

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION  
SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 23**



**FEDERAL BUREAU OF INVESTIGATION**

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## **NOTICE**

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## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 3, 1952

FROM :

SUBJECT: ~~SECURITY INVESTIGATIONS INVOLVING INDIVIDUALS HAVING~~  
~~ACCESS TO ATOMIC ENERGY COMMISSION FACILITIES~~  
~~ATOMIC ENERGY ACT~~  
SECURITY INDEX PROGRAM

Reference is made to your memorandum to the Director dated November 28, 1952, pointing out that the memorandum on , the only individual presently on the Security Index who has access to Atomic Energy Commission (AEC) facilities, would be delivered to AEC Commissioner . Also to be given to was a list of 228 names of individuals on whom we maintain Security Risk cards.

Liaison Agent delivered these items to AEC Commissioner on December 2, 1952. He commented that he was going to take immediate steps to see if could be removed from the AEC program. was advised in connection with the Security Risk list that the persons on this list were not scheduled for apprehension and that this list was used so that the Bureau would have a record in one place of all persons on the Atomic Energy program on whom there was some derogatory or security risk information. connected did not intend to use this list in any way except for his own information and also, he intended to have all these cases looked into by his office to determine if any of these individuals were in highly sensitive spots.

ACTION:

None. This is submitted for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :  
FROM :  
SUBJECT: SECURITY INDEX ANALYSIS

DATE: 12/2/52

PURPOSE:

For possible use in the Director's budget material *di* analysis has been made of the Statistical Section's Security Index punched tabulating cards.

DETAILS:

As of 11/21/52 there were 19,711 subjects represented in the Security Index. Of these, 15,082 or 76.5 percent are native born citizens of the United States and 3,972 or 20.1 percent are naturalized citizens. The 510 aliens represented in the index constitute 2.6 percent of the total. There are 147 individuals whose citizenship is unknown.

Of the 4,629 foreign-born subjects, 1,487 or 32.1 percent were born in Russia.

Members of the white race number 17,532 or almost 89 percent while Negroes represent 1,939 or 9.8 percent of the persons in the index. The balance of 240 (1.2 percent) are of races other than the white and Negro.

Males number 13,452 or 68.2 percent of the subjects and 6,259 or 31.8 percent are females.

A detailed tabulation is attached.



SECURITY INDEX ANALYSIS

Of the 19,711 subjects in the security index as of November 21, 1952, 15,082 or 76.5 percent are native born citizens, and 3,972 or 20.1 percent are naturalized citizens, while aliens constitute 2.6 percent of the total subjects in the index. There are 147 subjects in the index whose citizenship is unknown.

<u>CITIZENSHIP</u>		<u>Total</u>	<u>Percent Distribution</u>
All subjects		19,711	100%
Native born		15,082	76.5
Naturalized		3,972	20.1
Alien		510	2.6
Unknown		147	.7

<u>RACE</u>		<u>Total</u>	<u>Percent Distribution</u>
<u>Citizenship</u>	<u>Race</u>		
Native Born		15,082	100%
	White	13,063	86.6
	Negro	1,878	12.5
	Other	141	.9
Naturalized		3,972	100%
	White	3,905	98.3
	Negro	39	.98
	Other	28	.70
Alien		510	100%
	White	430	84.3
	Negro	11	2.1
	Other	69	13.5
Unknown		147	100%
	White	134	91.2
	Negro	11	7.5
	Other	2	1.3

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SEX

	<u>Total</u>	<u>Males</u>	<u>Females</u>	<u>Percent Distribution</u>	
				<u>Males</u>	<u>Females</u>
Native born	15,082	10,005	5,077	66.3	33.6
Naturalized	3,972	2,962	1,010	74.6	25.4
Alien	510	401	109	78.6	21.3
Unknown	147	84	63	57.1	42.9

PLACE OF BIRTH (Nationality)

Of the 19,711 subjects in the index the Native Born, 15,082 were born in the United States or its possessions except those subjects born of American parents abroad and it is estimated these do not exceed 10 in number.

The remaining 4,629 subjects are the Naturalized, Aliens or those of unknown citizenship and a tabulation of the countries of their birth follows:

<u>COUNTRY OF BIRTH</u>	<u>NUMBER</u>	<u>COUNTRY OF BIRTH</u>	<u>NUMBER</u>
Total	4,629	British West Indies	34
Russia	1,487	Norway	20
Poland	556	France	28
Yugoslavia	253	Holland, Belgium	28
Austria	204	Bulgaria	27
Canada	202	South America	25
Hungary	167	Denmark	21
England	166	Cuba	18
Italy	161	Korea	17
Germany	149	Philippine Islands	17
Lithuania, Latvia, and Estonia	144	Australia	12
Rumania	112	Albania	10
Czechoslovakia	108	Africa	8
Greece	70	Japan	8
China	58	Switzerland	8
Finland	56	Panama Canal Zone	7
Sweden	49	Armenia	5
Scotland	48	India	5
Mexico	45	Persia	5
Turkey	45	Egypt	5
Spain, Portugal	44	Central America	4
Ireland	38	Manchuria	4
		Sicily	4
		Dominican Republic	3
		Palestine	2

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 12/3/52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

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

These statistics are based on Statistical Section Records as of November 15, 1952.

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE  
BASED ON STATISTICAL SECTION RECORDS AS OF NOVEMBER 15, 1952

inc

KEYFIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STL0.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

CCM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PFA	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 persons
UNE	United Nations employees
YUG	Pro-Tito

Enc 2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 12-12-52

FROM : SAC, CHICAGO

CONFIDENTIAL

SUBJECT: SECURITY INDEX

The new Security Index furnished with Bulet of 11-24-52 has been received. The old list has been destroyed by burning.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 12, 1952

TO : THE DIRECTOR

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 14, 1952.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
November 15-21	118	24	94
November 22-28	102	17	85
November 29-Dec. 5	66	27	39
December 6-12	96	14	82
Total	382	82	300

The Security Index count as of today is 19,915.

For your information, during the preceding four-week period 180 cards were added and 55 cards were cancelled, a net increase during the period of 125 cards.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 12/16/52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

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

These statistics are based on Statistical Section Records as of December 12, 1952.

Attachment



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

CCM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RVS	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 (DetCon)
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 Laboratory employees
ESP	Espionage sub/ etc
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Protesting, etc
UNE	United Nations employees
YUG	Pro-Tito

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Enc 2

See History - 2nd

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December 23, 1952

PROPOSED CHANGE IN PARAGRAPH 4,  
7 B (4), SECTION 37 C, PAGE 293  
MANUAL OF INSTRUCTIONS

It will be noted that Form FD-122 has two uses, i.e., (A) to recommend a subject for inclusion in the Security Index and (B) to submit additions, deletions or changes to data which should appear on the face of Security Index cards already existent. Proper selection should be made in the opening paragraph option in each instance. Form FD-122 should be submitted with constructs when used to recommend a subject for inclusion in the Security Index and without constructs when used to indicate additions, deletions or changes in data appearing on existing Security Index cards.

PROPOSED CHANGE IN PARAGRAPH 5,  
7 B (8), SECTION 37 C, PAGE 31A  
MANUAL OF INSTRUCTIONS

Care should be taken to select the proper opening paragraph option when submitting FD-122. When utilizing the form for the purpose of only recommending changes, additions, or deletions of data on a Security Index card already in existence, only the item or items being changed or added shall be set forth in the Form FD-122. Form FD-122 should be submitted without constructs when used to indicate additions, deletions or changes in data appearing on existing Security Index cards.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 16, 1952

TO :

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONSPURPOSE:

To submit a summarization of information set out in the attached memorandum regarding the progress which has been made in reducing the delinquency and backlog of work in the security field.

SYNOPSIS:

The November administrative reports from all offices reviewed regarding status of work in classifications 65, 100 and 105. The total pending active matters in those classifications decreased from 25,401 to 24,936 matters and delinquent from 12,909 to 12,797. The percentage of delinquency increased from 50.8% to 51.5%. Twenty-five offices reduced the total number of pending active matters and thirteen offices the delinquency in those classifications. Letters were sent to twelve field offices where progress is not considered satisfactory. All field offices have been requested to advise the Bureau as to the number of pending cases in those classifications which require investigation to determine whether Security Index cards are warranted. As soon as advice from all offices is received the problem will be analyzed and you will be advised. Status of security work in the field will be analyzed again when December administrative reports are received.

ACTION:

1. As soon as advice is received from all offices regarding the number of pending cases which require investigation to determine whether Security Index cards are warranted we will analyze the situation in the field in that matter and advise you.
2. We will continue to follow the field closely in this matter and will review the December administrative reports as soon as they are received.

Attachment

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 16, 1952

FROM : Mr. [initials]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions on the first of the year and the progress for the last four months:

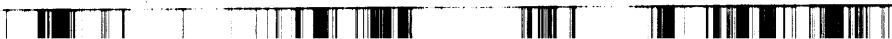
TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>8-31-52</u>	<u>9-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>
65	1,314	1,163	1,117	1,128	1,095
100	32,612	27,406	26,151	25,743	25,655
105	<u>2,895</u>	<u>2,346</u>	<u>2,167</u>	<u>2,229</u>	<u>2,194</u>
Total	37,021	30,915	29,435	29,100	28,944

Attachment

Bufile [redacted]

PLC:mjt [initials]



TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>8-31-52</u>	<u>9-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>
65	525	404	286	250	323
100	22,518	16,432	13,767	11,884	11,643
105	<u>1,719</u>	<u>1,180</u>	<u>853</u>	<u>775</u>	<u>831</u>
Total	24,762	18,016	14,906	12,909	12,797

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency for all offices for the past three months.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
9-30-52	25,976	14,906	57.4
10-31-52	25,401	12,909	50.8
11-30-52	24,936	12,797	51.3

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 77% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security</u> <u>Index</u> <u>Cards</u>	<u>Pending Active</u> <u>Matters</u>		<u>Percentage</u> <u>Delinquent</u>	
	<u>11-15-52</u>	<u>10-31-52</u>	<u>11-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>
New York	3,553	7,989	7,659	84%	81.6%
Los Angeles	3,055	2,241	2,018	31%	40%
San Francisco	1,983	1,618	1,668	53%	42%
Detroit	1,263	1,145	1,203	70%	54%
Chicago	1,060	1,415	1,423	38%	40%
Philadelphia	899	1,051	1,074	43%	43%
Seattle	644	291	292	26%	30%
Newark	626	1,097	1,054	33%	44%
Cleveland	600	630	648	29%	39%
Minneapolis	488	709	704	69%	40%
New Haven	485	386	378	19%	29%
Boston	475	703	686	58%	65%
Total	15,131	19,275	18,807		

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

<u>Date</u>	<u>Pending</u> <u>Active Matters</u> <u>(65-100-105)</u>	<u>Delinquent</u> <u>Matters</u> <u>(65-100-105)</u>	<u>Percentage</u> <u>Delinquent</u> <u>(65-100-105)</u>
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%

During November, six of the twelve offices reduced the total number of pending active matters in the three classifications and four reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has a high percentage of the pending active matters and delinquency in the twelve offices listed. However, during November the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 880 matters and those delinquent by 498 matters. New York letter dated December 4, 1952, advised that Security Matter - C cases have been assigned to approximately 600 Agents and on that date approximately 343 rough draft reports were awaiting typing in the stenographic pool. New York's delinquency in the three classifications is approximately 81.6%.

#### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on November 30, 1952, in total matters in classifications 65, 100 and 105. These statistics reflect progress during November, 1952. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

<u>Office</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>10-31-52</u>	<u>11-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>
Mobile	55	59	7%	47%
Denver	191	168	17%	41%
Savannah	39	43	41%	40%
San Juan	373	344	23%	38%
Omaha	113	101	21%	37%
Anchorage	29	26	34%	35%
Albany	304	331	25%	35%
Milwaukee	234	247	29%	33%
Pittsburgh	322	294	21%	36%
San Antonio	87	94	30%	38%
El Paso	37	42	14%	38%
Little Rock	20	22	15%	32%
Saint Louis	397	396	22%	31%
Indianapolis	280	275	11%	26%



Office	Pending Active Matters		Percentage Delinquent	
	10-31-52	11-30-52	10-31-52	11-30-52
Louisville	72	65	22%	29%
Washington Field	880	843	30%	29%
Baltimore	407	465	20%	28%
Oklahoma City	59	67	25%	28%
Buffalo	249	243	35%	27%
Charlotte	78	74	28%	27%
Albuquerque	58	73	26%	26%
Knoxville	16	16	6%	25%
Cincinnati	286	293	14%	24%
Salt Lake City	75	73	27%	23%
San Diego	189	218	16%	23%
Honolulu	126	116	13%	21%
Birmingham	54	41	15%	20%
Dallas	63	74	16%	20%
Miami	115	130	4%	20%
Phoenix	80	90	15%	20%
Butte	84	73	30%	19%
Atlanta	75	69	11%	18%
New Orleans	132	132	5%	18%
Norfolk	36	38	14%	18%
Portland	89	73	16%	18%
Houston	87	89	18%	17%
Richmond	65	58	37%	17%
Kansas City	126	107	3%	15%
Memphis	42	37	0%	8%
Springfield	102	128	5%	3%
Total	6,126	6,129		

During November, nineteen offices were able to reduce their pending active work load and nine offices reduced their delinquency. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%

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<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%

OBSERVATIONS:

From an analysis of the statistics set out above the following general trends are noted:

1. The over-all percentage of delinquency in the total pending active matters in classifications 65, 100 and 105 increased from 50.8% to 51.3% during November. However, the total number of delinquent matters actually decreased from 12,909 to 12,797.
2. The field continued to reduce the total number of pending active matters in classifications 65, 100 and 105. During November those matters were reduced from 25,401 to 24,936 matters, a reduction of 465 matters.

Progress and Follow-Up: With Certain Offices

On November 17, 1952, letters were directed to Boston, Detroit and Minneapolis, requesting explanations as to why substantial reductions had not been made in the backlog of work and delinquency in the security field. Detroit and Minneapolis advised that positive steps were being taken to accomplish the reduction and that this would be reflected in the November administrative reports. The November administrative reports for Detroit and Minneapolis indicate a reduction in the delinquency at Detroit of approximately from 70% to 54% and at Minneapolis from approximately 69% to 40%. Letters have been directed to Detroit and Minneapolis instructing those offices to reduce the delinquency further.

Boston has advised that the security section of the office has recently been reorganized and for some time had been undermanned because of special criminal investigations and a

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definite shortage of manpower in the Boston Office. Due to the assignment of additional personnel to the Boston Office the security section of that office has been increased and Agents with no experience in security investigations are receiving training in those matters. The delinquency at Boston in the total pending active matters in classifications 65, 100 and 105 increased from approximately 58% to 64.7% during November. Boston letter dated December 9, 1952, pointed out Boston had anticipated a decrease in the delinquency during November but that during that month the security squad expended 150 man-hour days on surveillances in connection with Smith Act subjects and an espionage case. The Special Agent in Charge at Boston stated that he was following the security work in the Boston Office very closely and was making every effort to drastically reduce the backlog and delinquency in that field. A letter has been sent to Boston instructing the Special Agent in Charge to take the action necessary to bring about reductions and that progress should be made during December.

In addition to the three offices mentioned above letters have been directed to nine other field divisions in which it does not appear that steady progress is being made in bringing security work into line.

Analysis of Pending Active matters in Classifications 65, 100 & 105

As you know by a letter to all offices dated November 19, 1952, the Bureau requested each office to analyze each pending active matter (in which the office is the office of origin) to determine the number of matters pending in which investigation remains to be conducted before final determination can be made as to whether or not a subject should be recommended for the Security Index. This survey is being made to determine the percentage of the 24,936 pending active matters in the field in classifications 65, 100 and 105 in which investigation remains to be done before we can determine the dangerousness of the subjects. As soon as the letters from all offices have been received an analysis will be made and you will be advised in the matter.

ACTION:

1. As soon as advice is received from all offices regarding the number of pending cases which require investigation to determine whether Security Index cards are warranted, we will analyze the situation in the field in that matter and advise you.

17-2

2. We will continue to closely follow the field in this matter and will review the December administrative reports to determine the field's progress in the matter.

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PK

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: December 19, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

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

DETAILS:

During the past week 81 new cards were added to the Security Index and 34 cards were cancelled, a net increase of 47 cards.

The Security Index count as of today is 12,962.



changed  
to  
48-47

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1/2/53

FROM : SAC, SAN JUAN

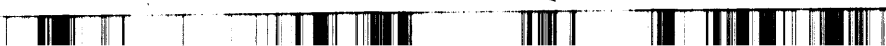
CONFIDENTIAL

SUBJECT: SUMMARY REPORTS  
SECURITY INDEX CASES

Re No Number SAC Letter Y, Series 1952. There is set forth below the required information reflecting current status of captioned project in this Office:

Category	Total No. of Cases	Number of Initial Summary Reports Submit- ted to Date	Number of Summary Reports to be Submitted	Expected Date
2	2	2	0	
4	2	2	0	
5	327	231	96 .	2/15/53

The above figures do not include 1. Cases in which the subjects are incarcerated awaiting trial on charges involving extended sentences or awaiting appeal of extended sentences already received; 2. Cases involving subjects for whom Bureau permission for interview has been requested or received; or 3. Cases involving subjects in the inactive section of the Security Index.



1377  
changed to  
11-42

STANDARD FORM NO. 64

Office Memorandum

MEM • UNITED

GOVERNMENT

TO : Director, FBI

DATE: December 30, 1952

FROM : SAC Cleveland (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

SECURITY INFORMATION - CONFIDENTIAL

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

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

Category	Total Number of Cases	Number of Initial Summary Reports Submitted to Date	Number of Summary Reports to be Submitted	Expected Date of Completion
2	2	1	1	By 3/1/53
4	<del>5</del> 6	5		Subject of remaining case has been interviewed - to be deleted from SI.
5	444	275	169	By 7/1/53



*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: December 24, 195.

TO :

FROM :

SUBJECT: SECURITY INDEX - C.

PURPOSE:

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

DETAILS:

During the past week 97 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 82 cards.

The Security Index count as of today is 20,044.





list  
Assistant Attorney General Charles B. Murray  
Criminal Division

1577  
December 23, 1952

Director, FBI

SECURITY INDEX LIST - GENERAL

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

It is requested that this list be given utmost security.

NOTE ON YELLOW ONLY:

Espionage Section of the  
Special Section not included.

Attachment

RECORDED-12

RECEIVED  
DEC 23 2 40 PM '52

DEC 23

SECURITY INFORMATION -

REC'D - LOUISIANA OFFICE

REC'D - BOSTON

JAN 7 - 1953

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 2, 1953

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

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

DETAILS:

During the past week 63 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 48 cards.

The Security Index count as of today is 20,092.

1401

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (

DATE: December 30, 1952

FROM : SAC, St. Louis (

PERSONAL AND CONFIDENTIAL  
REGISTERED MAIL

SUBJECT: ☐ SUMMARY REPORTS IN  
          ☒ SECURITY INDEX CASES

Re No No. SAC Letter I, Series 1952 dated March 14, 1952.

Pursuant to instructions in the above SAC Letter, a complete review has been made of Security Index cases in this office and the following schedule for the submission of summary reports therein drawn up:

Category	Total Number of Cases	Number of Initial Summary Reports Submitted to Date	Number of Summary Reports to be Submitted	Expected Date of Completion
2	-	-	-	- - -
4	15	-	15	3-1-53
5	138	6	132	6-1-53



## Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 2, 1952

TO :

FROM :

SUBJECT: SUGGESTION OF SA  
RE SECURITY INDEX VERIFICATION PROJECT

SA in the New York Office, has suggested the formation of a special squad of Agents to handle the verification of address and employment of Security Index subjects. Verification of this information on each Security Index subject is required each six months. At the present time verification is "farmed out" among Agents on a number of squads in the office. SA suggests that a squad of specialists would be more efficient.

This suggestion has been thoroughly discussed by the Aides assisting in the New York inspection. In view of the disruptive influence of any farmed out project, plus the looser supervision resulting from such method, it is recommended that the New York Office be authorized to set up a squad of from 10 to 15 Agents to experiment for the next six months on this project. At the end of that time New York should report fully to the Bureau on the results, and make appropriate recommendations for the future of the project.

Based upon the experience in the New York Office, the Bureau can decide whether the system should be adopted in other offices having a large number of Security Index subjects.

SAC, NEW YORK

12/29/52

DIRECTOR, FBI

## SECURITY INDEX VERIFICATION PROJECT

Reference is made to a suggestion by Agent Supervisor of your office to Inspector that a special squad of Agents be organized to handle, on a six-months trial basis, verification of addresses and places of employment of security index subjects.

The Bureau agrees that this procedure may be given a three-months trial. You should set up a squad of ten to fifteen Agents to handle these cases. The Bureau feels that no additional supervisory personnel need be designated, but the procedure should be supervised by one of the existing desks in your office.

If any inexperienced Agents are designated to work on this project, they should first be thoroughly indoctrinated in the methods previously used in your office to verify the residences and employments of security index subjects. They should be impressed with the necessity of exercising discretion in making such verifications to avoid undue disclosures of the Bureau's interest in the subject.

At the conclusion of this three-month period, you should advise the Bureau of your recommendations as to the efficiency of the plan, and, in tabular form, the production statistics, comparative delinquency figures, and advantages and disadvantages.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 10, 1951

FROM :

SUBJECT:

SUGGESTION NO. 1  
SECURITY INDEX VERIFICATION PROJECTDETAILS:

The attached suggestion of Special Agent [redacted], Supervisor in the New York Office, has been referred to us by Inspector [redacted] for our views.

[redacted] suggests that a special squad of Agents be formed in the New York Office to handle the verification of addresses and places of employment of Security Index subjects every six months rather than distribution of these assignments among approximately 430 Agents which is the present procedure. A copy of the suggestion is attached.

The Internal Security Section agrees with the observations and recommendations as set forth in the attached memoranda to [redacted] dated November 25, 1952, and December 2, 1952. We agree that the suggested procedure should be adopted for a trial period of six months. In addition, it is recommended that if any Agents inexperienced in security-type investigations are designated to handle this assignment that they first be thoroughly indoctrinated in the methods previously used in the New York Office to verify the residence and employment of Security Index subjects and that they be impressed with the necessity of discretion in making such verifications to avoid undue disclosure to the subjects of the Bureau's interest in them.

ACTION:

If you agree with the above, this memorandum, together with the attached copies of the suggestion and memoranda, should be returned to Inspector [redacted] for any further action.

Suggestion

12/18/52

- For Conference

SECURITY INDEX VERIFICATION PROJECT

of the New York Office suggested setting up a special squad of ten or fifteen Agents, whose sole function would be to verify addresses and employments of security index subjects.

I PRESENT PROCEDURE (IN NEW YORK CITY)

These cases are "farmed out" among Agents on a number of different squads, who work the cases along with regularly assigned work.

The disadvantages of the present system are:

1. Disruptive influence on regular work.
2. Looser supervision.

The claimed advantages of the suggested system are:

- 2
1. One Agent would handle a large number of verifications in one area, saving considerable transportation time.
  2. It would reduce the commoner types of pretexts and lessen the possibility of a pretext back-firing.
  3. Increased production - anticipated development of various techniques and sources of information would expedite matters.
  4. Reduces administrative problems and simplifies fixing of supervisory responsibility.
  5. Serves as a training groundwork toward more complicated security work.

Enc 1

DISADVANTAGES ANTICIPATED

- 3
1. Since each Agent so assigned would handle a large number of subject cases, he would have to review the file each time he rechecked each subject, because he would be unable to remember the details of so many cases.
  2. It would limit the Agent's experience in handling regular investigative matters and in writing reports.
  3. The assignment would be monotonous and tends toward over-specialization.

RECOMMENDATIONS

1. Inspector *recommends a 6-month experimental trial.*
2. Domestic Intelligence Division recommends a 6-month trial.
3. Training Division recommends a 6-month trial. *but do not designate any additional supervisory personnel.*
4. If approved, attached letter to SAC New York be sent. *Gives approval & instructions asks for production statistics and comparative delinquency figures.*  
*Approved [Signature]*



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 12/24/52

FROM : The Executives Conference

SUBJECT: SECURITY INDEX VERIFICATION PROJECT

The Executives Conference on December 19, 1952, at which were present Messrs.

considered a suggestion made by Special Agent Supervisor [redacted] of New York City, that a special squad of ten to fifteen Agents be organized whose sole function would be to verify addresses and employments of security index subjects.

PRESENT PROCEDURE

These cases are "farmed out" among Agents on a number of different squads, who work the cases along with regularly assigned work.

The disadvantages of the present system are:

1. Disruptive influence on regular work.
2. Looser supervision.

SUGGESTED PROCEDURE

Set up a special squad of ten to fifteen Agents to handle the six-months verification of addresses and employments of security index subjects. (There are approximately 3,000 security index cards in New York now, with an anticipated increase up to between six and seven thousand cards.)

The claimed advantages of the suggested system are:

1. One Agent would handle a large number of verifications in one area, saving considerable transportation time.
2. It would reduce the commoner types of protests and lessen the possibility of a protest becoming a riot.

- 1404
3. Increased production - anticipated development of various techniques and sources of information would expedite matters.
  4. Reduces administrative problems and simplifies fixing of supervisory responsibility.
  5. Serves as a training groundwork toward more complicated security work.

The admitted disadvantages of the system are:

- Handwritten: New York City*
1. Since each Agent so assigned would handle a large number of subject cases, he would have to review the file each time he rechecked each subject, because he would be unable to remember the details of so many cases.
  2. It would limit the Agent's experience in handling regular investigative matters and in writing reports.
  3. The assignment would be monotonous and tends toward over-specialization.

EXECUTIVES CONFERENCE RECOMMENDATION

The Executives Conference unanimously favors a three-months trial in New York City. If approved, there is attached a letter to the SAC in New York, giving authorization and instructions for a three-months trial of this plan.

## SECURITY INDEX - GENERAL

Attached is analysis of problem & presented for Inspection staff consideration. I think this memo presents some good arguments - particularly with reference to common sources of information re current addresses - i.e. registration lists which now are absent & should be handled by very limited # of agents.

X-107  
Kearl do you think?

MEMO TO

RE: SECURITY INDEX VERIFICATION PROJECT

In considering the suggestion of , set forth in a memorandum dated November 6, 1952 concerning the organization of a special squad to handle verification of address and employment of security index subjects, the following points are mentioned:

Disadvantages

1. It is felt that if a limited number of agents were used on this project, it would probably be necessary for these agents to review every file they handle each time they rechecked the subject's address and employment. This would be necessary due to the large number of cases they would handle and the probable inability of the agent to remember any background regarding the person whose address he would verify. If continued as at present, and if the same agent were given the same individuals to recheck every six months, it is reasonable to believe he would recall the general background of the subject due to the small number of verifications he is handling and would need to make only a brief file review prior to conducting his verification.

2. The assignments of agents to this squad for any great length of time, which appears to be the plan under the submitted suggestion, would deprive these individuals of the opportunity to gain experience in the writing of reports and the handling of regular investigative matters.

3. It is believed that any permanent assignment to this squad would tend to be monotonous for the agents involved and lead to over-specialization.

Advantages

1. The adoption of the suggested special squad would appear to be advantageous in that it is believed it would result in a saving of time in the obtaining of the necessary verifications. This would be accomplished by one agent handling a large number of verifications in one given area. In this regard the assignment of the verifications, if the suggestion is placed into effect, should be made on a geographical basis.

ENC 1

2. It is further believed that this plan will result in increased production, inasmuch as the agents assigned to the project should be able to develop various techniques, including the use of sources of information to complete the verifications in a more expedite manner.

3. The formation of a special squad to handle verifications exclusively should result in increased production and the maintaining of this phase of the work in a more current condition, inasmuch as the agents assigned to this squad would not be obliged to handle other expedite matters and defer the handling of the verifications.

4. The suggested procedure should reduce the over-all administrative problem and simplify the fixing of supervisory responsibility for delinquencies in the program.

#### Conclusions and Recommendations

In view of the above and in considering the other various thoughts set forth in the referred-to memorandum of Supervisor Marchessault, it is recommended that the special squad be established under Section 7 on a trial basis for a period of at least six months. The over-all production and problems concerning this system should be carefully analyzed during this period of time in order to determine the feasibility of continuing this squad for an indefinite period.

Consideration should be given to periodic transfers of agents to and from this squad. It is suggested that part of the personnel should be made up of agents newly assigned to the section as a means of furnishing them background information in security matters, which would be gained through the necessary file reviews. The members of this squad should handle only these verifications in order to accomplish the desired results. If extensive investigation or surveillances are necessary to determine the current residence or employment of a subject, the case should be reopened and assigned to agents other than those assigned to handle the verifications.

New York, N.Y.  
November 6, 1952.

MEMO

RE: SUGGESTION ON SECURITY INDEX  
VERIFICATION PROJECT.

In connection with the verification of residence addresses and employment of Security Index subjects every six months, the following change is being recommended in the manner of handling the project:

The Bureau requires that these addresses be verified every six months. The project is presently being handled on a staggering basis throughout the period so that we do not have an excessively large amount to handle at any one time. These verifications are made by the agents in Division I of this office, involving approximately 430, which agents are assigned, generally speaking, to Security Type work. This staggering system, which was recently set up, contemplates the same agent making the verification outside every six months. The subjects of pending cases are verified by the agent to whom the case is assigned. It is to be noted that the New York Office has been exempted by the Bureau from assigning various subjects to agents for the purpose of viewing in order to facilitate the apprehension.

I am of the opinion that this project can be more efficiently handled by having these verifications assigned to a small number of agents which agents would have no other assignments than these verifications. This conclusion is based on the following reasons:

Large numbers of Security Index subjects may be found concentrated in a comparatively limited area in the various boroughs of New York. Limiting the number of agents involved would result in one agent handling a much larger group of verifications in the one area thus saving considerable time especially from the standpoint of reducing transportation time. There are approximately 3500 Security Index cards with an anticipated increase resulting in a total of between six and seven thousand. This would clearly indicate that in one small area could be located numerous Security Index subjects which addresses could be verified on a mass production basis.

The suggested plan would reduce the number and types of pretexts used which would lessen to a considerable extent the possibility of some of these pretexts backfiring. The possibility can readily be seen where a person presently in the open could conceivably go in the underground if subject became aware of FBI interest and thus could result in a great expenditure of time and effort on a part of the FBI if such occurred. A smaller number of agents working on this project would reduce that possibility.

ENC 3

Memo  
Re: Suggestion on Security Index  
Verification Project

Further these agents concentrating on that type of work could develop techniques on the verifications which would reduce the amount of work necessary resulting in the verifications being handled by the most expedient manner. I have in mind that possibly common sources could be developed which would give us the desired information covering a large group of subjects, such as voting registrations, etc.

The production of these agents would be much greater than in the case of other agents in Division I due to the fact that the verifications will be familiar to them and after they have once learned requirements will not have to spend time refreshing their minds on these instructions which would be the case if these verifications were continued to be handled by all the agents in Division I.

The verifications could be kept in a more current status as these agents would be held strictly responsible for these verifications whereas when they are assigned to all the agents in Division I, they have other expedite work that must be performed, such as handling espionage, key figure and top functionary cases and, therefore, must divide their time consistent with the various responsibilities given them.

The administrative work involved in the handling and distribution of these assignments would be reduced to some extent.

The agents assigned to such a project would have a tendency to develop more interest in their particular assignment than the agent who has many other expedite assignments. This would result in higher production and an increased over all efficiency.

It is to be noted that this suggestion would not apply to the pending cases in the office, such as top functionaries and key figures. Since the agents are held responsible for cases assigned to them this responsibility of necessity requires that they have knowledge of the subjects whereabouts at all times.

I would recommend that if this suggestion is approved that the group of agents number from 10 to 15 on an experimental basis. Once fairly accurate figures can be secured on the number of verifications which can be handled by an agent, the group of agents can either be increased or reduced accordingly.

ENC 4



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 6, 1953

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: PREPARATION OF SUMMARY REPORTS IN  
SECURITY INDEX CASES

The Executives' Conference of January 6, 1953,  
consisting of Messrs.

discussed the problem as to whether the moratorium on the summary report project for Security Index cases should be lifted at this time. You will recall that on September 3, 1952, this moratorium was declared on the project to be reinstituted in all offices on January 1, 1953. In view of the personnel situation those offices having personnel available to the project were instructed on October 1, 1952, to reinstitute the project at that time.

Executives' Conference Recommendation:

The Executives' Conference was of the unanimous opinion that we should not reinstitute the project in all offices at this time but rather should continue under the present procedure whereby offices are working on summary reports as they are able. To do otherwise would necessitate the transfer of personnel between offices which the Conference did not consider warranted for economy reasons.

The Conference recommended that a letter be directed to the field instructing that they prepare summary reports as personnel becomes available within each office. It was recommended that the field continue to submit the quarterly status letters concerning their progress in the project. It was also recommended that we again consider reinstituting the project in all offices on July 1, 1953.

If you approve, there is attached hereto a proposed SAC Letter for your signature. This matter will again be brought before the Executives' Conference on July 1, 1953.

Respectfully,  
For the Conference



## Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 23, 1952

TO :

FROM :

SUBJECT: SECURITY INVESTIGATIONS - SUBMISSION OF  
FORM FD-122 REQUIRING ADJUSTMENTS TO  
SECURITY INDEX CARDS

SYNOPSIS:

Form FD-122 is used (1) to recommend a new Security Index card or (2) to indicate changes to existing Security Index cards. In order to effect a saving in clerical time in the Records Section, the Executives' Conference on November 5, 1952, approved the submission of the form without abstracts when submitted under (2) above; namely, when indicating changes to existing Security Index cards. In those instances the forms would not be serialized but would be retained in the case file. The Internal Security Section previously recommended that FD-122 forms recommending new Security Index cards be serialized because of the importance attached to that form when used for that purpose. Some offices are now submitting all FD-122 forms without abstracts. A proposed SAC Letter is attached to clarify the instructions contained in SAC Letter Number 120 dated November 14, 1952. Appropriate manual changes attached. It is recommended that this memorandum be routed to the Records Section in order that the FD-122 form when used to recommend new Security Index cards will be serialized.

PURPOSE:

To submit a proposed SAC Letter advising the field that abstracts should be submitted with Form FD-122 when the form is used to recommend the preparation of a Security Index card and appropriate manual changes.

DETAILS:

Form FD-122, a copy of which is attached, is used by the Security Index (1) to recommend the preparation of Security Index cards or (2) to advise the Bureau regarding changes to be made to existing Security Index cards.

During the recent inspection of the Records Section, the Internal Security Section was contacted regarding the elimination of abstracts with Form FD-122 in those instances



1407

coming under (2) above; namely, when the form is used to make changes or adjustments on existing Security Index cards. This recommendation was considered in order to effect a saving of the cost of operation in the Records Section by not serializing the forms that fall within that category. The abstract is not needed at the Bureau when a piece of mail is not to be serialized. However, after appropriate action has been taken on the form and changes have been made to the existing Security Index cards the form would not be destroyed but would be filed in the appropriate case file. Approximately 15,000 FD-122 forms are received annually reflecting changes to be made to existing cards.

In discussing this matter the Internal Security Section strongly recommended against using the same procedure in regard to the incoming FD-122 form when the form contains the recommendation that a Security Index card be prepared. You will note that the form on its face readily indicates a new card is being recommended or an existing card is to be changed. Considerable importance is attached to the form when used to recommend a new Security Index card inasmuch as it is the authority to prepare the card and contains the initials and instructions of the approving Bureau Supervisor as well as the initials of the clerical employee handling the preparation of the card. The approval for preparation of the Security Index card and its preparation are tantamount to the actual authorization by the Bureau of the arrest of the subject in the event of a sudden emergency and until such time as the Department approves the listing of the name of a particular subject in the Security Index. As you know the Department has advised us that all Security Index cases will be reviewed eventually by the Department and the Bureau advised in each case as to whether the Department approves or disapproves the listings in the Security Index. Because of the importance attached to the form when used to recommend a new Security Index card it is felt that abstracts should be submitted when the form is so used in order that it can be serialized into the appropriate case file and be accounted for at all times. Of course, this has always been the practice in the past.

Item (L) SAC Letter Number 120 dated November 14, 1952

The above matter in connection with FD-122 forms submitted by the field to make adjustments or changes to existing Security Index cards was considered by the Executives' Conference on November 5, 1952. The Conference unanimously recommended that abstracts not be submitted in those instances which, of course, results in the form not being serialized. Such serials will be

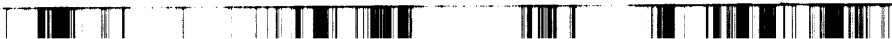
filed however in the case file and will not be destroyed.  
Item (L) in SAC Letter Number 120 dated November 14, 1952, advised  
the field in that matter.

Certain field offices are now submitting all FD-122 forms without abstracts and the Records Section is not serializing those forms received to recommend new Security Index cards. In order to clarify instructions in the matter there is attached hereto a proposed SAC Letter and an appropriate manual change is also attached.

ACTION:

1. If you approve there is attached hereto a proposed SAC Letter and an appropriate manual change.
2. If you approve, this memorandum should be routed to the Records Section in order that appropriate instructions can be issued in order that each FD-122 recommending a new Security Index card will be appropriately serialized.

In effect  
1/9/53



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

FROM :

SUBJECT:

— It is recommended that a Security Index Card be prepared on the above-captioned individual.

— The Security Index Card on the captioned individual should be changed as follows: (Specify change only)

NAME \_\_\_\_\_

ALIASES \_\_\_\_\_

NATIVE BORN \_\_\_\_\_ NATURALIZED \_\_\_\_\_ ALIEN \_\_\_\_\_

COMMUNIST \_\_\_\_\_ SOCIALIST WORKERS PARTY \_\_\_\_\_ INDEPENDENT SOCIALIST LEAGUE \_\_\_\_\_

MISCELLANEOUS (Specify) \_\_\_\_\_

TAB FOR DETCOM \_\_\_\_\_ TAB FOR CO'SAB \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

BUSINESS ADDRESS (Show name of employing concern and address) \_\_\_\_\_

NATURE OF INDUSTRY OR BUSINESS (Specify from Vital Facility List) \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

ENC 1



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 16, 1953

FROM :

SUBJECT: SECURITY INDEX - *MEMORANDUM*

PURPOSE:

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

DETAILS:

During the past week 74 new cards were added to the Security Index and 21 cards were canceled, a net increase of 53 cards.

The Security Index count as of today is 20,195.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 1-7-53

FROM : SAC, OMAHA

SUBJECT: SECURITY INDEX

PERSONAL AND CONFIDENTIAL

*General*

ReBuLet 12-23-52.

The new Security Index List has been received by this office and the old list has been destroyed by burning.



STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 9, 1953

FROM :

SUBJECT: SECURITY INDEX *Final*

## PURPOSE:

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

## DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on December 12, 1952.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
December 13-19	81	34	47
December 20-26	97	15	82
December 27-Jan. 2, 1953	63	15	48
January 2-9	<u>74</u>	<u>24</u>	<u>50</u>
TOTAL	315	88	227

For your information, during the preceding four-week period 382 cards were added and 82 cards were cancelled, a net increase during the period of 300 cards.

|| The Security Index count as of today is 20,142.

|| To date the Department has specifically approved in writing the listing of 135 names in the Security Index.

(B) SECURITY INVESTIGATIONS - SUBMISSION OF FORM FD-122 REQUIRING ADJUSTMENTS TO SECURITY INDEX CASES -- Reference is made to Item (L) in SAC Letter Number 120, Series 1952, dated November 14, 1952, which advised, under the above caption, that in the future Form FD-122 should be submitted to the Bureau without abstracts.

Since receipt of that SAC Letter certain offices have been submitting all FD-122 forms without abstracts and have not limited the instructions to those instances in which the form is submitted to make adjustments or changes to existing Security Index cards.

FD-122 forms should be submitted with abstracts when used to recommend the preparation of Security Index cards. The forms should be submitted without abstracts when used to advise the Bureau regarding the changes to be made to existing Security Index cards.



(H) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Reference is made to SAC Letters Number 35 (H) dated September 3, 1952, and Number 106 (A) dated October 14, 1952, which instructed that the summary report project was to be reinstituted in all offices on January 1, 1953.

This is to advise that the moratorium shall remain in effect in those offices not having personnel available to the project until further instructions are received from the Bureau.

By SAC Letter Number 106 (A) those offices having personnel available to the project were instructed to reinstitute the preparation of summary reports on their Security Index subjects. Those instructions remain in effect on a continuing basis. As personnel becomes available within your office you are to devote this manpower to the preparation of summary reports until you have completed the project.

These instructions are not to be construed by you as minimizing the importance of preparation of summary reports on Security Index subjects. It is expected that you will make every effort to assign personnel to this project in your office as soon as practical.

During the moratorium some offices have not promptly submitted the quarterly status letters concerning the summary report project as instructed in No Number SAC Letter I dated March 14, 1952. A quarterly status letter was due on January 1, 1953. It is requested that all offices which have not done so submit this letter promptly and each three months hereafter setting forth the statistics in accordance with No Number SAC Letter I. You should submit the status letter on a quarterly basis irrespective of whether you have reinstituted the project during the pertinent period in order that the Bureau will be kept advised of the status of the project in the entire field.

Very truly yours,

John Edgar Hoover

Director

# Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 13, 1953

FROM :

SUBJECT: ~~DELINQUENCY IN SECURITY INVESTIGATIONS~~

PURPOSE:

To summarize the information set out in the attached memorandum regarding the progress of the field in reducing the delinquency and backlog of security work.

SYNOPSIS:

The December administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications decreased during the month from 24,936 to 24,770. The number of delinquent matters was reduced from 12,797 to 12,267. The percentage of delinquency decreased from 51.3% to 49.5%. Twenty-two offices reduced their total number of pending active matters and thirty-one offices reduced their delinquency in these classifications. Letters were sent to sixteen offices directing them to further reduce their backlog and delinquency in these matters.

During the twelve-month period from December 31, 1951 to December 31, 1952, the number of pending matters in these classifications was reduced by 8,089 from 37,021 to 28,932 or by 21.8%. In that time the number of delinquent matters in these classifications was reduced by 12,495 from 24,762 to 12,267 or by 50.5%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the January administrative reports.

Attachment

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Mohr ✓  
Tele. Rm. ✓  
Holloman ✓  
Gandy ✓



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 13, 1953

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>9-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>
65	1,314	1,117	1,128	1,095	1,067
100	32,812	26,151	25,743	25,655	25,570
105	2,895	2,167	2,229	2,194	2,295
Total	37,021	29,435	29,100	28,944	28,932

Attachment

5-260



TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>9-30-52</u>	<u>10-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>
65	525	286	250	323	229
100	22,518	13,767	11,884	11,643	11,254
105	<u>1,719</u>	<u>853</u>	<u>775</u>	<u>831</u>	<u>784</u>
Total	24,762	14,906	12,909	12,797	12,267

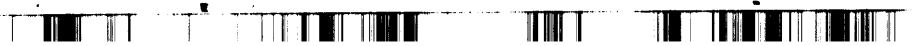
The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency for all offices for the past four months.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
9-30-52	25,976	14,906	57.4
10-31-52	25,401	12,909	50.8
11-30-52	24,930	12,797	51.3
12-31-52	24,770	12,267	49.5

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 77% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.



STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security</u>	<u>Pending Active</u>		<u>Percentage</u>	
	<u>Index</u>	<u>Matters</u>		<u>Delinquent</u>	
	<u>Cards</u>				
	<u>12-15-52</u>	<u>11-30-52</u>	<u>12-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>
New York	3,647	7,659	7,605	81.6%	79%
Los Angeles	3,162	2,018	1,898	40%	29%
San Francisco	1,979	1,668	1,713	42%	36%
Detroit	1,272	1,203	1,120	54%	58%
Chicago	1,094	1,423	1,504	40%	53%
Philadelphia	907	1,074	1,079	43%	48%
Seattle	645	292	310	30%	28%
Newark	635	1,054	1,049	44%	42%
Cleveland	610	648	570	39%	41%
Minneapolis	490	704	715	40%	30%
New Haven	483	378	360	29%	40%
Boston	483	686	619	65%	54%
Total	15,407	18,807	18,542		

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

<u>Date</u>	<u>Pending</u>	<u>Delinquent</u>	<u>Percentage</u>
	<u>Active Matters</u>	<u>Matters</u>	<u>Delinquent</u>
	<u>(65-100-105)</u>	<u>(65-100-105)</u>	<u>(65-100-105)</u>
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%

During December, six of the twelve offices reduced the total number of pending active matters in the three classifications and seven reduced the delinquency in the total matters in those classifications.

1411

In regard to the New York Office you will note it has a high percentage of the pending active matters and delinquency in the twelve offices listed. During December the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 54 matters and those delinquent by 252. New York's delinquency in the three classifications is approximately 79%.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on December 31, 1952, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during December 1952. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

<u>Office</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>11-30-52</u>	<u>12-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>
Memphis	37	33	8%	48%
Omaha	101	96	37%	44%
Saint Louis	398	418	31%	44%
San Antonio	94	86	33%	41%
Albany	331	280	38%	40%
Savannah	43	44	40%	36%
Cincinnati	293	298	24%	34%
Louisville	65	65	29%	34%
Denver	168	190	41%	31%
New Orleans	132	145	18%	31%
San Juan	344	289	38%	31%
Indianapolis	275	295	29%	30%
Milwaukee	247	241	33%	30%
Washington Field	843	913	29%	28%
Baltimore	465	428	28%	27%
Buffalo	243	241	27%	27%
Butte	73	73	19%	27%
Houston	89	92	17%	26%
Norfolk	38	44	18%	25%
Albuquerque	73	66	26%	24%
Charlotte	74	85	27%	24%
Phoenix	90	95	20%	23%
Honolulu	116	90	21%	19%
Pittsburgh	294	345	33%	19%
Salt Lake City	73	73	23%	19%
Little Rock	22	22	32%	18%

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<u>Office</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>11-30-52</u>	<u>12-31-52</u>	<u>11-30-52</u>	<u>12-31-52</u>
Miami	130	174	20%	18%
Portland	73	90	18%	18%
Anchorage	26	25	35%	16%
Oklahoma City	67	71	28%	15%
Atlanta	69	71	18%	13%
Richmond	58	60	17%	13%
San Diego	218	217	23%	13%
Springfield	128	120	3%	13%
Mobile	59	52	47%	12%
Dallas	74	72	20%	10%
Kansas City	107	142	15%	8%
El Paso	42	28	32%	7%
Birmingham	41	43	20%	2%
Knoxville	16	16	25%	0%
Total	6,129	6,228		

During December, sixteen offices were able to reduce their pending active work load and twenty-four offices reduced their delinquency. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters</u> (65-100-105)	<u>Delinquent Matters</u> (65-100-105)	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%

1411

OBSERVATIONS:

1. It should be noted that from December 31, 1951 to December 31, 1952, the number of pending matters in the 65, 100 and 105 classifications was reduced from 37,021 to 28,932. This is a reduction of 8,089 such matters or 21.8% in the twelve-month period.
2. During the preceding twelve-month period the number of delinquent matters in these classifications was reduced from 24,762 to 12,267. This is a reduction of 12,495 delinquent matters or 50.5%.
3. During December 1952, the percentage of delinquency in the total pending active matters in the 65, 100 and 105 classifications decreased from 51.3% to 49.5%. The total number of delinquent matters decreased by 530 from 12,797 to 12,267.
4. During December 1952, the field continued to reduce the total number of pending active matters in classifications 65, 100 and 105. During December such matters were reduced by 166 from 24,936 to 24,770.

ACTION:

As a result of the review of the December administrative reports letters have been directed to sixteen offices instructing them to further reduce their backlog and delinquency in 65, 100 and 105 matters.

We will continue to closely follow the field in this matter and will review the January administrative reports to determine the progress of the field. You will be advised of the results of that review.

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STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: January 23, 1953

FROM :

SUBJECT: *Q* SECURITY INDEX - *1000*.PURPOSE:

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

DETAILS:

During the past week 89 new cards were added to the Security Index and 21 cards were cancelled, a net increase of 68 cards.

The Security Index count as of today is 20,263.



# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: January 12, 1953

FROM : The Executives' Conference

SUBJECT: HANDLING OF BIMONTHLY DELINQUENCY LISTS  
BY THE SECURITY INDEX DESK

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Tele. Rm.  
Nease  
Gandy

The Executives' Conference on January 12, 1953,  
consisting of Messrs.

discussed the problem of handling the bimonthly delinquency lists insofar as the lists pertain to the Security Index Desk in the Domestic Intelligence Division. Present requirements are that all listed delinquent matters be followed on an individual case basis. The 19 Supervisors on the Security Index Desk would be required to handle approximately 26% of the pending matters in the Bureau in all classifications and approximately 39% of all the delinquent matters in the Bureau in all classifications.

Through the drive which the Domestic Intelligence Division has been placing on all offices to reduce delinquency in security cases the delinquency in classification 100 has dropped from 22,518 on December 31, 1951, to 11,643 matters on November 30, 1952. We are continuing to follow the progress of all offices on a monthly basis to be certain that the backlog of work and delinquency is reduced. In order to follow all delinquent matters on an individual case basis additional personnel would be needed on the Security Index Desk. Therefore, we have attempted to work out a program to follow up the field delinquency in these matters from a practical standpoint without requiring additional personnel. Our analysis shows the biggest problem in this matter is in the 8 offices that reported 9,124 delinquent matters in classification 100 on December 31, 1952. If we eliminate the 8 offices from listing delinquent matters on individuals with the characters Security Matter and Internal Security - C, SWP, ISL and N and continue to follow them by monthly letters to drive the delinquency down we can handle this matter without additional personnel.

The analysis further reflects that if we are going to follow all delinquent matters on an individual case basis we would flood the larger offices with form follow-ups and would not accomplish the desired results of this program.

## Executives' Conference Recommendation:

The Executives' Conference was of the unanimous opinion that we eliminate Boston, Chicago, Detroit, Los Angeles, Newark,

- 1411  
RG  
TWO

1415

New York, Philadelphia and San Francisco Offices from listing Security Matter and Internal Security - C, SWP, ISL and N cases from the bimonthly delinquency lists and follow the over-all progress of those offices in regard to their delinquency on a monthly basis. The Executives' Conference also recommended that we advise those offices to cease listing the types of cases listed above on their bimonthly delinquency lists. If you approve, there is attached a letter to the 8 field offices in line with the recommendation.

Respectfully,  
For the Conference

✓  
Clyde Tolson

OK.  
K.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 2, 1953

FROM :

SUBJECT: COMMUNIST SABOTAGE CAPABILITIES  
IN KEY FACILITIES;  
G-2 LIAISON

PURPOSE:

To advise that G-2 has requested a breakdown showing the number of Communists employed in various industries appearing on the Key Facilities List.

DETAILS:

G-2, advised that recently at an Army Commanders' Conference, the subject of the number of Communists employed in various vital facilities over which the Army has security responsibility was discussed. A number of Army Commanders expressed a keen interest in the number of Communists in various of the plants appearing on the Key Facilities List.

It was pointed out to that approximately two years ago the Bureau compiled a report showing the number of Communists in various types of vital facilities. advised, however, that this type of report would not suffice for their purposes and requested that a current report be compiled showing the names of the plants appearing on the Key Facilities List, the identity of the military establishment having security responsibility in each facility and showing the number of Communists employed in each facility.

It was pointed out to that a new Key Facilities List has recently been published and that this will cause considerable work in the Bureau revising Bureau records based upon the code appearing in the Key Facilities List. For this reason he was advised that the information which he requests cannot be compiled for approximately 60 to 90 days.

It is believed that a report of the type requested by could be prepared suitable for dissemination to G-2, ONI and OSI. It may also be desirable to consider

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Memorandum from                      to                      , 1/2/53

disseminating such information to the Munitions Board, the National Security Resources Board, the Facilities Protection Board and the Industry Evaluation Board, all of which have a direct interest and some jurisdiction in physical plant security matters.

Inasmuch as such a report would necessarily be classified Top Secret, it is not believed that dissemination of this information would create a security risk.

ACTION:

It is requested that this memorandum be forwarded to the Internal Security Section for their consideration.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 26, 1953

FROM :

SUBJECT: SECURITY INDEX - KEY FACILITIES  
COMMUNIST SABOTAGE CAPABILITIES IN  
KEY FACILITIES; G-2 LIAISON

PURPOSE:

To advise of contemplated action concerning the request of G-2 for the number of Communists employed in plants appearing in the Key Facilities List.

DETAILS:

You will note that in the attached memorandum to you from dated January 2, 1953, of G-2 requested that a report showing the names of the plants appearing on the Key Facilities List, the identity of the military establishment having security responsibility for each facility and the number of Communists employed in each facility. Liaison pointed out to that inasmuch as the new Key Facilities List has been prepared and considerable work is involved in revising Bureau records the information which he requested cannot be compiled for 60 to 90 days.

After we have completed the conversion to the new Key Facilities List we will prepare a list identifying by geographical reference number the facilities for which the Army has security responsibility in which Security Index subjects are employed. This list will identify such subjects by name.

It is not believed that we should furnish G-2 with the identities of Security Index subjects employed in key facilities for which the Army does not have security responsibility as indicated in the attached memorandum inasmuch as such responsibility has been specifically delegated to other agencies.

The suggestion in the attached memorandum that such a list be voluntarily submitted to other agencies having security responsibility for certain facilities will be considered after we have completed our conversion of the Security Index to the new Key Facilities List and are in a better position to evaluate the complete picture.

ACTION:

Further steps will be taken to comply with the request of G-2 when we have completed our conversion of the Security Index to the new Key Facilities List.

1416 X

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: January 12, 1953

FROM

SUBJECT: SECURITY FLASH NOTICES

PURPOSE:

SECURITY INDEX GEN'L (m)

To consider the suggestion set forth in the attached memorandum from Mrs. Dawson to Mr. Tracy dated December 30, 1952, to delete some of the information now furnished to the Field and the Domestic Intelligence Division as the result of Security Flash Notices placed in the Identification Division.

DETAILS:

Of the various items of information listed from A to O on pages two and three of the attached memorandum, in connection with a positive identification, it is believed that the description is of no value to the Field or the Domestic Intelligence Division as the investigation should produce a much better description than any put together from the information appearing on fingerprint cards.

Occupations also are believed to be of no value as this information also should be produced by the investigation.

The rest of the items, however, it is believed, are valuable to the Field and the Domestic Intelligence Division and should continue to be furnished upon receipt of the request for a Security Flash Notice.

In connection with a "maybe" identification, however, the description and occupations should be furnished together with the other information as of possible help to the field in establishing identity.

Upon receipt of a current inquiry or fingerprint card on the subject of a Security Flash Notice, the information concerning the inquiry or arrest is the only thing of interest to the Field and the Domestic Intelligence Division and it is believed unnecessary to furnish the Field and the Domestic Intelligence Division items A to O above again.

RECOMMENDATIONS:

1. That the Identification Division, in response to a request for a Security Flash Notice, no longer furnish the Field or the Domestic Intelligence Division a description or occupations, in connection with positive identifications.

2. That after the Field or Domestic Intelligence Division once have been furnished the information contained in a fingerprint jacket in which a Security Flash Notice has been posted when a current inquiry or fingerprint card is received the Field or the Domestic Intelligence Division be furnished only the information re the current inquiry or arrest and not a recapitulation of the information previously furnished at the time the Security Flash Notice was requested.

If you agree, this memorandum should be forwarded to Mr. Tracy.

58 MAR 26 1953

RECORDED-107

12 MAR 11 1953

TO: \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_



Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED]  
FROM : [REDACTED] *ms*  
SUBJECT: SECURITY FLASH NOTICES

DATE: December 30, 1952

SUGGESTION:

That the attached instructions regarding the handling of Security flash notices in the Typing Section be referred to the Domestic Intelligence Division with a request that they be reviewed to determine if the data now furnished can be reduced. It will be noted that the physical description and personal history furnished in follow-up copies, which might be sent several times, duplicates the data furnished at the time the flash is posted. It should be noted further that the same detailed information is sent whether or not a positive identification is established.

Advantages:

If the data furnished could be reduced, or omitted in certain instances, it would save a great deal of time for both the typist and the reader. Many of the jackets handled on these cases involve lengthy records and because of the background information now furnished much time is consumed in reviewing the fingerprint file in order to type such data. It takes as much as 50 minutes of the typist's time to handle a single jacket in some instances; reading time usually amounts to about one-third as much as typing time.

Disadvantages:

To be determined by the Domestic Intelligence Division.

Savings:

The savings will depend on the final recommendation of the Domestic Intelligence Division and cannot be figured until it is determined what portions of this work, if any, can be eliminated or reduced.

DPV:ad

Attachments

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED-107

ENCLOSURE

MAR 11 1953

17

CURRENTLY RECEIVED

Upon receipt of Form FD-165, which is a request that a security flash be placed in the files of the Identification Division against the record of a certain individual, the following procedure is applied:

PRIOR TO RECEIPT IN THE TYPING SECTION:

1. The appropriate searches are conducted in the files of the Identification Division in an effort to locate the fingerprint record of the individual in whom the Field Office is interested.
2. If a positive identification or a good "may be" identification is established a flash notice is placed in the individual's fingerprint file and the case is forwarded to Typing Section for further handling.

If a record is located which appears to be that of the individual in whom the Field Office is interested but there is not a sufficient degree of identification to consider it a good "may be" identification, a flash notice is not placed, however, the Posting Section will forward the case to Typing Section with instructions to furnish the Field Office copies of the "may be" ident record and request the Field to resubmit the notice if it is determined that the record pertains to the individual in whom they are interested.

If a search through the Identification Division files is negative the case is handled entirely by the Posting Section by returning the FD-165 to the Field Office with an appropriate notation stamped thereon.

HANDLING IN THE TYPING SECTION: (see samples #1, #2, and #3 attached)

Upon receipt of these cases in the Typing Section a reply is prepared on Form 1-221 and, in addition, subject's fingerprint record is furnished when requested, together with all background information and physical description appearing in his fingerprint file. This data is furnished whether or not a positive identification is established and consists of the following:

- a. Complete fingerprint record (including all Bureau information and Personal Identification prints).
- b. All pertinent information included in previous replies to Bureau Field Divisions (i.e., captions, file numbers, etc.) and whether such replies were furnished as "ident" or "may be" ident. NOTE: If such information was previously furnished the Field Office receiving the current reply it need not be repeated.
- c. Advise if Bureau Field Divisions have been furnished record because of a request on an old fingerprint card.
- d. Description (including conflicting data). NOTE: It will not be necessary to quote conflicting dates of birth or difference in age unless there is a discrepancy of two years or more.
- e. Residences

ENCLOSURE

- 1482
- f. Comparisons and occupations.
  - g. Relatives (including person to be notified in case of emergency).
  - h. Aliases
  - i. Associates or accomplices
  - j. Fingerprint classification
  - k. Additional numbers, i.e., Service, Social Security, etc.
  - l. Additional pertinent information regarding the return of Service prints or other prints of a strategic nature.
  - m. Additional applicant information appearing on a Loyalty or Civil Service print if it has not been completely quoted because of the present manner of listing such prints.
  - n. Advise if fingerprint file contains, or does not contain, a photograph or if one can be obtained by contacting another agency.
  - o. Any subversive data that would not appear as part of the typed record.

OLD SECURITY FLASHES (From Bureau Field Offices)

When a current inquiry or fingerprint card is being acknowledged and the jacket contains a Security flash the usual current reply should be prepared and, in addition, two copies of the record should be furnished the Field Office responsible for the notice. In addition to the fingerprint record, all information should be included as instructed under flash notices currently received. Each time a current fingerprint card or inquiry is received this procedure is repeated.

If a current inquiry is acknowledged, a special paragraph should be added to the docket advising the Field Office the nature of the inquiry as well as any pertinent information received in the inquiry.

If an Alien Registration Form G-58 is to be acknowledged and the case is a "may be" ident, all information appearing on the G-58 should be quoted to the Field Office.

Whenever additional information of importance is added to a fingerprint file by another section and a Security flash is involved a Form 1-221 and two copies of the complete fingerprint record should be prepared for the Field Division. The form letter should advise the Field Division that additional information has been added to subject's record subsequent to the Bureau record furnished (date).

OLD SECURITY FLASHES (Posted to notify the "Security Division")

Handled in the same manner as those received from Bureau Field Divisions except that the copies are forwarded to the Domestic Intelligence Division instead of a Field Office.

See Sample #4.

1416X

SAMPLES



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.

A  
M  
P  
L  
E

IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

Director  
Federal Bureau of Investigation  
Washington, D. C.

RE:

Dear Sir:

It is requested that a security flash be placed in the files of the Identification Division against the record of the following individual:

Name  
Aliases (for additional space use reverse side)  
FBI Number (or) Local Registry number  
F.P.C.

The above individual is subject of a  
SECURITY INDEX CASE

In the event any information concerning this individual is received in the Identification Division notify

The above individual may be described as follows (not necessary if FBI number is furnished):

1-Age:	13-Occupation:
2-Date of birth:	14-Marital status:
3-Place of birth:	15-Residence:
4-Height:	
5-Weight:	
6-Build:	Scars, marks and peculiarities
7-Eyes:	
8-Hair:	
9-Complexion:	Is identification record
10-Race:	desired? Yes _____ No _____
11-Sex:	
12-Nationality:	Subject is not identical with FBI number

Approximate date fingerprints forwarded to Federal Bureau of Investigation:

Very truly yours,

Special Agent in Charge

ENCLOSURE

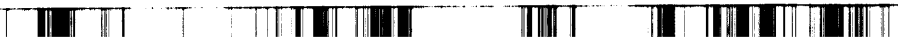
SAMPLE #1

FD-165 currently received in the Identification Division requesting that a Security Card be provided for the subject's fingerprint record be furnished.

1. The following information is requested:

a. FD-161 is requested in connection with the current inquiry. In addition, subject's complete fingerprint record, including physical description, personal history, etc. is furnished even though a positive identification has been established. When a subsequent fingerprint card or inquiry of any type is received in the Identification Division the Field Office is furnished a copy of the record, including description etc.

See page 3 for additional information.



U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C.

1-221

146X

TO: SAC, Detroit

Date 12-16-52

RE: ~~XXXXXXXXXXXXXXXXXXXX~~, WAS.  
~~XXXXXXXXXXXXXXXXXXXX~~  
SECURITY MATTER - C

Your inquiry 10-23-52 and 11-4-52

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Attached furnished in reply to your inquiry  | <input type="checkbox"/> A wanted notice has not been placed in this subject's record as he appears to be in custody.   |
| <input type="checkbox"/> Only record available attached.   | <input type="checkbox"/> When you no longer desire your wanted (or flash) notice maintained please advise this Bureau.  |
| <input type="checkbox"/> Records FBI# are furnished since it is believed that one may be identical with in whom you are interested | <input type="checkbox"/> If you determine subject to be in custody, please advise this Bureau so that your notice may be cancelled.   |
| <input type="checkbox"/> Fingerprint files fail to disclose  | <input type="checkbox"/> If it is determined that the subject of this record is not the individual wanted please advise this Bureau.  |
| <input type="checkbox"/> This matter is receiving attention and you will be advised at an early date.                              | <input type="checkbox"/> If the subject of the attached record is determined to be identical with the subject of your wanted (or flash) notice and you will RESUBMIT YOUR NOTICE with advice to that effect, an appropriate entry will be made. |
| <input type="checkbox"/> Supplementing FBI Laboratory report dated   | <input type="checkbox"/>  |
| <input type="checkbox"/> Confirming FBI wire of  |   |
| <input type="checkbox"/> Your communication is returned herewith.  |   |
| <input checked="" type="checkbox"/> Enclosure (2)  |   |
| <input type="checkbox"/> Copy to:  |   |

*J. E. Hoover*  
John Edgar Hoover  
Director

14/6X  
SAMPLE #2

FD-165 currently received in the Identification Division may state that a Se posted and subject's fingerprint record be furnished.

Good "may be" identification established.

A Form 1-221 is prepared in acknowledgment of the current in, they and the FD-165 is requested to advise this Bureau if it is determined that the subject is not the individual in whom they are interested. (Please advise in return in this instance and remains in subject's fingerprint file unless the Field Office advises he is not the individual in whom they are interested). Subject's complete fingerprint record, including physical description, personnel history, etc. is furnished. Each time a subsequent fingerprint card or inquiry of any type is received in the Identification Division, the Bureau is furnished a copy of the record including description, etc.

Note Pages 3 and 4 for additional information noted.





U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C.

TO: SAC, Chicago (~~1-1-52~~)

Date 12-16-52

RE: ~~WA. SECURITY MATTER - C~~  
(Bufile ~~100-3-10000~~)

Your inquiry 11-3-52

☐ Attached furnished in reply to your inquiry

☐ A wanted notice has not been placed in this subject's record as he appears to be in custody.

☐ Only record available attached.

☐ When you no longer desire your wanted (or flash) notice maintained please advise this Bureau.

☐ Records FBI# are furnished since it is believed that one may be identical with in whom you are interested

☐ If you determine subject to be in custody, please advise this Bureau so that your notice may be cancelled.

☐ Fingerprint files fail to disclose

☐ This matter is receiving attention and you will be advised at an early date.

☐ If it is determined that the subject of this record is not the individual wanted please advise this Bureau.

☐ Supplementing FBI Laboratory report dated

☐ If the subject of the attached record is determined to be identical with the subject of your wanted (or flash) notice and you will RESUBMIT YOUR NOTICE with advice to that effect, an appropriate entry will be made.

☐ Confirming FBI wire of

☐ Your communication is returned herewith.

☒ EnclosureS (2)

☒ If it is determined that the subject of this record is not the subject of your security flash notice, the Bureau should be so advised.

☐ Copy to:

*J. Edgar Hoover*  
John Edgar Hoover  
Director

1468  
SAMPLE #3

FD-135 currently received in the Identification Division requesting that a Security Flash be posted and subject's fingerprint record be furnished.

"May be" identification established but sufficient degree of identification was not available to obtain a flash.

A Form 1-221 is prepared in acknowledgment of the current inquiry and the incoming letter is returned to the Field Office with a request that they resubmit the notice if it is determined that the subject of the record furnished is the subject in whom they are interested. The fingerprint record is furnished together with physical description, personal history, etc.

See Page 3 for additional data quoted.



U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C.

1-221

TO: SAC, Baltimore (100-100000)

Date 12-16-52

RE: [REDACTED], WAS.

Your inquiry 10-29-52

Bureau file 100-100000

- |  |  |
|--|--|
| <input type="checkbox"/> Attached furnished in reply to your inquiry   | <input type="checkbox"/> A wanted notice has not been placed in this subject's record as he appears to be in custody.  |
| <input type="checkbox"/> Only record available attached.   | <input type="checkbox"/> When you no longer desire your wanted (or flash) notice maintained, please advise this Bureau.  |
| <input type="checkbox"/> Records FBI# are furnished since it is believed that one may be identical with in whom you are interested | <input type="checkbox"/> If you determine subject to be in custody, please advise this Bureau so that your notice may be cancelled.  |
| <input type="checkbox"/> Fingerprint files fail to disclose  | <input type="checkbox"/> If it is determined that the subject of this record is not the individual wanted please advise this Bureau.   |
| <input type="checkbox"/> This matter is receiving attention and you will be advised at an early date.                              | <input checked="" type="checkbox"/> If the subject of the attached record is determined to be identical with the subject of your wanted (or flash) notice and you will RESUBMIT YOUR NOTICE with advice to that effect, an appropriate entry will be made. |
| <input type="checkbox"/> Supplementing FBI Laboratory report dated   | <input type="checkbox"/>   |
| <input type="checkbox"/> Confirming FBI wire of  |  |
| <input checked="" type="checkbox"/> Your communication is returned herewith.   |  |
| <input checked="" type="checkbox"/> Enclosures (3)   |  |
| <input type="checkbox"/> Copy to:  |  |

*J. E. Hoover*  
John Edgar Hoover  
Director

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, FBI.

DATE: 1/16/53

FROM : SAC, New York.

SUBJECT: SECURITY INDEX  
VERIFICATION PROJECT

ATT.:

Rebulet 12/29/52 in which the Bureau instructed that a special group of agents numbering from 10 to 15 be assigned exclusively to the verification of addresses of Security Index subjects.

Please be advised that it has recently been necessary to assign more than 100 agents on a special project involving the investigation of waterfront activities. These agents were taken from various sections of the New York Office. As a result it is not possible at this time to set up a group of agents for that purpose and it is, therefore, requested that the Bureau defer our setting up this special group for a 60 day period. UACB, this group will not be set up at this time.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: January 30, 1953

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

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

DETAILS:

During the past week 59 new cards were added to the Security Index and 19 cards were cancelled, a net increase of 40 cards.

The Security Index count as of today is 20,303.



SAC, Albany

February 5, 1954

Director, FBI

SECURITY INVESTIGATIONS  
PENDING ACTIVE INVESTIGATIONS CONSIDERING  
SUBJECTS FOR THE SECURITY INDEX

It is necessary that we bring to a logical conclusion cases in which investigations remain to be conducted prior to determining whether the subject should or should not be recommended for the Security Index.

In this connection it is obvious that these cases must be investigated and all dangerous individuals included in the Security Index if we are to afford the Security Index program maximum effectiveness in time of a national emergency. Large numbers of these unworked cases remain in the larger field offices. However, 21 of the field offices receiving copies of this communication have approximately 55 to 155 cases in this category. It is fully realized that offices having effective informant coverage will continually open new cases in this field and that as a result there will always be a certain number of pending cases of this type.

Each office receiving copies of this communication should carefully analyze this problem insofar as it affects the office and direct investigative attention to reduce the number of cases in this category to an absolute minimum. Inasmuch as you are now under instructions to assign all pending matters in your office, the



Bureau's desire in this matter should be called to the attention of all personnel assigned to this type of investigative work and to all supervisory personnel.

The Bureau expects all offices receiving copies of this communication to drastically reduce the number of cases in this category between now and May 1, 1953. By that time, if you are one of the 21 offices having from 25 to 125 cases in this category, you should have the backlog of these cases at an absolute minimum. Following the preparation of your April administrative report each office should furnish the Bureau with the number of pending cases in this category. Only the number of such cases is desired and it is not necessary to identify these cases. Each office should consider only the cases in which it is office of origin and include in the number only those cases in which active investigation or file reviews remain to be conducted before determination can be made as to whether the subject should be recommended for the Security Index.

The memorandum requested above setting forth the status in this matter should be captioned as set out above and should reach the Bureau by May 11, 1953.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : ALL SECURITY INDEX DESK SUPERVISORS

DATE: FEB 5 1953

FROM :

SUBJECT: SECURITY INDEX -  
KEY FACILITIES  
ADJUSTMENT TO 1953 KEY FACILITIES LIST  
Bufile

Your attention is directed to the attached SAC Letter which sets forth instructions to the field regarding steps to be taken by the field to adjust the Security Index to the 1953 Key Facilities List.

The many changes made in the Key Facilities List makes it necessary that the following steps be taken by personnel on the Security Index Desk handling Key Facility cases to assure that such cases are properly handled in the Section.

You will note that the field is instructed to check the entire Security Index against the 1953 KFL to determine the identity of each subject employed in a facility which is included in that list. Form FD-122 is to be submitted by each office on each subject employed in a Key Facility irrespective of whether he has previously been a Key Facility subject. This form will bear the Key Facility geographical reference number, the abbreviation for the agency having security responsibility for the facility and the identities of the interested agencies.

Upon receipt of these forms new Security Index cards will be prepared and furnished to the field. Thereafter, the forms will be routed to the proper personnel on the Security Index Desk to be handled as follows.

The case file of each subject must be reviewed to determine if we have disseminated information in the case to the proper agency or agencies in accordance with the 1953 KFL. If the proper dissemination has not been made it should be made at this time according to the following instructions.

Army, Navy, Air Force, Coast Guard

If the Army (A), Navy (N), Air Force (A.F.) or the Coast Guard (C.G.) have security responsibility and



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have not been furnished previous reports, one copy of each pertinent report should be disseminated by routing slip to the appropriate intelligence agency of the Armed Service indicated. The Coast Guard will be furnished reports in those cases where they have security responsibility.

It will not be necessary for you to disseminate to these agencies in Key Facility cases where they are solely interested agencies having no security responsibility for the Key Facility.

Atomic Energy Commission (A.E.C.)

Dissemination of pertinent reports must be made to the Atomic Energy Commission in any Key Facility case where that Agency has security responsibility or is an interested agency as reflected in the Key Facilities List.

Marine Corps (M.C.)

No direct dissemination of reports is to be made to the Marine Corps. In those Key Facility cases where the Marine Corps has security responsibility or is an interested agency, copies of pertinent reports should be disseminated to the Office of Naval Intelligence.

Armed Forces Special Weapons Project (SWP)

In those cases where the Armed Forces Special Weapons Project has security responsibility or is an interested agency, copies of pertinent reports should be furnished by cover memorandum, addressed to the Chief of Intelligence and Security, Headquarters, Armed Forces Special Weapons Project, Pentagon Building, Washington 25, D.C.

Research and Development Board (RDB)

The Key Facilities List does not identify any facility for which the Research and Development Board has security responsibility. That agency is an interested agency in some of the facilities. No direct dissemination need be made by you to the RDB. Dissemination to the agency having security responsibility will be sufficient.

Maritime Administration (M.A.)

The Maritime Administration should not be furnished copies of reports in cases involving facilities for which that agency has security responsibility or in which it is an interested agency. Pertinent information in such a case should be set forth in a memorandum which should be transmitted to the Maritime Administration via Liaison and addressed to Mr. ~~W. J. ...~~ Jr., ~~Director, Maritime Administration~~, U. S. Maritime Administration, Room 4837, U. S. Department of Commerce Building, Washington 25, D. C. It is not anticipated that it will be necessary to disseminate to the Maritime Administration in very many instances.

The above instructions regarding dissemination of information concerning subjects of security investigations who are employed in Key Facilities apply to all such subjects whether they are or are not in the Security Index.



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# Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 28, 1953

TO :

FROM :

SUBJECT: SECURITY INVESTIGATIONS  
PENDING ACTIVE INVESTIGATIONS CONSIDERING  
SUBJECTS FOR THE SECURITY INDEX

PURPOSE:

To submit a proposed letter to 30 field offices advising that pending investigations necessary to determine whether an individual should be recommended for the Security Index should be completed as rapidly as possible.

DETAILS:

During December all field offices submitted the results of a survey to determine the number of investigations pending in which investigation remains to be conducted prior to making a determination as to whether a Security Index card should be recommended. The field reported 9,497 cases in that category. The New York Office reported 4,708 or almost 50 percent of the total. Los Angeles reported 614, Detroit 501, Chicago 438, San Francisco 387, Philadelphia 336, Boston 284, Newark 270 and Cleveland 193. Of the remaining 43 offices, 6 reported from 107 to 135 cases, 15 reported from 28 to 94 cases and the remaining 22 offices had from 3 to 25 cases in this category.

In view of the instructions to the field to continue the moratorium on summary reports in Security Index cases and to concentrate on reducing the backlog of work in the security field unless personnel is available to prepare summaries, it is recommended that the attached letter be sent to the 30 offices who reported more than 25 cases in this category. The letter is not being directed to the 22 offices having 25 or fewer cases of this type because those offices present no particular problem in the matter and should normally have a certain number of cases of this type at all times.

ACTION:

If you approve there is attached hereto a letter to Albany with copies to 29 other offices.

Office Memorandum for the Director of Central Intelligence  
Date: 10/10/52

SUBJECT: Foreign Espionage  
PLAN: 10/10/52

RE: 10/10/52 - 10/10/52  
RE: 10/10/52 - 10/10/52

Summary:

Department of Defense has developed a new  
Facilities List. This list will be used to  
identify all facilities used by the Department of  
Defense. Each office has been advised of this and  
to submit a list of facilities used by their  
list has been destroyed. Because of this, the  
the list it will be necessary for the field to  
the list of facilities used by the Department of  
a procedure to be in Security Index and to  
submitted to the list. Because of this, the  
from the list of facilities used by the  
Statistics Section to prepare Security Index card based  
upon instructions to field. Attached is a proposed SAC  
Letter.

RE: 10/10/52:

To submit a proposed SAC Letter to the field to  
the field to identify all facilities used by the  
by the Department of Defense and to be in Security Index  
adjusting the Security Index to this list.

RE: 10/10/52:

The Department of Defense has now developed a  
revised list of facilities used by the Department of  
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In the past we received an abridged list which contained a minimum of information, which we cut up and distributed to appropriate offices. In distribution the 1953 Key Facilities List the Department of Defense has furnished sufficient additional copies of various State Sections of the list to enable each office to receive a complete listing of facilities in a state covered in whole or in part by a particular office. The Department of Defense has also furnished sufficient copies of the "Foreword" of the Key Facilities List containing appropriate descriptive data, to enable complete dissemination. This will in effect enable us to furnish each office with a complete Key Facilities List insofar as it relates to the territory covered by that office.

Each office will have to be certain that the guide cards in the plant informant index conform with the new list of Key Facilities. When this has been done, and changes and additions completed, the 1952 Key Facilities List should be destroyed in accordance with the instructions from the Department of Defense. Each office has therefore been instructed to advise the Bureau not later than March 1, 1953, that all pages and parts of pages of the 1952 Key Facilities List have been destroyed. This same situation applies to the copies of the 1952 Key Facilities List maintained at the Bureau. However, it is believed that the 1952 Key Facilities List should be retained at the Bureau until the complete changeover has been effected in the field and we have been notified by the field that all copies of the 1952 Key Facilities List have been destroyed.

The attached SAC Letter contains instructions regarding the steps to be taken by the field to adjust the Security Index to the 1953 Key Facilities List. Because of numerous changes in the List it will be necessary for the field to check Security Index subjects against the List and submit appropriate changes in Security Index Cards to the Bureau. Adjustments of the Security Index to the List presents no major problem in procedure at the Bureau. The Statistics Section has made provision for preparing new Security Index cards based upon data submitted by the field on Forms FD-122 in accordance with the instructions contained in the SAC Letter.

In the future, Security Index cards for Key Facilities subjects will contain the geographical reference number and responsibility designation, as reflected in the Key Facilities List, for each facility in which each subject is employed. This data will be coded on the IBM Machine by the Statistics Section. This will enable us to determine the number and identities of Security Index subjects employed in any facility appearing on the Key Facilities List. We will thus be able to handle any future requests received from other intelligence agencies for such data.

RECOMMENDATIONS:

It is recommended that appropriate sections of the 1953 Key Facilities List be distributed to the Field as enclosures to an SAC Letter. It is also recommended that the instructions in the attached proposed SAC Letter be transmitted at the same time.

ACTION:

approval. The proposed SAC Letter is attached for your

Field, Before transmittal of this SAC Letter to the  
should be contacted for the enclosures.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: February 6, 1953

FROM :

SUBJECT:

SECURITY INDEX - Card Index

PURPOSE:

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

DETAILS:

During the past week 100 new cards were added to the Security Index and 27 cards were cancelled, a net increase of 73 cards.

The Security Index count as of today is 20,376.



*list*

Assistant Attorney General Warren Olney III  
Criminal Division

February 3, 1953

Director, FBI

SECURITY INDEX LIST - 6

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

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the  
Special Section not included.

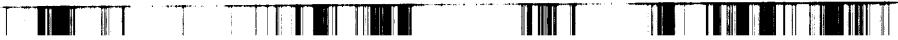
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RECORDED - 55

FEB 17 1953

FEB 19 1953

SECURITY INFORMATION - ~~TOP SECRET~~





**TO :**

DATE: *January 23, 1953*

**FROM :**

SUBJECT: BIMONTHLY DELINQUENCY LISTS AND  
SUPERVISION OF CASES ON SECURITY INDEX DESK

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Eight of the larger field offices have been specifically exempted from including on bimonthly delinquency lists delinquent matters bearing the characters Security Matter or Internal Security - C, SWP, ISL or N. It is recommended that we initially follow all matters on the Security Index Desk on a 60-day basis rather than a 90-day basis. In regard to the bimonthly delinquency lists from the 44 offices, it is recommended that where we are already following the case by tickler we will use a 60-day basis for the initial follow-up and that in those matters on which we do not presently maintain a tickler, whether identified with an existing file or not, we will follow on a 60-day basis unless the matters have been opened in the field more than 120 days. In the latter cases the matters will be followed by O-1 Form at the time the delinquency list is reviewed. If you approve, this procedure will be adopted.

To make recommendations in regard to handling the bimonthly delinquency lists in 44 offices insofar as the Security Index is concerned.

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As you know the Executives' Conference on January 12, 1953, considered the problem of handling the bimonthly delinquency lists insofar as the Security Index Desk is concerned. Because of the large volume of delinquent matters bearing the characters Security Matter or Internal Security - C, SWP, ISL or N, eight of the larger offices have been instructed not to list those matters on the bimonthly delinquency lists. In those eight offices we will continue to follow the over-all delinquency on a monthly basis but all delinquent cases will not be followed. We will, however, follow all cases in those offices known to be pending other than from the delinquency lists on a 60-day basis rather than on a 90-day basis as we have in the past.

The eight offices exempted are Boston, Chicago, Detroit, Los Angeles, Newark, New York, Philadelphia and San Francisco.

FLC:mjt

RECORDED - 101

1425

For some time the Security Index Desk has been following pending cases initially on a 90-day basis or sooner if the facts warranted. It is believed that the importance of security investigations warrant following all cases initially on a 60-day basis. Of course, this will apply to the cases known to be pending in the 8 larger offices mentioned above as well as the other 44 offices. This will accelerate considerably the number of O-1 Forms and follow-up letters sent to the 8 offices and afford closer case supervision.

Recommendation Number 1:

That all cases handled on the Security Index Desk be followed initially on a 60-day basis or sooner and, thereafter, as the facts warrant.

It is suggested that the following procedure be used on the Security Index Desk in handling the delinquency lists from the remaining 44 offices. Each delinquent matter listed would come within one of the following three categories:

1. Delinquent Cases Presently Followed by Tickler On Security Index Desk

The delinquency lists will be checked against ticklers presently being maintained on the Security Index Desk. If a tickler is maintained the procedure of initially following routine cases by O-1 Form on a 60-day basis will be followed.

If a case is being followed presently on tickler by the Supervisor handling the office of origin and the same subject matter is listed as delinquent by an auxiliary office the delinquency list will be routed to the Supervisor handling the office of origin in order that appropriate attention can be given to following the auxiliary office listing the delinquent matter.

2. Delinquent Cases on Lists With Main Bureau Subversive File But Not Presently Followed on Tickler

There are many names in this group on the delinquency lists which will require a Records Section check to determine whether there is a main subversive file at the Bureau. The Bureau will not know the field's basis for having the cases pending and the Bureau's files will be in a closed status. Such cases will have been

opened in the field to prepare summary reports or locate subjects in Security Index cases, to consider for interviews, to report additional derogatory information, etc.

If a main subversive file is located a tickler will be prepared and set forward 60 days providing the delinquent matter is shown to have been opened in the field less than 120 days. If this type of case appears on the next bimonthly list from the field the matter will be followed by O-1 Form as indicated under number 1 above. Each case file in this group should be reviewed at the time the tickler is prepared to be certain the file does not contain information which directs that the pending investigation be expedited.

If a matter in this category is shown on the delinquency list to have been opened in the field office for 120 days or more, the matter will be followed by an O-1 Form requesting the status and when the results of the investigation can be expected.

If the main Bureau subversive file reflects an office of origin which differs from the office reporting the delinquent matter, the matter will be followed by the Supervisor handling the field office shown as the office of origin in the Bureau case file.

3. Delinquent Cases on Lists For Which No Main Bureau Subversive File Can Be Located

This group of cases will be determined by a Records Section check. In the past the field has not advised the Bureau each time a classification 100 case is opened. Many of these cases have been opened on complaints received which after preliminary inquiry are determined to be unfounded or not to come within the Bureau's standards for conducting security investigations. If those facts are determined the field office will normally close the case administratively without advising the Bureau. It is believed that the supervision in this type of case should remain the responsibility of the Special Agent in Charge who is already under instructions to keep the Bureau advised in all important matters.

It is believed that the most economical and logical approach to following this type of case is to prepare a tickler when the case is listed on the bimonthly delinquency list and to set the tickler up for

60 days providing the delinquent matter is shown to have been opened in the field office less than 120 days. The tickler will be identified as one prepared where there is no main Bureau file and is on the bimonthly delinquency list. In those instances if the case appears on the next bimonthly delinquency list the matter will be followed by O-1 Form requesting the status of the matter and when the results of the investigation can be expected. Ticklers for cases of this type which do not appear on the next bimonthly listings will be automatically destroyed by the Supervisor on the Desk since the case has been closed administratively in the field.

If a matter in this category is shown on the list to have been opened in the field office for 120 days or more the matter will be followed by an O-1 Form at the time the delinquency list is reviewed and the field will be requested to advise regarding the status of the case and when the results of the investigation can be expected.

Recommendation Number 2:

If you approve, the proposed method of handling the delinquency lists by the Security Index Desk will be followed.

OBSERVATION:

No recommendation requesting additional personnel will be submitted until the above procedures have been placed into operation and it can be determined that the changing of the initial follow-up from 90 to 60 days and the handling of the delinquency lists have increased Seat of Government supervision to the extent that additional supervisory and clerical personnel is necessary to keep the work in a current status.

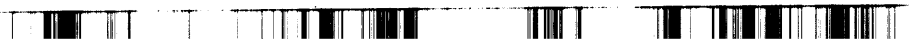
ACTION:

If you approve, recommendations 1 and 2 will be followed on the Security Index Desk.

6/22/78

JP

QLE



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 2/3/53

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 January 15, 1953.

Attachment



[illegible]

Encl

Assistant Attorney General Warren Olney III  
Criminal Division

February 17, 1953

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:  
Foreign Government Employees  
United Nations Employees  
U. S. Government Employees  
Pro-Tito Yugoslavs  
Atomic Energy Program Employees

RECORDED - 75

FEB 13 1953

FEB 13 1953

FEB 13 1953

FEB 13 1953

FEB 26 1953

SECURITY INFORMATION - ~~CONFIDENTIAL~~

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: February 13, 1953

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on January 9, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
January 10-16	74	21	53
January 17-23	89	21	68
January 24-30	59	19	40
Jan. 31 - Feb. 6	100	27	73
Feb. 7-13	124	42	82
Total	446	130	316

For your information, during the preceding four-week period 315 cards were added and 88 cards were cancelled, a net increase during the period of 227 cards.

The Security Index count as of today is 20,458.

To date the Department has specifically approved in writing the listing of 385 names in the Security Index.



*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 2/20/53

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." A key to the abbreviations is also included.

These statistics are based on Statistical Section Records as of February 15, 1953.



KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Consab
DC	Detect
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
AEP	Atomic Energy Program employees
BUL	Bulgarian
COM	Communist Party, USA
CZE	Czechoslovakian
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
HUN	Hungarian
ILL	Independent Labor League
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
PRO	Prominent Person
RUM	Rumanian
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
ULP	United Labor Party
UNE	United Nations employees
YUG	Yugoslavian

SECRET

**NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION**

FIELD OFFICE	TOTAL	CCW	ROL	ISL	NPR	FPA	ROL	RCS	ECL	SMP	TRQ	WRP	UPR	HUK	MS
	20,481	19,196	5	156	333	24	1	57	0	687	16	7	0	1	10
ALBANY	221	269	265					2		2					
ALBUQUERQUE	124	49	49												
ANCHORAGE	24	26	24	1						1					
ATLANTA	34	13	13												
BALTIMORE	73	346	339	3						4					
BIRMINGHAM	78	10	10												
BOSTON	662	499	474			2				23					
BUFFALO	466	257	211	1	2			4		39					
BUTTE	433	74	74												
CHARLOTTE	51	53	53												
CHICAGO	849	1137	1045	22	8	12		1		40	6				
CINCINNATI	441	192	191							1					
CLEVELAND	415	646	590	1	12			1		38	2				
DALLAS	243	44	44												
DENVER	255	168	167					1							
DETROIT	584	1305	1215	21		2				64	7				
EL PASO	31	12	12												
HONOLULU	245	87	86							1					
HOUSTON	126	72	68							4					
INDIANAPOLIS	264	244	237		1	5				1					
KANSAS CITY	742	39	38	1											
KNOXVILLE	10	10	10												
LITTLE ROCK	21	21	21												
LOS ANGELES	243	3337	3182	24		2		7		119	2				
LOUISVILLE	723	26	26												
MEMPHIS	544	13	12												
MIAMI	214	101	101												
MILWAUKEE	243	303	279							26					
MINNEAPOLIS	204	489	414	1						74					
MOBILE	11	5	5												
NEWARK	240	644	622	3	3					16					
NEW HAVEN	259	487	484							3					
NEW ORLEANS	254	71	71												
NEW YORK	268	1852	1688	1	23	47		13		73	4			1	2
NORFOLK	246	18	18												
OKLAHOMA CITY	71	46	45					1							
OMAHA	216	44	44												
PHILADELPHIA	251	925	870	12	1			2		40					
PHOENIX	244	90	87			1				2					
PITTSBURGH	253	395	371	4						20					
PORTLAND	173	203	201	1						1					
RICHMOND	247	25	24												
SAINT LOUIS	173	193	186	1						6					
SALT LAKE CITY	80	80	80												
SAN ANTONIO	251	28	28												
SAN DIEGO	229	146	146												
SAN FRANCISCO	1988	1915		16				1		56					
SAN JUAN	5	380	102		271										
SAVANNAH	221	7	7												
SEATTLE	457	648	616	9						23					
SPRINGFIELD	759	102	100							2					
WASHINGTON	224	242	235		2			9							

PHYSICAL RECORDS SECTION, JAN 15, 1953

CITIZENSHIP STATUS													PAGE			SPECIAL REPORT				
AGE	SEX	DE	TI	MALE	FEMALE	NR	NA	AL	HI	WHITE	NEGRO	OTHERS	AGE	ESP	FCR	GOV	IND	YOD		
100	10	585	1	270	60	15	70	5	564	15	508	4	180	512	125	19	218	2	1008	245
111	9	24	1	178	133	20	12	48	1	48	2492	2	2							
122	14	6	1	18	18	4	2	1	1	88		1								
133	6	1	1	1	1	1	1	1	1	23										
144	5	5	1	1	1	1	1	1	1	12		1								
155	11	49	1	217	129	4	1	70	9	108	38									
166	4	3	1	1	1	1	1	1	1	8		1								
177	136	21	1	388	163	184	103	10	2	472	27									
188	70	27	1	174	79	207	36	10	4	216	41									
199	27	14	1	1	1	1	1	1	1	14										
210	23	4	1	1	1	1	1	1	1	42	15									
221	46	143	1	827	310	760	328	41	8	951	179									
232	46	21	1	130	58	152	35	3	1	152	40									
243	266	47	1	443	201	481	154	10	2	572	73									
254	17	5	1	1	1	1	1	1	1	40										
265	56	118	1	113	53	141	13	1	3	152	13									
276	67	25	1	94	149	806	188	47	4	1081	218									
287	6	1	1	1	1	1	1	1	1	12										
298	6	27	1	1	1	1	1	1	1	10										
309	26	213	1	93	119	648	1	1	1	57	15									
320	99	161	1	108	16	177	6	10	2	211	33									
331	10	13	1	1	1	1	1	1	1	37										
342	3	1	1	1	1	1	1	1	1	10										
353	34	18	1	16	25	20	1	1	1	12	8									
364	100	176	1	195	149	2486	152	69	20	3094	311									
375	18	13	1	19	7	288	1	1	1	24	2									
386	4	3	1	1	1	1	1	1	1	10	3									
397	44	6	1	1	1	1	1													
408	22	11	2	215	88	238	60	5	2	284	15									
419	155	26	1	11	121	161	610	69	9	470	18									
430	1	1	1	1	1	1	1	1	1	5										
441	190	95	1	485	119	503	129	7	5	580	61									
452	156	29	1	112	172	329	150	5	3	441	46									
463	23	6	1	49	22	64	4	2	1	49	21									
474	1018	172	1	172692	160	2639	855	133	26	3517	271									
485	4	3	1	1	1	1	1	1	1	10										
496	12	2	1	1	1	1	1	1	1	37	9									
507	16	4	1	36	10	40	1	2	1	39	5									
518	130	15	1	617	308	720	196	7	2	826	98									
529	115	2	1	59	31	65	22	1	2	82	8									
540	32	35	1	103	92	286	97	10	2	336	61									
551	57	16	1	143	36	174	24	4	1	199	4									
562	10	1	1	1	1	1	1	1	1	21										
573	93	26	1	136	17	158	127	2	1	152	41									
584	28	1	1	1	1	1	1	1	1	72	7									
595	5	3	1	1	1	1	1	1	1	27	1									
606	34	10	1	90	56	110	21	6	1	137	6									
617	106	87	1	124	154	162	303	52	8	1725	22									
628	115	12	1	140	34	375	3	2	331	39	10									
639	31	4	1	6	1	7	1	1	1	4	1									
650	112	30	1	1	1	1	1	1	1	506	46									
661	28	1	1	1	1	1	1	1	1	85	17									
672	74	9	1	147	199	184	50	16	162	203	16									