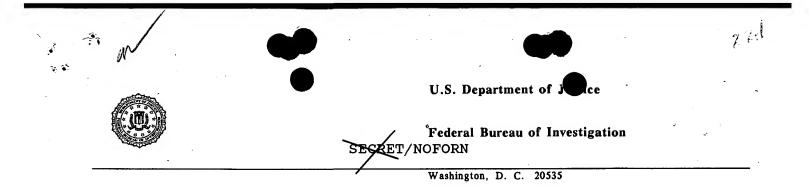
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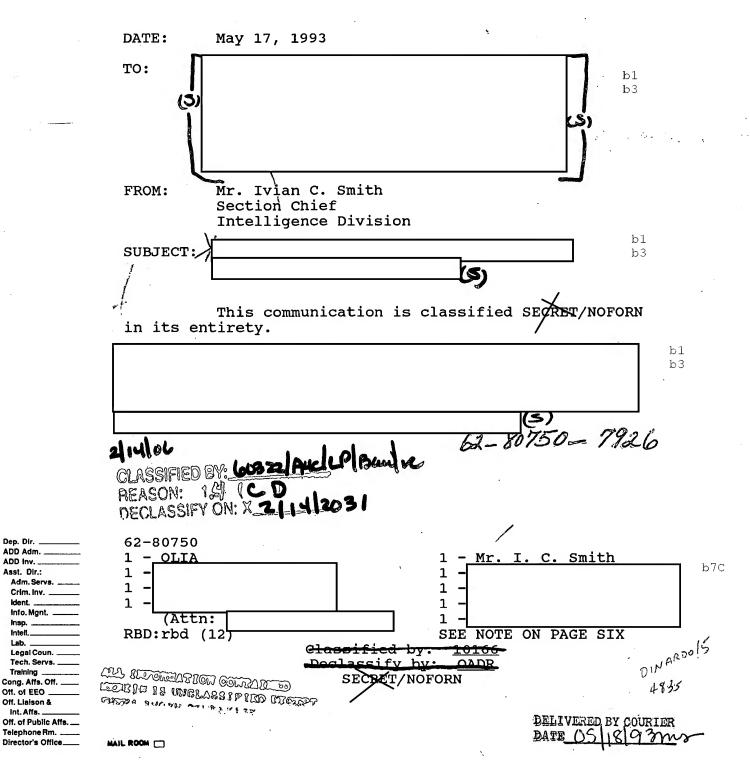
# ATTENTION

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

FOIA/PA	Litigation	Executive Order Applied
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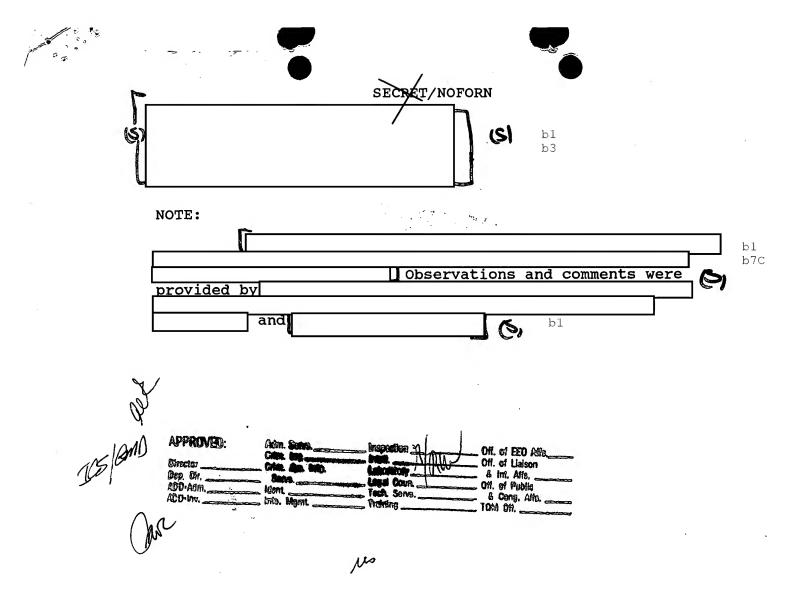


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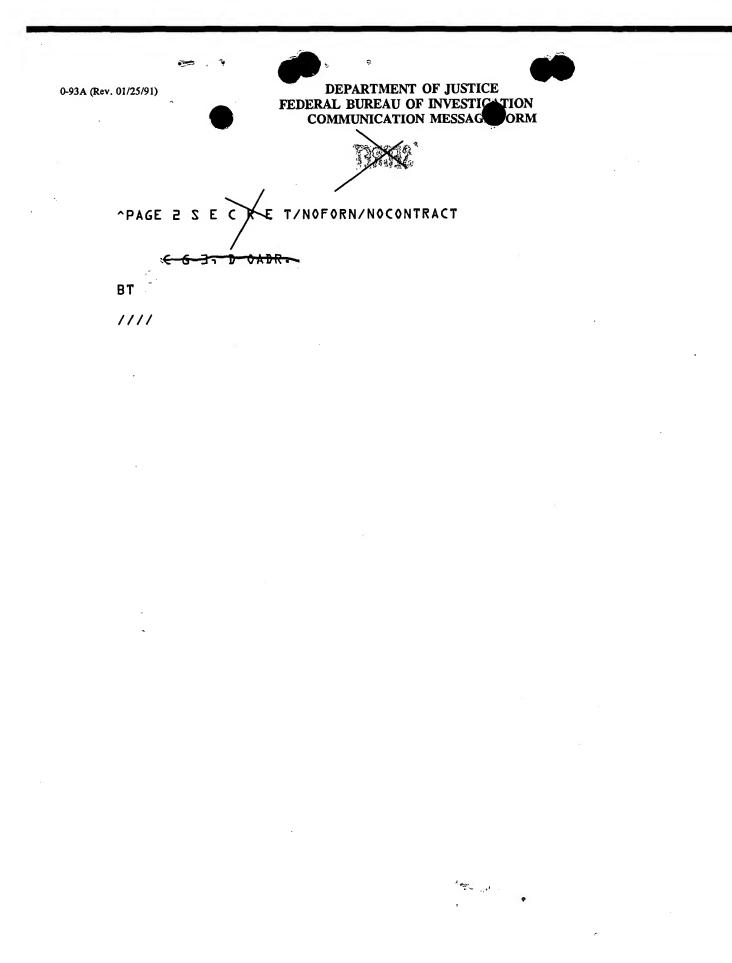
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FD-654 (Rev. 1-3-91)

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D 654 (Roy 1 3 91) Date **Classification of Mail:** Mail Category Unclassified Letter Airtel -O-Confidential LHM Memo Report Secret: Teletype Top Secret\* Ø r sci Other ..... FD-501 Númber D-502 Number , N Subject \_( Date of Mall **Description of Material** (include identity of originating office or agency) This serial has been removed and placed in: Special File Room, Room 5991, FBIHQ (Field Office - Room, Cabinet, or other location where material is stored) This action taken based upon authority of: □ TS/SCICO, FBIHQ, 62-116065 Field Office Manager and Serial number (Signature and Title of Approving Official) ALL INFORMATION CONTINUED Burn Date MERE requires special handling DELWANEND BEIMONNIED

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	SEGACI	Federal Bureau of Investigation
	/	Washington, D. C. 20535
		July 27, 1992
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	(5)	
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1	I want to again thank presentation at FBI Headquarters	you <u>for your excellent</u>
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	of the questions, there is a lot matter from a variety of FBI end	nessed from the variety and range (5) t of interest in your subject
	· .	e Program activities represent a
		ices, I am sure that we will be in
	Thank you again.	
		62-80750-7930X Sincerely yours,
	al aulob and Aug UP Band V	b7C
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Telephone Rm Director's Sec'y		07 (20192 5/ AFBI/DOJ
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*	SECRET March 2, 1988
	<b>(5)</b> b1 b1
	Enclosed per your request on behalf of Judge Webster is a July 29, 1980, memorandum to Mr. Mullen and Mr. Young from the Judge concerning a July 25, 1980, b7C telephone call from Sincerely,
н н н	John E. Collingwood Special Assistant to the Director
	<pre>Enclosure 1 - Director's Office (Enclosure) 1 - Mr. Collingwood (Enclosure) JEC:aga (4) NOTE: The enclosed document was reviewed by AD Davis prior to transmittal. He raised no objection to providing the document.</pre>
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### MEMORANDUM TO MR. MULLEN MR. YOUNG

July 29, 1980

b7C

### RE: TELEPHONE CALL FROM

At approximately 6:30 p.m. Friday, July 25, 1980, I returned a call placed by made earlier in the day. The note to me from my secretary indicated that \_\_\_\_\_\_ wanted to ask me a question about a case of a possible abuse of power. I at first inquired of the Press Office and Mr. Young advised that \_\_\_\_\_\_ had declined to talk to the Press Office and had terminated the conversation somewhat abruptly.

whom I have known casually since arriving in Washington, stated that he had learned from a very reliable source in and had confirmation from another source, presumably in that the FBI was investigating

His information was that we were investigating

noted that one of two theories was possible: 1. that this was a legitimate criminal investigation which should be pursued (although he noted parenthetically that it must certainly involve capital punishment); 2. that the dark side of the picture was that the Bureau was being used for political purposes.

I explained to \_\_\_\_\_\_ that I did not normally respond to press inquiries and that I had returned his call in view of the serious connotations contained in his note and because I knew him personally. I reviewed with him the Department's policies with respect to neither confirming nor denying the existence of an investigation. I then stated that in view of the seriousness of the allegations, however, coming particularly at a time when other allegations were

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MEMORANDUM TO MESSRS. MULLEN AND YOUNG RE: TELEPHONE CALL FROM

in the air about the Department, I would like to resolve the question if I could. I explained that I had just completed about three hours of briefings on major cases following my return from \_\_\_\_\_\_\_ and was confident that I would have been informed of any such investigation had one been under way.

stated that he had a Sunday deadline for a Monday story and that he would probably go with it unless I was able to tell him that there was in fact no such investigation. He recognized that it was often difficult to establish a negative, especially on such short notice. I told him I would be back to him and then got in touch with Mr. Mullen who was unaware of any such investigation. I talked to Mr. Monroe who was likewise unaware of any such investigation. Mr. Mullen was then able to reach who would have had program responsibility for any such investigation. Mr. Mullen then had the indices at Headquarters checked and calded New York and had the indices checked there. All results were negative.

I then advised \_\_\_\_\_\_ of the steps we had taken and told him that on the basis of these inquiries I was positive that no such investigation of \_\_\_\_\_\_ was in the FBI. I suggested that he might want to inquire elsewhere to determine whether there was

thanked me for having taken the extra steps to assure myself of the facts and indicated that he accordingly would write nothing about the investigation since it was apparently nonexistent.

> William H. Webster Director

b7C

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	DATE:	February 3, 1993	
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	• 3.		
	FROM:	Ivian C. Smith Section Chief Intelligence Division	
	SUBJECT:	ANSWERS TO FOLLOW-UP QUESTIONS	
	We have b relating	Thank you for your memorandum of February 2, 1993. egun to respond to your follow-up-questions	• b3
		This material will be to you as it is completed by country.	
		Intelligence Research Specialist (IRS) ill continue to be available to assist you through etion of this important project.	b7C
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## PERMANENT SERIAL CHARGE-OUT

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537 .May 19, 1993 0 151 b1 b3 b1 b3 Several years ago we were pleased to have you as a guest at our Engineering Research Facility (ERF) at Quantico, I am gratified to report that since then under construction. your visit, the structure has grown from a single pod to a full, 4-pod building, 880 feet in length, where engineers practice their profession using the latest technology in computer-aided design, development, and manufacturing. Many features of the ERF were planned to ensure an environment which facilitated rapid response to our users with services and advanced technology required to gain intelligence and collect evidence. To our valued technical employees and the user community they serve, the ERF has become a facility of excellence. b1· b3 80750ad Sincerely, 2-2:4-06 CLASSIFIED BY: 60322/Auch LP Burly Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm. Serva William S. Sessions REASON: 1. Crim. Inv. Director DECLASSIFY ON: X 2-24-203 ALL EFORMANDE CELT Ident. Info. Mgnt. MERE IS UNCLASSIFIED EXC Insp. Intell, CHERE SHOWL OTHERWISE Lab. Director Sessions Legal Coun. all Mr. Clarke Tech. Servs. APPROVED: Adm. Serva. Inspection Training Off. of EEO Affs. 1 - Mr. Bayse Cong. Atts. Off. Crim. Inv., Intell. Off. of Liaison Director 1 - Mr. Collingwood Off. of EEO Crim. Jus. Info. Laboratory . & Int. Affs. Dep. Dir. ADD-Adm. Off. Llaison & Serva. 1 - Mr. Boyd Legal Coun. Off. of Public Int. Affs. Ident Tech. Servs. WOT & Cong. Afts. - Mr. Kallstrom Off. of Public Affs.  $\_1$ ADD-Inv. into. Mgmt. Training TOM Off. At: 117 Telephone Rm. KTB pak (8) WAR **Director's Office** Peliverad by Laison 05/24/9 æ

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	Date 3-95
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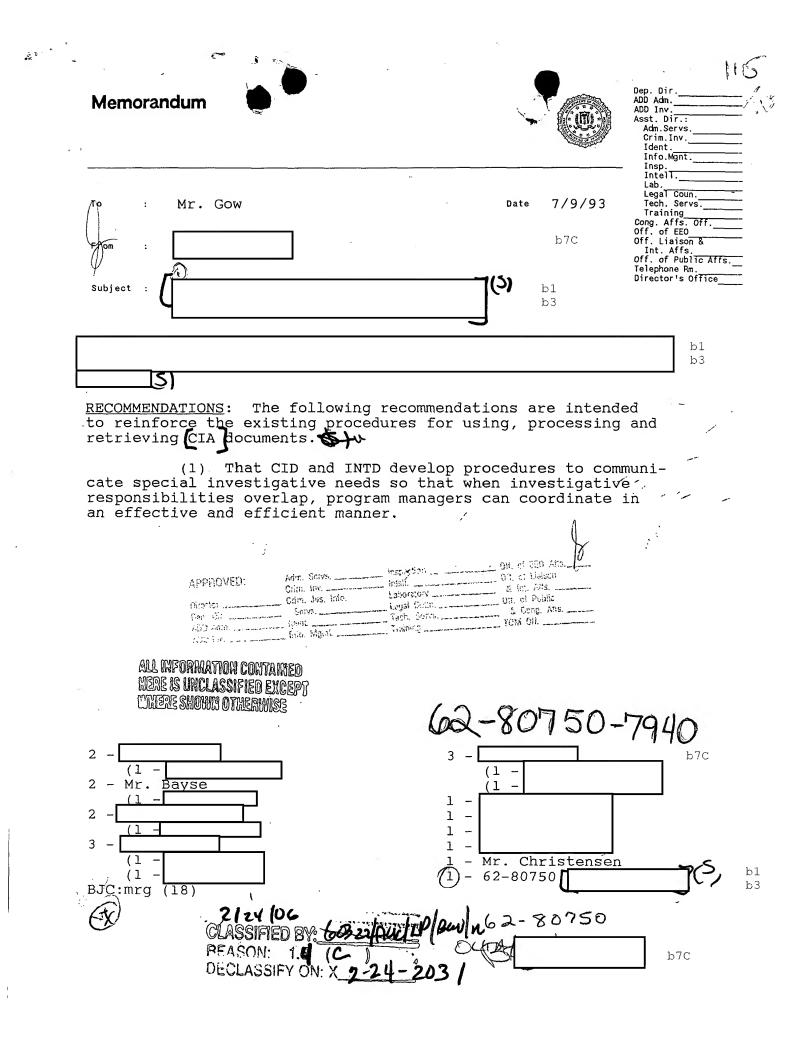
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\*requires special handling

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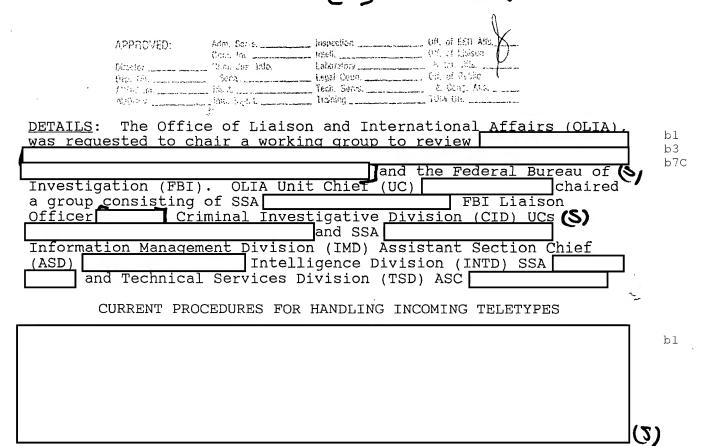


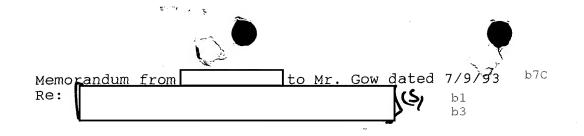
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Memorandum from	to Mr. Gow d	ated 7/9/93
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(2) That IMD prepare a memorandum to all FBIHQ Division/Offices emphasizing the significance of marking communications for proper indexing so as to ensure timely retrieval.

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(3) That IMD institute a training program in indexing and information management procedures for all FBIHQ personnel. That OLIA participate in IMD training programs by providing instruction regarding the use of CIA documents.





(5)

Teletypes received from 4:00 p.m. to 6:00 a.m. are distributed by IMD, Special File Room (SFR) beginning at 6:45 a.m. All immediate teletypes are taken to the Strategic Information Operations Center (SIOC) during the evening hours. If no action is taken by SIOC, the immediate teletypes are returned to IMD for morning delivery.

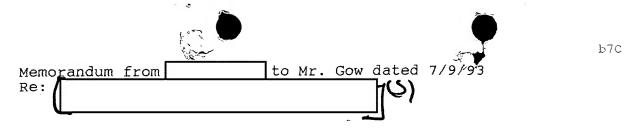
All Top Secret and Compartmented messages are routed electronically to IMD, Special File Room (SFR), where they are printed, an FD-501 Form is attached, and they are distributed to addressees within FBIHQ.

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#### INFORMATION RETRIEVAL

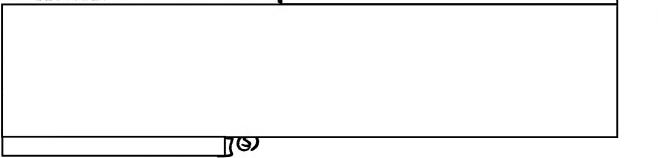
If the teletype or other mail contains information of value to more than one investigative program, it is the responsibility of the Special Agent Program Manager or Analyst who receives the original to ensure that a copy is provided to the appropriate units within FBIHQ. It is the responsibility of the Agent who receives the original communication to take the b1 b3

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required action or coordinate the required action with other investigative units. This includes all indexing and the notation of a file number on the communication. If no file exists, it includes requesting IMD to create a file. Recently, IMD has advised of cases where proper indexing would have facilitated document retrieval.

It is also the responsibility of the Agent to determine if the communication contains any information which may be of permanent value to an FBI program and should be retained. If the agent/analysts determines the communication is of value and should be retained it is his/her responsibility to mark the communication for indexing and direct it to a specific file. If the agent/analyst determines the communication has no value to the FBI, it is his/her responsibility to destroy the communication. Obviously, if destoyed the document will not be retrievable at a later time.



In conclusion, the working group found no reason to make changes in the current procedures used for processing and retrieving documents received from the CIA. However, the group did make recommendations aimed at providing additional instruction and guidance for FBIHQ Program Managers and Analyst. These recommendations include the development of procedures between CID and INTD to communicate special investigative needs so that when investigative responsibilities overlap, program managers can coordinate in an effective and efficient manner. It is also recommended that IMD submit a memorandum to all FBIHQ Divisions/Offices emphasizing the importance of marking communications for proper indexing to ensure retrieval. It is further recommended that IMD institute a training program regarding indexing and information management procedures for all personnel at FBIHQ with responsibility for managing investigations and/or investigative programs. OLIA should participate in IMD training programs by providing instruction regarding the use of CIA documents.

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