

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>personal nature relating to efficiency or conduct. Record copies exist at the Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>		
25.	<p>Field office files containing correspondence and papers regarding the procurement, maintenance, inspection and condition of firearms and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	I	
26.	<p>Field office files containing correspondence and papers concerning the transportation of employees' household goods and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	I	
27.	<p>Field office files containing reports, correspondence and papers relating to inspection of all phases of the office, such as condition of equipment, efficiency of methods and personnel, delinquencies, etc. Record copies maintained at the Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>	I	
28.	<p>Field office files containing correspondence, instructions and papers relating to jails approved for the detention of Federal prisoners.</p> <p><u>Retention period:</u> 3 years.</p>	I	
29.	<p>Field office files containing correspondence and instructions relating to leave matters in general.</p> <p><u>Retention period:</u> 3 years.</p>	I	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p>Field office files containing correspondence, instructions and papers relating to photographic, photostatic, radio and technical equipment of all kinds maintained in the office.</p> <p><u>Retention period:</u> 3 years.</p>	X	
31.	<p>Field office files containing receipts for non-expendable property charged to personal of the office, including form CC-5 and related papers.</p> <p><u>Retention period:</u> 3 years.</p>	X	
32.	<p>Field office files containing Receiving Slips, form FD 12 and 13 and all related papers concerning expendable and non-expendable property.</p> <p><u>Retention period:</u> 3 years.</p>	X	
33.	<p>Field office files containing form FD-11 (Number 1 register) indicating daily arrivals and departures of office personnel and all papers properly filed therewith. All record copies, but information is posted to time and attendance cards at Seat of Government.</p> <p><u>Retention period:</u> 3 years.</p>	X	
34.	<p>Field office files containing correspondence, instructions and papers concerning salary letters and all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	X	
35.	<p>Field office files containing speech material for public relations work, including write-ups of interesting cases. Excluding one copy of each interesting case and any other material deemed of continuing interest and value to the field office.</p>	X	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	<p><u>Retention period:</u> 3 years. -</p> <p>Field office files containing miscellaneous correspondence with the Seat of Government and with public individuals concerning speeches and the giving of speeches, including all papers properly filed therewith.</p> <p><u>Retention period:</u> 3 years.</p>	X	
37.	<p>Field office files containing correspondence and papers relating to the training of police and law enforcement officers including the FBI National Academy personnel.</p> <p><u>Retention period:</u> 3 years.</p>	X	
38.	<p>Field office files containing correspondence, reports and papers relating to FBI Laboratory matters including examinations performed for other law enforcement agencies.</p> <p><u>Retention period:</u> 3 years.</p>	X	
39.	<p>Field office files containing copies of various vouchers, including standard forms 1012a, 1034a, 1048, 1080a and all papers that specifically support the expenditures. Record copies maintained at the Seat of Government at least 5 years and originals with General Accounting Office.</p> <p><u>Retention period:</u> 3 years.</p>	X	
40.	<p>Field office files containing correspondence and papers relating to research matters, or the gathering of general background information about persons or things to identify them but entirely separate from investigative activities. Copies on record at Seat of Government.</p>	X	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Retention period: 3 years.</u></p>		

Office

UNIT

GOVERNMENT

TO : J. Edgar Hoover
Director, F. B. I.

DATE: August 7, 1950

FROM : E.A. Andretta
Administrative Assistant Attorney General

SUBJECT: *Official Authorizations for
Destruction of Bureau Papers* 66-3286-429

Mr. Glavin	<input checked="" type="checkbox"/>
Mr. Ladd	<input type="checkbox"/>
Mr. Nichols	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input type="checkbox"/>
Mr. Harbo	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Mr. Winterrowd	<input type="checkbox"/>
Mr. Nease	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

This will refer to your memorandum of July 7, 1950 in which you submitted a disposal list (N. A. Form 115) listing certain War Relocation Authority Correspondence which you wish to destroy.

On July 31, 1950 the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records. (House Rept. 2736, 81st Congress, 2nd Sess.).

A copy of the disposal list, as approved by Congress, is enclosed for your information.

~~DISCONTINUED~~

ENC. ATTACHED
(3)

477
EX-16

ENC. BEHIND FILE
(LIST OF JAP FILES DESTROYED)

66-19087-13

~~66-3286-431X1~~

RECORDED - 111

EX-16

SEP 11 1950
12

Info for Mr. Nichols, Sac Office, & Memo for Salt Lake City Division re papers

W.H.S. 7/20/50
SEP 7 1950

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

LEAVE BLANK

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

MAJOR SUBDIVISION

Federal Bureau of Investigation

MINOR SUBDIVISION

Records and Communications Division

NAME OF PERSON WITH WHOM TO CONFER

F. W. WaiKart

5. TEL. EXT.

651

DATE RECEIVED July 14, 1950	JOB NO. 351-9
DATE APPROVED 7-12-50 LWP	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO. 2736	81st CONGRESS 2nd SESSION DATE 7-25-50
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(signed) 7-31-50 Marcus W. Price (Date) Archivist's Representative.	

CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.
- C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

7-14-50
(Date)

E. J. Andretta
(Signature of Agency Representative)

Administrative Assistant City, Conn.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Copies of communications received by the Federal Bureau of Investigation from the War Relocation Authority, the War Department, and other agencies of the Federal Government concerning the internment, arrival, departure, leaves of absence, travel authorizations, and similar matters pertaining to Japanese internees within the United States. Record copies of these documents are found in the files of the originating agency. (1942 through 1946).	X	Disposal approved

66-14027-13
~~66-3286-431X1~~

Office 141

UNITED STATES

GOVERNMENT

TO : J. Edgar Hoover, Director
FROM : Federal Bureau of Investigation
S. A. Andretta
SUBJECT: *aa.* Administrative Assistant Attorney General

DATE: July 10, 1950

*Archival Authorizations for
Destruction of Bureau Property*

This will refer to your memorandum of May 1, 1950 in which you submitted a disposal schedule (Standard Form No. 115) itemizing material being microfilmed and requesting authority to destroy the originals upon the completion of microfilming.

On June 26, 1950, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records after the lapse of the period of time specified (H. Rept. 2332, 81st Cong., 2nd Sess.).

A copy of the disposal schedule, as approved by Congress, is enclosed for your information.

DEFERRED RECORDING

ch

73

EX-30

66-17087-12

RECORDED - 73

EX-30

3286-430

JUL 12 1950

UNRECORDED COPY FILED IN

76
AUG 2 1950

307 15

TO: PROPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF JUSTICE

2. MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3. MINOR SUBDIVISION

RECORDS AND COMMUNICATIONS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

F. W. WALKART

5. TEL. EXT.

651

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

May 11, 1950
(Date)

(Signature of Agency Representative)

(Date)

LEAVE BLANK

DATE RECEIVED	JOB NO.
May 8, 1950	
DATE APPROVED	350-32 43
6-8-50 (H.W.P.)	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	81 ST. CONGRESS DATE
2332	2 nd SESSION 6-26-50
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 11.	
(signed)	
7-7-50	Marcus W. Price
(Date)	Archivist's Representative.

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Case files covering investigations under a Congressional law, The National Motor Vehicle Theft Act*, - from 1922 through 1942 inclusive. Includes narrative reports, incoming and outgoing correspondence, newspaper clippings and memoranda pertinent to investigations. Does not include personnel and policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		Disposal Approved
2.	<p>Case files covering investigations under a Congressional law, The White Slave Traffic Act**, - from 1922 through 1942 inclusive. Includes narrative reports, incoming and outgoing correspondence, newspaper clippings and memoranda pertinent to investigations. Does not include personnel and policy matters.</p> <p>Retention period: Until ascertained that microphotographic copies have been made in accordance with National Archives Council regulations and are adequate substitutes for the paper records.</p>		Disposal Approved

* (Sec. 408, Title 18, USC)
** (Sec. 397-404, Title 18, USC)

66-19087-12

Mr. S. A. Andretta
Administrative Assistant
Attorney General
Director, FBI

July 7, 1950

66-19087-1142

DESTRUCTION OF FILES

~~66-19087-1142~~

RECORDED - 89

INDEXED - 89

Reference is made to your memoranda dated June 20, 1950 concerning the suggested resubmission to National Archives of the disposal list previously submitted by this Bureau.

Pursuant to the suggestion of National Archives, there is submitted herewith an amended disposal list concerning War Relocation Authority correspondence for transmittal to Archives.

FWW:gs

Enclosure

Handwritten: Administrative
1/1/51
S.A.

Handwritten: J

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

JUN 17 1950
COMM. 12

JUN 26 1950

RECEIVED READING ROOM
JUN 7 6 01 PM '50
FBI
U.S. DEPT. OF JUSTICE

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

2. MAJOR DIVISION **Department of Justice**

3. MINOR SUBDIVISION **Federal Bureau of Investigation**

4. NAME OF PERSON WITH WHOM TO CONTACT **Records and Communications Division**

5. TEL. EXT. **651**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(Date)

(Signature of Agency Representative)

(Date)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Copies of communications received by the Federal Bureau of Investigation from the War Relocation Authority, the War Department, and other agencies of the Federal Government concerning the internment, arrival, departure, leaves of absence, travel authorizations, and similar matters pertaining to Japanese internees within the United States. Record copies of these documents are found in the files of the originating agency. (1942 through 1946)</p> <p><i>Person TG, 11/11/46</i> 66-19087-112 66-19087-112 66-19087-112</p>		

Four copies, including original, to be submitted to the National Archives

July 6, 1950

MEMORANDUM FOR: MR. NICHOLS

RE: DISPOSAL OF WAR RELOCATION AUTHORITY MATERIAL *Special Authorization*

For

Pursuant to the attached request by National Archives relayed back to us through the Department, there is submitted herewith an amended request for disposal of the captioned material presently in possession of the field.

As will be noted, the new description places a more strict limitation on the scope of the material to be destroyed. This will not materially effect our original purpose, however, it will limit our authority very strictly in connection with War Relocation Authority only.

Respectfully,

W
F. A. Weikart

66-19087-11x2
~~*66-19087-117*~~

RECORDED - 89

INDEXED - 89

JUL 26 1950

3

ENCLOSURE
6-9
F.A.W.

Office Memorandum • UNITED STATES GOVERNMENT

TO : J. Edgar Hoover, Director of
Federal Bureau of Investigation
FROM : S. A. Andretta, Administrative Assistant
Attorney General
SUBJECT:

DATE: June 20, 1950

The National Archives has found it necessary to return the disposal list submitted by you on June 2, 1950 covering certain records in your custody. The description of the records for which disposal authorization is sought, needs to be more specific as regards the types or subject matter content of the communications and forms referred to thereon. The date span of the records should also be indicated.

If you desire to resubmit a request for authorization to dispose of records of the nature indicated by the samples which were submitted with the disposal request, the following description would suffice:

Copies of communications received by the Federal Bureau of Investigation from the War Relocation Authority, the War Department, and other agencies of the Federal Government concerning the internment, arrival, departure, leaves of absence, travel authorizations, and similar matters pertaining to Japanese internees within the United States. Record copies of these documents are found in the files of the originating agency. Dates

If, however, a more general authorization is sought, the description of the records in question should be sufficiently specific to leave no doubt concerning the precise materials to be disposed of.

The Forms-115 and accompanying samples are returned herewith.

ENCLOSURE

66-19087-11X2

~~66-19087-11X~~

~~66-3266-121~~

JUL 18 1950

3

ENCLOSURE

RECORDED - 89

EX-32

THO

WJ

Notes for Mr. S. A. Andretta - June 25, 1950 (Forms attached)

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

F. W. Waikart

5. TEL. EXT.

651

DATE RECEIVED SEP 9 1950	JOB NO. 350 - 181
DATE APPROVED	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS DATE
	SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 1A.	
(Date)	Archivist's Representative

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A

The records have ceased to have sufficient value to warrant further retention.

B

The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

C

The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

6-8-50
(Date)

W. L. ...
(Signature of Agency Representative) *Admn. Asst. Atty Gen.*

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Various copies of forms and communications from the War Relocation Authority and other government agencies which have no continuing nor future value, and all index cards pertaining thereto. The attached samples relate to the movement of Japanese internees within the United States. Sole record copies in the F.B.I., However, record copies are with the originating government agency. (See approved list dated September 12, 1945 on War Relocation Authority Departure and Admission Advices)		

66-19087-1142
66-19087-114
~~66-3206-40~~

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS
FROM : P. W. WALKART
SUBJECT: DESTRUCTION OF FILE MATERIAL
SALT LAKE CITY DIVISION

DATE: May 23, 1950

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

Archival Authority - see letter to Department of Justice
Reference is made to a letter from the Salt Lake City Office dated May 9, 1950 forwarding samples of file material in that Office relating to War Relocation Authority matters and securing Bureau authority to destroy. This material was dated from January, 1943 to July, 1945 and occupies three drawers of a file cabinet in the Salt Lake City Office.

For your information the Bureau secured Archival authority to destroy some 14,000 of War Relocation Authority forms known as Departure and Admission Advices in September, 1945 and these were destroyed at the Seat of Government. (100-194487-2186)

The five representative forms submitted by the Salt Lake City Division comprise similar material but are not apparently covered by specific Archival authority. Two of the five types originated with the Army rather than the War Relocation Authority. Inasmuch as this material is on record in the Salt Lake City Office it is believed desirable to secure Archival authority to destroy these and similar forms no longer of value to the Bureau. Accordingly, a list has been prepared for transmittal through the Department to the Archives which should provide sufficient latitude, if approved, to allow the Bureau to bring about the destruction of considerable obsolete file material in existence both here and in the field.

There is also attached a letter to the Salt Lake City Division to notify them that Archival authority is needed prior to destruction of these forms.

In line with recent Executive Conferences approval, a rather comprehensive program of scheduling is being prepared to bring the Bureau's destruction program up to date. This will be submitted in the near future.

RECOMMENDATION:

If the Bureau approves, that the attached correspondence to Mr. Andretta of the Department of Justice and to Salt Lake City Office be sent.

WMA:gs
Attachments
66-3286-44-
100-194487

RECORDED - 96
INDEXED - 96

EX-81

66-19087-11X1

66-19087-11X1

11/11/50
19

Mr. S. A. Andretta
Administrative Assistant to the Attorney General
Director, F.B.I.

June 2, 1950

DESTRUCTION OF FILES

66-19087-11X1

RECORDED - 96

~~66-19087-11X1~~
~~66-3286-304~~

EX-81

There are attached original and three copies of Standard Form #115 constituting a list of some material no longer considered to be of any value to the F.B.I. as part of the permanent records. The authority for destruction is requested through appropriate channels. There are attached representative samples of the material in question.

You may wish to consider whether this material may be of any future value or interest to the Department in connection with the evacuation program. On the other hand, it is understood that the intact War Relocation Authority files are in custody of the National Archives and are available for review at any time.

Attachment

WAM:gs

Handwritten initials: WJ, JWE

RECEIVED DIRECTOR
F B I
U. S. DEPT. OF JUSTICE
JUN 5 10 31 AM '50

EX-81

RECEIVED READING ROOM
F B I
U. S. DEPT. OF JUSTICE
JUN 5 9 10 AM '50

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

MAILED 10
JUN 6 1950
COMM. - FBI

79 JUN 14 1967

TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Federal Bureau of Investigation

3. MINOR SUBDIVISION

Records and Communications Division

4. NAME OF PERSON WITH WHOM TO CONFER

P. W. Kalkart

5. TEL. EXT.

651

DATE RECEIVED	JOB NO.
DATE APPROVED	
CONGRESSIONAL AUTHORIZATION	
HOUSE REPORT NO.	CONGRESS DATE
	SESSION
NOTIFICATION TO AGENCY	
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10.	
(Date)	Archivist's Representative

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.
- C** The records will have ceased to have sufficient value to warrant retention in their original form by virtue of the fact that the microphotographic copies, made in accordance with standards of the National Archives Council, will be adequate substitutes for the original records.

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Various copies of forms and communications from the War Relocation Authority and other government agencies which have no continuing nor future value, and all index cards pertaining thereto. The attached samples relate to the movement of Japanese internees within the United States. Sole record copies in the F.B.I., however, record copies are with the originating government agency. (See approved list dated September 12, 1945 on War Relocation Authority Departure and Admission Advices.)		

66-19287-11X1
~~66-19287-1011~~
~~66-3286-111~~

Four copies, including original, to be submitted to the National Archives

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 27, 1950

FROM : MR. WALKART

SUBJECT: REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

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

There are attached 4 copies of Standard Form No. 115 entitled "Request For Authority To Dispose Of Records" which have been filled out in order to obtain authority to dispose of the microfilmed, and to be microfilmed, portions of the 26 and 31-classifications of files. No authority is necessary to microfilm our records, however, before the original records may be destroyed authority must be obtained in the manner promulgated by Congress under the Records Disposal Act, approved July 7, 1943 as amended July 6, 1945. Under this Act the National Archives Council has set up certain procedures to be followed, according to their manual, "Disposition of Federal Records".

1. Standard Form No. 115 (original and 3 copies) is submitted to Archives appropriately filled out.
2. Archives retains two of the copies and sends one copy to the Senate and one to the House of Representatives. The presiding officer of the Senate appoints two Senators, who with members of the Committee on the Disposal of Executive Papers of the House of Representatives, constitutes the joint committee to examine the schedule. The Committee will submit a report to the Senate and House, respectively, containing its recommendations.
3. If the joint committee reports favorably for the destruction, the Archivist notifies us by returning a copy of the schedule appropriately marked to show Congressional approval. Authorizations are permissive, not mandatory, as regards the destruction.

The approved form No. 115 covering the National Motor Vehicle Theft Act and White Slave Traffic Act files which are now being microfilmed, constitutes a "scheduling" of these items and approval of this form automatically grants authority to the Bureau to dispose of any further records in these classifications in the future once they have been microfilmed.

The National Archives manual on disposition of records reflects that the Archivist of the United States will approve the disposal of the originals of microfilmed records on condition of their being microphotographed in accordance with regulations of the National Archives Council. In turn the responsibility for adhering to these standards is placed in the Agency where the work is performed. Archives requests that the form No. 115 be accompanied by a statement of procedures to be followed in preserving the integrity of the original records.

WAW:mb
 Attachments

RECORDED - 92

INDEXED - 92

EX-27

MAY 29 1950

66-19037-11X
 1948-1949

Memo to Mr. Nichols

April 27, 1950

Re: Request for Authority To Dispose of Records

Such a memorandum has been prepared and is attached. Archives does not ask for samples of the microfilm and does not request to view the records or the film.

There is attached for your approval a memorandum to S. A. Andretta, Special Assistant to the Attorney General, forwarding the form No. 115 and the statement of procedures referred to.

RECORDED - 92

66-19087-11X

May 1, 1950

INDEXED - 92

Mr. S. A. Andretta
The Assistant to the Attorney General
DIRECTOR, FBI

Request For Authority To Dispose Of Records

Abstracts

Attached herewith are 4 copies of Standard Form No. 115 itemizing material being microfilmed and requesting authority to destroy the originals upon the completion of microfilming. This pertains to the National Motor-Vehicle Theft Act and White Slave Traffic Act investigative files on cases developed during the years 1922 through 1942. There is likewise attached a statement concerning procedures to be followed in preserving the integrity of the original records, which statement is requested by the United States Archives according to the pamphlet, "Disposition of Federal Records".

It is requested that the attachments be forwarded to the United States Archives.

Attachments
WBA:rab

MAY 1 6 57 PM '50
RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE

MAY 2 1950
COMM - FBI

MAY 1 2 56 PM '50
RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

79 JUN 14 1967

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Mr. Gandy

April 27, 1950

MEMORANDUM

Re: Integrity of Records

The following pertains to the microfilming of the FBI case files involving the National Motor Vehicle Theft Act and White Slave Traffic Act cases investigated between the years 1922 and 1942.

Film and equipment were procured from the Remington Rand and the Recordak Companies which likewise processed their respective film and otherwise supervised the quality of the pictures taken. Title targets and reel numbers precede each 100 foot reel of film and a certification of the camera operator concludes each reel. All reels are carefully reviewed upon return from processing for any deficiencies as to photographs or omissions that would affect the adequacy of the microfilm as a substitute for the original record. Where necessary records are rephotographed and the re-takes spliced to the beginning of the reel.

In every case a duplicate reel has been made for retention as a security measure. These security reels are stored in fire proof type, metal cabinets and will not be subjected to ordinary use.

The original files are arranged in simple numerical order beginning with "1" for the first file and running consecutively. A classification "26" precedes the National Motor Vehicle Theft Act files and "31" the White Slave Traffic Act files. The key to finding material is supplied by a central alphabetical index giving classification, file and serial numbers on indexed names. This identical arrangement has been retained in the micro-filming so that any 100 foot roll of film contains a group of files in consecutive sequence. The index card which constitutes the key to finding the file material, remains in the central index as before. The reel carton provides the range of file numbers contained on the reel.

W. M. May/rmb



66-19087-11X
~~66-19087-11X~~
~~66-3286-341~~

Mr. Hoover, Director, Federal Bureau of Investigation
Washington, D.C.
Dear Sir:

Reference is made to your memorandum of April 15, 1954, regarding the matter of the Bureau's interest in the disposal of the property of the late Senator Joseph P. Kamp.

The Bureau is currently conducting an investigation into the activities of the Communist Party, U.S.A., and is interested in any information that may be available regarding the disposal of the property of the late Senator Kamp.

It is requested that you advise the Bureau of any information that you may have regarding the disposal of the property of the late Senator Kamp.

Very truly yours,
Special Agent in Charge

Submit ribbon copy and one card.

Department of Justice

(Agency)

Federal Bureau of Investigation

(Major subdivision or class of subdivisions)

Identification Division

(Minor subdivision or class of subdivisions)

Je 47-250

Date received June 9, 1947

Assignment No. GE47-59

Date completed 6-18-47

Appraiser J. Redsole

LIST OF RECORDS in the custody of the agency named above that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) S. J. Tracy Date: June 6, 1947

Representing the head of the agency named above

(Title) Administrative Assistant to the Attorney General

Location of the records: Identification Division

Name and title of person in charge: S. J. Tracy, Assistant Director, FBI

Item No.	Sample submitted herewith (or date)	File or form numbers; title and description	Do not use this space
		Inclusive dates; kind of copies	
1	X	<p>OLD BERTILLON CARDS</p> <p>These old Bertillon cards contain criminal data and Bertillon measurements. These cards served as an index of criminal information which was maintained by the International Chiefs of Police prior to the time of the inauguration of the Identification Division in 1924. These cards have served no useful purpose and have not been used to obtain any information. These cards cover a period of approximately 1903 to 1924. There are approximately 115,000 of these cards.</p> <p>1903-1924.</p>	NI

Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach list in other form supplying the information called for by the above headings.

Office Memorandum • UNITED STATES GOVERNMENT

TO : J. Edgar Hoover, Director, Federal Bureau of Investigation

DATE: June 16, 1947

FROM : *P.A.V.* A. Andretta, Administrative Assistant to the Attorney General

SUBJECT: Archival Authorization for Destruction of Bureau Property

- Mr. Clegg
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

This will refer to your memorandum of April 12, 1947, in which submitted National Archives Form 8 listing certain records in the offices of your Bureau with recommendations that Congressional records be obtained for their disposal.

On June 10, 1947, the Joint Committee on the Disposition of Executive Papers approved your request for the disposal of these records. (H.R. 554, 80th Congress, 1st Session).

A photostatic copy of the disposal list as approved by Congress is attached for your information.

RECORDED

66-19087-10x2

EX-53

RECORDED
15 JUL 28 1947

*Sac letter
Typed 6-19-47
HNC-Pg*

EX-53

30 JUL 15 1947
NOV 13 1967

14-00000-1 (Rev. 1-25-60)

Department of Justice
 (Agency)
 Federal Bureau of Investigation
 (Division or class of subdivisions)
 All Field Offices
 (Minor subdivision or class of subdivisions)

Job No. 100-100000
 Date Recd. 10/15/60
 File No. 100-100000
 Date Recd. 10/15/60
 File No. 100-100000

LIST OF RECORDS in the custody of the agency named above that are recorded by transaction or other business and that do not appear to have any potential value (legal, research, or other value) to warrant their retention by the Government. Submitted to the Archivist of the United States in accordance with the National Archives Council pursuant to that act.

(Signed) *[Signature]*
 Representing the head of the agency named above
 (Title) Administrative Assistant to the Attorney General

Location of the records: All Field Offices
 Name and title of person in charge: Charles E. [Name]

Item No.	Sample submitted herewith (or date)	File or form numbers, 1120 and 1121, or other inclusive dates, limit of copies
1	x	<p>ATREY REGISTRATION FILES</p> <p>Form AR-E-22 Application for Certificate of Eligibility, Alien Declaration of Intention to Travel, Request for Permission to Travel, Impasse, Alien Address Statement, Form AR-AT-10, or Duplicate Certificate of Identification and correspondence (Original of Application for Certificate of Identification, with related documents, and the permanent files of the Immigration and Naturalization Service)</p> <p>1945-1946</p>

Use National Archives Form 100 for continuation of list and a separate envelope for samples in the information.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MONROE
FROM : R. F. SARTWRIGHT
SUBJECT: ALIEN ENEMY REGISTRATION FORMS

DATE: April 11, 1947

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gurnea _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. Pennington _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Mr. Gandy _____

Reference is made to the attached memorandum of the Executives Conference dated March 18, 1947, in which approval is given for the destruction of a large accumulation of Alien Enemy Registration Forms and Correspondence in the Field offices.

Before this material may be actually destroyed, authority first must be secured from the National Archives through the Department. A memorandum for Mr. Andretta, attention Mr. Di Girolamo, with appropriate disposal forms together with three samples of files are attached for your approval.

Attachment

RFC:man

RECORDED
&
INDEXED

100-317
APR 15 1947
100-317347

ORIGINAL FILED IN 100-317

66-11081-10X1

ENCLOSURE

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT: ALIEN ENEMY REGISTRATION FORMS AND CORRESPONDENCE

DATE: 3/13/47

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

The Joint Committee and the Executives Conference recommended favorably that the files containing Alien Enemy Registration forms and correspondence in field offices be destroyed but before finally acting on it, it was believed that this matter should be referred to a number of field offices for the opinion of the SACs there. This was done. The Bureau received from the following SACs unanimously favorable recommendation that these records be destroyed: SACs at Buffalo, Cleveland, Detroit, Chicago, Seattle, San Francisco, Los Angeles and New Orleans. SACs Schmidt and McKee at New York and Newark respectively had previously approved the suggestion.

The Executives Conference therefore recommended that field offices be instructed to destroy these files, which are but seldom referred to and which take up a great amount of space. It was believed that the index cards should remain in the general indices of the offices and since each one of them have the notation that they are Alien Enemy Registration Cards this will be sufficient flag to indicate that the files have been destroyed and that any required information should be shown by undeveloped lead to the office covering Immigration and Naturalization, headquarters now at Philadelphia. It was felt that each field office should place a memorandum in its administrative files showing that these forms had been destroyed and thus the index card would be an automatic flag as to the availability of duplicate records in the Immigration Service.

In view of the fact that there was some original correspondence with United States Attorneys and with the Aliens in some of these files concerning matters of travel and the like during the war, Mr. Nichols was of the opinion that first authority must be obtained from the Archivist.

The Conference on March 15, 1947, those present being Messrs. Tolson, E. A. Tamm, Hendon, Tracy, Glavin, Nichols, Ladd, Rosen, Harbo and Clegg, recommended that if this authority to destroy the records could be obtained that they should be destroyed as above outlined.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

ENC:PJ

ENCLOSURE

cc - Tolson
cc - Rosen
cc - Clegg

Ch.
H.

11/13/47

67-1751-1061

Mr. Salvador A. Andretta - Administrative
Assistant to the Attorney General
John Edgar Hoover - Director,
Federal Bureau of Investigation
Destruction of Records

April 12, 1947

Attention Mr. Di Circiano

Archival Authorization for Destruction of Bureau Property

There are attached, hereto, the original and two copies of National Archives Form 8, containing the necessary data, three samples of files containing forms and correspondence descriptive of certain Field Division records of this Bureau which it is desired to destroy.

It is requested that the attached disposal Form 8 together with file samples be submitted to the National Archives for appropriate approval to destroy.

Attachment

RFC:mam

3 ENCLOSURE

*Copy to Director
see SAC letter #78
dated 4/1/47*

REC. 66-19087-10x1
23 NOV 1 1967

PHOTOCOPY FILED IN 100-200-217

COMMUNICATIONS SECTION
MAILED 9
★ APR 11 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Carson
- Egan
- Gurnea
- Hendon
- Pennington

NOV 13 1967

XEROX
1 1967

non

100-200

Department of Treasury
 (No. of subdivision or chief of subdivisions)
 (Number of subdivisions or class of subdivisions)

Job No. _____
 Date received _____
 Assignment No. _____
 Date completed _____
 Appraiser _____
 (signature)

LIST OF RECORDS in the custody of the agency named above that are not needed by it in the transaction of its current business and that do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) _____ Date: _____
 Representing the head of the agency named above
 (Title) Administrative Assistant to the Attorney General

Location of the records: All Field Offices
 Name and title of person in charge: Special Agents in Charge

Item No.	Sample submitted herewith (or date)	File or form numbers; title and description	Do not use this space
		Inclusive dates; kind of copies	
1	X	<u>ALIEN REGISTRATION FILES</u> Form AR-22, Application for Certificate of Identification, Alien Declaration of Intention to Travel, Travel Statement, Request for Permission to Travel, Employment Statement, Alien Address Statement, Form AR-23 Report of Issuance of Duplicate Certificate of Identification and related correspondence. (Original of Application for Certificate of Identification, with related information, retained in the permanent files of the Immigration and Naturalization Service.) 1941 - 1946	

Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach list in other form supplying the information called for by the above headings.

60-11187-141

OFFICE OF THE DIRECTOR • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE

DATE: 5/10/47

SUBJECT: Index cards in Identification Division

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Glavin, Rosen, Harbo, Mohr, and Tracy, considered a suggestion that the 115,000 old Bertillon 3 X 5 index cards in the Identification Division be destroyed.

These cards have served no useful purpose and are never referred to. The Conference unanimously concurs in the recommendation and if approved, appropriate steps will be taken to destroy the cards through proper official channels.

For the Director's information there is transmitted herewith a sample of the index cards referred to.

Respectfully,
For the Conference

Vine

Clyde Tolson
EAT
E. A. Tamm

OK
H

cc - Mr. Clegg

SJT:rw

MANUAL STOP

66-19087-10

RECORDED & INDEXED

RECORDED COPY FILED

MR. SALVATORE AMERETTA
Administrative Assistant to the Attorney General
John Edgar Hoover, Director, FBI

DESTRUCTION OF RECORDS
66-19087-10X

ATTENTION: MR. DI GIROLAMO

RECORDED

There are attached hereto the original and two copies of National Archives Form 8 containing the necessary data and three samples of filed Bertillon record cards which it is desired to destroy.

It is requested that the attached disposal form together with samples be submitted to the National Archives for appropriate approval to destroy.

Attachments *Yba*

gl
Hy
JAN 23 2 14 PM '47
W
of

COMMUNICATIONS SECTION
MAIL *Ba*
JAN 23 1947 3 29 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

OCT 10 1967
JAN 24 1947
7114

UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation DATE: March 8, 1946

FROM: *S.A.P.* Mr. S. A. Andretta, Administrative Assistant to the Attorney General

SUBJECT: Disposal of Records

Original Authorizations for Destruction of Bureau Property

Reference is made to your memorandum of January 29, 1946, *66-2286-210* submitting National Archives Form 108, covering recommendation for the scheduling of certain records in your Bureau.

On March 5, 1946, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H. Report 1620, 79th Congress, 2d Session). *66-19087-10*

A photostatic copy of the Schedule is attached for your information.

Enclosure No. 304084

ENC 1496

EX-18

RECORDED *2147*

Handwritten initials and signatures

57 APR 5 1946

135 1946

Department of Justice
 (Agency)
 Federal Bureau of Investigation
 (Director or class of subdivisions)
 Field Divisions
 (Minor subdivision or class of subdivisions)

Date received Feb 8 1946
 Attachment No. 1046-29
 Date received Feb 20 1946
 Applied to [Signature]

SCHEDULE OF RECORDS proposing the disposal after the lapse of the period of time specified in each instance of all or certain included items of records of the form or forms specified as being records that have accumulated in the custody of the agency named above or that may accumulate therein at any time if, in the submission of this schedule, it is apparently will not after the lapse of the period specified in each instance, be of present administrative, legal, research, or other value to the Government, and that the records of the Government submitted to the Archives of the United States are records defined by Act of Congress approved July 1, 1943 (Public Law 478th Cong.) and regulations promulgated by the National Archives Council pursuant to that act.

(Signed) *S. D. [Signature]*
 Representing the head of the agency named above
 (Title) Administrative Assistant to the Attorney General

Location of accumulated records: F.B.I. Field Divisions
 Name and title of person in charge: Special Agents in Charge

Item No.	Sample submitted herewith (or date)	File or form numbers, title, and description	Period of time to be retained, if any
1	2/19/45	Closed files of the Federal Bureau of Investigation and Divisions containing duplicate copies of investigative reports covering violations of Federal Laws. Originals of these reports are filed in the permanent files of the Federal Bureau of Investigation at Washington, D. C. These closed files also contain original correspondence addressed to the Special Agent in Charge from United States attorneys and Marshals, law enforcement officials, and from the general public. This correspondence is not duplicated in our permanent files but is in the great majority of cases, on record by having been made part of the various reports submitted. To be retained until file is closed. Sole record copies.	

Use National Archives Form 100 for continuation sheets on back of this sheet and attach schedule in other form supplying information detailed on back of this sheet.

Office Memorandum • UNITED STATES GOVERNMENT

REC:MFC

TO : MR. NICHOLS

DATE: 1-28-46

FROM : R. F. CARTWRIGHT

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS

Archival Authorization for Destruction of Bureau Property

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

Some months ago after conclusion of an inventory of all field records we presented a request to the National Archives for authority to dispose of ~~closed Field Divisions'~~ files which had been transferred from offices of the Bureau previously closed to other offices. For example, the Chicago Field Division was in possession of six file cabinets full of closed cases transferred from the Milwaukee Field Division around the year 1925. Other offices had material in a similar category. There was a total of about 108 cabinets of such files throughout the field and the period covered by these files in various offices was from the years 1910 to 1938.

Approval was received from the National Archives during April 1945, for the destruction of this material and letters were forthwith written to the field offices concerned instructing that the files be destroyed. At this point all offices have advised of destruction except New York, Philadelphia, and Portland and letters have been submitted to the latter three offices requesting advice as to the situation at this time.

Since the inventory was made last year a number of letters from various field divisions have been received suggesting destruction of obsolete material, destruction of extra copies of Bureau reports, etc. These suggestions are motivated evidently by space and file cabinet equipment conditions. Most of them have been of a piecemeal character. For instance, the suggestion that extra copies of Bureau reports be destroyed, which has come from various sources, is not, I believe, tenable from time and cost considerations. No doubt the deletion from the field files of extra copies of reports would reduce them substantially in size but the procedure of going over these files for that purpose would be lengthy, cumbersome, and costly from an employee's time standpoint.

In whatever direction we move on the problem of field files it will be necessary first to obtain approval from the National Archives Council for their destruction. I believe that whatever approval we need for the destruction of closed Field Divisions' files would be forthcoming on the basis that they are duplications of the original reports which are maintained in the central files of the Bureau.

RECORDED IN 66-2554-4179

RECORDED & INDEXED
216

66-19087-9X
16-328-210
F B I
32 FEB 3 1946

X-84

The inventory of field files developed last year as of May 1, reflected that up to January 1, 1924, we had 6,805 classified files; as of January 1, 1940, we had 593,495 classified files; and as of May 1, 1945, we had 2,560,568 classified files. It can be seen that the vast preponderance of our classified files have been accumulating since January 1940.

In addition to the classified files, that is, those files set up under the Bureau's present classification system, there are throughout the field some amounts of older, unclassified material dating back to years prior to 1924, such as the miscellaneous and old German categories. From the inventory reports received from the various field divisions much of this material is in very poor condition in the field, is unindexed and consequently of very negligible value. It is believed that the Bureau may wish to take action in the matter of destruction of this material possibly after review by inspectors or other qualified personnel sent out to the field divisions for that purpose.

In any event it is felt that in the course of the ensuing months it may become necessary to greatly reduce all our older files in the field to make room for current expansion needs.

RECOMMENDATION:

It is accordingly recommended that the attached memorandum be sent to the Administrative Division of the Department of Justice attaching National Archives form #108, requesting approval for the destruction of all closed field divisions' files on the basis they are duplicates of the original files maintained at the Seat of Government. If such approval is obtained the Bureau will be under no obligation to destroy all its closed field files but can, at its discretion, destroy whatever categories or types it desires. If this recommendation is approved consideration can then be given the actual destruction of certain field files pending authority of the National Archives.

ADDENDUM; LBN:hbm; 2-1-46

The foregoing was unanimously recommended by the Executive's Conference consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols.

✓
LBN

66-3286-270 66-19087-9X

MR. SALVADOR A. ANDRETTA, ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

January 29, 1946

JOHN EDGAR HOOVER, DIRECTOR FEDERAL BUREAU OF INVESTIGATION

ATTENTION: MR. DI GIROLAMO

DESTRUCTION OF OLD RECORDS

There are attached hereto the original and three copies of National Archives Form #108 containing the necessary data of certain field division records of this Bureau which it is desired to destroy.

As is pointed out in the National Archives Form #108 attached, the originals of all investigative reports are on record in the Bureau here in Washington. The original correspondence from law enforcement officials and the general public is not duplicated in our files at the Seat of Government but is, in the great majority of cases, substantially on record by having been made part of the various reports submitted.

It will be appreciated if a decision in this connection could be reached at an early date.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Lester

RECEIVED WITH 4906
 COMMUNICATIONS SECTION
 FEB 5 1946 P.M.
 FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE

OCT 10 1967

FEB 19 1946

[Handwritten signature]

Department of Justice

(Agency)

Federal Bureau of Investigation

(Major subdivision or class of subdivisions)

Field Divisions

(Minor subdivision or class of subdivisions)

Job No. _____

Date received _____

Assignment No. _____

Date completed _____

Appraiser _____
(signature)

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period of time specified in each instance, of all or certain included items of records, of the form or character specified, as being records that have accumulated in the custody of the agency named above or that may accumulate therein at any time after the submission of this schedule and that apparently will not after the lapse of the period specified in each instance have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government. Submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public 115, 78th Cong.) and regulations promulgated by the National Archives Council pursuant to that act:

(Signed) _____ Date: _____

Representing the head of the agency named above

(Title) _____

Location of accumulated records. F.B.I. Field Divisions

Name and title of person in charge: Special Agents In Charge

Item No.	Sample submitted herewith (or date)	File or form numbers; title and description	Do not use this space
		Period of time to be retained; kind of copies	
1		<p><u>Closed Files of the Federal Bureau of Investigation Field Divisions containing duplicate copies of investigative reports covering violations of Federal Laws. Originals of these reports are filed in the permanent files of the Federal Bureau of Investigation at Washington, D. C.</u></p> <p>These closed files also contain original correspondence addressed to the Special Agent In Charge from United States attorneys and Marshals, law enforcement officials and from the general public. This correspondence is not duplicated in our permanent files but is, in the great majority of cases, on record by having been made part of the various reports submitted.</p> <p>66-19087-9X 66-3286-210</p> <p>ENCLOSURE</p>	

Use National Archives Form 100 for continuation sheet, or omit item entries on this sheet and attach schedule in other form supplying information called for by the above headings.

TO : Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation
FROM : S. A. Andretta, Administrative Assistant to the Attorney General
SUBJECT: Disposal of Records

DATE: October 22, 1945

Reference is made to your memorandum of September 12, 1945, submitting National Archives Form 108, covering recommendation for the scheduling of certain records in your Bureau.

~~DEFERRED RECORDING~~

On October 18, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H. Report 1124, 79th Congress, 1st Session).

A photostatic copy of the Schedule is attached for your information.

Inclosure No. 88476

T
3/105
Instruction of
material attached
10/20/45
grm. of
name of H. White
of 2/15

ENCLOSURE

66-19087-9

RECORDED

66-3286-122

EX-56

OCT 25 1945

not

150-1945-100-1124-1124
RECORDED & FILED IN 150-1945-100-1124-1124

Agency Name: Federal Bureau of Investigation
 Title: Administrative Assistant to the Attorney General
 Date: 11/1/50
 (Agency Use Only)

SCHEDULE OF RECORDS (containing additional, and the dates of the records, and the
 in each instance, of all records included in the records of the agency, and the
 specified as being records that have accumulated in the records of the agency, and
 for which may accumulate thereafter at any time after the submission of this schedule, and
 apparently, in the past, the period specified in the schedule, and the date of the
 client, and the date of the filing of the records, and the date of the filing of the
 by the Government, submitted to the Archivist of the United States, and the date of
 act of Congress approved July 2, 1950, Public Law 561, 78th Cong., and the date of
 by the Attorney General pursuant to that act.

Signed: S. O. [Signature]
 Representing the head of the agency named above
 Title: Administrative Assistant to the Attorney General

Location of records: Records Section, Federal Bureau of Investigation, Dept. of Justice
 Name and title of person in charge: [Name], [Title]

Item No.	Sample submitted herewith (if any)	Title of form number, title and description	Period of time to be retained, kind of copies to be made, etc.
	See	Various copies of forms received from other government agencies to be searched through Federal Bureau of Investigation indices. Forms for the most part are questionnaires and investigations of applicants for employment under War or Navy Department contracts. Sole record copies in the Federal Bureau of Investigation, however, for final are on record with the agency making the request to be destroyed after name search is made and information furnished.	

Use National Archives Form 100 for continuation sheet of this schedule, and attach schedule in other form supplying information called for by the above schedule.

W. A. RORER, Administrative
Assistant to the Attorney General
JAMES HENRY HUGHES, Director
Federal Bureau of Investigation
SECTION OF CURRENT RECORDS

September 13, 1945

ATTENTION: MR. di GIROLAMO

ORIGINAL AUTHORIZATIONS FOR
DESTROYING OF EXCESSIVE PAPER

There are attached hereto, two requests for the disposal of numerous forms submitted to the Federal Bureau of Investigation by other governmental agencies during the past few years.

National Archives Form 103 (2-43) covers a large accumulation of forms relative to the employment of individuals on War and Navy Department contracts. Prior to the employment of these persons, the forms were submitted for a check of the Federal Bureau of Investigation records. Since the check has been completed, they are no longer of any permanent value in our files. The attached request is intended to cover not only the accumulation of forms already in the Bureau, but current material after appropriate action is taken.

National Archives Form 8 (2-43) covers an accumulation of forms relative to the coverage of Japanese interview in United States. This material was discontinued by the War Relocation Authority and the forms were no longer being received, therefore, the attached request covers only disposal of this material now in the Bureau.

ORIGINAL COPY FILED IN 100-14487-2150

66-14087

NOT RECORDED

OCT 22 1970

UNITED STATES GOVERNMENT

OFFICE MEMORANDUM
FOR THE

DATE: November 2, 1945

TO: MR. NICHOLS
FROM: R. F. CARTWRIGHT
SUBJECT: NAME SEARCH FORMS

Archival Authority to Destroy & Surrender Property

Reference is made to the attached memorandum dated October 22, 1945, from S. A. Andretta, Administrative Assistant to the Attorney General, transmitting approval for the disposal of accumulated Name Search Forms in the Records Section. This authority also covers the disposal of current forms as they are received by the Bureau.

As approved by the Executive Conference, under date of August 30, 1945, we are going ahead with the destruction of the accumulated forms. At the present time, four employees are assigned to this project and it will take approximately one month to complete it. There are almost a million forms to be disposed of.

In addition, contact has been made with the various supervisors and officials handling current Name Search requests from other government agencies concerning immediate disposition of these forms as they are received.

ENCL
EX-26

50 DEC 6 1945

RECORDED
EX-26

66-19087-9

61-3506-1
FEDERAL BUREAU OF INVESTIGATION
NOV 21 1945
U. S. DEPARTMENT OF JUSTICE

OFFICIALS OF COURTESY

To: Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation
From: Mr. W. C. Sullivan, Administrative Assistant to the Attorney General
Subject: Disposal of records

DATE: November 1, 1945

OFFICIAL AUTHORIZATIONS FOR DESTRUCTION OF FEDERAL PROPERTY

Reference is made to your memorandum of September 12, 1945, submitting National Archives Form 8, requesting authority to dispose of certain records in your custody.

On October 29, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records (H. Report 1152, 79th Congress, 1st Session).

A photostatic copy of the Disposal List as submitted to Congress is attached for your information.

ENCLOSURE
Enclosure No. 88478

RECORDED & INDEXED

66-19087

NOT RECORDED

OCT 22 1970

ORIGINAL FILED IN 66-19087-2183

[Handwritten initials]

[Handwritten signature]

Form No. 100-989

Date received Sept. 11, 1955

Assignment No. 104651

Date submitted Sept. 22, 1955

Appraiser *[Signature]*

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

RESULTS of records preceding the disposal after the lapse of the period of time...
The Government is authorized to submit to the Archivist of the United States in accordance with...
of Congress approved July 7, 1943 (Public Law 78th Cong.) and regulations promulgated...
by the National Archives Council pursuant to that act.

Signed: *[Signature]*
Representing the head of the agency named above
Administrative Assistant to the Attorney General

Date: September 12, 1955

Location of accumulated records: Records Section, Federal Bureau of Investigation, Dept. of Justice Building
Name and title of person in charge: R. J. Cartwright

Item	Sample submitted (or date)	Title or form numbers, title and description	Period of time to be retained, kind of copies	Do not retain this sample
		Various copies of forms received from other government agencies to be searched through Federal Bureau of Investigation indices. Forms for the most part are questionnaires and investigations of applicants for employment under War or Navy Department contracts. Sole record copies in the Federal Bureau of Investigation, however, originals are on record with the agency making the request. To be destroyed after name search is made and information furnished.		X

Use National Archives Form 100 for continuation sheet, or omit item entries on this form and attach schedule in other form supplying information called for by the above heading.

UNITED STATES GOVERNMENT

TO: J. Edgar Hoover, Director, Federal Bureau of Investigation
FROM: Mr. A. A. Andretta, Administrative Assistant to Attorney General

DATE: July 23, 1945

SUBJECT: Disposal of Records

Archival Authorizations for Destruction of Bureau Property

Reference is made to your memorandum of June 11, 1945, submitting National Archives Form 108, covering recommendation for the scheduling of certain letters of transmittal.

On July 19, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H Report 928, 79th Congress, 1st Session).

A photostatic copy of the Schedule is attached for your information.

Inclosure No. 88458

57 NOV 3 1945
11/1/45
11/1/45

RECORDED

29 NOV 8 1945

EX-15

Department of Justice
 (Investigation)
 Identification Division
 (Investigation or class of subdivisions)
 (Investigation or class of subdivisions)

Form No. 1-386 Rev. 1-27-45
 Date filed: January 20, 1945
 Attachment No. 005-3-2-1
 File No. 100-3017-100
 Special Agent in Charge

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period of time specified in each instance, of all or certain included years of records of the form or forms specified, which have accumulated in the custody of the agency named above, or that may accumulate therein at any time after the submission of this schedule and that apparently shall not have the lapse of the period specified in each instance have any value, except in connection with legal research, or other value, to the Government, as provided in the act of Congress approved July 7, 1943, (Public Law 415, 78th Congress), and as amended by the National Archives Council, pursuant to that act.

(Signed) *[Signature]*
 Representing the head of the agency named above
 Title: Administrative Assistant to the Attorney General

Date: June 18, 1945

Location of accumulated records: FBI, Amer. National, Army, Public Health, and B. I. S. C.
 Name and title of person in charge: J. H. Patterson

Item No.	Sample submitted here (or date)	File or form number, title and description	Period of time to be retained, kind of copies to be made	Disposition
1	June 3, 1944	Federal Bureau of Investigation correspondence to and from state and local law enforcement agencies concerning the receipt or transmission of fingerprints and original records, including daily police bulletins received, copies and copies to be destroyed when action has been taken or information posted on permanent records.		5-1

RECEIVED
 DIVISION OF INVESTIGATION
 U.S. DEPARTMENT OF JUSTICE
 JAN 20 1945

This National Archives Form 100 is for continuation only of data furnished on this form and is not to be used for supplying information called for by the above schedule.

Office Memorandum • UNITED STATES GOVERNMENT

A-5
44-4-7-14

TO : Mr. J. Edgar Hoover, Director, Federal Bureau
of Investigation
Mr. S. A. Andretta, Administrative Assistant to
the Attorney General

DATE: July 23, 1945

SUBJECT: Disposal of Records

Archival Authorizations for Destruction of Bureau Property

Reference is made to your memorandum of June 11, 1945, submitting National Archives Form 108, covering recommendation for the scheduling of certain correspondence of inquiry about employment.

On July 19, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records after the lapse of the period of time specified therein (H. Report 928, 79th Congress, 1st Session).

A photostatic copy of the Schedule is attached for your information.

EX-47

ENCLOSURE No. 88458

RECORDED
INDEXED

66-190877-18

1945
MICROFILMS
P.S. FILES

70 AUG 30 1945 243

United States Department of Justice
 Federal Bureau of Investigation
 Personnel Records Section

Date received: June 24, 1953
 File No.: 100-370
 Date dictated: June 24, 1953
 Date dictated: June 24, 1953

SCHEDULE OF RECORDS proposing the disposal, after the lapse of the period specified in each instance, of all or certain included items of records specified as being records that have accumulated in the routine operation of that agency or that may accumulate hereinafter any time after the submission of this schedule and apparently will not after the lapse of the period specified in each instance be of significant administrative, legal, research, or other value. Such records are being submitted to the Archivist of the United States in accordance with the act of Congress approved July 7, 1943 (Public Law 28th Cong. and 60 Stat. 237) and by the National Archives Council pursuant to that act.

Signed: *[Signature]*
 Representing the head of the agency named above
 Title: Administrative Assistant to the Attorney General

Location of accumulated records: Department of Justice Building
 Name and title of person in charge: Mr. R. P. Carter

Item No.	Sample submitted herewith (or date)	File or Form Number, title and description	Period of time to be retained (kind of copy)
1		The original correspondence to and from individuals requesting information regarding employment and positions in the Federal Bureau of Investigation, and requests to be furnished with an employment application form, to be destroyed immediately after the request is complied with. Sole record copies.	

Use National Archives Form 100 for continuation when more than one item is listed and attach schedule in other form supplying information on items not listed.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director, Federal Bureau of Investigation-
FROM : Mr. S. A. Andretta, Administrative Assistant to the Attorney General

DATE: June 21, 1945

SUBJECT: Archival Authorizations for Destruction of Bureau Property

Reference is made to the Disposal List submitted by your office dated May 4, 1945, and executed on National Archives Form 8, requesting authority to dispose of certain records in your custody.

On June 14, 1945, the Joint Committee on the Disposition of Executive Papers approved the request for the disposal of these records (H. Rept 750, 79th Cong., 1st Sess.).

A photostatic copy of the Disposal List as submitted to Congress is attached for your information.

*6/29/45
all destroyed
L.H.*

pa

Inclosure No. 88799

*EX-101
58
6-1945
CG-2286*

*66-19087-6
11-3226-186*

RECORDED
EX - 101
29 JUN 29 1945
FBI
Wm. Nichols

Department of Justice
 Federal Bureau of Investigation
 (Agency)
 (Division or class of subdivisions)
 (If not subdivision or class of subdivisions)
 Date: 1-23-31
 Name: J. Edgar Hoover

LIST OF RECORDS in the custody of the agency named above that are not necessary to the conduct of its current business and that do not appear to have special research or other value to warrant their retention by the Government. Submitted to the Archives of the United States in accordance with the act of Congress approved July 7, 1943, Public Law 78th Cong., and the National Archives Council pursuant to that act:

Signed: *J. Edgar Hoover*
 Representing the head of the agency named above
 Title: Administrative Assistant to the Attorney General
 Location of the records: Department of Justice Building, Washington, D.C.
 Name and title of person in charge: R. S. Cartwright, Supervisor

Item No.	Sample submitted herewith (or date)	File or item numbers, title and date, location	Inclusive dates, kind of copies	Box
1	X	Vouchers covering the expenses incurred by employees of the Federal Bureau of Investigation in the detection and prosecution of crime, covering the years 1909 to 1917, inclusive; 12 cubic feet. Series discontinued. Sole record copies.		11

Use National Archives Form 100 for continuation sheet if continuation is required and attach list in other form supplying the information called for by the instructions.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover, Director, Federal Bureau
of Investigation
FROM : Mr. *W. Andretta*, Administrative Assistant
to the Attorney General

DATE: June 26, 1945

SUBJECT: Archival Authorization for Destruction of Bureau Property

Attention: Mr. L. B. Nichols
Assistant Director *EBN*

The question has arisen as to whether several identical copies of a Bureau report maintained in the same file folder are considered to be all record copies and Congressional authority is required for the destruction of all but one of the said copies.

Whenever more than one copy of a Bureau report is maintained within one file folder, only one is considered to be the "record copy"; all other copies are "extra copies" maintained for convenience purposes only and, therefore, can be destroyed at the discretion of the agency without Congressional authorization.

This, of course, applies to all other documents and correspondence provided that they are exact duplicates and maintained within one file folder for the sole purpose of convenience.

RECORDED

66-19087-6X

~~66-179~~

F B I

JUL 11 1945

INDEXED

EX - 72 (13)

file

~~66 JUL 25 1945~~

~~OCT 10 1967~~

~~53 JUL 23 1945~~

Office Memorandum • UNITED STATES GOVERNMENT

FWW: JAT

TO : MR. NICHOLS ✓

DATE: June 9, 1915

FROM : MR. CARTWRIGHT

13874

SUBJECT: DESTRUCTION OF IDENTIFICATION FILES

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Mohr _____
- Mr. Carson _____
- Mr. Hendon _____
- Mr. Jones _____
- Mr. Quinn Tamm _____
- Tele. Room _____
- Mr. Nease _____
- Miss Gandy _____

Archival Authorization for Destruction of Bureau Property

Reference is made to the Director's memorandum dated May 30, 1915 instructing that a conference should be held and arrangements completed to dispose of 213 file cabinets containing Identification Division correspondence.

As you know Congressional authority has been given for the disposal of this material after it is one year old. Before any further action can be taken, it is believed necessary to amend this authority in order that we may dispose of such material after action is taken by the Bureau.

There is attached a proposed memorandum for Mr. John Q. Cannon, of the Department, requesting this authority.

JAT

Attachment

RECORDED & INDEXED

66-19087-5X
66-2206-175

JUN 19 1915

EX-8

[Handwritten initials]