

3. Total machine readable records holdings.

a. Approximately 410 magnetic tapes devoted to the ARMS support projects depicted in this portion of the report. These include backups and short retention intermediate files to supplement daily file processing and logging. Also, approximately 100 "minitapes" are used for batch dumping on the minicomputers.

b. 7 3330 Disc packs (100,000,000 characters each)
1 2314 Disc packs (30,000,000 " ")
14 Disc cartridges (2,500,000 " ")

c. No other media at this time.

d. 50% of allocated disk packs (3330) occupied by master file data.

e. Security copies of master files occupy approximately 10% of designated tape volumes.

4. Primary computer installation and storage facility for Data Processing Section is FBI Headquarters, Washington, D. C.

5. Machine readable records costs - See Introduction.

IV. Program Effectiveness

1. No post-implementation studies undertaken as yet by Technical Services Division.

2. Applicable courses attended by Systems Analyst assigned to ARMS project development would include:

- 1974 - Design of on-line Systems-Control Data Institute for Advanced Technology
- 1975 - Generalized Information Management System (GIM-II) Introduction, FBI
- 1975 - Data Base Design - Advanced Management Research, Washington, D. C.
- 1976 - Four Phase Data IV-70 Version II System Operations, FBI
- 1976 - INTERCOMM System Design, FBI
- 1976 - Automated Document Storage and Retrieval Systems, George Washington University
- 1976 - IBM 3270 Operation and Design, IBM, Washington, D. C.
- 1976 - ISAOAS Name Search Application Record Builder (ARB), FBI
- 1976 - ISAOAS Name Search Application Display Builder (ADB), FBI
- 1977 - Project Management, Associates for Human Resource Development

Assistant Attorney General
for Administration
Office of Management and Finance

March 7, 1978

Director, FBI

INSPECTION OF DEPARTMENT OF JUSTICE
RECORDS AND RECORDS MANAGEMENT
PRACTICES AND PROGRAMS

Reference is made to your letter dated
January 18, 1978, with enclosures, regarding captioned
evaluation by the National Archives and Records Service.

The completed summary questionnaire related to
Micrographics Management along with pertinent material
for the attention of Mr. Patrick J. O'Driscoll, Special
Assistant to the Director, Justice Publications
Services Facility, is attached.

Enclosures (2)

NOTE: Based on J. W. Awe memo to Mr. Bassett, dated
2/21/78, which recorded receipt of summary questionnaire
concerning Micrographics Management. A copy of the summary
questionnaire is attached for information. An appropriate
response was received from the Identification Division.

66-18966

1 - Mr. Kent
(Attn: Mr. Shackelford)

CMG:bpr
(7)

NATIONAL ARCHIVES AND RECORDS SERVICE
RECORDS AND RECORDS MANAGEMENT INSPECTION
PRELIMINARY DATA SUMMARY

MICROGRAPHICS MANAGEMENT

INTRODUCTION	A
FBI FUNCTIONAL ORGANIZATION CHART	B
RELATED DOCUMENTS	C
RESPONSE TO SUMMARY QUESTIONNAIRE	D
Identification Division	
Records Management Division	

February 24, 1978

INTRODUCTION

During preliminary talks with representatives of the Department of Justice Administrative Programs Management Staff and the National Archives and Records Service (NARS), efforts were made to resolve certain aspects of the summary questionnaires as they relate to this Bureau's structure and mission. Since all program elements are involved, it appeared to be appropriate to reiterate these points.

Manuals relating to administrative operations have not been included with the respective responses. Sections of the manuals are classified and will be available for on-site review by NARS personnel who possess the proper clearances. In addition, detailed organizational charts for each Headquarters Division and budget data will be made available to show in more detail how the various program elements relate to this Bureau's organizational structure. To better acquaint the evaluation teams with the more voluminous record systems of this Bureau, a tour of the Identification and Records Management Divisions will be promptly arranged.

The majority of the summary questionnaires addressed the program management aspect. The concept of control rather than program management has proven to be an effective tool which enables this Bureau to administer the various program elements of Records Management. Most elements are controlled from a central point; i.e., Forms Management by the Forms Desk, Directives Management by the Manuals Desk, and all Headquarters and field office Files and Disposition Management by the Records Management Division. The functions of the control points are supplemented by the active suggestion and streamlining programs that have been encouraged and operational throughout the years. With this process we have the added element of participatory management. The suggestions are contributed by personnel who seek to improve operations in their own work areas. Streamlining groups comprised of Special Agent and support personnel are rotated on a bi-monthly basis. Suggestions from field offices that would impact established procedures are routinely routed through the Records Management Division for comment or final approval/disapproval.

A general response to the inquiries relating to the appraisal of costs of the program elements is based upon the work volumes, manpower, production, salaries, equipment, and outputs.

A reasonable effort has been expended by personnel called upon to complete the summary questionnaires; however, if additional data is essential for the evaluation, this Bureau will make every effort to obtain the desired data.

2/24/78

IDENTIFICATION DIVISION RESPONSE
NATIONAL ARCHIVES AND RECORDS SERVICE
PRELIMINARY DATA SUMMARY
MICROGRAPHICS MANAGEMENT

I. COMPLIANCE NA

Provide a copy of each departmental component manual, handbook, or other guide or directive dealing with micrographics management including clearance, and review procedures.

II. ADMINISTRATION Being handled by Records Management Division

1. Provide a copy of the pertinent sections of all departmental component manuals or directives which assign responsibilities for micrographics management.

2. Provide the following staffing information for all positions involved in the micrographics management function. (Include vacant positions)

<u>Name</u>	<u>Organization</u>	<u>Office Phone</u>	<u>Position: Title Series, and Grade</u>	<u>% of Time devoted to Micrographics Management</u>
-------------	---------------------	-------------------------	--	--

III. VOLUME AND COSTS See Page 2

1. Include any volume figures gathered that would indicate the volume of your component's records maintained in microform. Indicate whether these microforms are produced in-house or by a service bureau.

2-24-78

NATIONAL ARCHIVES AND RECORDS SERVICE
PRELIMINARY DATA SUMMARY
MICROGRAPHICS MANAGEMENT

III. VOLUME AND COSTS

1. The Assembly Section now has 25,000 rolls of negative microfilm. In addition, we have 1,538 rolls of positive microfilm which are duplicate security copies of negative film. Authorization to discontinue production and maintenance of security copies obtained in June 1975. Approximately 42,536,634 single fingerprint images are on negative microfilm. 35 millimeter film is used in our microfilm operation. Present cost is \$7.74 per roll and the cost of developing amounts to \$4.32 per roll. The filming of documents to be placed on microfilm is performed by Assembly Section employees. Development of the film is done by private industry.

2. The following equipment is utilized by the Assembly Section in filming, reviewing, storage, and whenever necessary, reproduction of images from microfilm:

<u>Brand Name</u>	<u>Model No.</u>	<u>Organizational Location</u>	<u>Cost</u>
Camera:			
1 - Terminal Data Corporation	Documate II	0110	\$74,789.23
Cameras:			
5 - Kodak Recordak	MRD - 1	0110	5,486.25 ea.
3 - Kodak Viewers	MPE - 1	0110	850.00 ea.
1 - 3M Reader Printer	Model 400	0110	2,050.00
1 - 3M Reader Printer	Thermo-Fax	0110	1,250.00
67 File Cabinets	10-drawer	0110	484.00 ea.
9 - Saxon American Corp. Editing Light	Tracing Box	0110	63.75 ea.
10 - National Micro-sales	Editing Board and Rewinds	0110	75.00 ea.

III. VOLUME AND COSTS (cont.)

3. All expenses incurred for the purchasing and maintenance of our microfilm equipment are handled by the Technical Services Division. To date, the microfilming of 42,536,634 fingerprint cards have resulted in the elimination of 2,872 six-drawer filing cabinets. These cabinets currently cost \$246 each. This results in a net savings of equipment of \$706,512. In addition, each cabinet occupies approximately 5.4 square feet of floor space, including the space required to open file drawer. At the rate of \$6.93 per square feet rental cost, space savings amount to \$107,475.98 annually.

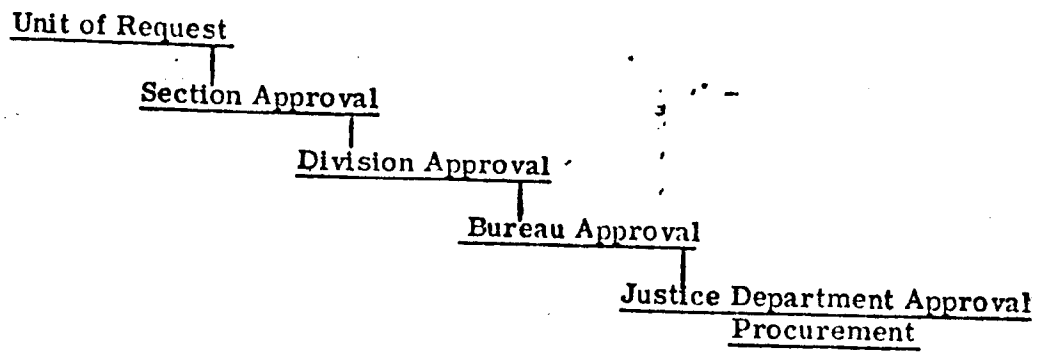
IV. PROGRAM EFFECTIVENESS

1. See attached chart.
2. No record of any micrographics management survey conducted.

3. There is no formal training provided to the Assembly Section employees as to the operation, maintenance, and other functions of the Microfilm Room; however, employees are instructed on how to operate the microfilm cameras reviewing and reproduction equipment and the necessary support services required in our microfilm operation. Assembly Section employees have not attended formalized courses in micrographics; consequently, training could be considered on-the-job training.

IV.
1.

FLOW CHART FOR APPROVAL OF PURCHASE
OF MICROGRAPHIC EQUIPMENT



ATTACHMENT

NATIONAL ARCHIVES AND RECORDS SERVICE
PRELIMINARY DATA SUMMARY
MICROGRAPHICS MANAGEMENT

RECORDS MANAGEMENT DIVISION

NARS initially granted authorization in 1952 for microfilming FBI criminal investigative files closed over 10 years. There were, as of 9/30/77, 178.53 cubic feet of microfilmed records included in our annual summary. The microfilming program of the Records Management Division ceased approximately one year ago and there are no immediate plans to resume. Upon receipt of the Schedule now pending at NARS, criminal files closed over 10 years will be authorized for destruction. The need to microfilm will be eliminated and most microfilmed records will be eligible for destruction.

Assistant Attorney General
for Administration
Office of Management and Finance
Director, FBI

March 15, 1973

INSPECTION OF DEPARTMENT OF JUSTICE
RECORDS AND RECORDS MANAGEMENT
PRACTICES AND PROGRAMS

Reference is made to letter, with enclosures, from Robert A. Cunningham, Acting Director, Information and Communications Systems Staff, dated February 10, 1973, regarding the above evaluation by the National Archives and Records Service. Your letter, dated January 13, 1973, was attached to provide additional data on this subject.

The completed questionnaire pertaining to Audiovisual Records Management along with related material for the attention of Mr. Roland Hook or Mr. Bill Davis is attached.

Enclosures (2)

NOTE: Based on J. W. Awe memo to Mr. Bassett, dated 2/21/73, which recorded receipt of summary questionnaire concerning Audiovisual Records Management. A copy of the summary questionnaire is attached for information. An appropriate response was received from the Training Division.

66-18966

1 - Mr. Joseph

CMG:mk (7)

NATIONAL ARCHIVES AND RECORDS SERVICE
RECORDS AND RECORDS MANAGEMENT INSPECTION
PRELIMINARY DATA SUMMARY

AUDIOVISUAL RECORDS MANAGEMENT

INTRODUCTION	A
FBI FUNCTIONAL ORGANIZATION CHART	B
RELATED DOCUMENTS	C
RESPONSE TO SUMMARY QUESTIONNAIRE	D

March 1, 1978

A

INTRODUCTION

During preliminary talks with representatives of the Department of Justice Administrative Programs Management Staff and the National Archives and Records Service (NARS), efforts were made to resolve certain aspects of the summary questionnaires as they relate to this Bureau's structure and mission. Since all program elements are involved, it appeared to be appropriate to reiterate these points.

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FBI FUNCTIONAL ORGANIZATION CHART

FIELD OFFICES

ALBANY	CHICAGO	HOUSTON
ALBUQUERQUE	CINCINNATI	INDIANAPOLIS
ALBUQUERQUE	CLEVELAND	JACKSON
ALBUQUERQUE	COLUMBIA	MEMPHIS
ALBUQUERQUE	DALLAS	MILWAUKEE
ALBUQUERQUE	DENVER	MINNEAPOLIS
ALBUQUERQUE	DIAZ	MOBILE
ALBUQUERQUE	DURHAM	NEW ORLEANS
ALBUQUERQUE	EL PASO	PHOENIX
ALBUQUERQUE	EVANSTON	PORTLAND
ALBUQUERQUE	HOUSTON	RICHMOND
ALBUQUERQUE	INDIANAPOLIS	SAN ANTONIO
ALBUQUERQUE	MEMPHIS	SPRINGFIELD
ALBUQUERQUE	MINNEAPOLIS	WASH. DC
ALBUQUERQUE	MOBILE	WICHITA

**ASSISTANT TO THE DIRECTOR,
DEPUTY ASSOCIATE DIRECTOR
(ADMINISTRATION)**
JOHN J. McMANOTT

**LEGAL COUNSEL
DIVISION**
ASSISTANT DIRECTOR -
LEGAL COUNSEL -
JOHN A. WENZ

DIRECTOR
CLARENCE M. KELLEY

ASSOCIATE DIRECTOR
RICHARD G. HELO

PLANNING AND INSPECTION DIVISION
ASSISTANT DIRECTOR
JIT CHEN

OFFICE OF INSPECTIONS:
PROFESSIONAL
RESPONSIBILITY

**PUBLIC AFFAIRS OFF
PUBLIC INFORMATION DIVISION**
ASSISTANT DIRECTOR
JIT CHEN

MEDIA SERVICES UNIT

**IDENTIFICATION
DIVISION**
ASSISTANT DIRECTOR
JIT CHEN

**TRAINING
DIVISION**
ASSISTANT DIRECTOR
HARVEY L. DODD

**ADMINISTRATIVE
SERVICES DIVISION**
ASSISTANT DIRECTOR
RICHARD L. LONG

**RECORDS
MANAGEMENT
DIVISION**
ASSISTANT DIRECTOR
MORDEcai B. BASSITT

**LABORATORY
DIVISION**
ASSISTANT DIRECTOR
THOMAS J. KELLY, JR.

**TECHNICAL
SERVICES
DIVISION**
ASSISTANT DIRECTOR
JAY COCHRAN, JR.

**INTELLIGENCE
DIVISION**
ASSISTANT DIRECTOR
THOMAS W. LEAVITT

ORGANIZED CRIME SECTION:

WHITE-COLLAR CRIMES SECTION:

**PERSONAL AND PROPERTY
SECTION:**

OPENING SECTION:

REPORT OFFICE:

ADDRESSING SECTION:

MAIL SECTION:

MAIL ROOM:

PRINTING COMPLETION:

**LABORATORY AND
TRAINING AND
SECTION:**

**PROPERTY AND
SPACE MANAGEMENT SECTION:**

RECORDS SECTION:

RECORDS SERVICES SECTION:

LABORATORY SECTION:

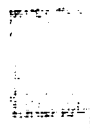
TECHNICAL SECTION:

INTELLIGENCE SECTION:

ORGANIZED CRIME SECTION:

WHITE-COLLAR CRIMES SECTION:

**PERSONAL AND PROPERTY
SECTION:**



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①

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9-30-77

BOOK 4:
PAGES
53273-53500

BOOK 4 OF 4 BOOKS
FRIDAY, SEPTEMBER 30, 1977
PART X



PRIVACY ACT ISSUANCES ANNUAL PUBLICATION

Department/ Agency	FR Page Numbers	
	Systems of Records	Rules
Agriculture Department.....	53182	53538
Justice Department.....	53287	53542
Community Services Administration	53429	53566
Energy Research and Development Administration..	53434	53572
Federal Energy Administration .	53479	53578
National Transportation Policy Study Commission	53494	—
Postal Service	53496	53586
Telecommunications Policy Office.....	53532	—

contested, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: The basic information contained in these records is supplied by the individual on Department of State and Service applications and reports; inquiries and/or complaints from members of the general public, members of the Congress; referrals of inquiries and/or complaints directed to the White House or to the Attorney General by members of the general public; Service reports of investigation, sworn statements, correspondence and memoranda; official reports, memoranda and written referrals from other government agencies, including Federal, state and local; from the various courts and regulatory agencies; and information from foreign government agencies and international organizations.

The source of the data in the Freedom of Information Act correspondence control index is those individuals who seek information under that Act.

The information contained in the Emergency Reassignment Index is supplied by the individual and the Associate Commissioner, Management.

Nearly all the systems contain information received from sources which are exempted from disclosure pursuant to 5 U.S.C. 552a (j) and (k).

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f), (g), h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 552(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 001

System name: National Crime Information Center (NCIC).

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Categories of individuals covered by the system:

A. Wanted Persons

1. Individuals for whom Federal warrants are outstanding.
2. Individuals who have committed or have been identified with an offense which is classified as a felony or serious misdemeanor under the existing penal statutes of the jurisdiction originating the entry and felony or misdemeanor warrant has been issued for the individual with respect to the offense which was the basis of the entry. Probation and parole violators meeting the foregoing criteria.
3. A "Temporary Felony Want" may be entered when a law enforcement agency has need to take prompt action to establish a "want" entry for the apprehension of a person who has committed, or the officer has reasonable grounds to believe has committed, a felony and who may seek refuge by fleeing across jurisdictional boundaries and circumstances preclude the immediate procurement of a felony warrant. A "Temporary Felony Want" shall be specifically identified as such and subject to verification and support by a proper warrant within 48 hours following the initial entry of a temporary want. The agency originating the "Temporary Felony Want" shall be responsible for subsequent verification or re-entry of a permanent want.

B. Individuals who have been charged with serious and/or significant offenses.

C. Missing Persons

1. A person of any age who is missing and who is under proven physical/mental disability or is senile, thereby subjecting himself or others to personal and immediate danger.
2. A person of any age who is missing under circumstances indicating that his disappearance was not voluntary.
3. A person of any age who is missing and in the company of another person under circumstances indicating that his physical safety is in danger.
4. A person who is missing and declared unemanipulated as defined by the laws of his state of residence and does not meet any of the entry criteria set forth in 1, 2, or 3 above.

Categories of records in the system:

1. Stolen Vehicle File

1. Stolen vehicles
2. Vehicles wanted in conjunction with felonies or serious misdemeanors
3. Stolen vehicle parts, including certificates of origin or title

B. Stolen License Plate File

1. Stolen or missing license plates.

C. Stolen/Missing Gun File

1. Stolen or missing guns.
2. Recovered gun, ownership of which has not been established.

D. Stolen Article File

E. Wanted Person File

Described in "Categories of individuals covered by the system: A. Wanted Persons".

F. Securities File

1. Serially numbered stolen, embezzled, counterfeited, missing securities.
2. "Securities" for present purposes of this file are currency (e.g. bills, bank notes) and those documents or certificates which generally are considered to be evidence of debt (e.g. bonds, debentures, notes) or ownership of property (e.g. common stock, preferred stock), and documents which represent subscription rights (e.g. rights, warrants) and which are of those types traded in the securities exchanges in the United States, except for commodities futures. Also included are warehouse receipts, travelers checks and money orders.

G. Boat File

H. Computerized Criminal History File

A cooperative Federal-State program for the interstate exchange of criminal history record information for the purpose of facilitating the interstate exchange of such information among criminal justice agencies.

I. Missing Person File

Described in "Categories of individuals covered by the system: C. Missing Persons".

Authority for maintenance of the system: The system is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 - Judicial Administration, Chapter 1 - Department of Justice (Order No. 601-75) Part 20 - Criminal Justice Information Systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Data in NCIC files is exchanged with and for the official use of authorized officials of the Federal Government, the states, cities, and penal and other institutions in accordance with Title 28, U.S. Code, Section 534. The data is exchanged through NCIC terminals under the control of criminal justice agencies in the 50 states, FBI Field Offices, and other Federal law enforcement agencies. Dissemination of criminal history record information is set forth in Title 28 - Judicial Administration, Chapter 1 - Department of Justice (Order No. 601-75) Part 20 - Criminal Justice Information Systems, Subpart C, Section 20.33.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the NCIC system is stored electronically for use in a computer environment.

Retrievability: On line access to data in NCIC is achieved by using the following search descriptors: 1. Vehicle File: a) Vehicle identification number, b) License plate number, c) NCIC number (unique number assigned by the NCIC computer to each NCIC record).

2. License Plate File: a) License plate number, b) NCIC number
3. Gun File: a) Serial number of gun, b) NCIC number

PRIVACY ACT ISSUANCES

4. Article File: a) Serial number of article, b) NCIC number
5. Wanted Person File: a) Name and one of the following numerical identifiers: date of birth, FBI number (number assigned by the Federal Bureau of Investigation to an arrest fingerprint record), Social Security number (it is noted the requirements of the Privacy Act with regard to the solicitation of Social Security numbers have been brought to the attention of the members of the NCIC system), Operator's license number (driver's license number), Miscellaneous identifying number (military number or number assigned by Federal, state, or local authorities to an individual's record), Originating agency case number, b) Vehicle or license plate known to be in the possession of the wanted person, c) NCIC number (unique number assigned to each NCIC record)
6. Securities File: a) Type, serial number, denomination of security; b) Type of security and name of owner of security; c) Social Security number of owner of security; d) NCIC number
7. Boat File: a) Registration document number, b) Hull serial number; c) NCIC number
8. Computerized Criminal History File: a) Name, sex, race, and date of birth; b) FBI number, c) State identification number; d) Social Security Number; e) Miscellaneous number
9. Missing Person File-SAME AS WANTED PERSON FILE.

Safeguards: Data stored in the NCIC is documented criminal justice agency information and access to that data is restricted to duly authorized criminal justice agencies. The following security measures are the minimum to be adopted by all criminal justice agencies having access to the NCIC Computerized Criminal History File. These measures are designed to prevent unauthorized access to the system data and/or unauthorized use of data obtained from the computerized file.

1. Computer Centers

- a. The criminal justice agency computer site must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data.
- b. Since personnel at these computer centers can access data stored in the system, they must be screened thoroughly under the authority and supervision of an NCIC control terminal agency. (This authority and supervision may be delegated to responsible criminal justice agency personnel in the case of a satellite computer center being serviced through a state control terminal agency.) This screening will also apply to non-criminal justice maintenance or technical personnel.
- c. All visitors to these computer centers must be accompanied by staff personnel at all times.
- d. Computers having access to the NCIC must have the proper computer instructions written and other built-in controls to prevent criminal history data from being accessible to any terminals other than authorized terminals.
- e. Computers having access to the NCIC must maintain a record of all transactions against the criminal history file in the same manner the NCIC computer logs all transactions. The NCIC identifies each specific agency entering or receiving information and maintains a record of those transactions. This transaction record must be monitored and reviewed on a regular basis to detect any possible misuse of criminal history data.
- f. Each state control terminal shall build its data system around a central computer, through which each inquiry must pass for screening and verification. The configuration and operation of the center shall provide for the integrity of the data base.

2. Communications

- a. Lines/channels being used to transmit criminal history information must be dedicated solely to criminal justice use, i.e., there must be no terminals belonging to agencies outside the criminal justice system sharing these lines/channels.
- b. Physical security of the lines/channels must be protected to guard against clandestine devices being utilized to intercept or inject system traffic.

3. Terminal Devices Having Access to NCIC

- a. All agencies having terminals on the system must be required to physically place these terminals in secure locations within the authorized agency.
- b. The agencies having terminals with access to criminal history must have terminal operators screened and restrict access to the terminal to a minimum number of authorized employees.

- c. Copies of criminal history data obtained from terminal devices must be afforded security to prevent any unauthorized access to or use of that data.
- d. All remote terminals on NCIC Computerized Criminal History will maintain a hard copy of computerized criminal history inquiries with notations of individual making request for record (90 days).

Retention and disposal: Unless otherwise removed, records will be retained in file as follows:

1. Vehicle File

- a. Unrecovered stolen vehicle records (including snowmobile records) which do not contain vehicle identification numbers (VIN) therein, will be purged from file 90 days after the end of the license plate's expiration year as shown in the record. Unrecovered stolen vehicle records (including snowmobile records) which contain VIN's, will remain in file for the year of entry plus 4.
- b. Unrecovered vehicles wanted in conjunction with a felony will remain in file for 90 days after entry. In the event a longer retention period is desired, the vehicle must be re-entered.
- c. Unrecovered stolen VIN plates, certificates of origin or title, and serially numbered stolen vehicle engines or transmissions will remain in file for the year of entry plus 4.

2. License Plate File

- Unrecovered stolen license plates not associated with a vehicle will remain in file for one year after the end of the plate's expiration year as shown in the record.

3. Gun File

- a. Unrecovered weapons will be retained in file for an indefinite period until action is taken by the originating agency to clear the record.
- b. Weapons entered in file as "recovered" weapons will remain in file for the balance of the year entered plus 2.

4. Article File

- Unrecovered stolen articles will be retained for the balance of the year entered plus one year.

5. Wanted Person File

- Persons not located will remain in file indefinitely until action is taken by the originating agency to clear the record (except "Temporary Felony Wants", which will be automatically removed from file after 48 hours).

6. Securities File

- Unrecovered, stolen, embezzled, counterfeited or missing securities will be retained for the balance of the year entered plus 4, except for travelers checks and money orders which will be retained for the balance of the year entered plus 2.

7. Boat File

- Unrecovered stolen boats will be retained in file for the balance of the year entered plus 4.

8. Missing Person File

- Will remain in the file until the individual is located or, in the case of unemancipated persons, the individual reaches the age of emancipation as defined by laws of his state.

9. Computerized Criminal History File

- When an individual reaches age of 80,

System manager(s) and address: Director, Federal Bureau of Investigation; J. Edgar Hoover F.B.I. Building; 9th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures:

It is noted the Attorney General is exempting this system from the access and contest procedures of the Privacy Act. However, the following alternative procedures are available to a requester. The procedures by which an individual may obtain a copy of his Computerized Criminal History are as follows:

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification, and in accordance with applicable state and Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of insuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

Procedure: 1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regula-

ry limits can require additional identification to as a securing positive identification.

2. If the cooperating law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI identification number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record from Washington, D.C., by mail. The individual will then be afforded the opportunity to see that record.

3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or, possibly, in the State's central identification agency.

Contesting record procedures: The subject of the requested record shall request the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated accuracy in his record or provide the information needed to make the record complete.

Record source categories: Information contained in the NCIC system is obtained from local, state, Federal and international criminal justice agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 002

System name: The 'FBI Central Records System.'

System location: a. Federal Bureau of Investigation, J. Edgar Hoover FBI Building, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535; b. 59 field divisions (see Appendix); c. 14 Legal Attaches (see Appendix).

Categories of individuals covered by the system:

a. Individuals who relate in any manner to official FBI investigations including, but not limited to suspects, victims, witnesses, and close relatives and associates that are relevant to an investigation.

b. Applicants for and current and former personnel of the FBI and persons related thereto that are considered relevant to an applicant investigation, personnel inquiry, or persons related to personnel matters.

c. Applicants for and appointees to sensitive positions in the United States Government and persons related thereto that are considered relevant to the investigation.

d. Individuals who are the subject of unsolicited information, who offer unsolicited information, request assistance, and make inquiries concerning record material, including general correspondence, contacts with other agencies, businesses, institutions, clubs, the public and the news media.

e. Individuals, associated with administrative operations or services including pertinent functions, contractors and pertinent persons related thereto.

Categories of records in the system:

The FBI Central Records System - The FBI utilizes a central records system of maintaining its investigative, personnel, applicant, administrative, and general files. This system consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. Files kept in 31 field offices are also structured in the same manner, except they do not utilize an abstract system.

The FBI has 198 classifications used in its basic filing system.

They pertain primarily to Federal violations over which the FBI has investigative jurisdiction. However, included in the 198 classifications are personnel, applicant, and administrative matters to facilitate the overall filing scheme. These classifications are as follows (the word 'obsolete' following the name of the classification indicates that documents are no longer being filed under this heading):

CLASSIFICATIONS

1. Training Schools: National Academy Matters; FBI National Academy Applicants
2. Neutrality Matters
3. Overthrow or Destruction of the Government

4. National Firearms Act: Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms

5. Income Tax

6. Interstate Transportation of Strikebreakers

7. Kidnaping

8. Migratory Bird Act

9. Extortion

10. Red Cross Act

11. Tax (Other than Income)

12. Narcotics

13. Miscellaneous National Defense Act; Prostitution; Selling Whiskey Within Army Camps (obsolete)

14. Seaman

15. Theft from Interstate Shipment

16. Violation Federal Injunction (obsolete)

17. Veterans Administration Matters

18. May Act

19. Censorship Matter (obsolete)

20. Federal Grain Standards Act (obsolete)

21. Food and Drugs

22. National Motor Vehicle Traffic Act (obsolete)

23. Prohibition

24. Profiteering (obsolete)

25. Selective Service Act; Selective Training and Service Act

26. Interstate Transportation of Stolen Motor Vehicle;

- Interstate Transportation of Stolen Aircraft

27. Patent Matter

28. Copyright Matter

29. Bank Fraud and Embezzlement

30. Interstate Quarantine Laws (obsolete)

31. White Slave Traffic Act

32. Identification (Fingerprint Matters)

33. Uniform Crime Reporting

34. Violation of Lacey Act (obsolete)

35. Civil Service

36. Mail Fraud

37. False Claims Against the Government (obsolete)

38. Application for Pardon to Restore Civil Rights (obsolete)

39. Falsely Claiming Citizenship

40. Passport and Visa Matter

41. Explosives (obsolete)

42. Deserter; Deserter, Harboring

43. Illegal Wearing of Uniform: False Advertising or Misuse of

- Names, Words, Emblems or Insignia; Illegal Manufacture,

- Use, Possession, or Sale of Emblems and Insignia; Illegal

- Manufacture, Possession, or Wearing of Civil Defense

- Insignia; Miscellaneous, Forging or Using Forged Certificate

- Of Discharge from Military or Naval Service; Miscellaneous,

- Falsely Making or Forging Naval, Military, or Official Pass;

- Miscellaneous, Forging or Counterfeiting Seal of Department

- or Agency of the United States; Misuse of the Great Seal of

- the United States or of the Seals of the President or the Vice

- President of the United States; Unauthorized Use of 'Johnny

- Horizon' Symbol; Unauthorized Use of 'Smokey Bear'

- Symbol

44. Civil Rights: Civil Rights, Election Laws, Civil Rights,

- Election Laws, Voting Rights Act, 1965

45. Crime on the High Seas (Includes stowaways on boats and

- aircraft)

46. Fraud Against the Government: Anti-Kickback Statute;

- Dependent Assistance Act of 1950; False Claims, Civil;

- Federal-Aid Road Act; Lead and Zinc Act; Public Works

- and Economic Development Act of 1965; Renegotiation Act,

- Criminal; Renegotiation Act, Civil; Trade Expansion Act of

- 1962; Unemployment Compensation Statutes; Economic

- Opportunity Act

47. Impersonation

48. Postal Violation (Except Mail Fraud)

49. National Bankruptcy Act

50. Involuntary Servitude and Slavery

51. Jury Panel Investigations

52. Theft, Robbery, Embezzlement, Illegal Possession or

- Destruction of Government Property

53. Excess Profits on Wood (obsolete)

54. Customs Laws and Smuggling

55. Counterfeiting

56. Election Laws

57. War Labor Disputes Act (obsolete)

58. Bribery; Conflict of Interest

59. World War Adjusted Compensation Act (obsolete)

PRIVACY ACT ISSUANCES

- 60. Anti-Trust
- 61. Treason or Misprison of Treason
- 62. Miscellaneous - Including Administrative Inquiry (Formerly Misconduct in Office)
- 63. Miscellaneous, Non-Subversive, including, Black Market in Railroad Tickets (obsolete); Civil Aeronautics Act (obsolete); Eight-Hour Day Law; Federal Judiciary Investigations; Federal Juvenile Delinquency Act; Kickback Racket Act; Lands Division Matter (Condemnation Proceedings); Miscellaneous - Civil Suit, Miscellaneous, O.P.A. Violation (Civil) (obsolete); Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938); Soldiers and Sailors Civil Relief Act of 1940; Tariff Act of 1930; Top Hoodlum Coverage; Unreported Interstate Shipment of Cigarettes; Federal Cigarette Labeling and Advertising Act
- 64. Foreign Miscellaneous
- 65. Espionage
- 66. Administrative Matters
- 67. Personnel Matters
- 68. Alaskan Matters (obsolete)
- 69. Contempt of Court
- 70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property
- 71. Bills of Lading Act
- 72. Obstruction of Criminal Investigations
- 73. Application for Pardon After Completion of Sentence and Application for Executive Clemency
- 74. Perjury
- 75. Bondsmen and Sureties
- 76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
- 77. Applicants (Special Inquiry, Departmental and Other Government Agencies, except those having special classifications)
- 78. Illegal Use of Government Transportation Requests
- 79. Missing Persons
- 80. Laboratory Research Matters
- 81. Gold Hoarding (obsolete)
- 82. War Risk Insurance (National Service Life Insurance) (obsolete)
- 83. Court of Claims
- 84. Reconstruction Finance Corporation Act (obsolete)
- 85. Home Owner Loan Corporation (obsolete)
- 86. Federal Lending and Insurance Agencies
- 87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
- 88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
- 89. Assaulting or Killing a Federal Officer; Congressional Assassination Statute
- 90. Irregularities in Federal Penal Institutions
- 91. Bank Burglary; Bank Larceny; Bank Robbery
- 92. Anti-Racketeering; A.R., Lea Act; A.R., Interference with Government Communications System; A.R., Hubbs Act
- 93. Ascertaining Financial Ability
- 94. Research Matters
- 95. Laboratory Cases (Examination of Evidence in Other Than Bureau Cases)
- 96. Alien Applicant (obsolete)
- 97. Registration Act
- 98. Sabotage
- 99. Plant Survey (obsolete)
- 100. Subversive Matter (Individuals); Internal Security (Organization)
- 101. Hatch Act (obsolete)
- 102. Voorhis Act
- 103. Interstate Transportation of Stolen Cattle
- 104. Servicemen's Dependents Allowance Act of 1942 (obsolete)
- 105. Internal Security (Nationalistic Tendency, Foreign Intelligence) (Individuals and Organizations, by country)
- 106. Alien Enemy Control; Escaped Prisoners of War and Internees (obsolete)
- 107. Denaturalization Proceedings (obsolete)
- 108. Foreign Travel Control (obsolete)
- 109. Foreign Political Matters
- 110. Foreign Economic Matters
- 111. Foreign Social Conditions
- 112. Foreign Funds
- 113. Foreign Military and Naval Matters
- 114. Alien Property Custodian Matter (obsolete)
- 115. Bond Default, Bad Jumper
- 116. Atomic Energy Act, Applicant, Atomic Energy Act, Employee
- 117. Atomic Energy Act, Criminal
- 118. Applicant, Central Intelligence Agency (obsolete)
- 119. Federal Regulations of Lobbying Act
- 120. Federal Tort Claims Act
- 121. Loyalty of Government Employees (obsolete)
- 122. Labor Management Relations Act, 1947
- 123. Special Inquiry, State Department, Voice of America (U.S. Information Center) (Public Law 402, 80th Congress)
- 124. European Recovery Program (International Cooperation Administration), formerly Foreign Operations Administration, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D., Agency for International Development (obsolete)
- 125. Railway Labor Act; Railway Labor Act, Employer's Liability Act
- 126. National Security Resources Board, Special Inquiry (obsolete)
- 127. Sensitive Positions in the United States Government, Public Law 266 (obsolete)
- 128. International Development Program (Foreign Operations Administration)
- 129. Evacuation Claims (obsolete)
- 130. Special Inquiry, Armed Forces Security Act (obsolete)
- 131. Admiralty Matter
- 132. Special Inquiry, Office of Defense Mobilization (obsolete)
- 133. National Science Foundation Act, Applicant (obsolete)
- 134. Security Informants
- 135. PROSAB (Protection of Strategic Air Command Bases of the U.S.A. Air Force)
- 136. American Legion Contact (obsolete)
- 137. Criminal Informants
- 138. Loyalty of Employees of the United Nations and Other Public International Organizations
- 139. Interception of Communications (Formerly, Unauthorized Publication or Use of Communications)
- 140. Security of Government Employees; S.G.E., Fraud Against the Government
- 141. False Entries in Records of Interstate Carriers
- 142. Illegal Use of Railroad Pass
- 143. Interstate Transportation of Gambling Devices
- 144. Interstate Transportation of Lottery Tickets
- 145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
- 146. Interstate Transportation of Prison-Made Goods
- 147. Federal Housing Administration Matters
- 148. Interstate Transportation of Fireworks
- 149. Destruction of Aircraft or Motor Vehicles
- 150. Harboring of Federal Fugitives, Statistics
- 151. (Referral cases received from CSC under P.L. 298) Agency for International Development; Atomic Energy Commission (Civil Service Commission); National Aeronautics and Space Administration; National Science Foundation; Peace Corps; Action; U.S. Arms Control and Disarmament Agency; World Health Organization; International Labor Organization; U.S. Information Agency
- 152. Switchblade Knife Act
- 153. Automobile Information Disclosure Act
- 154. Interstate Transportation of Unsafe Refrigerators
- 155. National Aeronautics and Space Act of 1958
- 156. Welfare and Pension Plans Disclosure Act
- 157. Extremist Matters; Civil Unrest
- 158. Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (obsolete)
- 159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
- 160. Federal Train Wreck Statute
- 161. Special Inquiries for White House, Congressional Committee and Other Government Agencies
- 162. Interstate Gambling Activities
- 163. Foreign Police Cooperation
- 164. Crime Aboard Aircraft
- 165. Interstate Transmission of Wagering Information
- 166. Interstate Transportation in Aid of Racketeering
- 167. Destruction of Interstate Property
- 168. Interstate Transportation of Wagering Paraphernalia
- 169. Hydraulic Brake Fluid Act (obsolete)
- 170. Extremist Informants

- 171. Motor Vehicle Seat Belt Act (obsolete)
- 172. Sports Bribery
- 173. Public Accommodations, Civil Rights Act of 1964 Public Facilities, Civil Rights Act of 1964 Public Education, Civil Rights Act of 1964 Employment, Civil Rights Act of 1964
- 174. Explosives and Incendiary Devices; Bomb Threats (Formerly, Bombing Matters; Bombing Matters, Threats)
- 175. Assaulting the President (or Vice President) of the United States
- 176. Anti-riot Laws
- 177. Discrimination in Housing
- 178. Interstate Obscene or Harassing Telephone Calls
- 179. Extortionate Credit Transactions
- 180. Desecration of the Flag
- 181. Consumer Credit Protection Act
- 182. Illegal Gambling Business; Illegal Gambling Business, Obstruction; Illegal Gambling Business, Forfeiture
- 183. Racketeer, Influenced and Corrupt Organizations
- 184. Police Killings
- 185. Protection of Foreign Officials and Official Guests of the United States
- 185. Real Estate Settlement Procedures Act of 1974
- 187. Privacy Act of 1974, Criminal
- 188. Crime Resistance
- 189. Equal Credit Opportunity Act
- 190. Freedom of Information/Privacy Acts
- 191. False Identity Matter
- 192. Hobbs Act - Financial Institutions
- 193. Hobbs Act - Commercial Institutions
- 194. Hobbs Act - Corruption of Public Officials
- 195. Hobbs Act - Labor Related
- 196. Fraud by Wire
- 197. Civil Actions or Claims Against the Government
- 198. Crime on Indian Reservations

Files kept in FBI Field Offices - Field offices maintain certain records that are not contained at FBI Headquarters that include files, index cards, and related material pertaining to cases in which there was no prosecutive action undertaken; perpetrators of violations not developed during investigation; or investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the Bureau. These investigations were closed in field offices and correspondence not forwarded to FBI Headquarters. Duplicate records and records which extract information reported in the main files are also kept in the various divisions of the FBI to assist them in their day-to-day operation. These records are lists of individuals which contain certain biographic data, including physical description and photograph. They may also contain information concerning activities of the individual as reported to FBIHQ by the various field offices. The establishment of these lists is necessitated by the needs of the Divisions to have immediate access to pertinent information duplicative of data found in the Central Records without the delay caused by a time-consuming manual search of central indices. The manner of segregating these individuals varies depending on the particular needs of the FBI Division. The information pertaining to individuals who are a part of the list is derivative of information contained in the Central Records System. These duplicative records fall into the following categories:

- (1) Listings of individuals used to assist in the location and apprehension of individuals for whom legal process is outstanding (fugitives);
- (2) Listings of individuals used in the identification of particular offenders in cases where the FBI has jurisdiction. These listings include various photograph albums and background data concerning persons who have been formerly charged with a particular crime and who may be suspect in similar criminal activities; and photographs of individuals who are unknown but suspected of involvement in a particular criminal activity, for example, bank surveillance photographs;
- (3) Listings of individuals as part of an overall criminal intelligence effort by the FBI. This would include photograph albums, lists of individuals known to be involved in criminal activity, including theft from interstate shipment, interstate transportation of stolen property, and individuals in the upper echelon of organized crime;
- (4) Listings of individuals in connection with the FBI's mandate to carry out Presidential directives on January 8, 1943, July 24, 1950, December 15, 1953, and February 18, 1976, which designated the FBI to carry out investigative work in matters relating to espionage, sabotage, and foreign

counterintelligence. Listings may include photograph albums and other listings containing biographic data regarding individuals. This would include lists of identified and suspected foreign intelligence agents and informants;

(5) Special indices duplicative of the central indices used to access the Central Records System have been created from time to time in conjunction with the administration and investigation of major cases. This duplication and segregation facilitates access to documents prepared in connection with major cases.

Some of the information contained in the main files has also been extracted and placed on computer to enable various divisions to retrieve information more rapidly by avoiding the need for a manual search for information maintained in the main files. For example, since investigation of major frauds requires the Agent to collect and organize massive volumes of evidence and other investigative information, the FBI is using computers to do this in a more accurate and expeditious manner. Additionally, Agents occasionally seize evidence in computerized form and FBI computers are used to organize and sort the information in preparation for trial. Also, personnel type information dealing with such matters as attendance and production and accuracy requirements is maintained by some divisions.

Authority for maintenance of the system: Federal Records Act of 1950, The Constitution of the United States, various provisions of U.S. Code, Executive Orders and Presidential directives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, state, local, and foreign agencies where the right and need to have access to this information exists -- For example, to assist in the general crime prevention and detection efforts of the recipient agency. Information is also disseminated to these agencies and to individuals and organizations, where such dissemination is necessary to elicit information from such agencies and individuals. Information from this system is also disseminated during appropriate legal proceedings. For example, witness interviews are made available to defendants pursuant to the Jencks Act during Federal criminal trials. In the event that a system of records maintained by this agency to carry out its functions indicated a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. A record from this system of records may be disclosed as a 'routine use' to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. For example, in discharging its obligations under Executive Order 10450, this agency would disseminate record information as a direct result of a name check request submitted by another government agency. A record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him/her in the institution or maintenance of a suit brought under such title. Background and descriptive information on Federal fugitives is disseminated to the general public and the news media in an effort to bring about the apprehension of these wanted individuals. News releases are also disseminated to the public and the news media concerning apprehensions of FBI fugitives and other notable accomplishments. Additionally, public source information is distributed on a continuing basis, upon request, to the general public.

PRIVACY ACT ISSUANCES

and representatives of the media. Upon specific approval of the Director, information may be disseminated from this system to individuals in the private sector in extenuating circumstances in order to protect life or property. Information which relates to foreign counter-intelligence matters may be disseminated to individuals in the private sector with the specific authority of the Attorney General where he deems it necessary in order for the Federal Bureau of Investigation (FBI) to fulfill its statutory responsibilities to investigate espionage in the United States. The FBI has received inquiries from private citizens and Congressional offices in behalf of constituents seeking assistance in locating such individuals as missing children or heirs to estates. Where the need is acute and where it appears FBI files may be the only lead in locating the individual, consideration will be given to furnishing relevant information to the inquiring individual. Information will be provided only in those instances where it can be determined from the information at hand that the individual being sought would want the information to be furnished, e.g. an heir to a large estate. Information with regard to missing children will not be provided where they have reached their majority. The decision to make any dissemination under these circumstances can be made only by the Director, and this authority cannot be delegated.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in hardcopy form, computer tape, and microfilm.

Retrievability: The FBI General Index must be searched to determine what information, if any, the FBI may have in its files. The index cards are on all manner of subject matters, but primarily a name index of individuals. It should be noted the FBI does not index all individuals that furnish information or names developed in an investigation. Only that information that is considered pertinent and relevant and essential for future retrieval, is indexed. In certain major cases most persons contacted are indexed in order to facilitate the proper administrative handling of a large volume of material. The FBI is in the process of automating its 'Central Records System' and, therefore, the retrieval of certain data will be accomplished by utilizing certain computer peripheral equipment such as CRT (Cathode Ray Tube) video screens, and printers. This will basically involve certain personnel information, general index information, and the abstracting system. Automation in no way changes the 'Central Records System'; it only facilitates access more effectively and efficiently.

Safeguards: Records are maintained in a restricted area and are accessed only by FBI employees. All FBI employees receive a complete background investigation prior to being hired. All employees are cautioned about divulging confidential information or any information contained in FBI files. Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a 10,000 dollar fine or 10 years' imprisonment or both. Employees that resign or retire are also cautioned about divulging information acquired in the job.

Retention and disposal: The Bureau, by its investigative mandate, collects and maintains information from a wide variety of sources. The records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order 10450 regarding the security of Government employees. An

active destruction program includes microfilming of certain files over 10 years old and researching files to determine whether they contain sufficient historical, research, investigative, or intelligence value to warrant their retention. The Code of Federal Regulations, Title 41, and Title 44 of the U.S. Code set forth Records Management procedures to be followed by government agencies in relation to their records. All agencies are required to retain any material made or received during the course of public business which has been preserved or is appropriate for preservation. Accordingly, disposition of record material must be in accordance with established regulations. Subsequent destruction is accomplished through authority granted by National Archives and Records Service, GSA, utilizing either the General Records Schedules or a specific request for record destruction which is approved by the Archivist. Records are also destroyed or returned to source as a result of Court Order. Subsequent to 1/27/75, a Congressional moratorium on all destruction, and a later decision rendered on further retention of security and intelligence material, has substantially reduced the tangible effects of the destruction program.

System manager(s) and address: Director, Federal Bureau of Investigation; Washington, D.C. 20535.

Notification procedure: Same as above.

Record access procedures: A request for access to a record from the system shall be made in writing with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request your full name, complete address, date of birth, place of birth, notarized signature, and other identifying data you may wish to furnish to assist in making a proper search of our records. Also include the general subject matter of the document or its file number. The requester will also provide a return address for transmitting the information. Access requests will be directed to the Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Director, Federal Bureau of Investigation, Washington, D.C. 20535, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The FBI, by the very nature and requirement to investigate violations of law within its investigative jurisdiction and its responsibility for the internal security of the United States, collects information from a wide variety of sources. Basically it is the result of investigative efforts and information furnished by other Government agencies, law enforcement agencies, and the general public, informants, witnesses, and public source material.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 003

System name: Bureau Mailing List.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Individuals who have requested receipt of published Bureau material and who meet established criteria (basically law enforcement or closely related areas).

Categories of records in the system: Name, address and business affiliation, if appropriate.

Authority for maintenance of the system: Title 5, U.S. Code, Section 301 and Title 44, U.S. Code Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For mailing of FBI material published on a regular basis.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

DEPARTMENT OF JUSTICE

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:
Storage: Computerized and 3x5 index card.

Retrievability: ID number in computer, alphabetically for card index.

Safeguards: Computer records maintained by Administrative Services Division, system operated by FBI personnel.

Retention and disposal: Revised on a monthly basis.

System manager(s) and address: Director, FBI, Washington, D.C. 20535

Notification procedure: Director, FBI, Washington, D.C. 20535

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535

Contesting record procedures: Same as the above.

Record source categories: Individual requests for FBI material or official recommendation, from individuals associated with law enforcement.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 004

System name: Routine Correspondence Handled By Preprinted Form.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Routine correspondence from citizens not requiring a dictated response.

Categories of records in the system: Original correspondence and 3x5 index card.

Authority for maintenance of the system: Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal reference use of record of such correspondence.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing of original correspondence plus 3x5 index card.

Retrievability: Correspondence alphabetically and chronologically, index card alphabetically.

Safeguards: Maintained by FBI personnel; locked file cabinets during non-duty hours.

Retention and disposal: Original correspondence retained 90 days and destroyed; 3x5 index card maintained one year and destroyed.

System manager(s) and address: Director, FBI, Washington, D.C. 20535

Notification procedure: Director, FBI, Washington, D.C. 20535

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535

Contesting record procedures: Same as the above.

Record source categories: Incoming citizen correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 005

System name: Routine Correspondence Prepared Without File Follow.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Routine requests received via correspondence from citizens.

Categories of records in the system: Tickler copy of routine response plus original citizen's letter.

Authority for maintenance of the system: Title 5 U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Temporary record of routine inquiries without substantive, historical or record value for which no record is to be made in central FBI files.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Onionskin copy of outgoing correspondence.

Retrievability: Alphabetically and chronologically filed.

Safeguards: Maintained by FBI personnel; locked file cabinets during non-duty hours.

Retention and disposal: Retained 90 days, destroyed through confidential trash disposal.

System manager(s) and address: Director, FBI, Washington, D.C. 20535.

Notification procedure: Director, FBI, Washington, D.C. 20535.

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535.

Contesting record procedures: Same as the above.

Record source categories: Incoming citizen correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 006

System name: Electronic Surveillance (Esur) Indices.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Individuals who have been the targets of direct electronic surveillance coverage by the FBI, who have participated in conversations monitored by an FBI electronic installation, or who have owned, leased, or licensed premises on which the FBI has conducted an electronic surveillance.

Categories of records in the system: The Efsur Indices are maintained on 3' x 5' cards, which set forth the name of each person monitored or the proprietor of premises on which an electronic surveillance was conducted by the FBI since January 1, 1960, a source number to identify the electronic surveillance, the date the conversation occurred, the location of the field office which conducted the monitoring, and the address and/or telephone number where the electronic surveillance occurred.

Authority for maintenance of the system: The Efsur Indices were initiated in October, 1966, at the instructions of the Department of Justice, which also established the cutoff date of January 1, 1960. The authority for the maintenance of these records is Title 5, Section 501, USC, which grants the Attorney General the authority to issue rules and regulations prescribing how Department of Justice information can be employed. Title 18, USC, Section 2519, also sets forth recordkeeping requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Efsur Indices are utilized: (1) To respond to judicial inquiries about possible electronic surveillance coverage of witnesses, defendants, or attorneys involved in Federal court proceedings, and (2) To enable the Government to certify whether a person regarding whom court-order authority is being sought for electronic coverage has ever been so covered in the past. The actual users of the indices are always Agents of the FBI.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained manually on 3' x 5' cards.

Retrievability: They are indexed alphabetically under the two general categories of 'Criminal' and 'Security.'

Safeguards: They are maintained in a guarded room at all times, with a special locking system for off-duty hours when they are not in use.

Retention and disposal: Until advised to the contrary by the Department, the courts, or Congress, these indices will be maintained indefinitely.

System manager(s) and address: Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Notification procedure: Same as the above.

Record source categories: See Category of Individual.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(1)(G), (H), (e)(5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552 (g). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (d) and have been published in the Federal Register.

JUSTICE/FBI - 007

System name: FBI Automated Payroll System.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: A) Current employees of the Federal Bureau of Investigation (FBI); B) Resigned employees of the FBI are retained in the automated file for the current year for the purposes of clearing all pay actions and providing for any retroactive actions that might be legislated.

Categories of records in the system: System contains full record for each employee reflecting all elements relative to payroll status, plus accounting records and authorization records through which payrolls are issued and by which payrolls are audited. For example, this system contains the employees' Social Security Number, time and attendance data, and place of assignment.

Authority for maintenance of the system: System is established and maintained in accordance with Federal pay requirements and all legislative enactments, Civil Service Commission regulations, General Accounting Office rulings and decisions, Treasury Department requirements, and Office of Management and Budget regulations relative thereto. Title 5, U.S. Code, Section 501 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Bi-weekly issuance of payroll and related matters. Quarterly issuance of State Tax Report and Federal Insurance Contributions Act Report. Resign and End-of-Year Federal Tax Records (W-2's). Bi-weekly, quarterly, fiscal and annual Budget and Accounting Reports. Appropriate information is made available to the Internal Revenue Service and state and city tax bureaus.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored electronically on magnetic tapes and disks for use in a computer environment.

Retrievability: Information is retrieved by Social Security Number. (The authority to solicit an employee's Social Security Number is based on Title 26, Code of Federal Regulations, Section 31.6011(b)-2(b).)

Safeguards: Information contained in the system is relative to the individual employee's payroll status and is considered confidential to that employee and to official business conducted for that employee's pay and accounting purposes. It is safeguarded and protected in accordance with the FBI's Computer Center's regulations that permit access and use by only authorized personnel.

Retention and disposal: Master Payroll and Accounting Records stored electronically are retained for a period of three years, as are Federal Tax files. Auxiliary files pertinent to main payroll functions are retained for periods varying from three pay periods to three years, depending on support files needed for any retroactive or audit purposes. Hard copy records are retained in accordance with instructions contained in General Records Schedule 2, GSA Reg. 1, and GSA Bulletin FPMR B-47 Archives and Records.

System manager(s) and address: Director, Federal Bureau of Investigation; Ninth and Pennsylvania Avenue; Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: A request of access to information may be made by an employee through his supervisor or by a former employee by writing to the Federal Bureau of Investigation, 9th and Pennsylvania Avenue, Washington, D.C. 20535, Attention Payroll Office.

Contesting record procedures: Contest of any information should be set out in detail and a check of all supportive records will be made to determine the factual data in existence, which is predetermined by source documents and accounting procedures governing pay matters.

Record source categories: Source of information derived from personnel actions, employee authorizations, and records which are issued and recorded in accordance with regulations governing Federal pay.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 008

System name: Personnel Information Network System (PINS).

System location: Federal Bureau of Investigation, J. Edgar Hoover Building, 10th Street and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Federal Bureau of Investigation employees and former employees.

Categories of records in the system: The system contains personnel information which includes information set forth on (1) FBI form 3-634 in lieu of Standard Form 50 - Notification of Personnel Action, (2) SF 176-F-Federal Employee Group Life Insurance Plan, (3) FBI form 12-0 in lieu of SF 1126 - Notification of Pay Change, (4) SF 2301 and CSC 1084 - Application for and additional information in support of retirement, respectively, (5) SF 2809 - Federal Employee Health Benefit Plan and (6) various intra-agency forms and memoranda.

Authority for maintenance of the system: The system is established and maintained pursuant to regulations set forth in the Federal Personnel Manual, Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The PINS is used (1) to prepare the Notification of Personnel Action, copies of which are furnished to the Civil Service Commission (2) to locate and charge out personnel files for official use, (3) to generate lists of employees which are used internally by authorized personnel for record keeping, planning, and decision making purposes, and (4) as a source for the dissemination of information (A) to federal, state and local agencies and to private organizations pursuant to service record inquiries and (B) pursuant to credit inquiries (In response to proper credit inquiries from credit bureaus and financial institutions, the FBI will verify employment and furnish salary and length of service).

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 3006.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in PINS is stored by disc and synthetic tape.

Retrievability: Information is retrieved (1) on-line through Rhode Ray Tubes by keying the name or Social Security Number of the employee and (2) off-line by tape reading. (It is noted the authority to solicit an employee's Social Security Number is based on Title 26, Code of Federal Regulations, Section 31.6011(b)-2(b).)

Safeguards: Areas housing the system and access terminals are located in secure buildings available to authorized FBI personnel. Escorted maintenance and repair personnel only. Access terminals are operational only during normal daytime working hours at such time they are constantly attended.

Retention and disposal: Electronically stored records for employees and former employees are maintained indefinitely in a vault under the control of a vault supervisor. Pursuant to regulations set forth in the Federal Personnel Manual a copy of the Notification of Personnel Action is made a part of the employees' personnel file.

System manager(s) and address: Director, Federal Bureau of Investigation, John Edgar Hoover Building, 10th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name and return address of the requestor. Access requests will be directed to the Director, Federal Bureau of Investigation.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Director, FBI stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are present and former FBI employees and employee personnel files.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 009

System name: Identification Division Records System.

System location: Federal Bureau of Investigation; J. Edgar Hoover Building, 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system:

A. Individuals fingerprinted as a result of arrest or incarceration by Federal, state or local law enforcement agencies.

B. Persons fingerprinted as a result of federal employment applications, military service, alien registration and naturalization purposes and individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.

Categories of records in the system:

A. Criminal fingerprint cards and related criminal justice information submitted by authorized agencies having criminal justice responsibilities.

B. Civil fingerprint cards submitted by Federal agencies and civil fingerprint cards submitted by persons desiring to have their fingerprints placed on record for personal identification purposes.

C. Identification records sometimes referred to as "rap sheets" which are compilations of criminal history information pertaining to individuals who have criminal fingerprint cards maintained in the system.

D. An alphabetical name index pertaining to each individual whose fingerprints are maintained in the system. The criminal records and the civil records are maintained in separate files and each file has an alphabetical name index related to the data contained therein.

Authority for maintenance of the system: The system is established, maintained and used under authority granted by 28 U.S.C. 534 and P.L. 92-544 (86 Stat. 1115). The authority is also codified in 28 C.F.R. 0.85(b), and (j).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The FBI operates the Identification Division Records System to perform identification and criminal history record information functions for federal, state, and local criminal justice agencies, and for noncriminal justice agencies, and other entities where authorized by Federal statute, state statute pursuant to Public Law 92-544 (86 Stat. 1115), Presidential executive order, or regulation of the Attorney General of the United States. In addition, identification assistance is provided in disasters and for other humanitarian purposes. Dissemination is also conducted in accordance with Public Law 94-29, known as the Securities Acts Amendments of 1975.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored manually in file cabinets either in its natural state or on microfilm. In addition, some of the information is stored electronically in converting the manual system to an automated system.

Retrievability: (1) All information in the system is retrievable by technical fingerprint classification index and positive identification is effected only by comparison of the unique characteristics obtained from fingerprint impressions submitted for search against the fingerprint cards maintained within the system.

(2) An auxiliary means of retrieval is through the alphabetical name indexes which contain names of the individuals, their birth data, other physical descriptors and the individuals' technical fingerprint classifications and FBI numbers, if such have been assigned.

(3) The name of an individual and his FBI number may assist in retrieval of information about that individual from within the system. Since July, 1971, all individuals whose fingerprints have been placed in the criminal file have been assigned unique FBI numbers. Prior to July, 1971, all individuals who had two or more fingerprint cards in the criminal file were assigned FBI numbers.

Safeguards: Information in the system is unclassified. Disclosure of information from within the system is made only to authorized recipients upon authentication and verification of the right to access the system by such persons and agencies. The physical security and maintenance of information within the system is provided by FBI rules, regulations and procedures.

Retention and disposal:

(1) The Archivist of the United States has approved the destruction of records maintained in the criminal file when the records indicate individuals have reached 80 years of age and the destruction of records maintained in the civil file when the records indicate individuals have reached 75 years of age.

(2) Fingerprint cards and related arrest data in the system are destroyed seven years following notification of the death of an individual whose record is maintained within the system.

(3) Fingerprint cards submitted by state and local criminal justice agencies are returned upon requests of the submitting agencies. The return of a fingerprint card under this procedure results in the deletion from the system of all arrest information related to that fingerprint card.

(4) Fingerprint cards and related arrest data are removed from the Identification Division Records System upon receipt of Federal court orders for expunctions when accompanied by necessary identifying information. Recognizing lack of jurisdiction of local and state courts over an entity of the Federal Government, the Identification Division Records System, as a matter of comity, returns fingerprint cards and related arrest data to local and state criminal justice agencies upon receipt of orders of expunction directed to such agencies by local and state courts when accompanied by necessary identifying information.

System manager(s) and address: Director, Federal Bureau of Investigation, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Address inquiries to the System Manager. The Attorney General has exempted the Identification Division Records System from compliance with subsection (3) of the Act.

Record access procedures: The Attorney General has exempted the Identification Division Records System from compliance with subsection (d) of the Act. However, pursuant to 28 C.F.R. 16.30-34, and Rules and Regulations promulgated by the Department of Justice on May 20, 1975 at 40 Fed. Reg. 22114 (Section 20.21) for Criminal Justice Information Systems, an individual is permitted access to his identification record maintained in the Identification Division Records System and procedures are furnished for correcting or challenging alleged deficiencies appearing therein.

Contesting record procedures: Same as the above.

Record source categories: See Categories of Individuals.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c), (d) and (f), (h), (i), (j) and (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y), (z) and (aa) of the Privacy Act pursuant to 5 U.S.C. 552 (c). These have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 010

System name: Employee Travel Vouchers and Individual Earning Records.

System location: Federal Bureau of Investigation, J. Edgar Hoover Bldg. 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535. Records pending audit are located at Federal Records Centers.

Categories of individuals covered by the system: Former and current employees of the FBI.

Categories of records in the system: Payroll, travel and retirement records of current and former employees of the FBI.

Authority for maintenance of the system: The head of each executive agency, or his delegate, is responsible for establishing and maintaining an adequate payroll system, covering pay, leave and allowances, as a part of the system of accounting and internal control of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66, 66a and 290(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by Departmental personnel to prepare and document payment to employees of the FBI and to carry out financial matters related to the payroll or accounting functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual on paper files.

Retrievability: The records can be retrieved by name; and either social security account number or employee identification number.

Safeguards: Accessed by Bureau employees at FBI Headquarters and by Field Office employees at Records Centers. Transmittal document contains Bureau statement concerning security, i.e., who may access or view records. Records are maintained in rooms under the control of employees during working hours and maintained in locked file cabinets in locked rooms at other times. Security guards further restrict access to the building to authorized personnel only.

Retention and disposal: Employee travel vouchers - retained indefinitely. Individual earning records - retained 56 years after date of last entry.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Written inquiries, including name, date of birth, and social security number, to determine whether this system contains records about an individual may be addressed to Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record access procedures:

Contesting record procedures: Written inquiries, including name, date of birth and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record source categories: Travel vouchers turned in by individual employees for official business. Pay records - time and attendance records, pay determined by the agency.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 011

System name: Employee Health Records.

System location: Federal Bureau of Investigation, Finance and Personnel Division, Health Service, J. Edgar Hoover Bldg. 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 and the

following field offices: New York, Newark, Philadelphia, Chicago, Los Angeles, San Francisco, and FBI Academy, Quantico, Virginia. Addresses for these offices can be found in JUSTICE/FBI-999, the appendix of Field Offices for the Federal Bureau of Investigation.

Categories of individuals covered by the system: Current and former employees of the FBI.

Categories of records in the system: Records of visits to health facilities relating to sickness, injuries or accidents.

Authority for maintenance of the system: The head of each agency is responsible, under 5 U.S.C. 7902, for keeping a record of injuries and accidents to its employees and for reducing accidents and health risks. These records are maintained under the general authority of 5 U.S.C. 301 so that the FBI can be kept aware of the health related matters of its employees and more expeditiously identify them.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained by the FBI to identify matters relating to the health of its present and former employees. Information is available to employees of the FBI whose job function relates to identifying and resolving health matters of former and current personnel of the FBI.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing of 3 x 5 index record cards.

Retrievability: These index cards are retrievable by the name of an individual.

Safeguards: These records are maintained by FBI personnel during working hours and in locked file cabinets during non-working hours. Security guards further restrict access to the building to authorized personnel.

Retention and disposal: These 3 x 5 index cards are maintained for the duration of an employee's service with the FBI.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Written inquiries, including name, date of birth and social security number, to determine whether this system of records contains records about an individual may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record access procedures:

Contesting record procedures: Written inquiries, including name, address and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 and the above-mentioned field offices at addresses referred to in JUSTICE/FBI-999.

Record source categories: Employees of the Federal Bureau of Investigation originate their own records.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 012

System name: Time Utilization Record-Keeping (TURK) System.

System location: Administrative Services Division, Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Categories of individuals covered by the system: Special Agents, Accounting Technicians, Investigative Assistants, and Laboratory Technicians.

Categories of records in the system: System contains bi-weekly time utilization data of Special Agents, Accounting Technicians, Investigative Assistants and Laboratory Technicians.

Authority for maintenance of the system: This system of records is maintained under the authority of 31 U.S.C. 66a which requires the head of the Department, or his delegate, to establish a system of accounting and internal control designed to provide full disclosure

of the financial results of the activities; adequate financial information needed for the FBI's management purposes and effective control over and accountability for all funds, property and other assets for which the FBI is responsible.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the purpose of producing cost accounting reports reflective of personnel utilization, records may be made available to the General Accounting Office, the Office of Management and Budget and the Treasury Department.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored electronically on magnetic tapes and discs for use in a computer environment.

Retrievability: Information is retrieved by name and/or social security number.

Safeguards: Information is safeguarded and protected in accordance with the FBI's Computer Center regulations that permit access and use by authorized personnel only.

Retention and disposal: Bi-weekly magnetic tapes are retained for a period of 3 years. Hard copy records are retained in accordance with instructions contained in General Records Schedule 8, and GSA Bulletin FPMR-47 Archives and Records. Hard copy records will be destroyed, magnetic tapes will be erased and reused.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Same as above.

Record access procedures:

Contesting record procedures: Written requests for access to information may be made by an employee through his supervisor or by former employees by writing to: Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 (Attn: Administrative Services Division). Contesting of any information should be set out in written detail and forwarded to the above address. A check of all supportive records will be made to determine the factual data in existence.

Record source categories: Source of information is derived from daily time utilization recording made by the employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 999

System name: Appendix of Field Divisions for the Federal Bureau of Investigation.

Field Office:

502 U.S. Post Office & Court House
Albany, New York 12207

4303 Federal Office Building
Albuquerque, New Mexico 87101

Room 500, 300 North Lee Street
Alexandria, Virginia 22314

Room 238, Federal Building
Anchorage, Alaska 99510

275 Peachtree Street, N.E.
Atlanta, Georgia 30303

7142 Ambassador Road
Baltimore, Maryland 21207

Room 1400 - 2121 Building
Birmingham, Alabama 35203

John F. Kennedy Federal Office Building
Boston, Massachusetts 02203

Room 1400 - 111 West Huron Street
Buffalo, New York 14202

115 U.S. Court House and Federal Building
Butte, Montana 59701

PRIVACY ACT ISSUANCES

- 1120 Jefferson Standard Life Building
Charlotte, North Carolina 28202
- Room 905, Everett McKinley Dirksen Building
Chicago, Illinois 60604
- 415 U.S. Post Office & Court House Building
Cincinnati, Ohio 45202
- 4645 Federal Office Building
Cleveland, Ohio 44199
- 1529 Hampton Street
Columbia, South Carolina 29201
- Room 200, 1810 Commerce Street
Dallas, Texas 75201
- Room 13218, Federal Office Building
Denver, Colorado 80202
- Patrick V. McNamara Building
477 Michigan Avenue
Detroit, Michigan 48226
- 202 U.S. Court House Building
El Paso, Texas 79901
- Kalaniananale Federal Building
Room 4307
303 Ala Moana Boulevard
Honolulu, Hawaii 96850
- 6015 Federal Building and U.S. Court House
Houston, Texas 77002
- 575 North Pennsylvania St.
Indianapolis, Indiana 46202
- 800 Unifirst Federal Savings & Loan Building
Jackson, Mississippi 39205
- 414 U.S. Court House & Post Office Building
Jacksonville, Florida 32202
- Room 300 - U.S. Courthouse
Kansas City, Missouri 64106
- Room 800, 1111 Northshore Drive
Knoxville, Tennessee 37919
- Room 2-011, Federal Office Building
Las Vegas, Nevada 89101
- 215 U.S. Post Office Building
Little Rock, Arkansas 72201
- 11000 Wilshire Boulevard
Los Angeles, California 90024
- Room 502, Federal Building
Louisville, Kentucky 40202
- 841 Clifford Davis Federal Building
Memphis, Tennessee 38103
- 3801 Biscayne Boulevard
Miami, Florida 33137
- Room 700, Federal Building and U.S. Court House
Milwaukee, Wisconsin 53202
- 392 Federal Building
Minneapolis, Minnesota 55401
- 520 Federal Building
Mobile, Alabama 36602
- Gateway I, Market Street
Newark, New Jersey 07101
- 770 Chapel Building
New Haven, Connecticut 06510
- 701 Loyola Avenue
New Orleans, Louisiana 70113
- 201 East 69th Street
New York, New York 10021
- Room 300, 870 Military Highway
Norfolk, Virginia 23502
- 50 Penn Place, N.W., 50th at Pennsylvania
Oklahoma City, Oklahoma 73118
- 1010 Federal Office Building
Omaha, Nebraska 68102
- 8th Floor, Federal Office Building
660 Arch Street
Philadelphia, Pennsylvania 19106
- 2721 North Central Avenue
Phoenix, Arizona 85004
- 1300 Federal Office Building
Pittsburgh, Pennsylvania 15222
- Crown Plaza Building
Portland, Oregon 97201
- 200 West Grace Street
Richmond, Virginia 23220
- Federal Building
2800 Cottage Way
Sacramento, California 95825
- 2704 Federal Building
St. Louis, Missouri 63103
- 3203 Federal Building
Salt Lake City, Utah 84138
- 433 Federal Building
Box 1630
San Antonio, Texas 78296
- Federal Office Building
Room 6531
88 Front Street
San Diego, California 92188
- 450 Golden Gate Avenue
San Francisco, California 94102
- U.S. Courthouse and Federal Building
Room 526
Hato Rey, Puerto Rico 00918
- 5401 Paulsen Street
Savannah, Georgia 31405
- 915 Second Avenue
Seattle, Washington 98174
- 535 West Jefferson Street
Springfield, Illinois 62702
- Room 610, Federal Office Building
Tampa, Florida 33602
- 506 Old Post Office Building
Washington, D.C. 20535
- Federal Bureau of Investigation Academy
Quantico, Virginia 22135

LEGAL ATTACHE (all c/o The American Embassy for the cities indicated).

Bern, Switzerland
 Bonn, Germany (Box 310, APO, New York 09080)
 Buenos Aires, Argentina
 Caracas, Venezuela (APO, New York 09893)
 Hong Kong, B.C.C. (FPO, San Francisco 96659)
 London, England (Box 40, FPO, New York 09510)
 Madrid, Spain (APO, New York 09285)
 Manila, Philippines (APO, San Francisco 96528)
 Mexico City, Mexico
 Ottawa, Canada
 Paris, France (APO, New York 09777)
 Rome, Italy (APO, New York 09794)
 Tokyo, Japan (APO, San Francisco 96503)

JUSTICE/TAX - 001

System name: Tax Division Central Classification Cards, Index Docket Cards, and Associated Records - Criminal Tax Cases

System location: U.S. Department of Justice, Tax Division, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons referred to in potential or actual criminal tax cases and related matters of concern to the Tax Division under the Internal Revenue laws.

Categories of records in the system: The system consists of an alphabetical index by individual name of all criminal tax cases, and related matters assigned, referred, or of interest to the Tax Division. Records in many instances are duplicated in the criminal section of the Division which has specific jurisdiction over criminal tax cases.

Authority for maintenance of the system: This system is established and maintained pursuant to 28 C.F.R., 0.70 and 0.71.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Classification cards are maintained on each Tax Division criminal case to identify and assign mail to the proper office within the Division; to relate incoming material to an existing case; to establish a file number for a new case upon receipt; and to provide a central index of cases within the Division.

B. Docket cards are records pertaining to the flow of legal work in the Division. They are maintained on each criminal case which is being or was handled by the Division's sections.

C. Case files maintained allow Division attorneys immediate access to information which is essential in carrying out their responsibilities concerning all criminal tax cases.

D. A record maintained in this system of records may be disseminated as a routine use as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) In the course of investigating a potential or actual violation of any law whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local or foreign agency, or an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) A record relating to a case or matter may be disseminated to the appropriate Federal, state, local, or foreign court or grand jury in accordance with applicable constitutional, substantive, or procedural law or practice; (4) A record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) A record relating to a case or matter may be dis-

seminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) A record relating to a case or matter that has been referred to the Tax Division may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; (7) A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (8) A record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is stored manually on index cards and in folders.

Retrievability: Information is retrieved manually by the name of the individual from the index card which in turn indicates the case number, and the section unit or attorney assigned to work on the material.

Safeguards: Information contained in this system is safeguarded and protected in accordance with applicable Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Currently there are no provisions for the disposal of the cards in this system, however, the records of the closed classes are forwarded to the Federal Record Center, where they are destroyed after 25 years.

System manager(s) and address: Assistant Attorney General, Tax Division, U.S. Department of Justice, 19th Street and Constitution Avenue, N.W., Washington, D.C. 20530.

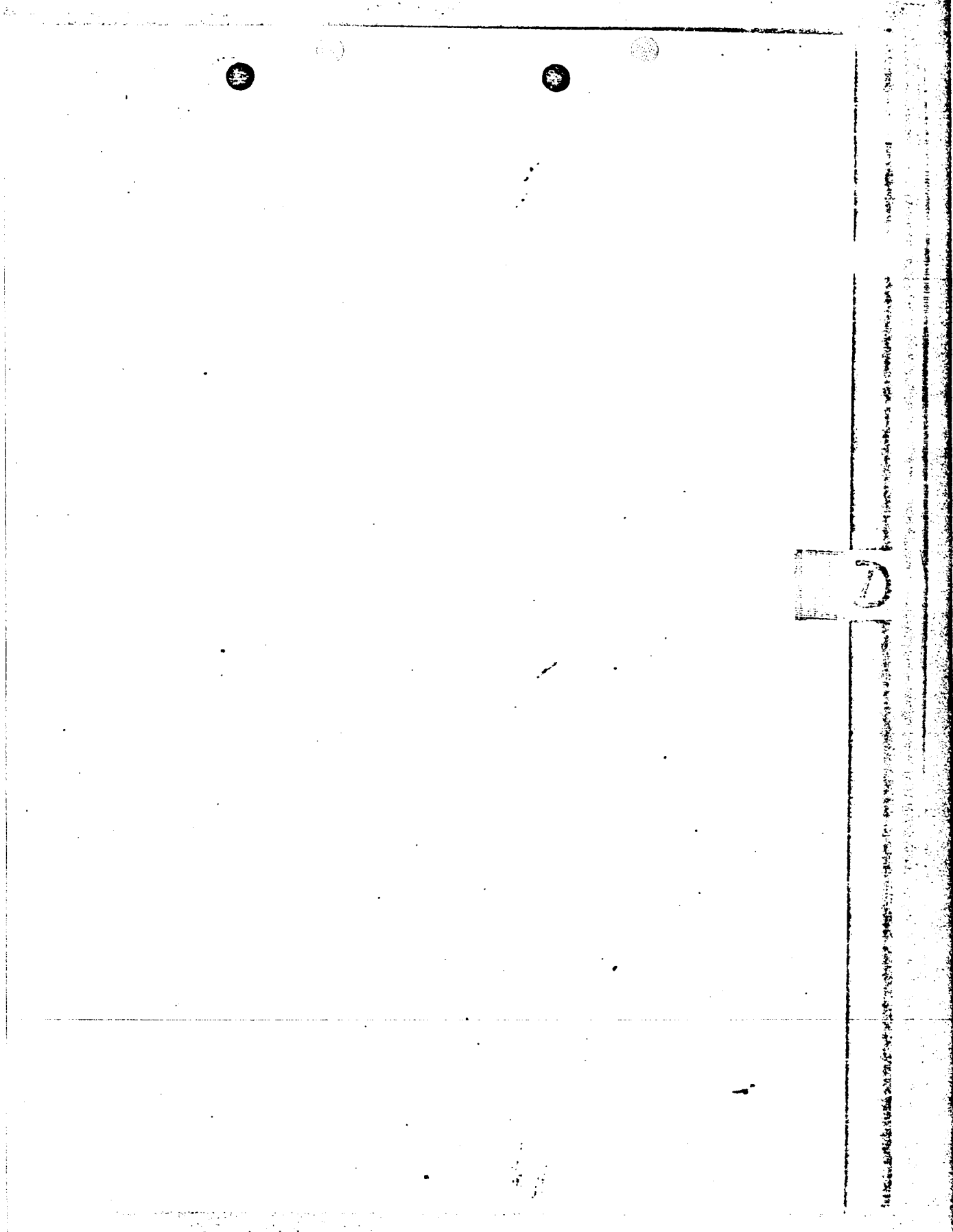
Notification procedure: An inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name of the individual involved, his birth date and place, or any other identifying number which may be of assistance in locating the record, the name of the case or matter involved, if known, the name of the judicial district involved, if known, and any other information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Internal Revenue Service, Department offices and employees, and other Federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

Systems exempted from certain provisions of the act: The Attorney General has proposed exemption of this system from subsection (c)(3), (c)(4), (d)(1), (d)(2), (d)(3), (d)(4), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (d) and have been published in the Federal Register.



RESPONSE BY: Instructional Technology Services
Academic Section
Training Division
FBI Academy - Quantico, Virginia
Federal Bureau of Investigation

REFERENCE: National Archives and Records Service
Preliminary Data Summary
Audiovisual Records Management

TRANSMITTED TO Memorandum dated 1/18/78, from
FBI BY: Kevin D. Rooney
Assistant Attorney General
for Administration

I. Compliance

Instructional Technology Services (ITS) at the FBI Academy does not have a "manual, handbook, or other guide or directive" dealing specifically with records management of audiovisual material. That is not to say, however, that we have no written records or documents dealing with such materials in an inventory sense as described in other sections below.

II. Administration

- (1) Dr. Charles G. Bollmann
FBI Academy
(703) 640-6131 ext. 2695
Audio-Visual Production Officer, GS-14
GS-1071 Audio-Visual Production Series
Devotes approximately 2% of time to AV records management.
Devotes approximately 3% of time to records for operational control.
- (2) Roger W. Hinkley
FBI Academy
(703) 640-6131 ext. 2247
Television Production Specialist, GS-12
GS-1071 Audio-Visual Production Series
Devotes approximately 5% of time to AV records management.
Devotes approximately 10% of time to records for operational control.

- (3) Timothy Phelan
FBI Academy
(703) 640-6131 ext. 2666
Photographer, GS-9
GS-1060 Photography Series
Devotes approximately 5% of time to AV records management.
Devotes approximately 8% of time to records for operational control.
- (4) Michael W. Kauffman
FBI Academy
(703) 640-6131 ext. 2110
Television Production Specialist, GS-6
GS-1071 Audio-Visual Production Series
Devotes approximately 20% of time to AV records management.
Devotes approximately 5% of time to records for operational control.
- (5) Hazel R. Willey
FBI Academy
(703) 640-6131 ext. 2345
Training Technician, GS-5
GS-1702 Education and Training Technician Series
Devotes approximately 5% of time to AV records management.
Devotes approximately 5% of time to records for operational control.

III. Volume And Costs

- (1) 147 cubic feet of audiovisual materials.
- (2) Various components of the FBI Academy's Instructional Technology Services keep their own current and up-to-date inventory records in the form of a running "shelf list" and/or a card index file arranged by title. Since these records are kept current with daily and/or weekly entries, we do not make special, periodic inventories of the holdings.
- (3) Please see completed "Figure I - Attachment 4" appended to this report.
- (4) Please see completed "Figure II, - Attachment 5" forms appended to this report.

In interpreting the data supplied in response to this item, please be advised of the following:

We have made our own on-the-spot judgment which titles to include since the vast preponderance of our audiovisual materials are directly related to the Academy's training function and are probably of no historical/archival value.

Costs are difficult if not impossible to determine for development of program materials produced by ITS at the Academy.

(5) We have no audiovisual records deposited with a Federal Records Center. While only a few of the holdings in our possession are deemed worthy to be offered to the National Archives, copies or even originals of some could be so offered at this time.

A prime candidate for deposit in the National Archives is the twenty-five minute videotape of the Administration of the Oath of Office to William H. Webster as Director of the FBI on 2/23/78. This could be furnished in either 3/4" U-matic videocassette or 2" quadruplex videotape.

Another item is the Dedication Ceremonies of the J. Edgar Hoover FBI Building (Washington, D.C.) September, 1975. Again this could be provided as either a 60-minute 3/4" videocassette or 2" quadruplex videotape of the same length.

(6) (A) While we would expect to generate and accumulate a relatively large volume of videotape and still pictures (transparencies and prints) over the next ten years, we feel that most of this material will be ephemeral in nature and of little interest as archival material.

For example, we would anticipate accumulating up to 1000 hours of videotapes of classroom/lecture presentations by staff instructors and guest speakers but only a very small percentage of these tapes would be of archival interest.

(B) As intimated above in (6)(A), we expect only a few titles or items -- probably no more than two dozen or so -- would be significant enough to offer them to the National Archives.

(7) We retain copies of all budget submissions, requisitions, purchase orders, personnel records, and internal records related to production of materials. Especially the internal records are summarized for inclusion in various annual reports. Also, we expect that quite soon the Department of Justice will prescribe new forms and record-keeping procedures of this kind in response to a FY '77 Presidential Initiative and to a series of studies conducted by the Federal Interagency Audiovisual Committee and the Office of Management and Budget.

IV. Program Effectiveness

(1) The most recent, comprehensive management study relating to the FBI Academy's audiovisual records (i.e.; materials, equipment, personnel, and the like) was completed by this respondent while a member of the Department of Justice Audiovisual Advisory Task Force in 1976 and 1977. This Task Force Report, completed in May 1977, included a section dealing specifically with the installation of a Management Information System (MIS). Since disposition of the Task Force Report within the Department of Justice is unknown to this respondent, he does not feel at liberty to submit a copy of it at this time.

In October, 1977, this respondent provided similar data for a study conducted by the Office of Telecommunications Policy (an arm of the Executive Office of the President). Again, we do not feel at liberty to provide a copy of this study at this time.

Because our operations are localized to the Academy, are comparatively small in scale, and are tightly controlled, we feel that the records we generate for internal planning and reporting purposes are sufficient for our management of the enterprise. However, as these records are mostly developmental in nature, we feel that they would not be responsive to this item in the survey and that it would take an inordinate amount of time to summarize or recast them for the purposes of this survey.

(2) The Audio-Visual Production Officer took several courses dealing with the administration and management of audiovisual services and facilities while pursuing his doctorate which was conferred in 1970.

No other personnel of the FBI Academy's Instructional Technology Services has received formal training of any kind dealing with audiovisual records management.

PLEASE USE THE FOLLOWING FORMAT IN RESPONDING TO QUESTION 3, SECTION III
 FIGURE I
 AUDIOVISUAL RECORDS OR PROGRAMS

ORGANIZATION OR AGENCY SPACE				ADDITIONAL INFORMATION (FRC AND/OR HOLDING AREA)				
DESCRIPTION OR TYPE	*VOLUME* (ITEM COUNT)	LOCATION (BUILDING ROOM NO.)	RESTRICTIONS	FILE BREAK	VOLUME ACCESSION NO.	LOCATION	DISPOSITION AUTHORITY	ACTION DATE
DRAFT MATERIAL (GENERAL AREA)	*2ft ³	TV Studio	Some		NO	MATERIALS		
VU GRAPH PROGRAMS	6ft ³	Bldg 9 - Graphics	Material					
SLIDE PROGRAMS	*1ft ³	Bldg 5 - Rm 207	In All					
VIDEO PROGRAMS Rm 207	581/49ft ³	Bldg 5-207	Formats					
TV Studio	250/73ft ³	Bldg 6 Studio			STOPPED IN FRC			
AUDIO PROGRAMS ON REELDS	76/3 ft ³	Bldg 5 - 207	Is Classified					
PHOTOGRAPHY (STILL PICTURES)	5ft ³	Bldg 9 - Photography	Secret or					
MOTION PICTURE	103/8ft ³	Bldg 5 - Rm 207	Confidential. Estimated		OR	ELSEWHERE		
			At 10% of Total Holdings					

*Cubic Feet

*Means Estimate

**Entry before slash is item count Attachment 4
 Entry after slash is cubic feet

FIGURE 11
INVENTORY OF VIDEOTAPE OF FBI ACADEMY AUDIOVISUAL SECTION

DATE OF PRODUCTION OR LAST REVISION	TITLE	BRIEF DESCRIPTION	LOCATION BUILDING ROOM NO.	IN-HOUSE PRODUCTION	COMMERCIALY PRODUCED	ITEM COUNT	LENGTH OF PROGRAM	FORMAT	COST ASSOCIATED WITH DEVELOPMENT OR PRODUCTION
1975	Jail Bldg. Dedication	Dedication ceremonies of Jail FBI Bldg. with President Ford	Bldg. 6 TV Studio	X		1 "Show"	1 Hr.	2"	Unknown
1976	FBI/U.S. Senate Hearings	Appearance of FBI officials before Intelligence Committee	"	X	By WETA TV	4	2 Hrs.	3/4"	"
* 1977	Symposium on Terrorism	Various Authorities on Terrorism	"	X		12 "Shows"	12 Hrs.	3/4"	"
* 1977	FBI	Recollections of FBI Counterintelligence Agents	"	X		3	5 Hrs.	2"	"
1977	UCR	Explanation & Training for FBI's Uniform Crime Reporting	"	X		6	6 Hrs.	2"	"
1977	110th NA Session	Graduation Exercises of National Academy with Justice Burger	"	X		1	1 Hr.	2"	"
1977	111th NA Session	Graduation Exercises of National Academy with Director Kelley	"	X		1	1 Hr.	2"	"
1977	FBI Academy NAC Training	New Agent Training Program in action	"	X		1	30 Min.	2"	"
1978	Oath of Office	Swearing in of FBI Director Webster	"	X		1	30 Min.	2"	"

*Means Classified or Confidential in Nature

FIGURE 11
INVENTORY OF MOTION PICTURE FILM OF FBI ACADEMY AUDIOVISUAL SECTION

DATE OF PROGRAM OR LAST DIVISION	TITLE	BRIEF DESCRIPTION	LOCATION BUILDING ROOM NO.	IN-HOUSE PRODUCTION	COMMERCIALY PRODUCED	LENGTH OF PROGRAM	FORMAT	COST ASSOCIATED WITH DEVELOPMENT OR PURCHASING PROGRAM
1973	FBI Academy	Shows facilities in context of Police Training	Bldg. 5 Rm. 207		Federal Films	30 Min.	16mm	Unknown
1977	Your FBI	Update of 1966(?) & 1970 Public Information Film	Bldg. 5 Rm. 207	some scenes	WARNER BROS.	25 Min.	16mm	Unknown

Instructional Technology Services
FBI Academy - Quantico, Virginia

MISSION:

Instructional Technology Services (ITS) operates out of the Academic Section of the Training Division and is responsible for all instructional technology/audiovisual applications at the Academy including: presentation assistance, graphics, photography, and television. Recently a Training Technician to support audiovisual activities was also added to the Division's staff at Headquarters (JEH Building).

PRESENTATION ASSISTANCE

Four (4) technicians operating out of Rm. 207

Phone: 2345

Procedure: Make requests minimum 24 hrs. in advance.
Submit via card or phone.

Capabilities:

(DAIS)

Chalkboards
Hook & Loop boards
Easels
Overhead (Vugraph) projector

35mm Slides

Dual (ie., side-by-side) images
Random Access (80-slide tray)

16mm Motion Pictures

Audio cassette (Recording & playback)

Dial Access (From all rooms)

Off-air radio
Audio cassette
Off-air television
Pre-recorded videotape

Recording (From all rooms)

All formats audio tape
Videotape (mainly 1" IVC & 3/4" JVC)

Closed-Circuit TV

Origination from any room (including Crime Scene Area - Bldg. 6)
Distribution to any room with VT recording

PRODUCTION ASSISTANCE

Photo/Graphics

Phone: 2666

Procedure: Make out duplicate set of Production Request Form (2-175); submit to A-V Production Officer.

Graphics

Capabilities:

Original artwork including diagrams, illustrations, etc.
Signs
Name strips
Duplicating transparencies

Photographic

Capabilities:

Direct shooting in all formats (B&W & Color; prints and slides)
Copy stand shooting
Print & slide duplication (including enlargement, reduction, cropping, etc.)

Electronic Recording

Phones: Producer/Director - 2247
Engineer - 2220
Studio - 2110

Procedure:

Large-scale project
Set up with memorandum; followup with Production Request Form
Single "one-shot" project or regular, on-going exercises
Use Production Request Form.

Capabilities:

Recording, playback, editing, and dubbing of all formats of audio and videotape including transfers to videotape from film (16mm MF & 35mm slides).
Increasing capabilities for production on location, especially within Academy complex.

JEB BUILDING

Auditorium & Exec. Conf. Rm.: Wireless remote control OR pre-programmed
35mm Slides
Dual images (with dissolve, if desired)
16mm Motion Picture
Audio cassette & open-reel playback
Large-screen, projection television & videotape playback

Six Class-rooms (DAIS-M): 35mm slides
Dual images
Random Access
16mm Motion Picture
Audio cassette playback/record

Two (2) of the six rooms with electronic student response

Presentation planning including design for new materials available from Training Technician.

FIELD OFFICES

All Field Offices have been provided with videocassette recorder/player (VCR), 19" color monitor, mobile cart, B&W camera, and accessories. VCR's are compatible with duplicating equipment at Quantico enabling distribution of materials from Headquarters.

Instructional Technology Services
FBI Academy - Quantico, Virginia

ITS/TV STUDIO OPERATIONS

FACILITIES:

Two color studios with one common control room are located in Building #6, 2nd floor.

Studio "A" is the location of the permanent "Crime Scene" sets and is used on a scheduled basis for hands-on training problems. TV is used, when requested in advance, to enhance the training by recording action for later playback critique and direct feed to the classroom.

Studio "B" has no permanent sets. Sets are designed and built to meet specific program requirements (eg., "Talk Show", "Office Set", "Classroom", etc.).

Three color cameras and multiple microphones may be used simultaneously in either studio. Picture and sound are recorded on broadcast (quadruplex) videotape recorders and may be edited later.

16mm motion picture film and 35mm slides are integrated into programs by means of a special color camera permanently set up in the Engineering Room's multiplexer/film chain.

PERSONNEL:

The program content is organized and recorded under the supervision of a TV Producer/Director (TV Production Specialist).

ITS Graphics assists in preparation of charts, graphs, and other special visual materials which may be needed. ITS Photography assists in preparation of slides, photo prints, and 16mm film materials.

Camera operators are "volunteer" personnel, usually ITS photographers and Audiovisual Center (Room 207-Bldg. #5) Technicians.

Engineering is provided by one full-time technician who is responsible for all maintenance as well as operation of TV Control Room and Engineering Room equipment during actual program shooting and editing.

OPERATING HOURS:

A normal shooting day begins at 10:00 a.m. After a 1/2 hour lunch break (12:30-1:00) the afternoon session is 1:00-4:30.

Overtime hours must be authorized by Training Division management in advance or at the time the requirement becomes known through the Audio-Visual Production Officer.

SCHEDULING:

Any use of TV facilities must be scheduled in advance to assemble the necessary crew and to avoid conflicts with non-TV uses of Studio "A".

The Academy Scheduling Office has information on availability of the "Crime Scene" area (ie., Studio "A") and must be contacted to reserve that space. ITS/TV must also be contacted, of course, to reserve space, time, equipment, and crew.

Non-TV use of Studio "A" (including the Gambling Casino and "Crime Scene" sets) for arrest problems and other exercises must also be scheduled in advance with the Scheduling Office to prevent conflicts with television recording.

PROGRAM DEVELOPMENT:

Programs produced in the ITS/TV facility are a cooperative effort between the requesting Section or Unit and ITS/TV personnel.

The originator of a program request is known as the "Client/Producer" who has the following tasks:

1. Prepare program outline with objectives and general description of content. (See attached "Training Program Production Guidelines".)
2. Obtain approval from Section or Unit Chief indicating that the project has sufficient merit in terms of number of people to be served and program life (ie., useful service) to warrant production.
3. Develop the practical means of producing the program:
 - A. Assign "Client/Producer" to project.
 - B. Conduct feasibility meeting(s) with ITS/TV personnel to confirm that ITS/TV can best produce the program or whether other media formats or facilities could better meet the project objectives.
 - C. Participate with ITS/TV personnel in other pre-production planning meetings. The real key to successful production is detailed pre-production planning to achieve a completed, agreed-upon script and studio treatment so that there are no major surprises or changes on the day(s) of studio shooting. When confronted with any major change(s) in plans, ITS/TV must reserve the right to cancel shooting and return with the client to additional pre-production planning.
 - D. Establish client personnel who will be responsible for writing program script and for coordinating client production support. (See attached "Training Program Production Guidelines" for suggestions on scripting.)

E. Establish production schedule with ITS/TV personnel.

4. Act as approving authority for work done as it proceeds and for the finished product. Client/Producers are strongly urged to arrange with their Section or Unit superiors for such authority because effective creative production rarely occurs as a "committee" project. At a minimum, ITS/TV should be assured of working with a single contact person, usually the Client/Producer.
5. Work with ITS/TV through the post-production (ie., post-shooting) editing phase. Client/Producers are cautioned that editing the recorded materials can be more time consuming than the original studio shooting but such editing is almost always where the production is really "made".

Instructional Technology Services
FBI Academy - Quantico, Virginia

TRAINING PROGRAM PRODUCTION GUIDELINES

This sheet is intended to provide guidelines for submitting a request for the production of media material by ITS at the Academy. It is not, strictly speaking, a form; however, submissions should follow the format given below.

GUIDELINES

- I. Objective:
(State as clearly and succinctly as possible the general purpose and, if appropriate, the specific objectives of the training material to be produced.)
- II. Treatment:
(Provide a general description of the "action" sequence, what the audience will see and hear, and comments about the setting in which the action will be perceived as taking place.)
- III. Target Audience:
(Who? How many? Frequency of schools and/or use? etc.)
- IV. Client/Producer:
(Indicate by name and title who will be responsible to provide technical advice, script, editing approval, etc.)
- V. Script:
(Write out the word-for-word narrative, if appropriate, for given production. See script format sheet. Write an abbreviated description in the Video column what the audience should see on the screen during the matching audio in the adjacent column. In "Talk/Interview" type "Shows" dialog may not be fully scripted; however, at least the topics or points to be covered should be shown in the "Audio" column and shots of "Host", "Guest" etc. should be described in the "Video" column.
- VI. Specific Graphic Requirement(s):
(If they can be pre-determined in early planning stages, include exact wording of all titles, samples of type faces, samples of on-camera materials and devices. Submit slides, photographic prints, or other appropriate materials.)
- VII. Date Finished Program Material Required:

VIDEO

AUDIO

INSTRUCTIONAL TECHNOLOGY SERVICES
ACADEMY - QUANTICO, VIRGINIA

PRODUCTION SYNOPSIS

PROJECT
(Working)
TITLE:

"CLIENT":

CONTACT(S)/
PRODUCER(S):

OBJECTIVES:

TARGET
AUDIENCE(S):

MEDIA
FORMAT(S):

TREATMENT:

UTILIZATION
PLAN:

AUTHORIZING
AND OTHER
REFERENCES:

I. COMPLIANCE

The FBI Training Division's Learning Resource Center was given specific responsibilities for police training films by memo dated 7/18/73 from Assistant Director Jenkins, Training Division to Deputy Assistant Director Callahan.

In addition the LRC has the responsibility for obtaining appropriate audiovisual material for training programs conducted at the FBI Academy.

II. ADMINISTRATION

The following individuals are involved in the operation control of audiovisual records:

SA Edward D. Kenney
Training Division, FBI Learning Resource Center, Quantico, Va.
(703) 640-6131, ext. 2471
Unit Chief, FBI Librarian, GS-15
5% of time devoted to audiovisual records management
5% of time devoted to records relating to operational control

Miss Sandra L. Coupe
Training Division, FBI Learning Resource Center, Quantico, Va.
(703) 640-6131, ext. 2288
Librarian, 1410, GS-11
10% of time devoted to audiovisual records management
5% of time devoted to records relating to operational control

Miss Helen M. Gutierrez
Training Division, FBI Learning Resource Center, Quantico, Va.
(703) 640-6131, ext. 2344
Library Technician, 1411, GS-5
10% of time devoted to audiovisual records management
90% of time devoted to records relating to operational control

III VOLUME AND COSTS

1) through 4) See attached schedule.

III (cont'd.)

5) There are no audiovisual records maintained at the FBI Learning Resource Center or any Federal Record Centers which can be offered to the National Archives at the present time.

6)

A) The FBI Learning Resource Center will continue to supply the audiovisual needs for the Training Division. At the present time it is anticipated that the volume of the collection will be increased by approximately 50%. However, it should be noted that the majority of the audiovisual materials will be commercially obtained. These materials do not describe or document the organization, functions, policies, procedures, and essential transactions of the FBI or unique material.

B) The FBI Learning Resource Center will comply with all federal regulations concerning archival material and continually evaluate its holdings in order to meet these requirements. Based on previous experience it is anticipated that the volume will be small.

7) Zero Base Budgeting, Administrative Division Control and Annual Inspections are methods used to determine the cost of management and operation of audiovisual programs.