

### **Work Process Unit**

2. Basic Searching



### **Basic Searching**

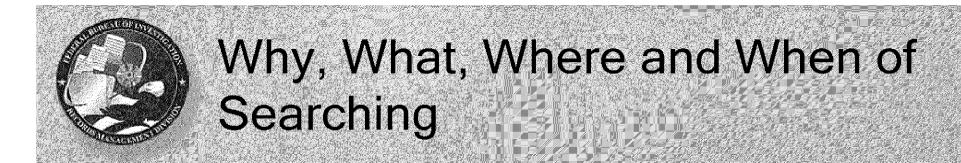
You will learn how a search is conducted for the subject of a FOI/PA request. The FBI has several indices we are required to check for potentially responsive records.

This is the first of several modules that discusses the process used to search the FBI indices.



## **Basic Searching**

- To search properly you must understand how names could be indexed into the FBI indices.
- Because America is a melting pot of different nationalities, creed's, and religions (English, French, Hispanic, Arabic, Dutch, Irish), a basic understanding of how to breakdown names is vital to your job.



## Why is searching performed?



## Why is Searching Performed?

To determine whether Bureau records reflect any information on the person, place or thing requested

#### **Examples of information requests**

- All information on Nat King Cole
- All information pertaining to a bank robbery on March 2, 2000 for Jo Smith



## **Basic Searching**

## Searching For Individuals



#### Individual Names

 Search individual's names surname first, comma space, given name, comma space, middle name.

Example: Jason Scott Washington

Given Middle Surname

Search: Washington, Jason, Scott
Surname Given Middle



Six-way break down is the most commonly used search.

A six-way break down can be used on any three part name.



#### Six-way break down

Example: John Paul Rice

#### Six-way break down

Rice, John, Paul

Rice, John, P

Rice, John

Rice, J, Paul

Rice, J, P

Rice, Paul



#### Six-way break down

Example: Todd David Smith

#### Six-way break down

Smith, Todd, David

Smith, Todd, D

Smith, Todd

Smith, T, David

Smith, T, D

Smith, David

Please perform a six-way break down on the example above.



#### Six-way break down

Example: Tom Eric Jones

#### Six-way break down

Jones, Tom, Eric

Jones, Tom, E

Jones, Tom

Jones, T, Eric

Jones, T, E

Jones, Eric

Please perform a six-way break down on the example above.



## **Basic Searching**

## Rules for Searching English Names



### Individual Names

- Do <u>not</u> punctuate (e.g., apostrophes, hyphens and periods) individual's names
  - Washington, Jason
  - Washington-Herbert, Jason

- Washington Herbert, Jason

Not allowed



## English Name with Initials

## In English names, initials are searched as names (without periods)

Name	Search Entry
J. Henry Johnson	Johnson, J, Henry
	Johnson, J, H
	Johnson, J
	Johnson, Henry
J. Jones	Jones, J



## **English Double Initial**

## Double English initials, are searched as given and middle names (without periods)

- Example: E. A. Anderson Search:
  - Anderson, E, A



## **English Saint Name**

## When searching a surname with "St" or "Ste", spell out "Saint" or "Sainte" and compress with surname

Example: Herbert L. St Clair

#### Search:

- ➤ Saintclair, Herbert, L
  - Saintclair, Herbert
  - Saintclair, H, L
- ► Saint Clair, Herbert, L
  - Saint Clair, Herbert
  - Saint Clair, H, L

- ► St Clair, Herbert, L
  - St Clair, Herbert
  - St Clair, H, L
- ► Stclair, Herbert, L
  - Stclair, Herbert
  - Stclair, H, L



## English Two-Part (Masculine)

## Two-part English male names, are searched as both given name and first initials.

- Example: George Andrews
  - Search:
  - Andrews, George
  - Andrews, G

It is not necessary to search single initials on females unless identifying information is found.



## English Four-Part (Masculine)

# Four-part English male names, are searched like three-part names without a comma after third name

Example: Joseph Albert Scott Wolfe

Search	Six-way break	down
Wolfe, Joseph, Albert Scott	Wolfe, Joseph, Albert Scott Wolfe, Joseph, Albert S Wolfe, Joseph, Albert Wolfe, Joseph, A Scott Wolfe, Joseph, A S Wolfe, Joseph, A Wolfe, Joseph Wolfe, J, Albert Scott	Wolfe, J, Albert S Wolfe, J, Albert Wolfe, J, A Scott Wolfe, J, A S Wolfe, J, A Wolfe, Albert Wolfe, Scott



## **English Hyphenated Surname**

## FBI indices does not allow hyphens, hyphenated names are searched

- "Straight-across", and
- "Broken-down" into parts as individual names

#### **Example: John Albert Blair-Smith**

- Straight-across
  - Blairsmith, John, Albert
- Broken-down
  - Blair, John, Albert
  - Smith, John, Albert



## **English Hyphenated Surname**

#### English hyphenated surname

• Example: John Albert Blair-Smith

Search	A	Six-way break down	
Blairsmith, John, Albert		Blairsmith, John, Albert	Blairsmith, J, Albert
1. Straight-across		Blairsmith, John, A	Blairsmith, J, A
		Blairsmith, John	Blairsmith, Albert
Blair, John, Albert		Blair, John, Albert	Blair, J, Albert
2. Broken-down	**	Blair, John, A	Blair, J, A
Z. Dioken down		Blair, John	Blair, Albert
Smith, John, Albert		Smith, John, Albert	Smith, J, Albert
3. Broken-down		Smith, John, A	Smith, J, A
		Smith, John	Smith, Albert



## Masculine Titles

## Do <u>not</u> include masculine titles (e.g., Mr., Jr., Sr.) when searching

Subject Reference	Search
Mr. Robert Jones	Jones, Robert Jones, R
Mr. David Smith, Jr.	Smith, David Smith, D

Search "Mr." as indicated in source document (e.g., book titles, editorials, newspaper articles)



### Aliases and Nicknames

#### Search "Mister" when part of nickname or alias

- Example: Mister Williams
  - Search Williams, Mister
- Example: Mr. "T"
  - Search without punctuation

Mr T



### Aliases and AKAs

## Search individuals given name as well as any aliases.

Example: Henry Brown

Alias: John Smythe

#### Search:

- Brown, Henry
- Smythe, John

Conduct a search, on both given name and alias



## English Nickname

## Search individuals given name as well as any, given nicknames

- Example: Howard Smith (Nickname Smitty)
   Search:
  - Smith, Howard
  - Smith, Smitty

English name requires 2 separate searches



## Given Name Abbreviations

Spell out common names with 1 possible spelling

Abbreviation	Search
Alb.	Albert
Benj.	Benjamin

 Duplicate source spelling <u>excluding</u> punctuation if multiple names are possible

Abbreviation	Search Entry
AI.	Al

Al could be Alvin or Alfred



## **Feminine Titles**

#### Feminine titles or prefixes (i.e., Miss, Mrs., and Ms.)

 Do <u>not</u> include feminine prefix with a feminine name

Subject Reference	Search
Ms. Mary Smith	Smith, Mary Smith, M
Miss Ana Jones	Jones, Ana Jones, A



## Feminine Titles (Cont.)

#### Feminine titles or prefixes (e.g., Miss, Mrs., Ms.)

 <u>Do</u> include feminine prefix with a masculine name

Subject Reference	Search
Mrs John Smith	Smith, John Mrs Smith, J Mrs

 <u>Do</u> include feminine prefix when given name not provided

Subject Reference	Search	
Mrs Smith	Smith Mrs	



## If nee (maiden) name, spouse, and former spouse provided, search:

- "Four-Part Name" rules,
- Six-way break-down on name, and
- Six-way break-down of each surname of spouse and former spouse with first and middle name
- Feminine title rule, if spouse's name is provided



# English Three-Part Married Name

Example: Alice Marie Jones (nee), Alice Marie Thomas (Married Name), John Paul Smith (Former Spouse)

Search Names	Six-way break down searches	
Thomas, Alice, Marie Jones  1. Four-Part Name	Thomas, Alice, Marie Thomas, Alice, M Thomas, A, M	Thomas, A, Marie Thomas, A, M Thomas, Marie
Jones, Alice, Marie  2. SP each surname	Jones, Alice, Marie Jones, Alice, M Jones, Alice	Jones, A, Marie Jones, A, M Jones, Marie
Smith, Alice, Marie  3. SP each surname	Smith, Alice, Marie Smith, Alice, M Smith, Alice	Smith, A, Marie Smith, A, M Smith, Marie
Smith, John Mrs 4. Feminine title rule	Smith, John Mrs	Smith, J Mrs



# Basic Searching Review (Individuals)

- □ Do <u>not</u> punctuate (e.g., apostrophes, hyphens and periods) individual's names
- <u>Do</u> include feminine prefix with a masculine name
- □ Do not include feminine prefix with a feminine name
- <u>Do</u> include feminine prefix when given name not provided
- □ Do <u>not</u> include masculine titles (e.g., Mr., Jr., Sr.) when searching



# Basic Searching Review (Individuals)

Search individuals given name as well as any aliases.

If nickname is derived from surname, search as a given name

When searching a surname with "St" or "Ste"

- search "St" or "Ste" with a space and compress
- spell out "Saint" or "Sainte" and compress with surname

#### ACS does not allow hyphens, hyphenated names are searched

- "Straight-across", and
- "Broken-down" into parts as individual names



#### Class Exercise

# Determine how the following should be searched and provide the name breakdowns

- 1. Michael Alex Williams
- 2. Mrs. Jennifer Watson
- 3. Rachel Ann Black-Smith
- 4. Mister Willard
- 5. Rebecca Ann King
- 6. Mark P. Shore



### Class Exercise Answers

#### **ANSWERS:**

#### 1. Michael Alex Williams

- Williams, Michael, Alex
- Williams, Michael, A
- Williams, Michael
- Williams, M, Alex
- Williams, M, A
- Williams, Alex

#### 2. Mrs Jennifer Watson

- Watson, Jennifer
- Watson, J



### Class Exercise Answers

#### **ANSWERS:**

- 3. Rachel Ann Black-Smith
  - Blacksmith, Rachel, Ann
  - Black, Rachel, Ann
  - Smith, Rachel, Ann

Each name above would need to be broken down using the six-way break down rule.



## Class Exercise Answers

#### **ANSWERS:**

- 4. Mister Willard
- Willard, Mister
- Willard, M
- 5. Rebecca Ann King
- King, Rebecca, Ann
- King, Rebecca, A
- King, Rebecca
- King, R, Ann
- King, R, A
- King, Ann

- 6. Mark P. Shore
- Shore, Mark, P
- Shore, Mark
- Shore, M, P



## **Basic Searching**

# Searching For International Individuals



## International Name Categories

- French and Italian Prefixed
- Hispanic
- Middle East/Near East/Arabic
- Far Eastern
- Far Eastern Chinese



## International Name Categories

- African
- Ghanian
- American Indian
- Russian
- Polish
- Asian

- German and Dutch
- Filipino
- Hawaiian
- Peoples Republic of China (PRC)



## Middle East/Near East Arabic

#### Middle Eastern countries

- Afghanistan
- India
- Egypt
- Jordan
- Israel
- Saudi Arabia
- Pakistan
- Ceylon
- Turkey

- Iran
- Africa
- Lebanon
- Sikkim
- Cyrus
- Iraq
- Nepal
- Syria



## Middle Eastern & Asian Names

- General rule is to search names around the clock
- If first name is not a known given name, all names are searched around the clock



#### Around the clock

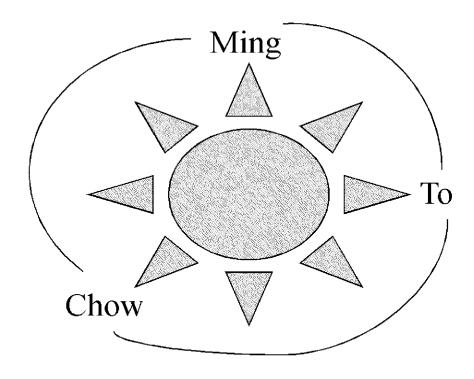
Returns those names with all rotations, using each part of the name as the surname.



# Searching 101

#### **Around the Clock**

•Example: Ming To Chow





## Asian Names

#### Around the clock

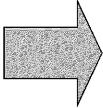
**Example: Ming To Chow** 

Aro	und	the	Clo	ck
# % # \_#	**************************************	14 B 18 14 16 17	**************************************	## B %

Chow, Ming, To

To, Chow, Ming

Ming, To, Chow



Six-way break down					
Chow, Ming, To	To, C, Ming				
Chow, Ming, T	To, C, M				
Chow, Ming	To, Ming				
Chow, M, To	Ming, To, Chow				
Chow, M, T	Ming, To, C				
Chow, To	Ming, To				
To, Chow, Ming	Ming, T, Chow				
To, Chow, M	Ming, T, C				
To, Chow	Ming, Chow				



## Three-Part Middle Eastern Names

#### Example: Rahman Yasin Abdul

#### Around the Clock

Abdul, Rahman, Yasin

Yasin, Abdul, Rahman

Rahman, Yasin, Abdul

#### Six-way break down

Abdul, Rahman, Yasin

Abdul, Rahman, Y

Abdul, Rahman

Abdul, R, Yasin

Abdul, R, Y

Abdul, Yasin

Yasin, Abdul, Rahman

Yasin, Abdul, R

Yasin, Abdul

Yasin, A, Rahman

Yasin, A, R

Yasin, Rahman

Rahman, Yasin, Abdul

Rahman, Yasin, A

Rahman, Yasin

Rahman, Y, Abdul

Rahman, Y, A

Rahman, Abdul



### Three-Part Middle Eastern Names

#### General rule: Search names around the clock

Example: Mohammed Effendi Abduh

#### Search:

- Abduh, Mohammed, Efffendi
- Efffendi, Abduh, Mohammed
- Mohammed, Effendi, Abduh

List the proper around the clock names for the example above and six-way break down for one of the names.

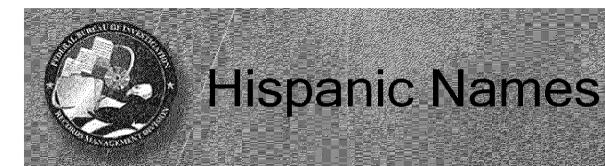


## Four-Part Middle Eastern Names

# Four-part Middle eastern names must be manually searched on each part of name

- Example: Mohammed Effendi Abduh Ali Search:
  - Ali, Mohammed, Effendi Abduh
  - Abduh, Ali, Mohammed Effendi
  - Effendi, Abduh, Ali Mohammed
  - Mohammed, Effendi, Abduh Ali

List the proper around the clock names for the example above and six-way break down for one of the names.



### Hispanic countries

- Cuba
- Mexico
- South America
- Puerto Rico



# Spanish names often include both paternal and maternal family names

- Search surname as surname
- Search middle name as surname
- Do not search given name as surname
- All records with a different surname should be eliminated



Example: Maria Rosalee Gonzalez Florez

- Contract	OU	ľ	Pe	rt	Ni	ar	ne
	В	r	eal	kd	OV	VN	

Florez, Maria, Rosalee

Gonzalez, Maria, Rosalee

#### Six-way break down searches

Florez, Maria, Rosalee

Florez, Maria, R

Florez, Maria

Florez, M, Rosalee

Florez, M, R

Florez, Rosalee

Gonzalez, Maria, Rosalee

Gonzalez, Maria, R

Gonzalez, Maria

Gonzalez, M, Rosalee

Gonzalez, M, R

Gonzalez, Rosalee



Example: Maria Gonzales Torres

Spouse: Jose Lopez Torres

#### Search:

- Torres, Maria, Gonzales
- Gonzales, Maria
- Torres, Jose, Lopez Mrs

List one six-way break down for one of the names to be searched.



- Example: Jose Garcia-Perez
   Determine the names to be searched.
- Search:
  - Garciaperez, Jose
  - Perez, Jose, Garcia
  - Garcia, Jose

List one six-way break down for one of the names to be searched.



### Class Exercise

Determine the names to be searched for each of the names listed and perform the six-way breakdown on one of the names to be searched for each exercise.

- Omar Ashraf Mohammad
- Osoma Rafiki Tariki
- 3. Ching Ming Wong
- 4. Mee Phin Nam
- 5. Rosalee Maria Garcia Sanchez
- 6. Juan Carlos Fernandoez Martinez



#### Omar Ashraf Mohammad

- Mohammad, Omar, Ashraf
- Ashraf, Mohammad, Omar
- Omar, Ashraf, Mohammad

#### 2. Osoma Rafiki Tariki

- Tariki, Osomo, Rafiki
- Rafiki, Tariki, Osomo
- Osoma, Rafiki, Tariki



### 3. Ching Ming Wong

- Wong, Ching, Ming
- Ming, Wong, Ching
- Ching, Ming, Wong

#### 4. Mee Phin Nam

- Nam, Mee, Phin
- Phin, Nam, Mee
- Mee, Phin, Nam

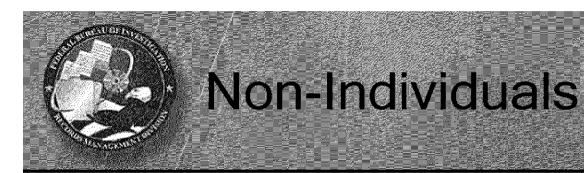


- 5. Rosalee Maria Garcia Sanchez
  - Sanchez, Rosalee, Maria Garcia
  - Garcia, Rosalee, Maria
- 6. Juan Carlos Fernandoez Martinez
  - Martinez, Juan, Carlos Fernandoez
  - Fernandoez, Juan, Carlos



## **Basic Searching**

## Searching For Non-Individuals



# When abbreviations of non-individuals are initials, search without spaces

• Example: GSA

Search:

- General Services Administration
- GSA



## Articles and Conjunctions

Example: The Daily News

Search:

- Daily News

 Example: Cats & Dogs Pet Shop Search:

Cats and Dogs Pet Shop



## Companies and Firms

#### Companies, firms corporations and institutions

- Searched as given in document
- Example: Jones Fur Shop Baltimore, Maryland Search:
  - Jones Fur Shop
- Example: John Jones Company Search:
  - John Jones Company
  - John Jones Co
  - Jones, John Company
  - Jones, John Co



## Companies with Apostrophes

# When name of company contains an apostrophe, apostrophe is omitted

- "S" is compressed with name
- Example: Bill's Pool Room Search:
  - Bills Pool Room
- Example: J. T.'s High Styles Search:
  - JTS High Styles
  - JT High Styles



# Companies with Initials

#### Initials are searched as a word

- Example: S.F. Company
  - Search:
  - SF Company
  - SF Co



## Companies with Initials

Exception: When surname is used with initials as part of company's name, initials are searched separately

- Example: J.C. Scotts Lumber Co Search:
  - JC Scotts Lumber Company
  - Scotts, JC Lumber Company
  - Scotts, J, C Lumber Company



# Companies with Several Surnames

# If name in document contains several surnames, search names as given

 Example: Jones Brown Smith and Company

#### Search:

- Jones Brown Smith and Company
- Jones Brown Smith and Co



## Companies - Hyphenated

# Hyphenated companies are searched as separate words and hyphen is omitted

- Example: Neiman-Marcus Company Search:
  - Neiman Marcus Company
  - Neiman Marcus Co



# Companies - Prefixed

#### Prefixed names are searched as one word

- Example: Co-Operative Press Search:
  - Cooperative Press



# Companies - Titles

# Include title in name of company as shown in document

- Example: Mr. Omallys's Tavern Search:
  - Mr Omallys Tavern
  - Omallys Tavern



## **Public Law**

- Search on keyword "PUBLIC LAW" and number
- Place number of Congress which passed law in front of law
- Example: Public Law #85-98 Search:
  - Public Law 8598



- Search on keyword "EMAIL" and URL
- Type email as it appears in request
- Example: www.fbi.gov
   Search:
  - Email www.fbi.gov
- Example: http://www.website.net
   Search:
  - Email http://www.website.net



### **Publications**

- Books, articles, editorials, programs, movies, etc.
  - Searched as appear in the document
- Do not use an article (a, an, the) at the beginning of a publication title
- Search for abbreviations within titles (of books, editorials, newspaper articles, etc.) as they appear in document



### **Publications**

 Example: A Trip Through the United States, Book By Dean Jones

#### Search:

- Trip Through the United States
- Trip Through the US
- Example: John Edgar Hoover, A Man Who Practices What He Preaches, Editorial Search:
  - John Edgar Hoover A Man Who Practices What He Preaches



## Radio and Television Stations

- Searched on keyword "RADIO STATION" or "TELEVISION STATION"
- Enter call letters as a word
- Example: Radio Station WJSV-FM Alexandria, Virginia

#### Search:

Radio Station WJSV



### Class Exercise

Determine how the following should properly be searched.

- 1. E.G. Albert Flooring Co
- 2. Johnson Carol Right and Company
- 3. Levy-Marcus Company
- 4. Public Law #34-13
- A Journey Through the Sea, Book By Deb Jackson



#### 1. E.G. Albert Flooring Co

- EG Albert Flooring Company
- EG Albert Flooring Co
- Albert, E, G Flooring Company
- Albert, E, G Flooring Co

#### 2. Johnson Carol Right and Company

- Johnson Carol Right and Company
- Johnson Carol Right and Co

#### 3. Levy-Marcus Company

- Levy Marcus Company
- Levy Marcus Co



## Class Exercise Answers

- 4. Public Law #34-13
  - Public Law 3413
- 4. A Journey Through the Sea, Book By Deb Jackson
  - Journey Through the Sea



# Air Bases, Air Fields, and Airports

- Air bases, air training fields, and airports are searched as they appear in document
- If facility is named after a person, search individual's full name



 Example: Theft of Money from Scott Air Force Base, AL

### Search:

- Theft of Money
- Scott AFB
- Airport AL
- Airport Alabama



#### Conduct a search on bank names

- Example: First National Bank of Richmond, Broadview Branch, 199 East River Drive, Richmond, VA 1/18/99
   Search:
  - First National Bank of Richmond
  - Richmond, VA First National Bank



Example: Banco DE LA Costa Rico,
 59 Broadway Street, Philadelphia, PA
 2/11/99

### Search:

- Banco DE LA Costa Rico



## Bank Robbery

- Banks are searched as they appear in document
- Date of robbery, branch and amount stolen will be dropped down



### Bank Robbery

- Records for individuals involved in bank robbery cases are searched as follows:
- Example: John Randolph Hayes; First National Bank Pine Branch, 1015 Pine Dr., Portland, Oregon 5/16/99 \$10,000 stolen
  - Search:
  - Hayes, John, Randolph
  - First National Bank

Six-way break down would need to be completed for the individual listed above.



## City and State (Geographic Names)

### Search organization as indicated in document

- City
- Organizations
- Newspapers
- Public utilities, etc.
- Example: Charlotte N. C. Water Works Search:
  - Charlotte North Carolina Water Works
  - Charlotte NC Water Works



## Military Installations

Armed forces installations including forts, camps, naval bases, air force bases and arsenals are searched using name of agency as shown on document

- Example: Ft. George G. Meade, Maryland Search:
  - Fort George G Meade
  - Ft George G Meade



## Military Installations

 Example: Camp A. P. Hill, Virginia Search:

#### 2 manual searches

- Camp AP Hill
- Camp A P Hill



### Newspapers

### Search on actual name of newspaper

- Example: The Sunday Star, Washington, DC Search:
  - Sunday Star
- Example: San Francisco Examiner
   Search:
  - San Francisco Examiner
  - SF Examiner



## Police Departments

## Search police departments by name with state abbreviation

- Example: Richmond Virginia Police Department Search:
  - Richmond Virginia Police Department
  - Richmond VA Police Department
  - Richmond Virginia Police Dept
  - Richmond VA Police Dept
  - Richmond VA PD
  - Police Department Richmond Virginia
    - Similarly



### How should the following be searched?

- 1. Washington Dulles International Airport
- 2. Wells Fargo Bank
- 3. Fort Belvoir Army Base
- 4. LAPD Foothill police station



- 1. Washington Dulles International Airport
- Washington Dulles International Airport
- Washington Dulles IA
- Washington International Airport
- Dulles International Airport
- DC International Airport
- Airport, Washington Dulles International
- 2. Wells Fargo Bank
- Wells Fargo Bank
- Wells Fargo



- 3. Fort Belvoir Army Base
- Fort Belvoir Army Base
- Ft Belvoir Army Base
- Fort Belvoir AB
- Ft Belvoir AB
- 4. LAPD Foothill police station
- LAPD Foothill police station
- LA PD Foothill police station
- LA Police Department Foothill police station



### **Topic Review**

- How do we handle punctuate (e.g., hyphens, apostrophes, and periods) within individual's names?
  - Do <u>not</u> punctuate (e.g., apostrophes, hyphens and periods) individual's names
- What is the most common search method?
  - Six-way break down
- 3. What are the two ways we search English hyphenated surnames?
  - "Straight-across",
  - "Broken-down" into parts as individual names
- 4. What method is used to search Middle Eastern and Asian names?
  - Around the clock



### **Work Process Unit**

9. Searching 101



Searching 101 introduces the connection between the manually entered search criteria and the information searched by the computer.



### Most common WPU search types

- SP (Six-way phonetic)
- ATP (Around the clock three-way phonetic)
- ST (String)



### Additional Search Types

- T (Three-way)
- S (Six-way)
- A (Around the clock)
- N (String or exact name)
- AT (Around the clock three-way)
- TP (Three way phonetic)

- BLANK (String search)
- AP (Around the clock phonetic)
- OTN (On the nose)
- OTNB (On the nose with buildups)
- OTNP (On the nose phonetic)
- STP (String phonetic)



## **Basic Searching Review**

## Searching For Individuals



# Basic Searching Review (Individuals)

Do <u>not</u> punctuate (e.g., apostrophes, hyphens and periods) individual's names

<u>Do</u> include feminine prefix when given name not provided

Do <u>not</u> include feminine prefix with a feminine name

<u>Do</u> include feminine prefix with a masculine name

Do <u>not</u> include masculine titles (e.g., Mr., Jr., Sr.) when searching



# Basic Searching Review (Individuals)

Search individuals given name as well as any aliases.

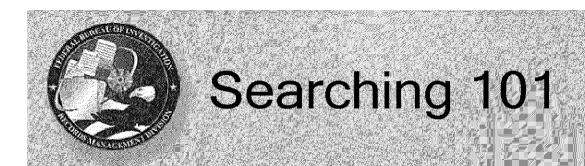
If nickname is derived from surname, search as a given name

When searching a surname with "St" or "Ste"

- search "St" or "Ste" with a space and compressed
- spell out "Saint" or "Sainte" and compress with surname

### ACS does not allow hyphens, hyphenated names are searched

- "Straight-across", and
- "Broken-down" into parts as individual names



## Searching For Individuals



"Six-way phonetic" or "SP search" is the most common search type and is used for almost every search



### "Six-way phonetic" or "SP search"

Name is searched using all variations of the first and last name, including similar sounding or different spellings



## **English Hyphenated Surname**

### English hyphenated surname

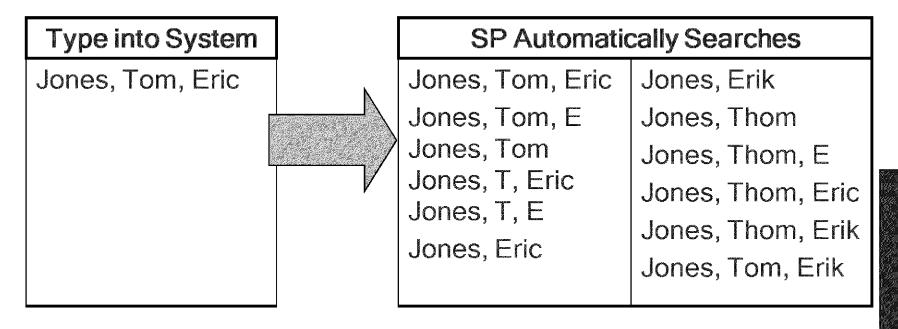
Example: John Albert Blair-Smith

Type into System	\ \	SP Automatically Searches	
Blairsmith, John, Albert	ga Baran ana ana	Blairsmith, John, Albert	Blairsmith, J, Albert
1. Straight-across	may all and a second of the se	Blairsmith, John, A	Blairsmith, J, A
		Blairsmith, John	Blairsmith, Albert
Blair, John, Albert	<u> </u>	Blair, John, Albert	Blair, J, Albert
2. Broken-down	er prijeste in tre stere in tr	Blair, John, A	Blair, J, A
Z. Droker-down		Blair, John	Blair, Albert
Smith, John, Albert	l V	Smith, John, Albert	Smith, J, Albert
3. Broken-down		Smith, John, A	Smith, J, A
		Smith, John	Smith, Albert



### Six-way phonetic (SP)

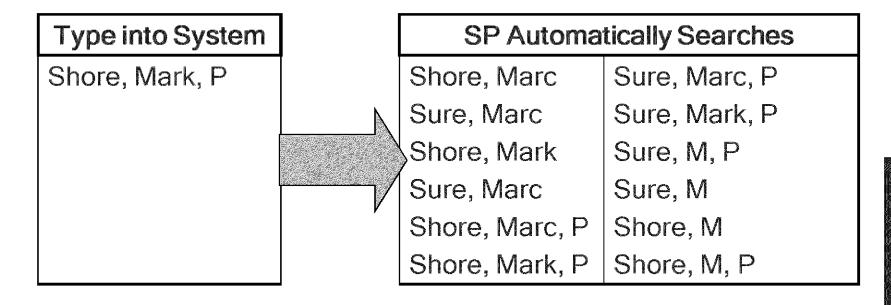
Example: Tom Eric Jones





### Six-way phonetic (SP)

Example: Mark P. Shore



Plus the six-way break down for each SP searched.



### More Than Three-Part Names

ACS will <u>not</u> automatically conduct a search for names extending more than three-parts.

When searching a name with more than three parts, you must type as separate entries.



## If nee (maiden) name, spouse, and former spouse provided, search

- "Four-Part Name" rules,
- Six-way (SP) break-down on name, and
- Six-way (SP) break-down of each surname of spouse and former spouse with first and middle name
- Feminine title rule, if spouse's name is provided



# English Three-Part Married Name

Example: Alice Marie Jones (nee), Alice Marie Thomas (Married Name), John Paul Smith and (Former Spouse)

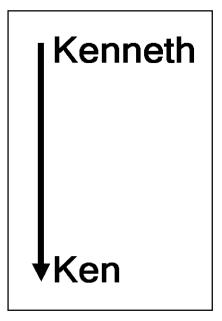
Search Names	Six-way break down searches	
Thomas, Alice, Marie Jones  1. Four-Part Name	Thomas, Alice, Marie Thomas, Alice, M Thomas, A, M	Thomas, A, Marie Thomas, A, M Thomas, Marie
Jones, Alice, Marie  2. SP each surname	Jones, Alice, Marie Jones, Alice, M Jones, Alice	Jones, A, Marie Jones, A, M Jones, Marie
Smith, Alice, Marie  3. SP each surname	Smith, Alice, Marie Smith, Alice, M Smith, Alice	Smith, A, Marie Smith, A, M Smith, Marie
Smith, John Mrs 4. Feminine title rule	Smith, John Mrs	Smith, J Mrs



## English Nickname

# The SP search could yield nicknames derived from a given name.

- Example: Kenneth Robert Olson (Nickname) Ken Search:
  - Olson, Kenneth, Robert
  - Olson, Kenneth, R
  - Olson, Kenneth
  - Olson, K, Robert
  - Olson, K, R
  - Olson, Robert
  - Olson, Ken
  - Olson, Ken, Robert
  - Olson, Ken, R

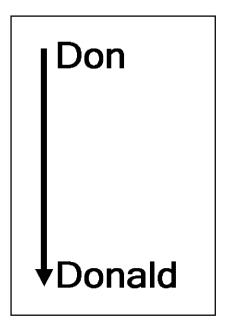




## **English Nickname**

# The SP search could yield a formal given name from a provided nickname.

- Example: Don Lee Anderson Search:
  - Anderson, Don, Lee
  - Anderson, Don, L
  - Anderson, Don
  - Anderson, D, Lee
  - Anderson, D, L
  - Anderson, Lee
  - Anderson, Donald, Lee





### **Prefixed Names**

## Common surname prefixes are searched compressed with remainder of name

- Example: James Scott Van Der Worth Search:
  - Vanderworth, James, Scott

Vanderworth, J, S

Vanderworth, James

Vanderworth, J, Scott

Vanderworth, Scott

Just a few variations that will be automatically searched

#### **Common prefixes**

De, Der, Du, El, Fitz, La, Le, Los, Mc, Mac, Saint, San, Ter, Van, Van de, Van der, Vander, Von



## How should the following be entered into ACS to conduct a search?

- 1. Six way phonetic search name
- 2. English single initial
- 3. English four part (Masculine)
- 4. English hyphenated surname
- 5. Prefixed Name



## Class Exercise Answers

#### How to enter into ACS a search type?

- 1. Six way phonetic search name
- Using all variations of the first and last name, including similar sounding or different spellings.
- 2. English single initial
- Initial should be typed like a name, without punctuation.
- 3. English four part (Masculine)
- Like a three part name without a comma after the third name, switching given and middle name positions, replacing each with initials.
- 4. English hyphenated surname
- Breakdown the name, searching each part as a surname, and straight across without punctuation.
- 5. Prefixed Name
- Straight across without punctuation.



## Searching For International Individuals



## Basic Searching Review (International Individuals)

Four-part Middle eastern names must be manually searched on each part of name

## Spanish names often include both paternal and maternal family names

- Search surname as surname
- Search middle name as surname
- Do not search given name as surname
- All records with a different surname should be eliminated



## International Name Categories

- French and Italian Prefixed
- Hispanic
- Middle East/Near East/Arabic
- Far Eastern
- Far Eastern Chinese



### International Name Categories

- African
- Ghanian
- American Indian
- Russian
- Polish
- Asian

- German and Dutch
- Filipino
- Hawaiian
- Peoples Republic of China (PRC)



#### Middle East/Near East Arabic

#### Middle Eastern countries

- Afghanistan
- India
- Egypt
- Jordan
- Israel
- Saudi Arabia
- Pakistan
- Ceylon
- Turkey

- Iran
- Africa
- Lebanon
- Sikkim
- Cyrus
- Iraq
- Nepal
- Syria



## Additional Name Categories

- Ben
- Al



#### French and Italian Prefixed

#### Search French and Italian prefixes straight across

Example: James La Rue (French)

Search:

- Larue, James

- Example: Americo A. De Rocchis (Italian)
   Search:
  - Derocchis, Americo, A

If nationality is in question, you should search name according to rules for all possible nationalities



### Searching 101



#### "Around the clock three-way phonetic (ATP)"

Returns those names with all rotations, using each part of the name as the surname, including any variations for the first and/or last name that sounds like or spelled differently than the name

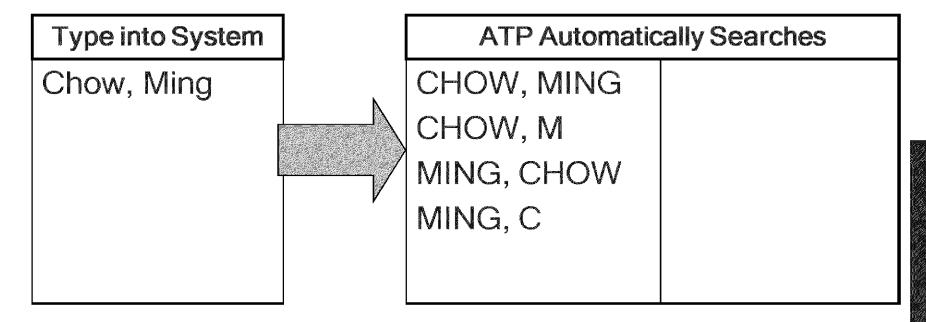
If the first name is not a known given name, all names are searched around the clock.



### Far Eastern Names

#### Far Eastern name searches

- (ATP) Around the clock three-way Phonetic [used for 2 part names ONLY]
- Example: Ming Chow

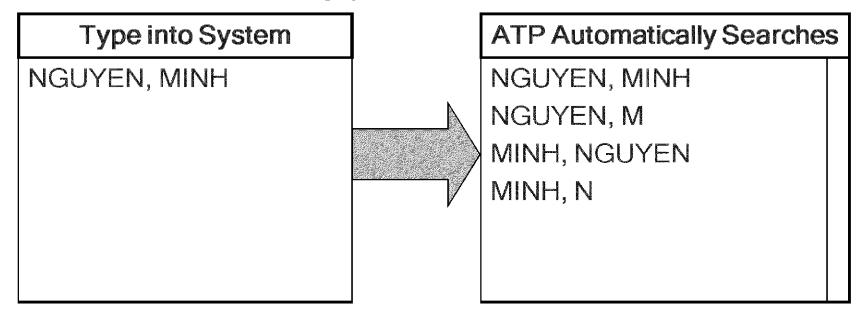




### Far Eastern Names

#### Far Eastern name searches

- (ATP) Around the clock three-way Phonetic [used for 2 part names ONLY]
- Example: Minh Nguyen

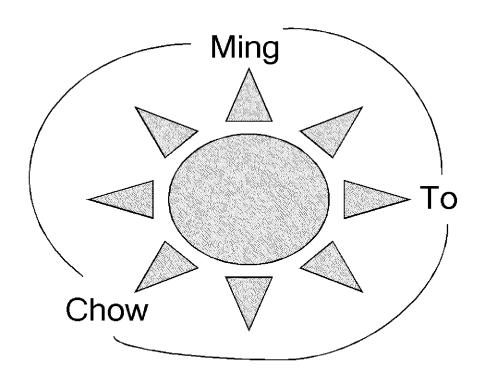




## Searching 101

#### Around the clock method

**Example: Ming To Chow** 





### Far Eastern Names

#### Far Eastern name searches

- Manually use around the clock method to determine names for SP search
- Example: Ming To Chow

Type into System		SP Automatically Searches	
	(Possible Phonetic Results, not including the six-way breakdown for each around the clock name)		~
Chow, Ming, To		Chow, Min, To	Too, Chow, Ming
		Chow, Ming, Too	Ming, Too, Chou
To, Chow, Ming		Ming, Too, Chow	To, Chou, Ming
		Ming, To, Chu	Too, Chou, Ming
Ming, To, Chow		To, Chew, Ming	
			32



## Searching 101

## Manually use around the clock method to determine names for SP search

Example: Mee Phin Nam

Type into System	SP Automatically Searches		
	(Possible Phonetic Results, not including the six-wa breakdown for each around the clock name)		**************************************
Nam, Mee, Phin		Nam, Me, Phin	Fin, Nam, Mee
		Nam, Mee, Fin	Me, Fin, Nam
Phin, Nam, Mee		Nam, Me, Fin	Me, Phin, Nam
		Fin, Nam, Me	Mee, Fin, Nam
Mee, Phin, Nam			



#### Far Eastern Chinese

#### Chinese surnames are in left-most position EXCEPT

When a portion of name is capitalized, punctuated or set off by hyphens

#### Example:

- CHING Ming Wong (capitalization)
- Moy, Chen Yen (punctuation)
- Nam-Son Nguyen (hyphenation)
- POO WIN WING (not identified, left-most name is used)



#### Far Eastern Chinese

## When a true surname is identified a search is made on the double initials

Example: Ching Ming Wong

» (NY Yankee's Pitcher)

#### Search:

- Ching, Ming, Wong
- Ming, Wong, Ching
- Wong, Ching, Ming
- Ching, M, W

Manually use around the clock method to determine names for SP search



## Far Eastern with English Given Name

# Far Eastern names with an English given name, do not search given name as a surname

- Example: Robert Ching Ling
  - Search:
  - Ling, Robert, Ching (SP)
  - Ching, Robert (SP)

This example requires 2 searches



## Far Eastern Male with English Surname

## Far Eastern names with an English surname, do search surname as given name

- Example: Ching Ling Smith
  - Search Type: (SP)
  - Smith, Ching, Ling
  - Ling, Smith, Ching
  - Ching, Ling, Smith



### Middle Eastern Names

# Manually use around the clock method to determine names for SP search [names with 3 parts and more]

- Example: Mohammed Effendi Abduh Search:
  - Abduh, Mohammed, Effendi
  - Effendi, Abduh, Mohammed
  - Mohammed, Effendi, Abduh



#### Middle Eastern Names

#### General rule exception: English given name

- Example: David El-Khouri
   Search:
  - Khouri, David, El
  - El, Khouri, David
  - Elkhouri, David

David is an English given name, so three SP searches are needed

- El-Khouri broken-down
  - ► Using Khouri as surname
  - ➤ Using EI as surname
- Elkhouri straight across



#### Ben Names

#### GENERAL RULE: "Ben" cannot be used as a surname on its own

#### One given name and one surname after "Ben"

- Example: Efraim Ben Arzi
- Search:
  - Benarzi, Efraim
  - Arzi, Efraim

#### More than one surname

- Example: Atar Skurky Ben Hassen
- Search: (Ben can not be a last name)
  - Hassen, Atar, Skurky Ben
  - Benhassen, Atar, Skurky
  - Skurky, Ben, Hassen Atar
  - Skurky, BenHassen, Atar
  - Atar, Skurky, Ben Hassen
  - Atar, Skurky, Benhassen

Search straight across and broken down

Search "Ben" straight across each surname



#### Ben Names

## First name is not a known given name, manually use around the clock method to determine names for SP search.

- Example: Sukayl Ben Hassen Skurky Search:
  - Skurky, Sukayl, Ben Hassen
  - Skurky, Sukayl, Benhassen
  - Hassen, Skurky, Sukayl Ben
  - Benhassen, Skurky, Sukayl
  - Sukayl, Ben, Hassen Skurky
  - Sukayl, Benhassen, Skurky



#### GENERAL RULE: "Al" cannot be used as a surname on its own

Example: Mohamed, Al-Ali

Search:

- Ali, Mohamed, Al

- Alali, Mohamed

- Mohamed, Al, Ali

- Mohamed, Alali

- Example: Jamal Mohammed Al-Badawi
   Search:
  - Badawi, Jamal, Mohammed Al
  - Albadawi, Jamal, Mohammed
  - Mohammed, Al, Badawi Jamal
- Mohammed, Albadawi,Jamal
- Jamal, Mohammed, Al Badawi
- Jamal, Mohammed, Alhadawi



- When searching a complete Spanish female name with two surnames
  - Do not search middle name as surname
  - Do not search second surname as middle name
- Vda or Viuda in a Hispanic name means "widow of"
  - Do not search as part of name



- If name is definitely Hispanic, eliminate prefixes De, del, Dela, El, la, le, las, los
- If unsure of nationality, all prefixes must be searched combined with last name
  - Example: Peter De La Torres
    - Torres, Peter
    - Torres, P



#### "Y" means "and" which is not searched in Hispanic proper names

- Example: Jose Garcia Y Gomez Search:
  - Gomez, Jose Garcia
  - Garcia, Jose

"Y" in Hispanic company or firm is searched



- Example: Garcia Y Garcia Compania Search:
  - Garcia Y Garcia Compania
- Example: Jose Rodriguez L Search:
  - Rodriguez, Jose
- Example: Juan Del Garcia Search:
  - Garcia, Juan



#### Class Exercise

## How should the following be entered into ACS to conduct a search? What search type should be used once entered into the ACS?

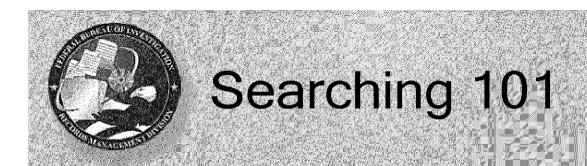
- 1. Far eastern Chinese Nan Mee Kry
- Kry, Nan, Mee
- Nan, Mee, Kry
- Mee, Kry, Nan
- SP
- 2. Middle Eastern Abdul Rahman Yasin
- Yasin, Abdul, Rahman
- Abdul, Rahman, Yasin
- Rahman, Yasin, Abdul
- SP



#### Class Exercise

## How should the following be entered into ACS to conduct a search? What search type should be used once entered into the ACS?

- 3. Ben Rule Ali Ben Sead
- Sead, Ali, Ben
- Ali, Ben, Sead
- Bensead, Ali
- SP
- 4. Hispanic Diego Leon Montoya Sanchez
- Sanchez, Diego, Leon
- Montoya, Diego, Leon
- SP



## Searching For Non-Individuals



## Basic Searching Review (Non-Individuals)

- Companies, firms corporations and institutions
  - Searched as given in document
- When a company name contains an apostrophe, the apostrophe is omitted
- Initials are searched as a word

  Exception: When surname is used with initials as part of company's name, initials are searched separately
- If name in document contains several surnames
  - Search names as given
- Hyphenated companies are searched as separate words and hyphen is omitted
- Prefixed names are searched as one word
- Include title in name of company as shown in document



## Basic Searching Review (Non-Individuals)

- Search on keyword "PUBLIC LAW" and number
- Place number of Congress which passed law in front of law
- Search on keyword "EMAIL" and URL
  - Type email as it appears in request
- Books, articles, editorials, programs, movies, etc.
  - Searched as appear in the document
  - Do not use an article (a, an, the) at the beginning of a publication title
- Search for abbreviations within titles (of books, editorials, newspaper articles, etc.) as they appear in document
- Searched on keyword "RADIO STATION" or "TELEVISION STATION"
  - Enter call letters as a word



## Basic Searching Review (Non-Individuals)

- Air bases, air training fields, and airports are searched as they appear in document
- If facility is named after a person, search individual's full name
- Banks are searched as they appear in document
- Date of robbery, branch and amount stolen will be dropped down
- Records for individuals involved in bank robbery cases are searched accordingly
- Armed forces installations including forts, camps, naval bases, air force bases and arsenals are searched using name of agency as shown on document
- Search police departments by name with state abbreviation



### Searching 101

"String search" or "ST search" is used in addition to an SP search when the search subject is a company or other non-individual



#### "String Search (ST)"

Computer searches all names whose starting characters match the characters typed into the Name field



## Searching 101

#### String (ST)

Subject	Name Entered	ST & SP Automatic Searches
US Supreme Court	<ul><li>US Supreme</li><li>Court</li><li>United States</li><li>Supreme Court</li></ul>	US Supreme Court (main) US Supreme Court (reference)
Moby Dick	Moby Dick	Moby Dick (main) Moby Dick (reference)



## Articles and Conjunctions

Example: The Daily News

Search:

- Daily News

Example: Cats & Dogs Pet Shop

Search:

- Cats and Dogs Pet Shop

Type into system as shown, using a ST and SP search

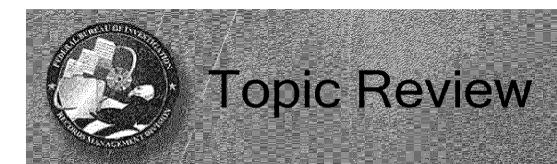


## Searching 101

#### String (ST and SP)

Example: Camp A. P. Hill, Virginia

Name Entered	ST Automatic Searches	SP Automatic Searches
Camp AP Hill	Camp AP Hill Va	Camp AP Hill Va
Camp A P Hill	Camp A P Hill Va	Camp A P Hill Va
	Camp AP Hill Virginia	Camp AP Hill Virginia
	Camp A P Hill Virginia	Camp A P Hill Virginia
	Camp AP Hill	Camp AP Hill
	Camp A P Hill	Camp A P Hill



- Identify and define the most common searches used in WPU
  - SP (Six-way phonetic)
  - ATP (Around the clock three-way phonetic)
  - ST (String)
- Name three additional search types See next slide
- 3. Demonstrate what a six way phonetic (SP) would look like for Anne Michelle Reed
  - Reed, Anne, Michelle
  - Reed, Ann, Michelle Reed, Ane, Michelle
  - Reed, An, Michelle
  - Read, Anne, Michelle
  - Read, Anne, Michele
  - Reed, Anne, Michele

Six-way break down would need to be completed for each of the names listed.



### Searching 101

#### Additional Search Types

- T (Three-way)
- S (Six-way)
- A (Around the clock)
- N (String or exact name)
- AT (Around the clock three-way)
- TP (Three way phonetic)

- BLANK (String search)
- ATP (Around the clock three-way phonetic)
- OTN (On the nose)
- OTNB (On the nose with buildups)
- OTNP (On the nose phonetic)
- STP (String phonetic)



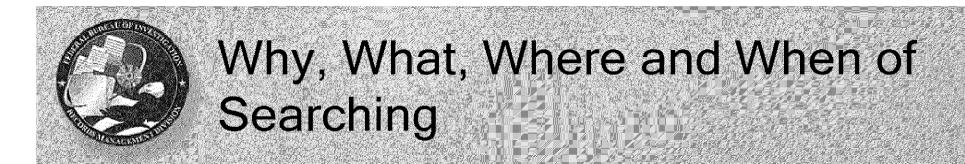


#### Work Processing Unit

10. Searching 102"How to Search for Responsive Records"



- 1. Searching for Responsive Records
- 2. Identifying/Eliminating Factors
- 3. Defining Responsive Records
- 4. Searching in ACS



## Why is searching performed?

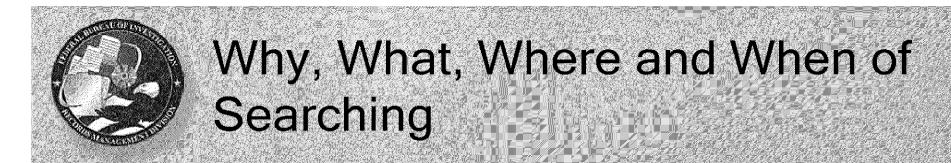


## Why is Searching Performed?

To determine whether Bureau records reflect any information on the person, place or thing requested

#### **Examples of information requests**

- All information on Nat King Cole
- All information pertaining to a bank robbery on March 2, 2000 for Jo Smith



# When searching ensure the following:



# Searching for Responsive Records

If <u>no</u> preprocessed records are found in FDPS and/or on the RR list, search for responsive records in ACS, ARC, FO and FO Sharepoint. <u>Searching Guidelines</u>

Preprocessed Records	Responsive Records (Not Previously Processed)	Electronic Surveillance
FDPS (RTS)	ACS (active indices) Subjects or incident occurred in or after 1958	ELSUR indices
Reading Room	ARC (inactive indices) Subject or incident occurred in or before 1958	
	<u>Field Office</u> Subjects or incident occurred in or <u>before</u> 1958	
	FO Sharepoint Subject or incident occurred in or before 1958	6

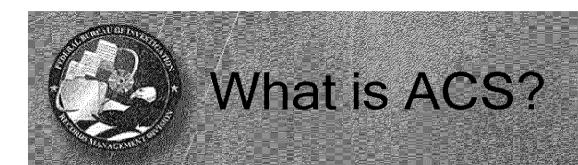


#### How to Search



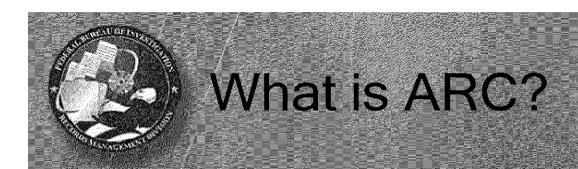
#### When searching ensure:

- Correct subject is searched
- Correct identifying data is used to conduct search
- Correct timeframe and incident are searched



#### **Automated Case System**

 System used to search for information located within the FBI's Central Records System (CRS) by name or case ID through use of the universal index (UNI)



ARC: Alexandria Records Center

- Houses older/manual index cards for HQ files
- Houses HQ and some FO files



# What is Sharepoint?

#### Sharepoint:

Database of older/manual FO index

http://home/rmdreference/ManualIndexCards/default.aspx



# Searching for Responsive Records

You will be using certain factors during your search to determine if the records you find are identifiable to the subject of the request.

- Birth date
- Locality
- Details given in the request
- Main files
- References
- Other information



# Searching For Responsive Records

# Identification and Elimination Factors



#### "IDENT" Factors



#### "IDENT" Factors

Factors which assist in determining that certain files may be responsive to a given request

- Date & place of birth
- Address
- Unique numbers (Social Security, Immigration & Naturalization or ARN, Military, and FBI records)
- Title, profession, and occupation
- Spouse or relatives
- Anything that matches



#### Elimination Factors



#### **Elimination Factors**

Any factors which eliminate from consideration certain files as NOT being responsive

- Date of birth
- Date of record
- Difference in race/sex
- Locality (for common names)
- Entry Date (Date of Birth vs. Entry Date)
- Fourteen year age rule See next slide



#### Elimination Factors

- Fourteen year age rule
  - Used to eliminate investigative files pertaining to crimes that we could reasonably expect a child 14 years old and younger would not be the subject/title of the file.
  - EXEMPTION: File classifications
    - 7 Kidnapping; Child Abduction
    - 26 Crimes of Violence/Carjacking; Chop Shops; Interstate Transportation of Stolen Aircraft
    - 79 Missing Persons
    - 87 Interstate Transportation of Stolen Property
    - 95 Crimes Against Persons, Property, or Society and Civil Cases
  - Subjects of any age could be carried as the title of these files

Refer to the Resource Manual for additional <u>searching cheat</u> <u>sheet and searching tips</u>.



 Ident/Eliminate all results with Date of birth (DOB) same/different from subject's

07/02/09	List Summary Response UN	IOSOMK
13:45:23		
Type X, x,	or / to view Full Response, then press Enter.	
. Name:		
I -	R Case ID: HO 91-9 Serial: 24048	
Race:	X Sex: X DOB/Event: 03/04/1982E ID Info:	
Misc:	Entry Date: 05/05/1982 Class Leve	l: SN
. Name:		
	R Case ID: HQ <u>91-0</u>	
Race:	X Sex: X DOB/Event: 01/12/1984E ID Info:	
Misc:	Entry Date: 02/01/1984 Class Leve	1: SN
. Name:		
M/R :	R Case ID: HQ 91-0 Serial: 28934	
Race:	X Sex: X DOB/Event: 01/12/1984E ID Info:	
Misc:	Entry Date: 02/01/1984 Class Leve	1: SN
	. >	+
Fl=Help,F3	R=Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel	
4AÛ	06,00	2



Ident/Eliminate all results with Unique numbers (<u>Social</u>
 <u>Security</u>, Immigration & Naturalization or ARN, Military, and FBI
 numbers) same/different from subject's

07/02/09	List Cummour Dosmons	UNIO50MK		
	List Summary Response	OMIOSORIV		
13:39:02				
Type X, x,	or / to view Full Response, then press Enter.			
. A Name:				
M/R :	M Case ID: 282A-M0-38 <u>151 (HQ)</u>	rial		
Race:	B Sex: M DOB/Event: ID Info: SOC			
Misc:	Entry Date: <del>05/10/15</del>	<del>'95 Class Lev</del> el: SN		
. Name:				
M/R :	M Case ID: HQ 44-80416 Se	erial:		
Race:	U Sex: U DOB/Event: ID Info:			
Misc:		79 Class Level: SN		
. A Name:				
M/R :	M Case ID: HQ 44-80416 Se	erial:		
•	U Sex: U DOB/Event: ID Info:			
Misc:		979 Class Level: SN		
Command >				
	-Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel			
in incip, to anno, in the apolitic indication and the control in t				
4AÛ		01,001		
TAU		01,001		

b7C



 Ident/Eliminate all results with Unique numbers (Social Security, Immigration & Naturalization or ARN, Military, and FBI numbers) same/different from subject's

07/02/09 14:04:15 Type X, x,	List Summary Response  SPARE  or / to view Full Response, then press Enter.	UNIOSOMK		
-	R Case ID: 286-JN-C22281-NC Serial: 2 X Sex: X DOB/Event: ID Info:	evel: SN		
Race:	M Case ID: HQ 200-10998 U Sex: F DOB/Event: ID Info:	evel: S		
Race:	M Case ID: HQ 44-99038 Serial: W Sex: M DOB/Event: ID Info: TTL- POL Entry Date: 06/29/1984 Class Lo	evel: SN		
SEAST  Command >				
4AÛ	06	,002		

lb7C



 Ident/Eliminate all results with (Title, profession, and occupation) same/different from subject's

07/0: 14:0 Type		mary Response SDEART , then press Enter.	UNIO 50MK
-	Name: M/R: R Case ID: 286-JN-C22281-No Race: X Sex: X DOB/Event: Misc:	C Serial: 2 ID Info: Entry Date: 10/05/2007 Class I	level: SN
. A	Name: M/R: M Case ID: HQ 200-10998 Race: U Sex: F DOB/Event: Misc: VIO-ROC VISA NUMBER	Serial: ID Info: Entry Date: 03/12/1981 Class I	Jevel: S
. A	Name: M/R: M Case ID: HQ 44-99038 Race: W Sex: M DOB/Event: Misc: TTL	Serial: ID Info: Entry Date: 06/29/1984 Class I	level: SN
	and . >	SBOOKT Fwd, F12=Cancel	+
4AÛ		06	5,002

19



## Searching for Responsive Records

#### Defining responsive records



#### Responsive Records



#### "Responsive Records"

Bureau records pertaining to the names or organizations relevant to the subject of the FOI/PA request

- Searches are conducted for main files
- Searches may also locate reference files
  - If the requester <u>specifically describes an event</u> we will search main and reference files.
  - If a requester <u>appeals a search</u>, reference files may be searched at this time.



#### Searching for What?

#### "Responsive Records"

#### Main Files

- About the subject
- Subject listed on document's title line
- May have one or many subjects
- Subject identified as "M" (main) and is written as 100-HQ-234679

#### "References"

- Subject is mentioned in another person's record
- Mention of a person appears only in the body of the document
- Subject identified as "R" and has serial number 100-HQ-234679-17



Serial Number



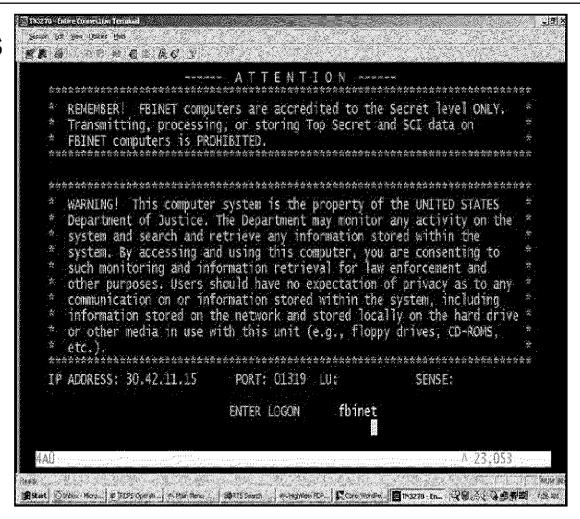
### Searching for Responsive Records

# Searching For Responsive Records in ACS



#### FBINET instructions

- Double-click FBINET icon
- Log on to FBINET





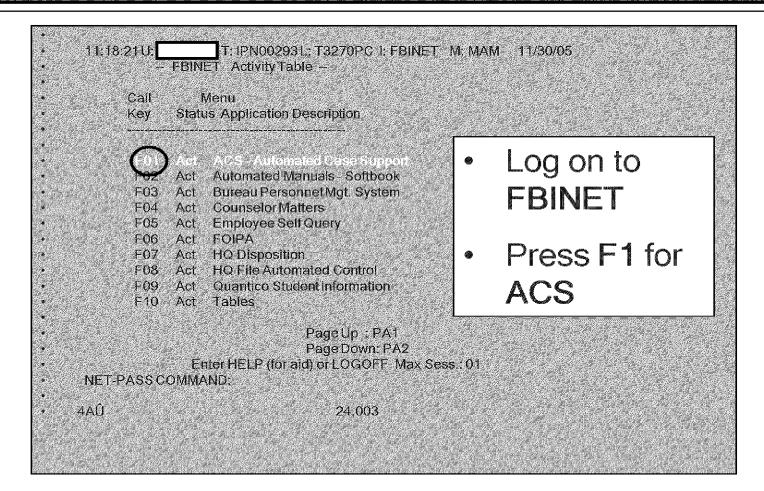
## Sign-on to FBINET

 Sign on using DK number and password





### **Automated Case Support**



lb6 lb7C



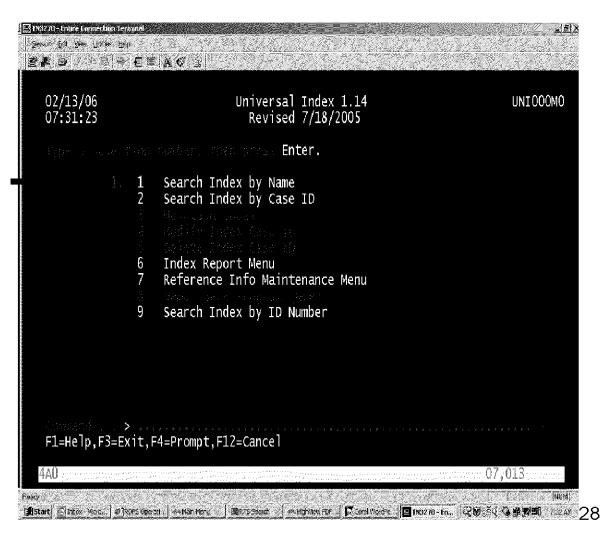
# Searching ACS for Responsive Records

11/30/05 **Automated Case Support** ACSMAP 11:18:44 DBID=1 Type a selection number, then press Enter, 1 ECF - Electronic Case File 2 ICM - Investigative Case Management Type 3 for UNI Warning: Due to information-security restricted users who query this system about certain sensitive files may be advised that no information **Press ENTER** exists, even though in fact there is information. present. Users may be subjected to such access restrictions without their knowledge, and use of this system constitutes acknowledgement thereof and consent. thereto. All users are cautioned against inferring any reduced need for care or diligence from no-record responses. F1=Help,F3=Exit 4AÛ 07.016



## Search Index by Name

- Press 1
- Press ENTER





## Search Index by Name

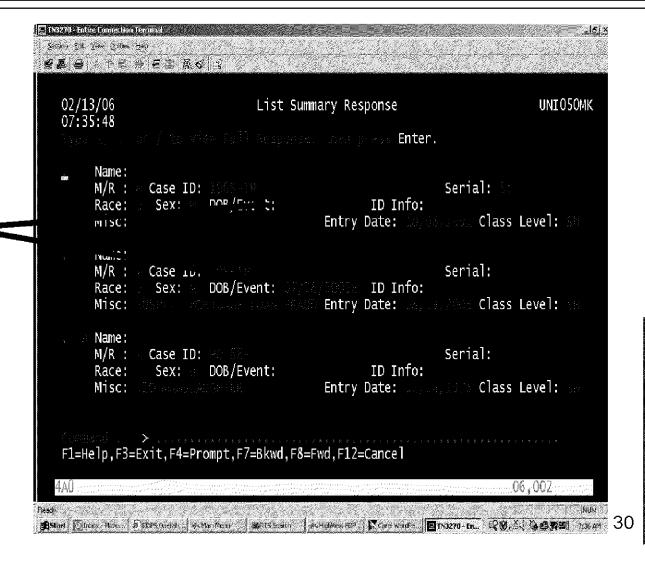
- Modify search type to appropriate search (SP, ATP, ST)
- Type subject of request Last, First, Middle





### Search by Name Results

 Use Identifying and Eliminating factors



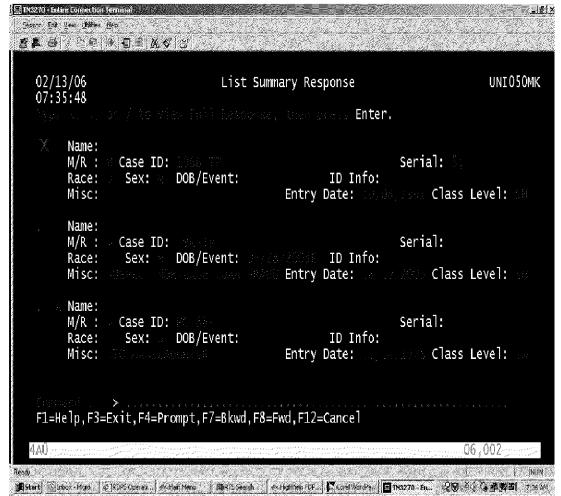


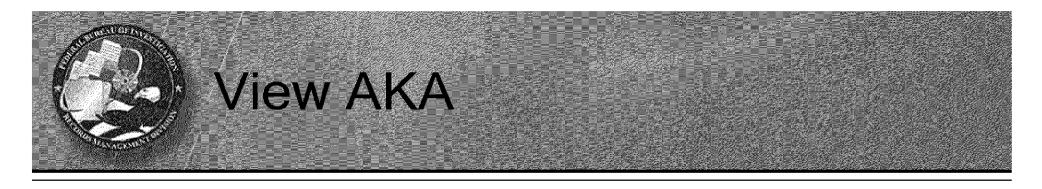
## List Summary Response

 Type 'x' next to case you wish to view and press enter ENTER

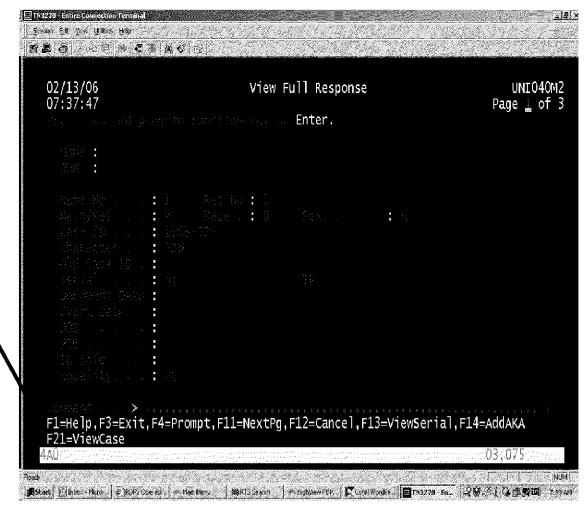
#### Why?

- For IDENT hits, must check for existing AKA's and status of file
- For possible IDENT hits, must check for additional ident/elim factors (may need to view serials if available in ACS)





If AKAs exist, F15
 prompt is enabled
 to allow viewing

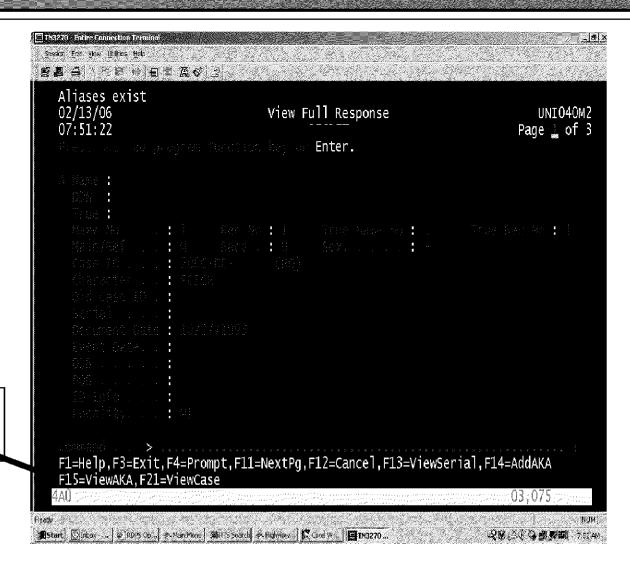




#### File Details

This screen shows details of Detroit file

AKAs exist so F15 is enabled

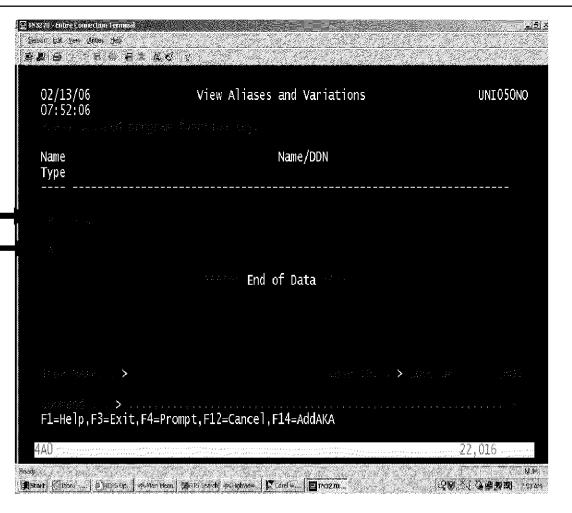




## View Aliases and Variations

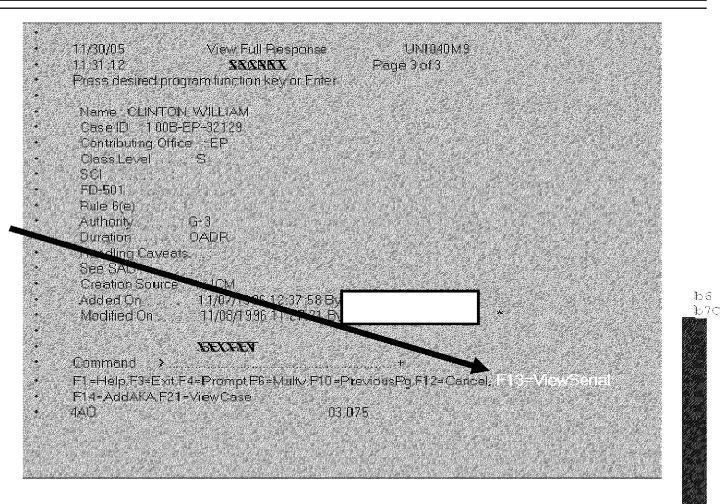
#### Two aliases are located

- One is the subject
- AKA should be searched, only after completing original search



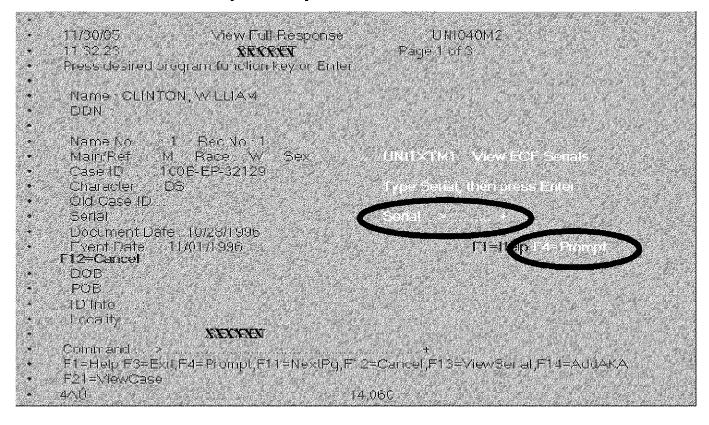


Select F13
 (Shift, F1)
 to view
 serial
 information





- Type serial number and press enter, or
- Press F4 for prompt



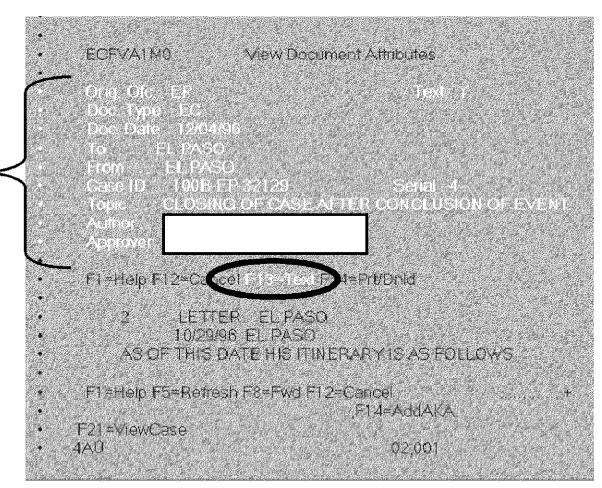


 To view, select serial and press ENTER

```
0 solected, 1 formain to select UN1040M2
ECEPMOM4 Select Serials More + Page 1 of 3
 Case IC: 1003-EP-32129
Type an X or / next to the desired senals, then press,
 Enter:
    Typo/ To/
Serial Date From FCFSanels
         EC ELPASO nipress Enter
120466 ELPASO
            JERBAS BAFTER CONGRUSION OF EVENI
           NEWSPAPE ELPASO
           10/31/96 EL PASO #F12-Cancol
    PRESIDENT'S SECURITY CASTS NET OVER E PASO
          TLETTER EL PASO
          -10/29/96 EL PASO.
    AS OF THIS DATE HIS ITINERARY SAS FOLLOWS
FI - Help F5-Refresh F8-Fwc F12-Cancel
                               "F14-AddAKA
F21=ViewCase
```



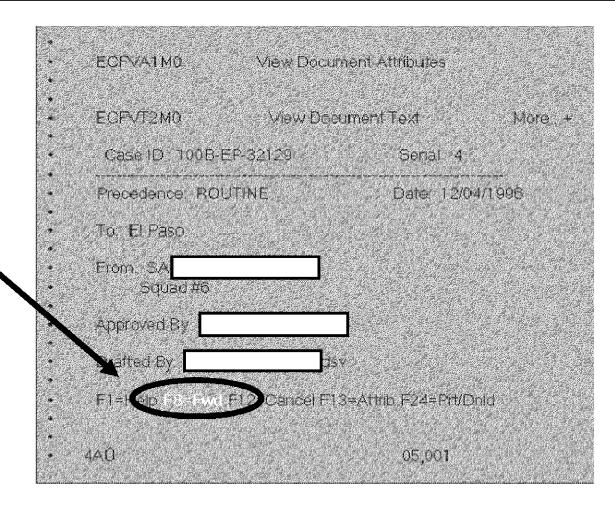
- Information about selected serial appears
- Press F13 to view text of document



b6 b7С



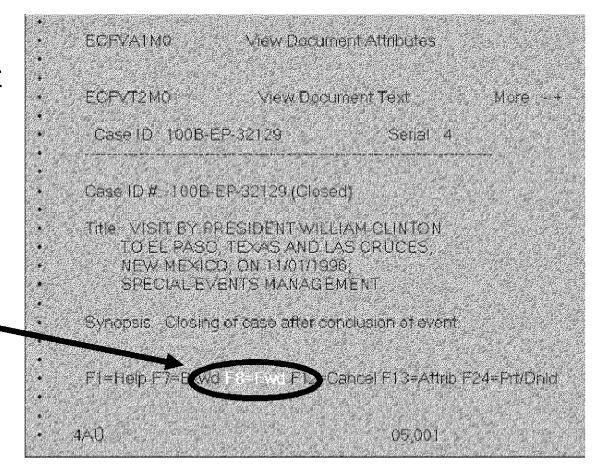
 Press F8 to scroll down and view <u>document</u> text



b6

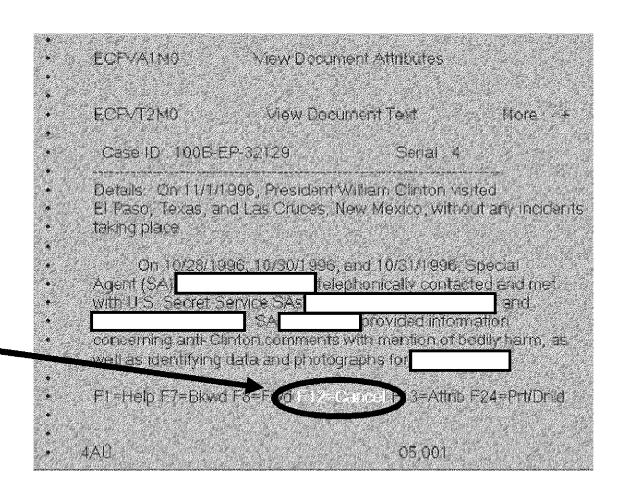


Continue to press
 F8 until last of text
 is viewed



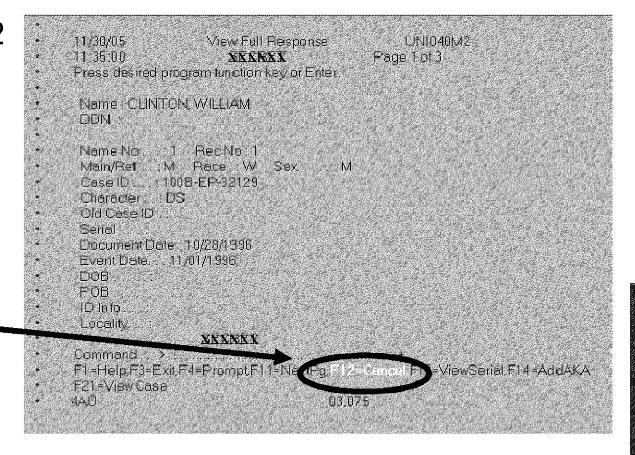


 After reviewing, press F12 to exit document





- To exit, press F12
- Continue following directions at bottom of page





# Checking ACS for Pending Investigation

Type X next to the subject/file you need to view and press enter.

07/02/09 List Summary Response UNIO40MK 15:55:32 Type X, x, or / to view Full Response, then press Enter. A Name: GUERRILLA ATTACKS M/R : M Case ID: HQ 100-457650 Serial: Race: X Sex: X DOB/Event: Id Info: Misc: BOMBINGS AND ARSONS OF BU Entry Date: 12/29/1970 Class Level: C V Name: GUERRILLA WARFARE M/R : M Case ID: HQ 100-457650 Serial: Race: X Sex: X DOB/Event: Id Info: Misc: VIO-RESEARCH MATTER URBAN Entry Date: 12/29/1970 Class Level: C A Name: NATION WIDE GUERRILLA ATTACKS M/R : M Case ID: HQ 100-457650 Serial: Race: X Sex: X DOB/Event: Id Info: Misc: BOMBINGS AND ARSONS OF BU Entry Date: 03/24/1970 Class Level: C F1=Help,F3=Exit,F4=Prompt,F8=Fwd,F12=Cancel 4AÛ 06,002



# Checking ACS for Pending Investigation

Shift F9 = (F21) to ViewCase

Will open the case information window.
Status of case can be determined:
Opened or

Closed

Case ID . . : HQ 105-181259 Status : C4
Squad . . . : HQ 00 : HQ Opened : 05/22/68
Item . . . :
Investigator : HEADQUARTERS SQUAD
Title . . : PAN ALBANIAN FEDERATION OF AMERICA INCORPORATED
VATRA
CASE RECORD CREATED FOR UNI

Subfile . . :
Changed to . :

F1=Help Ele=Cancel

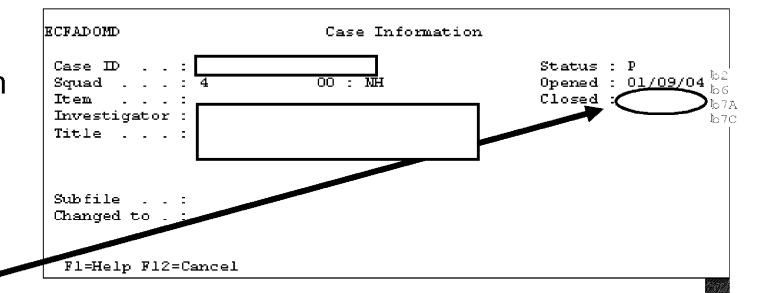


# Checking ACS for Pending Investigation

Shift F9 = (F21) to ViewCase

Will open the case information window.
Status of case can be determined:
Opened or

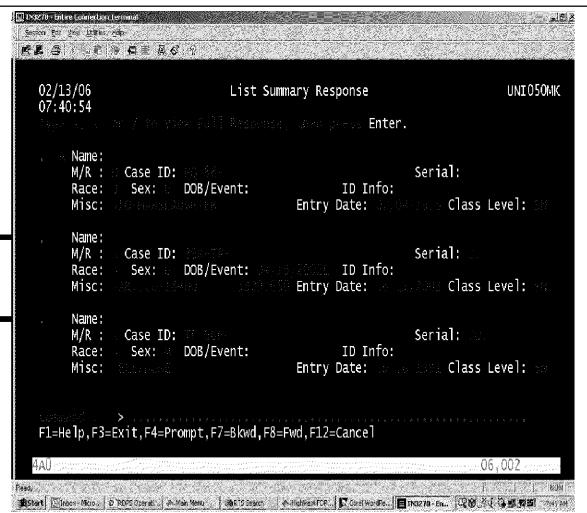
Closed





## List Summary Response

- 1st entry is a "M" or main file
- 2nd and 3rd entries are not responsive, "R" indicates cross reference





# Name Change in Listing

Name changed in last two entries on screen, continue searching.
This is part of six-way phonetic breakdown.

02/13/06 07:41:42		List Summary Response		UNI050MK
			wed seems Enter.	
FASE	Race:	Case ID: Sex: DOB/Event:	ID Info: Entry Date:	Serial: 35:
	Race:	Case ID: Sex: DOB/Event:		Serial: dama.
		Case ID: 880-88 Sex: % DOB/Event:	ID Info: Entry Date:	Serial: de la
F1=He	  p,F3=	> =Exit,F4=Prompt,F7=Bkwd,F8=F	wd,F12=Cancel	06,002



### Search for Additional Alias

 Enter alias in name field





# Results of Alias Search

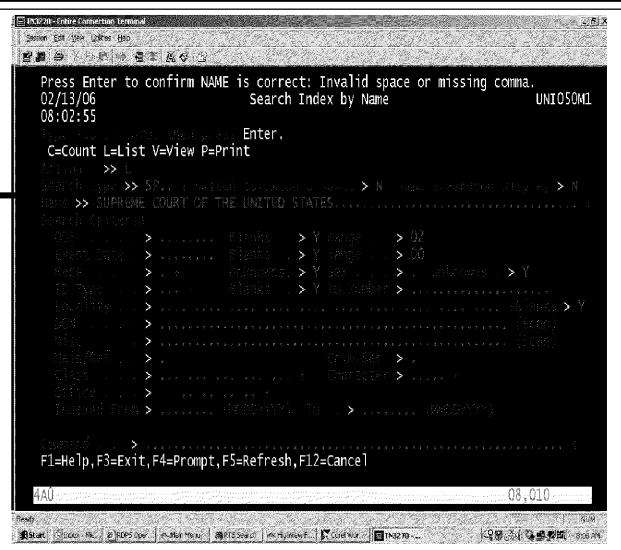
02/13/06 07:54:42	List	UNIO50	
Name: M/R : Race:	Case ID: Sex: DOB/Event:		: 43544444
Name: M/R : Race: Misc:	Case ID: Sex: DOB/Event:	Serial ID Info: Entry Date:	
Race:	Case ID: Sex: DOB/Event:	Serial ID Info: Serial Entry Date: Serial (	
	> =Exit,F4=Prompt,F7=Bkwd,		



# Perform String & Six-Way Phonetic (ST & SP) Search

When searching a company or other nonindividual subject use ST in addition to SP.

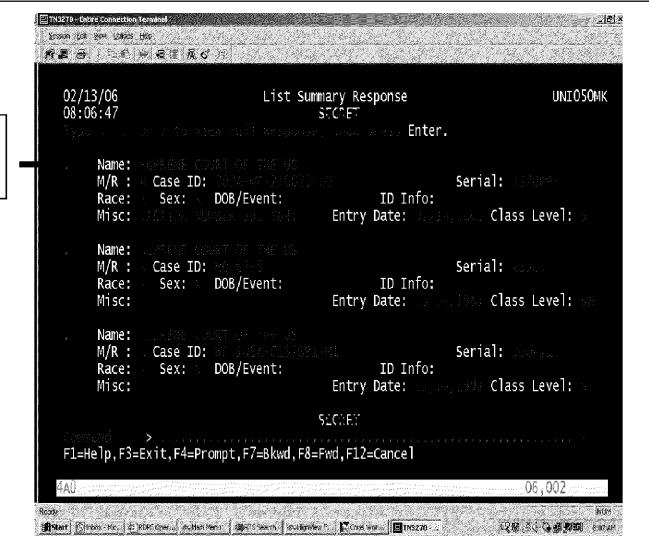
Supreme Court of the United States use ST search frequently to reduces the volume of results





### Results of SP Search

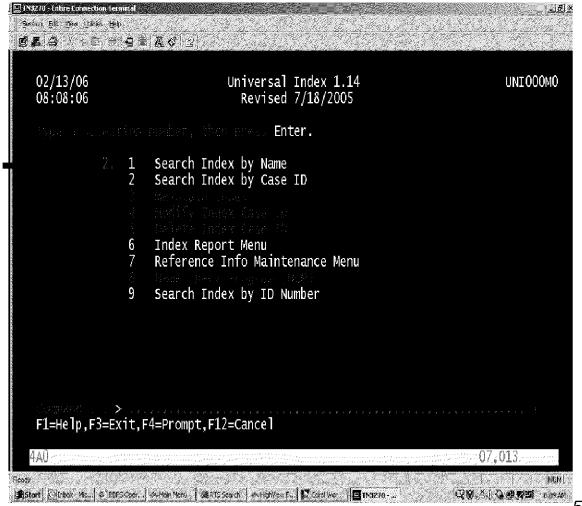
Washington Field Office (WFO) file





## Search Index by Case ID

- Press 2
- Press ENTER to Search Index by Case ID





### Determine if File Exists

- Type file number
- Press ENTER





### **ACS** Review

#### Review of Steps

- Log on to FBINET; DK# and password
- Press F1 for ACS
- Press 3 for UNI
- Press enter
- Press 1 for search index by name
- Press enter



### **ACS** Review

 Type subject's name last, comma, first, comma, middle or initial and press enter

Example:

Smith, John, Henry



# Searching For Responsive Records

### "IDENT" the file



#### Determining if IDENT in ACS

If unable to ident using standard information, one possibility is (electronic) text when available.

#### **Search in ECF for Text**

To review documents with (electronic) text on screen and IDENT or eliminate, use information available in serials.



# ACS Searching Rules

## **ACS Searching Rules**



# **ACS Searching Rules**

#### Headquarter Requests:

- Main Files (M)
  - HQ/FO direct ident List
    - If direct ident FO and subject is born or incident occurs in 1958 or before - search FO or SharePoint
  - FO direct ident List
  - HQ not direct ident/potential List
  - FO not direct ident/potential Do Not List
- Reference Files (R)
  - HQ direct ident/potential List as S'S n/l [HQ]
  - HQ not direct ident/potential List as S'S n/l [HQ]
  - FO direct ident List as S'S n/l [FO]
  - FO not direct ident/potential Do NOT List

Searching Guidelines

Note: If Subject is born or incident occurs in 1958 or before search the ARC



### **ACS Searching Rules**

#### Field Office Requests:

- RESTRICT Search to FO
- Main FO direct ident List
- Main potential List
- References direct ident/potential- List as S'S n/I [FO]

Refer to the Reference Manual for more Field Office information

Note: If Subject or incident is born or occurs in 1958 or before search FO or Sharepoint.



## Searching For Responsive Records

# Searching For Responsive Records at the ARC





#### Conduct manual search at ARC for

- Subjects or individuals born in or before 1958
- Event in question occurs in or before 1958



- How do you request an ARC search
  - The following needs to be submitted to the ARC box.
    - The request (or a copy of the request)
    - A search slip with the name and extension of LAS currently handling the FOI/PA case



#### When searching the cards at the ARC:

- Black ink indicates main files
- Red ink indicates <u>reference files</u>
- Black & Red ink both appear the appearance or lack of a serial will determine if the file is consider a <u>reference</u> file or main file
- Yellow cards indicate a "summary" or photographs
- Do not list "Dies and Fish Comm." when it comes up on cards at ARC.
- When searching for files at the ARC, when you list an "87" file, also list the date of the card.



- An ARC card that indicates a Main File
  - The file # will NOT including a serial #

	2/82	62-2168
W/M DOB Weight 135 lbs Brown Hair Brown Eyes		
* *		



An ARC card that indicates a Reference File - The file # including a serial # indicates a reference file

BMS LAUNDRY MACHINERY COMPANY 4/68 157-1893-97643

10516 Morrison Ave., Cleveland, Ohio



#### An yellow ARC card indicates a Summary File

BOP (3/68) 157-1682

Summary

aka BLACK ORGANIZING POWER

NO DATA



# Searching For Responsive Records

## Search the Proper Indices



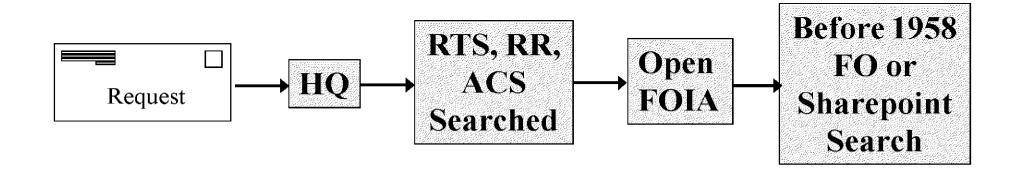
## Searching FBI Files

- If request was received at HQ, search ACS for HQ and Ident field office (FO) files
  - If Ident FO files are found and subject is born or incident occurs in 1958 or before, then search Ident FO or FO Sharepoint Indices cards
- If request was received at a FO and any other FO is mentioned in the request, search ACS for the both the FO in which it was received and mentioned
- If subject is born or incident occurs in 1958 or before, then search FO or FO Sharepoint Indices cards
- If multiple requests are received at both HQ and FOs, files are searched as mentioned above appropriately

It is important to note <u>where</u> request was initially received.



## Searching Field Offices



Field office searches are performed in ACS and if necessary a manual search is performed at appropriate FO or Sharepoint



### Searching Field Offices

In preparation of the CRC, RMD is in process of consolidating the location of all FO manual indices and files.

- If a request directed to a FO needs a manual search, refer to reference manual for FOs that maintain their indices or have uploaded their indices on Sharepoint.
- FO maintained indices: E-mail FO POC for manual search
- FO indices on Sharepoint: search the appropriate FO at http://home/rmdreference/ManualIndexCards/default.aspx



## Searching the Sharepoint Indices Cards

A Sharepoint card containing a \* may indicate a Main File when the file # does NOT include a serial #

(5/81) 88-7871* W/M
FBI#
DOB:
POB;
Ht;5'9"
Wt:165
Hair: <u>Brown-Gray</u>
SSAN:
Tattoos: on web right hand
on Chest

b6 b70



## Searching the Sharepoint Indices Cards

A Sharepoint card containing an may indicate a Possible Reference File when the file # includes a serial #

	2/76	42-25, <u>512</u> ⊗
WM,		
SSAN		



## Searching the Sharepoint Indices Cards

A Sharepoint card may contain more than one file number as indicated below.

· • • · · · · · · · · · · · · · · · · ·	11-69 5/74	165-153* 173-1781*	••
TN: white male Born			*
Father: Mother: common-law sister:	( dece	ased)	
		•	

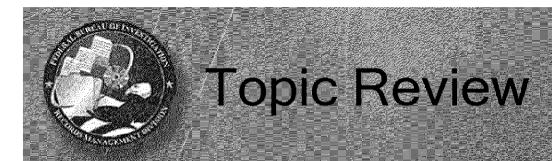


#### "IDENT" Factors

- Date & place of birth
- Address
- Unique numbers (Social Security, Immigration & Naturalization or ARN, Military, and FBI records)
- Title, profession, and occupation
- Spouse or relatives
- Anything that matches

#### **Elimination Factors**

- Date of birth
- Date of record
- Difference in race/sex
- Locality (for common names)
- Entry Date (Date of Birth vs. Entry Date)
- Fourteen year age rule Used to eliminate investigative
  files pertaining to crimes that we
  could reasonably expect a child
  14 years old and younger would
  not be the subject/title of the file,
  common file classifications are 7,
  26, 79, 87, and 95



- Name the identification and elimination factors for responsive records Identification Factors
  - Date & place of birth
  - Address
  - Unique numbers (Social Security, Immigration & Naturalization or ARN, Military, and FBI records)
  - Title, profession, and occupation
  - Spouse or relatives
  - Anything that matches

#### Elimination Factors

- Date of record
- Difference in race/sex
- Locality (for common names)
- Entry Date (Date of Birth vs. Entry Date)
- Fourteen year age rule See next slide



### **Topic Review**

- 2. What are the steps to search for a responsive request?
  - Determining that certain files may be potentially ident to a given request
  - Determine if records pertaining to the names or organizations relevant to the subject of the FOI/PA request
  - Apply all the appropriate searching rules
- 3. What is the correct format to enter a subject's name into ACS?
  - Lastname, Firstname, Middlename



### **Topic Review**

- 4. How do you determine the difference between a Main and a Reference file at the ARC?
  - Black ink indicates <u>main files</u>
  - Red ink indicates <u>reference files</u>
  - Black & Red ink both, the appearance or lack of a serial will determine if the file is consider a <u>reference file or main file</u>
- 5. How do you determine the difference between a Main and a Reference file on Sharepoint?
  - The file # NOT including a serial # indicates a Main file
  - A card containing a \* following a file number may indicate a possible Main file
  - The file # including a serial # indicates a Reference file
  - Refs Stamped directly on index card indicates a Reference File

### **Additional Resources**

**ELSUR** Slide 6 **Resource Manual FBI Files File Request Contacts Searching for ECF Document Attributes ARC Trip Notes Field Office Information Reading Room Information** Searching for ECF for Text **Searching Cheat Sheet Searching Tips Share Point Search Slips** Search Slip **Automated Indices Continued Inactive Indices Continued Sharepoint Continued** 

### ARC Trip Notes

Exchange phone numbers with other individuals going to ARC. Driver should leave a number for supervisors incase of an emergency or bad weather.

#### **Before Leaving the ICRC**

- □ Depart the ICRC at 5:30 a.m., due to D.C. metro traffic.
- □ The group may need to arrive to the ICRC between 5:00 and 5:15 depending on how many files need to be loaded.
- ☐ The group will meet in the general area of the DocLab loading doc
- Organize search slips

#### **Driver responsibilities:**

- □ Reserve a vehicle through BURIDE (several days prior).
- Ensure that someone in the vehicle has a courier card.
- □ Fill out the vehicle mileage form before departing and upon arrival to the ICRC.
- □ Return vehicle with a full tank of gas. Use Bureau Credit Card to pay for fuel. Place receipt in vehicle "key bag."
- □ The day before an ARC trip, speak with a supervisor from both WPU units to see if any special searches are to be conducted.
- Before morning departure, be sure that you have the following:
  - 1. ARC Searches from both WPU units
  - 2. Microfilm searches from both WPU units
  - 3. Clipboards, blank search slips, pens, pencils
  - 4. Files to be returned to the ARC, which are located in designated area

# ARC Trip Notes cont.

#### **Driving to the ARC**

In the event you need to reach a supervisor:	·

#### At the ARC

- Upon arrival, pull vehicle to the loading dock to unload the files. Someone should gain entry (knock on the door located beside the handicap lift to be let in, our badges do not work on the readers) to the ARC, walk to the loading dock and open the door (button is beside the door). Unload the tubs and close the door. The tubs can be left by the door, as DocLab staff will put them away.
- After unloading the tubs, park the vehicle in the back of the parking lot, a <u>parking pass</u> is required.
- □ See ARC personnel in main entry area for parking pass.
- □ Place parking pass in parked vehicle.
- □ Sign in on the guest list which is located in the lobby.
- □ Conduct manual indices searches.
- □ Pull microfilm and microfiche reels if needed.
- ☐ If there are unfinished ARC searches, bring back to the ICRC, notify a supervisor.
- ☐ If any questions arise while at the ARC, call your supervisor.

# ARC Trip Notes cont.

#### Leaving the ARC

- It is a good idea to leave the ARC by 12:00.
- Remember to sign out on the guest list located in the lobby.
- Remember to return the parking pass.
- Pull vehicle to the loading dock to load files that are to come to the ICRC.
- Load the files in the vehicle (files are usually located in bins within the back computer room, check with ARC staff to verify which files are to come to the ICRC). ARC staff may or may not help you load the files.
- LAS's may pack a lunch or stop at a restaurant for lunch. The group can decide.

#### Before leaving the ARC, ensure you have:

- Signed out on the guest list
- Returned the parking pass
- Your searches, clip boards, etc.
- Loaded files to come to the ICRC

#### **Returning to the ICRC**

- Stop and get gas once you return to Stephens City.
- When returning to the ICRC, pull the vehicle to the DocLab loading dock.
- Contact a Uniformed Security Guard or an individual from BOSU to open the loading dock door.
- Unload bins and take to designated area. Deliver files to proper LAS work area.
- After vehicle is unloaded, pull vehicle to the appropriate parking lot designed for BUCars. Complete vehicle mileage form. Return vehicle key bag to BOSU.
- Hand out ARC searches to WPU LAS's.
- Speak with your supervisor if Comp Time is needed due to a late return to the ICRC.

b2

# Field Office Information

- FO Abbreviations
  - **■** FO Abbreviations Spread Sheet
- FO Request Form
  - **FIELD OFFICE FILE REQUEST FORM**
- Mailing Forms
  - O-4 Mail Tracking Sheet



### **Reading Room List**

There are multiple ways to access the reading room list:

Thousands of pages of frequently requested FBI documents are available for release.

- The Reading Room is located at FBIHQ, Room 1218
  - Requester can make an appointment at FBIHQ
  - Requester can take notes and request material duplication
    - Appropriate fees apply
- Many documents exist in the Electronic Reading Room (ERR)
  - Viewable at www.fbi.gov!
- Bureau employees have access to the same list at the following locations:
  - Reading Room case list available (contains both subject, CD# and page count)
  - Reading Room List (contains list of subjects and page count)

Instructions to manually open the RMD intranet RR list:

- Open the Intranet
- Click "Headquarters" tab
- Click "Records Management Division"
- ${\tt \ \ \, }$  Click "Record Information Dissemination Section" on the left
- Click "FOIPA Reading Room" on the right
- Click "Reading Room List"
- You may want to <u>bookmark</u> the site as a favorite.



# Search in ECF for Text

- Viewing the text of a file in ECF can be helpful in forming a direct ident to the subject of the request as well as determining that the file is not responsive to the subject of the request. You can also see the dates of the serial to determine if that portion of the file is within the scope of the request.
- The following is a list of steps that will guide you through the process of searching for text within a file. \*\*Please note that not every file will have text available.
- You have started conducting an ACS search on the subject of your request. You have located a file, selected the file (by placing an X beside it), and go into the file.
- 1. You are looking at the main page of the file in ACS. The top of the page you are viewing should read "View Full Response". Hit the shift and F1 (F13) key simultaneously. This is the "View Serial" function in ECF.
- 2. A window appears that is titled "View ECF Serials". This window allows you to search for text of a specific serial in the file. Start by typing "1" on the dotted lines and hit enter. This will allow you to see the attributes of serial 1. (On some instances you will be prompted that "serial 1 does not exist", this means that the serial was not uploaded into ACS.)
- 3. If serial 1 has been loaded into ACS, a window will appear entitled "View Document Attributes". If text is available there will be an option at the bottom of this window that is captioned as "F13=Text". This means that there is text available to be viewed for this serial. To view the text, push the shift and F1 keys simultaneously (F13). While viewing the text, F7 and F8 are utilized to page forward and page back. (Some serials within the same file may contain text, while other serials within that file will not).
- 4. If you wish to search other serials for text, hit the F12 key until you are returned to the "View ECF Serials" window. Enter the serial number that you wish to search for text and hit enter. Repeat steps as necessary.

# Search in ECF for Text

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- 4. If you wish to search other serials for text, hit the F12 key until you are returned to the "View ECF Serials" window. Enter the serial number that you wish to search for text and hit enter. Repeat steps as necessary.

# Searching Cheat Sheet

Search Slips – Search Slip Inactive Continued Automated Continued Sharepoint Continued 190 Files - are only listed and blackballed when they are main files. 190 references are to be listed as S'SNL These are FOIA related 197 Files- These are Civil Litigation related. List file number and blackball Control Files- List and Blackball (list serial if it has one) both main and reference -0.5s -2's -5's Informant File Numbers (List file number and consult with supervisor) 87's-Be sure to list serial or date 252-IR Files- These are HQ files, list regardless of Main or Ref (Behavior Science Files) INS Files- Ignore Completely (ex. 123-HQ-1234-INS) Name check related AX was the Alexandria FO, which is now WFO BT was the Butte FO, which is now SU The common name option is to be used sparingly. If a search is taking longer than forty-five minutes, a LAS should consult a manager or mentor. When searching common names, all restrictions should be used to their fullest extent i.e. locality, FO, etc. If you get no Direct Ident hits, see your Supervisor before creating a Common Name letter. The parenthesis scenario- 100-SE-1234 (HQ), if you can't eliminate it, list and call file (responsive to both FQ) and HQ requests) Call file from original office of origin, in this case is would be SE. The 14 year rule doesn't apply to 7, 26, 79, 87, and 95 files 87

**b**2



## **Searching Tips**

### File Classification Guide

190 Files- List and Blackball unless they specifically ask for the 190
197 Files- List and Blackball unless they specifically ask for the 197
Informant Files- (list and consult supervisor)
Control Files- List with a serial and Blackball (-0, -2, -5) both main and reference
252 IR files are HQ files and should be called for HQ requests
252 files should be listed regardless of main or reference (252-1R-12345-17, ect. – List all 252 Files)
199, 265, 315, 415, 815 Terrorist Files- Contact your Supervisor
INS files are to be ignored completely (ie: 123-HQ-12345-INS) - electronic records
Dies and Fish Committee Report index cards at the ARC- do not list on search slip
87 Files at the ARC- list date of card or entry date on search slip
95 Files less than 10 years old are requested from Quantico not from HQ.
In an IDENT file, search for and list AKAs
Files with parenthesis at the end of the file number <u>95-SL-12345(HQ)</u> are responsive to both FO and HQ requests, and should be called if you can't eliminate it
$\underline{AX}$ was the Alexandria FO = WFO (Washington Field Office)
$\overline{BT}$ was the Butte FO = SU (Salt Lake City)
When conducting an ACS search for a FO request, limit the search to that FO (enter the FO abbreviation on the FO line in the ACS search screen)
The 14 year rule does not apply to 7, 26, 79, 87, and 95 files
<u>Common Name</u> : is to be used sparingly. If a search is taking longer than forty-five minutes, a LAS should consult a manager or mentor. When searching common names, all restrictions should be used to their fullest extent i.e. locality, FO, etc. If you get no Direct Ident hits, <i>see your Supervisor</i> before creating a Common Name letter.
Do not take AKAs from a reference file
True Name can be used for elimination, not identification

**l**b2

### Searching Tips cont.

#### File Classification Guide

- □ HQ Request
  - HQ Main Direct Ident List
  - FO Main Direct Ident- List
  - HQ Main potential List
  - FO Main potential Don't list (If same file classification, list)
  - HQ Reference Direct Ident S's n/l
  - HQ Reference potential S's n/l
  - FO Reference Direct Ident- S's n/l [FO]
  - FO Reference potential Don't list
- - Limit search in ACS to that respective FO; list all ident and potential mains and reference files found

If an ident FO file is found, you must search that FO for any inactive searches that need to be completed

**Searching Guidelines** 



### **Share Point**

- Manual search Field Office index cards found at <a href="http://home/rmdreference/ManualIndexC">http://home/rmdreference/ManualIndexC</a> <a href="ards/default.aspx">ards/default.aspx</a> for the following Field Offices:
  - 1. Cincinnati
  - 2. Dallas
  - 3. Knoxville
  - 4. San Francisco
  - 5. Tampa
  - 6. Houston
  - 7. Minneapolis
  - 8. Washington (WFO)



	(RMD) (FBI)	
From: Sent: To: Cc: Subject:	(RMD) (FBI) Tuesday, February 24, 2009 10:38 AM (RMD) (FBI) (RMD)(FBI); (OGC) (FBI)  RONALD REAGAN SEARCH E-MAIL	b6 b7
Attachments:	LAFO SEARCH E-MAIL; WFO SEARCH E-MAIL; SDFO SEARCH E-MAIL; SCFO SEARCE-MAIL; SFFO SEARCH E-MAIL; HQ RONLD REAGAN REQUEST.pdf	СН
UNCLASSIFIED NON-RECORD		
		b6 b7
**** You will need t located during your	to include in your e-mail to the Field Office under the AKA portion any AKAs that you h	ave
Please see the attac paperwork:	ched e-mail for the LAFO search which details the search and includes the appropriat	:e
LAFO SEARCH E-MAIL		
chier and thy UC (	ached e-mail into a new e-mail and send to with a CC to me, your Unit I have included a due date of <b>COB Friday, February 27th</b> . If you do not noon on Friday then please follow up with a phone call to the appropriate field office	
Please see the attac paperwork:	thed e-mail for the WFO search which details the search and includes the appropriate	ž
WFO SEARCH E-MAIL		
nhe, your on	ched e-mail into a new e-mail and send to with a CC to int Chief and my UC ( ). I have included a due date of <b>COB Friday,</b> but do not have a response by noon on Friday then please follow up with a phone call to office contact.	b6 b70
Please see the attach Daperwork:	ned e-mail for the SDFO search which details the search and includes the appropriate	ı
SDFO SEARCH		

Please copy the attached e-mail into a new e-mail and send to with a CC to me, your Unit Chief and my UC . I have included a due date of <b>COB Friday, February 27th</b> . If you do not have a response by noon on Friday then please follow up with a phone call to the appropriate field office contact.	b6 b7C
Please see the attached e-mail for the SCFO search which details the search and includes the appropriate paperwork:	
SCFO SEARCH E-MAIL	
Please copy the attached e-mail into a new e-mail and send to with a CC to me, your Unit Chief and my UC (). I have included a due date of COB Friday, February 27th. If you do not have a response by noon on Friday then please follow up with a phone call to the appropriate field office contact.	b6 b7C
Please see the attached e-mail for the SFFO search which details the search and includes the appropriate paperwork:	
SFFO SEARCH E-MAIL	
Please copy the attached e-mail into a new e-mail and send to with a CC to me, your Unit Chief and my UC (). I have included a due date of <b>COB Friday, February</b> appropriate field office contact.	b6 b7C
Regarding the completion of the HQ search and the HQ search slip please see the attached Request Letter and complete the following:	
HQ RONLD REAGAN REQUEST.pdf (8	
You are conducting a UNI search of the following names: Ronald Wilson Reagan Any other AKAs you may locate during your search.	
Also, please do a text search of ECF for Ronald Wilson Reagan as well as all AKAs. If you have any questions regarding this please contact me.	
For the HQ ACS and ECF search slip please complete as follows (use separate search slips for each search)	
Date - Search Completed  Scope of Search - Check ADB  Type of Search Requested - Check All References, Socurity, Oriental Laboratory	
Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"	

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of SFFO, LAFO, SCFO, SDFO, WFO and HQ

Subject - Ronald Wilson Reagan

AKAS - Any other AKAS you may locate during your search

Birthdate - 2/6/1911

Localities - LAFO, SFFO, SDFO, SCFO, WFO and HQ with Scope of Search from DOB through 1/1/1979

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, ADB

If File is a Reference then in Left hand column put the letter "R"

For the HQ manual search slip please complete as follows:

#### Date - Search Completed

Scope of Search - Check Inactive

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of HQ

Subject - Ronald Wilson Reagan

AKAS - Any other AKAS you may locate during your search

Birthdate - 2/6/1911

Localities - HQ with Scope of Search from DOB through 1/1/1979

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, Inactive

If File is a Reference then in Left hand column put the letter "R"

If you have any questions please contact me.

Thanks, LAS Litigation Support Unit Winchester, VA (Office) (Fax)

b2 b6 b7C

#### UNCLASSIFIED

#### UNCLASSIFIED

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

October 16, 2006

Via Certified Mail & Fax to 202-324-3752

Mr. David M. Hardy
Section Chief - Record/Information Dissemination Section
Records Management Division
FBI HQ
935 Pennsylvania Ave. NW
Washington, DC 20535-0001

Re: Ronald Reagan FOIA

Dear Mr. Hardy,

This letter concerns the above referenced FOIAPA matter, which is pending with your office.

Please be advised that the following deceased individuals may appear in records concerning Ronald Reagan. As you know, a person's deceased status, and their public figure status, requires a greater disclosure of information.

Accordingly, if the names of the below individuals, or information concerning them, appears in the Ronald Reagan records, then that information should be released.

- 1) Roy M. Brewer, official of the Motion Picture Industry Council, aka MPIC; of International Alliance of Theatrical Stage Employees and Motion Picture Machine Operators, aka IATSE; of Motion Picture Alliance for the Preservation of American Ideals, aka MPA; and other groups.
  - 2) Willie Bioff, IATSE official
  - 3) George Browne, IATSE official
  - 4) Sidney Buchman, actor
  - 5) Gary Cooper
  - 6) Howard Da Silva, actor
  - 7) Edward Dmytryk
  - 8) Walt Disney
  - .9) Herbert Ellingwood
    - 10) John Garfield, actor
  - 11) Hedda Hopper
  - 12) Elia Kazan, writer
  - 13) Alexander Knox, actor
  - 14) John Howard Lawson, writer
  - 15) Leo McCarey
  - 16) John McCone, former CIA chief
  - 17) Arthur Miller, writer
  - 18) George Murphy
  - 19) Larry Parks, actor
  - 20) Louella Parsons
  - 21) Neil Reagan
  - 22) Herb Sorrell, union official
  - 23) Jimmy Stewart
  - 24) Robert Taylor
  - 25) Dalton Trumbo, writer
  - 26) King Vidor
  - 27) Walter Wanger
  - 28) Jack Warner, studio executive
  - 29) John Wayne
  - 30) Sam Wood

I have enclosed obituaries and death notices, or previously provided them. Thus, if information concerning the above deceased people appears in records concerning Mr. Reagan, that information should be released, as their deceased status and public figure status weighs in favor of greater disclosure.

Thank you very much. Please phone if I may help.

Sincerely,

Seth Rosenfeld

	(RMD) (FBI)	b6 b7C
Subject:	LAFO SEARCH E-MAIL	<del></del>
Attachments:	LAFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	4
		ъ6
1	I am an LAS in the Work Processing Unit assigned to assist LAS igation Support Unit with the search of records for Ronald Reagan. A detailed type of information being requested as well as search criteria are listed below. I havour reference a copy of the original request letter in this case:	b7C
LAFO - RONALD REAGAN.pdf (49 K		
TOTAL CONTRACTOR	ppy of the Field Office search slip being utilized in this particular case and instructions complete the search slip for the court's purposes.	s as
UPDATED FIELD )FFICE SEARCH SL		
	o be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur used Files Room for Ronald Reagan. Please see the attached Sample Search Slip for plete the following sections of this search slip completely:	
SEARCH SLIP		
XAMPLE.pdf (41 KB.		
Date - Search Com Requested By - Ext - Subject - Ronald W	ilson Reagan	b2 b6 b7C
Aliases - Any other Birth Date - 2/6/191 Sex - Male	AKAS you may locate during your search as well as the AKAS I have provided to you	
- Check all Of the following	ope of Search here (DOB through 1/1/1979) owing boxes:	
EXACT Spelling, All Ref Files Only, Criminal Re no Main, list all Crimir FOr Search tupes of	Ferences, Main Security Case Files Only, Security Reference Only, Main Criminal Case References Only, Main Security (If no Main, list all Security References), Main Criminal (It no References), Restrict Locality to (Field Office Name)	f

Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Eisur Indices, Results, Searched By and Date Searched

--For search types please check all of the following boxes:

Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	.b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	per
Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC	b6 b7C
Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me no later than COB Friday, February 27, 2009 I would greatly appreciate it.	
If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thanks,	
Work Processing Unit (Work) (Fax)	b2 b6 b7C

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892 (A

August 6, 2007

By Certified Mail

FBI - FOIA OFFICE Suite 1700, FOB 11000 Wilshire Boulevard Los Angeles, California 90024-3672

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No.

405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting all see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

Please process and release copies of duplicate records that are distinguished by substantive administrative markings.

Substantive administrative markings for this purpose include but are not limited to any hand written notations on the document.

Please note that there is no need to release records that have been previously released to me, unless there is additional information in them that was withheld but can now be disclosed.

I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sett. Norskell

Sincerely,

Seth Rosenfeld

FEB-19-2009 08:09	CDC FBILA	7						P.Ø2
FID-160 (Rev. 7-22-02)					_			
				Date				
To: Administrative Officer		•		Requested b	)V:			
					·			
Subject				Ext.	Squad	File	No.	
	•			Social Secu	rity Account	Ħ	··	
Aliases							<del></del>	
Address		Birth Date		Place of Birt	h	Race		Scx
						14400		□ Male
Telephone #'s			<del>}</del>		<u> </u>			☐ Female
☐ Exact Spelling	☐ Main C	Cruninal Case	Fila Only			<u></u>		
☐ All References	☐ Crimin	al Reference	s Only				Kestrict	Locality of
☐ Main Security Case Files Only	☐ Main S	ecurity (If no	Main, list	all Security R	eferences)			
☐ Security Reference Only ☐ Manual Indices ☐ Neg	☐ Main C	riminal (If n	o Main, lis	'all Criminal I	References)			
	□ Pos.		[] Teld	phone Appl.		Neg.	Pos.	
Searched by	Da	ate	Searche	d by				Date
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Searched by	Da	ite	Searche	i by		· · · · · · · · · · · · · · · · · · ·	- ī	Date
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FEB-19-2009 08:09 FD-160 (Rev. 7-22-02)	CDC FBILA				P.02
		Date		<del></del>	
To: Administrative Officer	•	Requested by			
		Ext.	Squad	File No.	
Subject		Social Securit	y Account #		
Aliases	·				
Address	Birth Date	Pluce of Birth		Race	Scx Male
Telephone #'s Sco	ope of Search				□ Female
Exact Spelling  All References  Main Security Case Files Only  Security Reference Only  Manual Indices	Main Criminal Cas Criminal Reference Main Security (1f n	e File Only es Only o Main, list all Security Rel to Main, list all Criminal Re	Ferences)	Resurio	Locality of
	Pos.	Telephone Appl.	□ Neg	Pos	i.
Searched by	Date	Searched by			Date
Confidential Indices:   Neg.	□ Pos.	-El CLEA	☐ Neg	g. D Pos	).
Searched by	Date	Searched by			Date
UNI (Global) 🗆 Neg.	□ Pos.	□ IIIA	☐ Neg	. D Pos	. ,
Searched by	Date	Searched by			Date
Drug X (DEA Only) I Neg.	☐ Pos.	□ ·CISP	☐ Neg	. 🛘 Pos	
earched by	Date	Searched by			Date
Elsur Indices	☐ Pos.	☐ Other	□ Neg.	□ Pos.	
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cviewed by			Date		
J			Date		

I - Identical

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#### (RMD) (FBI)

Subject:

WFO SEARCH E-MAIL

Attachments:

HQ - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP

EXAMPLE.pdf

**b**6 b7C Heilo! My name is I am an LAS in the Work Processing Unit assigned to assist LAS of the Litigation Support Unit with the search of records for Ronald Reagan. A detailed description of the type of information being requested as well as search criteria are listed below. I have also included for your reference a copy of the original request letter in this case:

Section

HQ - RONALD EAGAN.pdf (56 KB).

(This is not the exact request letter, but you can see that WFO is mentioned in the letter)

I have included a copy of the Field Office search slip being utilized in this particular case and instructions as to how we need to complete the search slip for the court's purposes.



UPDATED FIELD )FFICE SEARCH SL..

A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Ronald Reagan. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:

12.44

SEARCH SLIP XAMPLE.pdf (41 KB.

- -- Date Search Completed
- --Requested By -
- --Ext -
- --Subject Ronald Wilson Reagan
- --Aliases Any other AKAs you may locate during your search as well as any AKAs that I provide to you --Birth Date - 2/6/1911
- --Sex Male
- --Address Place Scope of Search here (DOB through 1/1/1979)
- -- Check all of the following boxes:

Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)

-- For search types please check all of the following boxes:

Manual Indices, Results, Searched By and Date Searched

Confidential Indices, Results, Searched By and Date Searched

UNI (Global), Results, Searched By and Date Searched

Elsur Indices, Results, Searched By and Date Searched

Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	x b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, nu of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	mber
Please ship all responsive files to the Attention of LAS at the following address	b6 b7C
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and $fax/6$ mail me no later than COB Friday, February 27, 2009 I would greatly appreciate it.	<b>3</b>
If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b7C
Thanks,  LAS  Work Processing Unit  Work)  (Fax)	b2 b6 b7C
r ′	

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892 HQ

August 6, 2007 By Certified Mail and Fax to 202-324-3752

Mr. David M. Hardy
Section Chief - Record/Information
Dissemination Section
Records Management Division
FBI HQ
935 Pennsylvania Ave., NW
Washington, DC 20535-0001

Re: FOIAPA Request re Ronald Reagan

Dear Mr. Hardy,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No. 405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting all see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with appear in the requested records. Prease note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

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Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,

Seth Rosenfeld

Enc.

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Subject:	SDFO SEARCH E-MAIL	_
Attachments:	SDFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
	I am an LAS in the Work Processing Unit assigned to assist LAS igation Support Unit with the search of records for Ronald Reagan. A detailed type of information being requested as well as search criteria are listed below. I have our reference a copy of the original request letter in this case:	ь6 Ъ7

I have included a copy of the Field Office search slip being utilized in this particular case and instructions as to how we need to complete the search slip for the court's purposes.

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UPDATED FIELD FFICE SEARCH SL..

A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Ronald Reagan. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:

SEARCH SLIP XAMPLE.pdf (41 KB.

Date - Search Completed	
Requested By -	
Ext -	
Subject - Ronald Wilcon Books	!

b2 b6 b7C

- --Subject Ronald Wilson Reagan
- --Aliases Any other AKAs you may locate during your search as well as any AKAs that I provide to you
- --Sex Male
- --Address Place Scope of Search here (DOB through 1/1/1979)
- -- Check all of the following boxes:

Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)

-- For search types please check all of the following boxes:

Manual Indices, Results, Searched By and Date Searched

Confidential Indices, Results, Searched By and Date Searched

UNI (Global), Results, Searched By and Date Searched

Elsur Indices, Results, Searched By and Date Searched

Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, numb of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	er
Please ship all responsive files to the Attention of, LAS at the following address FBI - ICRC	b6 b7
Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	1.0
If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7
Thanks,  LAS  Work Processing Unit  (Work)  (Fax)	b2 b6 b70
I <sup>(190</sup> /	

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

August 6, 2007

By Certified Mail

FBI - FOIA OFFICE Federal Office Building 9797 Aero Drive San Diego, California 92123-1800

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No...

AUG 0 9 2007

405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting <u>all</u> see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

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I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,

Seth Rosenfeld

Seth Nourles

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maga, 19, 10, 10, 11, 10	I am an LAS in the Work Processing Unit assigned to assist LAS itigation Support Unit with the search of records for Ronald Reagan. A detailed type of information being requested as well as search criteria are listed below. That your reference a copy of the original request letter in this case:	b6 b7c
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	to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur losed Files Room for Ronald Reagan. Please see the attached Sample Search Slip for nplete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (41 KB.		
Date - Search Cor Requested By - Ext - Subject - Ronald V	Vilson Reagan	b2 b6 b7C
Birth Date - 2/6/19 Sex - Male	er AKAS you may locate during your search as well as any AKAS that I provide to you 111	
	cope of Search here (DOB through 1/1/1979)	
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Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	<del>-</del>
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive indecards back to my attention at Fax Number	ex b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, not cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	umber
Please ship all responsive files to the Attention of LAS at the following address	b6 b7C
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax. mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
f you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
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Seth Rosenfeld
P.O. Box 421,892
San Francisco, CA 94142-1892



August 6, 2007

By Certified Mail

FBI Sacramento - FOIA Office 4500 Orange Grove Avenue Sacramento, California 95841-4205

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

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Thank you very much.

Sincerely,

Seth Rosenfeld

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	I am an LAS in the Work Processing Unit assigned to assist LAS igation Support Unit with the search of records for Ronald Reagan. A detailed type of information being requested as well as search criteria are listed below bur reference a copy of the original request letter in this case:	b7c v. Thave
SFFO - RONALD REAGAN.pdf (41 K		
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**** I understand, per, that your older manual files have been moved east of the Mississipp Could you please include a contact for that location in order for us to have a search completed there. Also, are these the files that have been scanned into SharePoint? If so, then I will be completing that search. ****	b6 b7C
**** For those files that you indicated in a previous e-mail to (Older Confidential Files that are Closed Files (pre-1990) that are located in ACS) could you please search ACS for those files. Although I had completed an ACS at HQ for those files we are trying to cover all bases; therefore, we are requesting the field offices search ACS for files at their location as well. ****	b6 rein <sub>b7C</sub> ve ne
Please make copy of all index cards for responsive files. For any searches that are located on SharePoint, the LAS requesting search will complete that search.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	.b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	per
Please ship all responsive files to the Attention of LAS at the following address FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	Ъ6 Ъ7С
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
f you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thanks,  LAS	
Vork Processing Unit	o2 o6 o7C

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

August 6, 2007

By Certified Mail

FBI San Francisco, Att: FOIA OFFICE 450 Golden Gate Avenue, 13th. Floor San Francisco, California 94102-9523

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, . Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No.

405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting <u>all</u> see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

Please process and release copies of duplicate records that are distinguished by substantive administrative markings.

Substantive administrative markings for this purpose include but are not limited to any hand written notations on the document.

Please note that there is no need to release records that have been previously released to me, unless there is additional information in them that was withheld but can now be disclosed.

I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Mull

Seth Rosenfeld

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Subject:	NEIL REAGAN SEARCH E-MAIL	
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LAFO SEARCH E-MAIL		
have a response by n contact.	ched e-mail into a new e-mail and send to with a CC to me, your Unit I have included a due date of <u>COB Friday, February 27th</u> . If you do not do not soon on Friday then please follow up with a phone call to the appropriate field office	Ъ6 Ъ70
Please see the attach paperwork:	ned e-mail for the WFO search which details the search and includes the appropriate	
WFO SEARCH E-MAIL		
nrie, your uni	hed e-mail into a new e-mail and send to with a CC to t Chief and my UC ( ). I have included a due date of <b>COB Friday,</b> I do not have a response by noon on Friday then please follow up with a phone call to	b6 b7C
Regarding the comple and complete the folio	tion of the HQ search and the HQ search slip please see the attached Request Letter owing:	

HQ - NEIL REAGAN.pdf (82 KB)

You are conducting a UNI search of the following names:

John Neil Reagan

J. Neil Reagan

J.N. Reagan

J. Reagan

Neil Reagan

N. Reagan

John Neil Moon Reagan

John Moon Reagan

Neil Moon Reagan

Moon Reagan

Any other AKAs you may locate during your search.

Also, please do a text search of ECF for John Neil Reagan as well as all AKAs. If you have any questions regarding this please contact me.

For the HQ ACS and ECF search slip please complete as follows (use separate search slips for each search)

## Date - Search Completed

Scope of Search - Check ADB

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of LAFO, WFO and HQ

Subject - John Neil Reagan

AKAS - John Neil Reagan, J. Neil Reagan, J.N. Reagan, J. Reagan, Neil Reagan, N. Reagan, John Neil Moon Reagan, John Moon Reagan, Neil Moon Reagan, Moon Reagan, Any other AKAs you may locate during

Birthdate - 1908/Date of Death - 12/11/1996

Localities - LAFO, WFO and HQ

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, ADB

If File is a Reference then in Left hand column put the letter "R"

For the HQ manual search slip please complete as follows:

## Date - Search Completed

Scope of Search - Check Inactive

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of HQ Subject - John Neil Reagan

AKAS - John Neil Reagan, J. Neil Reagan, J.N. Reagan, J. Reagan, Neil Reagan, N. Reagan, John Neil Moon Reagan, John Moon Reagan, Neil Moon Reagan, Moon Reagan, Any other AKAs you may locate during

Birthdate - 1908/Date of Death - 12/11/1996

Localities - HQ
Date - Search Completed
Searcher Initials - Your initials
File Number - List entire file as it appears
Serial - List entire serial as it appears
Check Ident, Inactive
If File is a Reference then in Left hand column put the letter "R"

If you have any questions please contact me.

_fhanks,	
LAS	
Litigation Support Unit	
Winchester, VA	
(Office)	
(Fax)	

b2 b6 b7C

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

March 23, 2005 By Certified Mail and Fax to 202-324-3752

Mr. David M. Hardy
Section Chief - Record/Information Dissemination Section
Records Management Division
FBI HQ
935 Pennsylvania Ave. NW
Washington, DC 20535-0001

Dear Mr. Hardy,

This is a request pursuant to the Freedom of Information Act, 5 U.S.C., as amended, for any and all records in any way concerning Neil Reagan, who died Dec. 11, 1996 and was the brother of the late President Ronald Reagan.

Please find enclosed copies of a newspaper obituary for Neil Reagan. As you know, a person's death greatly mitigates their privacy interest and requires greater disclosure of information. So does the fact that Neil Reagan was a public official and a public figure. I ask that you keep this in mind as you process the records.

As a preliminary matter, please advise me as to whether any of records on Neil Reagan have been previously processed. This is important, as the availability of preprocessed records may save both the FBI and me considerable time and expense in processing of records.

I ask that you process the requested records in light of the lists of deceased individuals and exposed FBI sources and informants that I submitted, along with supporting documentation, to the FBI in the FOIA litigation captioned Rosenfeld v. U.S. Department of Justice.

I wish to make clear that I want any and all records, including but not limited to main files, see references, Do Not File Files, channelized records, search slips, including search slips used to process this request, ELSUR

records, index cards, records that are or were maintained in SAC safes, and bulky exhibits.

I want all records, including but not limited to those listed in the General Index, and any and all other indexes.

I want all records identifiable with my request, even though reports based on those records may have been sent to FBI headquarters or other FBI offices, and even though there may be duplication between sets of files.

I want all records to be produced with their administrative markings intact, and all reports, memos and documents to include any and all administrative pages.

I want all pages released regardless of the extent of excising, even if all that remains are stationery headings and administrative markings.

In excising material, please black out rather than white out or cut out material.

I expect that, as required by the FOIA, if you withhold any information, that all reasonably segregable portions of the records that are not exempt shall be released. I expect all records to be fully legible.

As I am a professional journalist seeking the requested records for news purposes, I hereby request that you waive all applicable fees, as releasing the information will primarily benefit the general public by shedding light on important government operations.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

I ask that you promptly begin processing of this request and that you release the records within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

In any event, as requested above, please advise me right away as to whether any of these records have been previously processed.

Thank you for your help. I look forward to your prompt response.

Sincerely,

Seth Rosenfeld

Browse Display

Page 1 of 1

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Copyright 1996 St. Louis Post-Dispatch, Inc. St. Louis Post-Dispatch (Missouri)

December 13, 1996, Friday, FIVE STAR LIFT Edition

SECTION: NEWS; Pg. 9C

LENGTH: 190 words

HEADLINE: NEIL REAGAN, 88; BROTHER OF EX-PRESIDENT

DATELINE: LOS ANGELES

## BODY:

Neil Reagan, the older brother of former President Ronald Reagan, died Wednesday (Dec. 11, 1996) of heart failure at age 88.

Mr. Reagan, a former radio broadcaster and advertising executive, **died** at Scripps Memorial Hospital in San Diego, according to a statement issued Thursday by the former president's office.

Known to friends and family by the nickname "Moon," Mr. Reagan was said to have been close to his younger brother and served as a delegate to the 1980 Republican National Convention, which propelled Ronald Reagan to the presidency.

"We will miss him terribly," Reagan and his wife, Nancy, said. "We have been in constant contact with his wife, Bess, in the last few days and have expressed our sympathy and love. We hope all Americans will join us in our prayers for Moon and Bess."

They have no children.

When Ronald Reagan became an announcer at WHO Radio in Des Moines, Iowa, his brother followed him, becoming program director at a sister station in Davenport, Iowa.

He later worked for the McCann-Erickson Advertising Agency, where he became senior vice president and head of the Los Angeles office.

GRAPHIC: PHOTO; Photo headshot - (Neil) Reagan - 1982 photo

LOAD-DATE: December 13, 1996

✓ prev Document 39 of 54 next >

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Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, nur of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	mber
Please ship all responsive files to the Attention of LAS LAS at the following address  FBI - ICRC Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	Ъ6 Ъ7С
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thanks,	
LAS   Work Processing Unit   b6   b7C   (Fax)   b7C   b7C	

Seth Rosenfeld
P.Q. Box 421,892
San Francisco, CA 94142-1892

March 23, 2005

By Certified Mail

FBI Los Angeles
Suite 1700, FOB
A1000 Whishire Boulevard
Los Angeles, California 90024-3672

Dear FOIA Officer:

This is a request pursuant to the Freedom of Information Act, 5 U.S.C. as amended, for any and all records in any way concerning Neil Reagan, who died Dec. 11, 1996 and was the brother of the late President Ronald Reagan.

190

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In any event, as requested above, please advise me right away as to whether any of these records have been previously processed.

Thank you for your help. I look forward to your prompt response.

Self Noscufell

Seth Rosenfeld

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# Copyright 1996 St. Louis Post-Dispatch, Inc. St. Louis Post-Dispatch (Missouri)

December 13, 1996, Friday, FIVE STAR LIFT Edition

SECTION: NEWS; Pg. 9C

LENGTH: 190 words

HEADLINE: NEIL REAGAN, 88; BROTHER OF EX-PRESIDENT

**DATELINE: LOS ANGELES** 

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When Ronald Reagan became an announcer at WHO Radio in Des Moines, Iowa, his brother followed him, becoming program director at a sister station in Davenport, Iowa.

He later worked for the McCann-Erickson Advertising Agency, where he became senior vice president and head of the Los Angeles office.

GRAPHIC: PHOTO; Photo headshot - (Neil) Reagan - 1982 photo

LOAD-DATE: December 13, 1996

✓ prev Document 39 of 54 next ➤

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Subject:	WFO SEARCH E-MAIL	
Attachments:	WFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLII EXAMPLE.pdf	P
your reference a cop	I am an LAS in the Work Processing Unit assigned to assist LAS on Support Unit with the search of records for Neil Reagan. A detailed description ion being requested as well as search criteria are listed below. I have also included by of the original request letter in this case:	b6 b7c of dfor
WFO - NEIL REAGAN.pdf (45 KB)  I have included a copy to how we need to co  UPDATED FIELD FFICE SEARCH SL	of the Field Office search slip being utilized in this particular case and instructions implete the search slip for the court's purposes.	3 as
A search will need to b ndices and your Close reference and comple	ne completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur and Files Room for Neil Reagan. Please see the attached Sample Search Slip for the the following sections of this search slip completely:	
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Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	.b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, num of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	oer
Please ship all responsive files to the Attention of LAS at the following address	b6 b7C
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	b2
f you have any questions regarding the search please do not hesitate to contact me at or	b6 b7C
Thanks,  LAS  Work Processing Unit  (Work)  (Fax)	

Seth Rosenfeld
P.O. Box 421,892
San Francisco, CA 94142-1892

1017395

March 23, 2005

By Certified Mail

FBI Washington
Washington Metropolitan Field Office
601 4th Street, N.W.
Washington, D.C. 20535-0002

Dear FOIA Officer:

0 940 401

91418 -D83

This is a request pursuant to the Freedom of Information Act, 5 U.S.C., as amended, for any and all records in any way concerning Neil Reagan, who died Dec. 11, 1996 and was the brother of the late President Ronald Reagan.

Please find enclosed copies of a newspaper obituary for Neil Reagan. As you know, a person's death greatly mitigates their privacy interest and requires greater disclosure of information. So does the fact that Neil Reagan was a public official and a public figure. I ask that you keep this in mind as you process the records.

As a preliminary matter, please advise me as to whether any of records on Neil Reagan have been previously processed. This is important, as the availability of preprocessed records may save both the FBI and me considerable time and expense in processing of records.

I ask that you process the requested records in light of the lists of deceased individuals and exposed FBI sources and informants that I submitted, along with supporting documentation, to the FBI in the FOIA litigation captioned Rosenfeld v. U.S. Department of Justice.

I wish to make clear that I want any and all records, including but not limited to main files, see references, Do Not File Files, channelized records, search slips, including search slips used to process this request, ELSUR records, index cards, records that are or were maintained in SAC safes, and bulky exhibits.

of the state of a

I want all records, including but not limited to those listed in the General Index, and any and all other indexes.

I want all records identifiable with my request, even though reports based on those records may have been sent to FBI headquarters or other FBI offices, and even though there may be duplication between sets of files.

I want all records to be produced with their administrative markings intact, and all reports, memos and documents to include any and all administrative pages.

I want all pages released regardless of the extent of excising, even if all that remains are stationery headings and administrative markings.

In excising material, please black out rather than white out or cut out material.

I expect that, as required by the FOIA, if you withhold any information, that all reasonably segregable portions of the records that are not exempt shall be released. I expect all records to be fully legible.

As I am a professional journalist seeking the requested records for news purposes, I hereby request that you waive all applicable fees, as releasing the information will primarily benefit the general public by shedding light on important government operations.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

I ask that you promptly begin processing of this request and that you release the records within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

In any event, as requested above, please advise me right away as to whether any of these records have been previously processed.

Thank you for your help. I look forward to your prompt response.

Sincerely,

Seth Rosenfeld

Copyright 1996 St. Louis Post-Dispatch, Inc. St. Louis Post-Dispatch (Missouri)

December 13, 1996, Friday, FIVE STAR LIFT Edition

SECTION: NEWS; Pg. 9C

LENGTH: 190 words

HEADLINE: NEIL REAGAN, 88; BROTHER OF EX-PRESIDENT

**DATELINE: LOS ANGELES** 

#### **BODY:**

**Neil Reagan,** the older brother of former President Ronald Reagan, **died** Wednesday (Dec. 11, 1996) of heart failure at age 88.

Mr. Reagan, a former radio broadcaster and advertising executive, **died** at Scripps Memorial Hospital in San Diego, according to a statement issued Thursday by the former president's office.

Known to friends and family by the nickname "Moon," Mr. Reagan was said to have been close to his younger brother and served as a delegate to the 1980 Republican National Convention, which propelled Ronald Reagan to the presidency.

"We will miss him terribly," Reagan and his wife, Nancy, said. "We have been in constant contact with his wife, Bess, in the last few days and have expressed our sympathy and love. We hope all Americans will join us in our prayers for Moon and Bess."

They have no children.

When Ronald Reagan became an announcer at WHO Radio in Des Moines, Iowa, his brother followed him, becoming program director at a sister station in Davenport, Iowa.

He later worked for the McCann-Erickson Advertising Agency, where he became senior vice president and head of the Los Angeles office.

GRAPHIC: PHOTO; Photo headshot - (Neil) Reagan - 1982 photo

LOAD-DATE: December 13, 1996

✓ prev Document 39 of 54 next ➤

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Subject:	ALEXANDER SHERRIFFS SEARCH E-MAIL	
Attachments:	Untitled Attachment; HQ - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
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**Please include in your during your search.**	r Field Office e-mails under the AKA portion any additional AKAs that you have found	
Please see the attache	d e-mail which details the search and includes the appropriate paperwork:	
Untitled Attachment		
me, your Unit Cl	ed e-mail into a new e-mail and send to with a CC to hief and my UC . I have included a due date of <b>COB Friday, February</b> be a response by noon on Friday then please follow up with a phone call to the econtact.	b6 b70
Regarding the complete and complete the follow	ion of the HQ search and the HQ search slip please see the attached Request Letter wing:	
HQ - ALEX ERRIFFS.pdf (56 KE		
You are conducting a U Alexander C. Sherriffs Alexander Sherriffs Alex C. Sherriffs Alex Sherriffs	NI search of the following names:	

Also, please do a text search of ECF for Alexander C. Sherriffs as well as all AKAS. If you have any questions

A.C. Sherriffs A. Sherriffs

Any other AKAs you may locate during your search.

regarding this please contact me.

For the HQ ACS and ECF search slip please complete as follows (use separate search slips for each search)

## Date - Search Completed

Scope of Search - Check ADB

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of SFFO and HQ Subject - Alexander C. Sherriffs

AKAS - Alexander Sherriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other AKAs you locate

Birthdate - 12/14/1917/Date of Death - 4/29/2002

SSN - 545-20-5406

Localities - SFFO and HQ

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, ADB

If File is a Reference then in Left hand column put the letter "R"

For the HQ manual search slip please complete as follows:

### Date - Search Completed

Scope of Search - Check Inactive

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of HQ Subject - Alexander C. Sherriffs

AKAS - Alexander Sherriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other AKAS you locate

Birthdate - 12/14/1917/Date of Death - 4/29/2002

SSN - **545-20-5406** 

Localities - HQ

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, Inactive

If File is a Reference then in Left hand column put the letter "R"

Complete search slip for SharePoint using the Field office search slip and same criterial used by Field offices.





UPDATED FIELD SEARCH SLIP )FFICE SEARCH SL.XAMPLE.pdf (38 KB.

--Date - Search Completed

--Requested By ---Ext-

--Subject - Alexander C. Sherriffs

--Aliases - Alexander Sherriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other

#### AKAs located

- --SSN 545-20-5406
- -Birth Date December 14, 1917
- --Sex Male
- --Address Place Scope of Search here (DOB through present)
- -- Check all of the following boxes:

Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)

--For search types please check all of the following boxes:

Other - SharePoint, Results, Searched By and Date Searched

--For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers

If you have any questions please contact me.

Thanks,

Litigation Support Unit

Winchester, VA

(Office)

(Fax)

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**UNCLASSIFIED** 

UNCLASSIFIED

SF + Ha NRR IS Monual Search

Seth Rosenfeld
P.O Box 421,892
S.F., CA 94142-1892

July 8, 2004

FOIAPA Officer RID Section FBI HQ 935 Pennsylvania Ave., NW Washington, DC 20535-0001

Dear FOIA Officer,

Pursuant to the FOIAPA, 5 U.S.C., as amended, I hereby request any and all records in any way concerning Alexander C. Sherriffs, who died on April 29, 2002. A copy of an official letter from the Social Security Administration affirming his death is enclosed for your reference.

As you know, an individual's death mitigates their privacy rights and requires that additional personal information be released

I am requesting any and all records, in each and every record system maintained by the FBI, on or off site, including but not limited to main files, see references, ELSUR, Official and Confidential files, Official and Personal Files, JUNE Files and Do Not File files. This includes any public source information that may be contained in responsive records, as well as any and all administrative markings and handwritten notations that may appear on responsive records.

In addition, I am requesting that you process the requested records in accord with the settlement entered into between the FBI and myself in Ninth Circuit U S Court of Appeals Case No 91-16538.

I also specifically request that process these records in light of the privacy waivers and lists of deceased individuals and exposed FBI sources and informants (with supporting documentation) that were submitted in the above litigation and incorporated into the above referenced court opinion and settlement agreement

Please note that it is likely that names of people who have provided the submitted waivers, or have died, will appear in Mr. Sherriff's records These people include but are not limited to Clark Kerr, Mario Savio and others.

As I am a professional journalist seeking the information for news purposes, I hereby request that you waive all applicable fees as the release of the requested information will primarily benefit the general public about important government operations. In this regard, I note that the requested information relates to the material released under the above referenced hitigation, in which the courts ordered the FBI to waive all processing fees. Likewise, all fees should be waived here

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 00 for the requested information. I reserve my right to pursue a fee waiver at a later date.

Thus, I ask that you promptly commence processing of this request without undue delay and that you release the requested information within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

Please feel free to contact me at my work phone (415-777-7909) if I may be of any assistance

Thank you very much for your help.

Sincerely,

Seth Rosenfeld



July 7, 2004

San Francisco Regional Office P.O Box 4201 1221 Nevin Avenue Richmond, CA 94804

Mr. Seth Rosenfeld
San Francisco Chronicle
901 Mission Street
San Francisco, CA 94103-2934

Dear Mr. Rosenfeld:

Our Social Security records for Mr. Alexander C. Sherriffs show that he died on April 29, 2002. His identifying information is as follows:

Social Security number

545-20-5406

Date of birth.

December 14, 1917

Please call me at 510-970-8437 if you need any additional information.

Sincerely,

Kathleen Wiegand Public Affairs Specialist

Kathleerteliegand

TOTAL P.01

(RMD) (FBI)	b6 b7C
Attachments: SFFO - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP.pdf	
Hello! My name is   am an LAS in the Work Processing Unit assigned to assist LAS of the Litigation Support Unit with the search of records for AlexanderC. Sherriffs. A detailed description of the type of information being requested as well as search criteria are listed below. Thave also included for your reference a copy of the original request letter in this case:	b6 b7С
SFFO - ALEX HERRIFFS.pdf (48 .	
I have included a copy of the Field Office search slip being utilized in this particular case and instructions as to how we need to complete the search slip for the court's purposes.	
UPDATED FIELD )FFICE SEARCH SL	
A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential indices, Elsur Indices and your Closed Files Room for Alexander C. Sherriffs. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (41 KB.	
Date - Search CompletedRequested ByExtSubject - Alexander C. SherriffsAliases - Alexander Sherriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other AKAs locatedSSN - 545-20-5406Birth Date - December 14, 1917	b2 b6 b7C
Sex - MaleAddress - Place Scope of Search here (DOB through present)Check all of the following boxes:  Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)For search types please check all of the following boxes: Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched	

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****   understand, per that your older manual files have been moved east of the Mississippi. Could you please include a contact for that location in order for us to have a search completed there. Also, are these the files that have been scanned into SharePoint? If so, then I will be completing that search. ****	. b6 b7C
**** For those files that you indicated in a previous e-mail to	/e
Please make copy of all index cards for responsive files. For any searches that are located on SharePoint, the LAS requesting search will complete that search.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
Please send in e-mail format the following information:	
Description of each database searcheddetailed description of how manual indices and closed file room are organized (cards in drawers, number cards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files	ber
Please ship all responsive files to the Attention of LAS  LAS  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	Ъ6 Ъ7С
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	b2
If you have any questions regarding the search please do not hesitate to contact me atorat	b6 b7C
Thanks,  LAS  Work Processing Unit  Work)  (Fax)	5

Seth Rosenfeld P.O. Box 421,892 S.F., CA 94142-1892

July 8, 2004

FOIAPA Officer FBI 450 Golden Gate Ave. S.F., CA 94102 Dear FOIA Officer.

Dear FOIA Officer.

Pursuant to the FOIAPA, 5 U.S.C., as amended, I hereby request any and all records in any way concerning Alexander C. Sherriffs, who died on April 29, 2002. A copy of an official letter from the Social Security Administration affirming his death is enclosed for your reference.

As you know, an individual's death mitigates their privacy rights and requires that additional personal information be released.

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In addition, I am requesting that you process the requested records in accord with the settlement entered into between the FBI and myself in Ninth Circuit U.S. Court of Appeals Case No. 91-16538.

I also specifically request that process these records in light of the privacy waivers and lists of deceased individuals and exposed FBI sources and informants (with supporting documentation) that were submitted in the above litigation and incorporated into the above referenced court opinion and settlement agreement.

Please note that it is likely that names of people who have provided the submitted waivers, or have died, will appear in Mr. Sherriff's records. These people include but are not limited to Clark Kerr, Mario Savio and others.

As I am a professional journalist seeking the information for news purposes, I hereby request that you waive all applicable fees as the release of the requested information will primarily benefit the general public about important government operations. In this regard, I note that the requested information relates to the material released under the above referenced litigation, in which the courts ordered the FBI to waive all processing fees. Likewise, all fees should be waived here.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200.00 for the requested information. I reserve my right to pursue a fee waiver at a later date.

Thus, I ask that you promptly commence processing of this request without undue delay and that you release the requested information within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

Please feel free to contact me at my work phone (415-777-7909) if I may be of any assistance.

Thank you very much for your help.

Sincerely,

Seth Rosenfeld



July 7, 2004

San Francisco Regional Office P.O. Box 4201 1221 Nevin Avenue Richmond, CA 94804

Mr. Seth Rosenfeld
San Francisco Chronicle
901 Mission Street
San Francisco, CA 94103-2934

Dear Mr. Rosenfeld:

Our Social Security records for Mr. Alexander C. Sherriffs show that he died on April 29, 2002. His identifying information is as follows:

Social Security number:

545-20-5406

Date of birth:

December 14, 1917

Please call me at 510-970-8437 if you need any additional information.

Sincerely,

Kathleen Wiegand

Public Affairs Specialist

Kathleenteliegand

FEB-19-2009 08:09	CDC FBIL	_A							P.02
FID-160 (Rev. 7-22-02)				Date					
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FEB-19-2009 08:09	CDC FBILA						P.02
FD-166 (Rev. 7-22-02)			Date				
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Telephone #'s Scope	OF SEARCH				<u></u>	- <del></del>	<u> </u>
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	(RMD) (FBI)	
From: Sent: To: Cc:	Tuesday, February 24, 2009 11:01 AM (RMD) (FBI) (CRMD) (FBI); (OGC) (FBI);	b6 b70
Subject:	SCREEN ACTORS GUILD SEARCH E-MAIL (ACS/FO)	
Attachments:	LAFO SEARCH E-MAIL; WFO SEARCH E-MAIL; SDFO SEARCH E-MAIL; SCFO SEARCH E-MAIL; SFFO SEARCH E-MAIL	
UNCLASSIFIED NON-RECORD		
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Please see the atta paperwork:	thed e-mail for the LAFO search which details the search and includes the appropriate	
LAFO SEARCH		
E-MAIL		
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Please see the atta paperwork:	hed e-mail for the WFO search which details the search and includes the appropriate	
WFO SEARCH E-MAIL		
, me, your U	u do not have a response by noon on Friday then please follow up with a phone arill to	b6 b7C
Please see the attac paperwork:	ned e-mail for the SDFO search which details the search and includes the appropriate	
SDFO SEARCH E-MAIL		

Please copy the attached e-mail into a new e-mail and send to Chief and my UC have included a due date of COB Friday, February 27th. If you do not have a response by noon on Friday then please follow up with a phone call to the appropriate field office contact.  Please see the attached e-mail for the SCFO search which details the search and includes the appropriate paperwork:  SCFO SEARCH E-MAIL	.b7C
Please copy the attached e-mail into a new e-mail and send to with a CC to me, your Unit Chief and my UC (). I have included a due date of <b>COB Friday, February 27th</b> . If you do not have a response by noon on Friday then please follow up with a phone call to the appropriate field office contact.	Ъ6 Ъ7С
Please see the attached e-mail for the SFFO search which details the search and includes the appropriate paperwork:  SFFO SEARCH E-MAIL	
Please copy the attached e-mail into a new e-mail and send to with a CC to me, your Unit Chief and my UC I have included a due date of <b>COB Friday, February</b> 27th. If you do not have a response by noon on Friday then please follow up with a phone call to the appropriate field office contact.  You are conducting a UNI search of the following names:	Ъ6 Ъ7с
Screen Actors Guild  Any other AKAs you may locate during your search.	
Also, please do a text search of ECF for Screen Actors Guild as well as all AKAs. If you have any questions regarding this please contact me.	
For the HQ ACS and ECF search slip please complete as follows (use separate search slips for each search)  Date - Search Completed  Scope of Search - Check ADB  Type of Search Requested - Check All References, Security Contents to the search searc	
Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"  Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of SFFO, LAFO, SCFO, SDFO, WFO and HQ	
Subject - Screen Actors Guild  AKAS - Any other AKAS you may locate during your search  Localities - LAFO, SFFO, SDFO, SCFO, WFO and HQ with Scope of Search from Ronald Wilson Reagan's DOB  (2/6/1911) through 12/31/1950; however, your responsive records will be for 1/1/1946 through 12/31/1950  Date - Search Completed  Searcher Initials - Your Initials  File Number - List entire file as it appears	

Serial - List entire serial as it appears Check Ident, ADB

If File is a Reference then in Left hand column put the letter "R"

For the HQ manual search slip please complete as follows:

## Date - Search Completed

Scope of Search - Check inactive

Type of Search Requested - Check All References, Security, Criminal, Main and on the line include the word "All" and cross through the word "Only"

Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of HQ

Subject - Screen Actors Guild

AKAS - Any other AKAS you may locate during your search

Localities - LAFO, SFFO, SDFO, SCFO, WFO and HQ with Scope of Search from Ronald Wilson Reagan's DOB (2/6/1911) through 12/31/1950; however, your responsive records will be for 1/1/1946 through 12/31/1950

> b2 b6 b7C

Date - Search Completed

Searcher Initials - Your initials

File Number - List entire file as it appears

Serial - List entire serial as it appears

Check Ident, Inactive

If File is a Reference then in Left hand column put the letter "R"

If you have any questions please contact me.

THEFINS,	_
	LAS
Litigation Support Ui	nit
Winchester, VA	
(Office	)
(Office (Fax)	

Thanke

**UNCLASSIFIED** 

(RMD) (FBI)	b6 b7c
Subject: LAFO SEARCH E-MAIL	
Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
	b6
Hello! My name is I am an LAS in the Work Processing Unit assigned to assist LAS  of the Litigation Support Unit with the search of records for Screen Actors Guild. A  detailed description of the type of information being requested as well as search criteria are listed below	Ъ7С /.
I have included a copy of the Field Office search slip being utilized in this particular case and instructions at to how we need to complete the search slip for the court's purposes.	ŝ
UPDATED FIELD  DFFICE SEARCH SL	
A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:	0
SEARCH SLIP XAMPLE.pdf (41 KB.	
Date - Search Completed Requested By -	b2 b6
EXt -	b7C
Subject - Screen Actors GuildAliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to youAddress - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, only looking for responsive records of 1/1/1946 through 12/31/1950)Check all of the following boxes:	
Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)For search types please check all of the following boxes:	
Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched	
Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	h2

Please send in e-mail format the following information:

--Description of each database searched --detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.). --Include approximate page count of all responsive files Please ship all responsive files to the Attention of b6 LAS at the following address b7C , LAS FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843 Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/email me no later than COB Friday, February 27, 2009 I would greatly appreciate it. If you have any questions regarding the search please do not hesitate to contact me at b2 b6 b7C Thanks, b2 b6 Work Processing Unit b7C Work) (Fax)

FEB-19-2009 08:09 FD-166 (Rev. 7-22-02)	CDC FB1	ILA							P.02
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	(RMD) (FBI)	b6 b7C
Subject:	WFO SEARCH E-MAIL	_
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
		Ъ6
Hello! My name is detailed description	l am an LAS in the Work Processing Unit assigned to assist LAS of the Litigation Support Unit with the search of records for Screen Actors Guild. A of the type of information being requested as well as search criteria are listed below.	b7C
I have included a cop to how we need to c	y of the Field Office search slip being utilized in this particular case and instructions as complete the search slip for the court's purposes.	
UPDATED FIELD OFFICE SEARCH SL		
indices and your clos	be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur sed Files Room for Screen Actors Guild. Please see the attached Sample Search Slip for elete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (41 KB.		
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Exact Spelling, All Ref Files Only, Criminal Re no Main, list all Crimin For search types pl Manual Indices, Resul	erences, Main Security Case Files Only, Security Reference Only, Main Criminal Case ferences Only, Main Security (If no Main, list all Security References), Main Criminal (If Italian References), Restrict Locality to (Field Office Name)  Bease check all of the following boxes:  ts, Searched By and Date Searched  Results, Searched By and Date Searched	
UNI (Global), Results, S Elsur Indices, Results, Other - Closed Files Ro	Searched By and Date Searched , Searched By and Date Searched Dom, Results, Searched By and Date Searched Dund to be responsive please write entire file number, serial and any responsive	
Please make copy o	f all index cards for responsive files.	
Once search has been	n completed please fax the completed search slip along with all responsive index	b2

Please send in e-mail format the following information:		
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, n of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	umber	
Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843		b6 b7C
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax mail me no later than COB Friday, February 27, 2009 I would greatly appreciate it.	/e-	
If you have any questions regarding the search please do not hesitate to contact me at or		b2 b6 b7C
Thanks,  LAS  Work Processing Unit  Work)  (Fax)	b2 b6 b7C	

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	(RMD) (FBI)	b6 b7С
Subject:	SDFO SEARCH E-MAIL	_
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
		b6
Hello! My name is detailed description	I am an LAS in the Work Processing Unit assigned to assist LAS of the Litigation Support Unit with the search of records for Screen Actors Guild. A of the type of information being requested as well as search criteria are listed below.	b7C
I have included a cop to how we need to c	by of the Field Office search slip being utilized in this particular case and instructions as complete the search slip for the court's purposes.	6
UPDATED FIELD OFFICE SEARCH SL		
indices and your clos	o be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur sed Files Room for Screen Actors Guild. Please see the attached Sample Search Slip for plete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (41 KB.		
Date - Search Comp Requested By - Ext -		b2 b6
Subject - Screen Ac	ctors Guild	b7C
Additiess - Place Sco	AKAS you may locate during your search as well as any AKAS that I provide to you ope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are asive records from 1/1/1946 through 12/31/1950)	
Exact Spelling, All Ref Files Only, Criminal Re no Main, list all Crimin For search types pla	Ferences, Main Security Case Files Only, Security Reference Only, Main Criminal Case eferences Only, Main Security (If no Main, list all Security References), Main Criminal (If nal References), Restrict Locality to (Field Office Name)	
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other - Closed Files Ro For listing of files fo enclosures and/or pa	oom, Results, Searched By and Date Searched Dund to be responsive please write entire file number, serial and any responsive age numbers	
Please make copy o	of all index cards for responsive files.	
Once search has beer cards back to my att	n completed please fax the completed search slip along with all responsive index tention at Fax Number	b2

Please send in e-mail format the following information:		
Description of each database searcheddetailed description of how manual indices and closed file room are organized (cards in drawers of cards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files	, numbe	er:
Please ship all responsive files to the Attention of LAS	<b>3</b> S	b6 b7C
Litigation Support Unit (Q-03)		
170 Marcel Drive		
Winchester, VA 22602-4843		
Unfortunately, there is a tight deadline in this case. If you could please complete the search and f mail me no later than COB Friday, February 27, 2009 I would greatly appreciate it.	ax/e-	
If you have any questions regarding the search please do not hesitate to contact me at or		b2 b6 b7C
Thanks,		
LAS	b2	
Work Processing Unit	b6 b7c	
(Work) (Fax)	210	

I - Identical

Reviewed by

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NI - Not identical

Pile Review Symbols
? - Nor Identifization

TT Themselfable .....

Date

FEB-19-2009 08:09	CDC FBILA						P.02
FD-160 (Rev. 7-22-02)			Date				
To: Administrative Officer							
10. Adiminating Officer	·		Requested b	<u>y</u> :			
			Ext.	Squad	Fi	ile No.	
Subject		~ <b>-</b>	Social Secur	ity Account	#		
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Security Reference Only	& Main Criminal (II	no Main, nsi no Main, lis	tall Criminal l	.eserences) References)	•		· 1
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	(RMD) (FBI)	b6 b7С
Subject:	SCFO SEARCH E-MAIL	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXA	MPLE.pdf
Hello! My name is  detailed description o	I am an LAS in the Work Processing Unit assign of the Litigation Support Unit with the search of records for So of the type of information being requested as well as search c	moon Astono Outles
l have included a copy to how we need to co	of the Field Office search slip being utilized in this particular camplete the search slip for the court's purposes.	ase and instructions as
UPDATED FIELD OFFICE SEARCH SL		
maices and godi Close	be completed of the UNI (Global) indices, Manual indices, Confide ad Files Room for Screen Actors Guild. Please see the attached ate the following sections of this search slip completely:	ential Indices, Elsur Sample Search Slip for
SEARCH SLIP XAMPLE.pdf (41 KB.		
Date - Search Comple Requested By - Ext - Subject - Screen Acto		Ъ2 Ъ6 Ъ7С
Aliases - Any other Ak Address - Place Scope all responsive records Check all of the follow	(As you may locate during your search as well as any AKAs tha e of Search here (Ronald Reagn's DOB 2/6/1911 through 12/31/1951 for 1/1/1946 through 12/31/1950) ving boxes:	0; however, we need
no Main, list all CriminalFor search types plea Manual Indices, Results Confidential Indices, Res	rences, Main Security Case Files Only, Security Reference Only, Perences Only, Main Security (If no Main, list all Security Reference References), Restrict Locality to (Field Office Name) as echeck all of the following boxes:  Is, Searched By and Date Searched  Sults, Searched By and Date Searched  arched By and Date Searched	Main Criminal Case ces), Main Criminal (If
Other - Closed Files Room	earched By and Date Searched m, Results, Searched By and Date Searched nd to be responsive please write entire file number, serial and	any responsive
	all index cards for responsive files.	
Once search has been c cards back to my atter	completed please fax the completed search slip along with all ration at Fax Number.	responsive index b2

Please send in e-mail format the following information:	
Description of each database searcheddetailed description of how manual indices and closed file room are organized (cards in drawers, num of cards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files	ber
Please ship all responsive files to the Attention of LAS at the following address  LAS	b6 b70
Litigation Support Unit (Q-03)	
170 Marcel Drive	
Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and $fax/e-mail$ mail me no later than COB Friday, February 27, 2009 I would greatly appreciate it.	
or at at at	b2 b6 b70
Thanks,	
LAS	
Work Processing Unit b6	
<i>(Work)</i> (Fax)	

FEB-19-2009 08:09 FD-160 (Rev. 7-22-02)	CDC FBIL	_A							P.02
,				Date					
To: Administrative Officer				Requested	l by:				
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NI - Not identical

File Review Symbols
? - Nor Identifiable

II Ylunnilable...s.

Date

FEB-19-2009 08:09 FID-160 (Rev. 7-22-02)	CDC FBILA				P.02
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To: Administrative Officer		Requested by:		· · · · · · · · · · · · · · · · · · ·	
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Consolidated by		***6			
Reviewed by			Date		
			Date		

	(RMD) (FBI)	b6 b7C
Subject:	SFFO SEARCH E-MAIL	-
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
	I am an LAS in the Work Processing Unit assigned to assist LAS of the Litigation Support Unit with the search of records for Screen Actors Guild. A of the type of information being requested as well as search criteria are listed below.	b6 b7C
I have included a co to how we need to	by of the Field Office search slip being utilized in this particular case and instructions as complete the search slip for the court's purposes.	
UPDATED FIELD )FFICE SEARCH SL		
maices and goding	be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur sed Files Room for Screen Actors Guild. Please see the attached Sample Search Slip for olete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (41 KB.		
Date - Search Con Requested By - Ext - Subject - Screen A		
Aliases - Any otheAddress - Place Sc looking for all responsive all of the found of the fou	AKAS located as well as any AKAS that I provide to you uppe of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are sive records from 1/1/1946 through 12/31/1950) owing boxes: erences, Main Security Case Files Only, Security Reference Only, Main Criminal Case ferences Only, Main Security (If no Main, list all Security References), Main Criminal (If Ital References), Restrict Locality to (Field Office Name) ease check all of the following boxes: ts, Searched By and Date Searched Results, Searched By and Date Searched By and By	
**** Lunderstand, p Could you please inc Also, are these the f	p "" "" Jour Glaci Highed High Deel High Past of the Micciccioni	b6 b7C

**** For those files that you indicated in a previous e-mail to	e constant to the con-	b6 b7C
Please make copy of all index cards for responsive files. For any searches that are located on SharePoint, the LAS requesting search will complete that search.		
Once search has been completed please fax the completed search slip along with all responsive cards back to my attention at Fax Number	index	b2
Please send in e-mail format the following information:		
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawer of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	's, number	
Please ship all responsive files to the Attention of LAS at the following address:  LAS at the following address:	⊃C.C.	b6 b7C
Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843		
Unfortunately, there is a tight deadline in this case. If you could please complete the search and mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	fax/e-	
If you have any questions regarding the search please do not hesitate to contact me at or	þ	p2 p6 p7C
Thanks,  LAS  Work Processing Unit  Work)  (Fax)	b2 b6 b7C	

FEB-19-2009 08:09 FD-160 (Rev. 7-22-02)	CDC FBIL	_A							P.Ø2
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	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Tuesday, February 24, 2009 11:18 AM (LA) (FBI) (RMD) (FBI); (RMD) (FBI)	.b6 .b7C
Subject:	LA FO Litigation Search	
Importance:	High	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good afternoon,		b6 b7C
I'm assigned to assist LAS Actors Guild. A detailed obelow.	of the Litigation Support Unit with the search of records for Screen description of the type of information being requested as well as search criteria are listed	
	of the Field Office search slip being utilized in this particular case and instructions as to how earch slip for the court's purposes.	
UPDATED FIELD )FFICE SEARCH SL		
and your Closed Files Roo	e completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices m for Screen Actors Guild. Please see the attached Sample Search Slip for reference and ctions of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Completed Requested By - Ext - Subject - Screen Actors C		b2 b6 b7C
Aliases - Any other AKA	s you may locate during your search as well as the AKAs I have provided to you Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, only looking fo 946 through 12/31/1950)	r
Exact Spelling, All Referer Criminal References Only, Criminal References), Rest For search types please of	nces, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files On Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all trict Locality to (Field Office Name) heck all of the following boxes:	ly,
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Elsur Indices, Results, Searched By and Date Sea Other - Closed Files Room, Results, Searched By For listing of files found to be responsive please page numbers		i/or
3. Please make a copy of all index cards for response	onsive files.	
4. Once the search has been completed, please fa to my attention at Fax Number	x the completed search slip along with all responsive index cards b	back E
5. Please send in e-mail format the following info-Description of each database searcheddetailed description of how manual indices and alphabetical by subject or by file number, etc.)Include approximate page count of all responsive	closed file room are organized (cards in drawers, number of cards,	,
6. Please ship all responsive files to the Attention LAS FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	of LAS at the following address	Ъ6 Ъ70
7. Unfortunately, there is a tight deadline in this clater than COB Friday, February 27, 2009, I w	case. If you could please complete the search and fax/e-mail me $\underline{\mathbf{n}}$ ould greatly appreciate it.	
If you have any questions regarding the search ple	ease do not hesitate to contact me ator	b2 b6 b7
Thank you.	Ъ6 Ъ7С	
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FEB-19-2009 08:09	CDC FBIL	A							P.Ø2
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Reviewed by						Date			

NI - Not identical

I - Identical

	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Tuesday, February 24, 2009 11:25 AM  (WF) (FBI)  (RMD) (FBI); (RMD) (FBI);	b6 b7C
Subject:	WFO Litigation Search	
Importance:	High	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good afternoon,		b6
I'm assigned to assist LAS <i>Actors Guild</i> . A detailed of below.	of the Litigation Support Unit with the search of records for <i>Screen</i> description of the type of information being requested as well as search criteria are listed	Ъ7C
	of the Field Office search slip being utilized in this particular case and instructions as to how arch slip for the court's purposes.	,
UPDATED FIELD OFFICE SEARCH SL		
and your Closed Files Room	e completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices on for Screen Actors Guild. Please see the attached Sample Search Slip for reference and tions of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Completed Requested By - Ext - Subject - Screen Actors C	iuild	b2 b6 b7C
Aliases - Any other AKA Address - Place Scope of	s you may locate during your search as well as the AKAs I have provided to you Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only ords from 1/1/1946 through 12/31/1950)	
Exact Spelling, All References Criminal References Only, Criminal References), RestFor search types please che Manual Indices, Results, Sc Confidential Indices, Result	nces, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files On Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all rict Locality to (Field Office Name) neck all of the following boxes: earched By and Date Searched ts. Searched By and Date Searched	ly,
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Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results. Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and page numbers	d/or
3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards to my attention at Fax Number	back b2
5. Please send in e-mail format the following information:Description of each database searcheddetailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files	,
6. Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	Ъ6 Ъ7С
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <u>n</u> <u>later than COB Friday</u> , February 27, 2009, I would greatly appreciate it.	<u>o</u>
If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b7C
Thank you. b6 b7c	
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RMD/RIDS/WPU-1/M-12 Legal Administrative Specialist ICRC Site II/Winchester VA Desk:	b2 b6 b7C
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	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Tuesday, February 24, 2009 11:28 AM (SD) (FBI) (RMD)(FBI); (RMD) (FBI);	Ъ6 Ъ7С
Subject:	SD FO Litigation Search	
Importance:	High	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good afternoon,		.b6
I'm assigned to assist LAS <i>Actors Guild</i> . A detailed of below.	of the Litigation Support Unit with the search of records for <i>Screen</i> description of the type of information being requested as well as search criteria are listed	b7C
	of the Field Office search slip being utilized in this particular case and instructions as to hovearch slip for the court's purposes.	V
UPDATED FIELD )FFICE SEARCH SL		
and your Closed Files Roo	e completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices on for Screen Actors Guild. Please see the attached Sample Search Slip for reference and etions of this search slip completely:	s
SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Completed Requested By - Ext - Subject - Screen Actors C		b2 b6 b7C
Aliases - Any other AKAAddress - Place Scope of	As you may locate during your search as well as the AKAs I have provided to you Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only ords from 1/1/1946 through 12/31/1950)	
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3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
5. Please send in e-mail format the following information:Description of each database searcheddetailed description of how manual indices and closed file room are organized (cards in drawers, number of eards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files	
6. Please ship all responsive files to the Attention of  LAS at the following address  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	b6 Ъ7С
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <u>no</u> <u>later than COB Friday, February 27, 2009</u> , I would greatly appreciate it.	1.0
If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thank you. b6 b7c	
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	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Tuesday, February 24, 2009 11:29 AM  (SC) (FBI) (RMD) (FBI); (RMD) (FBI); (RMD) (FBI)	b6 Ъ7С
Subject:	SC FO Litigation Search	
Importance:	High	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good afternoon.		b6 b7C
I'm assigned to assist Actors Guild. A detail below.	of the Litigation Support Unit with the search of records for <i>Screen</i> iled description of the type of information being requested as well as search criteria are listed	
	opy of the Field Office search slip being utilized in this particular case and instructions as to how he search slip for the court's purposes.	
UPDATED FIELD OFFICE SEARCH SL		
and your Closed Files	to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices Room for Screen Actors Guild. Please see the attached Sample Search Slip for reference and ag sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Comp Requested By - Ext - Subject - Screen Act		b2 b6 b7C
Aliases - Any other Address - Place Sco	AKAs you may locate during your search as well as the AKAs I have provided to you pe of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only e records from 1/1/1946 through 12/31/1950)	
Exact Spelling, All Re Criminal References ( Criminal References).	eferences, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files On Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Restrict Locality to (Field Office Name) ase check all of the following boxes:	dy,
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3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards batto my attention at Fax Number	i <b>ck</b> b2
<ul> <li>5. Please send in e-mail format the following information:</li> <li>Description of each database searched</li> <li>detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.).</li> <li>Include approximate page count of all responsive files</li> </ul>	
6. Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	b6 b7c
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <u>no</u> <u>later than COB Friday, February 27, 2009</u> , I would greatly appreciate it.	-
If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thank you. b6 b7c	
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<u>Fax</u>:

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	(RMD) (FBI)	
From: Sent: To: Cc: Subject:	(RMD) (FBI)  Tuesday, February 24, 2009 11:40 AM  (SF) (FBI)  (RMD)(FBI);  (RMD) (FBI);  (SF) (FBI)  SF FO Litigation Search	ъ6 ъ7С
Importance:		
•	High	
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good morning,		b6
I'm assigned to assist L <i>Actors Guild</i> . A detail below.	of the Litigation Support Unit with the search of records for <i>Screen</i> led description of the type of information being requested as well as search criteria are listed	b7C
1. I have included a co- we need to complete th	opy of the Field Office search slip being utilized in this particular case and instructions as to he search slip for the court's purposes.	)W
UPDATED FIELD OFFICE SEARCH SL		
and your Closed Files I	to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indic Room for Screen Actors Guild. Please see the attached Sample Search Slip for reference and g sections of this search slip completely:	es
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SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Comple Requested By - Ext - Subject - Screen Acto		b2 b6 b7C
Aliases - Any other A Address - Place Scope	AKAs you may locate during your search as well as the AKAs I have provided to you e of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only records from 1/1/1946 through 12/31/1950)	
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Elsur Indices. Results, Searched By and Date Searched Other - Closed Files Room. Results. Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers
**** I understand, per that your older manual files have been moved east of the Mississippi. Could you please include a contact for that location in order for us to have a search completed there. Also, are these the files that have been scanned into SharePoint? If so, then I will be completing that search. ****
**** For those files that you indicated in a previous e-mail to Older Confidential Files that are in Closed Files (pre-1990) that are located in ACS) could you please search ACS for those files. Although I have completed an ACS at HQ for those files we are trying to cover all bases; therefore, we are requesting the field offices search ACS for files at their location as well. ****
3. Please make a copy of all index cards for responsive files. For any searches that are located on SharePoint, I'll complete the search.
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number
5. Please send in e-mail format the following information:Description of each database searchedDetailed description of how manual indices and closed file room are organized (cards in drawers, number of eards, alphabetical by subject or by file number, etc.)Include approximate page count of all responsive files
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If you have any questions regarding the search please do not hesitate to contact me at
Thank you.  b6 b7c
RMD/RIDS/WPU-1/M-12 Legal Administrative Specialist ICRC Site II/Winchester VA Desk: Fax:

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	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Wednesday, February 25, 2009 8:42 AM (LA) (FBI) (RMD) (FBI);	ზ6 ზ70
Subject:	(RMD) (FBI); (RMD)(FE LAFO SEARCH- REAGAN LITIGATION	31);
Attachments:	LAFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SLIP EXAMPLE.pdf	SEARCH
UNCLASSIFIED NON-RECORD		
Hello! My name is of the Litice description of the tales also included for yo	I am an LAS in the Work Processing Unit assigned to assist LAS gation Support Unit with the search of records for Ronald Reagan. A detailed upper of information being requested as well as search criteria are listed below the copy of the original request letter in this case:	b6 b70 w. Thave
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--Sex - Male

Address - Place Scope of Search here (DOB through 1/1/1979)Check all of the following boxes:  Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Crir Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main no Main, list all Criminal References), Restrict Locality to (Field Office Name)For Search types please check all of the following boxes:  Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsives and/or page numbers	<b>n</b> Crimina! (if	
Please make copy of all index cards for responsive files.		
Once search has been completed please fax the completed search slip along with all responsive cards back to my attention at Fax Number	/e index	b2
Please send in e-mail format the following information:		
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Please ship all responsive files to the Attention of LAS at the following add		b6 b7C
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843		
Jnfortunately, there is a tíght deadline in this case. If you could please complete the search an mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.		1.0
f you have any questions regarding the search please do not hesitate to contact me atatat		b2 b6 b7C
Thanks,  LAS  Vork Processing Unit  (Work)  (Fax)	b2 b6 b7C	

(A

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

August 6, 2007

By Certified Mail

FBI - FOIA OFFICE Suite 1700, FOB 11000 Wilshire Boulevard Los Angeles, California 90024-3672

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No.

405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting all see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

Please process and release copies of duplicate records that are distinguished by substantive administrative markings.

Substantive administrative markings for this purpose include but are not limited to any hand written notations on the document.

Please note that there is no need to release records that have been previously released to me, unless there is additional information in them that was withheld but can now be disclosed.

I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

7. Norestell

Sincerely,

Seth Rosenfeld

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	(RMD) (FBI)	
From: Sent: To: Cc:	(RMD) (FBI) Wednesday, February 25, 2009 8:46 AM (WF) (FBI) (RMD) (FBI);	b6 b7c (RMD)(FBI);
Subject:	WFO SEARCH- REAGAN LITIGATION	( )( ),
Attachments:	HQ - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCEXAMPLE.pdf	H SLIP.pdf; SEARCH SLIP
UNCLASSIFIED NON-RECORD		
Light Attangence (a		b6 b70
acacilibrio i oi cile (	lam an LAS in the Work Processing Unit assigned to gation Support Unit with the search of records for Ronald Reaging of information being requested as well as search criteria abur reference a copy of the original request letter in this case:	to assist LAS
HQ - RONALD EAGAN.pdf (53 KB).		
(This	is not the exact request letter, but you can see that WFO is m	entioned in the letter)
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Address - Place Scope of Search here (DOB through 1/1/1979) Check all of the following boxes:		
Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Crim Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main no Main, list all Criminal References), Restrict Locality to (Field Office Name)  —For search types please check all of the following boxes:  Manual Indices, Results, Searched By and Date Searched	iinal Case Criminal (If	
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Please ship all responsive files to the Attention of, LAS at the following add  LAS  FBI - ICRC	ress	b6 b7C
Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843		
Unfortunately, there is a tight deadline in this case. If you could please complete the search an mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.		
If you have any questions regarding the search please do not hesitate to contact me at	or	b2 b6 b7C
Thanks,  LAS	.b2	
Work Processing Unit (Work) (Fax)	b6 b7C	

## UNCLASSIFIED

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892



August 6, 2007 By Certified Mail and Fax to 202-324-3752

Mr. David M. Hardy
Section Chief - Record/Information
Dissemination Section
Records Management Division
FBI HQ
935 Pennsylvania Ave., NW
Washington, DC 20535-0001

Re: FOIAPA Request re Ronald Reagan

Dear Mr. Hardy,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No. 405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting all see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

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Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

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Please process and release copies of duplicate records that are distinguished by substantive administrative markings. Substantive administrative markings for this purpose include but are not limited to any hand written notations on the document.

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I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,

Seth Rosenfeld

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	(RMD) (FBI)		
From: Sent: To: Cc:	(RMD) (FBI) Wednesday, February 25, 2009 8:48 AM (SD) (FBI) (RMD) (FBI);	(RMD)(FBI);	b6 b7
Subject:	SDFO SEARCH- REAGAN LITIGATION		
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Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	er
Please ship all responsive files to the Attention of LAS at the following address	b6 b7C
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
f you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thanks, LAS	
Work Processing Unit  Work)  (Fax)	

UNCLASSIFIED

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

August 6, 2007

By Certified Mail

FBI - FOIA OFFICE Federal Office Building 9797 Aero Drive San Diego, California 92123-1800

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

"Any and all records at FBI HQ, San Francisco, Los Angeles, Sacramento, San Diego, Washington Field Office, and all offices of origin on Ronald W. Reagan (date of birth 2/06/11; UC Regent ex officio c. 1966-1978), from the earliest records through January 1, 1979."

I subsequently appealed the FBI's failure to search for and/or release certain responsive records to this request. These non-released records were set forth in the May 4, 2006 letter to Assistant U.S. Attorney Mark Quinlivan from my attorney David Greene. I have enclosed a copy of relevant portions of this letter for your reference. Please note in particular the list of requested items under heading "H) Conclusion" at page 9.

In addition, and as set forth in my Oct. 16, 2006 letter to you, I believe that pertinent information concerning deceased and/or public figure individuals was withheld from the records released to me pursuant to FOIAPA Request No.—

AUG 0:91 2007

405,193. In addition, I believe that pertinent information concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting <u>all</u> see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

Please process and release copies of duplicate records that are distinguished by substantive administrative markings.

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Please note that there is no need to release records that have been previously released to me, unless there is additional information in them that was withheld but can now be disclosed.

I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,

Seth Rosenfeld

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A R	-Date - Search Completer-Requested By - -Requested By - -Ext - -Subject - Ronald Wilson F -Aliases - Any other AKAs KAS I found were: Reaga onnie; Raegen, Ronald; Ra -Birth Date - 2/6/1911	Reagan you may locate during your sear n, Ronnie; Reagen, Ronald; Regan.	rch as well as any AKAs that Ronald; Regan, Ronnie; Reag	Inrovide to you (the	b2 b6 b7C

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Address - Place Scope of Search here (DOB through 1/1/1979)Check all of the following boxes:  Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal of Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal Nain, list all Criminal References, Restrict Locality to (Field Office Name)For search types please check all of the following boxes:  Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	ninal (If
Please make copy of all index cards for responsive files.	
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Please ship all responsive files to the Attention of, LAS at the following address	b6 b7с
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
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If you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b70
Thanks,  LAS  Work Processing Unit  Work)  (Fax)	

## UNCLASSIFIED

Seth Rosenfeld
P.O. Box 421,892
San Francisco, CA 94142-1892



August 6, 2007

By Certified Mail

FBI Sacramento - FOIA Office 4500 Orange Grove Avenue Sacramento, California 95841-4205

Re: Ronald Reagan FOIA Request

بالمصابح المادمين

Dear FOIA Officer,

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1. 1. 1. 5

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concerning these individuals may appear in the records the FBI failed to search for and/or produce pursuant to FOIA Request No. 405,193, as described in the preceding paragraph. A copy of this letter and its attached documentation of the deceased and public figure status of the listed individuals are already in your possession. I have attached for your reference a copy of the letter.

I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

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## Additionally, please note the following:

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Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,

Seth Rosenfeld

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	(RMD) (FBI)	
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Subject:	(RMD) (FBI)  SFFO SEARCH- REAGAN LITIGATION	,ГЫ),
Attachments:	SFFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pd SLIP EXAMPLE.pdf	df; SEARCH
UNCLASSIFIED NON-RECORD		
Hello! My name is of the Litiga	l am an LAS in the Work Processing Unit assigned to assist LA ation Support Unit with the search of records for Ronald Reagan. A deta	ailed
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Thave included a copy to how we need to co	of the Field Office search slip being utilized in this particular case and in Implete the search slip for the court's purposes.	structíons as
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Please make copy of all index cards for responsive files. For any searches that are located on SharePoint, the LAS requesting search will complete that search.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, num of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	nber
Please ship all responsive files to the Attention of, LAS at the following address, LAS	b6 b7C
-BI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
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f you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b7C
Thanks,	
b2	

Seth Rosenfeld P.O. Box 421,892 San Francisco, CA 94142-1892

August 6, 2007

By Certified Mail

FBI San Francisco, Att: FOIA OFFICE 450 Golden Gate Avenue, 13th. Floor San Francisco, California 94102-9523

Re: Ronald Reagan FOIA Request

Dear FOIA Officer,

This is an FOIAPA request for certain records concerning the late president Ronald Wilson Reagan as set forth below.

As you know, the FBI has previously released some records concerning Mr. Reagan to me under FOIAPA Request No. 405,193. This request, which was part of the settlement in prior litigation, required the FBI to produce the following:

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I hereby request the production of all the records and information as set forth in this instant letter and the two above referenced letters.

Additionally, please note the following:

I am requesting <u>all</u> see references. In processing see references, please release the entire see reference document if the body of the document is less than 10 pages. If it is more than 10 pages, please release the first five pages of the body of the document, the last five pages of the body of the document, and the five pages on either side of each reference to Mr. Reagan. In addition to these pages in the body of the document, for each see reference please release all administrative pages at the beginning and at the end of the body of the document.

As noted above, I have previously provided the FBI with obituaries and other proof of death for individuals who may appear in the requested records. Please note that in addition to these persons, please note that Richard G. Hubler, who co-authored Mr. Reagan's autobiography, is deceased.

Please be sure to check the readily available on-line Social Security Death Index on other names that may appear in the requested records, since a person's deceased status weighs in favor of more complete disclosure of information to the public.

This request specifically includes all index cards and abstract records concerning Mr. Reagan.

Please release all search slips, including search slips used to process this request.

Please process and release copies of duplicate records that are distinguished by substantive administrative markings.

Substantive administrative markings for this purpose include but are not limited to any hand written notations on the document.

Please note that there is no need to release records that have been previously released to me, unless there is additional information in them that was withheld but can now be disclosed.

I ask that you promptly release the requested information within the time period specified by the FOIA. If you are unable to do so, please state the specific reason why not.

I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely

Seth Rosenfeld

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From: Sent: To: Cc:	(RMD)(FBI) Wednesday, February 25, 2009 9:04 AM (SF) (FBI) (SF) (FBI); (RMD)(FBI);	b6 b7C
Subject:	(RMD) (FBI); (RMD) (FBI) FOIPA 1001628 (Sherriffs): Search Request	
Importance:	High	
Attachments:	SFFO - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
description of the type	I am an LAS in the Work Processing Unit assigned to assist LAS  Support Unit with the search of records for AlexanderC. Sherriffs. A detailed of information being requested as well as search criteria are listed below. I have eference a copy of the original request letter in this case:	b6 b7C
SFFO - ALEX HERRIFFS.pdf (45 .		
I have included a copy o to how we need to com	f the Field Office search slip being utilized in this particular case and instructions as aplete the search slip for the court's purposes.	ō
UPDATED FIELD )FFICE SEARCH SL		
indices and your closed	completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Files Room for Alexander C. Sherriffs. Please see the attached Sample Search Slip Diete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (38 KB.		
Date - Search Complet Requested By - Ext - Subject - Alexander C. S		b2 b6 b7C
	erriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other	

Birth Date - December 14, 1917	
Sex - Male Address - Place Scope of Search here (DOB through present)	
Check all of the following boxes:	
Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case	
Files Only, Criminal References Only, Main Security (If no Main, list all Security References). Main Criminal (If	
no Main, list all Criminal References), Restrict Locality to (Field Office Name)	
For search types please check all of the following boxes:	
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Confidential Indices, Results, Searched By and Date Searched	
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Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date Searched	
For listing of files found to be responsive please write entire file number, serial and any responsive	
enclosures and/or page numbers	
	* ~
, that your older manual files have been moved east of the Mississippi.	b6 b7C
Louid you please include a contact for that location in order for us to have a search completed there.	D / C
Also, are these the files that have been scanned into SharePoint? If so, then I will be completing that	
Search. ***	
**** For those files that you indicated in a previous e-mail to Older Confidential Files that are in	Ъб
Closed Files (pre-1990) that are located in ACS) could you please search ACS for those files. Although I have	b7C
completed an ACS at HQ for those files we are trying to cover all bases; therefore, we are requesting the	
field offices search ACS for files at their location as well. ****	
Please make a copy of all index cards for responsive files. For any searches that are located on	
SharePoint, the LAS requesting the search will complete that search.	
Once the search has been completed, please fax the completed search slip along with all responsive index	
and the state of t	b2
Please send in e-mail format the following information:	
-Description of each database searched	
-detailed description of how manual indices and closed file room are organized (cards in drawers, number	
of cards, alphabetical by subject or by file number, etc.).	
-Include approximate page count of all responsive files	
Please ship all responsive files to the Attention of, LAS at the following address:	b6
	b7C
BI - ICRC	
itigation Support Unit (Q-03)	
70 Marcel Drive	
Vinchester, VA 22602-4843	
Infortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-	
nail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
b2 b6 b6 b6	
at	
hanks,	
<b>.</b>	

Seth Rosenfeld P.O. Box 421,892 S.F., CA 94142-1892

July 8, 2004

FOIAPA Officer FBI 450 Golden Gate Ave. S.F., CA 94102 Dear FOIA Officer.

Dear FOIA Officer,

Pursuant to the FOIAPA, 5 U.S.C., as amended, I hereby request any and all records in any way concerning Alexander C. Sherriffs, who died on April 29, 2002. A copy of an official letter from the Social Security Administration affirming his death is enclosed for your reference.

As you know, an individual's death mitigates their privacy rights and requires that additional personal information be released.

I am requesting any and all records, in each and every record system maintained by the FBI, on or off site, including but not limited to main files, see references, ELSUR, Official and Confidential files, Official and Personal Files, JUNE Files and Do Not File files. This includes any public source information that may be contained in responsive records, as well as any and all administrative markings and handwritten notations that may appear on responsive records.

In addition, I am requesting that you process the requested records in accord with the settlement entered into between the FBI and myself in Ninth Circuit U.S. Court of Appeals Case No. 91-16538.

I also specifically request that process these records in light of the privacy waivers and lists of deceased individuals and exposed FBI sources and informants (with supporting documentation) that were submitted in the above litigation and incorporated into the above referenced court opinion and settlement agreement.

Please note that it is likely that names of people who have provided the submitted waivers, or have died, will appear in Mr. Sherriff's records. These people include but are not limited to Clark Kerr, Mario Savio and others.

As I am a professional journalist seeking the information for news purposes, I hereby request that you waive all applicable fees as the release of the requested information will primarily benefit the general public about important government operations. In this regard, I note that the requested information relates to the material released under the above referenced litigation, in which the courts ordered the FBI to waive all processing fees. Likewise, all fees should be waived here.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200.00 for the requested information. I reserve my right to pursue a fee waiver at a later date.

Thus, I ask that you promptly commence processing of this request without undue delay and that you release the requested information within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

Please feel free to contact me at my work phone (415-777-7909) if I may be of any assistance.

Thank you very much for your help.

Sincerely, CM, Newfold Seth Rosenfeld



July 7, 2004

San Francisco Regional Office P.O. Box 4201 1221 Nevin Avenue Richmond, CA 94804

Mr. Seth Rosenfeld
San Francisco Chronicle
901 Mission Street
San Francisco, CA 94103-2934

Dear Mr. Rosenfeld:

Our Social Security records for Mr. Alexander C. Sherriffs show that he died on April 29, 2002. His identifying information is as follows:

Social Security number:

545-20-5406

Date of birth:

December 14, 1917

Please call me at 510-970-8437 if you need any additional information.

Sincerely,

Kathleen Wiegand

Public Affairs Specialist

Kathleenteliegand

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	(RMD) (FBI)		
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Attachments:	LAFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEAF	RCH SLIP.pdf; SEARCH SLIP	
UNCLASSIFIED NON-RECORD			
Hello! My name is of the Litigat the type of informat your reference a cop	I am an LAS in the Work Processing Unit assigned ion Support Unit with the search of records for Neil Reaga tion being requested as well as search criteria are listed be by of the original request letter in this case:	d to assist LAS n. A detailed description of elow. I have also included for	b6 b70 ]
LAFO - NEIL EAGAN.pdf (55 KB).			
have included a copy to how we need to co UPDATED FIELD FFICE SEARCH SL	of the Field Office search slip being utilized in this particula Implete the search slip for the court's purposes.	ar case and instructions as	
search will need to book adices and your Close afterence and comple with the second se	be completed of the UNI (Global) indices, Manual indices, Cor and Files Room for Neil Reagan. Please see the attached Sam afte the following sections of this search slip completely:	nfidential Indices, Elsur Aple Search Slip for	
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ddress - Place Scope	of Search here (DOB through present)		

Check all of the following boxes:  Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name) For search types please check all of the following boxes:  Manual Indices, Results, Searched By and Date Searched  Confidential Indices, Results, Searched By and Date Searched  UNI (Global), Results, Searched By and Date Searched  Elsur Indices, Results, Searched By and Date Searched  Other - Closed Files Room, Results, Searched By and Date Searched For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	
Please ship all responsive files to the Attention of LAS at the following address FBI - ICRC	b6 b7C
Litigation Support Unit (Q-03) 170 Marcel Drive	
Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	
If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b7C
Thanks.	
Legal Administrative Specialist Records Management Division Records Information Dissemination Section ICRC: WPU 2/O-12 Desk: Fax:	

Seth Rosenfeld
P.O. Box 421,892
San Francisco, CA 94142-1892

March 23, 2005

By Certified Mail

FBI Los Angeles
Suite 1700, FOB
A1000 Whishire Boulevard
Los Angeles, California 90024-3672

Dear FOIA Officer:

11

This is a request pursuant to the Freedom of Information Act, 5 U.S.C., as amended, for any and all records in any way concerning Neil Reagan, who died Dec. 11, 1996 and was the brother of the late President Ronald Reagan.

190/

Please find enclosed copies of a newspaper obituary for Neil Reagan. As you know, a person's death greatly mitigates their privacy interest and requires greater disclosure of information. So does the fact that Neil Reagan was a public official and a public figure. I ask that you keep this in mind as you process the records.

As a preliminary matter, please advise me as to whether any of records on Neil Reagan have been previously processed. This is important, as the availability of preprocessed records may save both the FBI and me considerable time and expense in processing of records.

I ask that you process the requested records in light of the lists of deceased individuals and exposed FBI sources and informants that I submitted, along with supporting documentation, to the FBI in the FOIA litigation captioned Rosenfeld v. U.S. Department of Justice.

I wish to make clear that I want any and all records, including but not limited to main files, see references, Do Not File Files, channelized records, search slips, including search slips used to process this request, ELSUR records, index cards, records that are or were maintained in SAC safes, and bulky exhibits.

I want all records, including but not limited to those listed in the General Index, and any and all other indexes.

I want all records identifiable with my request, even though reports based on those records may have been sent to FBI headquarters or other FBI offices, and even though there may be duplication between sets of files.

I want all records to be produced with their administrative markings intact, and all reports, memos and documents to include any and all administrative pages.

I want all pages released regardless of the extent of excising, even if all that remains are stationery headings and administrative markings.

In excising material, please black out rather than white out or cut out material.

I expect that, as required by the FOIA, if you withhold any information, that all reasonably segregable portions of the records that are not exempt shall be released. I expect all records to be fully legible.

As I am a professional journalist seeking the requested records for news purposes, I hereby request that you waive all applicable fees, as releasing the information will primarily benefit the general public by shedding light on important government operations.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

I ask that you promptly begin processing of this request and that you release the records within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

In any event, as requested above, please advise me right away as to whether any of these records have been previously processed.

Thank you for your help. I look forward to your prompt response.

Self Noscufell

Seth Rosenfeld

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### Copyright 1996 St. Louis Post-Dispatch, Inc. St. Louis Post-Dispatch (Missouri)

December 13, 1996, Friday, FIVE STAR LIFT Edition

SECTION: NEWS; Pg. 9C

LENGTH: 190 words

HEADLINE: NEIL REAGAN, 88; BROTHER OF EX-PRESIDENT

DATELINE: LOS ANGELES

#### BODY:

**Neil Reagan,** the older brother of former President Ronald Reagan, **died** Wednesday (Dec. 11, 1996) of heart failure at age 88.

Mr. Reagan, a former radio broadcaster and advertising executive, **died** at Scripps Memorial Hospital in San Diego, according to a statement issued Thursday by the former president's office.

Known to friends and family by the nickname "Moon," Mr. Reagan was said to have been close to his younger brother and served as a delegate to the 1980 Republican National Convention, which propelled Ronald Reagan to the presidency.

"We will miss him terribly," Reagan and his wife, Nancy, said. "We have been in constant contact with his wife, Bess, in the last few days and have expressed our sympathy and love. We hope all Americans will join us in our prayers for Moon and Bess."

They have no children.

When Ronald Reagan became an announcer at WHO Radio in Des Moines, Iowa, his brother followed him, becoming program director at a sister station in Davenport, Iowa.

He later worked for the McCann-Erickson Advertising Agency, where he became senior vice president and head of the Los Angeles office.

GRAPHIC: PHOTO; Photo headshot - (Neil) Reagan - 1982 photo

LOAD-DATE: December 13, 1996

✓ prev Document 39 of 54 next ➤

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To: Administrative Officer		Requested	by:		
		Ext	Squad	File No.	
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Aliases					
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	(RMD) (FBI)		
From: Sent: To: Cc:	(RMD)(FBI)  Wednesdav, February 25, 2009 3:03 PM  (WF) (FBI)  (RMD)(FBI);  (RMD)(FBI);  RMD) (FBI)	/ID) (FBI);	be b
Attachments:	WFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLI EXAMPLE.pdf	P.pdf; SEARCH SLIF	)
UNCLASSIFIED NON-RECORD			
Hello! My name is of the Litigat the type of informatyour reference a con	I am an LAS in the Work Processing Unit assigned to astion Support Unit with the search of records for Neil Reagan. A detion being requested as well as search criteria are listed below. If by of the original request letter in this case:	sist LAS tailed description on nave also included	b' b' of for
WFO - NEIL REAGAN.pdf (42 KB)			
I have included a copy to how we need to co UPDATED FIELD OFFICE SEARCH SL	y of the Field Office search slip being utilized in this particular case omplete the search slip for the court's purposes.	and instructions	as
A search will need to I Indices and your Close reference and comple SEARCH SLIP XAMPLE.pdf (38 KB.	be completed of the UNI (Global) indices, Manual indices, Confident and Files Room for Neil Reagan. Please see the attached Sample Se ate the following sections of this search slip completely:	ial Indices, Elsur arch Slip for	
Search Birth Date - 1908 Sex - Male	agan agan, J. Neil Reagan, J.N. Reagan, J. Reagan, Neil Reagan, N. Reagan, agan, Neil Moon Reagan, Moon Reagan, Any other AKAs you may lo	John Neil Moon cate during your	b2 b6 b7C
-Audi ESS - Place Scope	e of Search here (DOB through present)		

Check all of the following boxes: Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Crilles Only, Criminal References Only, Main Security (If no Main, list all Security References), Mono Main, list all Criminal References), Restrict Locality to (Field Office Name)For search types please check all of the following boxes: Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any reconstructions.	ain Criminal (If
Please make copy of all index cards for responsive files.	
Once search has been completed please fax the completed search slip along with all response cards back to my attention at Fax Number	sive index b2
Please send in e-mail format the following information:	
Description of each database searched detailed description of how manual indices and closed file room are organized (cards in dra of cards, alphabetical by subject or by file number, etc.). Include approximate page count of all responsive files	wers, number
Please ship all responsive files to the Attention of LAS at the following	ddress b6
FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive	
Winchester, VA 22602-4843	
Unfortunately, there is a tight deadline in this case. If you could please complete the search a mail me <b>no later than COB Friday, February 27, 2009</b> I would greatly appreciate it.	and fax/e-
If you have any questions regarding the search please do not hesitate to contact me at	b2 b6 b7C
Thanks,	
Legal Administrative Specialist Records Management Division	b2 b6
Records Information Dissemination Section ICRC: WPU 2/O-12	b7C
Desk: Fax:	

Seth Rosenfeld
P.O. Box 421,892
San Francisco, CA 94142-1892



March 23, 2005

By Certified Mail

FB1 Washington
Washington Metropolitan Field Office
601 4th Street, N.W.
Washington, D.C. 20535-0002

Dear FOIA Officer:

0 940 40

91416 - Dis

This is a request pursuant to the Freedom of Information Act, 5 U.S.C., as amended, for any and all records in any way concerning Neil Reagan, who died Dec. 11, 1996 and was the brother of the Tate President Ronald Reagan.

Please find enclosed copies of a newspaper obituary for Neil Reagan. As you know, a person's death greatly mitigates their privacy interest and requires greater disclosure of information. So does the fact that Neil Reagan was a public official and a public figure. I ask that you keep this in mind as you process the records.

As a preliminary matter, please advise me as to whether any of records on Neil Reagan have been previously processed. This is important, as the availability of preprocessed records may save both the FBI and me considerable time and expense in processing of records.

I ask that you process the requested records in light of the lists of deceased individuals and exposed FBI sources and informants that I submitted, along with supporting documentation, to the FBI in the FOIA litigation captioned Rosenfeld v. U.S. Department of Justice.

I wish to make clear that I want any and all records, including but not limited to main files, see references, Do Not File Files, channelized records, search slips, including search slips used to process this request, ELSUR records, index cards, records that are or were maintained in SAC safes, and bulky exhibits.

A John Start

I want all records, including but not limited to those listed in the General Index, and any and all other indexes.

I want all records identifiable with my request, even though reports based on those records may have been sent to FBI headquarters or other FBI offices, and even though there may be duplication between sets of files.

I want all records to be produced with their administrative markings intact, and all reports, memos and documents to include any and all administrative pages.

I want all pages released regardless of the extent of excising, even if all that remains are stationery headings and administrative markings.

In excising material, please black out rather than white out or cut out material.

I expect that, as required by the FOIA, if you withhold any information, that all reasonably segregable portions of the records that are not exempt shall be released. I expect all records to be fully legible.

As I am a professional journalist seeking the requested records for news purposes, I hereby request that you waive all applicable fees, as releasing the information will primarily benefit the general public by shedding light on important government operations.

However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

I ask that you promptly begin processing of this request and that you release the records within the statutory period. If you are unable to do so, please provide a specific reason and basis in fact as to why you cannot do so.

In any event, as requested above, please advise me right away as to whether any of these records have been previously processed.

Thank you for your help. I look forward to your prompt response.

Sincerely,

Seth Rosenfeld

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December 13, 1996, Friday, FIVE STAR LIFT Edition

SECTION: NEWS; Pg. 9C

LENGTH: 190 words

HEADLINE: NEIL REAGAN, 88; BROTHER OF EX-PRESIDENT

**DATELINE: LOS ANGELES** 

#### **BODY:**

**Neil Reagan,** the older brother of former President Ronald Reagan, **died** Wednesday (Dec. 11, 1996) of heart failure at age 88.

Mr. Reagan, a former radio broadcaster and advertising executive, **died** at Scripps Memorial Hospital in San Diego, according to a statement issued Thursday by the former president's office.

Known to friends and family by the nickname "Moon," Mr. Reagan was said to have been close to his younger brother and served as a delegate to the 1980 Republican National Convention, which propelled Ronald Reagan to the presidency.

"We will miss him terribly," Reagan and his wife, Nancy, said. "We have been in constant contact with his wife, Bess, in the last few days and have expressed our sympathy and love. We hope all Americans will join us in our prayers for Moon and Bess."

They have no children.

When Ronald Reagan became an announcer at WHO Radio in Des Moines, Iowa, his brother followed him, becoming program director at a sister station in Davenport, Iowa.

He later worked for the McCann-Erickson Advertising Agency, where he became senior vice president and head of the Los Angeles office.

GRAPHIC: PHOTO; Photo headshot - (Neil) Reagan - 1982 photo

LOAD-DATE: December 13, 1996

✓ prev Document 39 of 54 next ➤

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FEB-19-2009 08:09 FD-160 (Rev. 7-22-02)	CDC FBILA							P.02
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(RMD) (FBI)		
From: Sent: To: Subject:    (LA) (FBI)   Wednesday, February 25, 2009 1:49 PM   (RMD) (FBI)   RE: LA FO Litigation Search		Ъ6 Ъ7С
UNCLASSIFIED NON-RECORD		
Closed Files is were all the the closed files concerning investigations that have been closed by personnel agents/supportwe are talking thousand of files on shelvesfiles in containers on floorson thousand of sub	jects.	b6 b7C
From:         (RMD) (FBI)           Sent:         Wednesday, February 25, 2009 12:37 PM           To:         (LA) (FBI)           Cc:         (RMD) (FBI)           Subject:         RE: LA FO Litigation Search	Ъ6 Ъ7С	
UNCLASSIFIED NON-RECORD		
Is it possible to check the Closed Files Room for responsive records?		
Thanks,  Las  Litigation Support Unit  Winchester, VA  (Office)  (Fax)	b2 b6 b7C	
From:	b6 b7C	
NON-RECORD		
Good afternoon.		
from LA FO just called and clarified her e-mail below. There is no database to check the files.	b6 b70	
Let me know if you have any questions.		

\*\*\*\*\*\*\*\*\*

RMD/RIDS/WPU-1/M-12 Legal Administrative Specialist ICRC Site II/Winchester VA Desk: Fax:		b2 b6 b7C
From: (LA) (FBI) Sent: Tuesday, February 24, 2009 11:43 AM To: (RMD) (FBI) Subject: RE: LA FO Litigation Search		b6 b7C
UNCLASSIFIED NON-RECORD		
Closed Files Room for Los Angeles is where all the closed files are maintained.	Ъ6 Ъ7(	C
5.4 24. 2000 11.1C AM	b6 b7C	
UNCLASSIFIED NON-RECORD		1.6
I'm assigned to assist LAS of the Litigation Support Unit with the search of records Actors Guild. A detailed description of the type of information being requested as well as search criteria below.	s for Screen 1 are listed	b6 b7C
1. I have included a copy of the Field Office search slip being utilized in this particular case and instruct we need to complete the search slip for the court's purposes.	tions as to how	
<< File: UPDATED FIELD OFFICE SEARCH SLIP.pdf>>		
2. A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices and your Closed Files Room for Screen Actors Guild. Please see the attached Sample Search Slip for recomplete the following sections of this search slip completely:	s, Elsur Indices ference and	
<< File: SEARCH SLIP EXAMPLE.pdf >>		
Date - Search CompletedRequested ByExtSubject - Screen Actors Guild		b2 b6 b7C
Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to yAddress - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, responsive records of 1/1/1946 through 12/31/1950)Check all of the following boxes:	you only looking for	r

Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)For search types please check all of the following boxes: Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
<ul> <li>5. Please send in e-mail format the following information:</li> <li>Description of each database searched</li> <li>detailed description of how manual indices and closed file room are organized (cards in drawers, number of eards, alphabetical by subject or by file number, etc.).</li> <li>Include approximate page count of all responsive files</li> </ul>	
6. Please ship all responsive files to the Attention of  LAS at the following address  FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	Ъ6 Ъ7С
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me no later than COB Friday, February 27, 2009, I would greatly appreciate it.	b2
If you have any questions regarding the search please do not hesitate to contact me ator	b6 b7С
Thank you. b6 b7c	
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(RMD	D) (FBI)	
Cc:	(RMD)(FBI) February 25, 2009 2:16 PM (SF) (FBI) (RMD) (FBI) 001628 (Sherriffs): Search Request	.b6 .b70
UNCLASSIFIED NON-RECORD		
when you have the Confidential a variations of his last name:	and Elsur indices searched for Alexander C. She	b6 rriffs, please run the following b70
Sherriffs Sherriff Sherriff Sheriff Sheriffs Sherifs		
Many thanks!		
From: (SF) (FBI)  Sent: Wednesday, February 25, 2009 1  To: (RMD)(FBI)  Cc: (RMD)  Subject: RE: FOIPA 1001628 (Sherriffs):  UNCLASSIFIED  NON-RECORD	(FRI)	b6 b7С
Just so we are on the same pageper convenanual indices searches. SF manual indice of these systems are automated. (There is	versation with our AO yesterday it was decided F es are on Sharepoint. I will coordinate Confiden n't a separate indices for Closed Files)	HQ would conduct UNI and tial and Elsur searches. Both
From:	; (RMD)(FBI); (	. ზ6 . ზ70
UNCLASSIFIED NON-RECORD		
description of the type of information	LAS in the Work Processing Unit assigned t vith the search of records for AlexanderC. In being requested as well as search criteria By of the original request letter in this case	Sherriffs. A detailed
<< File: SFFO - ALEX SHERRIFFS.pdf >>		

I have included a copy of the Field Office search slip being utilized in this particular case and instructions a to how we need to complete the search slip for the court's purposes.	5
<< File: UPDATED FIELD OFFICE SEARCH SLIP.pdf >>	
A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Alexander C. Sherriffs. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:	
<< File: SEARCH SLIP EXAMPLE.pdf >>	
Date - Search CompletedRequested ByExtSubject - Alexander C. SherriffsAliases - Alexander Sherriffs, Alex C. Sherriffs, Alex Sherriffs, A.C. Sherriffs, A. Sherriffs and any other AKAS locatedSSN - 545-20-5406Birth Date - December 14, 1917Sex - Male	b2 b6 b7C
Address - Place Scope of Search here (DOB through present)Check all of the following boxes: Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only, Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Criminal References), Restrict Locality to (Field Office Name)For search types please check all of the following boxes: Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
****   understand, per that your older manual files have been moved east of the Mississippi. Could you please include a contact for that location in order for us to have a search completed there. Also, are these the files that have been scanned into SharePoint? If so, then I will be completing that search. ****	b6 b7C
**** For those files that you indicated in a previous e-mail to	b6 b7C
Please make a copy of all index cards for responsive files. For any searches that are located on SharePoint, the LAS requesting the search will complete that search.	
Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	To O

Please send in e-mail format the following information:

--Description of each database searched

cards back to my attention at Fax Number

--detailed description of how manual indices and closed file room are organized (cards in drawers, number of cards, alphabetical by subject or by file number, etc.).

b2

--Include approximate page count of all responsive files

Please ship all responsive files to the Attention of LA	AS at the following address:	<b>b</b> 6
LAS		.b7
FBI - ICRC		
Litigation Support Unit (Q-03)		
170 Marcel Drive		
Winchester, VA 22602-4843		
Unfortunately, there is a tight deadline in this case. If you could please comail me no later than COB Friday, February 27, 2009 I would greatly app	omplete the search and fax/e oreciate it.	···
If you have any questions regarding the search please do not hesitate to	contact me ator	b2 b6 b7C
Thanks,		
Legal Administrative Specialist	b2	
RMD / RIDS / WPU2 / O15 170 Marcel Drive	b6	
Winchester, VA 22602	.b7C	
(tel) (fax)		
UNCLASSIFIED		

(RMD) (FBI)	
From:	
UNCLASSIFIED NON-RECORD	
Good morning- I apologize for the inconvenience, but I would like to request that you search all break-downs for the following in the indices listed in my email yesterday: Reagan Reagen Regan Reagin Reagon Reagon Raegen	
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Raegan  I would also like to request the following be searched with all last names: Johnny, Johnnie, Johny, Johnie (E	
Johnny, Reagen, Johnny, etc.).	the break-
Johnny, Reagen, Johnny, etc.).  Finally, I found possible results with the middle name of my subject spelled Neal. If you could please search downs John Neal, J Neal and Neal for all the provided last names, it would be greatly appreciated. Thank your help in this matter, and I apologize for the inconvenience.	ou again for
Legal Administrative Specialist Records Management Division Records Information Dissemination Section ICRC: WPU 2/O-12 Desk: Fax:	b2 b6 b7С

b6 b7C

(RMD) (FBI)	
From: Sent: To: Subject:  CRMD) (FBI) Tuesday, February 24, 2009 11:02 AM  (RMD) (FBI) (RMD) (FBI) SCREEN ACTORS GUILD SEARCH E-MAIL (MANUAL)	
UNCLASSIFIED NON-RECORD	
	b6 b7c
For the HQ manual search slip please complete as follows:	
Date - Search Completed Scope of Search - Check Inactive Type of Search Requested - Check All References, Security, Criminal, Main and on the line include Word "All" and cross through the word "Only" Special Instructions - Check Exact Name, Buildup, Variations, Restricted to Locality of HQ Subject - Screen Actors Guild AKAS - Any other AKAS you may locate during your search Localities - LAFO, SFFO, SDFO, SCFO, WFO and HQ with Scope of Search from Ronald Wilson Reaga (2/6/1911) through 12/31/1950; however, your responsive records will be for 1/1/1946 through 12/ Date - Search Completed Searcher Initials - Your Initials File Number - List entire file as it appears Serial - List entire serial as it appears Check Ident, Inactive If File is a Reference then in Left hand column put the letter "R"	n's DOB
Please make a copy of responsive reference cards.  If you have any questions please contact me.	
Thanks,  Litigation Support Unit  Winchester, VA  (Office)  (Fax)	b2 b6 b7C

b6 b7C

	(RMD) (FBI)		
From: Sent: To: Cc: Subject:	(RMD) (FBI) Tuesday, February 24, 2009 12:12 PM (RMD) (FBI) (RMD)(FBI) (RMD)(FBI)		Ъ6 Ъ7С
Importance:	High		
UNCLASSIFIED NON-RECORD			b6 b7C
Hi		to list the files	
names? (They are SAG Awards SAG Account SAG & SA G SAG Health & SAG Los Ang SAG Pension SAG Produce SAG Produce SAG Produce SAG Produce	ers Health Plan ers Administrative Corporation ers		
Thank you!		.b6 .b7C	
**************************************	-1/M-12 ve Specialist		b2 b6 b7C

(RMD) (FBI)	
From: Sent: To: Cc: Subject:    (RMD) (FBI)	b6 b7C
Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD	
Good morning,	b6
I'm assigned to assist LAS of the Litigation Support Unit with the search of records for <i>Richard Gibson Hubler</i> . A detailed description of the type of information being requested as well as search criteria are listed below.	b7C
1. I have included a copy of the Field Office search slip being utilized in this particular case and instructions as to how we need to complete the search slip for the court's purposes.	7
UPDATED FIELD )FFICE SEARCH SL	
2. A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Richard Gibson Hubler. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:	
SEARCH SLIP XAMPLE.pdf (38 KB.	
Date - Search CompletedRequested ByExtSubject - Richard Gibson Hubler (SSN# 321-34-0223)Aliases - Any AKAs you may locate during your searchAddress - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)Check all of the following boxes:	b2 b6 b7c
Exact Spelling, All References, Main Security Case Files Only, Security Reference Only, Main Criminal Case Files Only Criminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all Security References), Main Criminal (If no Main, list all Security References), Main Criminal (If no Main, list all Search types please check all of the following boxes:  Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched	٧.
Other - Closed Files Room. Results. Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	

3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	k b2
5. Please send in e-mail format the following information:Include approximate page count of all responsive files	
6. Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	b6 b70
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no</b> later than COB- Friday, May 15th, I would greatly appreciate it.	`
If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b70
Thank you.	
FBI Records Management Division Legal Administrative Specialist 170 Marcel Drive Winchester, VA 22602	

☐ Confidential Indices: ☐ Neg.

☐ Drug X (DEA Only) ☐ Neg.

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	(RMD) (FBI)	
From: Sent: To: Cc: Subject:	(RMD) (FBI) Friday, May 08, 2009 9:46 AM (LA) (FBI) (RMD) (FBI) Richard Gibson Hubler- LA Search	b6 b7C
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EX	KAMPLE.pdf
UNCLASSIFIED NON-RECORD		
Good morning,		b6
I'm assigned to assist dibson Hubler. A debelow.	of the Litigation Support Unit with the search tailed description of the type of information being requested as well as search tailed description of the type of information being requested as well as search tailed description of the type of information being requested as well as search tailed description.	b70 h of records for <i>Richard</i> search criteria are listed
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2. A search will need to and your Closed Files loomplete the following	o be completed of the UNI (Global) indices, Manual indices, Confident Room for Richard Gibson Hubler. Please see the attached Sample Searc sections of this search slip completely:	ial Indices, Elsur Indices ch Slip for reference and
SEARCH SLIP (AMPLE.pdf (38 KB.		
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-Anases - Any AKAs y -Address - Place Scope -Check all of the follow	son Hubler (SSN# 321-34-0223) ou may locate during your search of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12 zing boxes:	2/16/2002)
exact Spelling. All References On Friminal References), References), Refor search types please fanual Indices, Results, onfidential Indices, Results, NI (Global), Results, S	rences. Main Security Case Files Only, Security Reference Only, Main ly. Main Security (If no Main, list all Security References), Main Crimi estrict Locality to (Field Office Name) check all of the following boxes:  Searched By and Date Searched sults. Searched By and Date Searched earched By and Date Searched earched By and Date Searched earched By and Date Searched	Criminal Case Files Only, nal (If no Main, list all
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For listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
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4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	; b2
5. Please send in e-mail format the following information:Include approximate page count of all responsive files	
6. Please ship all responsive files to the Attention of LAS at the following address  FBI - ICRC Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	Ъ6 Ъ7С
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <u>no</u> <u>later than COB- Friday, May 15th,</u> I would greatly appreciate it.	
If you have any questions regarding the search please do not hesitate to contact me atoror	b2 b6 b7C
Thank you.	10 / C
FBI Records Management Division Legal Administrative Specialist b2 170 Marcel Drive b6 Winchester, VA 22602 b7C	
Fax	

FEB-19-2009 08:09 FD-160 (Rev. 7-22-02)	CDC FBILA							P.02
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	(RMD) (FBI)	
From: Sent: To: Cc: Subject:	(RMD) (FBI) Friday, May 08, 2009 9:48 AM (SF) (FBI) (RMD) (FBI) Richard Gibson Hubler- SF Search	b6 b7C
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good morning,		Ъ6 Ъ7С
I'm assigned to assist <i>Gibson Hubler</i> . A debelow.	LAS of the Litigation Support Unit with the search of records for <i>Richar</i> etailed description of the type of information being requested as well as search criteria are listed	r <b>d</b> 1
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SEARCH SLIP XAMPLE.pdf (38 KB.		
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3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards batto my attention at Fax Number	ick bi
5. Please send in e-mail format the following information:Include approximate page count of all responsive files	
6. Please ship all responsive files to the Attention of  LAS at the following address  FBI - ICRC  Litigation Support Unit (Q-03)  170 Marcel Drive  Winchester, VA 22602-4843	Ъ6 Ъ70
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <u>no</u> <u>later than COB- Friday, May 15th</u> , I would greatly appreciate it.	
If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b70
Thank you.	.D / C
FBI Records Management Division  Legal Administrative Specialist b2 170 Marcel Drive b6 Winchester, VA 22602 b7C	
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	(RMD) (FBI)	
From: Sent: To: Cc: Subject:	(RMD) (FBI) Friday, May 08, 2009 9:50 AM  (WF) (FBI)  (RMD) (FBI)  Richard Gibson Hubler- WF Search	b6 b70
Attachments:	UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf	
UNCLASSIFIED NON-RECORD		
Good morning,		b6 b7C
I'm assigned to assist <i>Gibson Hubler</i> . A debelow.	of the Litigation Support Unit with the search of records for <i>Richard</i> detailed description of the type of information being requested as well as search criteria are listed	I
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3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards batto my attention at Fax Number	ick b2
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If you have any questions regarding the search please do not hesitate to contact me at or	b2 b6 b7C
Thank you.	
170 Marcel Drive	b2 b6 b7C

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	(RMD) (FBI)	
	From: Sent: Friday, May 08. 2009 3:11 PM To: (RMD) (FBI) RE: Richard Gibson Hubler- SD Search	——b6 b7C
	UNCLASSIFIED NON-RECORD	
	a search of the manual indices in San Diego on 5/8/09 was negative; per our conversation it is not possible to conduct a search in "closed" files room; You indicated that a UNI search has already been completed. A search in the confidential file room was negative. A search of the ELSUR indices found a Richard Hubler, 196-SD-52281 on 6/20/2001 with no further information. There is not a transcript for the tape, only the original tape; names were placed on outside of evidence envelope and indexed into ELSUR indices from the evidence envelope per in ELSUR. Will fax the search slip to you.	3.6
1	From: (RMD) (FBI)  Sent: Friday, May 08, 2009 6:45 AM  So: (SD) (FBI)  Cc: (RMD) (FBI)  Bubject: Richard Gibson Hubler- SD Search	
	JNCLASSIFIED NON-RECORD	
C	Good morning,	
		b6 b7c
l' G b	of the Litigation Support Unit with the search of records for <i>Richard Ribson Hubler</i> . A detailed description of the type of information being requested as well as search criteria are listed elow.	
1 w	. I have included a copy of the Field Office search slip being utilized in this particular case and instructions as to how re need to complete the search slip for the court's purposes.	v
Κζ,	< File: UPDATED FIELD OFFICE SEARCH SLIP.pdf >>	
2. ar	A search will need to be completed of the UNI (Global) indices, Manual indices, Confidential Indices, Elsur Indices and your Closed Files Room for Richard Gibson Hubler. Please see the attached Sample Search Slip for reference and emplete the following sections of this search slip completely:	;
<	< File: SEARCH SLIP EXAMPLE.pdf >>	
I	Gyt -	b2 b6
S	Subject - Richard Gibson Hubler (SSN# 321-34-0223) Aliases - Any AKAs you may locate during your spansh	Ъ7С
( Ev	Address - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)  Sect Spelling All But and DOD 12/16/2002)	
Cr	act Spelling, All References. Main Security Case Files Only, Security Reference Only, Main Criminal Case Files On iminal References Only, Main Security (If no Main, list all Security References), Main Criminal (If no Main, list all or search types please check all of the following boxes:	ly,

Manual Indices, Results, Searched By and Date Searched Confidential Indices, Results, Searched By and Date Searched UNI (Global), Results, Searched By and Date Searched Elsur Indices, Results, Searched By and Date Searched Other - Closed Files Room, Results, Searched By and Date SearchedFor listing of files found to be responsive please write entire file number, serial and any responsive enclosures and/or page numbers	
3. Please make a copy of all index cards for responsive files.	
4. Once the search has been completed, please fax the completed search slip along with all responsive index cards back to my attention at Fax Number	b2
5. Please send in e-mail format the following information:Include approximate page count of all responsive files	
6. Please ship all responsive files to the Attention of LAS LAS at the following address	b6 b70
Litigation Support Unit (Q-03) 170 Marcel Drive Winchester, VA 22602-4843	
7. Unfortunately, there is a tight deadline in this case. If you could please complete the search and fax/e-mail me <b>no ater than COB- Friday, May 15th,</b> I would greatly appreciate it.	
f you have any questions regarding the search please do not hesitate to contact me ator	b2 b6 b7C
Thank you.	
FBI Records Management Division  **Regal Administrative Specialist	
Fax	

CDC FBILA

FEB-19-2009 FD-160 (Rev. 7-22-02)	9 08:09	CDC FBILA					P.02	
((CGV. 1-224)2)				Date				
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