



UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

December 21, 1976

Address Reply to the  
Division Indicated  
and Refer to Initials and Number

Mrs. Lillian S. Weisberg  
Route 12  
Old Receiver Road  
Frederick, Maryland 21701

Dear Mrs. Weisberg:

Your recent letter to the Department of Justice requesting records relating to yourself has been received.

Pursuant to the Privacy Act, P.L. 93-579, and Department regulations 28 C.F.R. 16.41, an individual seeking access to records about himself in records systems of the Department of Justice should indicate the system(s) of records to which he seeks access. A list of records systems and system managers was printed in the August 27 and September 23, 1975, issues of the Federal Register ("Notices of Systems of Records," Part II, Section 2). For your assistance, I have enclosed a listing of the various components of the Department which maintain records systems and descriptions of those records. Please indicate on the list which units of the Department are likely to hold records relating to you and in which you wish record searches conducted.

In addition, the enclosed form asking for identifying information must be completed so that your request can be processed. This form should be returned with the unit list to the Freedom of Information and Privacy Unit, Room 1134, Office of Management and Finance, Department of Justice, Washington, D.C. 20530.

Your cooperation in this matter is appreciated.

Sincerely,

Diana F. Todd  
Executive Officer  
Office of Management  
and Finance

Enclosures



## DEPARTMENT OF JUSTICE ORGANIZATIONS

### FUNCTIONS AND RECORDS

ANTITRUST DIVISION - The Antitrust Division is charged with the general enforcement, by criminal and civil proceedings, of Federal antitrust laws and other laws relating to the protection of competition and the prohibition of monopolization and restraints of trade. This Division maintains files of its legal cases; stores documents utilized during litigation; develops statistical analyses of antitrust concerns; and keeps records pertaining to the administration of the Division.

BOARD OF IMMIGRATION APPEALS - The Board of Immigration Appeals is a quasi-judicial body which has delegated to it certain powers and authority to hear and determine appeals in cases arising under the Immigration and Nationality Act. Records are kept of these cases, which include deportation of aliens, relief from deportation, and the exclusion of aliens applying for admission to the United States.

BUREAU OF PRISONS - The Bureau of Prisons is responsible for the custody, care and correction of offenders who are sentenced to the Federal prison system. This Bureau maintains records on all current and former inmates including sentence computation; criminal, social, educational, and occupational background; identification data, work and housing assignments; educational, disciplinary, health, and work data while confined; Parole Commission actions; and reports relating to release planning institutional adjustments, and parole violations. The Bureau of Prisons also keeps other files relating to the administration of the Bureau.

✓ CIVIL DIVISION - The Civil Division represents the interests of the United States in cases not within the specialized fields of the other divisions of the Department. It is responsible for the general litigation of the Federal Government in cases both initiated by, or brought against, the United States or against Cabinet members and other Federal executives in their official capacities. The cases arise out of both commercial and governmental business of all Federal departments, agencies, and instrumentalities and the acts of civilian and military personnel in the course of performing their Government service. This Division retains all record material relating to cases under its jurisdiction.

CIVIL RIGHTS DIVISION - The Civil Rights Division conducts the litigation of cases to secure equal opportunity in the areas of employment, education, housing, voting, public accommodations and facilities, and federally-assisted programs. The Division maintains records of all its legal cases, correspondence, and memoranda, as well as records on certain individuals protected under civil rights statutes. It also keeps files relating to the administration of the Division.

✓ CRIMINAL DIVISION - The Criminal Division is responsible for the enforcement of all Federal criminal statutes, except those arising under the antitrust, civil rights, and income tax laws, and exercises general supervisory jurisdiction over the U.S. Attorneys in criminal matters and litigation. This Division maintains records on individuals involved in organized crime; records of criminal proceedings necessary to the exercise of its supervisory role, and case files where it has assumed direct responsibility for prosecution; records of the granting of immunity from Federal prosecution; various files pertaining to electronic surveillance, fraud, protection of witnesses in cases where their safety has been threatened, foreign agents and espionage; and records relating to the administration of the Division. It is also responsible for the conduct of certain civil litigation, particularly that involving prison and parole matters, and civil litigation involving electronic surveillance.

DRUG ENFORCEMENT ADMINISTRATION - The mission of the Drug Enforcement Administration is to control narcotic and dangerous drug abuse through enforcement and prevention programs. This Bureau maintains investigative and intelligence files of criminal activities related to drug abuse; rosters of legitimate drug distributors and manufacturers; and records of security investigations. It also keeps various records pertaining to the administration of DEA.

✓ EXECUTIVE OFFICE FOR U.S. ATTORNEYS - The 94 United States Attorneys in the field are responsible for handling all litigation affecting the interest of the United States, including the prosecution of criminal cases, the conducting of grand jury proceedings, and for appearing in the Federal courts as the government's advocates. These Offices maintain files on their legal cases, criminal investigations, and citizen complaints, as well as records relating to the administration of the Office. Legal case files are not centralized in Washington, but are located in the Office of the U.S. Attorney who handled the case. Accordingly, requests for U.S. Attorney records should indicate a particular judicial district, city or state.

✓ FEDERAL BUREAU OF INVESTIGATION - The Federal Bureau of Investigation investigates violations of certain Federal statutes, collects evidence in legal cases in which the United States is or may be an interested party, and performs other duties specifically imposed by law or Presidential directive. This Bureau maintains files of its criminal, legal and security investigations; a nationwide index of wanted persons, stolen property, criminal histories and missing persons; fingerprint identification records; personnel records of FBI employees; and records of investigations on applicants for sensitive positions in the United States Government.

IMMIGRATION AND NATURALIZATION SERVICE - The Immigration and Naturalization Service is charged with the administration and enforcement of the immigration and nationality laws. This Service maintains files on all immigrants into the United States, transient visitors, undesirable aliens, violators of immigration and naturalization laws, petitioners for naturalization, and enemy aliens. It also maintains records pertaining to the investigation of illegal entry, smuggling, and fraudulent

documents as well as various records relating to the administration of the Service.

LAND AND NATURAL RESOURCES DIVISION - The Land and Natural Resources Division supervises suits and matters of a civil nature relating to the land, water, marine resources and other interests in real property in which the United States itself, or as a trustee for Indian tribes or individuals, has an interest. The Division also handles civil and criminal suits and matters relating to the protection of the environment. This Division maintains case files, correspondence files, and lists of appraisers, abstractors, attorneys and title insurance corporations.

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION - The Law Enforcement Assistance Administration supplies resources and technical assistance to state and local agencies in the enforcement of criminal law and the reduction and prevention of crime. LEAA maintains records to monitor and manage its grant program; files of Congressional correspondence; records of LEAA personnel and advisory committee members; and files of civil rights compliance investigations relating to LEAA-funded programs.

OFFICE OF LEGAL COUNSEL - The Office of Legal Counsel prepares the formal opinions of the Attorney General, and renders informal opinions and advice on questions of law to the various executive agencies and to other components in the Department of Justice. This Office maintains an index of legal memoranda and an index of individuals who have written to or been referred to the Office within the last two years.

OFFICE OF LEGISLATIVE AFFAIRS - The Office of Legislative Affairs maintains liaison between the Department of Justice and Congress, and prepares reports and recommendations with respect to pending legislation. This Office maintains files of its correspondence with Congress and citizens.

OFFICE OF MANGEMENT AND FINANCE - The Office of Management and Finance serves as the management arm of the Department of Justice, establishing internal administrative policy, providing administrative support services to Departmental organizations, and developing and directing administrative management programs. This Office keeps DOJ personnel records; accounting and budget records; and property, motor pool and parking records. In addition, this Office maintains an index to classified documents, and has custody of an inactive file on civil disorders.

OFFICE OF PUBLIC INFORMATION - The Office of Public Information answers general inquiries from the public, and is responsible for the dissemination of all Departmental news releases, and the coordination of radio, television and other public appearances of Departmental officials. This office maintains a file of all news releases and documents issued by the Department.

OFFICE OF THE DEPUTY ATTORNEY GENERAL - The Deputy Attorney General assists the Attorney General in the development of broad Departmental program policy and in the overall supervision and direction of the Department. This Office maintains files on the following persons: appointed Assistant U.S. Attorneys, Assistant U.S. Attorney applicants, Presidential appointees, Presidential appointment applicants, U.S. Judges, Honor Program applicants, and DOJ summer interns. This Office also maintains financial disclosure statements, and files of appeals under the Freedom of Information and Privacy Acts.

OFFICE OF THE PARDON ATTORNEY - The Office of the Pardon Attorney deals with the receipt, investigation and disposition of applications to the President for pardon or other Executive clemency. This office maintains case records of these applications.

OFFICE OF THE SOLICITOR GENERAL - The Office of the Solicitor General conducts and supervises all of the Government's litigation in the Supreme Court, and reviews all cases lost by the Department to determine which should be appealed. This Office maintains files on all Supreme Court cases in which the Government was a party.

TAX DIVISION - The Tax Division's chief activity is to represent the Internal Revenue Service in civil and criminal litigation; it also represents other Federal agencies which may have problems with state and local taxing authorities. This Division maintains records on all cases under its jurisdiction, and other files which support its administrative functions.

U.S. MARSHALS SERVICE - The U.S. Marshals serve as both law enforcement agents of the executive branch of Government, and as executive officers of the Federal courts. This Service maintains files on individuals for whom Federal warrants have been issued; background information on state and Federal witnesses; and records on prisoners in the custody of the U.S. Marshals. It also maintains records to coordinate the movement of prisoners, and various records relating to the administration of the Service.

U.S. PAROLE COMMISSION - The U.S. Parole Commission has sole authority to grant, modify, or revoke paroles of all Federal prisoners, and is responsible for the supervision of parolees and mandatory releasees. The Commission maintains files on Parole Commission hearings; information on the work and rehabilitation of Federal prison inmates; probation records of parolees, and various files relating to the administration of the Commission.

WATERGATE SPECIAL PROSECUTION FORCE - The Special Prosecutor has full authority for investigating and prosecuting offenses against the United States arising out of the unauthorized entry into Democratic National Committee Headquarters at the Watergate, all offenses arising out of the 1972 Presidential Election for which the Special Prosecutor deems it necessary and appropriate to assume responsibility, allegations involving the President, members of the White House Staff, or Presidential appointees, and any other matters which he consents to have assigned to him by the Attorney General. This Office maintains case files and records of its investigations, and retains all testimony and evidence on Watergate matters.