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1 March 1965
W/H/C #65-42
LX-2499

MEMORANDUM FOR: C/WH/2/Salvador
SUBJECT : General: AMMUG/1 Debriefing Report #284
Specific: Agent Files

1. No agent file is ever closed or retired to Archives. If an agent dies, his personal file may be closed if he was a singleton, not running any kind of network, and without close relatives. In that instance, M Building headquarters is notified that the agent has died and his personal file is considered closed, but the file is retrained at the operations' desk from which the agent was controlled.

2. If an agent dies who has been concerned with or in charge of a network, his file is kept open and every effort is made by the case officer to find someone to replace him in the network. Whether he is replaced or not, the file remains open.

3. If an agent is imprisoned, his file remains open and efforts are made by the headquarters' case officer to reactivate the agent and his operation.

4. If an agent defects, his file remains open and efforts are made by the headquarters' case officer, through whatever means, to reclaim the agent, using intimidation or blackmail but not physical violence. No instances are known between August 1963 and April 1964 in which physical violence was used against a defected agent. Whether the agent responds or not, the case remains open.

5. At the Salvador Desk, for file purposes, agents received a letter and number designation. Recording of such a number on the document indicates that a copy goes to the agent's file. The desk uses S for Salvador; two agent numbers on documents are 11 (11-S) for Roque DALTON and 5 (5-S) for Alejandro GOMEZ Montano.

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The form filled out by the agent in the Valladares Operation and the agent in the Romeo Operation is a standard personal history form, used only for agents of foreign nationality. The address in Cuba recorded on the form is not the real address where the agent is living, but a cover address, since two agents (in the Romeo and Valladares Operations) gave the same address but would not have been living together and were not trained together because they belonged to different leftist organizations.

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