case should be handled as any other current security investigation and the field should be instructed to determine whether the subject should be in the Security Index at this time. If not, the Field should be instructed to consider the subject for interview and submit its recommendation for same to the Bureau for approval.

Security Index - GENERAL

957

You may find that in many of these cases, current investigation is being conducted or the above requirements have recently been complied with or some other action has been taken which would obviate the necessity for complying with the above instructions. If so, no further action need be taken by you.

The object of this review is to be fully certain that the Security Index Unit has taken all action necessary to assure that each of these cases has been fully developed as of this time and that all of these subjects have either been placed in the Security Index where warranted or consideration has been given to interviewing them for information in their possession.

Communications concerning this matter should bear the character Security Matter.

You are to complete this project by January 7, 1952. Your copy of this memorandum and the attached list should be returned with a notation adjacent to each name on the list as to the action you have taken in each case.

938 changed to 1-15

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FVB FROM : SAC, Albany  
AZH

DATE: December 12, 1951

SUBJECT: SECURITY INDEX -- Preparation of Summary Reports

Re SAC Letter #95 (B), captioned as above, dated 9/22/51.

A review of Albany files in connection with the preparation of summary reports under referenced SAC Letter, has disclosed a number of reports written prior to the adoption of present standards for security reporting, which contain information without indicating the source.

I realize that any such information falling into the category of Sections 2, 3, 4 and 5 of the form indicated for preparation of summary reports, as set out on pages 6 and 7 of the referenced SAC Letter, must be attributable to a definite source in order to be included in a summary report. It appears, however, that a different view might be taken with respect to such information falling in category (1) -- Background, set out on page 6 of referenced letter, particularly items (c) Education; (c) Employment; and (d) Residences.

If a file review reflects that the source of information in these subdivisions of Category (1) is not available, two methods occur to me to handle this problem:

1. Submission of the summary report could be delayed until a source can be found for each item of pertinent information.
2. A summary report could be submitted at the present time, based on the information in the file, with leads being set out to obtain sources for any information not presently attributable to a specific source.

A concrete example of the problem posed was called to my attention by an Agent, who, in reviewing a file, found a report which made the categorical statement that the subject had previously resided at three addresses, which were listed. No source for this statement appears in the file. If the first alternative were followed, submission of the report in that particular case would be delayed while the Agent made an intensive investigation to verify, through some source, the fact that the subject did reside at these addresses. Use of the second suggested alternative would permit a more prompt submission of the summary report, and necessary investigation to verify these addresses could be conducted in conjunction with other investigation later in the case.

Bureau advice in this matter is requested. It would be helpful if this matter could receive as prompt a reply as possible, since a number of security reports are dependent on the Bureau's answer.

958  
changed to  
1-15

SAC, Albany  
Director, FBI

December 27, 1951

SECURITY INDEX -  
REMARKS OF CONFIDENTIAL REPORTS

Revised dated December 12, 1951. The question  
EX-2 raised by you in this letter has been answered in SAC  
Letter Number 121 (A) dated December 20, 1951.



959  
changed  
to  
28-12

Office Memorandum

m • UNITED

GOVERNMENT

TO : Director, FBI

DATE: December 6, 1951

FROM : SAC, Memphis

AIR MAIL - SPECIAL DELIVERY

SUBJECT: SUMMARY REPORTS  
SECURITY INDEX CASES

Re SAC Letter #95 dated 9/22/51.  
Re ME letter to Bureau dated 10/26/51 captioned,  
"SECURITY INDEX, PREPARATION OF SUMMARY REPORTS."

The plans of this office were originally set out in the October 26, 1951, letter and since that time one Summary Report has been prepared and transmitted to the Bureau and three have now been prepared and are in the process of being dictated. It is contemplated that the remainder of the Security Index cases of this office will have Summary Reports prepared and dictated, the project to be completed not later than March 1, 1952.



STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 12-3-51

TO :

FROM :

SUBJECT: ~~SECURITY INDEX CARD STATISTICS~~

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

These statistics are based on Statistical Section records as of November 19, 1951.

960  
ENC 1

SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE  
Based on Statistical Section Records as of November 19, 1951

OFFICE	TOTAL	NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION													SEX		CITIZENSHIP STATUS				RACE				SPECIAL											
		CU	FL	ISL	IR	ITA	POL	RUS	UKR	GER	YIP	SWI	ESP	GRE	IC	CS	NA	TE	MALE	FEMALE	NR	MA	AL	IN	WHITE	OTHER	ASIAN	PAK	IND	PAK	IND	PAK	IND	PAK	IND	
ALBANY	232	228																160	72	170	48	6	8	210	20	2										
ALBUQUERQUE	53	53																56	17	49	2	2		51	1	1										
ANCHORAGE	30	28																26	4	24	6			27	3											
ATLANTA	10	10																8	4	10				9	1											
BALTIMORE	553	545																234	119	272	73	6	2	304	49											
BIRMINGHAM	13	13																10	5	13				11	2											
BOSTON	423	411																301	122	320	68	8	7	399	24											
BUFFALO	259	231	1	2														176	85	213	39	5	2	216	43											
BUTTE	80	80																38	23	70	10			80												
CHARLOTTE	45	45																26	21	44	1			37	8											
CHICAGO	1,040	968	14	4	11													506	435	684	308	42	6	873	161	6										
CINCINNATI	176	174																73	31	148	25	1	3	131	44											
CLEVELAND	474	445	1	3														292	188	356	107	10	1	428	46											
DALLAS	43	43																27	18	36	5	4		38	5											
DENVER	190	190																32	12	126	14	7	3	156	11	3										
Detroit	1,023	977	4															537	342	716	265	36	6	853	167	3										
EL PASO	13	13																6	5	10	2	1		13												
HONOLULU	105	105																46	10	86	8	10	1	29	2	74										
HOUSTON	64	60																33	22	57	6	1		50	14											
INDIANAPOLIS	223	219																108	89	158	54	8	3	193	30											
KANSAS CITY	38	37																15	13	27	11			36	2											
KNOXVILLE	9	9																4	4	8	1			9												
LITTLE ROCK	9	9																6	1	8	2			4	5											
LAS ANGELES	2,214	2,104	11															727	412	762	1,651	482	55	26	2,062	125	27									
LOUISVILLE	17	17																6	3	14	3			16	1											
MEMPHIS	21	21																9	7	15	6			17	4											
MIAMI	102	102																45	33	67	35			96	6											
MILWAUKEE	253	230																112	98	202	45	5	1	236	13	4										
MINNEAPOLIS	439	368	1															139	123	367	56	8	8	420	17	2										
MOBILE	7	7																2	1	7				2	5											
NEWARK	589	574																203	101	458	115	8	8	537	52											
NEW HAVEN	450	444																185	157	302	137	4	7	408	42											
NEW ORLEANS	72	72																35	21	64	6	2		52	19	1										
NEW YORK	5,333	5,206	22	23														898	540	921	2,431	738	124	40	3,059	229	45									
NEW YORK CITY	19	19																5	3	13	6			14	5											
OKLAHOMA CITY	72	71																32	20	56	16			59	13											
OMAHA	37	37																18	14	36				35	2											
PHILADELPHIA	816	763	12															352	301	641	165	6	4	711	104	1										
PITTSBURGH	107	106																25	10	69	38			83	23	1										
PITTSBURGH	295	277	1															138	93	225	70			263	32											
PORTLAND	169	168	1															64	41	140	19	5	5	163	3	3										
RENO	24	24																8	7	17	2			21	3											
ST. LOUIS	200	192																86	47	139	61			157	43											
SALT LAKE CITY	58	58																32	21	43	15			53	5											
SAN ANTONIO	17	17																13	3	11	6			15	2											
SAN DIEGO	95	95																36	5	75	15	4	1	85	5	5										
SAN FRANCISCO	1,708	1,708	15	1														994	652	1,460	266	48	11	1,543	205	37										
SAN JOSE	343	343																155	23	319	24			298	33	12										
SAVANNAH	4	4																2	2	3	1			3	1											
SEATTLE	601	569																271	205	525	52	13	7	546	47	8										
SPRINGFIELD	112	110																52	41	91	21			95	17											
WASHINGTON	241	233																102	62	172	56	8	5	201	38	2										

SEE KEY ATTACHED

KEY

FIELD OFFICE

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

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

961

list

SAC, Omaha

December 13, 1951

Director, FBI

SECURITY INDEX - GENERAL

PERSONAL AND CONFIDENTIAL  
REGISTERED MAIL  
AIR MAIL SPECIAL DELIVERY  
RETURN RECEIPT REQUESTED

ReBulet dated December 29, 1950.

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

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

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

Enclosure

*[Handwritten signature]*

RECORDED - 24  
EX - 28

DEC 17

49718303X.2

CONFIDENTIAL  
DEC 18 1951  
MAILED 25

7.1-74

DEC 21 1951

7/2

*[Handwritten signature]*

962  
changed  
to  
26-26

*Office Memorandum* • UNITED STATES GOVERNMENT

ST.  
JH  
TO : Director, FBI  
FROM : SAC, Los Angeles  
SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

DATE: December 13, 1951

It has been noted that in a number of instances Form FD-128 has been received from other offices, accompanied by numerous previous investigative reports, and that no information other than that contained in these reports is available to the new office of origin concerning the background and activities of the subject.

It is, therefore, suggested that the Bureau give consideration to instructing all offices that in the future when origin is changed in a case involving a Security Index subject, a summary report must be prepared by the old office of origin and submitted to accompany the FD-128.

762  
changed  
to

26-26

SAC, Los Angeles

January 17, 1953

Director,

SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Memorandum dated December 12, 1951, wherein you requested that the Bureau take consideration to instructing all offices that in the future when the office of origin is changed in a case involving the preparation of a summary report, the summary report be prepared by the old office of origin. In response to your suggestion, SAC Los Angeles (S) dated January 11, 1953, has been issued.

963  
changed  
to  
10-15

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12-10-51

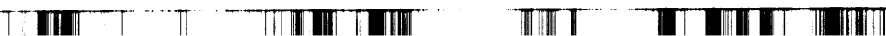
FROM : SAC, Cincinnati

SUBJECT: SECURITY INDEX - VITAL PROTECTIVE

Re: let to Boston, 10-5-51.

Please be advised that reports on Security Index Subjects employed in Vital Facilities where a substitution and distribution made to interested FBI and its related agencies will be as follows:

Reports regarding the above three subjects are currently being prepared and will be submitted within two weeks.



(H) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Reference is made to SAC Letter Number 95 (B) dated September 22, 1951. In response to several suggestions and observations concerning the matter of preparation of summary reports on Security Index subjects, the following instructions shall be adhered to in all Security Index cases where summary reports are being submitted.

INTERVIEWS OF SECURITY INDEX SUBJECTS WHEN WARRANTED

The following instructions should not be considered as changing in any way the standards for interviewing subjects of security investigations.

After the files have been reviewed concerning a Security Index subject for the purpose of preparing a summary report and all active investigation has been completed and it appears that the subject should be interviewed in accordance with current policy in our interview program, it will not be necessary to prepare a summary report until after the interview has been conducted.

In all instances, however, a current investigative report should be submitted with the necessary letter requesting authority to interview each subject. The investigative report should reflect all pertinent information not previously submitted in report form. Upon Bureau approval for interview the interview should be conducted in the prescribed manner.

If, after the interview, it is your recommendation that the subject not be retained in the Security Index, your letter to the Bureau advising of the results of the interview should contain your recommendation that the subject be removed from the Security Index. It will not be necessary to submit a summary report if the Security Index card is cancelled.

If, after the interview, it is your recommendation that the subject be continued in the Security Index, the summary report should be prepared immediately including the pertinent information concerning the subject developed in the interview. The administrative portion of the report should contain a statement advising that the subject is being continued in the Security Index.

In all instances where an interview is had with a subject of a security investigation who is of interest to other intelligence agencies, the results of the interview should be included in report form for dissemination to other interested agencies.

12/20/51  
SAC LETTER No. 121  
Series 1951



FORM AND CONTENT

Synopsis

A synopsis shall be prepared for each summary report on a pink summary report first page. The synopsis shall contain clear and concise statements summarizing the subversive activities of the subject of the report as set forth in the details. The synopsis should not include background information inasmuch as this will be clearly set forth in the first portion of the details under the outline recommended in SAC Letter Number 95. The reports are not to be designated as "Prosecutive" or as "Investigative" summary reports.

Status

The status of each case will be reflected in the summary report at the end of the synopsis and at the end of the details as in regular investigative reports.

Details

In those instances where it is felt that further investigation is warranted, leads shall be set forth in the summary report as they would otherwise be handled until the required investigation is completed. It is not desired that the submission of these summary reports be delayed for the sole purpose of conducting current investigation in previously closed cases. Where further investigation is warranted as reflected from a review of the case, it should be covered through the use of leads as instructed above.

In most instances summary reports which have been prepared in the past in these cases are suitable for dissemination. There may be certain cases in which previous summary reports are not suitable for dissemination because of disclosure of sources. In such cases where dissemination of previous summary reports is not advisable, the information contained therein should be incorporated in the current summary reports in such a manner that the sources are fully protected and the information can be disseminated. It will be the responsibility of each office to be certain that all pertinent information concerning a Security Index subject has been incorporated in either a past or current

12/20/51  
SAC LETTER No. 121  
Series 1951

disseminative summary report as distinguished from investigative reports. It is intended that with the submission of the current summary reports on Security Index subjects each case will be in a current condition and that it will not be necessary to go beyond previous or current summary reports for pertinent information concerning each Security Index subject.

Sources whose identities would ordinarily be set forth in the details of an investigative report should be fully identified in the details of these summary reports. Sources whose identities would not ordinarily be set forth in the details of an investigative report should be identified by temporary symbols in the details and fully identified in the administrative pages. Only one temporary symbol should be utilized for each informant in each report. If one informant has furnished information which should logically be broken down under two or more of the headings in the report, this should be done with the same temporary symbol being used for that informant throughout the report.

#### DOCUMENTATION OF EVIDENCE

In those instances where documentary evidence is reflected by previous investigation and the names of those individuals who could produce such evidence are already known, the names of such individuals should be reflected either in the details by name, or, if their identities should be kept confidential, by temporary symbol with full identification in the administrative pages. A statement as to the location of the original exhibit should also appear in the administrative pages. For example, if the information was obtained from a written report of an informant furnished directly to an Agent, the identifying information appearing in the administrative portion of the report might read: .

T-1 S-1012 who furnished a written report to  
Special Agent John J. Doe on July 16, 1950.  
Informant's report is contained in New York  
file

If the information was submitted by an informant to an office via mail, that informant should be identified and the name of the Bureau Agent initialing the mail into the file as well as the

12/20/51  
SAC LETTER No. 121  
Series 1951

location of the exhibit in the office files should be set forth.

If the identity of the source of the information being reported, the identity of the Agent receiving the information and/or the date the information was received, are not available in the subject's main file for inclusion in the report such information should be obtained by file review or, if the information is reflected as being available in the files of another office, a request should be made for full identification of the evidence. It will not be necessary to engage in an extensive project of preparing documentary evidence through photostating of exhibits already in possession of the office of origin for inclusion in the main file of each subject.

It is not desired that extensive investigation be conducted further to identify and locate outside individuals who have furnished background information nor is it desired that extensive investigation be conducted to obtain documentary evidence of background information. For example, if previous investigation has reflected that a subject, according to reliable records such as birth records, school records, or records of the Immigration and Naturalization Service, was born at a certain place on a certain date, such information will be sufficient for inclusion in the report. It will not be necessary to request investigation to obtain documentary proof of such data in these cases at this time. The place where such information was verified should, of course, be set forth in the report. If satisfactory verification of pertinent background data has not been made previously, such verification should, of course, be made at this time.

#### DISSEMINATION

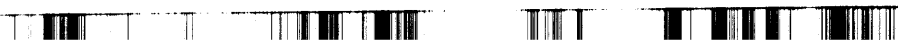
The Summary reports prepared under the instructions in SAC Letter Number 95 and in this SAC Letter must receive the same dissemination on a local level that regular investigative reports would receive in these cases. The summary reports must be prepared in a manner suitable for dissemination to outside agencies and such dissemination must be made in all instances where warranted.

It is not desired that these summary reports be furnished to United States Attorneys at this time or at any time in the future until specific instructions are received from the Bureau.

12/20/51  
SAC LETTER NO. 121  
Series 1951

4

- - -



PERIODIC SUMMARY REPORTS ON SECURITY INDEX SUBJECTS

Key Figures, Prominent Individuals and Subjects  
Employed in Vital Facilities

Current instructions require submission of investigative reports on these subjects each six months. After submission of the initial summary report in these cases as required by SAC Letter Number 95, the report submitted six months from that date shall be a regular investigative report. The report submitted one year from the date of the last summary report shall be a summary report. It will not be necessary to submit an investigative report at the time the yearly summary reports are submitted. Each summary report will include pertinent information not previously included in summary reports.

Top Functionaries

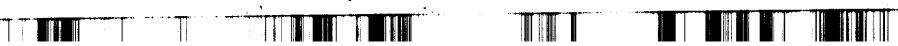
Current instructions require submission of investigative reports each three months on Top Functionaries. After submission of the current summary report as requested in SAC Letter Number 95, the quarterly investigative reports shall continue to be submitted as in the past. The report submitted one year from the date of the previous summary report will be a summary report and will include information not included in previous summary reports.

All Security Index Cases

In any of the Security Index cases when the yearly summary report becomes due and it is found that insufficient information has been developed to warrant the preparation of a summary report, a regular investigative report should be submitted. The reason for not submitting the required summary report should be stated in the administrative portion of the investigative report.

It is not desired that the yearly summary reports be coordinated with the previous summary reports in so far as the "T" symbols of the sources are concerned. If a certain temporary symbol number was used for a source in a previous summary report, the symbol number will not necessarily be the same for that source in the subsequent summary report. In other words, the temporary symbol numbers for each summary report on one subject will be listed in numerical order for that report independent of the other reports.

12/20/51  
SAC LETTER NO. 121  
Series 1951



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 28, 1951

FROM :

SUBJECT: SECURITY INDEX - *GENERAL*  
PREPARATION OF SUMMARY REPORTSSECURITY INVESTIGATIONS OF INDIVIDUALS -  
INVESTIGATIVE REPORTSPURPOSE(1) Summary Reports

To obtain approval for the attached proposed SAC Letter containing instructions concerning the preparation of summary reports in Security Index cases.

(2) Investigative Reports

To obtain your approval for the attached proposed SAC Letter instructing the Field to follow the prescribed form for summary reports in the preparation of investigative reports in security investigations of individuals.

BACKGROUND

- (1) SAC Letter Number 95 dated September 22, 1951, instructed the Field to prepare summary reports in all cases included in the Security Index.

Attached are seven letters from the Field containing questions and suggestions concerning the preparation of summary reports. All of these communications have been acknowledged. The Bureau's instructions with regard to certain phases of the summary report project are contained in the attached SAC Letter. This letter covers the questions and suggestions of the Field as well as additional instructions originating in the Internal Security Unit.

- (2) In the interest of standardizing the form of our reports on security investigations of individuals, it is felt that it would be well to use the form prescribed in
- /

964

SAC Letter Number 95 in investigative reports as well as summary reports. It is felt that by utilization of this form by all offices in all reports in security-type investigations, the cases can be more efficiently handled and the preparation of future summary reports will be greatly facilitated.

ACTION

The two proposed SAC Letters are attached for approval.

gh  
h

963  
changed  
to  
56-14

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12/27/51

FROM : SAC, Norfolk

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

Re SAC Letter 95 dated 9/22/51.

The following is being submitted in regard to this project in the Norfolk Office:

The Norfolk Office has submitted summary reports on all of the Key Figure Decom and Comsab subjects.

This office has a total of nineteen security index subjects. Summary reports have been submitted on fifteen of these, and three summary reports are now in dictation.

966  
c. moved to 38-15

# Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: December 10, 1951

FROM : SAC, PHOENIX

CONFIDENTIAL

SUBJECT: PHOENIX REPORTS IN  
SECURITY INDEX CASES

Reference Phoenix letter dated October 23, 1951.

At the present time, the Phoenix Office has one hundred three Security Index subjects included on the Security Index list.

Since the submission of referenced letter, the Bureau has been requested in seven (7) cases to authorize the inclusion of Security Index subjects. Eleven (11) individuals have been authorized and seven (7) subjects have been authorized, while five (5) Security Index subjects have been removed from the Phoenix list.

Since the submission of referenced letter, the Bureau has been requested in five instances to remove the subjects from the Security Index list and there are still four individuals pending. It is anticipated additional requests will be made of the Bureau to authorize the inclusion of other Security Index subjects.

With respect to the submission of summary reports, the Phoenix Office has submitted seven such reports since the date of referenced letter. The remaining schedule of summary reports to be submitted is set out below:

<u>Summary Report</u>	<u>Number of Cases</u>
2	0
3	0
4	0
5	0
6	0
7	0

The continuation of an individual's Security Index status will be maintained and the submission of summary reports will continue.



changed to  
39-23

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOV

TO : DIRECTOR, FBI  
FROM : SAC, PITTSBURGH ( CONFIDENTIAL )  
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: December 27, 1951

Re SAC letter number 95 dated 9/22/51, and mylet 10/24/51.

In accordance with instructions contained in referenced SAC letter, there is set forth below the status of the project (submission of summary reports in cases in categories 2, 6 and 7) as of January 1, 1952:

<u>Category</u>	<u>Total no. of Cases</u>	<u>No. of summary reports prepared</u>
2 -Subjects maintained in Special Section of Security Index.	1	1
6 -Security Index cases not falling within Categories 1 to 6 inclusive, wherein no pertinent derogatory information has been submitted in report form since 1/1/49.	17	4
7 -Remainder of cases on Security Index not falling within Categories 1 through 6 inclusive.	179	0

768  
changed to

25-11

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12-27-51

FROM : SAC, Little Rock (

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

Re SAC Letter Number 95, dated 9-22-51.

This is to advise that the Little Rock Division presently has nine Subjects carried in the Security Index.

Of the nine Security Index Subjects, two are listed as key figures, namely, , Bufile , and , Bufile

To date, there has been submitted to the Bureau a summary report on , and the summary report on is presently in the process of being submitted, and should be in the Bureau within two weeks from this date.

In addition to the above, the remaining subjects carried in the Security Index are classified in category number 5 of referenced Ltr, and summary reports are in the process of being submitted to the Bureau.

It is expected that the submission of summary reports in Security Index cases in the Little Rock Division will all have been submitted to the Bureau by February 1, 1952.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 29, 1951

FROM : SAC, MobileSUBJECT: SUMMARY REPORTS ON SECURITY INDEX CASES

Re SAC Letter No. 95, Sub-section B, dated September 22, 1951, and my memo to the Bureau dated October 23, 1951.

In my memo dated October 23, 1951, it was set out that this office has a total of seven security index subjects on which summary reports would be submitted, one falling in Category #2 and the remaining six cases falling in Category #7.

Since submission of my memo dated October 23, 1951, one of the security index cases has been changed into Category #2.

This office has submitted summary reports in all cases except one, this one being in Category #7. Summary report in this case will be submitted in the very near future.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: December 21, 1951

FROM :

SUBJECT: *C* SECURITY INDEX - *GENERAL*PURPOSE

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

DETAILS

During the past week 50 new cards were added to the Security Index and 16 cards were canceled, a net increase of 34 cards.

The Security Index count as of today is 17,577

971  
changed  
to  
37-30

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 12/29/51

FROM : SAC, PHILADELPHIA (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter #95 dated September 22, 1951.

This is to advise that no reports have been prepared in categories 2, 6 and 7 during the period covered by this letter. This office has been concentrating on the preparation of reports in category 1.

Every effort is being made to complete that category in order that we may then prepare summary reports on the categories 2, 6 and 7.

412  
changed  
to  
23-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI . DATE: 12/27/51  
FROM : *fr* SAC, Kansas City ( )  
SUBJECT: Summary Reports in Security Index Cases  
Kansas City Division

Remylet 10/22/51.

Please be advised that there are a total of 38 summary reports which are to be submitted by this office. Of this total, 9 summary reports have been prepared within the instructions contained in SAC Letter #95, dated 9/22/51.

Referenced letter stated that this program would probably be completed in this office by 1/15/52.

The transfer of approximately one-half of the Special Agents working on security matters in this Division and the occurrence of special investigations in this office which have consumed the time of other Agents working on security matters requires a revision of the completion date of this program to April 15, 1952.



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, WFO (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: December 29, 1951

Re SAC letter dated September 22, 1951, calling for the submission of data on January 1, 1952, regarding categories 2, 6 and 7 under the heading "Schedule for Submitting Reports."

Concerning category 2, the Bureau is advised this office now has 25 cases maintained in the special section of the Security Index box. Of this number, six cases are presently in a current status with respect to this category. The remaining cases have been assigned and the agent personnel have been instructed to prepare summary reports.

Regarding category 6, there were 19 Security Index cases on which no derogatory report had been submitted since January 1, 1949. Since the institution of the summary report project, two summary reports have been prepared, leaving a total of 17 cases left to be done at this time.

With respect to category 7, the remainder of Security Index cases not coming within previously set forth categories, this office now has 102 cases on which summary reports will have to be written. My letter of October 20, 1951, tabulated 173 cases in this category. This number has been reduced due to either deletion of the subject from the Security Index or transfer of the office of origin. No summary reports have been prepared concerning cases in this category. However, they have been placed in line for the writing of summary reports upon the completion of those cases having a higher priority under this program.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12/23/51

FROM : SAC, Omaha

SUBJECT: SECURITY INDEX - *GENERAL*

Rebulet 12/13/51.

The new Security Index list has been received by this office.  
The previous list furnished with Bulet of 10/25/51 has been destroyed by  
burning.



975  
changed  
to  
12-11

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 12-28-51

FROM: SAC, DALLAS (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95, dated 9-22-51, Section B, and Dallas letter to the Bureau dated 10-18-51.

The Dallas Office has no subjects in Category 2.

There are 3 cases which fall in Category 6. 1 summary report has been submitted and 1 is ready for dictation.

There are 41 cases in Category No. 7.

15 summary reports have been submitted.

776  
changed to  
26-27

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 28, 1951

FROM : SAC, Los Angeles (

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

Re SAC Letter No. 95, 9/22/51, Section B, and mylet dated 10/18/51.

The following reflects the number of summary reports submitted during 1951 within the various categories outlined in SAC Letter No. 95:

Special Section	
Espionage	5
Government Employees	1
Prominent Persons	2
Vital Facility Employees	20
Key Figures (Including Smith Act Summaries)	21
Others	26

It should be noted that the current Smith Act Prosecutions in Los Angeles, together with investigation of the underground activities of the CP and the efforts being made to reduce the large volume of currently unassigned cases, have required a major expenditure of Agent time which might otherwise have been devoted to the preparation of summary reports.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 28, 1951

FROM : SAC, Chicago

SUBJECT: SUMMARY REPORTS IN SECURITY  
INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9-22-51, and Chicago letter dated 10-22-51.

Since the institution of the project of writing summary reports and the submission of statistical information by referenced Chicago letter, a total of 186 cases in Categories No. 6 and 7 have been assigned for the purpose of bringing the investigation up to date and the preparation of a summary report.

After review and investigation, a good number of these individuals have been the subject of letters requesting authority to interview, based on evidence of their defection, lack of activity, or for other reasons. Fifty-eight of those cases remaining have been dictated and will reach the Bureau in the near future.

There follows a breakdown of cases furnished in referenced Chicago letter, in addition to which there is included a tabulation of summary reports submitted and those projected:

1. Category No. 3 - 12 cases

Summary reports have been submitted in 4 cases, 2 additional cases are assigned for reporting, and summaries on the remaining 6 will be submitted at the time the next 6 months report is due.

2. Category No. 6 - 97 cases

Summary reports have been submitted in 3 of these cases and the remaining 94 are assigned for this purpose. As previously noted, Bureau authority to interview has been requested in a number of these cases and 58 others are presently in dictation.

Director, FBI  
12-28-51

RE: SUMMARY REPORTS IN SECURITY  
INDEX CASES

977  
changed  
to  
9-23

3. Category No. 7 - 701 cases

89 of these cases have been assigned for the purpose of preparing summary reports and are under active investigation. This number is in addition to those previously opened and assigned for other reasons in which instances summaries will also be submitted.

In Category No. 4 summary reports have been submitted on 2 Key Figures and 6 others are in dictation. This number is over and above those on whom summaries were prepared in connection with Smith Act prosecutions.

The Chicago office is making every effort to expedite this program which is commensurate with our other responsibilities in the security field and it will be completed at the earliest date possible.

changed  
to  
48-24

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Juan ( )

SUBJECT: SWINEHILL REFINERIES  
SECURITY INDEX SUBJECTS

DATE: December 29, 1951

Information is requested as to whether or not Summary Reports requested by the Bureau in SAC Letter 95 should be disseminated to interested intelligence agencies.

978  
changed to  
48-24

SAC, San Juan

January 17, 1951

Director, FBI

**SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS**

Reurlet dated December 20, 1951, inquiring as to whether summary reports prepared in Security Index cases should be furnished to interested intelligence agencies.

Classification of these reports should be handled in accordance with the instructions issued in SAC Letter Number 151 (1) dated December 20, 1951.

979  
changed  
to  
49-13

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Savannah ( )  
SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORT

DATE: December 29, 1951

Re SAC Letter #95 dated September 22, 1951.

The Savannah Division has only four Security Index subjects none of whom are key figures or top functionaries.

Summary reports on three of these subjects have been submitted to the Bureau since my letter of October 24, 1951; however, one such report has been returned for correction.

Leads are presently outstanding in connection with the preparation of the fourth summary report. It is believed that this fourth report can be submitted within the near future.



980

changed  
to

3-18

NOT IN  
FILE.

KLS



981  
changed  
to  
13-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 12/29/51

TO : Director, FBI

FROM : SAC, Denver

SUBJECT: SUMMARY REPORTS  
IN SECURITY INDEX CASES

Re: SAC Letter No. 95, dated September 22, 1951.

Eight summary reports in security index cases have been submitted to the Bureau.

Within the next three months twenty-five cases will be assigned for preparation of summary reports and will reach the Bureau during that period.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 3, 1952

FROM : SAC, Miami (SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

Reference is made to SAC Letter No. 95, dated September 22, 1951, Paragraph B, concerning the preparation of Summary Reports in Security Index cases.

Further reference is made to Miami letter to the Bureau dated October 24, 1951, outlining the plans formulated by the Miami office in undertaking this program of preparation of Summary Reports.

It will be recalled that it was my intention of opening ten cases on November 1, 1951, and ten cases on December 1, 1951, for the purpose of preparing summary reports in accordance with the Bureau's instructions. Frankly, this program has suffered tremendously as a result of my having to utilize the experienced Agents who would normally be assigned to handling this program on other special matters in the office. We have had a deluge of Civil Rights investigations which, according to Bureau instructions, had to be given top priority. Special squads were set up to expeditiously investigate these matters, such squads having to be composed of the most experienced Agents in the office.

The Bureau has advised me that they are transferring an additional 20 Agents into the Miami Division to assist in these specials that are being handled as well as the other work, which will mean that I will be able to relieve some of the men who would be working on this security summary report program and every effort will be made at this time to bring the program in line with the plans formulated in my letter of October 24, 1951.

It is sincerely hoped that the Bureau will bear with the Miami Division during this shortage of personnel and the next progress memorandum, I feel sure, will show that substantial progress has been made.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 3, 1952

FROM : SAC, Oklahoma City ( )

AMSDSUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES*Security Index*

Re SAC Letter No. 95, dated 9/22/51. Remylet 11/1/51.

This office has at present 69 Security Index Subjects, three Subjects having been deleted since mylet of 11/1/51. The status of these cases is as follows, by categories described in referenced SAC letter:

	Category <u>2</u>	Category <u>4</u>	Category <u>7</u>	Total
Cases in which summaries to be submitted	<u>1</u>	<u>7</u>	<u>61</u>	<u>69</u>
Summaries submitted to date	<u>1</u>	<u>6</u>	<u>12</u>	<u>19</u>
Summaries in dictation to date	<u>-</u>	<u>-</u>	<u>10</u>	<u>10</u>
Total summaries submitted and in dictation to date	<u>1</u>	<u>6</u>	<u>22</u>	<u>29</u>
Remaining cases with summaries to be submitted	<u>-</u>	<u>1</u>	<u>39</u>	<u>40</u>

It is noted that none of the Security Index cases in this office are in the sixth category.

A schedule which provides for the submission of approximately 12 summaries monthly is being followed.

984  
changed to  
33-13

~~CONFIDENTIAL~~ • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12-29-51

FROM : SAC, New Orleans (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES  
NEW ORLEANS DIVISION

Re SAC Letter 95B dated 9-22-51 and mylet 10-22-51.

Reports have also been scheduled to be submitted on the remaining four key figures at the time when the next regular scheduled report is to be prepared.

Concerning Category 6 covering Security Index Cases wherein no pertinent derogatory information has been submitted in report form since January, 1949, assignments have been made in nine of the 12 cases for the preparation of prosecutive summaries. To date four such summaries have been submitted and the other 8 are currently in the process of being prepared.

Of the 40 remaining cases in Category 7 assignments for the preparation of prosecutive summaries will be made as soon as all of the prosecutive summaries covering the Security Index Cases in Category 6 have been completed. Efforts will be made to complete this project of prosecutive summaries as expeditiously as possible in accordance with the present work load in the office and the personnel available for the tasks. *ja*

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Albuquerque (

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

DATE: December 29, 1951

Re SAC Letter #95 dated September 22, 1951, Paragraph B, requesting that the Bureau be advised within thirty days and again on January 1, 1952, of the plans made for the preparation of summary reports in Security Index cases and the progress made in the preparation of same.

By letter dated October 3, 1951, the Bureau was advised of the number of summary reports to be prepared in the various categories of cases. At this time the Bureau is again being advised of the status of the program for preparation of summary reports in these cases.

The following breakdown will reflect the status:

<u>CATEGORIES</u>	<u>NUMBER</u>	<u>SUMMARY REPORTS PREPARED</u>
Special Section	0	0
Top Functionaries	0	0
Key Figures	6	1
Vital Facilities		
Subjects	8	0
No. 6	1	0
No. 7	39	12

In Category No. 7, two additional Security Index subjects have been added by virtue of their transfer from other districts to the Albuquerque Division. In this same category, three Security Index subjects who formerly resided in the Albuquerque Division have been transferred to other Field Divisions. One additional Security Index subject died since the last Albuquerque letter. The total remaining summary reports to be prepared in these cases, therefore, is thirty-nine (39).

The preparation of these summary reports is slightly behind schedule planned in this Division due to the fact that a large number of the Agents in this Division were on special assignment in connection with the Comfuz, Internal Security - C case for a lengthy period. The status of this program will again be the subject of a letter to the Bureau on or before April 1, 1952.

985 changed to 62-9

986  
changed  
to  
8-15

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Charlotte ( *W* )  
SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

DATE: December 23, 1951

Re SAC letter No. 96, Series 1951, dated September 25, 1951.

In accordance with referenced letter, the Bureau is advised that summary reports have been prepared on the four key figures in the Charlotte Division and on two additional regular security index subjects.

The program of preparing summary reports on security index subjects is being given attention by this office and additional reports on remaining security index subjects will be submitted in the near future.

changed to  
8-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 4, 1952

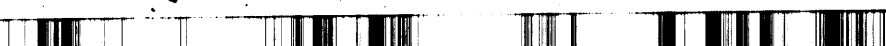
FROM : SAC, CHICAGO

SUBJECT: SECURITY INDEX

CONFIDENTIAL

Re SAC Chicago letter dated December 21, 1950.

Please be advised that all Security Index subjects have been checked and are in an up to date status. The addresses and employments have been checked within the past six months.



1

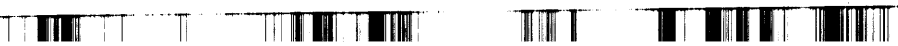
0

(I) SECURITY INVESTIGATIONS OF INDIVIDUALS - INVESTIGATIVE REPORTS --  
Reference is made to SAC Letter Number 95 (B) dated September 22, 1951, which contained an outline of the form to be used in the preparation of summary reports on Security Index subjects.

In order that uniformity will be established throughout the Field, the form set forth in SAC Letter Number 95 shall be used wherever possible in investigative as well as summary reports on security investigations of individuals. The headings prescribed in the recommended form should be used in each investigative report whenever information is being included in the report which would logically fall under such headings. Information appearing under each heading should be in chronological order. Of course, when no information appears in an investigative or summary report which could logically be placed under one or more of the headings, such headings should not appear in the reports.

The Bureau feels that by this standardization of the form for all security reports on individuals and adherence thereto by all offices wherever possible, review of such reports and preparation of future yearly summary reports will be greatly facilitated. Agents handling these cases will more readily be able to obtain the desired information from the case files of the subjects for appropriate action and will be able more readily to determine weak points in each investigation. Direction of each investigation to a logical conclusion will thus be greatly facilitated.

These instructions should not preclude the addition of other appropriate headings when, in individual cases, certain information can more logically be set forth under such headings.





## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, New Haven (

SUBJECT: SUMMARY REPORTS IN  
SECURITY INDEX CASES

DATE: January 2, 1952

Re SAC Letter 95(B) dated September 22, 1951 and  
New Haven letter to Bureau dated October 24, 1951.

The following is a schedule showing the status of the Summary  
Report Project:

<u>Category</u>	<u>Total Number Scheduled For Preparation of Summary Reports</u>	<u>Number On Which Summaries Have Been Prepared</u>
2	2	None
6	22	None
7	341	2

Although there have been only two Summary Reports submitted by New Haven which fall into the above categories, there have been a total of 16 other Summary Reports submitted in Security cases. Of these 8 were submitted in Category 1, one in Category 4 and 7 in Category five. Also, there are several Summary Reports in preparation which will reach the Bureau in the near future.

Every effort has been made by this office to prepare and transmit Summary Reports to the Bureau consistent with the manpower available for this project and the demands made upon the Agents assigned to Security investigations. Every effort is being made to keep this project currently active and to comply with the Bureau's instructions relating thereto.

It is felt that the instructions with respect to the preparation of Summary Reports, which have now been received in SAC Letter No. 121, dated December 20, 1951, will materially assist this office in completing this project; however, it is felt at the present time that a maximum of fifteen Summary Reports per month will be prepared for transmittal to the Bureau.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1-2-52

FROM : SAC, PICHTON (SUBJECT: SUMMARY REPORTS IN SECURITY  
INDEX CASES

Re SAC Letter No. 95, Series 1951, dated 9-22-51.

Status of this project as of 1-1-52 is as follows:

Category 1 - New S.I. Subjects	1 new Subject added to S.I. and summary report was submitted with Form FD-122.
Category 2 - Special Section	No S.I. Subjects in this category.
Category 3 - Top Functionaries	No S.I. Subjects in this category.
Category 4 - Key Figures	Smith Act Summary Reports submitted as to all Subjects in this category.
Category 5 - S.I. Subjects employed in vital facilities	3 S.I. Subjects in this category and Summary Reports submitted as to each Subject.
Category 6 - Cases in which reports containing derogatory information have not been submitted since 1-1-49	No S.I. Subjects in this category.
Category 7 - Remaining S.I. Cases	14 Summary Reports to be prepared.

990  
changed  
to  
48-25

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI  
FROM : SAC, SAN JUAN (  
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES  
SAN JUAN DIVISION

DATE: December 29, 1951

Re SAC Letter 95, Series 1951.

This office has one case in category two, six cases in category six, and 311 cases in category seven, listed for the preparation of summary reports.



99/  
changed to  
18-15

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM *AW* SAC, Honolulu ( )  
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: Dec. 29, 1951

Re SAC Let No. 95, 9/22/51, and mylet of 10/26/51.

The following is the status of this project:

Subjects mentioned in Special Section of Security Index . . . . .	0
Subjects designated as Top Functionaries in Security Index . . . . .	0
Summary reports to be prepared on subjects designated as Key Figures . . . . .	24
Subjects employed in vital facilities . . . . .	0
Summaries to be submitted on Security Index subjects wherein no pertinent derogatory information submitted since 1/1/49 . . . . .	5
Summary reports to be prepared on remainder of cases in Security Index . . . . .	68

As pointed out in referenced let, our Security Index cases with certain exceptions are now being carried as active in the current program to try to develop any or all of them as witnesses in the Smith Act prosecutions. In connection with this, most of them will be interviewed and comprehensive summary reports then submitted.

changed  
to  
40-16

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (

DATE: December 29, 1951

FROM : SAC, PORTLAND (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Reference SAC letter #95 dated 9/22/51.

<u>TYPE OF CASE</u>	<u>TOTAL CASES</u>	<u>REPORTS SUBMITTED</u>
Section 2 - Special Section	2	2
Section 6 - No report since 1/1/49	3	3
Section 7 - Remainder	141	10

JDR:lan

993  
changed  
to  
52-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 29, 1951

FROM : SAC, Springfield ( )

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

Re SAC Letter number 95, Section B, dated 9-22-51.

Set forth below is the report of progress made by this office in the submission of summary reports through December 31, 1951. The following figures are set forth concerning the number of such reports necessary in categories 2, 6 and 7 as set forth in referenced letter:

<u>Category</u>	<u>Reports Necessary</u>	<u>Reports Submitted</u>
2	None	None
6	14	2
7	69	14

In addition to the above, there have been 6 other summary reports submitted by this office, for a total of 22 summary reports.

994 changed to 31-16

Office Memorandum • UNITEL GOVERNMENT

*[Handwritten initials]*

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

DATE: December 29, 1951

*[Handwritten mark]*

Re Section B, SAC letter number 95, series 1951, dated 9-22-51 and Newark letter to the Bureau dated 10-23-51.

Referenced SAC letter requests that a memorandum reporting the status of the summary report project in this office be submitted to the Bureau on 1-1-52.

There are maintained in the Newark Office 594 security index subjects, 19 of which have had summary reports prepared on them. (Does not include six prosecutive summaries prepared under the Smith Act). This is broken down as follows:

		Total cases under each category	Summaries Prepared
Category II	Special Section	None	
Category III	Top Functionaries	None	
Category IV	Key Figures	100	7
Category V	Employed in Vital Facility		
	Other Than Key Figures	58	2
Category VI	Subjects concerning whom no derogatory information has been submitted in a report form since 1-1-49	28	2
Category VII	All Others	407	7

Category I, SUBJECTS BEING CONSIDERED FOR INCLUSION IN THE SECURITY INDEX

Although not mentioned in the above breakdown, subjects being considered for inclusion in the security index are considered whenever the occasion arises. One summary report has been prepared under this category. Also not included in the above breakdown are three security index subjects presently in the Armed Forces.

It has not been possible to strictly adhere to the priority schedule set out in referenced SAC letter inasmuch as in some instances the Bureau has requested that a summary report be prepared on a particular subject and because it was occasionally deemed necessary and warranted to prepare summary reports in cases of extreme delinquency or where the office of origin is being changed.

1



changed  
to  
31-16

The Newark Office has been following a policy of preparing investigative reports on security index subjects when the case is extremely delinquent or when the Bureau has requested a report be submitted immediately. In these cases a summary report has been scheduled for preparation at a later date. Unless advised to the contrary, the Newark Office will continue this practice.

In an effort to expedite this project, experienced agents have been assigned exclusively to the writing of summary reports. All leads that must be covered before a summary report can be adequately prepared, and all leads set out in the summary reports, are being handled by other agents.

It is believed that through the experience gained by handling nothing but the preparation of summary reports, that the abovementioned Special Agents will gain momentum in the preparation of summary reports and the completion of the project will be more quickly accomplished.



*Office Memorandum* • UNITED GOVERNMENT

TO : Director, FBI

DATE: Dec. 29, 1951

FROM : SAC, Atlanta (

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

Reference is made to SAC Letter #95 (B), Series 1951, and SAC Letter #121, Series 1951.

You were originally advised that summary reports would be completed on all Security Index subjects no later than February 15, 1952. At the present time an appropriate file review is being undertaken in this office in view of instructions contained in SAC Letter #121 with respect to possible interview prior to the submission of a summary report.

To date no summary reports have been submitted, and it is anticipated that on completion of the file review Bureau authority will be requested for an interview with the majority of the twelve Security Index subjects in the Atlanta Division.

995  
changed  
to  
2-13

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

FROM : SAC, Louisville (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES  
(Status of Project - Louisville Division)

DATE: 12/29/51

Re Section (B), SAC Letter No. 95, Series 1951, 9/22/51, and my letter of Oct. 25, 1951.

It is apparent at this time that the estimated time of the completion of this project in this office must be extended. The previously estimated date of completion of the project in this office was January 1, 1952 or at the latest, January 31, 1952. It is now believed that this project cannot be completed in this office prior to July 1, 1952.

This estimate is made considering the time necessary for file reviews in this office and the additional reviews which will be requested of other offices to locate and identify original sources, dates of receipt of information, and agents receiving and characterization of individuals and organizations mentioned in reports prepared prior to the adoption of current reporting standards. Two factors not considered in making the previous estimate are: The time necessary in preparing for, obtaining authorization for and conducting interviews with subjects prior to determining whether or not they are to be continued on the security index and the time necessary to prepare characterizations, identify sources, etc., requested by other offices.

Factors contributing to the failure to complete the project in this office as originally planned are: Underestimation of the work and time necessary, pressure of other work, requiring temporary attention of personnel assigned to security work, the time necessary for agents not previously assigned to security investigations to familiarize themselves with specialized instructions and the individuals and organizations involved.

SAC Letter No. 121 will greatly facilitate the preparation of reports under this program and agents assigned to this project are now familiar with security work.

To date, one summary report has been prepared. The case in which it was prepared was in Classification 7, of the schedule set out in SAC Letter No. 95, inasmuch as the file was in such condition as to require no immediate information from other offices. Preliminary reviews have been conducted on several other cases and requests made to other offices to furnish information as to original sources, characterizations, etc.

changed to  
27-14

Following are the total number of cases in the indicated categories  
(of the schedule in SAC Letter No. 95) in which summaries are to be  
prepared.

2. (Special Section)	None.
6.	Three
7.	Eleven.

In addition to the above, there are nine cases in which Security Indexing  
is to be considered. Of those cases in which summaries are planned,  
several are to be considered after interview of the subject, for can-  
cellation thus eliminating the need for summary reports.

997  
changed  
to

28-13

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: December 28, 1951

*Adm. Mem.*  
FROM : SAC, MEMPHIS

SUBJECT: SECURITY INDEX - VERIFICATION  
OF ADDRESSES

Re SAC Letter No. 100 dated December 28, 1950.

A review of the Security Index Cards of this Division reflects that they are in an up-to-date status. The addresses of the Security Index subjects have recently been checked and evidence has been developed that five subjects have gone to other Divisions and appropriate requests have been made of said Divisions to ascertain the current whereabouts of the subjects. These cases will be appropriately referred upon completion to the respective Offices as soon as verification of their addresses are forthcoming.



998 changed to  
1-16

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 2, 1952

FVB  
FROM : SAC, Albany

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter #95, Series 1951, Section B, and my let 10/23/51.

In Category 1, 14 summary reports have been prepared and submitted, and in each case an FD 122 has been submitted.

There is no change in either Category 2 or Category 3, since my letter of October 23, 1951.

Regarding Category 4, summary reports on two key figures have been prepared and submitted, and in addition, I have given specific instructions that the Agents to whom cases in which such reports are overdue are assigned, submit summary reports by specific dates; I will follow this program personally.

In connection with Category 5, two summary reports have been prepared and forwarded. In this regard, as soon as substantial progress has been made in the submission of summary reports in Category 4, I will follow the same plan in this category.

No summary reports have as yet been prepared and submitted in Categories 6 or 7, and as stated in my letter of October 23, 1951, the scheduling of such reports will necessarily be deferred until the higher priority categories have been substantially completed.

999  
changed to  
36-14

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO: Director, FBI (AIR MAIL)

DATE: 1/3/52

FROM: SAC, Omaha

SUBJECT: SECURITY INDEX  
OMAHA OFFICE

147  
ny  
Re SAC Letter No. 95, dated 9/22/51, Section B, entitled  
SECURITY INDEX - Preparation of Summary Reports.

Re Omaha letter 10/31/51.

Three summary reports have been submitted and several others  
are in the process of typing or preparation.

1000 changed 15-21

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 3, 1952

FROM : *JWA* SAC, Detroit ( )

SUBJECT: SECURITY INDEX IN PREPARATION  
OF SUMMARY REPORTS

Reference is made to SAC Letter Number 95, Series 1951, dated September 22, 1951, and Detroit letter to the Director, October 24, 1951.

In accordance with instructions contained in referenced SAC Letter, summary reports have been prepared in the classes of cases designated by that letter. The reports prepared under each class are set out in numbered paragraphs to correspond to the numbered paragraphs set out under the caption, "Schedule for Submitting Summary Reports" in reference SAC Letter.

- 1) Summary reports have been prepared on six subjects in recommending them for inclusion in the Security Index.
- 2) A summary report has been prepared on one subject in this group. There are now only six individuals in the Special Section of the Security Index and the remaining five cases are assigned and summary reports are being prepared.
- 3) A summary report has previously been prepared for each subject who is a top functionary in this District.
- 4) Summary reports have been prepared on ten subjects who are Key Figures in this Division. All Key Figures are, of course, in a pending, assigned status and summary reports are being prepared as the semi-annual report falls due.
- 5) Summary reports have been prepared on eight subjects who are employed in vital facilities. Files of all Security Index subjects employed in vital facilities are being reviewed and, of the 34 cases in this classification, 125 have been assigned for the preparation of a summary report.
- 6) Approximately 25% of the cases on subjects in Security Index have been reviewed and, of this number, only six were found in which no pertinent derogatory information was reported in the report form since January 1, 1951. These six cases, all of which are opened and assigned for the preparation of a summary report.
- 7) Summary reports have been prepared on eight subjects who are employed in vital facilities. Files of all Security Index subjects employed in vital facilities are being reviewed and, of the 34 cases in this classification, 125 have been assigned for the preparation of a summary report.

Letter to the Director  
January 3, 1952

SECURITY INDEX IN PREPARATION OF SUMMARY  
REPORTS

various reasons. Whenever a report on one of these cases is required for any reason, a summary report is prepared. Summary reports have been written on four subjects in this group.

Continuous attention will be given to the preparation of summary reports in the required cases. Particular emphasis will be placed on the completion of the reports on those subjects in the Special Section of the Security Index.



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/2/52

FROM : SAC, New York

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letters #95 and #121, dated 9/22/51 and 12/20/51 respectively, and remylet 10/22/51.

With regard to the 111 cases in the Special Section category, our files reflect that in 73 of these cases summary reports within the requirements of SAC Letter #95 have been submitted. The remainder of these cases are being followed closely in order to insure the early submission of summaries.

A survey of the files of this office reflects a total of 2,871 cases in categories 6 and 7. An analysis for the purpose of breaking down the total into the appropriate categories reflects that 204 cases fall into category 6. Of these 204 cases, 32 are in a pending status. Steps are being taken to see that all these 204 cases are reopened and assigned as soon as possible in order to comply with the instructions in referenced SAC letters.

Category 7, the survey shows, consists of 2,667 cases in which reports containing derogatory information have been submitted since January 1, 1949. Instructions are being issued in order that the next reports in pending cases in this category will be submitted as summary reports. It is contemplated that the remainder of the cases in this category, which are not pending at present, will be given attention under this program when the handling of the cases falling in the higher categories on the schedule has been substantially completed.

In spite of the heavy load of almost 7,000 Security cases, the subjects of most of which are being considered as possible additions to the Security Index, this office fully appreciates the importance attached to this program of preparing summary reports on those persons already listed in the Security Index. The personnel handling Security cases are being frequently reminded of the urgency of the program outlined in the referenced SAC Letters, and the entire matter will continue to receive close attention.

10-16

STANDARD FORM NO. 64

OFFICE OF THE ATTORNEY GENERAL  
UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10-16-50

FROM : Mr. Clegg

SUBJECT: Summary Reports

Enclosed for the Bureau are 121 summary reports, 101 of which are being furnished to the Department of Justice, and 20 to the Department of State.

These reports are being prepared on a basis of information received from the field offices of the Department of Justice, and are being prepared in accordance with the instructions of the Department of Justice. The reports are being prepared in accordance with the instructions of the Department of Justice, and are being prepared in accordance with the instructions of the Department of Justice.

The following cases are:

- Category 1 - 15 key figures assigned for summary reports.
- Category 2 - 28 Detcon-Consal cases to follow Category 1 cases.
- Category 3 - 1 case
- Category 4 - 121 cases

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: December 14, 1951

FROM :

SUBJECT: SECURITY INDEX

PURPOSE

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

DETAILS

The following is a report on the increase in the Security Index since the last count was furnished to you on November 9, 1951.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
November 10-16	46	23	23
November 17-23	52	8	44
November 24-30	73	15	58
December 1-7	58	16	42
December 8-14	61	22	39
Totals	290	84	206

The Security Index Count as of today is 17,543.

For your information, during the preceding four-week period 283 cards were added, 70 cards were cancelled, or a net increase during the period of 213 cards.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 28, 1951

O4Y FROM : SAC, El PasoSUBJECT: SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Rebulet November 26, 1951.

This is to advise of the status of preparing summary reports on security index subjects of the El Paso Office. There are 15 security index subjects of the El Paso Office. As of this date three summary reports have been written, two additional reports are in dictation, and three additional cases have been definitely assigned for reports to be written promptly.

In the immediate future, the remaining seven security index cases will be assigned for immediate preparation of summary reports.

It should be noted that up until this date most of the investigative efforts from the Agents of the El Paso Office have been necessarily directed toward an investigation involving an escape route for Communist Party fugitives and the resulting harboring cases.

1005  
changed  
to  
62-10

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 5, 1952

FROM : SAC, Albuquerque ( )

SUBJECT: SECURITY INDEX  
ALBUQUERQUE DIVISION

CONFIDENTIAL

Re SAC Letter #100 dated December 28, 1950, requesting that the Bureau be advised by letter by January 15 and July 15 of each year whether all Security Index cards are in an up-to-date status and whether all Security Index subjects have been checked within the last six months.

Please be advised that all Security Index cards maintained in the Albuquerque Division are in an up-to-date status, and the addresses of all Security Index subjects have been checked within the past six months.

1006  
changed  
to  
44-15

Office Memorandum

• UNITED STATES

GOVERNMENT

TO : DIRECTOR, FBI  
FROM : SAC, SALT LAKE CITY  
SUBJECT: SECURITY INDEX - PREPARATION  
OF SUMMARY REPORTS

DATE: 1/5/52

CONFIDENTIAL

Re SAC letter No. 95, Series 1951, dated 9/22/51.

This is to advise there are presently 56 Security Index cards on file in this office. Of this number, 13 are on key figures while 12 are on Communists employed in vital facilities in this area. None of the above cards are on persons maintained in the special section.

To date 18 summary reports have been written on Security Index card Subjects. 5 of these were considered for prosecution under the Smith Act of 1940 and were reported in my letter in this matter dated 10/24/51. Since submission of this letter, an additional 13 summary reports have been prepared. Most of these come within the category of those security index cases under No. 6 in reference SAC letter.

changed to  
4-13

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 3, 1952

FROM : SAC, Birmingham ( )

SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

Re SAC Letter No. 95, dated 9-22-51, and airtel 10-23-51.

This is to advise that a Summary Report has been submitted concerning , one of the two key figures in the Birmingham Office. A Summary Report will be submitted on the other key figure, , in the near future. The Bureau has been separately advised concerning the reason for the delay in this particular report.

The remainder of the Summary Reports on subjects in categories 6 and 7 are scheduled to reach the Bureau by January 30, 1952, and as far as is known at this time this deadline will be met.

list  
Assistant Attorney General James M. McInerney  
Criminal Division

1008  
December 13, 1951

Director, FBI

SECURITY INDEX LIST

GEN'L.

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

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY: Special Section - Espionage  
not furnished to Department.

*Delivered personally to Mr. Whitney and destroyed 5/1/52 Dec 358086-1031*  
*EX-80*  
*FILE IN 100-358086*

RECORDED - 119

DEC 26 1951

EX-80

RECEIVED READING ROOM

DEC 14 9 43 AM '51

FBI

JAN 10 1952

SECURITY INFORMATION - TOP SECRET

*plc*



*Office Memorandum* • UNITED STATES GOVERNMENT

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

DATE: January 2, 1952

Re SAC Letter #95 dated 9-22-51 and my radiogram dated 10-9-51.

This is to advise that four summary reports on Security Index subjects have been submitted. This office will continue to give special attention to this program in order that its completion may be realized at the earliest possible date..

You have been advised by my above referenced letter that there are 28 Security Index cases in the Anchorage Office. However, subsequent to the date of the instant letter five Security Index subjects have departed from the Territory of Alaska. Every effort is being made to ascertain their present whereabouts in order that the Bureau and interested offices may be appropriately advised.

In compliance with your instructions, a memorandum advising of the status of this program will be forwarded on April 1, 1952.

1009  
changed  
to  
22-13

1010 changed to 6-17

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 5, 1952

FROM : SAC, Buffalo

SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS  
BUFFALO DIVISION

Re SAC Letter No. 25, dated September 22, 1951, requesting status report on project as of January 1, 1952.

Review of SI cards reflects the following:

<u>CATEGORY</u>	<u>TOTAL</u>	<u>Number of Summary Reports Submitted to 1/1/52</u>
2. Special Section	3	0
3. Top Functionary	1	1
4. Key Figure	51	5
5. Employed in Vital Facility	37	0
6. No report since 1/1/49	11	0
7. Remainder	<u>161</u>	<u>2</u>
	264	8

1011  
changed  
to  
29-14

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 5, 1952

FROM : SAC, Miami

SUBJECT: SECURITY INDEX  
MIAMI OFFICE

Re SAC Letter 100, December 28, 1950, Paragraph C.

Security Index Cards of Miami are UTD. Addresses of  
all SI Subjects have been checked within the past six months.



1012  
changed  
to

23-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : *gls* SAC, Kansas City  
SUBJECT: SECURITY INDEX  
KANSAS CITY OFFICE

DATE: Jan. 5, 1952

CONFIDENT

Reference is made to SAC Letter No. 100, Series 1950, dated December 28, 1950, paragraph C.

This is to advise that the Security Index cards of the Kansas City Office are in an up-to-date status and the addresses and employments of all Security Index subjects have been checked within the last six months.



1015 changed  
to  
42-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 2, 1952

FROM : *BSH* SAC, St. Louis (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95 dated September 22, 1951  
and St. Louis letter to Director dated October 26, 1951.

Under Category No. 2 the St. Louis Office has no cases  
in the Special Section of the Security Index.

Under Category No. 6 the St. Louis Office has 13 cases.  
No reports have been submitted to date as previously  
reported. St. Louis Office will attempt to submit  
summaries in these cases by April 1, 1952.

Under Category No. 7 the St. Louis Office has 143 cases.  
No reports have been submitted to date as previously  
reported. An attempt will be made to submit summary  
reports in this category by August 1, 1952.

Under Category No. 4 (key figure) the St. Louis Office  
has 24 cases. Of the ten cases which were due by  
January 1, 1952, eight summary reports have been  
prepared. The remainder of the cases in Category  
No. 4 will be submitted on the regular six months'  
due date.

Under Category No. 5 (vital facility) the St. Louis  
Office now has 20 cases. Four summary reports have  
already been prepared and the St. Louis Office is  
attempting to complete summary reports in this  
category by March 1, 1952 as previously reported.

1015 changed  
to  
42-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 2, 1952

FROM : *BSH* SAC, St. Louis

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95 dated September 22, 1951  
and St. Louis letter to Director dated October 26, 1951.

Under Category No. 2 the St. Louis Office has no cases  
in the Special Section of the Security Index.

Under Category No. 6 the St. Louis Office has 13 cases.  
No reports have been submitted to date as previously  
reported. St. Louis Office will attempt to submit  
summaries in these cases by April 1, 1952.

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No reports have been submitted to date as previously  
reported. An attempt will be made to submit summary  
reports in this category by August 1, 1952.

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No. 4 will be submitted on the regular six months'  
due date.

Under Category No. 5 (vital facility) the St. Louis  
Office now has 20 cases. Four summary reports have  
already been prepared and the St. Louis Office is  
attempting to complete summary reports in this  
category by March 1, 1952 as previously reported.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

DATE: 1-5-52

FROM : SAC, San Diego

AIRMAIL

SUBJECT: SECURITY INDEX  
VERIFICATION OF ADDRESSES

ReBulet 10-5-51.

The San Diego Office presently maintains 94 Security Index Cards. All information on these cards is in an up-to-date status and addresses of all Security Index Subjects were checked during the six-month period prior to December 31, 1951.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: December 28, 1951

FROM :

SUBJECT: SECURITY INDEX *Canceled*PURPOSE

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

DETAILS

During the past week 33 new cards were added to the Security Index and 10 cards were canceled, a net increase of 23 cards.

The Security Index count as of today is 17,600.



1016  
changed  
to  
32-31

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 7, 1952

FROM : SAC, New Haven

SUBJECT: SECURITY INDEX SUBJECTS -  
NEW HAVEN DIVISION

Re: SAC Letter #100 dated 12-28-50, paragraph C entitled, "Security Index".

All Security Index cards in the New Haven Office at the present time are in an up to date status, and all addresses and employments for all Security Index subjects have been checked within the past six months.



1011  
changed  
to  
21-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI  
FROM : SAC, INDIANAPOLIS ( )  
SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

DATE: January 4, 1952

AIR MAIL SPECIAL DELIVERY

Re SAC Letter #95, Series 1951, dated September 22, 1951.

There has been no change in the status of the preparation of summary reports in categories six and seven, pages four and five of the SAC letter. It has not been found possible to prepare any summary reports in these categories as yet. There has been a recent increase in the number of agents assigned to the Security Squad and the summary reports are now in the process of preparation.

As the Bureau was advised in our letter of October 24, 1951, this office has no cases in category number two.



1018  
changed to  
36-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 8, 1952

FROM : SAC, Omaha ( )

CONFIDENTIAL

SUBJECT: SECURITY INDEX-  
OMAHA OFFICE

Re SAC Letter No. 100, series 1950, dated 12-28-50, Section (C)  
and Omaha letter to Bureau dated 7-9-51.

All Security Index Cards have been checked within the past 6 months  
and are in an up-to-date status with the exception of the following:

By Omaha letter 10-27-51 the New York Office was requested to verify  
the above information; however, to date, no reply has been received  
from the New York Office.

When the above subjects are located, the Bureau will be immediately  
advised.

1-8-52  
charged  
to  
UNRECORDED  
1-8-52

SAC, Richmond

January 8, 1952

Director, FBI (

INTERVIEWS OF INTERNAL SECURITY - C  
AND SECURITY MATTER - C SUBJECTS

*SECURITY INDEX*

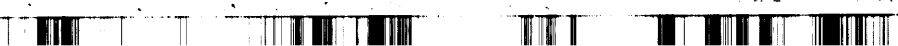
Reurlet dated December 20, 1951, in which you stated that it is assumed in connection with Bureau-authorized interviews of the above type that it is necessary for the interviewing Agent to warn the interviewee of his right to counsel, etc., and any statements furnished by such an individual would necessarily contain such warning in the first paragraph thereof. You request advice as to whether this procedure should be followed in all instances.

All interviews conducted by Special Agents of the Bureau must be handled in such a manner that there will be no basis for an allegation that the constitutional rights of the individual interviewed were violated.

Interviews of this type must be planned in accordance with the information available concerning the persons to be interviewed and the interviewing Agents must be thoroughly familiar with the background information regarding persons interviewed. It is not mandatory that signed statements be obtained; however, when possible and the facts warrant, a signed statement should be taken.

In those instances when the subject makes admissions as to his participation in Communist Party activities or activities in violation of the Federal code and it is obvious to the Agents conducting the interview that prosecution may be expected at a later date, the Agents should be certain that Bureau instructions in this regard, as they apply to interviews and the taking of signed statements, are closely followed.

I am sure you realize the importance of the interview program as a means of developing informants and information of intelligence value which are the primary purposes. Generally, the purpose of an interview of this type is not to build the case for prosecution. Tact must be used in handling interviews if we are to obtain the best results possible.



1019  
changed  
to  
33-14

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, New Orleans (

DATE: 1-9-52

SUBJECT: SECURITY INDEX.  
NEW ORLEANS DIVISION.

STRICTLY CONFIDENTIAL

Re SAC Letter 100, dated 12-28-50.

The residence and employment addresses of all Security Index subjects in the New Orleans Division were confirmed during the months of August and September 1951. In addition, all Security Index subjects at that time were personally observed by an agent of this office to whom the individual case file is assigned, for apprehension under the DETCOM project.

changed to  
40-6

# Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: January 4, 1951

FROM : SAC, PORTLAND (

REGISTERED

SUBJECT: SECURITY INDEX - PREPARATION OF  
SUMMARY REPORTS  
SECURITY MATTER - C

Reference is made to Section H of SAC Letter 121 dated December 20, 1951, concerning the preparation of security index summary reports and in particular to the instructions therein pertaining to the documentation of evidence. It is noted that if the required information is available only in the files of another office, a request should be made of that office for a full identification of the evidence.

It is recognized that such offices as New York City, Los Angeles, San Francisco and Seattle which frequently disseminate information utilized by other field divisions are currently burdened with a tremendous amount of work, particularly in the security field. Requests under the above instructions in all probability will throw an additional load of a detailed file review nature upon such offices. Subsequently it is anticipated that a considerable time lag will result following the receipt of such requests in those offices and the time these requests can possibly be answered. It is believed that this unavoidable lag will cause a considerable delay in the preparation of many reports in that it will necessitate maintaining summary notes for a considerable period before dictation can be accomplished; may cause in some instances duplicate file reviews because of re-assignment of work and in general will result in a slow-down of the summary report program.

For these reasons, if so approved by the Bureau, the Portland Office will submit future summary reports utilizing information immediately available in its files for evidence identification purposes on the administrative page. Should it be necessary to obtain additional information from another office, a lead will be set out in the summary report for that office to supply the needed data. Upon receipt of this information, the Portland Office will submit amended administrative pages, thereby making the report current and complete in accordance with Bureau instructions.

changed  
to  
40-6

SAC, Portland

January 28, 1952

RECORDED.

48 - SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

Reurlet January 4, 1952, wherein you advised that in those instances where it is necessary to obtain additional information from other offices to fully document evidence contained in your summary reports, you will obtain such data through use of leads in the summary reports rather than delay the preparation of the reports until the necessary information is obtained from the other offices.

Your attention is directed to paragraph of the letter Number 121 (M) dated December 24, 1951, wherein it is stated that it is not desired that the submission of summary reports be delayed for the sole purpose of conducting current investigation in previously closed cases. It is pointed out that leads shall be set forth in the summary reports as they would otherwise be handled.

Your proposed method of obtaining the necessary data concerning the sources of evidence which data is available only in another office by the use of leads in the summary reports is in line with the instructions contained in the referenced letter and you may proceed to handle such matters in this manner.

102/  
changed to  
27-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/8/52

FROM : SAC, Louisville

SUBJECT: SECURITY INDEX SUBJECTS  
LOUISVILLE DIVISION  
INTERNAL SECURITY - C

With reference to SAClet 100, Section C, 12/28/50, the Bureau is advised that all security index cards are in an up-to-date status in this office, and that addresses for all security index subjects have been verified within the past six months.



1022  
changed to  
22-14

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI  
FROM : SAC, Anchorage ( *1* )  
SUBJECT: SECURITY INDEX CARDS

DATE: 1-8-52

Reference SAC Letter #100 dated 12-28-50,  
paragraph C.

This is to advise that the security index  
cards of subjects residing in this Territory are in an  
up-to-date status and addresses have been checked  
within the past six months.



## Office Memorandum • UNITED STATES GOV

TO : DIRECTOR, FBI

DATE: January 11, 1952

FROM : SAC, CHICAGO ( )

CONFIDENT

SUBJECT: SECURITY INDEX

Re Section (C) SAC Letter No. 100, Series 1950, dated December 28, 1950, entitled "Security Index."

The Chicago Office at the present time has 1042 Security Index subjects, and the residence and employment addresses of all have been verified within the past six months. This statement excludes those individuals whose whereabouts are presently unknown, in which instances active investigation is being conducted to locate them.

An administrative tickler is in operation to insure verification on each Security Index subject on a six months basis, and five and one-half months after the last such verification, FD-154 is routed to the Agent who has identified the subject for apprehension purposes, or if the case is open, to the Agent to whom the case is assigned. In the case of those subjects found to be unemployed the tickler is set so that the employment is verified each two months until such time as the subject obtains employment.

If the six months verification results in the employment and/or the residence of the subject being unknown, the case is reopened for necessary investigation to determine this information with the least possible delay.

1023  
changed to  
9-24

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 12/29/51

TO

FROM

SUBJECT: SECURITY INDEX CARD STATISTICS

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

These statistics are based on Statistical Section records as of December 17, 1951.



1024  
ENC 1

SECURITY INDEX CARDS STATISTICS - BY FIELD OFFICE  
Based on Statistical Section Records as of December 17, 1951

OFFICE	TOTAL	NATIONALITY OR ORGANIZATIONAL AFFILIATION											SEX		CITIZENSHIP STATUS				RACE			SPECIAL										
		AMERICAN	ENGLISH	IRISH	SCOTCH	WELSH	GERMAN	POLISH	RUSSIAN	UKRAINIAN	OTHER	NO RECORD	MALE	FEMALE	RE	NA	AI	UN	White	Other	Others	Age	43	56	34	31	16					
ALBANY	233	231											123	82	41	161	74	175	48	6	8	213	20	2					2			
ALBUQUERQUE	56	56											25	20	6	39	17	51	5	2		54	1	1								
ALBUQUERQUE	30	28	1										5	4		26	4	24	6			27	3									
ATLANTA	12	12											6	5	1	8	4	12				9	3									
BALTIMORE	357	350	3										216	129	51	2	235	122	275	74	6	2	310	47			7	2				
BIRMINGHAM	13	13											11	6	4	10	3	13				11	2									
BOSTON	450	417											158	80	26	3	306	124	330	87	8	5	406	24			2	7				
BUFFALO	262	233	1	2									129	58	52	1	180	82	216	39	5	2	217	45								
CHICAGO	83	63											39	25	17	64	19	73				83										
CHARLOTTE	45	45											26	21	4	30	15	44	1			57	8									
CLEVELAND	1,049	976	14	4	13								508	437	137	7	787	262	691	309	42	7	879	164	6		1	2		5		
CINCINNATI	175	174											73	31	24		131	44	144	26	1	4	131	44								
CITY	487	457	1	3									287	191	59	3	361	120	307	109	10	1	434	53				1	3			
DALLAS	42	42											25	18	3	31	11	36	5	3		37	5									
DENVER	147	147											30	11	13	111	36	124	13	7	3	134	10	3				1				
Detroit	1,48	997											548	352	50	5	780	268	731	277	34	6	870	175	3		1	1		2		
EL PASO	13	13											6	5	1	9	4	10				13										
HOUSTON	106	106											46	10	34	84	22	87				30	2	74								
INDIANAPOLIS	63	59											34	23	13	45	18	57	6			49	14									
KANSAS CITY	223	216											109	90	17	1	166	57	158	54	8	3	192	31					1			
KANSAS CITY	39	37	1										15	13	3	27	11	35	3			36	2									
KANSAS CITY	9	9											4	4		8	1	7	2			9		2								
KANSAS CITY	9	9											6	1	2	6	3	8	1			4	5									
KANSAS CITY	2,243	2,130	13										781	476	79	1	1,489	774	1,672	486	58	27	2,088	127	26			5	3	3		
KANSAS CITY	17	17											6	3	1	14	3	16	1			16	1									
KANSAS CITY	22	22											9	7	3	16	6	20				17	5									
KANSAS CITY	102	102											45	33	4	67	35	62	30	3	1	96	6					1				
KANSAS CITY	253	230											113	99	11	2	188	65	199	47	6	1	236	12	5							
KANSAS CITY	449	376	1										150	134	25	1	320	129	374	50	9	8	430	17	2				1			
KANSAS CITY	7	7											2	1		6	1	7				2	5						1			
KANSAS CITY	597	501	3										209	100	99	447	150	467	115	8	7	543	54									
KANSAS CITY	457	451											189	160	33	2	311	146	305	142	4	6	413	44				1	2			
KANSAS CITY	70	70											34	21	6	55	15	63	5	2		51	18	1								
KANSAS CITY	3,344	3,217	21	25									902	545	172	17	2,416	928	2,439	740	124	41	3,067	231	46			20	13	14	29	2
KANSAS CITY	19	19											5	3	4	16	3	13	6			14	5									
KANSAS CITY	70	69											32	19	6	56	14	67	2	1		57	13									
KANSAS CITY	38	38											19	15	3	30	8	37				35	3									
KANSAS CITY	616	762	12										353	300	63	3	567	240	642	166	6	2	712	103	1				7			
KANSAS CITY	102	101											24	10	7	64	38	76	22	1	3	61	21									
KANSAS CITY	310	230	1										133	105	30	1	235	75	227	75	5	3	276	34					2			
KANSAS CITY	170	169	1										64	41	20	1	126	44	140	20	5	5	166	2	2				2			
KANSAS CITY	24	24											8	7	3	17	7	21	2	1		21	3									
KANSAS CITY	200	192	2										88	53	24	140	60	164	33	2	1	157	43									
KANSAS CITY	57	57											32	21	13	41	16	54	3			52	6									
KANSAS CITY	17	17											13	3	4	10	7	15	1			15	2									
KANSAS CITY	96	96											38	7	4	63	33	76	15	4	1	86	5	5								
KANSAS CITY	1,301	1,724	14	1									1,003	661	84	3	1,177	624	1,470	272	47	12	1,537	200	50				10			
KANSAS CITY	360	96											161	30	18	333	27	352	2	5	1	310	36	14					1			
KANSAS CITY	4	4											2	2		3	1	4				3	1									
KANSAS CITY	611	579											275	209	30	2	405	206	534	53	17	7	556	47	8				1			
KANSAS CITY	111	109											52	41	7	91	20	91	18	2		94	17									
KANSAS CITY	242	234											108	69	17	1	153	89	175	57	8	4	202	36	2				21	3	2	

SEE KEY ATTACHED

KEYFIELD OFFICE

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

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous (any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

ABP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

1025  
changed to  
49-14

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

FROM : SAC, Savannah (

SUBJECT: SECURITY INDEX  
VERIFICATION OF ADDRESSES

DATE: January 11, 1952

Re SAC Letter #100, Section C, dated December 28, 1950.

The addresses of the four Security Index subjects being maintained in this office have been verified since January 1, 1952, with the exception of the address of , subject of Savannah file . The Bureau has been previously informed that left Charleston, South Carolina, in May, 1951, and his whereabouts are presently unknown. An active investigation is presently being conducted by this office in an attempt to locate

1026  
changed to  
7-15

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 5, 1952

FROM : SAC, Butte

SUBJECT: VERIFICATION OF ADDRESSES OF  
SECURITY INDEX SUBJECTS

Reference is made to Section 87C b (6) of the Manual of Instructions.

This is to advise that the Butte Office has verified the addresses for all Security Index subjects within the last six months. All Security Index cards are in an up-to-date status.



1027 changed to  
25-12

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1-14-52

Am FROM : SAC, Little Rock (

SUBJECT: SECURITY INDEX  
LITTLE ROCK DIVISION

CONFIDENTIAL

Re SAC Letter No. 100, Series 1950, dated December 28, 1950.

This is to advise that the information appearing in the Security Index of the Little Rock Division has been checked within the past month and is in a current status.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 10, 1952

FROM : SAC, San Francisco ( )

CONFIDENTIAL

SUBJECT: SECURITY INDEX - Preparation of Summary Reports

Re SAC Letter No. 95, Series 1951, dated September 22, 1951  
and mylet captioned as above, dated October 20, 1951.

The status of the project of writing summary reports in  
security index cases is as follows:

	Special Section	Top Func- tionaries	Key Figures	Vital Facilities	All Others	
					No report since 1/1/49	Report since 1/1/49
Number of subjects in categories as of 10/20/51	12	3	86	174	52	1423
New SI subjects added to each category 10/20/51-1/5/52				10		96
Subjects added to category by category change	2		2			24
Subjects removed from SI in San Francisco territory			3			31
Subjects deleted from category by category change	1		1	21		4
Number of subjects in each category as of 1/5/52	13	3	84	163	52	1486
Summary reports in each category, 10/20/51-1/5/52	1	3	29	11	9	0

1228  
changed  
to 47-34

1029  
TO: ALL SUPERVISORS ON SECURITY INDEX DESK JAN 10 1952

FROM:

SUBJECT: REVIEW OF LOYALTY CASES FOR  
SECURITY INDEX - GENERAL

Attached herewith is a list of names of individuals who were investigated under the Loyalty Program. The main loyalty file and subversive file numbers are shown where known.


The files will reflect that the majority of these subjects were still employed by the Government as of the date of the most recent information. A few will reflect the subjects to be no longer employed by the Government.

The loyalty investigation in each instance developed documentary evidence or an admission on the part of the individual of past membership or affiliation in the Communist Party or other revolutionary groups.

You are to call for all main files on each of these subjects and review them to determine whether the office of origin has received all pertinent loyalty reports and copies of any other reports where main security files are existent. In any instances where pertinent information has not been made available to the office of origin, such information should be furnished as enclosures to a memorandum to the office of origin.

If the main files do not reflect that a copy of hearings conducted before the Loyalty Review Board in each case is in the possession of the office of origin, the Washington Field Office should be requested to obtain a photostatic copy of the hearing and transmit it to the office of origin.

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The office of origin should be requested to then:  
(1) check its files for any derogatory information received subsequent to the Loyalty investigation; (2) review all information in its possession; (3) determine whether the subject should be included in the Security Index or whether he should be interviewed for information in his possession concerning subversive activities, and (4) advise the Bureau of its recommendation.

You may find that in many of these cases, current investigation is being conducted or the above requirements have recently been complied with or some other action has been taken which would obviate the necessity for complying with the above instructions. If so, no further action need be taken by you.

The object of this review is to be fully certain that the Security Index Unit has taken all action necessary to assure that each of these cases has been fully developed as of this time and that all of these subjects have either been placed in the Security Index where warranted or consideration has been given to interviewing them for information in their possession.

Communications concerning this matter should bear the character Security Matter.

You are to complete this project by January 15, 1952. Your copy of this memorandum and the attached list should be returned with a notation adjacent to each name on the list as to the action you have taken in each case.