

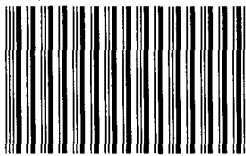
9

018504-2

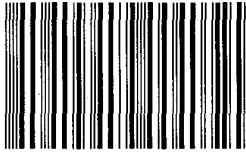
# Folder Separator Sheet

**File Batch ID : 128344**

**Folder # : 1**



9999999999999999



00001283440001

REVISED 3-13-03

TOTAL # OF VOLUMES

①

BATCH #

1281344

# SCANNING TRACKING SHEET

FOIPA # 918004-2

SUBJECT National Archives

FILE # 66-HQ-19268

SECTION # 6

(Please use a separate form for each section)

SERIAL # All

LEGAL TECH

AM

EXT.

b6  
b7C

DATE FORWARDED TO SCANNING 5/19/06

DATE COMPLETED \_\_\_\_\_

INITIAL AND DATE:

ACL NEEDED \_\_\_\_\_

\*\*\*\*\*

INITIAL AND DATE:

DOCUMENTS PREPARED BY \_\_\_\_\_

SCANNED BY \_\_\_\_\_

QUALITY CONTROLLED BY \_\_\_\_\_

REWORKED BY \_\_\_\_\_

CATALOGED BY \_\_\_\_\_

REASSEMBLED BY \_\_\_\_\_

ACL APPLIED BY \_\_\_\_\_

U.S. DEPARTMENT OF JUSTICE

**FEDERAL BUREAU  
OF  
INVESTIGATION  
HEADQUARTERS**

PICKETT STREET

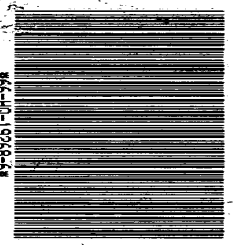
FBIHQ INVESTIGATIVE AND ADMINISTRATIVE FILES

**DO NOT  
DESTROY**  
FOIPA # 918504-2

**Transfer - Call 3421  
Use Care in Handling this File**

**MATERIAL MUST NOT BE REMOVED FROM OR ADDED TO THIS FILE**

66-110-19268  
SERIALS 115-125  
SECTION 6  
918504-2  
966-110-19268-6X



# ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation.

FOIA/PA  Litigation  Executive Order Applied

Requester: \_\_\_\_\_

Subject: \_\_\_\_\_

Computer or Case Identification Number: \_\_\_\_\_

Title of Case: \_\_\_\_\_ Section \_\_\_\_\_

\* File \_\_\_\_\_

Serials Reviewed: \_\_\_\_\_

Release Location: \*File \_\_\_\_\_ Section \_\_\_\_\_

This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquires about the FDPS to RIDS Service Request Unit  b2

File Number: 66-HQ-19268 Section 6

Serial(s) Reviewed: All

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: National Archives

FOIPA Computer Number: 918504-2

File Number: \_\_\_\_\_ Section \_\_\_\_\_

Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: \_\_\_\_\_

FOIPA Computer Number: \_\_\_\_\_

File Number: \_\_\_\_\_ Section \_\_\_\_\_

Serial(s) Reviewed: \_\_\_\_\_

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: \_\_\_\_\_

FOIPA Computer Number: \_\_\_\_\_

**THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.**

**SCANNED BY DocLab (RMD)**

**DATE:** 8-3-00

**ATTENTION**

**LAST SERIAL:** 125

**DO NOT REMOVE FROM FILE**

REC  
SER  
SLC

TRANSMIT VIA: AIRTEL

CLASSIFICATION: UNCLAS

DATE: 11/29/90

FROM: Director, FBI (66-19268)

TO: SACs, Columbia  
Honolulu  
Kansas City  
Milwaukee  
Minneapolis  
Sacramento

COMMITTEE IN SOLIDARITY WITH THE PEOPLE  
OF EL SALVADOR (CISPES) - RESTRICTIONS  
ON DISSEMINATION OF INFORMATION;  
TRANSFER OF RECORDS TO THE NATIONAL  
ARCHIVES AND RECORDS ADMINISTRATION (NARA)  
BUDED: 12/14/90

Reference Buairtel 10/6/88, entitled "Committee In  
Solidarity With The People Of El Salvador (CISPES) - Restrictions  
On Dissemination Of Information," advising of restrictions on  
dissemination of information from "spin-off" investigations  
arising out of the CISPES investigation.

An agreement negotiated between the FBI and NARA dated  
2/24/90, requires that all CISPES related file material (main  
files, "spin-off" files, see reference documents (serials),  
evidence, and indices records) are to be transferred to NARA for  
permanent retention.

As you are aware, FBIHQ is in possession of a large  
number of CISPES related field files as a result of previous  
requests that CISPES material be forwarded to FBIHQ for eventual  
transfer to NARA. However, the corresponding index records in  
some instances have not, to date, been retrieved and furnished to

**66-19268-115**

- Dep. Dir. \_\_\_\_\_
- ADD Adm. \_\_\_\_\_ Enclosure(s)
- ADD Inv. \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. 1 - 62-122536
- Crim. Inv. 1 - Mr. Christensen
- Ident. 1 - Mr. Evans
- Insp. 1 - Mr. Prillaman
- Intell. 1 - Mr. Prillaman
- Lab. 1 - Mr. Prillaman
- Legal Coun. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. WJR:sc (21)
- Training \_\_\_\_\_
- Cong. Affs. Off. \_\_\_\_\_
- Off. of EEO \_\_\_\_\_
- Off. Liaison & Int. Affs. \_\_\_\_\_
- Off. of Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

- 1 - Mr. Thornton
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]

b6  
b7c

*WJR*

APPROVED: \_\_\_\_\_

Director	Adm. Servs.	Laboratory	Off. of Liaison & Int. Affs.
Dep. Dir.	Crim. Inv.	Legal Coun.	Off. of Public Affs.
ASST. Dir.:	Ident.	Tech. Servs.	
Adm. Servs.	Insp.	Training	
Crim. Inv.	Intell.	Cong. Affs. Off.	
Ident.	Lab.	Off. of EEO	
Insp.	Legal Coun.		
Intell.	Rec. Mgnt.		
Lab.	Tech. Servs.		
Legal Coun.	Training		
Rec. Mgnt.	Cong. Affs. Off.		
Tech. Servs.	Off. of EEO		

MAIL ROOM

Airtel from Director, FBI to SACs, CO, HN, KC, MW, MP, and SC  
RE: Committee In Solidarity With The People  
Of El Salvador (CISPES) - Restrictions  
On Dissemination Of Information;  
Transfer Of Records To The National  
Archives And Records Administration (NARA)  
BUDED: 12/14/90

FBIHQ. To accomplish this task, FBIHQ has reviewed the files submitted by the field and determined that the information set forth in the attachment to this communication was indexed by the field. Therefore, to retrieve the corresponding index records, each receiving office is instructed to conduct an indices search of the information listed and forward corresponding index records to FBIHQ. If the index records are partially or totally automated, a computer printout of the automated index, along with manual index records are to be forwarded to FBIHQ. All CISPES related index records corresponding to the attached list are to be deleted from the Field Office Information Management System (FOIMS) after the printout has been obtained.

The requested information is to be forwarded to FBIHQ, Attention: Mrs. Jewell Roundtree, Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division, Room 4346.

It is imperative that your office forward the requested information no later than close of business 12/14/90, in order for FBIHQ to comply with the agreement between Director Sessions and NARA. Inquiries regarding this request may be directed to

[redacted]

telephone extension

[redacted]

b6  
b7C

U.S. Department of Justice

Federal Bureau of Investigation



Washington, D.C. 20535

February 22, 1991

*Transfer of Records to The National Archives*

CLASS  
SRC'D  
SER  
REC

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

RE: DESTRUCTION OF FIELD FILES AND RECORDS  
FOREIGN INTELLIGENCE ELECTRONIC SURVEILLANCE  
(ELSUR) TAPES

Set forth herein is a disposition plan that permits the destruction of ELSUR tapes when 10 years old, thus, reducing significantly the storage space presently required for maintaining such tapes that are no longer of investigative value. While the disposition plan allows the field to identify and justify recordings to be destroyed, it accommodates the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by the National Archives and Records Administration that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The 10-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see Title 18, U.S. Code (USC), Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a 10- or 15-year period, thus leaving the recordings in a potentially nonrecoverable state.

ORIGINAL FILED IN  
66-04-4703

66-19268-116



The 10-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within 6 years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll 6 years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC. 1986) in which the 6-year statute of limitations was applied to Freedom of Information Act litigation.)

The 10-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U.S. Government in which the recordings may be at issue.

#### PLAN OF DESTRUCTION

##### DESTRUCTION OF ORIGINAL FOREIGN INTELLIGENCE/FOREIGN COUNTERINTELLIGENCE (FCI) TAPE RECORDINGS:

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

##### SCHEDULE FOR DESTRUCTION

##### TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

##### FISA Tapes

Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA.

10 years



SCHEDULE FOR DESTRUCTION

TIME PERIOD

FISA Tapes (continued)

Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG.

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- (a) The complete substantive case caption to include case character;
- (b) Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General January 7, 1972, for a period of 90 days; authorized January 23, 1980, by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the FCIG;
- (c) Total number of original tape recordings made under the authorization specified above, i.e., total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- (d) Case status (pending/closed);

- (e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

DESTRUCTION OF COPIES OF ORIGINAL FCI TAPE RECORDINGS MAINTAINED IN AN AUXILIARY OFFICE (AO):

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

- (a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General January 7, 1972, for a 90-day period; authorized by the Foreign Intelligence Surveillance Court February 23, 1980, for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.
- (b) The total number of copies of original recordings on hand in the AO.

Following this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of 10 years. The AO should

request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of 10 years, AO may destroy copies on hand. Otherwise, copies of the original recordings should be forwarded to the OO in accordance with the current AO file destruction policy. All original documents supporting the ELSUR recordation, (e.g. executed consent forms, court orders, Attorney General/U.S. Attorney certifications and/or approvals, etc.) shall be forwarded to OO for appropriate retention in accordance with case file maintenance.

VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. The actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

Manual changes are forthcoming.

William S. Sessions  
Director

Memorandum



To : Mr. Christopher *Sen*

Date 2/22/91

SSE

From : R. G. Prillaman *Prillaman*

CLASS den  
SRC'D \_\_\_\_\_  
SER den  
REC \_\_\_\_\_

Subject: TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

PURPOSE: To forward the attached SF-258 (Request To Transfer, Approval And Receipt Of Records To The National Archives Of The United States) to the NARA to arrange for the final transfer of all remaining FBIHQ, field and Legat office files and records relating to the "Committee In Solidarity With The People Of El Salvador" (CISPES) to NARA.

RECOMMENDATION: That the attached SF-258, with inventories, be forwarded to NARA for appropriate action.

APPROVED: *Prillaman*

Director _____	Adm. Servs. _____	Laboratory _____	Off. of Liaison _____
Dep. Dir. _____	Crim. Inv. _____	Legal Coun. _____	& Int. Affs. _____
ADD-Adm. _____	Ident. _____	Tech. Servs. _____	Off. of _____
ADD-Inv. _____	Info. Mgnt. <i>Prillaman</i>	Training _____	Public Affs. _____
	Inspection _____	Cong. Affs. Off. _____	
	Intell. _____	Off. of IEO _____	

DETAILS: In accordance with the FBI Records Retention Plan and Disposition Schedule, the files listed in the attached inventory are scheduled for accession to NARA when the material is 50 years old or older. These files and records represent 18 cubic feet of CISPES related FBIHQ, field and Legat spin-off records, and CISPES information resident on the Major Investigative Data Bases

ENCLOSURE  
ENCLOSURE ATTACHED  
Enclosure

66-19268

- 1 - Mr. Davis (Attn: [redacted])
- 1 - IMD Front Office
- 1 - Mr. O'Brien (Attn: [redacted])
- 1 - Ms. Davis (Attn: [redacted])
- 1 - Mr. Prillaman
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]

b6  
b7c

66-19268-117

WJR:sc (9)

(CONTINUED - OVER)

*Prillaman*

Memorandum from R. G. Prillaman to Mr. Christensen 2/22/91  
Re: Transfer of Records to the National Archives  
and Records Administration

(MIDBs) and [redacted] along with supporting documentation being accessioned early due to an agreement dated 2/24/90, negotiated between Director William S. Sessions and NARA. b2  
b7E

This accession completes the transfer of all CISPES related files and records to NARA, thus bringing the total to 57 cubic feet of CISPES records transferred to NARA. These records include the FBIHQ main file, field office organizational files, FBIHQ, field and Legat office spin-off files, index records (index cards and computer printouts of indexed information) to the above files, along with the magnetic tapes and supporting documentation containing CISPES related information that resided on the MIDBs and [redacted]

The above records have been reviewed for classifications purposes and are currently classified in accordance with Executive Order 12356. b2  
b7E

66-19268-117

ENCLOSURE

**REQUEST TO TRANSFER, APPROVAL, AND  
RECEIPT OF RECORDS TO NATIONAL ARCHIVES  
OF THE UNITED STATES**  
*(See Instructions on reverse)*

LEAVE BLANK		RG	
UNIT	DATE RECEIVED	UNIT	DATE RECEIVED
JOB NUMBER		JOB NUMBER	

1. TYPE OF ACTION		2. TO		3. UNIT THAT CREATED THE RECORDS			
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS		<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408		A. AGENCY OR ESTABLISHMENT <b>Department of Justice</b>			
<input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS		<input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NNB) WASHINGTON, DC 20408		B. MAJOR SUBDIVISION <b>Federal Bureau of Investigation (FBI)</b>			
		<input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION		C. MINOR SUBDIVISION <b>Information Management Division (IMD)</b>			
				D. NAME OF UNIT <b>Records Disposition and Archival</b>			
				E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS		F. TELEPHONE (Include area code)	
				[Redacted]		[Redacted]	
4. CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) <b>Room 4336; FBI HEADQUARTERS; Washington, D. C. 20535</b>		b6 b7C		C. REQUESTED TRANSFER DATE <b>ASAP</b>	
		<input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)					

5. RECORDS DATA

A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary.)

SF 135 ATTACHED

SEPARATE SHEET(S) ATTACHED

**Transfer of FBIHQ spin-off CISPES files, cross reference mail to Headquarters spin-off files, Field Office spin-off files, Field Office Auxiliary Office files, Legal Attache spin-off files/Auxiliary Office files, indices cards and printouts to the above files.**

B. EST. VOLUME		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)		D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)	
cu. ft.	cu. mtr.			Records subject to the Freedom of Information Act (FOIA), as amended, 5 U.S.C. 552 (b)(7) and those classified <del>SECRET</del> pursuant to Executive Order 12358.	
18			NO		

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.	F. AGENCY REMARKS:
<b>NCI-65-82-A; Part B and Part D</b>	<b>Transfer is in accordance with an agreement negotiated between FBI Director William S. Sessions and NARA, 2/24/90.</b>

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached \_\_\_\_\_ pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the *Guide to the National Archives of the United States*. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY REPRESENTATIVE	B. TITLE	C. MAILING ADDRESS	D. DATE
	<b>SECTION CHIEF</b>	<b>10th and Pennsylvania Ave., NW Washington, D. C. 20535</b>	

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION

A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
<input type="checkbox"/> APPROVED							
<input type="checkbox"/> DISAPPROVED							

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING:

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE

B. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE	C. TITLE

INVENTORY

CISPES - Headquarters Spin-Off Files

BOX 1

62-120794-3  
91-59541-3733X  
100-3-28-2538  
100-361031-2924X2  
100-361031-2924X2EBF  
100-361031-2927  
100-361031-2931  
100-361031-2931 BULKY  
100-450650

BOX 2

100-451670  
100-451670-20EBF  
100-456154  
100-457535  
100-463196-35X  
100-463489  
100-464929-6, 7, 8  
100-465357-40  
100-466657

BOX 3

100-468133  
100-476185  
100-477450  
100-479549  
100-483237-495  
100-487171-122  
105-120554  
105-195696-3063  
105-220363-33  
105-249540-87

BOX 4

157-6-12-1153  
157-6-27-1289; 1296  
157-6-45-909  
185-1994-2  
199-1-226-105  
199-613-1268  
199-4947  
199-6110-62, 67  
199-6110-69X, 72X5, 72X8, 72X10, 72X12

BOX 5

199-6553-150X7  
199-7400  
199-7731-22  
199-7731-25  
199-7936  
199-8452  
199-8646  
199-8827-21, 71, 109  
199-8840  
199-8856

BOX 6

199-9673  
199-9713-21  
199-9737  
199-9741  
199-9930  
199-10234  
199-10331  
199-10341  
199-10355  
199-10361  
199-10463  
199-10481

BOX 7

199-10561  
199-10659  
199-10731  
199-10804  
199-11045  
199-11060  
199-11061  
199-11112  
199-11116  
199-11169  
199-11213  
199-11254



INVENTORY

CISPES - Headquarters Spin-Off Files (Continued)

BOX 8

199-11265  
199-11326  
199-11346  
199-11347  
199-11359  
199-11454  
199-11481  
199-11490  
199-11546  
199-11635

BOX 9

199-11743-X, 1  
199-11743-5X1  
199-11743-5X2  
199-11756  
199-11757  
199-11927  
199-12028  
199-12055  
199-12063  
199-12081  
199-12166  
199-12599

BOX 10

199-12646  
199-12870  
199-12967  
199-13006  
199-13032  
199-13164  
199-13226  
199-13228  
199-13229  
199-13256  
199-13288  
199-13290

BOX 11

199-13310  
199-13311  
199-13404  
199-13422

BOX 11 (continued)

199-13495  
199-13496  
199-13502  
199-13504  
199-13505  
199-13506  
199-13507  
199-13508

BOX 12

199-13509  
199-13510  
199-13576  
199-13622  
199-13629  
199-13658  
199-13659  
199-13661  
199-13759  
199-14002

BOX 13

199-14275 (Sects 1-3)  
199-14275-26 (EBF)  
202-3609  
203-3060-7  
203-3080-11  
203-3108  
229-101-1  
246-140  
246-509-1, 2  
246-791-7X4 (Locate)

BOX 14

Cross reference mail to  
Headquarters spin-off  
files.

INVENTORY

Field Spin-Off CISPES Files

BOX 15

BALTIMORE

203C-176 Volume 1

BOSTON

199C-950 Volume 1

CHARLOTTE

199J-476 Volume 1

CHICAGO

199-874 Volume 1

199-971 Volume 1

199-1149 Volume 1

199-1150 Volume 1

199-1158 Volume 1

199-1228 Volume 1

199-1229 Volume 1

199-1230 Volume 1

199-1231 Volume 1

199-1233 Volume 1

BOX 16

CHICAGO Cont.

199-1234 Volume 1

199-1235 Volume 1

199-1309 Volume 1

199-1312 Volume 1

199-1324 Volume 1

199-1325 Volume 1

199-1326 Volume 1

199-1327 Volume 1

199C-1328 Volume 1

246C-32 Volume 1

BOX 16 (Continued)

CINCINNATI

199C-586 Volume 1

199C-681 Volume 1

199C-719 Volume 1

199C-733 Volume 1

BOX 17

CINCINNATI cont.

199C-734 Volume 1

199C-734 Volume 2

BOX 18

CINCINNATI cont.

199C-734 Volume 3

199C-734 Volume 4

BOX 19

CINCINNATI cont.

199C-734 Volume Sub 1A

199C-735 Volume 1

CLEVELAND

199C-904 Volume 1

199C-912 Volume 1

DALLAS

199C-704 Volume I

BOX 20

DALLAS continued

199C-704 Volume 2

199C-1122 Volume 1

199C-1312 Volume 1

INVENTORY

Field Spin-Off CISPES Files (Continued)

BOX 20 (Continued)

DENVER

199C-1044 Volume 1  
199C-1045 Volume 1  
199C-1051 Volume 1  
246C-3 Volume 1

DETROIT

199C-2106 Volume 1  
199C-2107 Volume 1  
199C-2108 Volume 1  
199C-2109 Volume 1

BOX 21

DETROIT cont.

199C-2110 Volume 1  
199C-2111 Volume 1  
199C-2112 Volume 1  
199C-2119 Volume 1  
199C-2154 Volume 1  
199C-2241 Volume 1  
199C-2262 Volume 1  
199C-2332 Volume 1  
199C-2333 Volume 1  
199C-2334 Volume 1  
199C-2432 Volume 1  
199C-2575 Volume 1  
199C-2622 Volume 1

BOX 22

HOUSTON

199C-701 Volume 1  
199C-701 Volume 2  
199C-701 Volume 1A  
199C-881 Volume 1  
199C-882 Volume 1  
199C-888 Volume 1  
199C-981 Volume 1  
199C-1153 Volume 1

BOX 23

HOUSTON cont.

199C-1203 Volume 1  
199C-1203 Volume 2  
199C-1267 Volume 1  
199C-1312 Volume 1  
199C-1388 Volume 1  
199C-1393 Volume 1  
199C-1419 Volume 1  
199C-1420 Volume 1

INDIANAPOLIS

199C-465 Volume 1

JACKSON

199C-301 Volume 1  
199-306 Volume 1  
199C-307 Volume 1  
199C-308 Volume 1  
199C-309 Volume 1  
199C-310 Volume 1  
199C-311 Volume 1

BOX 24

JACKSON cont.

199C-312 Volume 1  
199C-313 Volume 1  
199C-314 Volume 1  
199C-315 Volume 1  
199C-316 Volume 1  
199C-317 Volume 1  
199C-318 Volume 1  
199C-319 Volume 1

KANSAS CITY

199C-1023 Volume 1  
199C-1092 Volume 1

INVENTORY

Field Spin-Off CISPES Files (Continued)

BOX 24 (Continued)

LOS ANGELES

199C-2311 Volume 1  
199C-2384 Volume 1  
199C-2386 Volume 1

LOUISVILLE

199C-166 Volume 1  
199C-167 Volume 1  
199C-168 Volume 1  
199C-169 Volume 1  
199C-170 Volume 1  
199C-175 Volume 1

BOX 25

MIAMI

199C-567 Volume 1  
199C-771 Volume 1  
199C-772 Volume 1

MILWAUKEE

199C-421 Volume 1  
199C-465 Volume 1  
199C-488 Volume 1  
199C-489 Volume 1  
199C-503 Volume 1  
199C-555 Volume 1

MINNEAPOLIS

199C-533 Volume 1

BOX 26

MINNEAPOLIS cont.

199C-533 Volume 2  
199C-533 Volume 3  
199C-534 Volume 1  
199C-605 Volume 1  
199C-605 Volume 2

BOX 27

MINNEAPOLIS cont.

199C-605 Volume 3  
199C-605 Volume 1A Sec. 1  
199C-605 Volume 1A Sec. 2

BOX 28

MINNEAPOLIS cont.

199C-605 Volume 1A Sec. 3  
199C-605 Volume 1A Sec. 4  
199-616 Volume 1  
199-616 Volume 2

BOX 29

MINNEAPOLIS cont.

199C-616 Volume 3  
199C-616 Volume 4  
199C-616 Volume 5

NEW HAVEN

199C-515 Volume 1  
199C-586 Volume 1  
199C-570 Volume 1

NEW ORLEANS

199C-333 Volume 1

BOX 30

NEW ORLEANS cont.

199C-333 Volume 2  
199C-333 Volume 3  
199C-333 Volume 1A  
199-423 Volume 1

INVENTORY

Field Spin-Off CISPES Files (Continued)

BOX 31

NEW ORLEANS cont.

199C-424 Volume 1  
199C-488 Volume 1  
199C-488 Volume 2

BOX 32

NEW ORLEANS cont.

199C-488 Volume 3  
199C-488 Volume 1A  
199C-604 Volume 1  
199C-644 Volume 1

NEW YORK

199C-3600 Volume 1

BOX 33

NORFOLK

199C-261 Volume 1  
199C-261 Volume 1A  
199C-261 Duplicate Copy

OKLAHOMA CITY

199C-1146 Volume 1  
199C-1298 Volume 1

PHILADELPHIA

199C-626 Volume 1

PHOENIX

199C-422 Volume 1  
199C-508 Volume 1  
199C-509 Volume 1

BOX 34

PITTSBURGH

199C-634 Volume 1  
199C-635 Volume 1  
199C-641 Volume 1  
199C-642 Volume 1  
199C-643 Volume 1  
199C-720 Volume 1  
199C-756 Volume 1  
246C-2 Volume 1  
246C-2 Sub I

BOX 35

PORTLAND

199-699 Volume 1

SAN ANTONIO

199C-704 Volume 1  
199C-704 Volume 1A

BOX 36

SAN ANTONIO cont.

199C-781 Volume 1  
199C-781 Volume 1A  
199C-887 Volume 1  
199C-892 Volume 1  
199C-893 Volume 1  
199C-1087 Volume 1  
246-124 CT 65-2146 Vol 1

BOX 37

SAN DIEGO

199C-604 Volume 1  
199C-605 Volume 1  
199C-606 Volume 1  
199C-607 Volume 1

INVENTORY

Field Spin-Off CISPES Files (Continued)

BOX 37 (Continued)

SAN FRANCISCO

199C-1456 Volume 1  
199C-1722 Volume 1  
199C-1723 Volume 1  
199C-1724 Volume 1  
199C-1748 Volume 1  
199C-1749 Volume 1  
203C-454 Volume 1

SAN JUAN

199C-137 Volume 1  
199C-137 Volume 2  
199C-137 Volume 3  
199C-137 Volume 1A

BOX 38

WMFO

199C-2008 Volume 1  
199C-2974 Volume 1  
199C-3474 Volume 1  
199C-3485 Volume 1  
199C-3486 Volume 1  
199C-3487 Volume 1  
199C-3488 Volume 1  
199C-3491 Volume 1  
199C-3492 Volume 1  
199C-3493 Volume 1  
199C-3500 Volume 1  
199C-3501 Volume 1  
199C-3504 Volume 1  
199C-3507 Volume 1  
199C-3508 Volume 1  
199C-3509 Volume 1  
199C-3510 Volume 1  
199C-3511 Volume 1

BOX 39

WMFO cont.

199-3511 Sub C  
199-3512 Volume 1

BOX 40

WMFO cont.

199-3512 Sub C  
199C-3513 Volume 1  
199C-3549 Volume 1  
199C-3550 Volume 1  
199C-3551 Volume 1  
202C-1279 Volume 1

INVENTORY

Field Office Auxiliary Office CISPES Files

BOX 41

ALBANY

199-537 1 Volume  
199-554 1 Volume  
199-568 1 Volume

ALBUQUERQUE

199-359 1 Volume  
199-383 1 Volume  
199-395 1 Volume

BALTIMORE

199-764 1 Volume  
199C-1314 1 Volume  
203C-183 1 Volume  
246B-18 1 Volume  
246C-4 1 Volume

BOX 42

BIRMINGHAM

199C-215 1 Volume  
199C-224 1 Volume

BOSTON

199C-1142 1 Volume  
199C-1143 1 Volume

BUFFALO

199-R-1 1 Volume

CHICAGO

199-781 1 Volume  
199-941 1 Volume  
199-956 MISSING  
199C-1112 1 Volume

BOX 42 (Continued)

CHICAGO cont.

199C-1140 1 Volume  
199C-1186 1 Volume  
199-1201 MISSING  
199C-1254 1 Volume  
199C-1297 1 Volume  
199C-1308 1 Volume  
199C-1311 1 Volume

BOX 43

CLEVELAND

199C-937 1 Volume

COLUMBIA

199C-209 1 Volume  
199C-242 1 Volume

DALLAS

199-753 1 Volume  
199-851 1 Volume  
199C-871 1 Volume  
199C-1008 1 Volume  
199C-1046 1 Volume  
199C-1171 1 Volume  
199C-1185 1 Volume  
199C-1238 1 Volume  
199C-1270 1 Volume  
199C-1304 1 Volume  
199C-1313 1 Volume

DENVER

199C-949 1 Volume  
199C-989 1 Volume  
199C-1029 1 Volume

INVENTORY

Field Office Auxiliary Office CISPES Files (Continued)

BOX 44

DETROIT

199C-2567 3 Volumes  
199C-2576 1 Volume

EL PASO

199-225 1 Volume

HONOLULU

199C-114 1 Volume

HOUSTON

199-817 1 Volume  
199-827 1 Volume  
199C-845 1 Volume  
199C-1171 1 Volume  
199C-1235 1 Volume  
199C-1338 1 Volume  
199C-1406 1 Volume

BOX 45

INDIANAPOLIS

199-466 1 Volume  
199-542 1 Volume  
199-544 1 Volume

JACKSON

199C-251 1 Volume  
199C-291 1 Volume

JACKSONVILLE

199C-483 1 Volume  
199-507 1 Volume  
199C-575 1 Volume

BOX 45 (Continued)

KANSAS CITY

199-0-102, 102A, 102AA  
199C-R-10-1, 2  
199C-897 1 Volume

LAS VEGAS

199C-304 1 Volume  
199C-315 1 Volume  
199C-316 1 Volume

LITTLE ROCK

199C-269 1 Volume

BOX 46

LOS ANGELES

97-467 1 Volume  
199-1553 1 Volume  
199C-2320 1 Volume  
199C-2361 1 Volume  
199C-2385 1 Volume  
199C-2390 1 Volume  
199C-2469 1 Volume

LOUISVILLE

199C-194 1 Volume  
199C-217 1 Volume

MEMPHIS

199C-333 1 Volume

MIAMI

199-589 1 Volume  
199-R-6 1 Volume  
199C-764 1 Volume  
199C-835 1 Volume  
199C-846 1 Volume



INVENTORY

Field Office Auxiliary Office CISPES Files (Continued)

BOX 46 (Continued)

MILWAUKEE

199C-494 1 Volume  
199C-562 1 Volume  
199C-795 1 Volume

BOX 47

MOBILE

199C-91 1 Volume

NEWARK

199C-1305 1 Volume

NEW ORLEANS

199C-374-103  
199-403 1 Volume

NEW YORK

199-2848 1 Volume  
199-3061 1 Volume

PHILADELPHIA

199-869 1 Volume changed to 199-R2  
199-R10 1 Volume  
246-6 1 Volume

PHOENIX

199C-R-4 1 Volume  
199C-524 1 Volume

BOX 47 (Continued)

PITTSBURGH

199C-741 1 Volume  
199C-780 1 Volume  
199C-902 1 Volume

PORTLAND

199C-755 1 Volume  
199-761 1 Volume

RICHMOND

199-277 1 Volume

BOX 48

SACRAMENTO

199C-885 1 Volume

SAN ANTONIO

199-746 1 Volume  
199C-777 1 Volume  
199C-830 1 Volume  
199C-831 1 Volume  
199C-834 1 Volume  
199C-853 1 Volume  
199C-854 1 Volume  
199C-865 1 Volume

BOX 49

SAN ANTONIO cont.

199C-866 1 Volume  
199C-884 1 Volume  
199C-886 1 Volume  
199C-906 1 Volume  
199C-921 1 Volume  
199C-922 1 Volume  
199C-926 1 Volume  
199C-1027 1 Volume  
199C-1176 1 Volume

INVENTORY

Field Office Auxiliary Office CISPES Files (Continued)

BOX 50

SAN ANTONIO

199C-1176 1 Volume

SAN FRANCISCO

199-879-22, 27, 28, 35, 36,  
44, 45, 46, 48

199C-1242 1 Volume

199C-1257 1 Volume

199-1269-1, 6

199C-1638-2, 4, 6, 8

199C-1695 1 Volume

199C-1707 1 Volume

199C-1732 1 Volume

BOX 51

SAN JUAN

199-130 1 Volume

199C-150 1 Volume

199C-194 1 Volume

SEATTLE

199C-559 1 Volume

199C-581 1 Volume

199C-604 1 Volume

SPRINGFIELD

199C-410 1 Volume

199C-461 1 Volume

TAMPA

199C-810 1 Volume

199C-853 1 Volume

BOX 52

WMFO

199-2698 1 Volume

199C-2786 1 Volume

199-2980 1 Volume

199-3568 1 Volume

199-3687 1 Volume

199-3914 1 Volume

199-3915 1 Volume

199-3917 1 Volume

199-4024 1 Volume

199-4156 1 Volume

199-4165 1 Volume

199-4168 1 Volume

199-4179 1 Volume

199-4219 1 Volume

199C-4251 1 Volume

199C-4277 1 Volume

199C-4335 1 Volume

199C-4398 1 Volume

INVENTORY

Legal Attache Spin-Off CISPES Files

BOX 53

BOGOTA

199J-68 Volume 1

BONN

199M-249 Volume 1

199C-260-6

199M-310-7

203-0-11

MEXICO CITY

62-465-1

199-60-126

199-94-61

199-96 Volume 1

199-160-15

202-52-23, 24

MONTEVIDEO

199-17 Volume 1

OTTAWA

174-82 Volume 1

199-314 Volume 1

199C-462 Volume 1

100-1755-803-4, -804, 790-1

(Changed to 202-25)

PANAMA CITY

NO CARDS

199C-44 Volume 1

TOKYO

100-1330-45, 45a

199C-74 Volume 1

BOX 54

BERN

62A-344 Volume 1

BOGOTA

NO CARDS

62A-131 Volume 1

BRIDGETOWN

NO CARDS

62-0-1A THRU 1I

199-0-34, 34A, 34B

CANBERRA

199-0-108 Volume 1

LONDON

199M-1458 Volume 1

MEXICO CITY

NO CARDS

199C-97 Volume 1

OTTAWA

199C-508 Volume 1

203-83 Volume 1

PANAMA

NO CARDS

199C-49 Volume 1

199C-72 Volume 1

INVENTORY

Auxiliary Office Spin-Off CISPES Files

BOX 54

BERN

62A-344 Volume 1

BOGOTA

NO CARDS

62A-131 Volume 1

BRIDGETOWN

NO CARDS

62-0-1A THRU 1I

199-0-34, 34A, 34B

CANBERRA

199-0-108 Volume 1

LONDON

199M-1458 Volume 1

MEXICO CITY

NO CARDS

199C-97 Volume 1

OTTAWA

199C-508 Volume 1

203-83 Volume 1

PANAMA

NO CARDS

199C-49 Volume 1

199C-72 Volume 1

INVENTORY

MAGNETIC TAPES - CISPES

BOX 55

MAJOR INVESTIGATIVE DATA BASE (MIDB)



b2  
b7E

INVENTORY

Field Office Spin-Off CISPES Indices Cards

BOX B

BALTIMORE  
BOSTON  
CHARLOTTE  
CINCINNATI

BOX C

CHICAGO  
CLEVELAND  
DALLAS  
DENVER  
DETROIT  
HOUSTON  
INDIANAPOLIS  
JACKSON  
KANSAS CITY  
LOS ANGELES  
LOUISVILLE  
MIAMI  
MILWAUKEE  
MINNEAPOLIS

BOX D

MINNEAPOLIS cont.  
NEW ORLEANS  
NEW YORK - 2 Sheets  
NORFOLK  
OKLAHMOA CITY  
PHILADELPHIA  
PHOENIX  
PITTSBURGH  
PORTLAND  
SAN ANTONIO  
SAN DIEGO  
SAN FRANCISCO

BOX E

SAN JUAN  
WMFO

INVENTORY

Auxiliary Office CISPES Indices Cards

BOX F

ALBANY  
ALBUQUERQUE  
BALTIMORE  
BIRMINGHAM  
BOSTON  
BUFFALO  
CHICAGO  
CLEVELAND  
COLUMBIA  
DALLAS  
DENVER  
EL PASO  
HONOLULU  
HOUSTON  
INDIANAPOLIS  
JACKSON  
JACKSONVILLE  
KANSAS CITY  
LAS VEGAS  
LITTLE ROCK  
LOS ANGELES  
LOUISVILLE  
MEMPHIS  
MIAMI  
MILWAUKEE  
MOBILE  
NEWARK  
NEW ORLEANS  
NEW YORK  
PHILADELPHIA  
PHOENIX  
PITTSBURGH  
PORTLAND  
RICHMOND  
SACRAMENTO  
SAN ANTONIO  
SAN FRANCISCO  
SAN JUAN  
SEATTLE  
SPRINGFIELD  
TAMPA  
WASHINGTON FIELD

BOX G

DETROIT

INVENTORY

Legal Attache Spin-Off/Auxiliary Indices Cards

BOX H

BERN  
BOGOTA  
CANBERRA  
LONDON  
MEXICO CITY  
MONTEVIDEO  
OTTAWA



Memorandum



Dep. Dir. \_\_\_\_\_  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir. :  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_  
 Off. Liaison & \_\_\_\_\_  
 Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

SSP  
 CLASS den  
 SRC'D  
 SER den  
 REC \_\_\_\_\_

Mr. Christensen

Date 4/4/91

From : R. G. Prillaman

Subject : COMMITTEE IN SOLIDARITY WITH THE PEOPLE  
 OF EL SALVADOR (CISPES) - RESTRICTIONS  
 ON DISSEMINATION OF INFORMATION, TRANSFER  
 OF RECORDS TO THE NATIONAL ARCHIVES AND  
 RECORDS ADMINISTRATION (NARA)

Reference is made to Bureau routing slip dated 3/23/90,  
 and Buairtels dated 2/1/90, 7/30/90, 8/13/90, 10/16/90, 10/19/90,  
 10/30/90, 11/7/90, 11/16/90, 11/26/90 and 11/29/90.

PURPOSE: To place Field Office and Legal Attaches responses to  
 referenced communications on record in Bufile 62-122536 as an  
 Enclosure Behind File (EBF).

RECOMMENDATION: That instant memorandum be placed on record with  
 all Field Office and Legal Attache responses to referenced  
 communications as an EBF.

ORIGINAL FILED IN  
 62-122536-76

Enclosures filed as a bulky to 62-122536

62-122536

- 1 - IMD Front Office
- 1 - Mr. Prillaman

b6  
 b7C

66-19268-118

1 -

① - 66-19268

WJR:sc (7)

(CONTINUED - OVER)

Memorandum from R. G. Prillaman to Mr. Christensen  
RE: Committee In Solidarity With The People  
Of El Salvador (CISPES) - Restrictions  
On Dissemination of Information; Transfer  
Of Records To The National Archives And  
Records Administration

DETAILS: Referenced communications instructed all receiving offices to furnish all organizational, "spin-off," auxiliary office case files related to the CISPES investigation to FBI Headquarters (HQ) for transfer to NARA in accordance with the agreement dated 2/24/90 which was negotiated between the FBI and NARA. In addition, all offices were to forward to FBIHQ all manual indices records and any automated indices records maintained in the Field Office Information Management System (FOIMS). After obtaining and forwarding, to FBIHQ, the automated indices records print-out, all automated indices records were to be deleted from FOIMS. All Field Offices and Legal Attaches have complied with the instructions set forth in referenced communications and the responses are attached.

Memorandum

CSP  
REC



- Dep. Dir. \_\_\_\_\_
- ADD Adm. \_\_\_\_\_
- ADD Inv. \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Cong. Affs. Off. \_\_\_\_\_
- Off. of EEO \_\_\_\_\_
- Off. Liaison & Int. Affs. \_\_\_\_\_
- Off. of Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. Christensen *Christensen* Date 3/28/91

From : R. G. Prillaman *Prillaman*

Subject : 0 TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

Reference is made to memorandum from R. G. Prillaman to Mr. Christensen dated 2/22/91, captioned as above.

PURPOSE: To advise of the final transfer of all remaining FBIHQ, field, auxiliary and Legat office files and records relating to the "Committee In Solidarity With The People of El Salvador" (CISPES) to NARA.

RECOMMENDATION: None. For information only.

APPROVED:

Director _____	Adm. Servs. _____	Laborator _____	Off. of Liaison _____
Dep. Dir. _____	Crim. Inv. _____	Legal Coun. _____	& Int. Affs. _____
ADD-Adm. _____	Ident. _____	Tech. Servs. _____	Off. of _____
ADD-Inv. _____	Info. Mgnt. <i>62/10</i>	Training _____	Public Affs. _____
	Inspection _____	Cong. Aff. Off. _____	
	Intell. _____	Off. of EEO _____	

DETAILS: In accordance with the FBI Records Retention Plan and Disposition Schedule, case files which make up the CISPES record collection should be accessioned to NARA when 50 years old or older. However, the CISPES records are being accessioned early due to an agreement dated 2/24/90, that was negotiated between Director William S. Sessions and NARA.

The Records Disposition and Archival Subunit (RDAS), Office Management Services Unit, Information Services Section, Information Management Division, prepared 18 cubic feet of CISPES records for transfer to NARA. The records include FBIHQ, field,

1- ENCLOSURE  
Enclosure

66-19268-119

66-19268

- 1 - Mr. Davis (Attn: )
- 1 - IMD Front Office
- 1 - Mr. O'Brien (Attn: )
- 1 -  (Attn: )

- 1 - Mr. Prillaman
- 1 -
- 1 -
- 1 -

b6  
b7C

WJR:sc (9)

(CONTINUED - OVER)

*4-2*

Memorandum from R. G. Prillaman to Mr. Christensen  
RE: Transfer of Records to the National Archives  
And Records Administration (NARA)

auxiliary and Legat office spin-off case files, index records (index cards and computer printouts of indexed information) and the magnetic tapes and supporting documentation containing CISPES related information that resided on the Major Investigative Data Base and Terrorist Information System.

On 3/15/91, employees of the RDAS delivered 18 cubic feet of material to NARA. The attached SF-258 acknowledges receipt of the material by NARA and is enclosed for record purposes.

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES (See Instructions on reverse)

AVE BLANK

RG 65

UNIT RECEIVED UNIT NNT DATE RECEIVED

JOB NUMBER NN3-065-91-005

JOB NUMBER

1. TYPE OF ACTION: A. RECORDS DISPOSITION DIVISION... B. TRANSFER OF SCHEDULED RECORDS... 4. CURRENT LOCATION OF RECORDS: Room 4336, FBI HEADQUARTERS, Washington, D.C. 20535

5. RECORDS DATA: A. DESCRIPTION OF RECORDS: Transfer of FBIHQ spin-off CISFES files, cross reference mail to Headquarters spin-off files, Field Office spin-off files, Field Office Auxiliary Office files, Legal Attache spin-off files/Auxiliary Office files, indices cards and printouts to the above files.

B. EST. VOLUME: 18... C. ARE RECORDS SUBJECT TO PRIVACY ACT? NO... D. SPECIFIC RESTRICTIONS TO BE IMPOSED: Records subject to the Freedom of Information Act (FOIA), as amended, 5 U.S.C. 552 (b)(7) and those classified SECRET pursuant to Executive Order 12358.

RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO. ICL-65-82-4; Part B and Part D... F. AGENCY REMARKS: Transfer is in accordance with an agreement negotiated between FBI Director William S. Sessions and NARA, 2/24/90.

6. STATEMENT OF AGENCY REPRESENTATIVE: records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 101-11.611, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States.

SIGNATURE OF AGENCY REPRESENTATIVE: [Signature] SECTION CHIEF... C. MAILING ADDRESS: 10th and Pennsylvania Ave., NW Washington, D.C. 20535... DATE: 2/19/91

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION. Table with columns: ACTION, INITIALS, UNIT, DATE, NARS CONCURRENCES, FOR NARS USE ONLY.

REMARKS REGARDING DISPOSITION/SHIPPING: Unclassified

F. TITLE: Dir, Textual Proj. Div... G. DATE... A. DATE: 3-19-91... B. SIGNATURE: [Signature]... C. TITLE: Chief, Archival Projects Branch

ENCLOSURE

# National Archives



Washington, DC 20408

SSP

CLASS den  
SRC'D \_\_\_\_\_  
SER den  
REC \_\_\_\_\_

January 18, 1991

Mr. Randolph G. Prillaman  
Section Chief  
Information Services Section IMD  
FBIHQ  
10th & Pennsylvania Avenue NW  
Washington DC 20535

Dear Mr. Prillaman:

*TRANSFER OF RECORDS TO THE  
NATIONAL ARCHIVES*

We have completed our review of your SF 258 offering to transfer 2 cubic feet of audiotapes of speeches, remarks, and addresses of former FBI Directors. We have assigned this offer as NARA Accession NN3-065-91-001.

Please have the records shipped to:

[Redacted]

Motion Picture, Sound, & Video Branch NNSM  
National Archives

b2  
b6  
b7C

[Redacted]  
[Redacted]

Please mark the shipment with our accession number. If you have any questions, please contact me at [Redacted]

Sincerely,

[Redacted Signature]

Assistant Branch Chief  
Motion Picture, Sound and  
Video Branch

*66-19268-120*

b6  
b7C

[Redacted]

Enclosure

**ENCLOSURE**

**ENCLOSURE ATTACHED**

66-19268-120

ENCLOSURE

MMF

<b>REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK		RG <b>65</b>	
		UNIT	DATE RECEIVED	UNIT	DATE RECEIVED
				<b>NNT</b>	
		JOB NUMBER		JOB NUMBER	
		<b>NN3-065-91-001</b>			
1. TYPE OF ACTION		2. TO		3. UNIT THAT CREATED THE RECORDS	
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS		<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408		A. AGENCY OR ESTABLISHMENT Department of Justice	
<input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS		<input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS: <b>NWE</b> GENERAL SERVICES ADMINISTRATION (NWB) WASHINGTON, DC 20408		B. MAJOR SUBDIVISION Federal Bureau of Investigation	
		<input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION		C. MINOR SUBDIVISION <b>Office of Public Affairs</b> Information Management Division (IMD)	
				D. NAME OF UNIT	
				E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS	
				F. TELEPHONE (Include area code)	
4. CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) <b>FBIHQ; 10th &amp; Pennsylvania Avenue, N.W.; Washington, D.C.</b>		C. REQUESTED TRANSFER DATE  ASAP	
		<input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)			

5. RECORDS DATA

A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 136, if records are now in FRC. Continue on separate sheet of paper, if necessary.) **Speeches/Remarks/Addresses delivered by former Directors and other high-level officials of the FBI during the time period of 1948 - 85. Material consists of audio tapes in the reel-to-reel format. Audio reels vary in sizes of 3" 5" and 7".**

SF 135 ATTACHED

SEPARATE SHEET(S) ATTACHED

B. EST. VOLUME		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)		D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)	
cu. ft.	cu. mtr.	No		<b>NARA General Restrictions apply</b>  No specific restrictions to be imposed by the FBI	
2					

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.	F. AGENCY REMARKS:
<b>Accretion to N1-65-89-04</b>	

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY REPRESENTATIVE	B. TITLE	C. MAILING ADDRESS	D. DATE
<i>Randolph B. Pullara</i>	Section Chief Information Services Section - IMD	FBIHQ 10th & Pennsylvania Avenue, N.W. Washington, D.C.	11/30/90

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION

A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
	<input checked="" type="checkbox"/> APPROVED						
<input type="checkbox"/> DISAPPROVED	<i>JP</i>	<b>NNDA</b>	<b>12/12/90</b>	<i>DPM</i>	<b>NNSM</b>	<b>12/20/90</b>	
	<i>BP</i>	<b>NNT</b>	<b>12/19/90</b>				

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING  
*Unclassified*

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE
<i>William J. Murphy</i>	<b>Act. NWS</b>	<b>12/20/90</b>

B. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE	C. TITLE



SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

J. EDGAR HOOVER

Interview By Alice Dodds Dutton Radio Station KFMB La Jolla, California	8/22/48
Testimony Before Kefauver Committee Individual Testimony	3/26/51
Testimony Before Kefauver Committee With Attorney General Howard McGrath	3/26/51
Testimony Before Internal Security Committee United States Senate Individual Testimony	11/17/53
Testimony Before Internal Security Committee United States Senate With Attorney General Brownell	11/17/53
FBI National Academy Graduation Ceremonies (3 Reels)	6/11/54
Hallmark Hall Of Fame "Tribute To J. Edgar Hoover"	12/26/54
Address to the National Parole Board	4/26/56
Address to American Legion Convention	9/19/57
Remarks Before FBI National Academy	11/4/57
Address to Boys' Club of America	1/27/58
Address to Boys' Club of America	1/8/59
Introduction to "The FBI Story" Motion Picture	3/24/59
Interview by Harold Kern	5/23/59
FBI National Academy Graduation Ceremonies	6/3/59
Presentation of American Citizen Award and Doctorate Degree Morris Harvey College Charleston, West Virginia	6/16/59
Presentation of 1st Annual Dondero Award 44th Annual I.A.I. Conference Pittsburgh, Pennsylvania	7/8/59

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

J. EDGAR HOOVER

FBI Motto "Fidelity, Bravery, Integrity"	3/31/60
"An Answer to Communism"	4/1/60
Remarks Before Meeting of the Negro American-African Methodist Church Quinn Chapel Chicago, Illinois (2 Reels)	4/18/60
Interview by Harold Kern KFMB-TV San Diego, California	8/11/60
Address to International Association of Chiefs of Police	10/3/60
Speech to the American Legion Convention Miami Beach, Florida	10/18/60
Greetings to Mr. Art Brown	10/25/60
Remarks RE: "National Crime Prevention Week"	2/1/61
Quotes of Benjamin Franklin For Freedoms Foundation's "Capsule Program"	9/20/61
Address To The Boys' Club of America	12/1/61
Remarks for the Armed Forces Radio and Television Services RE: Savings Bonds	12/6/61
Remarks for the Boys' Club of America	1/17/62
Remarks RE: Communism Before High School/All-American Conference	7/9/62
Statement on Communism NBC-TV "Monitor" Program	7/15/62
Address to the National Convention American Legion Las Vegas, Nevada	10/9/62
Address to the National "CYO" Convention New York, New York	11/16/63

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

J. EDGAR HOOVER

Birthday Greetings to Mr. Art Brown Radio Station WWDC Washington, D.C.	11/19/63
Address Before the National Hebrew Convention	12/4/63
Address to the Boys' Club of America	1/15/64
NBC Radio Program "Monitor" RE: J. Edgar Hoover's 40th Anniversary	5/10/64
Dedication Ceremonies/Press Conference FBI Field Division Jackson, Mississippi	7/10/64
Birthday Greetings to Mr. Art Brown	10/28/64
Address to the Boys' Club of America	3/12/65
"Fortify Our Freedom" (7 inch open-reel)	9/27/65
Remarks Before the Frank S. Land - Demolay Breakfast Shoreham Hotel Washington, D.C.	2/23/66
"Fortify Our Freedom" (12 inch long-playing record)	9/27/65
FBI National Academy Graduation Exercises	5/25/66
Window Dedication Capitol Hill Methodist Church	6/26/66
"A Statement on Communism"	3/22/67
Comments RE: "Summer Youth" Radio Station WOL Washington, D.C.	4/6/67
Remarks Before the Society of Former FBI Special Agents Convention Washington, D.C.	9/28/67
Christmas Message to Mr. Harry Richman	11/16/67

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

J. EDGAR HOOVER

Presentation of the Annual "Tuss" McLaughry By the American Football Coaches Association	12/4/67
Address RE: The Mormon Church	5/15/68
Comments at Testimonial Banquet for the Honorable H. Allen Smith Congressman - California	4/11/69
Comments for Florida Chapter of the National Academy Associates Miami Beach, Florida	7/13 - 16/69
Comments RE: R. Berlin Anniversary	NO DATE
Five (5) Spot Radio Broadcast Public Service Announcements	NO DATE
Statement RE: Operations of the FBI Under J. Edgar Hoover	NO DATE

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

L. PATRICK GRAY

Interview by Ed Harvey WHBI - FM	5/18/72
Address at the Houston FBI Field Office	5/26/72
FBI National Academy Graduation Ceremonies	6/7/72
Interview by Herb Klein Station WOR	6/7/72
Interview by United Press International (UPI)	10/2/72
Remarks at the FBI Communion Breakfast Mayflower Hotel Washington, D.C. (2 Reels)	10/29/72
Comments for the Presidential Interchange Executives	11/7/72

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

CLARENCE M. KELLEY

Press Conference Denver, Colorado	11/1/73
News Conference at the Regional Executive Management Symposium Boston, Massachusetts	11/28/73
Press Conference Atlanta, Georgia	12/7/73
Address at the Houston FBI Field	12/13/73
Interview by Mr. Jim Lehrer on Program "Washington Straight Talk"	3/11/74
Testimony Before Hearing of the United States Senate [4 Reels]	11/18/75
Press Conference at the Birmingham Rotary Club Birmingham, Alabama	11/26/75
Testimony Before United States Senate Committee Washington, D.C.	12/10/75
Address at a Dinner Honoring Special Agent Charles W. Bates Fairmont Hotel San Francisco, California	12/16/75
Press Conference at the San Diego FBI Field Office	3/9/76
Speech Given at Gadsden, Alabama	5/1/77

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

THOMAS E. BISHOP

Remarks RE: "Mr. Gray's Message"	9/72
Remarks RE: "Mr. Gray's Message"	10/72

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

CARTHA D. DeLOACH

Remarks at Party for Efrem Zimbalist	5/12/66
Remarks RE: "Mr. Hoover's Message"	5/69
Remarks RE: "Mr. Hoover's Message"	7/69
Remarks RE: "Mr. Hoover's Message"	10/69



SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

DAVID L. DIVAN

Remarks RE:	"The Diaster Squad"	7/73
Remarks RE:	"Federal Crime and Sports"	7/73
Remarks RE:	"Meet the New Attorney General"	7/73
Remarks RE:	"The Perilous Role of the Police Officer"	7/73
Remarks RE:	"Message the New Director"	7/73
Remarks RE:	"Meet the New Director"	7/73
Remarks RE:	"Parole, Probation and Abuse" [3 Reels]	7/73

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

W. MARK FELT

Remarks RE: 1/73  
"The Human Side of Law Enforcement"

Remarks RE: 1/73  
"New Developments in Fingerprint Science"

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

ROBERT R. FRANCK

Remarks RE: "Theft From Interstate Shipment"	10/73
Remarks RE: "Message to All Law Enforcement"	10/73
Remarks RE: "The Lindbergh Law: A Deterrent to Kidnapping"	10/73
Remarks RE: "The Document Section" [2 Reels]	10/73

SPEECHES/REMARKS OF FORMER FBI DIRECTORS  
AND HIGH-LEVEL FBI OFFICIALS

MISCELLANEOUS

(Speakers Include Former Directors and Other Officials)

WBAL-TV Program "The New FBI" Baltimore, Maryland	5/20 - 24/74
Interview of Charles Bates RE: Patty Hearst By Mike Powell Radio Station KSFO San Francisco, California	8/5 - 9/74
Television Program With FBI Assistant Director Odd T. Jacobson WSAV-TV Savannah, Georgia	1/22/76
Radio Program With FBIHQ Officials John Otto and Roger Young Station KSTP St. Paul Minnesota	3/17/81
FBI Press Release	4/15/82
Memorial Services FBI Courtyard FBI Headquarters	10/6/82
ABC Radio Program "FBI Radio Show"	1/85

Memorandum

~~SECRET~~



- Dep. Dir. \_\_\_\_\_
- ADD Adm. \_\_\_\_\_
- ADD Inv. \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Cong. Affs. Off. \_\_\_\_\_
- Off. of EEO \_\_\_\_\_
- Off. Liaison & \_\_\_\_\_
- Int. Affs. \_\_\_\_\_
- Off. of Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. Christensen

Date 2/13/91

From : R. G. Prillaman

*Transfer of Records To  
The National Archives*

Subject : PROPOSED CHANGE IN FOREIGN COUNTERINTELLIGENCE MANUAL (FCIM) MANUAL OF ADMINISTRATIVE OPERATIONS AND PROCEDURES (MAOP)

Reference memorandum W. D. Gow to Mr. N. G. Christensen 6/19/90, entitled "Foreign Intelligence Electronic Surveillance (ELSUR) Tapes Destruction of Recordings," copy attached.

PURPOSE: To place in the FCIM and MAOP policy and guidelines as set forth in referenced memorandum that permit the destruction of foreign intelligence/foreign counterintelligence (FCI) electronic surveillance (ELSUR) tapes that no longer have investigative value.

DETAILS:

REASON FOR CHANGE

By referenced memorandum the Intelligence Division, in concert with the Information Management Division and representatives of the National Archives and Records Administration (NARA), developed a disposition plan that permits the destruction of FCI ELSUR-related tapes when ten (10) years old. The plan, when implemented, will reduce significantly the storage space presently required for maintaining ELSUR tapes. While the disposition plan allows the field to identify and justify recordings to be destroyed, it also accommodates the statutory direction to infuse the necessary FBIHQ review for a

Enclosure

*ENCLOSURE*

UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ENCLOSURE

*66-19268-120X*

- 1 - Mr. Gow (Attn: )
- 2 - Mr. Christensen (1 - Division Manual Control Folder)
- 1 - Mr. Evans
- 1 - Mr. Prillaman

- 1 -
- 1 -
- 1 - Manuals Desk
- 1 - 66-19198 (MAOP)
- 1 - 66-19203 (FCIM)
- 1 - *66-19268*

TBD:svc (10)

(CONTINUED - OVER)

DECLASSIFIED BY *SP3 BT/GU*  
ON *7-25-02*

*918,504*

*7-25-2002*  
CLASSIFIED BY: *SP3 BT/ste*  
REASON: *1.5 (c)*  
DECLASSIFY ON: *X1*  
*918,504*

~~SECRET~~

*110*

b6  
b7c

~~SECRET~~

Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures  
(MAOP)

determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by NARA that there be "written justification that the issue of legal rights be examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopsis and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see 18, USC, Section 2518 (8)(a), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten/fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC 1986) in which the six-year statute of limitations was applied to Freedom of Information Act litigation.)

The ten-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U.S. Government in which the recordings may be at issue.

These manual changes were coordinated with the Manuals Desk, Office Management Services Unit, Information Services Section, Information Management Division, prior to the preparation of this memorandum.

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~~SECRET~~

Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures  
(MAOP)

CHANGED TEXT

MAOP, Part III Section 2-4.5.2 (14), page 306, insert the following:

Destruction of Original Foreign Intelligence/Foreign Counterintelligence (FCI) Electronic Surveillance Tape Recordings.

See Foreign Counterintelligence Manual (FCIM), Part I, Section 0.

FCIM, Part I, Section 0-2.6.3, page 11, insert the following:

(11) See Section 0-2.6.11 for instructions regarding destruction of Electronic Surveillance (ELSUR) tape recordings.

Insert the following as new subsection 0-2.6.11:

Destruction of Electronic Surveillance (ELSUR) Tape Recordings

(1) Destruction of Original Foreign Intelligence/Foreign Counterintelligence (FCI) Electronic Surveillance (ELSUR) Tape Recordings

(a) All original tape recordings of ELSURS conducted by the FBI under the provisions of either the Foreign Intelligence Surveillance Act (FISA), those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

SCHEDULE FOR DESTRUCTION

TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

(CONTINUED - OVER)

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~~SECRET~~

Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures  
(MAOP)

SCHEDULE FOR DESTRUCTION

TIME PERIOD

FISA Tapes

Tapes produced from ELSUR of  
foreign powers as defined by Section  
101 (a), (1), (2), (3), (4), (5),  
and (6) of FISA.

10 years

Tapes produced from ELSUR of agents  
of foreign powers as defined by  
Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual  
monitoring or other monitoring  
activities as authorized pursuant  
to the FCIG.

10 years

(b) After expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

1. The complete substantive case caption to include case character;
2. Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General 1/7/72 for a period of 90 days; authorized 1/23/80 by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the FCIG;

(CONTINUED - OVER)

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Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures  
(MAOP)

3. Total number of original tapes recordings made under the authorization specified above, i.e., total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
4. Case status (pending/closed);
5. A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

(2) Destruction of Copies of Original FCI ELSUR Tape Recordings Maintained in an Auxiliary Office (AO);

(a) Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified in (1) above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

1. Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General 1/7/72 for a 90-day period; authorized by the Foreign Intelligence Surveillance Court 2/23/80 for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.

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<sup>5</sup>  
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~~SECRET~~

Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures (MAOP)

2. The total number of copies of original recordings on hand in the AO.

(b) Following this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of ten years. The AO should request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of ten years, AO may destroy copies on hand. Otherwise, copies of the original recordings should be forwarded to the OO in accordance with the current AO file destruction policy. All original documents supporting the ELSUR recordation (e.g. executed consent forms, court orders, Attorney General/U.S. Attorney certifications and/or approvals, etc.) shall be forwarded to OO for appropriate retention in accordance with case file maintenance.

(3) Volunteered Tape Recordings Pertaining To National Security Matters:

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. The actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

(CONTINUED - OVER)

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~~SECRET~~

Memorandum from R. G. Prillaman to Mr. Christensen  
Re: Proposed Change in  
Foreign Counterintelligence Manual (FCIM)  
Manual of Administrative Operations and Procedures  
(MAOP)

INDEX

8. The following entry should be made in MAOP Index page

Destruction of ELSUR Tape Recordings (See FCI Manual).

SAC MEMORANDUM

SAC Memorandum is attached.

RECOMMENDATION: That upon approval of above manual changes and attached SAC Memorandum, this memorandum with enclosure be routed to the Manuals Desk for appropriate handling.

~~7  
SECRET~~

Memorandum



~~SECRET~~

- Dep. Dir. \_\_\_\_\_
- ADD Adm. \_\_\_\_\_
- ADD Inv. \_\_\_\_\_
- Asst. Dir.:
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Rec. Mgnt. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Cong. Affs. Off. \_\_\_\_\_
- Off. of EEO \_\_\_\_\_
- Off. Liaison & Int. Affs. \_\_\_\_\_
- Off. of Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

To : Mr. N. G. Christensen

Date 6/18/90

From : W. D. Gow

Subject : FOREIGN INTELLIGENCE ELECTRONIC SURVEILLANCE (ELSUR) TAPES DESTRUCTION OF RECORDINGS

*Transfer of Records to the National Archives*

This communication is classified ~~SECRET~~ in its entirety.

PURPOSE:

In accordance with the requirements placed on the FBI by the National Archives, this memorandum provides the recommendations of the Intelligence Division (INTD) regarding the destruction of foreign intelligence/foreign counterintelligence (FCI), ELSUR-related recordings maintained in the FBI records keeping system.

RECOMMENDATIONS:

1. That all original electronic surveillance recordings obtained via Foreign Intelligence Surveillance Court authorization, District Court authorization under Title III of the Omnibus Crime Control and Safe Streets Act, Attorney General authorization under Executive Order authority, or FBI Headquarters (FBIHQ) authorization pursuant to the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) be destroyed after a period of ten years from the date of acquisition as indicated in the Details of this memorandum.

*66-19268-95*

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

*GN/PH*

Enclosures *attached*

LSL:ls1 (7)

(RECOMMENDATIONS - CONTINUED)

2 - Mr. G. N. Christensen

1 - Mr. W. D. Gow

(Attn: )

1 - Mr. R. F. Klein

1 - Mr. J. R. Davis

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b7C

1 - Mr. W. M. Baker

3 AUG 10 1990

*7-25-2002*  
CLASSIFIED BY: *SP3 BTJ/abc*  
REASON: 1.5 (C)  
DECLASSIFY ON: X1  
*918,504*

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Classified by: 05  
Declassify on: OADR

*66-19268-120X*  
ENCLOSURE

*RECORDED*  
FBI/DOJ

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

RECOMMENDATIONS (Continued):

2. That the Foreign Counterintelligence Manual be amended to include appropriate instructions for the destruction of ELSUR-related materials as indicated in the Details.

\_\_\_\_\_ 6NC/RGP \_\_\_\_\_  
\_\_\_\_\_ WJDS \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

3. That the National Archives be provided a copy of the ELSUR recording destruction plan by Records Management Division (RMD) as enunciated in the Details.

\_\_\_\_\_ 6NC/RGP \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

DETAILS:

In late 1987 FBIHQ began devising a plan to destroy retained ELSUR tapes and recordings related to the FBI's FCI mission which were no longer of value for investigative purposes. This followed the entry of an order in September of 1986 by Judge Harold H. Green of the U.S. District Court for the District of Columbia in the case captioned American Friends Service Committee v. William H. Webster releasing the FBI from an injunction against destruction of FBI record information. Judge Green had previously enjoined the FBI from destroying FBI records in July, 1981 (Attachment 1).

A tentative plan for destruction of FCI related ELSUR material was prepared and discussed with appropriate representatives of the National Archives in accordance with the requirements of Title 44, United States Code (USC), Section 3302. This section requires that agency record information be destroyed only in accordance with regulations promulgated by the National

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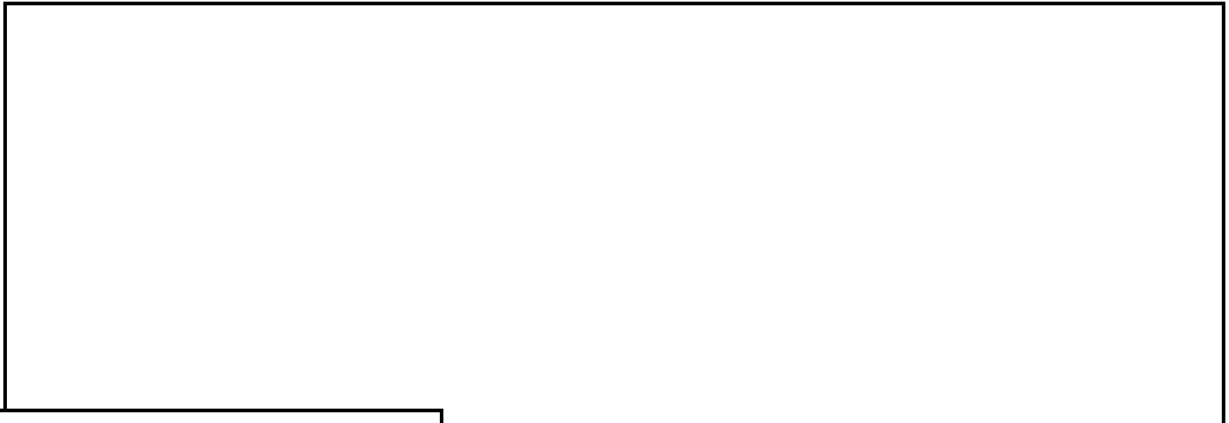
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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

Archives and Records Administration. These regulations are found in Title 36, Code of Federal Regulations (CFR), Section 1228, et seq. (Attachment 2).

Meetings were held between INTD, RMD, and representatives of the National Archives during 1988 and 1989. Because the proposed plan for destruction of FCI related recordings contemplated a method of destruction of elsur recordings maintained by the FBI which include recordings authorized by the Foreign Intelligence Surveillance Court under the authority of the Foreign Intelligence Surveillance Act (FISA) (Title 50, USC, Section 1801, et seq.; recordings authorized by District Court pursuant to Title III; recordings authorized by the Attorney General, and recordings authorized by FBIHQ under authority provided in the FCIG; the National Archives requested that a review be made of the problems related to retaining the original recordings for historical preservation. The Archives specifically asked for an analysis of the volume of recordings to storage ratio and anticipated growth of storage problems (Attachment 3).

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
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Surveillance (ELSUR) Tapes  
Destruction of Records

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The function of providing a method of destruction of ELSUR-related recordings is in keeping with the FBI's statutory mandate to minimize the collection of elsur-related material. Congress expressly directed that all FISA derived recordings be destroyed when their retention is "not necessary for obtaining, producing, or disseminating foreign intelligence information. . ." (House Report 95-1283, Pt. I at page 56). It has been noted by Congress that minimization can best be achieved by the destruction of the recordings which evidence an ELSUR event. This is more important when viewing FISA related activity. Under FISA it is possible to automatically acquire and record all activity which transpires on a premises or facility subject to surveillance. This process allows for after acquisition review to minimize communications which may have been recorded. This after acquisition process means that, during the collection of intelligence information, it is possible that information about U.S. persons, including persons who are not the authorized subjects of the surveillance, may inadvertently be acquired. FISA requires that such non-pertinent communications be minimized from the surveillance. This is accomplished by not logging or entering such communications into the General or ELSUR Indices. However, the logging of communications is discretionary. A nonpertinent communication may be logged and indexed if, at the time of the communication, it appears that the recorded information may have value. Consequently, so long as the tapes are retained, the potential for recovering such communications exists and minimization is not absolute until such time as the recordings are destroyed.

While the tapes must be destroyed to fulfill minimization requirements, they should be retained for a sufficient period of time to satisfy the legal rights of individuals who claim through

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

litigation that they have been the object of unlawful ELSUR related activity. Consequently, in cases where litigation is present involving ELSUR related recordings, the recordings are to be preserved until all legal appeals have been exhausted. (With regard to FISA authorized ELSURs, it should be noted that such instances are extremely rare. In the first eleven years of FISA, there have been no more than fifty cases in which FISA authorized recordings have been the subject of litigation.

The following described plan of destruction of ELSUR-related material is believed to fulfill the field's need to reduce the storage space presently required for maintaining records which are no longer of investigative value. It is also believed that it will allow the field to identify and justify recordings to be destroyed and, yet, accommodate the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared document will fulfill the requirement imposed by the National Archives that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see 18, USC, Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten\fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The proposed ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC. 1986) in which the six year statute of limitations was applied to Freedom of Information Act litigation.)

The proposed ten year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the government and the minimization requirements imposed by FISA. The plan will also allow for the retention of recordings during the pendency of any litigation involving the U. S. Government in which the recordings may be at issue.

#### PLAN OF DESTRUCTION

#### ORIGINAL TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the FCIG are to be retained in accordance with the following schedule:

<u>SCHEDULE FOR DESTRUCTION</u>	<u>TIME PERIOD</u>
All tapes collected prior to the enactment of FISA (pre-1979)	10 years
<u>FISA Tapes</u>	
Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA	10 years
Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA	10 years

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

SCHEDULE FOR DESTRUCTION

TIME PERIOD

Consensual Monitoring

Tapes produced from consensual  
monitoring or other monitoring  
activities as authorized pursuant to  
the FCIG

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- a) The complete substantive case caption to include case character;
- b) Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General 1/7/72 for a period of 90 days; authorized 1/23/80 by the Foreign Intelligence Surveillance Court for a period of one year; or consensual monitoring authorized for 90 days pursuant to the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations;
- c) Total number of original tape recordings made under the authorization specified above, i.e., total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- d) Case status (pending/closed);
- e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

COPIES OF ORIGINAL TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS MAINTAINED IN AN AUXILIARY OFFICE (AO):

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

- a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, i.e., authorized by Attorney General 1/7/72 for a 90-day period; authorized by the Foreign Intelligence Surveillance Court 2/23/80 for a one-year period; or consensual monitoring authorized for a 90-day period pursuant to the FCIG.
- b) The total number of copies of original recordings on hand in the AO.

Following the receipt of this information, the AO should request the OO verify that the original recordings are on hand within the OO and are being retained for a period of ten years. The AO should request that the OO provide this information in writing. Upon notification that original recordings are being maintained in the OO for a period of ten years, AO may destroy copies on hand. Otherwise, copies of the

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Memorandum from W. D. Gow to Mr. N. G. Christensen  
Re: Foreign Intelligence Electronic  
Surveillance (ELSUR) Tapes  
Destruction of Records

original recordings must be retained in the AO in accordance with the general ten-year destruction policy.

VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY MATTERS:

Original and/or copies of non-FBI ELSUR recordings, voluntarily turned over to the FBI by anyone outside the Bureau, shall be retained for a reasonable period of time, to be determined by the office in possession of the recording. Receipt of such recordings should be appropriately documented in the case file. When it is determined the recording is not of evidentiary value or no longer serves a purpose to the office, it should be returned to the contributor. The contributor should be contacted in this regard and advised it is no longer necessary to retain the recording within our custody. Request that the contributor retrieve the recording at the local FBI field office within a specified reasonable period of time. In the event the contributor does not wish to have the recording returned, or no effort to retrieve the recordings has been made within a reasonable period of time, the recording may be destroyed. The actual disposition of the recording should be recorded on the FD-597 (Receipt of Property Received/Returned/Released) and on the FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence).

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

(Typed February 13, 1991)

PERSONAL ATTENTION

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

RE: DESTRUCTION OF FIELD FILES  
AND RECORDS - FOREIGN INTELLIGENCE  
ELECTRONIC SURVEILLANCE (ELSUR) TAPES

Set forth herein is a disposition plan that permits the destruction of ELSUR tapes when ten (10) years old, thus, reducing significantly the storage space presently required for maintaining such tapes that are no longer of investigative value. While the disposition plan allows the field to identify and justify recordings to be destroyed, it accommodates the statutory direction to infuse the necessary FBIHQ review for a determination of historical interest in maintaining certain recordings. The field-prepared documentation will fulfill the requirement imposed by the National Archives and Records Administration that there be "written justification that the issue of legal rights has been examined, that the rights of individuals should be exhausted after so many years, [and] that the retained case file should satisfactorily document the major portions of tapes through synopses and verbatim transcripts." The existence of synopses and transcripts within the case file is especially significant since the majority of recordings are of conversations in a foreign language. The transcripts are generally no more than brief translations of these conversations.

- 1 - Mr. Klein
- 1 - Mr. Christensen
- 1 - Mr. Evans
- 1 - Mr. Prillaman
- 1 - [Redacted]
- 1 - Manuals Desk

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-7-03 BY 60290BCE/AL  
918,504

TBD:sc (10)

SEE NOTE PAGE 6

Memorandum To All Special Agents in Charge  
Re: Destruction of Field Files  
and Records - Foreign Intelligence  
Electronic Surveillance (ELSUR) Tapes

The ten-year time frame is consistent with the requirements present in maintaining Title III ELSUR material (see Title 18, U.S. Code (USC), Section 2518 (8)(a)), and also takes into account the present state of technology which suggests that the chemicals used in producing tapes and digital materials will begin to break down after a ten\fifteen-year period, thus leaving the recordings in a potentially nonrecoverable state.

The ten-year retention period will further permit the tapes to remain in existence for a period sufficiently long in time to satisfy the statute of limitations for actions against the Government. As provided by Title 28, USC, Section 2401(a), an action must be brought within six years from the time the right of action first accrues. Absent willful misrepresentation (i.e., denial of the existence of recordings), the statute of limitations would toll six years from the date the recordings were made. (See Spannaus v. United States Department of Justice, 643 F.Supp. 698 (DC. 1986) in which the six-year statute of limitations was applied to Freedom of Information Act litigation.)

The ten-year retention period will satisfy both the legal requirements for the protection of individuals who are involved in litigation with the Government and the minimization requirements imposed by the Foreign Intelligence Surveillance Act (FISA). The plan will also allow for the retention of recordings during the pendency of any litigation involving the U. S. Government in which the recordings may be at issue.

#### PLAN OF DESTRUCTION

##### DESTRUCTION OF ORIGINAL FOREIGN INTELLIGENCE/FOREIGN COUNTERINTELLIGENCE (FCI) TAPE RECORDINGS:

All original tape recordings of ELSURS conducted by the FBI under the provisions of either FISA, those authorized by the Attorney General prior to FISA, and consensual monitoring authorized under the Attorney General Guidelines for FBI Foreign Intelligence Collection and Foreign Counterintelligence Investigations (FCIG) are to be retained in accordance with the following schedule:

Memorandum To All Special Agents In Charge  
Re: Destruction of Field Files  
and Records - Foreign Intelligence  
Electronic Surveillance (ELSUR) Tapes

SCHEDULE FOR DESTRUCTION

TIME PERIOD

All tapes collected prior to the enactment of FISA (pre-1979).

10 years

FISA Tapes

Tapes produced from ELSUR of foreign powers as defined by Section 101 (a) (1), (2), (3), (4), (5), and (6) of FISA.

10 years

Tapes produced from ELSUR of agents of foreign powers as defined by Section 101 (b) of FISA.

10 years

Consensual Monitoring

Tapes produced from consensual monitoring or other monitoring activities as authorized pursuant to the FCIG.

10 years

After the expiration of the appropriate period, the field office should forward an airtel to FBIHQ marked to the attention of the Intelligence Division, captioned "Destruction of Original ELSUR Tape Recordings." This communication should request authority to destroy recordings and contain the following information:

- (a) The complete substantive case caption to include case character;
- (b) Information pertinent to the authorization. Specifically, who or what entity authorized the ELSUR usage, date authorization was granted and the number of days for which the authority was granted, i.e., authorized by the Attorney General January 7, 1972, for a period of 90 days; authorized January 23, 1980, by the Foreign Intelligence Surveillance Court for a period of one year;



Memorandum To All Special Agents In Charge  
Re: Destruction of Field Files  
and Records - Foreign Intelligence  
Electronic Surveillance (ELSUR) Tapes

or consensual monitoring authorized for 90 days pursuant to the FCIG;

- (c) Total number of original tape recordings made under the authorization specified above, *i.e.*, total number of original recordings on hand in this matter and the number of tapes sought to be destroyed if different from the total on hand;
- (d) Case status (pending/closed);
- (e) A statement that a field record review has been made ensuring that all potential legal issues have been resolved; that there is no pending litigation related to recordings subject to destruction; that no individual rights will be impaired through the destruction of recordings; and that the retained case file will satisfactorily document the information contained in the pertinent portions of tapes through synopsis or transcripts maintained within the case file.

No action should be taken by the field office prior to receipt of a response from FBIHQ.

DESTRUCTION OF COPIES OF ORIGINAL FCI TAPE RECORDINGS MAINTAINED IN AN AUXILIARY OFFICE (AO): 5)

Copies of national security tape recordings maintained in an AO may be destroyed after a one-year period following contact with the office of origin (OO) to ensure original tape recordings are being retained as specified above. This contact should be initiated by the AO in an airtel prepared under the complete substantive case caption, to include the case character, and containing the following information:

- (a) Information pertinent to the authorization, specifically, who or what entity authorized the ELSUR usage, the date authorization was granted, the number of days for which authority was granted, *i.e.*, authorized by Attorney General January 7, 1972, for a 90-day period; authorized by the

Memorandum To All Special Agents In Charge  
Re: Destruction of Field Files  
and Records - Foreign Intelligence  
Electronic Surveillance (ELSUR) Tapes

)  
Foreign Intelligence Surveillance Court  
February 23, 1980, for a one-year period; or  
consensual monitoring authorized for a 90-day  
period pursuant to the FCIG.

- (b) The total number of copies of original recordings  
on hand in the AO.

Following this information, the AO should request the  
OO verify that the original recordings are on hand within the OO  
and are being retained for a period of ten years. The AO should  
request that the OO provide this information in writing. Upon  
notification that original recordings are being maintained in the  
OO for a period of ten years, AO may destroy copies on hand.  
Otherwise, copies of the original recordings should be forwarded  
to the OO in accordance with the current AO file destruction  
policy. All original documents supporting the ELSUR recordation,  
(e.g. executed consent forms, court orders, Attorney General/U.S.  
Attorney certifications and/or approvals, etc.) shall be  
forwarded to OO for appropriate retention in accordance with case  
file maintenance.

VOLUNTEERED TAPE RECORDINGS PERTAINING TO NATIONAL SECURITY  
MATTERS:

Original and/or copies of non-FBI ELSUR recordings,  
voluntarily turned over to the FBI by anyone outside the Bureau,  
shall be retained for a reasonable period of time, to be  
determined by the office in possession of the recording. Receipt  
of such recordings should be appropriately documented in the case  
file. When it is determined the recording is not of evidentiary  
value or no longer serves a purpose to the office, it  
should be returned to the contributor. The contributor should be  
contacted in this regard and advised it is no longer necessary to  
retain the recording within our custody. Request that the  
contributor retrieve the recording at the local FBI field office  
within a specified reasonable period of time. In the event the  
contributor does not wish to have the recording returned, or no  
effort to retrieve the recordings has been made within a  
reasonable period of time, the recording may be destroyed. The  
actual disposition of the recording should be recorded on the  
FD-597 (Receipt of Property Received/Returned/Released) and on  
the FD-192 (Bulky Exhibit-Inventory of Property Acquired as  
Evidence).

Memorandum To All Special Agents In Charge  
Re: Destruction of Field Files  
and Records - Foreign Intelligence  
Electronic Surveillance (ELSUR) Tapes

Manual changes are forthcoming.

William S. Sessions  
Director

NOTE: Based on R. G. Prillaman to Mr. Christensen memorandum 2/6/91, captioned "Proposed Change In the Foreign Counterintelligence Manual (FCIM) And the Manual of Administrative Operations and Procedures (MAOP)," and W. D. Gow to N. G. Christensen memorandum 6/18/90, entitled "Foreign Intelligence Electronic Surveillance (ELSUR) tapes; Destruction of Recordings."

# National Archives



Washington, DC 20408

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SRC'D  
SER den  
REC

March 11, 1991

Mr. Randolph G. Prillaman  
Section Chief  
Information Services Section IMD  
FBIHQ  
10th and Pennsylvania Avenue NW  
Washington, DC 20535

*TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES*

Dear Mr. Prillaman:

We have completed our review of three SF 258s offering to transfer still photographs, videotapes, and motion picture films. Please ship the three accessions as follows:

1. NN3-65-91-7 (Still Pictures)

Send to: Still Picture Branch  
NNSP Room 18E  
National Archives  
8th & Pennsylvania Ave. NW  
ATTN: Ed McCarter

*# 7 missing - not rec'd with letter. 8/14/91*

*Delivered Separately by letter dated 3/15/91*

2. NN3-65-91-3 (Videotapes - Public Affairs)  
NN3-65-91-4 (Academy Training Films)

Send to: Motion Picture, Sound & Video Branch  
NNSM

[Redacted]

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ATTN: [Redacted]

[Redacted]

Please mark the shipments with the appropriate accession number. If you have any questions, please contact me at

[Redacted]

Sincerely,

[Redacted Signature]

Assistant Branch Chief  
Motion Picture, Sound and  
Video Branch

*66-19268-12*

[Redacted Box]

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ENCLOSURE ATTACHED  
Enclosures

ENCLOSURE



66-19268-121

**ENCLOSURE**

MMF

<b>REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES</b> (See Instructions on reverse)	LEAVE BLANK		RG <b>65</b>
	UNIT	DATE RECEIVED	UNIT
			<b>NNT</b>
	JOB NUMBER <b>NN3-065-91-003</b>		JOB NUMBER

1. TYPE OF ACTION	2. TO	3. UNIT THAT CREATED THE RECORDS	
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS <input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS	<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NCID), WASHINGTON, DC 20408 <input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NNB), WASHINGTON, DC 20408 <input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION b6 b7C	A. AGENCY OR ESTABLISHMENT <b>Department of Justice</b> B. MAJOR SUBDIVISION <b>Federal Bureau of Investigation (FBI)</b> C. MINOR SUBDIVISION <b>Office of Public Affairs [Creator]</b> D. NAME OF UNIT <b>Information Management Division (Custodian)</b> E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS F. TELEPHONE (Include area code)	
4. CURRENT LOCATION OF RECORDS	<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) <b>FBIHQ; 10th &amp; Pennsylvania Avenue, N.W.; Washington, D.C.</b> <input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)		C. REQUESTED TRANSFER DATE <b>ASAP</b>

5. RECORDS DATA			
A. DESCRIPTION OF RECORDS (Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary.) <input type="checkbox"/> SF 135 ATTACHED. <input checked="" type="checkbox"/> SEPARATE SHEET(S) ATTACHED.			
<b>Videotapes [circa 1978-86] created by the FBI Office of Public Affairs at FBIHQ, Washington, D.C. Most of the material was made specifically for the FBI, however some of the material may have copyright restrictions. Material is in 3/4 inch [videotape] format.</b>			
B. EST. VOLUME	C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)	D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)	
cu. ft. / cu. mtr.		<b>NARA General Restrictions apply. No specific restrictions to be imposed by the FBI.</b>	
1	No		

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO. <b>N1-65-91-1</b>	F. AGENCY REMARKS:
--	--------------------

6. STATEMENT OF AGENCY REPRESENTATIVE			
The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.			
A. SIGNATURE OF AGENCY REPRESENTATIVE	B. TITLE	C. MAILING ADDRESS	D. DATE
<i>[Signature]</i>	<b>Section Chief Information Services</b>	<b>FBIHQ; 10th and Pennsylvania; Washington, D.C. 20535</b>	<b>1/30/91</b>

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION							
A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
<input checked="" type="checkbox"/> APPROVED	<i>gs</i>	<i>NNDA</i>	<i>2/20/91</i>	<i>[Signature]</i>	<i>NNT</i>	<i>3-7-91</i>	
<input type="checkbox"/> DISAPPROVED							

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING
<i>Under review</i>

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE	
<i>[Signature]</i>	<i>Acting Director Special Services</i>	<b>3/7/91</b>	
8. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE	C. TITLE
	<i>[Signature]</i>		

FBIHQ OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

Interview of John G. Devine  
Special Agent in Charge - New Haven  
On the NBC Program  
"Connecticut Newsmakers"  
8/17/78

Director's Update  
With William H. Webster  
2/9/79

Presentation of Proposed FBI Charter  
Bonaparte Auditorium  
FBIHQ  
7/31/79

Distinguished Lecturer Series  
General of the Army Omar N. Bradley  
Bonaparte Auditorium  
FBIHQ  
1/23/81

Interview of William H. Webster  
RE: "Operation Bancoshares"  
The TODAY Show - NBC Network  
8/7/81

FBI 75th Anniversary Gala  
Washington Hilton Hotel  
Washington, D.C.  
7/23/83

FBI Day Celebration  
Signing of Presidential Proclamation  
FBIHQ Courtyard  
7/26/83

Interview of William H. Webster  
By Mr. Fred Graham  
CBS Program - NIGHTWATCH  
1/4/85

Segment from the MACNEIL/LEHRER NEWS HOURS  
Public Broadcasting System  
"Spy Arrest"  
6/27/86

Television Appearance by William H. Webster  
On TV Program "In the Face of Terrorism:  
Protecting a Free Society"  
Produced by the Columbia University Graduate School of Journalism  
9/27/86

FBIHO OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

"The Call of Duty: The Lou Peters Story"  
NO DATE

"Missing Children"  
A FBI Public Service Announcement  
With Mr. Bill Cosby  
(Video Clips)  
NO DATE



MMF

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES (See Instructions on reverse)

LEAVE BLANK UNIT DATE RECEIVED UNIT NNT DATE RECEIVED JOB NUMBER NN3-065-91-004 JOB NUMBER

1. TYPE OF ACTION: B. TRANSFER OF SCHEDULED RECORDS. 2. TO: NATIONAL ARCHIVES. 3. UNIT THAT CREATED THE RECORDS: Department of Justice, Federal Bureau of Investigation (FBI), FBI Academy Training Division (Creator), Information Management Division (Custodian). 4. CURRENT LOCATION OF RECORDS: FBIHQ; 10th & Pennsylvania Avenue, N.W.; Washington, D.C. C. REQUESTED TRANSFER DATE: ASAP

5. RECORDS DATA: A. DESCRIPTION OF RECORDS: Academy Training Division at Quantico, Virginia. Material consists of prints only and does not include originals, inter-negatives or scripts. Material is in 16mm [film], 35mm [film] and 3/4 inch [videotapes] formats. B. EST. VOLUME: 8 cu. ft. C. ARE RECORDS SUBJECT TO PRIVACY ACT? No. D. SPECIFIC RESTRICTIONS TO BE IMPOSED: NARA General Restrictions apply. No specific restrictions to be imposed by the FBI.

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO. N1-65-91-4 F. AGENCY REMARKS:

6. STATEMENT OF AGENCY REPRESENTATIVE: The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States.

A. SIGNATURE OF AGENCY REPRESENTATIVE: [Signature] B. TITLE: Section Chief Information Services C. MAILING ADDRESS: FBIHQ 10th & Pennsylvania Ave., N.W. Washington, D.C. 20535 D. DATE: 1/30/91

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION: A. ACTION: APPROVED. B. NARS CONCURRENCES: [Table with initials, unit, and date for NODA and NNSM]. C. FOR NARS USE ONLY.

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING: Unclassified

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE: [Signature] F. TITLE: Acting Director Special Projects G. DATE: 3/7/91

8. RECORDS RECEIVED NARS DEPOSITORY: A. DATE, B. SIGNATURE, C. TITLE

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

Applications

Bank Robberies

Baton Training

Beat Patrol and Observation

Black Panther Party

Burglary Investigations

Courtroom Demeanor and Testifying

Crash Avoidance

Crowds And Their Behavior

Defensive Tactics

Documents Examinations

Double Action

Driving on the Highway

~~Driving in the City/Driving on the Highway/Driving at Night~~

Driving Under Adverse Conditions

Effective Questioning

Electronic Fingerprint I.D.

~~Examinations of Soils, Minerals, Hairs/Fibers, Tool Marks and  
Tire/Shoe Impressions~~

Examinations of Stolen Cars

~~FBI Academy~~

FBI Crime Lab

FBI Crime Scenes

FBI Ranges

Felony Vehicle Stop

FINDER

Firearms Examinations

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

Firebombs

Focus on the FBI

Forcible Entry: Excuse and Trickery

Forcible Entry: Knock and Notice

Fundamentals of Double Action Shooting

Fundamentals of Single Action Shooting

Games People Play

Hit and Run Investigations

Holdup

Iberia Hampton, et. al.

"I Told Them Exactly How To Do It"

Illegal Gambling

Instrumental Examinations

Interviews

J. Edgar Hoover - 40th Anniversary

Killed or Be Killed

Low Treason

Messages of Great Patriots - J. Edgar Hoover

Mouth to Mouth Rescue Breathing

National Academy Convention; Pal Alto, California

NCIC

Neutron Activation Analysis

Not All Cops; Not All Kids

One at a Time

On Guard Bunco

On the Outside Looking In

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

On the Record

Operation Abolition

Operation Abolition: The Story of Communism in Action

Paranoid Conditions

People and the Police: Oakland, California

Person to Person Communication

Physical Evidence

Policeman Killed

The Positive Image

Protecting Society's Protectors

Routine Stops

Salvage Racket

Searching Crime Scenes

Second Revolution in Banking

Senior Power and How to Use It

Separating and Compromising

Serology Examinations

Single Action Revolver Shooting

Shooting for Survival

Social Class in America

Stay Alert; Stay Alive

Sterotypes

Stolen Car

Teach Them Now

Texas City Disaster

"Today's FBI" - The TV Pilot Show

FBI ACADEMY TRAINING DIVISION FILMS - 16 MM

Tough Minded Supervision for Law Enforcement

Traffic Film

Victim or Witness

"Who Did What To Whom"

"Who's It Going To Be"

"Whose Neighborhood Is This"

"You Pack Your Own Chute"

Your FBI (Full Print)

Your FBI (Clips)

FBI ACADEMY TRAINING DIVISION FILMS - 35MM

The FBI Story (Clips)

FBI ACADEMY TRAINING DIVISION VIDEOTAPES - 3/4 INCH

The Academy - A British Broadcasting Corporation Production

FBI National Academy - 112th Session Graduation Ceremonies

Firearms Ranges

Hostage Rescue Team (HRT) Demonstration

"Hostile Intelligence Threat" - Foreign Counterintelligence  
Remarks by William H. Webster

The KGB - A Turner Broadcasting System Production

"Killer Bullet" - NBC News Magazine

"Why Drugs?"

"You Can't Get Away With It: Behind the Scenes With the G-Men

Your FBI

Memorandum



Dep. Dir. \_\_\_\_\_  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir.::  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_  
 Off. Liaison & \_\_\_\_\_  
 Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

**CLASS**         
**SRC'D**         
**SER**         
**REC**       

To : Mr. Christensen *[Signature]* Date 4/29/91  
 From : R. G. Prillaman *[Signature]*  
 Subject : TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

Reference R. G. Prillaman to Mr. Christensen memorandum dated 11/16/90.

**PURPOSE:** To place five "Request For Records Disposition Authority" (SF-115), received from NARA, on record.

**RECOMMENDATION:** None. For information only.

**APPROVED:**  
 Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_ Off. of Liaison \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_ & Int. Affs. \_\_\_\_\_  
 Director \_\_\_\_\_ Ident. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_ Off. of \_\_\_\_\_  
 Dep. Dir. \_\_\_\_\_ Info. Mgmt. \_\_\_\_\_ Training \_\_\_\_\_ Public Affs. \_\_\_\_\_  
 ADD-Adm. \_\_\_\_\_ Inspection \_\_\_\_\_ Cong. Affs. Off. \_\_\_\_\_  
 ASD-Inv. \_\_\_\_\_ Intell. \_\_\_\_\_ Off. of EEO \_\_\_\_\_

**DETAILS:** Referenced memorandum set forth the details pertaining to the request for disposition authority, from NARA, for specific types of records not previously addressed by the provisions of the FBI Records Retention Plan and Disposition Schedule. Destruction authority was sought from NARA for two types of records which have no continuing administrative value. Transfer authority was sought for four types of records which have potential historical research value. The specific types of records are identified as follows:

Records Having No Administrative Value

- 1) Field Office Special Surveillance Group (SSG) Daily Worksheet Files
- 2) Movement Of Foreign National Control Files

Enclosures

66-19268

- 1 - IMD Front Office
- 1 - Mr. Prillaman
- 1 -

b6  
b7C

1 -   
 1 -

WS:sc (6)

(CONTINUED - OVER)

*4-25*

ENCLOSURE ATTACHED  
 ENCLOSURE

*66-19268-122*

Memorandum from R. G. Prillaman to Mr. Christensen  
RE: Transfer of Records to the National Archives  
And Records Administration (NARA)

Records Having Historical Research Value

- 1) Office Of Public Affairs (OPA) Still Photography
- 2) OPA Videotapes
- 3) FBI Academy Training Division Films/Videotapes
- 4) OPA Audio Tapes

The attached five SF-115s were hand-delivered to the Records Disposition and Archival Subunit by Dr. John Faibisy, Appraisal Archivist, NARA. The SF-115 pertaining to the OPA audio tapes were received by RDAS by NARA letter dated 1/18/91 and was placed on record, as an enclosure to this letter.

RED SEAL CLASP  
KRAFT  
NO. 80 SIZE 9 X 12

66-19268-122  
ENCLOSURE



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO.

*NI-65-91-3*

DATE RECEIVED

*11-21-90*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

[Redacted]

b6  
b7C

[Redacted]

*3/14/91*

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

*11/20/90*

*Randolph A. Brillman*

**Section Chief  
Information Services Section  
Information Management Division**

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**Field Office Special Surveillance Group (SSG)  
Daily Worksheets Files**

Daily worksheets of Field Office SSG teams, which maintain a continuing surveillance primarily for foreign counter-intelligence purposes. Files are arranged in monthly volumes by date and workshift. The purpose of the worksheets is to assist in the maintenance of statistics for administrative purposes. The volumes are non-investigative files. Any pertinent investigative information recorded on the worksheets is entered in the appropriate investigative case file(s) in the form of a report or letterhead memorandum. As field offices no longer need this type of internal reporting system, the daily worksheets have become obsolete.

**DESTROY when no longer needed for administrative purposes.**

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. **NI-65-91-2**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**11-21-90**

1. FROM (Agency or establishment)

**Department of Justice**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

**Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

b6  
b7C

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**3/12/91**



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of two page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**Section Chief  
Information Services Section  
Information Management Division**

**11/20/90**



7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**Movement Of Foreign National Control Files**

Federal Bureau of Investigation (FBI) Headquarters (HQ) and Field Office control files relating to the movement of foreign nationals to and from the United States. The files contain requests for name checks, copies of non-immigrant visa applications, copies of Declarations of Customs, copies of official passports, etc. The files relate to individuals or groups who have applied for visas or those individuals or groups who have been issued visas to enter the U.S. for short-term visitation. At present time, these control files are maintained in case file classifications 64, 105, 200 - 203, 215 - 229, 246 and 247, and may be accumulated in new case file classifications which may be created in the future.

Under normal circumstances, full investigations are not conducted on these individuals or groups. In the rare instance where a full investigation is conducted and a case file is developed, documents for the control files are placed in an investigative case file. Disposition of these full investigative case files will be handled in accordance with that portion of the FBI Records Retention Plan and Disposition Schedule which applies to the specific case file classification. The documents are entered into both the FBIHQ General Indices and the Field Office indices. The documents, however, have a short-term administrative value and consume valuable resources to maintain.

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO.

PAGE

2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The FBI is requesting disposition authority to include both the current file holdings as well as future accumulations in the existing case file classifications and any new case file classifications which may be created.</p> <p>A. <u>FBIHQ Movement Of Foreign National Control Files</u></p> <p>DESTROY, along with related indices, when 3 years old or when no longer needed, whichever comes later.</p> <p>B. <u>Field Office Movement Of Foreign National Control Files</u></p> <p>DESTROY, along with related indices, when 3 years old or when no longer needed, whichever comes later.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. **NI-65-91-5**

DATE RECEIVED **11-21-90**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

ARCHIVIST OF THE UNITED STATES

DATE **2/13/91**

*[Signature]*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

*[Redacted]*

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*[Redacted]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**Section Chief  
Information Services Section  
Information Management Division**

**11/20/90**

*Randolph A. Williams*

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Office of Public Affairs Still Photography  
[Circa 1930 - 85]

Federal Bureau of Investigation photographs and slides maintained by the Office of Public Affairs for reference and publicity purposes. Photography and slides includes that of major cases from the 1930's to the present, as well as daily operations and personal interest pictures. Approximately one-third of the prints have negatives and approximately one-fourth are captioned. Photography and slides are basically unarranged. However, a general subject list of the photographs and slides is attached to this disposition request for easy reference purposes. Volume is approximately 8 cubic feet.

PERMANENT. Transfer to NARA immediately. During archival processing, NARA may destroy photographs or slides lacking historical value, inferior photography, duplicates and prints or slides lacking captions or negatives.

Office of Public Affairs Still Photography  
[Circa 1930 - 85]

BOX 1

Old Department of Justice  
Buildings  
J. Edgar Hoover Building  
Executives Conference  
Deputy Assistant Directors  
Sports and Recreation  
Publications  
The FBI - TV Show  
Distinguished Visitors  
Distinguished Lecture Series  
J. Edgar Hoover - Office  
J. Edgar Hoover - 40th Anniversary  
Memorabilia  
J. Edgar Hoover - Miscellaneous  
Field Division Districts  
Hijackings and Kidnappings  
FBI Agent Slain in the Line of  
Duty  
First Female Agents  
Division of Investigation Cases  
Miscellaneous Unidentified  
Photography  
Art Theft  
Civil Rights  
Organized Crime

BOX 2

Tour Route  
FBIHQ Identification Division  
FBIHQ Training Division (Quantico)

BOX 3

Support Employees  
Records Management Division  
Criminal Investigative Division  
Laboratory Division

BOX 4

Armed Robbery  
Cases of Violence

BOX 5

Espionage (General)  
Saboteurs  
Anarchists  
Patty Hearst Kidnapping  
Case (Slides)

BOX 6

William H. Webster  
Clarence M. Kelley  
Memorial Service  
75th Anniversary of the  
FBI  
Drug Task Force  
Conference  
Attorney General's Annual  
Awards Ceremony -  
1/17/83

BOX 7

FBIHQ Laboratory Division  
(Slides)

BOX 8

Slides prepared for the  
75th Anniversary of the  
FBI  
Miscellaneous Slides  
including:  
Former Directors  
FBI Seal  
J. Edgar Hoover  
Building  
Various FBIHQ Divisions  
Identification  
Training (Quantico)  
Laboratory  
Technical Services

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. *N1-65-91-1*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
*11-21-90*

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

**Department of Justice**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

b6  
b7C

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

*2/2/91*

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**Section Chief  
Information Services Section  
Information Management Division**

*11/20/90*

*Randolph N. Pullman*

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**OFFICE OF PUBLIC AFFAIRS VIDEOTAPES**  
**[Circa 1978 - 86]**

Videotapes maintained by the Office of Public Affairs at FBI Headquarters, Washington, D.C. The materials were used by the Office of Public Affairs for reference and publicity purposes. Most of the material was made specifically for the FBI, however some of the material may have copyright restrictions. The materials focus on specific events at FBIHQ or specific activities which relate to the operations of the FBI. The material is in the 3/4 inch (videotape) format. A general list of the subject matter of the material is attached to this disposition request.

**PERMANENT.** Transfer immediately to NARA. During archival processing, NARA may destroy materials lacking historical value, poor quality materials or duplicate material, *without further notification to the agency.*

FBIHQ OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

Interview of John G. Devine  
Special Agent in Charge - New Haven  
On the NBC Program  
"Connecticut Newsmakers"  
8/17/78

Director's Update  
With William H. Webster  
2/9/79

Presentation of Proposed FBI Charter  
Bonaparte Auditorium  
FBIHQ  
7/31/79

Distinguished Lecturer Series  
General of the Army Omar N. Bradley  
Bonaparte Auditorium  
FBIHQ  
1/23/81

Interview of William H. Webster  
RE: "Operation Bancoshares"  
The TODAY Show - NBC Network  
8/7/81

FBI 75th Anniversary Gala  
Washington Hilton Hotel  
Washington, D.C.  
7/23/83

FBI Day Celebration  
Signing of Presidential Proclamation  
FBIHQ Courtyard  
7/26/83

Interview of William H. Webster  
By Mr. Fred Graham  
CBS Program - NIGHTWATCH  
1/4/85

Segment from the MACNEIL/LEHRER NEWS HOURS  
Public Broadcasting System  
"Spy Arrest"  
6/27/86

Television Appearance by William H. Webster  
On TV Program "In the Face of Terrorism:  
Protecting a Free Society"  
Produced by the Columbia University Graduate School of Journalism  
9/27/86

FBIHQ OFFICE OF PUBLIC AFFAIRS VIDEOTAPES - 3/4 INCH

"The Call of Duty: The Lou Peters Story"  
NO DATE

"Missing Children"  
A FBI Public Service Announcement  
With Mr. Bill Cosby  
(Video Clips)  
NO DATE



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-65-91-4**

DATE RECEIVED **11-21-90**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

ARCHIVIST OF THE UNITED STATES

DATE **2/13/91**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

3. MINOR SUBDIVISION  
**Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
[Redacted] b6 b7C

5. TELEPHONE EXT. [Redacted]

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of one page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE **11/20/90** C. SIGNATURE OF AGENCY REPRESENTATIVE *Randolph D. Williams* D. TITLE **Section Chief  
Information Services Section  
Information Management Division**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center"><b>FBI ACADEMY TRAINING DIVISION FILMS/VIDEOTAPES</b> [Circa 1960 - 86]</p> <p>Films and videotapes maintained by the Federal Bureau of Investigation Academy Training Division at Quantico, Virginia. The materials were used for the training of FBI personnel (at the FBI Academy) and the training of personnel from other Federal agencies, state and local law enforcement agencies and international police organizations (at the FBI National Academy). This offer consists of prints only and does not include originals, inter-negatives or scripts. Most of the materials were made specifically for the FBI, however some of the materials have copyright restrictions. The materials focus on specific technical aspects of law enforcement and further document improvements in the FBI methods, as well as changes in emphasis. The material is in 16mm (film), 35mm (film) and 3/4 inch (videotape) formats. A general list of subject matter is attached to this disposition request.</p> <p><u>PERMANENT.</u> Transfer immediately to NARA. During archival processing, NARA may destroy materials lacking historical value, poor quality materials or duplicate material, without further notification to the agency.</p>		

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

Applications

Bank Robberies

Baton Training

Beat Patrol and Observation

Black Panther Party

Burglary Investigations

Courtroom Demeanor and Testifying

Crash Avoidance

Crowds And Their Behavior

Defensive Tactics

Documents Examinations

Double Action

Driving on the Highway

~~Driving in the City/Driving on the Highway/Driving at Night~~

Driving Under Adverse Conditions

Effective Questioning

Electronic Fingerprint I.D.

Examinations of Soils, Minerals, Hairs/Fibers, Tool Marks and  
Tire/Shoe Impressions

Examinations of Stolen Cars

FBI Academy

FBI Crime Lab

FBI Crime Scenes

FBI Ranges

Felony Vehicle Stop

FINDER

Firearms Examinations

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

Firebombs

Focus on the FBI

Forcible Entry: Excuse and Trickery

Forcible Entry: Knock and Notice

Fundamentals of Double Action Shooting

Fundamentals of Single Action Shooting

Games People Play

Hit and Run Investigations

Holdup

Iberia Hampton, et. al.

"I Told Them Exactly How To Do It"

Illegal Gambling

Instrumental Examinations

Interviews

J. Edgar Hoover - 40th Anniversary

Killed or Be Killed

Low Treason

Messages of Great Patriots - J. Edgar Hoover

Mouth to Mouth Rescue Breathing

National Academy Convention; Pal Alto, California

NCIC

Neutron Activation Analysis

Not All Cops; Not All Kids

One at a Time

On Guard Bunco

On the Outside Looking In

FBI ACADEMY TRAINING DIVISION FILMS - 16MM

On the Record

Operation Abolition

Operation Abolition: The Story of Communism in Action

Paranoid Conditions

People and the Police: Oakland, California

Person to Person Communication

Physical Evidence

Policeman Killed

The Positive Image

Protecting Society's Protectors

Routine Stops

Salvage Racket

Searching Crime Scenes

Second Revolution in Banking

Senior Power and How to Use It

Separating and Compromising

Serology Examinations

Single Action Revolver Shooting

Shooting for Survival

Social Class in America

Stay Alert; Stay Alive

Sterotypes

Stolen Car

Teach Them Now

Texas City Disaster

"Today's FBI" - The TV Pilot Show

FBI ACADEMY TRAINING DIVISION FILMS - 16 MM

Tough Minded Supervision for Law Enforcement

Traffic Film

Victim or Witness

"Who Did What To Whom"

"Who's It Going To Be"

"Whose Neighborhood Is This"

"You Pack Your Own Chute"

Your FBI (Full Print)

Your FBI (Clips)

FBI ACADEMY TRAINING DIVISION FILMS - 35MM

The FBI Story (Clips)

FBI ACADEMY TRAINING DIVISION VIDEOTAPES - 3/4 INCH

The Academy - A British Broadcasting Corporation Production

FBI National Academy - 112th Session Graduation Ceremonies

Firearms Ranges

Hostage Rescue Team (HRT) Demonstration

"Hostile Intelligence Threat" - Foreign Counterintelligence  
Remarks by William H. Webster

The KGB - A Turner Broadcasting System Production

"Killer Bullet" - NBC News Magazine

"Why Drugs?"

"You Can't Get Away With It: Behind the Scenes With the G-Men

Your FBI

# National Archives



Washington, DC 20408

SSE

CLASS ~~SECRET~~

SRC'D March 15, 1991

SER ~~SECRET~~

REC ~~SECRET~~

*Transfer of Records to the National Archives*

Mr. Randolph Prillaman  
Section Chief  
Information Services Section  
Headquarters, Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Prillaman:

The enclosed signed copy of form SF 258 completes the transfer and accessioning of Federal Bureau of Investigation photographs under job NN3-65-91-7.

If you have any questions concerning this transactions, please contact [redacted] His telephone number is

[redacted]

Sincerely,

[redacted signature]

b6  
b7C

Chief, Still Picture Branch

/ ENCLOSURE

ENCLOSURE ATTACHED

66-19268-122

[redacted box with handwritten initials]

b6  
b7C

66-19268-123  
ENCLOSURE

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES (See Instructions on reverse)

LEAVE BLANK UNIT DATE RECEIVED UNIT DATE RECEIVED NNT JOB NUMBER NN3-065-91-007

1. TYPE OF ACTION: A. OFFER OF UNSCHEDULED RECORDS B. TRANSFER OF SCHEDULED RECORDS 2. TO: A. RECORDS DISPOSITION DIVISION B. NATIONAL ARCHIVES C. REGIONAL ARCHIVES 3. UNIT THAT CREATED THE RECORDS: A. AGENCY OR ESTABLISHMENT Department of Justice B. MAJOR SUBDIVISION Federal Bureau of Investigation (FBI) C. MINOR SUBDIVISION Office of Public Affairs (Creator) Information Management Division (Custodian) 4. CURRENT LOCATION OF RECORDS: A. AGENCY SPACE FBIHQ, 10th & Pennsylvania Avenue, N.W., Washington, D.C. B. FEDERAL RECORDS CENTER ASAP

5. RECORDS DATA: A. DESCRIPTION OF RECORDS: Still photography [circa 1930s - 1985] created by the Office of Public Affairs, FBIHQ, Washington, D.C. Material consists of photographs [color and B/W], negatives and slides [color]. Material by FBI for reference and publicity purposes. B. EST. VOLUME: 88 C. ARE RECORDS SUBJECT TO PRIVACY ACT? No D. SPECIFIC RESTRICTIONS TO BE IMPOSED: NARA General Restrictions apply. No specific restrictions to be imposed by the FBI.

6. STATEMENT OF AGENCY REPRESENTATIVE: The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. 7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION: A. ACTION: APPROVED B. NARS CONCURRENCES: C. FOR NARS USE ONLY: D. NARS REMARKS REGARDING DISPOSITION/SHIPPING: Unclassified E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE: F. TITLE: G. DATE: 3/4/91 8. RECORDS RECEIVED NARS DEPOSITORY: A. DATE: 3/15/91 B. SIGNATURE: C. TITLE: Asst. Chief - NARS



Memorandum



Dep. Dir. \_\_\_\_\_  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir. :  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_  
 Off. Liaison & Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Christensen

Date 5/1/91

From : R. G. Prillaman

SSP  
 CLASS  
 SAC'D  
 SER  
 REC

Subject : TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

Reference R. G. Prillaman to Mr. Christensen memorandum dated 11/16/90, captioned.

PURPOSE: To record the receipt of a "Request For Disposition Authority" (SF-115), from NARA, pertaining to motion picture film and videotapes.

RECOMMENDATION: None. For information only.

APPROVED: \_\_\_\_\_  
 Director \_\_\_\_\_  
 Dep. Dir. \_\_\_\_\_  
 ADD-Adm. \_\_\_\_\_  
 ADD-Inv. \_\_\_\_\_

Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Info. Mgnt. \_\_\_\_\_  
 Inspection \_\_\_\_\_  
 Intell. \_\_\_\_\_

Laboratory \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_

Off. of Liaison & Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_

DETAILS: Referenced memorandum set forth the details pertaining to the transfer of films and videotapes from the Office of Public Affairs and the FBI Academy Training Division, NARA. Following the transfer of these films and videotapes, Dr. John D. Faibisy, Appraisal Archivist, NARA, recommended that the Records Disposition and Archival Subunit (RDAS), Office Services Management Unit, Information Management Division, develop a disposition schedule for all motion picture films and videotapes, not currently covered by the provisions of the FBI Records Retention Plan and Disposition Schedule (The Plan), which may exist within any component of the FBI.

ENCLOSURE ATTACHED  
 Enclosure  
 66-19268

- 1 - IMD Front Office
- 1 - Mr. Prillaman
- 1 - [Redacted]
- 1 - [Redacted]
- 1 - [Redacted]

b6  
b7C

66-19268-124

WS:sc (6)

(CONTINUED - OVER)

Memorandum from R. G. Prillaman to Mr. Christensen  
RE: Transfer of Records to the National Archives  
And Records Administration (NARA)

The attached SE-115 was developed by Archives Specialist [redacted] RDAS, and coordinated with Dr. Faibisy. The provisions of the schedule, which bears the signature of the Archivist of the United States and is dated 3/12/91, will be incorporated in The Plan during the 5-year update review which was presently scheduled to begin in October, 1991.

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b7C

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. **N1-65-91-06**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**-02-14-1991**

1. FROM (Agency or establishment)  
**Department of Justice**


NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Federal Bureau of Investigation**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
**Information Management Division**


4. NAME OF PERSON WITH WHOM TO CONFER  
 b6  
b7C

5. TELEPHONE EXT.  DATE **3/12/91** ARCHIVIST OF THE UNITED STATES  


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency, or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>3/14/91</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <b>Section Chief Information Services Section Information Management Division</b>
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF TEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1.	<p><u>Motion Picture Film</u></p> <p>Subjects which reflect the Federal Bureau of Investigation's mission and/or programs, such as films pertaining to law enforcement, recruitment, interviews with officials, and media coverage.</p> <p>a. Bureau created or sponsored films:</p> <ul style="list-style-type: none"> <li>(1) Original negative or color original plus separate optical sound track;</li> <li>(2) Intermediate master positive or duplicate negative plus optical sound track;</li> <li>(3) Sound projection print.</li> </ul> <p><u>Disposition:</u> PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old. (E.g., films created in 1981 - 1985 would be transferred to the National Archives in 1991, films created in 1986 - 1990 would be transferred in 1996, etc.)</p> <p><del>(4) Duplicate prints and pre-print elements not required for preservation</del></p> <p><u>Disposition:</u> TEMPORARY. Destroy when no longer needed.</p>		

GRS 21/13

b. FBI acquired motion picture films:

- (1) Two projection prints

Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old.

- ~~(2) Duplicate prints and pre-print elements not required for preservation~~

Disposition: TEMPORARY. Destroy when no longer needed.  
(GRS 21/13)

c. Finding Aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the motion pictures.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding film is transferred.

d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding film is transferred.

e. Unedited outtakes and trims:

- (1) Original negative or color original
- (2) Work print

Disposition: PERMANENT. Transfer to the National Archives at the same time the corresponding edited final version of film is transferred. At the time of transfer, NARA may destroy material lacking historical value or is poor quality without further notification to the agency.

- ~~(3) Duplicate prints and pre-print elements not required for preservation.~~

Disposition: Temporary. Destroy when no longer needed.  
(GRS 21/13)

2. Video Tapes

Subjects which reflect the FBI's mission and/or programs,

such as tapes pertaining to law enforcement, recruitment, and media coverage.

- a. The original or the earliest generation of the video recording plus one dubbing of the same.

Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest tape is 10 years old.

- ~~b. Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.~~

~~Disposition: TEMPORARY. Destroy when no longer needed.  
(GRS 21/12)~~

- c. Finding aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the video tapes.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

- d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

- e. Raw camera footage.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred. At the time of transfer, NARA may destroy footage that lacks historical value or is of poor quality without further notification to the agency.

- ~~f. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)~~

~~Disposition: TEMPORARY. Destroy one year after completion of training program.  
(GRS 21/21)~~

(NOTE: This schedule excludes certain specific types of films and tapes which are already covered by the FBI retention plan as well as those materials that are considered nonrecord. These include motion media surveillance records, some seized materials, and material provided by citizens for investigation purposes. Those surveillance videos and films that are maintained in case files (or the accompanying bulkies and enclosures behind the files) share the same disposition as the related textual files. Additionally, when film or tape property is not introduced as evidence and it has been determined that there is no longer a need for FBI retention, it may be considered nonrecord and disposed of if it meets certain criteria. Specifically, if the material is not owned by, or forfeited to, the government, it should be returned to the lawful owner or his/her representative.)

66-19268-124  
ENCLOSURE

**Memorandum**



Dep. Dir. \_\_\_\_\_  
 ADD Adm. \_\_\_\_\_  
 ADD Inv. \_\_\_\_\_  
 Asst. Dir. : \_\_\_\_\_  
   Adm. Servs. \_\_\_\_\_  
   Crim. Inv. \_\_\_\_\_  
   Ident. \_\_\_\_\_  
   Insp. \_\_\_\_\_  
   Intell. \_\_\_\_\_  
   Lab. \_\_\_\_\_  
   Legal Coun. \_\_\_\_\_  
   Rec. Mgnt. \_\_\_\_\_  
   Tech. Servs. \_\_\_\_\_  
   Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of EEO \_\_\_\_\_  
 Off. Liaison & \_\_\_\_\_  
 Int. Affs. \_\_\_\_\_  
 Off. of Public Affs. \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Christensen *Christensen*

Date 5/9/91

From : R. G. Prillaman *Prillaman*

Subject : TRANSFER OF RECORDS TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

**SSP**  
**CLASS**  
**SEC'D**  
**SR**  
**FOR**

**PURPOSE:** To forward the attached "Request To Transfer, Approval, And Receipt Of Records To The National Archives Of The United States" (SF-258) to the National Archives and Records Administration (NARA) to arrange for the delivery of FBI records from the 44 classification (Civil Rights) to NARA.

**RECOMMENDATION:** That the attached SF-258 be forwarded to NARA for appropriate action.

**APPROVED:** *RP*

Director _____	Adm. Servs. _____	Laboratory _____	Off. of Liaison _____
Dep. Dir. _____	Crim. Inv. _____	Legal Coun. _____	Int. Affs. _____
ADD-Adm. _____	Ident. _____	Rec. Servs. _____	Off. of _____
ADD-Inv. _____	Info. Mgmt. <i>SA</i>	Training _____	Public Affs. _____
	Inspection _____	Cong. Affs. Off. _____	
	Intell. _____	Off. of EEO _____	

**DETAILS:** In accordance with the decision rendered by United States District Court Judge Harold H. Greene in the civil matter of American Friends Service Committee et al., vs. William H. Webster et al.; United States District Court for the District of Columbia; Civil Action Number 79-1655, the Records Disposition and Archival Subunit, Office Management Services Unit,

Enclosure

66-19268

**ENCLOSURE**

**ENCLOSURE ATTACHED**

- 1 - IMD - Front Office
- 1 - Mr. Prillaman

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1  
1  
1

b6  
b7C

*66-19268-125*

WS:sc (6)

(CONTINUED - OVER)

*4-5*



Memorandum from R. G. Prillaman to Mr. Christensen  
RE: Transfer of Records to the National  
Archives and Records Administration

Information Services Section, Information Management Division (IMD), has prepared 2,784 original files in the 44 classification for transfer to NARA inasmuch as the collection of files has been determined to have historical value and are subject to transfer to NARA pursuant to the civil matter, supra. The FBI Records Retention Plan and Disposition Schedule allows for case files within the 44 classification to be offered to NARA when the material is 30 years old. All of the 2,784 case files meet this criteria. The case files have been reviewed by the Civil Rights Unit of the Criminal Investigative Division (CID). By W. M. Baker to Mr. McCreight memorandum dated 6/7/89, CID advised that there was no objection to the transfer of these records to NARA. In addition, the case files have been reviewed by the Document Classification Unit, Freedom of Information - Privacy Acts Section, IMD, and are currently classified in accordance with Executive Order 12356.

66-19268-125  
ENCLOSURE

**REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES**  
(See Instructions on reverse)

LEAVE BLANK		RG
UNIT	DATE RECEIVED	UNIT
DATE RECEIVED	UNIT	DATE RECEIVED
JOB NUMBER		JOB NUMBER

1. TYPE OF ACTION:	2. TO:	3. UNIT THAT CREATED THE RECORDS:
<input type="checkbox"/> A. UNSCHEDULED RECORDS <input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS	A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NCD) WASHINGTON, DC 20408  B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION (NNB) WASHINGTON, DC 20408  <input type="checkbox"/> C. REGIONAL ARCHIVES <input type="checkbox"/> FEDERAL ARCHIVES AND RECORD CENTER GENERAL SERVICES ADMINISTRATION	A. AGENCY OR ESTABLISHMENT <b>Department Of Justice</b>  B. MAJOR SUBDIVISION <b>Federal Bureau Of Investigation (FBI)</b>  C. MINOR SUBDIVISION <b>Information Management Division</b>  D. NAME OF UNIT  E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS
4. CURRENT LOCATION OF RECORDS	A. AGENCY SPACE (Give location) <input checked="" type="checkbox"/> <b>Information Management Division; FBIHQ; Washington, D.C.</b> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)	C. REQUESTED TRANSFER DATE <b>ASAP</b>

5. RECORDS DATA			
A. DESCRIPTION OF RECORDS (Give overall title of records; individual documents, dates, and attach Standard Form 135, if records are now in FRC. Continue on separate sheet of paper, if necessary.) <input type="checkbox"/> SF 135 ATTACHED <input checked="" type="checkbox"/> SEPARATE SHEET(S) ATTACHED <b>INTERIM transfer of FBIHQ case files within the 44 classification (Civil Rights) over 30 years old. Material within transfer dates from approximately 1949-1952. This is the 2nd transfer of Classification 44 records. Indices records (79,862 index cards) were transferred on 6/20/90.</b>			
B. EST. VOLUME	C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)	D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute or FOI exemption that authorizes such restrictions)	
37	N/A	Case files bear <del>SECRET</del> and <del>CONFIDENTIAL</del> classification levels pursuant to Executive Order 12356.	

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.	F. AGENCY REMARKS:
NC 1-65-82-4; Part B, Item 44	

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY REPRESENTATIVE	B. TITLE	C. MAILING ADDRESS	D. DATE
	Section Chief Information Services	Room 5634; FBI Headquarters Washington, DC 20535	

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION							
A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
<input type="checkbox"/> APPROVED							
<input type="checkbox"/> DISAPPROVED							

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

E. SIGNATURE OF AGENCY AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE

8. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE	C. TITLE