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Federal Bureau of Investigation
Washington, D.C. 20535

April 19, 2017

MR. JOHN GREENEWALD JR.
[REDACTED]

FOIPA Request No.: 1370426-000
Subject: Manuals/Procedures used by FBI employees
for adding files to the FBI's "Vault"

Dear Mr. Greenewald:

The enclosed documents were reviewed under the Freedom of Information Act (FOIA), Title 5, United States Code, Section 552. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Explanation of Exemptions:

Section 552		Section 552a
<input type="checkbox"/> (b)(1)	<input type="checkbox"/> (b)(7)(A)	<input type="checkbox"/> (d)(5)
<input type="checkbox"/> (b)(2)	<input type="checkbox"/> (b)(7)(B)	<input type="checkbox"/> (j)(2)
<input type="checkbox"/> (b)(3)	<input checked="" type="checkbox"/> (b)(7)(C)	<input type="checkbox"/> (k)(1)
_____	<input type="checkbox"/> (b)(7)(D)	<input type="checkbox"/> (k)(2)
_____	<input checked="" type="checkbox"/> (b)(7)(E)	<input type="checkbox"/> (k)(3)
_____	<input type="checkbox"/> (b)(7)(F)	<input type="checkbox"/> (k)(4)
<input type="checkbox"/> (b)(4)	<input type="checkbox"/> (b)(8)	<input type="checkbox"/> (k)(5)
<input type="checkbox"/> (b)(5)	<input type="checkbox"/> (b)(9)	<input type="checkbox"/> (k)(6)
<input checked="" type="checkbox"/> (b)(6)		<input type="checkbox"/> (k)(7)

10 pages were reviewed and 10 pages are being released.

Document(s) were located which originated with, or contained information concerning, other Government Agency (ies) [OGA].

This information has been referred to the OGA(s) for review and direct response to you.

We are consulting with another agency. The FBI will correspond with you regarding this information when the consultation is completed.

In accordance with standard FBI practice and pursuant to FOIA exemption (b)(7)(E) and Privacy Act exemption (j)(2) [5 U.S.C. § 552/552a (b)(7)(E)/(j)(2)], this response neither confirms nor denies the existence of your subject's name on any watch lists.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. Enclosed for your information is a copy of the Explanation of Exemptions.

For questions regarding our determinations, visit the www.fbi.gov/foia website under "Contact Us." The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request. Your patience is appreciated.

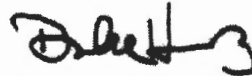
You may file an appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://foiaonline.regulations.gov/foia/action/public/home>. Your appeal must be postmarked or electronically transmitted within ninety (90) days from the date of this letter in order to be considered timely. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so that it may be easily identified.

You may seek dispute resolution services by contacting the Office of Government Information Services (OGIS) at 877-684-6448, or by emailing ogis@nara.gov. Alternatively, you may contact the FBI's FOIA Public Liaison by emailing foipaquestions@ic.fbi.gov. If you submit your dispute resolution correspondence by email, the subject heading should clearly state "Dispute Resolution Services." Please also cite the FOIPA Request Number assigned to your request so that it may be easily identified.

The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s). If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

See additional information which follows.

Sincerely,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosures (2)

In response to your Freedom of Information Act (FOIA) request, enclosed is a processed copy of records responsive to your request.

The enclosed material represents the final release of information regarding your FOIA request.

This material is being provided to you at no charge.

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.



Vault Requests





Vault

Definition of the Vault:

A list of frequently requested subjects whose documents can be found on the FBI's website (<http://vault.fbi.gov>).



Vault Examples

Case Category

- Espionage
- Famous Persons
- Gangster Era
- Historical Interest
- Unusual Phenomena
- Violent Crimes

Alphabetical list, e.g.

- Aryan Nation
- Columbine High School
- Elvis Presley
- Joan Rivers
- Lucille Ball
- Marilyn Monroe
- Michael Jackson
- Neil Armstrong
- Saddam Hussein
- Watergate



Vault

Accessing records on the VAULT website

- If the records are available on the vault, you will open a Preprocessed/Vault case in FDPS. The requester will receive the Vault Release Letter showing them where to find the information.
- The records are available to the requester for no charge.



Current Vault Case

Steps to process a request that has already been posted to the Vault:

1. Search subject in retrieval
 - Locate a ***closed*** case with the same subject (FDPS case notes indicate the material has been posted to the Vault)
2. Cross check to see if the topic is available on the FBI Vault (unclassified computer)
3. Open case as: FOIA → Preprocessed → Vault
4. Generate Vault Release Letter (indicate: final release)
*make sure to attach it as a General Letter and **not** as a Release Letter.
5. Submit case for closing once letter is approved/mailed ⁵



Future Vault Case

Steps to process a request that will be posted to the Vault:

1. Search subject in retrieval
 - Locate an *open* case with the same subject (FDPS case notes indicate the material will be posted to the vault as it's completed)
2. Open case as: FOIA → Preprocessed → Open
3. Generate Initial Processing Receipt Letter
 - Check box regarding Vault
4. Link case to originating case and place case in GC IPU Direct Assign Queue (*refer to Open Preprocessed slides*)
5. Generate Vault Release Letter(s) when material has been posted to the Vault
6. Submit case for closing once final letter is approved/mailed



Vault Letters

Vault Notice Letter

Informs requester that the subject of their request is currently being processed for release on the Vault and they will be notified when releases are available on the Vault.

- Only use this letter if the requester has not been previously notified via language in an Initial Processing Receipt Letter.



Vault Letters

Vault Release Letter

Directs requester to the Vault for documents which have either been:

1. Previously released on the subject in their entirety,

OR

2. Advises the requester that an interim/final release is now available on the Vault.

- **Do not attach the letter as a *Release Letter* for FOIA→Preprocessed→Vault Cases. Instead, attach the letter as a *General Letter*.**



Requester's with No Internet

If a requester writes back and states he/she does not have internet access (and a Vault Release Letter has already been sent in the initial request):

1. Open a Preprocessed → Closed case in FDPS (may be a reopen depending on previous correspondence)
2. Find the files in FDPS (there should be an originating case that contains the files that were posted to the Vault). If the documents are not located within FDPS, you will need to retrieve the sections from the Vault (contact or to get documents transferred from the unclassified computer to a secret computer)
3. Send a duplication cost letter (if necessary)

b6
b7c



Requester's with No Internet

4. Run Integrity if it was not run in the originating case
5. Import the material into your case as a file
6. Add appropriate notes (leave a note to the backlog manager to assign directly to for sealing)
7. Once the documents are sealed, submit the release for approval
8. Mail the release and submit the case for closing

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