

UNITED STATES GOVERNMENT

Memorandum

Tolson	✓
Belmont	✓
Mohr	✓
Casper	✓
Callahan	✓
Conrad	✓
DeLoach	✓
Evans	✓
Gale	✓
Rosen	✓
Sullivan	✓
Tavel	✓
Trotter	✓
Tele. Room	✓
Holmes	✓
Gandy	✓

TO : Mr. Tavel *ST*

DATE: 4-20-64

FROM : *F. W. Waikart*

SUBJECT: PRESIDENT'S COMMISSION
ASSASSINATION OF THE PRESIDENT

INQUIRY CONCERNING THE BUREAU'S RECORDS SYSTEM

Reference is made to Mr. Rosen's memorandum to Mr. Belmont dated 4-17-64 concerning an inquiry by a staff member of the President's Commission concerning their desire to get in touch with a Bureau official concerning our records system. It was recommended and approved that the Commission be informed that Assistant Director Tavel of the Records Division would be the proper person for them to contact concerning the Bureau's records system, however, the Commission will also be requested to furnish the Bureau a letter outlining the general nature of the information desired. Mr. Tolson indicated that a brief memorandum should be prepared on our records system and such an outline is attached.

FEL Records System

Enclosure

- 1 - Mr. Belmont
- 1 - Mr. Rosen (attention Mr. Malley)

FWW:bpr
(5)

ENCLOSURE

REC-41

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APR 30 1964

RECORDS

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1964

SENT DIRECTOR
4-20-64

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FBI RECORDS SYSTEM

The Bureau utilizes a case system of maintaining its 5,000,000 investigative, personnel and administrative files by which all information on a given subject matter is channeled into one case file. In order to facilitate control of the file and accommodate multiple subject (s) matters, a numbering system is used to indicate (1) general classification and nature of the violation (2) the individual case file in this category and (3) serialization of each piece of mail in the file. For instance, the number 7-100-1 on a piece of mail indicates it is serial number 1 in the 100th file assigned in the Kidnaping (7) classification.

The key to these numerically maintained files is our General Indices presently consisting of almost 50,000,000 index cards on all manner of subject matters but primarily a name index of individuals. This index must be searched to determine what information, if any, the FBI may have in its investigative case files. (A separate search in the Identification Division is necessary in order to accurately determine what information the Bureau may have in its fingerprint records.)

Uniquely implementing the case files and General Index is a system referred to as "abstracting." This involves the preparation in duplicate of 3X5 abstract summaries of all important mail placed in our files. One set of abstracts is maintained numerically in the same manner as the files and is utilized to cross check the files and insure that all mail is properly accounted for and promptly identified and located. The other set is maintained alphabetically according to source (if incoming mail) and destination (if outgoing mail). This alphabetical record enables the Bureau to check with complete accuracy on all mail to or from a particular individual or agency.

In summary, the FBI's completely centralized records system consists of one numerical sequence of subject matter files, an alphabetical index to the files and a supporting abstract system in duplicate. It is manually serviced by approximately 1100 clerical employees who during the present Fiscal Year 1964 it is estimated will handle 2,358,407 pieces of mail and 1,651,477 name checks as well as perform all other necessary files service functions at the Seat of Government.

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