

MEMORANDUM

To: Jeremy Gunn

From: Phil Golrick

Date: January 31, 1995

Re: Request to FBI for Additional Materials: File 4.16.2

I suggest that we ask the FBI to provide us, on a priority basis, the following materials:

(1) All editions, versions, portions, and predecessor or successor documents, in effect from 1958 to 1965, of:

(a) the FBI Manual of Rules and Regulations ("MRR");

(b) the FBI Manual of Administrative Operations and Procedures ("MAOP");

(c) the FBI Manual of Instructions;

(d) the FBI Manual of Investigative Operations and Guidelines ("MIOG"); and

(e) the FBI Agent's Handbook.

(2) All Bureau Bulletins, SAC Letters, and similar documents containing instructions or directives from FBI Headquarters in effect from 1958 to 1965.

(3) FBI organizational charts for the period from 1958 to 1965.

(4) FBI phone (or other personnel) directories for the period from 1958 to 1965.

(5) A copy of the "O'Neil Report" on FBI records practices, prepared by NARA and submitted to Judge Green in the American Friends Service Committee litigation.

(6) A list of all FBI files identified for processing under JFK Act, specifying for each file the originating office, file subject-matter, file number, and number of serials.

(7) To the extent not already provided, all instructions and other materials referred to by FBI personnel in the course of reviewing documents under the JFK Act.

The above materials should greatly assist analysts reviewing FBI files.

We should also request the following materials; however, because they are less likely to be of use in reviewing particular FBI files, obtaining them as soon as possible is less of a priority:

(7) The materials described in (1) through (4) above for the period from 1965 to present.

(8) A list of of all field offices, resident agencies, and legats that have been merged, moved or closed from 1958 to present.

(9) All documents relating to FBI document retention and destruction policies and procedures in effect from 1958 to present (and not

*encompassed in the above requests.)*

*(10) All documents relating to:*

*(a) the criteria applied in determining whether FBI records should be identified for review under the JFK Act; and*

*(b) the scope of the search for such records.*