



Work Process Unit

2. Basic Searching





Basic Searching

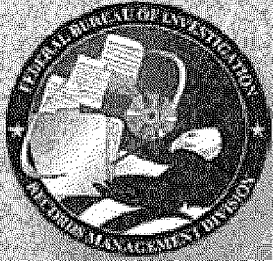
You will learn how a search is conducted for the subject of a FOI/PA request. The FBI has several indices we are required to check for potentially responsive records.

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



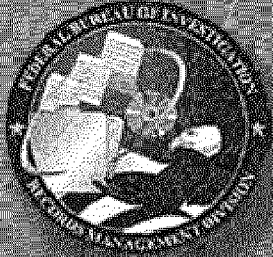
Basic Searching

- 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, What, Where and When of Searching

Why is searching performed?

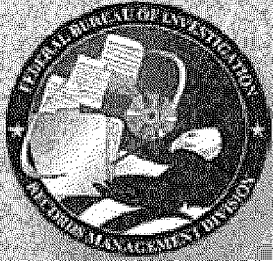


Why is Searching Performed?

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

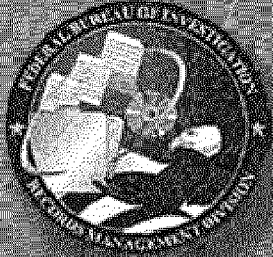


Individual Names

- 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



Search Types

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

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

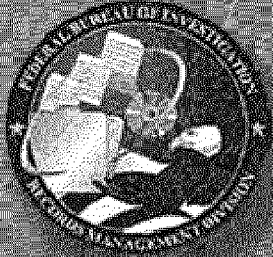


Search Types

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



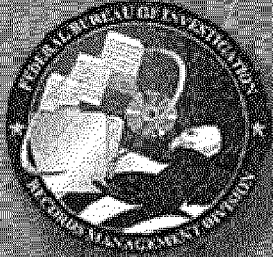
Search Types

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.



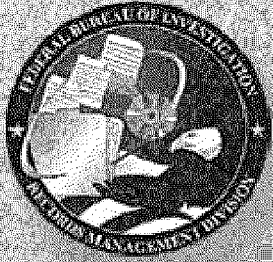
Search Types

Six-way break down

- Example: Tom Eric Jones

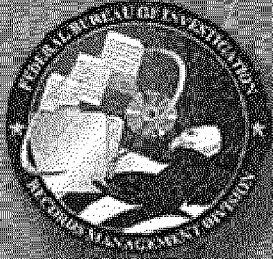
Six-way break down
Jones, Tom, Eric
Jones, Tom, E
Jones, Tom
Jones, T, Eric
Jones, T, E
Jones, Eric

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



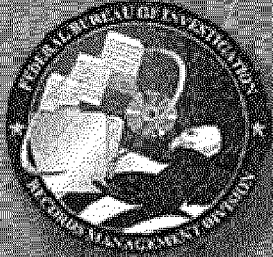
Basic Searching

Rules for Searching English Names



Individual Names

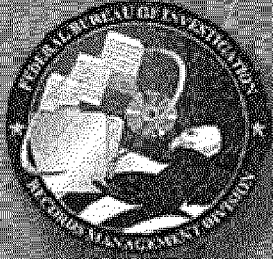
- Do not punctuate (e.g., apostrophes, hyphens and periods) individual's names
 - Washington's, Jason
 - Washington-Herbert, Jason
 - Washington. Herbert, Jason
- } Not allowed



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



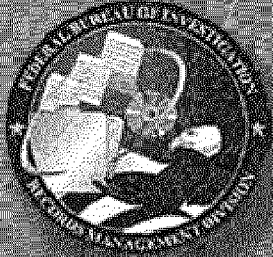
English Double Initial

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

- Example: E. A. Anderson

Search:

- Anderson, E, A



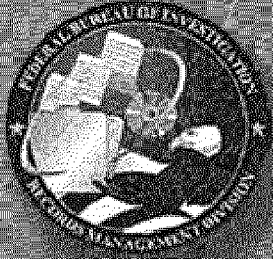
English Saint Name

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

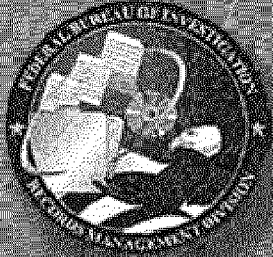


English Hyphenated Surname

English hyphenated surname

- Example: John Albert Blair-Smith

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

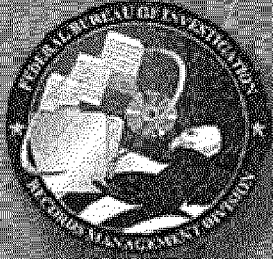


Masculine Titles

Do not 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

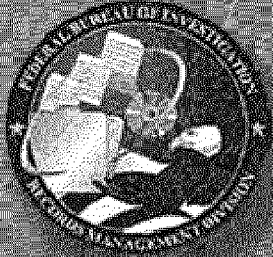
- Spell out common names with 1 possible spelling

Abbreviation	Search
Alb.	Albert
Benj.	Benjamin

- Duplicate source spelling excluding punctuation if multiple names are possible

Abbreviation	Search Entry
Al.	Al

Al could be Alvin or Alfred



Feminine Titles

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

- Do not 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.)

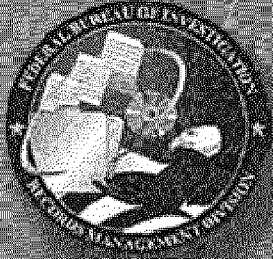
Feminine titles or prefixes (e.g., Miss, Mrs., Ms.)

- Do include feminine prefix with a masculine name

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

- Do include feminine prefix when given name not provided

Subject Reference	Search
Mrs Smith	Smith Mrs



English Three-Part Married Name

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



Basic Searching Review (Individuals)

Search individuals given name as well as any aliases.

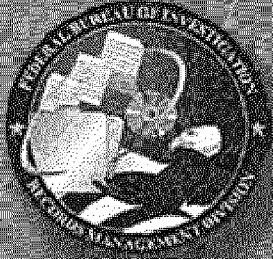
If nickname is derived from surname, search as a given name

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

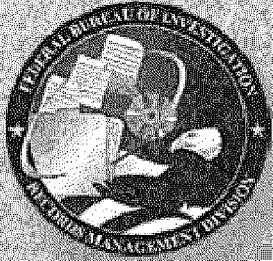
- Willard, Mister
- Willard, M

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**



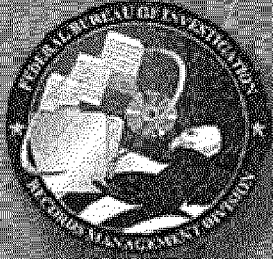
Basic Searching

Searching For International Individuals



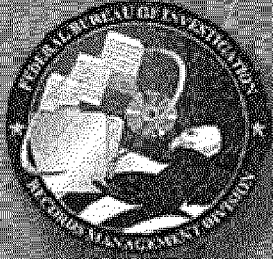
International Name Categories

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



International Name Categories

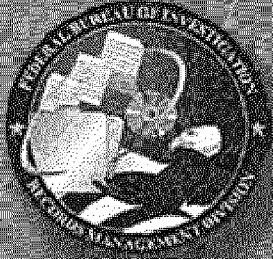
- African
- Ghanaian
- American Indian
- Russian
- Polish
- Asian
- German and Dutch
- Filipino
- Hawaiian
- Peoples Republic of China (PRC)



Middle East/Near East Arabic

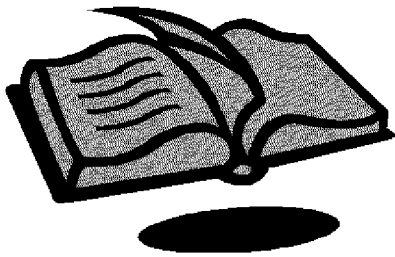
Middle Eastern countries

- Afghanistan
- India
- Egypt
- Jordan
- Israel
- Saudi Arabia
- Pakistan
- Ceylon
- Turkey
- Iran
- Africa
- Lebanon
- Sikkim
- Cyrus
- Iraq
- Nepal
- Syria



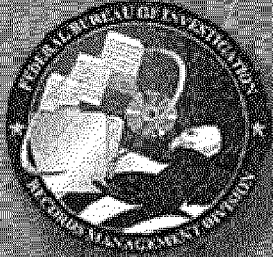
Middle Eastern & Asian Names

- 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

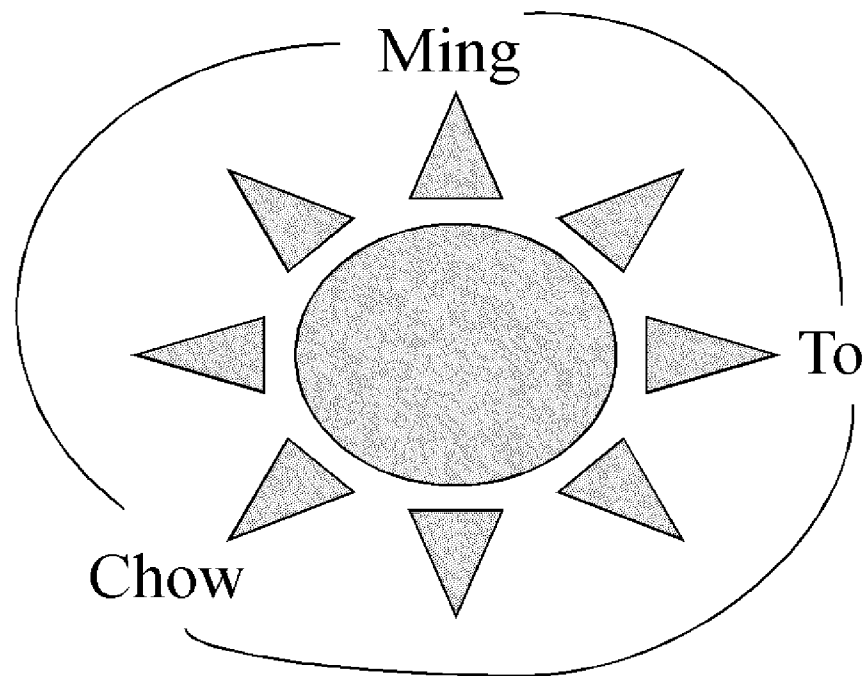
Returns those names with all rotations, using each part of the name as the surname.



Searching 101

Around the Clock

- Example: Ming To Chow





Asian Names

Around the clock

Example: Ming To Chow

Around the Clock	Six-way break down	
Chow, Ming, To	Chow, Ming, To	To, C, Ming
To, Chow, Ming	Chow, Ming, T	To, C, M
Ming, To, Chow	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	Six-way break down	
Abdul, Rahman, Yasin	Abdul, Rahman, Yasin	Yasin, A, R
Yasin, Abdul, Rahman	Abdul, Rahman, Y	Yasin, Rahman
Rahman, Yasin, Abdul	Abdul, Rahman	Rahman, Yasin, Abdul
	Abdul, R, Yasin	Rahman, Yasin, A
	Abdul, R, Y	Rahman, Yasin
	Abdul, Yasin	Rahman, Y, Abdul
	Yasin, Abdul, Rahman	Rahman, Y, A
	Yasin, Abdul, R	Rahman, Abdul
	Yasin, Abdul	
	Yasin, A, Rahman	



Three-Part Middle Eastern Names

General rule: Search names around the clock

- Example: Mohammed Effendi Abduh

Search:

- Abduh, Mohammed, Effendi
- Effendi, 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

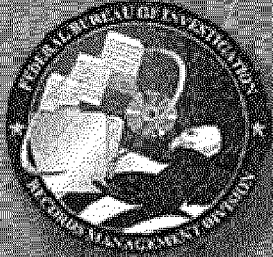
Four-part Middle eastern names must be manually searched on each part of name

- Example: Mohammed Effendi Abduh Ali

Search:

- Ali, Mohammed, Effendi Abduh
- Abduh, Ali, Mohammed Effendi
- Effendi, Abduh, Ali Mohammed
- Mohammed, Effendi, Abduh Ali

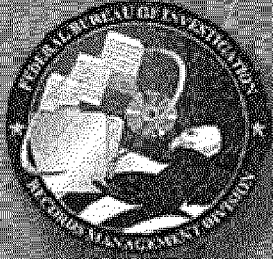
List the proper around the clock names for the example above and six-way break down for one of the names.



Hispanic Names

Hispanic countries

- Cuba
- Mexico
- South America
- Puerto Rico



Hispanic Names

Spanish names often include both paternal and maternal family names

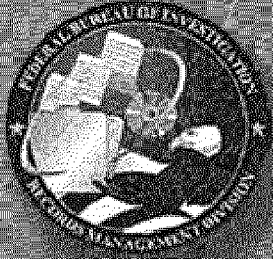
- Search surname as surname
- Search middle name as surname
- Do not search given name as surname
- All records with a different surname should be eliminated



Hispanic Names

Example: Maria Rosalee Gonzalez Florez

Four Part Name Breakdown	Six-way break down searches	
Florez, Maria, Rosalee Gonzalez, Maria, Rosalee	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



Hispanic Names

- 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.



Hispanic Names

- 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.

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



Class Exercise Answers

1. 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



Class Exercise Answers

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



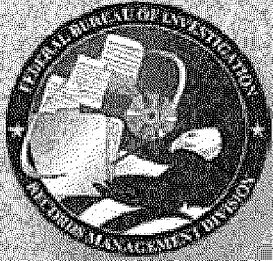
Class Exercise Answers

5. Rosalee Maria Garcia Sanchez

- Sanchez, Rosalee, Maria Garcia
- Garcia, Rosalee, Maria

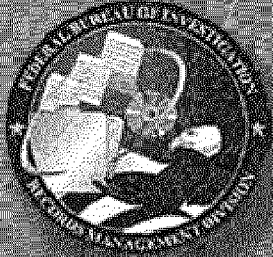
6. Juan Carlos Fernandez Martinez

- Martinez, Juan, Carlos Fernandez
- Fernandez, Juan, Carlos



Basic Searching

Searching For Non-Individuals



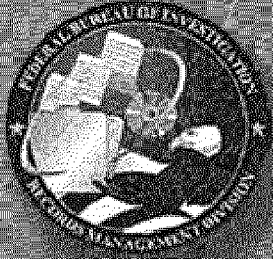
Non-Individuals

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

- Example: G S A

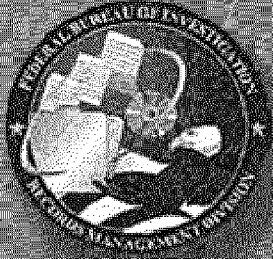
Search:

- 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

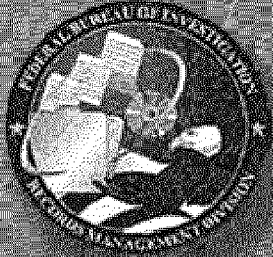
- Searched as given in document
- Example: Jones Fur Shop Baltimore, Maryland
Search:
 - Jones Fur Shop
- Example: John Jones Company
Search:
 - John Jones Company
 - John Jones Co
 - Jones, John Company
 - Jones, John Co



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



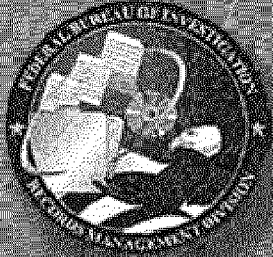
Companies with Initials

Initials are searched as a word

- Example: S.F. Company

Search:

- SF Company
- SF Co



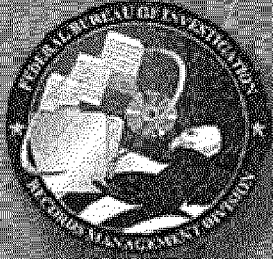
Companies with Initials

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



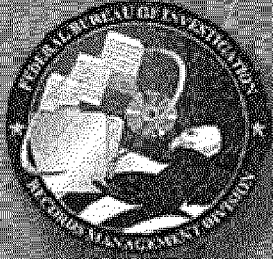
Companies with Several Surnames

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



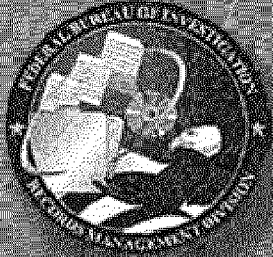
Companies - Hyphenated

Hyphenated companies are searched as separate words and hyphen is omitted

- Example: Neiman-Marcus Company

Search:

- Neiman Marcus Company
- Neiman Marcus Co



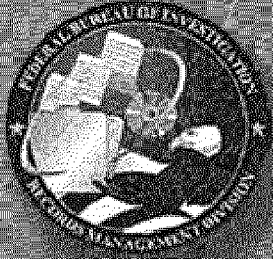
Companies - Prefixed

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

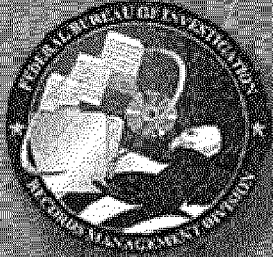
Search:

- 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



E-Mail

- 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

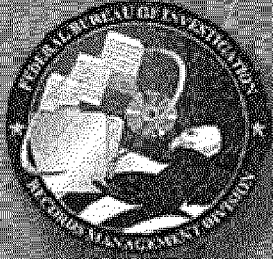


Radio and Television Stations

- 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
5. A Journey Through the Sea, Book By Deb Jackson



Class Exercise Answers

1. E.G. Albert Flooring Co

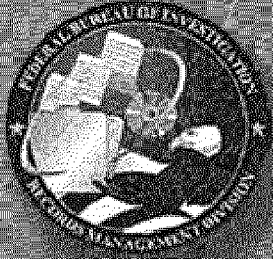
- EG Albert Flooring Company
- EG Albert Flooring Co
- Albert, E, G Flooring Company
- Albert, E, G Flooring Co

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

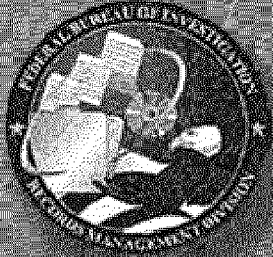


Airports

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

Search:

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



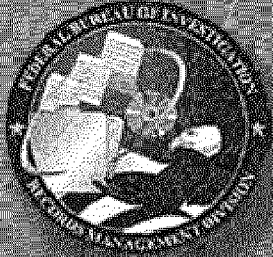
Banks

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

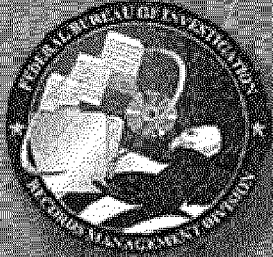


Banks

- 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



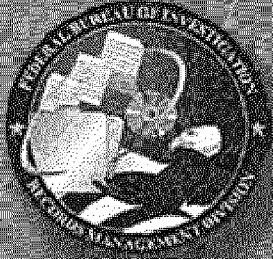
Bank Robbery

- 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:

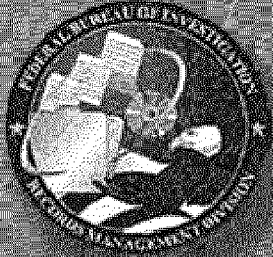
- Charlotte North Carolina Water Works
- Charlotte NC Water Works



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

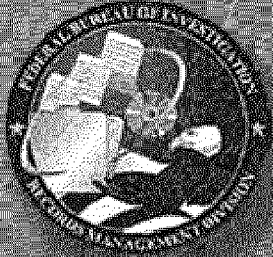
Search:

- 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



Class Exercise

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



Class Exercise

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



Class Exercise

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

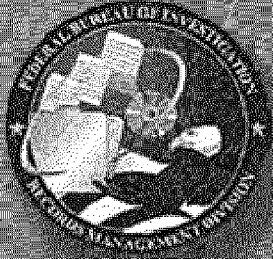
1. How do we handle punctuate (e.g., hyphens, apostrophes, and periods) within individual's names?
 - Do not punctuate (e.g., apostrophes, hyphens and periods) individual's names
2. What is the most common search method?
 - Six-way break down
3. What are the two ways we search English hyphenated surnames?
 - "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

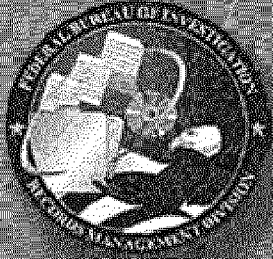
9. Searching 101





Searching 101

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



Searching 101

Most common WPU search types

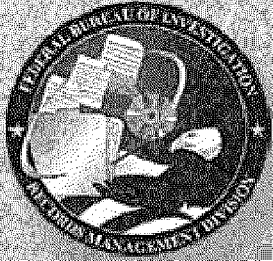
- SP (Six-way phonetic)
- ATP (Around the clock three-way phonetic)
- ST (String)



Searching 101

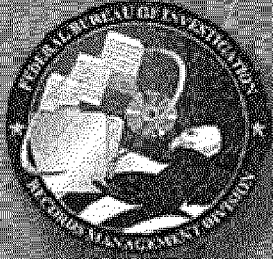
Additional Search Types

- 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)
- 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 not punctuate (e.g., apostrophes, hyphens and periods) individual's names

Do include feminine prefix when given name not provided

Do not include feminine prefix with a feminine name

Do include feminine prefix with a masculine name

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



Basic Searching Review (Individuals)

Search individuals given name as well as any aliases.

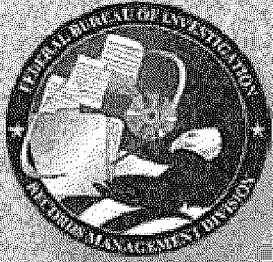
If nickname is derived from surname, search as a given name

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

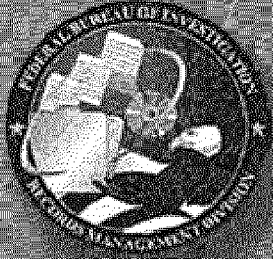
ACS does not allow hyphens, hyphenated names are searched

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



Searching 101

Searching For Individuals



Searching 101

“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

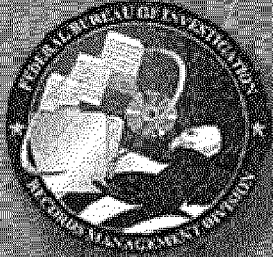


English Hyphenated Surname

English hyphenated surname

- Example: John Albert Blair-Smith

Type into System	SP Automatically Searches	
Blairsmith, John, Albert 1. Straight-across	Blairsmith, John, Albert Blairsmith, John, A Blairsmith, John	Blairsmith, J, Albert Blairsmith, J, A Blairsmith, Albert
Blair, John, Albert 2. Broken-down	Blair, John, Albert Blair, John, A Blair, John	Blair, J, Albert Blair, J, A Blair, Albert
Smith, John, Albert 3. Broken-down	Smith, John, Albert Smith, John, A Smith, John	Smith, J, Albert Smith, J, A Smith, Albert



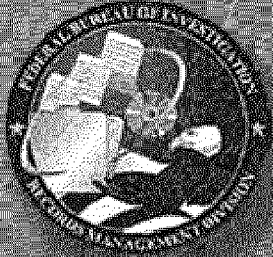
Searching 101

Six-way phonetic (SP)

- Example: Tom Eric Jones

Type into System	SP Automatically Searches	
Jones, Tom, Eric	Jones, Tom, Eric	Jones, Erik
	Jones, Tom, E	Jones, Thom
	Jones, Tom	Jones, Thom, E
	Jones, T, Eric	Jones, Thom, Eric
	Jones, T, E	Jones, Thom, Erik
	Jones, Eric	Jones, Tom, Erik

Class Exercise



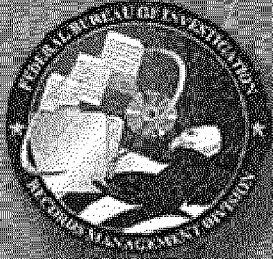
Searching 101

Six-way phonetic (SP)

- Example: Mark P. Shore

Type into System	SP Automatically Searches	
Shore, Mark, P	Shore, Marc	Sure, Marc, P
	Sure, Marc	Sure, Mark, P
	Shore, Mark	Sure, M, P
	Sure, Marc	Sure, M
	Shore, Marc, P	Shore, M
	Shore, Mark, P	Shore, M, P

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



More Than Three-Part Names

ACS will not 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.



English Three-Part Married Name

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



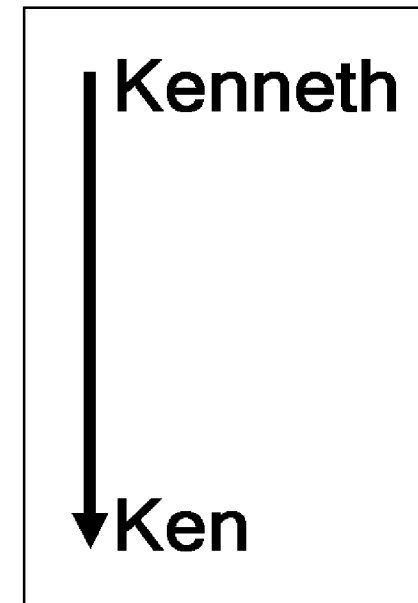
English Nickname

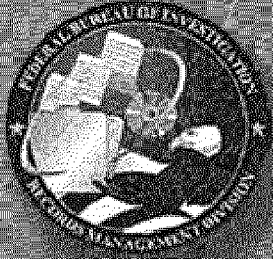
The SP search could yield nicknames derived from a given name.

- 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





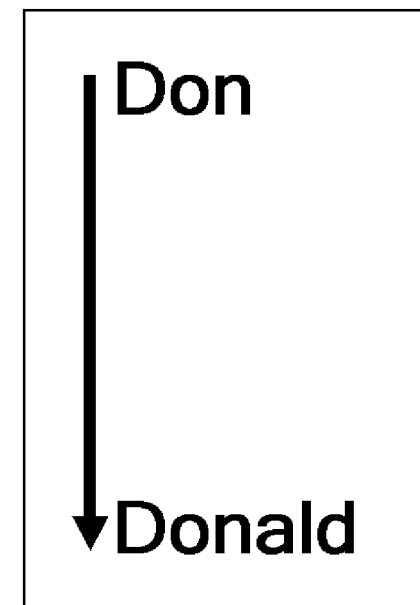
English Nickname

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

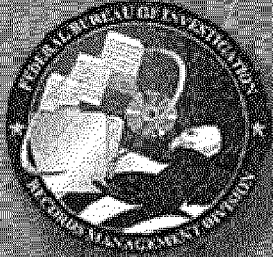
Vanderworth, J, Scott

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



Class Exercise

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)

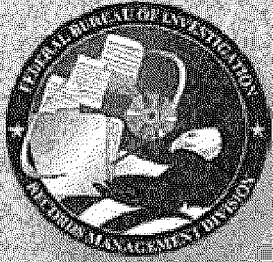
- Like a three part name without a comma after the third name, switching given and middle name positions, replacing each with initials.

4. English hyphenated surname

- Breakdown the name, searching each part as a surname, and straight across without punctuation.

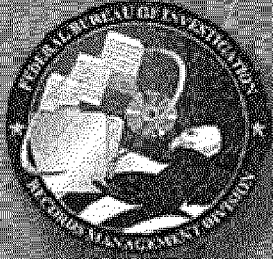
5. Prefixed Name

- Straight across without punctuation.



Searching 101

Searching For International Individuals



Basic Searching Review (International Individuals)

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

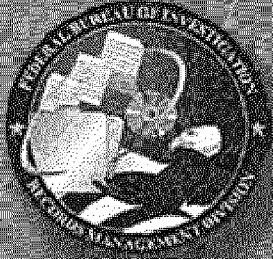
Spanish names often include both paternal and maternal family names

- 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



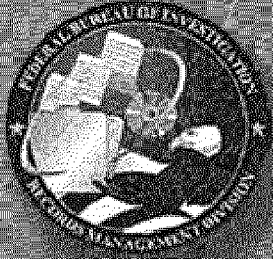
International Name Categories

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



International Name Categories

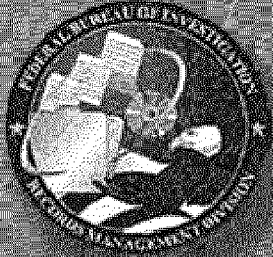
- African
- Ghanaian
- American Indian
- Russian
- Polish
- Asian
- German and Dutch
- Filipino
- Hawaiian
- Peoples Republic of China (PRC)



Middle East/Near East Arabic

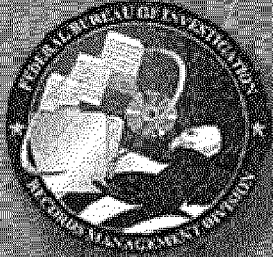
Middle Eastern countries

- Afghanistan
- India
- Egypt
- Jordan
- Israel
- Saudi Arabia
- Pakistan
- Ceylon
- Turkey
- Iran
- Africa
- Lebanon
- Sikkim
- Cyrus
- Iraq
- Nepal
- Syria



Additional Name Categories

- Ben
- AI



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



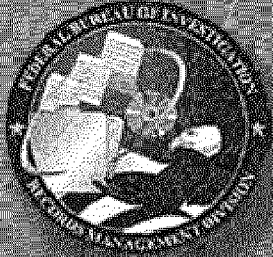
Searching 101



“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

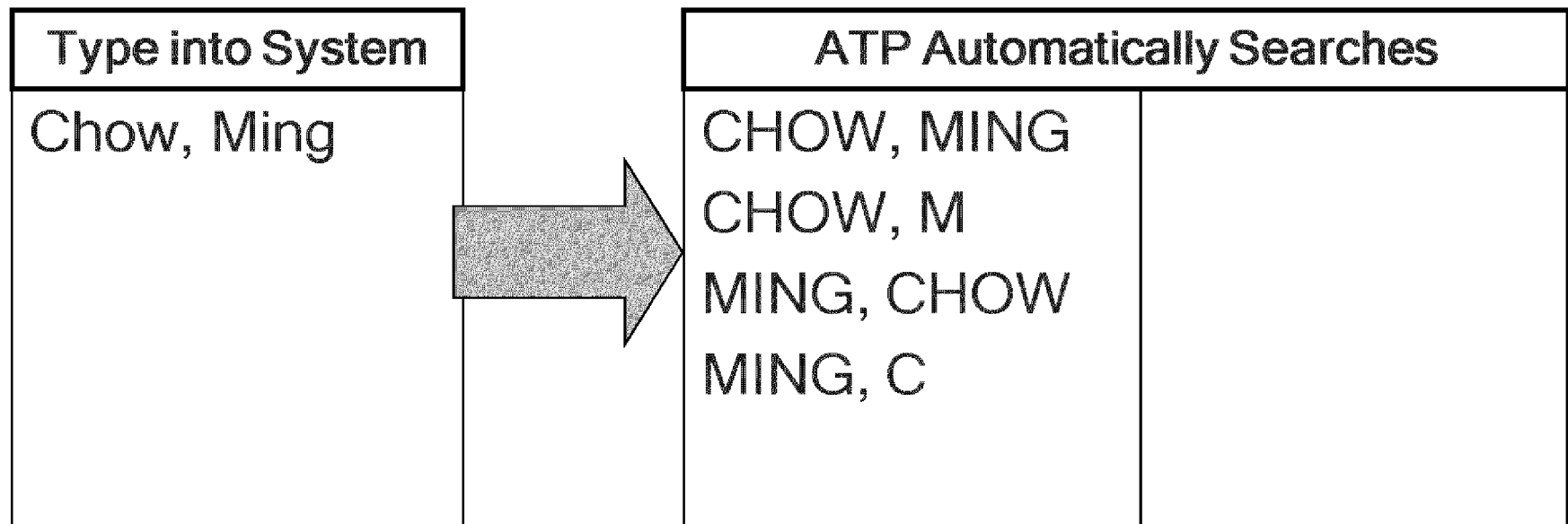
If the first name is not a known given name, all names are searched around the clock.



Far Eastern Names

Far Eastern name searches

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

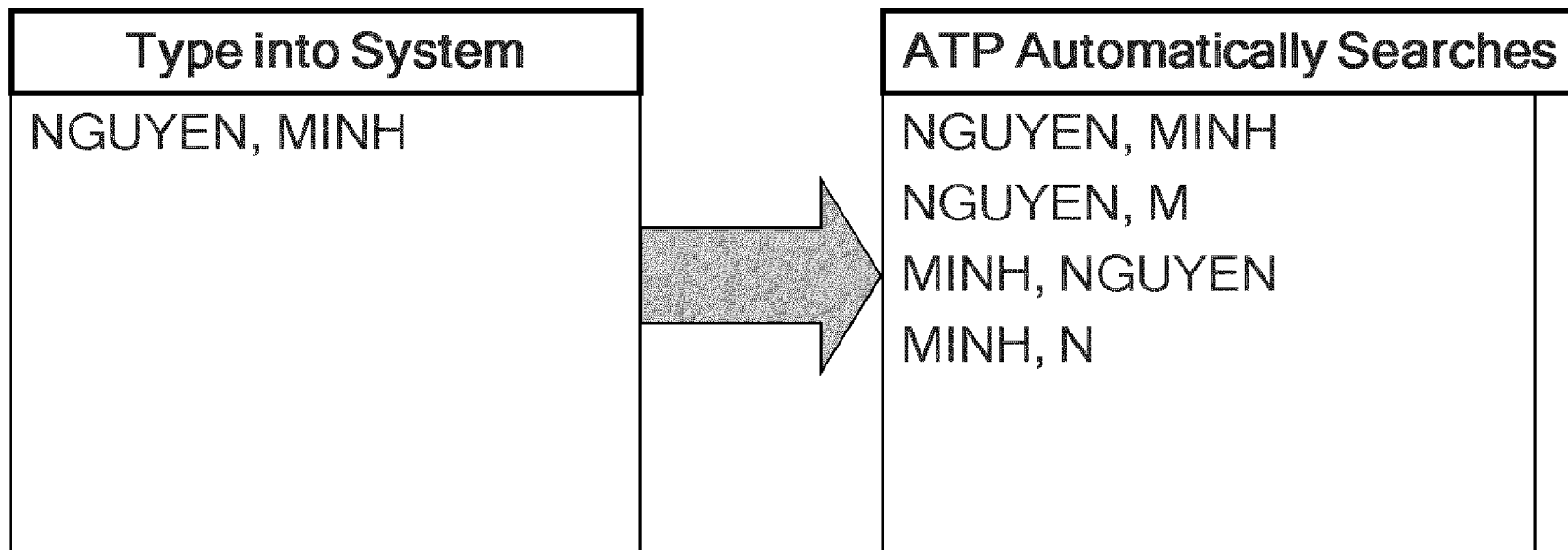


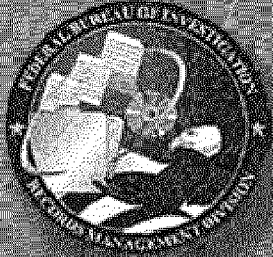


Far Eastern Names

Far Eastern name searches

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

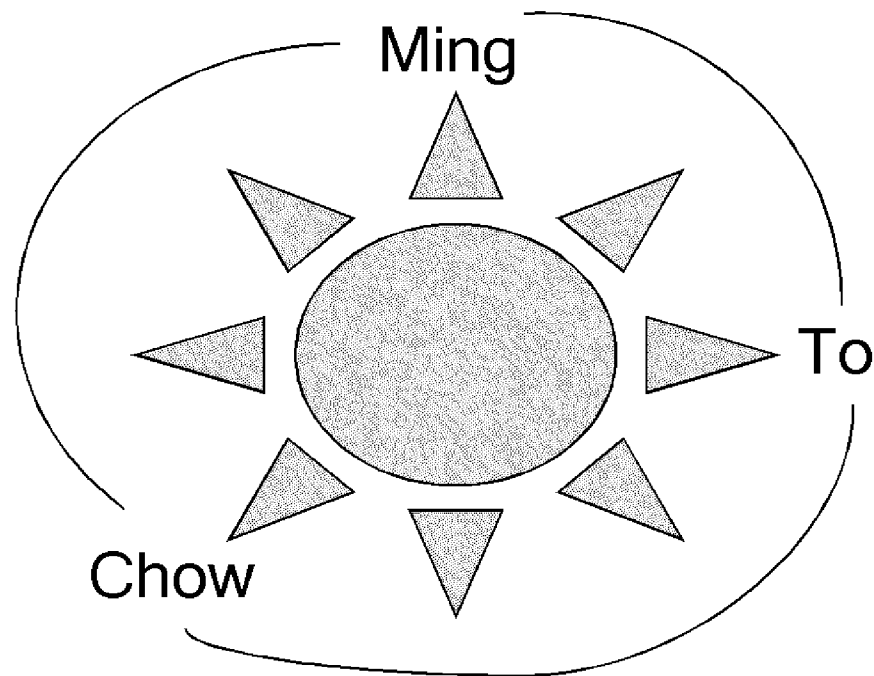




Searching 101

Around the clock method

Example: Ming To Chow

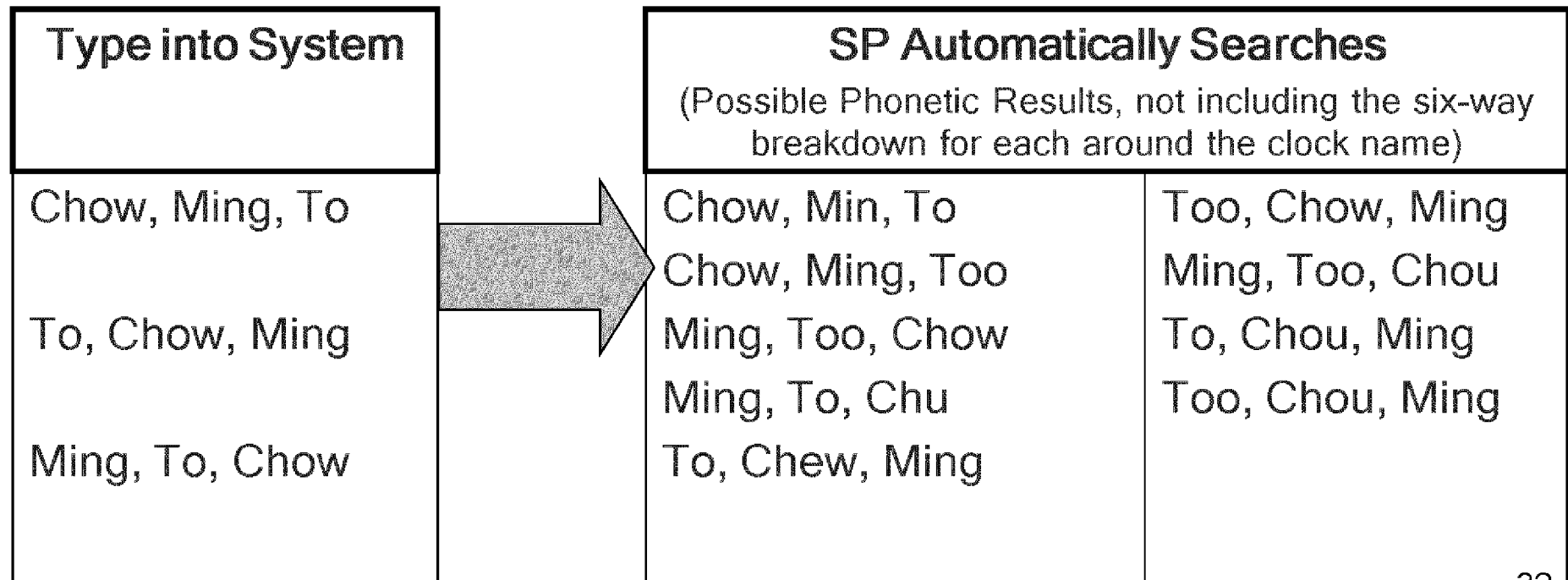




Far Eastern Names

Far Eastern name searches

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

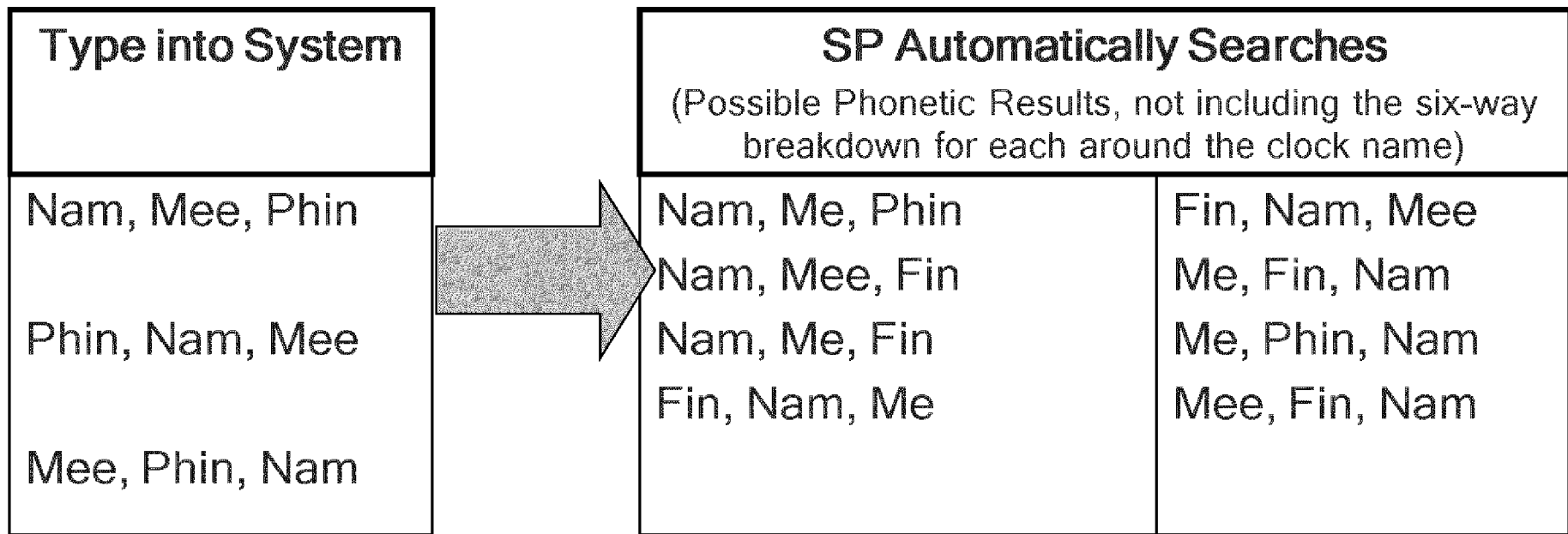


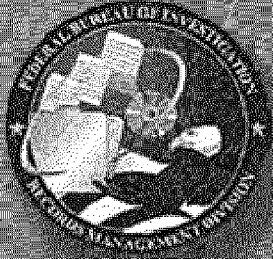


Searching 101

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

Example: Mee Phin Nam





Far Eastern Chinese

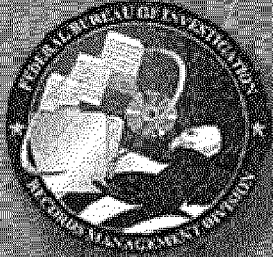
Chinese surnames are in left-most position

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



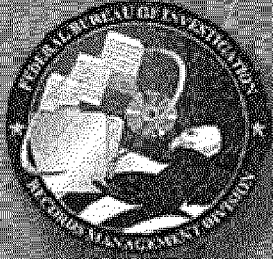
Middle Eastern Names

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-Khour

Search:

- Khouri, David, El
- El, Khouri, David
- Elkhouri, David

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

- El-Khour broken-down
 - ▶ Using Khouri as surname
 - ▶ Using El 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”

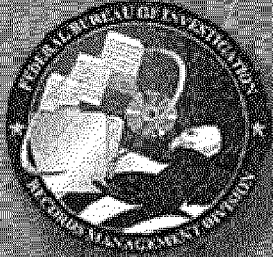
- Example: Efraim Ben Arzi
- Search:
 - Benarzi, Efraim
 - Arzi, Efraim

Search straight across and
broken down

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 “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



Al names

GENERAL RULE: “Al” cannot be used as a surname on its own

- Example: Mohamed, Al-Ali

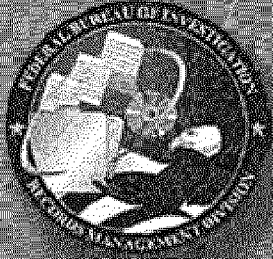
Search:

- Ali, Mohamed, Al
- Mohamed, Al, Ali
- Alali, Mohamed
- Mohamed, Alali

- Example: Jamal Mohammed Al-Badawi

Search:

- Badawi, Jamal, Mohammed Al
- Mohammed, Albadawi, Jamal
- Albadawi, Jamal, Mohammed
- Jamal, Mohammed, Al Badawi
- Mohammed, Al, Badawi Jamal
- Jamal, Mohammed, Alhadawi



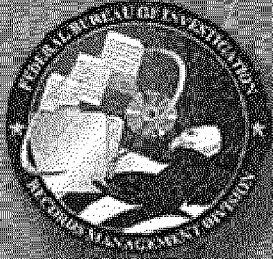
Hispanic Names

- 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



Hispanic Names

- 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



Hispanic Names

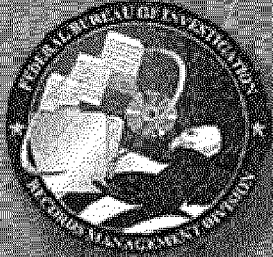
“Y” means “and” which is not searched in Hispanic proper names

- Example: Jose Garcia Y Gomez

Search:

- Gomez, Jose Garcia
- Garcia, Jose

“Y” in Hispanic company or firm is searched



Hispanic Names

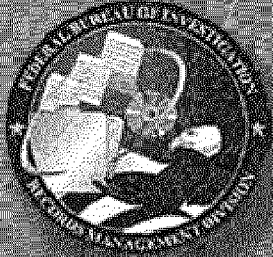
- Example: Garcia Y Garcia Compania
Search:
 - Garcia Y Garcia Compania
- Example: Jose Rodriguez L
Search:
 - Rodriguez, Jose
- Example: Juan Del Garcia
Search:
 - Garcia, Juan



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

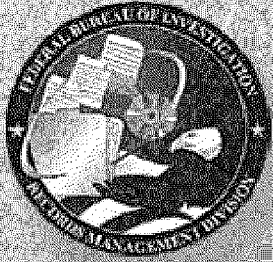
How should the following be entered into ACS to conduct a search? What search type should be used once entered into the ACS?

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 101

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**



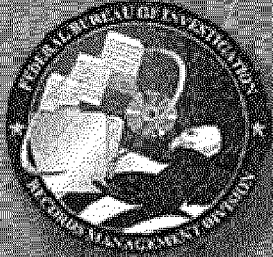
Searching 101

“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)”

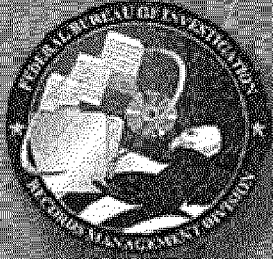
Computer searches all names whose starting characters match the characters typed into the Name field



Searching 101

String (ST)

Subject	Name Entered	ST & SP Automatic Searches
US Supreme Court	<ul style="list-style-type: none">• US Supreme Court• United States Supreme Court	US Supreme Court (main) US Supreme Court (reference)
Moby Dick	<ul style="list-style-type: none">• 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



Topic Review

1. Identify and define the most common searches used in WPU
 - SP (Six-way phonetic)
 - ATP (Around the clock three-way phonetic)
 - ST (String)

2. 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

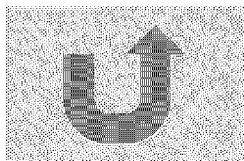
Six-way break down would need to be completed for each of the names listed.



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)



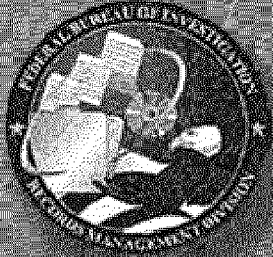


Work Processing Unit

10. Searching 102

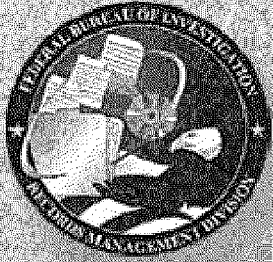
“How to Search for Responsive Records”





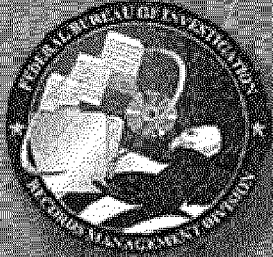
Agenda

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



Why, What, Where and When of Searching

Why is searching performed?

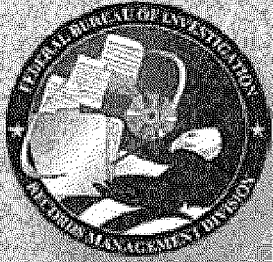


Why is Searching Performed?

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



Why, What, Where and When of Searching

When searching
ensure the following:



Searching for Responsive Records

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

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



How to Search



When searching ensure:

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



What is ACS?

Automated Case System

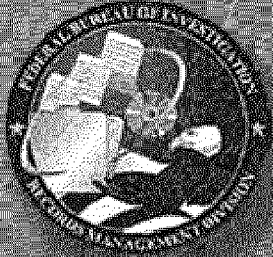
- System used to search for information located within the FBI's Central Records System (CRS) by name or case ID through use of the universal index (UNI)



What is ARC?

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

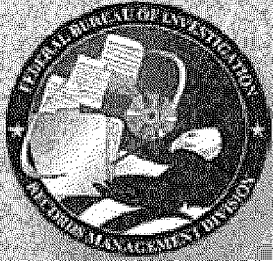
[http://home/rmdreference/ManualIndexCards/
default.aspx](http://home/rmdreference/ManualIndexCards/default.aspx)



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

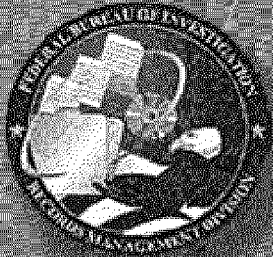
- Date of birth
- Date of record
- Difference in race/sex
- Locality (for common names)
- Entry Date (Date of Birth vs. Entry Date)
- Fourteen year age rule - See next slide



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 searching cheat sheet and searching tips.



“IDENT”/Elimination Factors

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

```
07/02/09                               List Summary Response                               UNIO50MK
13:45:23
Type X, x, or / to view Full Response, then press Enter.

.   Name: [REDACTED]
    M/R : R Case ID: HQ 91-0                               Serial: 24048
    Race: X Sex: X DOB/Event: 03/04/1982E ID Info:
    Misc:                               Entry Date: 05/05/1982 Class Level: SN

.   Name: [REDACTED]
    M/R : R Case ID: HQ 91-0                               Serial: 28935
    Race: X Sex: X DOB/Event: 01/12/1984E ID Info:
    Misc:                               Entry Date: 02/01/1984 Class Level: SN

.   Name: [REDACTED]
    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 Level: SN

Command . . > ..... +
F1=Help, F3=Exit, F4=Prompt, F7=Ekwd, F8=Fwd, F12=Cancel

4AU                                         06,002
```

b6
b7c



“IDENT”/Elimination Factors

- 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                               List Summary Response                               UNI050MK
13:39:02
Type X, x, or / to view Full Response, then press Enter.

.  A Name: [REDACTED]
    M/R : M Case ID: 282A-MO-38151 (HQ)                               Serial:
    Race: B Sex: M DOB/Event: [REDACTED] ID Info: SOC [REDACTED]
    Misc: [REDACTED] Entry Date: 03/10/1995 Class Level: SN

.  Name: [REDACTED]
    M/R : M Case ID: HQ 44-80416                                       Serial:
    Race: U Sex: U DOB/Event: [REDACTED] ID Info:
    Misc: TTL-[REDACTED] Entry Date: 08/17/1979 Class Level: SN

.  A Name: [REDACTED]
    M/R : M Case ID: HQ 44-80416                                       Serial:
    Race: U Sex: U DOB/Event: [REDACTED] ID Info:
    Misc: TTL-[REDACTED] Entry Date: 09/05/1979 Class Level: SN

Command . . . > ..... +
F1=Help,F3=Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel

4AU                                         01,001
```

b6
b7c



“IDENT”/Elimination Factors

- 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                               List Summary Response                               UNIO50MK
14:04:15                               SECRET
Type X, x, or / to view Full Response, then press Enter.

.   Name: [REDACTED]
    M/R : R Case ID: 286-JN-C22281-NC                               Serial: 2
    Race: X Sex: X DOB/Event:                               ID Info:
    Misc:                               Entry Date: 10/05/2007 Class Level: SM

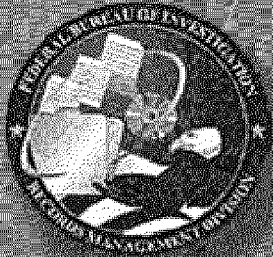
.   A Name: [REDACTED]
    M/R : M Case ID: HQ 200-10998                               Serial:
    Race: U Sex: F DOB/Event: [REDACTED] ID Info: [REDACTED]
    Misc: VIO-ROC VISA NUMBER [REDACTED] Entry Date: 02/12/1981 Class Level: S

.   A Name: [REDACTED]
    M/R : M Case ID: HQ 44-99038                               Serial:
    Race: W Sex: M DOB/Event: [REDACTED] ID Info:
    Misc: TTL-[REDACTED] POL Entry Date: 06/29/1984 Class Level: SM

                               SECRET
Command . . . > ..... +
F1=Help, F3=Exit, F4=Prompt, F7=Bkwd, F8=Fwd, F12=Cancel

4AÛ                                     06,002
```

b6
b7c



“IDENT”/Elimination Factors

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

```
07/02/09                               List Summary Response                               UN1050MK
14:04:15                               SECRET
Type X, x, or / to view Full Response, then press Enter.

.   Name: [REDACTED]
    M/R : R Case ID: 286-JN-C22281-NC                               Serial: 2
    Race: X Sex: X DOB/Event:                               ID Info:
    Misc:                               Entry Date: 10/05/2007 Class Level: SM

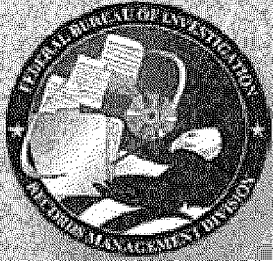
.   A Name: [REDACTED]
    M/R : M Case ID: HQ 200-10998                               Serial:
    Race: U Sex: F DOB/Event: [REDACTED] ID Info: [REDACTED]
    Misc: VIO-ROC VISA NUMBER [REDACTED] Entry Date: 03/12/1981 Class Level: S

.   A Name: [REDACTED]
    M/R : M Case ID: HQ 44-99038                               Serial:
    Race: W Sex: M DOB/Event: [REDACTED] ID Info:
    Misc: TTL [REDACTED] Entry Date: 06/29/1984 Class Level: SM

                               SECRET
Command . . . > ..... +
F1=Help, F3=Exit, F4=Prompt, F7=Bkwd, F8=Fwd, F12=Cancel

4AÛ                                       06,002
```

b6
b7c



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 specifically describes an event we will search main and reference files.
 - If a requester appeals a search, reference files may be searched at this time.



Searching for What?

“Responsive Records”

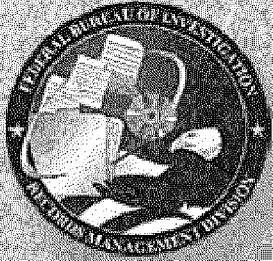
Main Files

- 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”

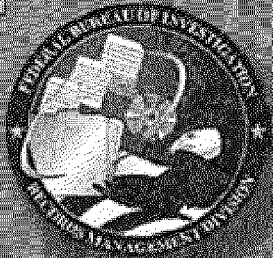
- Subject is mentioned in another person's record
- Mention of a person appears only in the body of the document
- Subject identified as “R” and has serial number 100-HQ-234679-17

↑
Serial Number



Searching for Responsive Records

Searching For Responsive Records in ACS



Logon to FBINET

FBINET instructions

- Double-click FBINET icon
- Log on to FBINET

The screenshot shows a terminal window titled "TK3270 - Emule Connection Terminal". The terminal displays the following text:

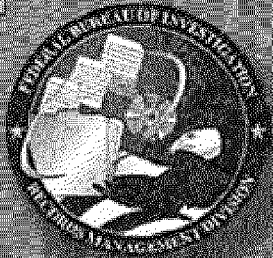
```
----- ATTENTION -----
*****
* REMEMBER! FBINET computers are accredited to the Secret level ONLY.
* Transmitting, processing, or storing Top Secret and SCI data on
* FBINET computers is PROHIBITED.
*****

*****
* WARNING! This computer system is the property of the UNITED STATES
* Department of Justice. The Department may monitor any activity on the
* system and search and retrieve any information stored within the
* system. By accessing and using this computer, you are consenting to
* such monitoring and information retrieval for law enforcement and
* other purposes. Users should have no expectation of privacy as to any
* communication on or information stored within the system, including
* information stored on the network and stored locally on the hard drive
* or other media in use with this unit (e.g., floppy drives, CD-ROMS,
* etc.).
*****

IP ADDRESS: 30.42.11.15      PORT: 01319  LU:      SENSE:

ENTER LOGON      fbinet
|

440 ..... A 23:053
```



Sign-on to FBINET

- Sign on using DK number and password

```
07:26:01 U: T: IPN00100 L: T3270PC I: FBINET M: DLM 02/13/06

////////// //
FFFFFFFF/ BBBBBBBB/ IIIIIIII/
F/ B/ B/ I/
F//// B//// B/ I/
FFFFFF/ BBBBBBBB/ I/
F/ B/ B/ I/ // // //
F/ B////B/ //I//// NM/ N/ EEEEEEEE/ TTTTTT/
F/ BBBBBBBB/ IIIIIIII/ N/N/ N/ E/ T/
N/N/ N/ E/// T/
N/ N/ N/ EEEEE/ T/
N/ N/ N/ E/ T/
N/ N/N/ E//////// T/
N/ NN/ EEEEEEEE/ T/

Please enter your Userid and Password, or press F3 to end.
Your password must be a combination of eight alphabetic, numeric,
and national (# or $) characters. To change your password enter
your new password and then repeat your new password after <=>.

Userid:  Password:  New Password:  <=>
Options:
HAU 23,041
```

b6
b7c



Automated Case Support

11:18:21U: [REDACTED] T: IPN00293L: T3270PC I: FBINET M: MAM 11/30/05
-- FBINET Activity Table --

Call Key	Menu Status	Application Description
F01	Act	ACS - Automated Case Support
F02	Act	Automated Manuals - Softbook
F03	Act	Bureau Personnel Mgt. System
F04	Act	Counselor Matters
F05	Act	Employee Self Query
F06	Act	FOIPA
F07	Act	HQ Disposition
F08	Act	HQ File Automated Control
F09	Act	Quantico Student Information
F10	Act	Tables

- Log on to FBINET
- Press F1 for ACS

Page Up : PA1

Page Down: PA2

Enter HELP (for aid) or LOGOFF Max Sess.: 01

NET-PASS COMMAND:

4AÜ

24.003

b6
b7c



Searching ACS for Responsive Records

```
11/30/06      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
3  UNI - Universal Index

Warning: Due to information security considerations
restricted users who query this system about certain
sensitive files may be advised that no information
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

4A0          07.016
```

- Type 3 for UNI
- Press ENTER



Search Index by Name

- Press 1
- Press ENTER

```
IN3270 - Entire Connection Terminal
-----
02/13/06          Universal Index 1.14          UNI000M0
07:31:23          Revised 7/18/2005

Type a case ID number, then press Enter.

1  1  Search Index by Name
   2  Search Index by Case ID
   3  Modify Index Case ID
   4  Modify Index Case ID
   5  Delete Index Case ID
   6  Index Report Menu
   7  Reference Info Maintenance Menu
   8  Search Index by Case ID
   9  Search Index by ID Number

Command: > .....
F1=Help, F3=Exit, F4=Prompt, F12=Cancel

4AU ..... 07,013
```




Search by Name Results

- Use Identifying and Eliminating factors

```
IN3270 - Entire Connection Terminal
-----
02/13/06          List Summary Response          UNI050MK
07:35:48
Type ... / to view full response. and press Enter.

  Name:
  M/R : Case ID: 1345-1P          Serial: 12
  Race: Sex: DOB/Event:          ID Info:
  Misc: Entry Date: 01/06/2006 Class Level: 300

  Name:
  M/R : Case ID: 1345-1P          Serial:
  Race: Sex: DOB/Event: 07/06/2005 ID Info:
  Misc: Entry Date: 01/06/2006 Class Level: 300

  Name:
  M/R : Case ID: 1345-1P          Serial:
  Race: Sex: DOB/Event:          ID Info:
  Misc: Entry Date: 01/06/2006 Class Level: 300

Comment >
F1=Help,F3=Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel

4AU .....06,002.....
-----
Desktop  Start  Index - Home  EDPS Control  Win-Meter  RIS Station  HP-Web-FDP  Core word  IN3270 - En...  2:36 AM
```




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)

```
IN3270 - Entire Connection Terminal
-----
02/13/06          List Summary Response          UNI050MK
07:35:48

Type 'x' / to view full response, then press Enter.

X Name:
M/R : Case ID: 1000 77          Serial: 0
Race: Sex: DOB/Event:          ID Info:
Misc:          Entry Date: 02/08/2006 Class Level: 00

Name:
M/R : Case ID: 0000 10          Serial:
Race: Sex: DOB/Event: 01/10/2006 ID Info:
Misc: 00000000000000000000 Entry Date: 06/17/2005 Class Level: 00

Name:
M/R : Case ID: 00 00          Serial:
Race: Sex: DOB/Event:          ID Info:
Misc: 00000000000000000000 Entry Date: 01/26/2005 Class Level: 00

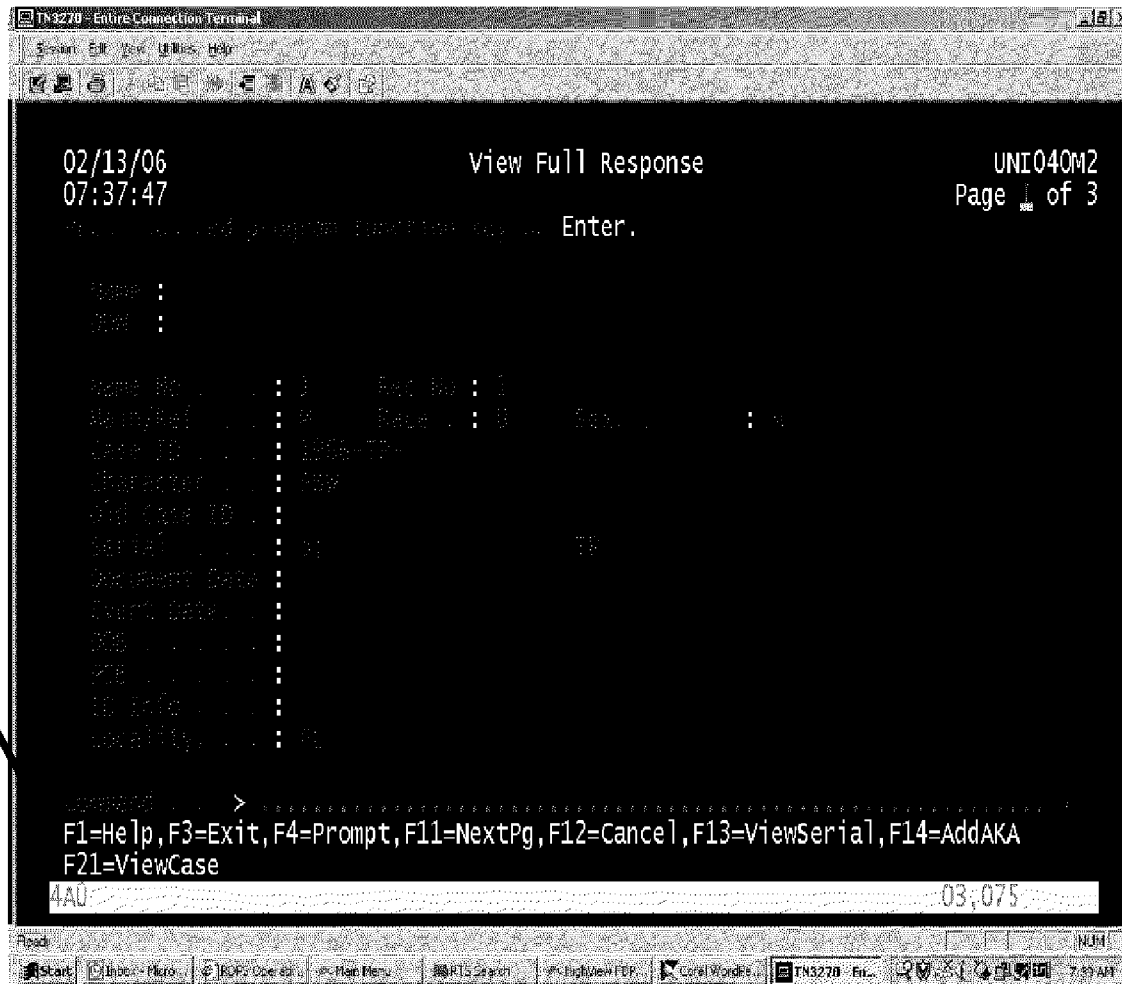
Command > .....
F1=Help, F3=Exit, F4=Prompt, F7=Bkwd, F8=Fwd, F12=Cancel

4AU ..... 06,002
-----
Read
Start | Inbox - Mail | CDS Open | Plan Menu | RT Search | HighNew PDF | Core Words | IN3270 - En... | 7:36 AM
```



View AKA

- If AKAs exist, F15 prompt is enabled to allow viewing





File Details

This screen shows details of Detroit file

```
Aliases exist
02/13/06
07:51:22
View Full Response
UNI040M2
Page 1 of 3
Press any key to program function key or Enter.

A Name :
BIN :
True :
New No : 1 Ser No : 1 True New No : True Ser No : 1
Main/Ref : A Page : 0 Ser :
Case ID : 2000-00- (10)
Character : F15C
Old Case ID :
Serial :
Document Date : 10/07/1993
Event Date :
DOB :
POB :
ID Info :
Locality : W

Command >
F1=Help,F3=Exit,F4=Prompt,F11=NextPg,F12=Cancel,F13=ViewSerial,F14=AddAKA
F15=ViewAKA,F21=ViewCase
4A0 03,075
```

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

```
IN3270 - Entire Connection Terminal
View Aliases and Variations
02/13/06 07:52:06 UNI050NO
Name Name/DDN
-----
End of Data
F1=Help, F3=Exit, F4=Prompt, F12=Cancel, F14=AddAKA
4A0 22,016
```



“IDENT” the File

- Select F13 (Shift, F1) to view serial information

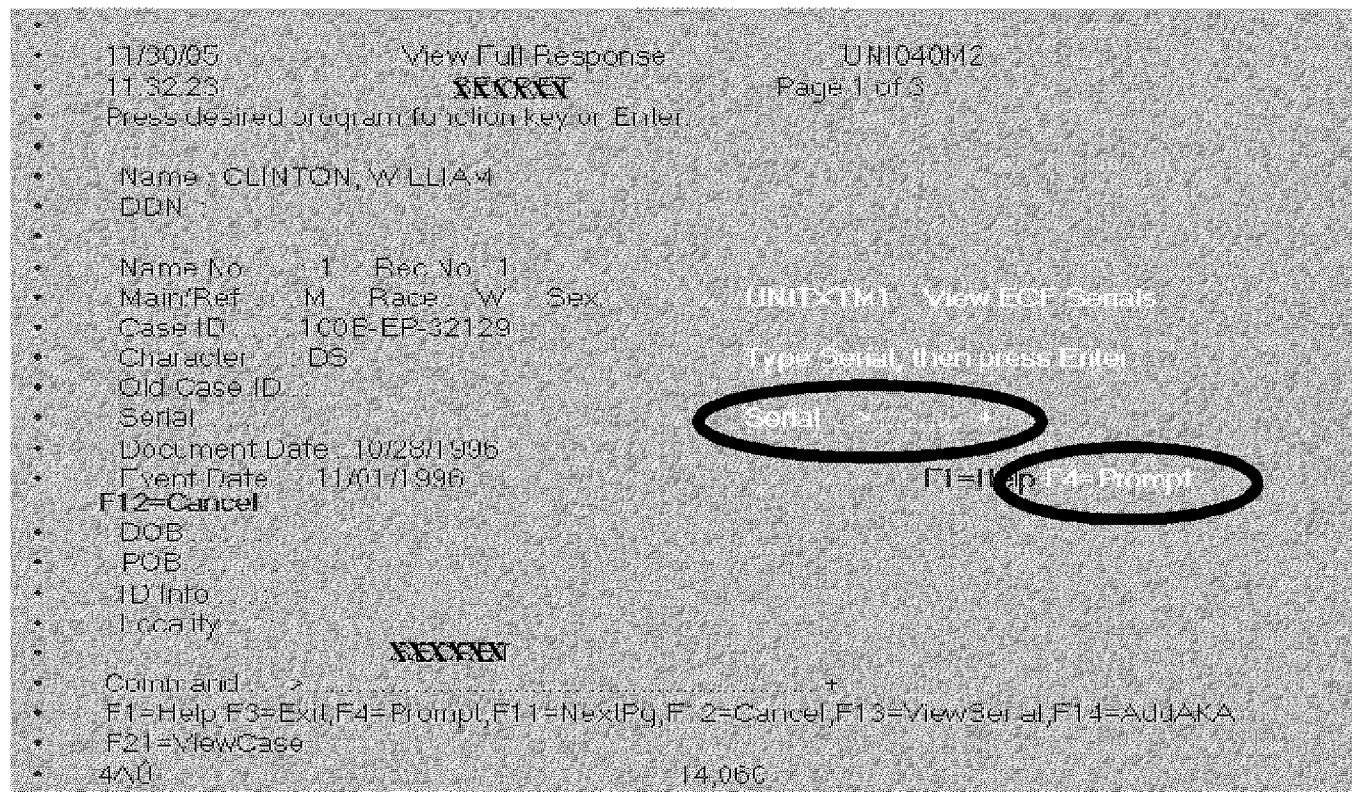
```
• 11/30/05 View Full Response UNIT040M9
• 11/31/12 SECRET Page 3 of 3
• Press desired program function key or Enter
•
• Name CLINTON, WILLIAM
• Case ID 100B-EP-32129
• Contributing Office EP
• Class Level S
• SCl
• FD-501
• Rule 6(e)
• Authority G-3
• Duration OADR
• Handling Caveats
• See SAC
• Creation Source ICM
• Added On 11/07/1996 12:37:58 By [redacted]
• Modified On 11/08/1996 11:25:31 By [redacted]
•
• SECRET
• Command > +
• F1=Help, F3=Exit, F4=Prompt, F6=Multiv, F10=PreviousPg, F12=Cancel, F13=ViewSerial
• F14=AddAKA, F21=ViewCase
• 4AD 03/075
```

b6
b7c



“IDENT” the File

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





“IDENT” the File

- To view, select serial and press ENTER

```
• 0 selected, 1 remain to go ect.                               UNI040M2
• ECEPM0M4          Select Serials          More +          Page 1 of 3
•
• Case ID: 1003-EP-32129
• -----
• Type an X or / next to the desired serials; then press
• Enter.
•
•          Type/ To/
•          Serial  Date  From          FCF Serials
• Go to >
• X 4 / EC  EL PASO  in press Enter
•      120400 EL PASO
• CLOSING OF CASE AFTER CONCLUSION OF EVENT
• 3  NEWSPAPE EL PASO
•      10/3/96 EL PASO          + F12=Cancel
• PRESIDENT'S SECURITY CASTS NET OVER EL PASO
• 2  LETTER  EL PASO
•      10/29/96 EL PASO
• AS OF THIS DATE HIS ITINERARY IS AS FOLLOWS
•
• F1=Help F5=Refresh F6=Fwc F12=Cancel
•          F14=Add <A>
• F21=View Case
• 4AU                                15,009
```



“IDENT” the File

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

```
• ECFVA1M0          View Document Attributes
•
• Orig. Ofc  EP                      Text  Y
• Doc Type  FC
• Doc Date  12/04/96
• To        EL PASO
• From      EL PASO
• Case ID   100B EP 32129             Serial  4
• Topic     CLOSING OF CASE AFTER CONCLUSION OF EVENT
• Author    [REDACTED]
• Approver  [REDACTED]
•
• F1=Help F12=Cancel F13=Text F14=Prt/Dnld
•
• 2      LETTER  EL PASO
•        10/29/96 EL PASO
•        AS OF THIS DATE HIS ITINERARY IS AS FOLLOWS
•
• F1=Help F5=Refresh F8=Fwd F12=Cancel
•                               F14=AddAKA
• F21=ViewCase
• 4A0                               02,001
```

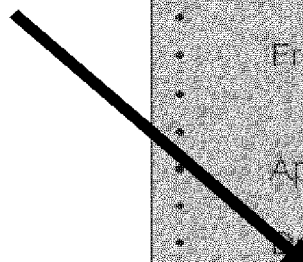
b6
b7c



“IDENT” the File

- Press F8 to scroll down and view document text

```
• ECFVA1M0          View Document Attributes
•
• ECFVT2M0          View Document Text          More +
•
• Case ID: 100B-EP-32129          Serial: 4
• -----
• Precedence: ROUTINE          Date: 12/04/1998
•
• To: El Paso
•
• From: SA [REDACTED]
• Squad #6
•
• Approved By [REDACTED]
•
• Staffed By [REDACTED] dsv
•
• F1=Help F8=Fwd F12=Cancel F13=Attrib F24=Print/Dnld
•
• 4A0          05,001
```



b6
b7c





“IDENT” the File

- Continue to press F8 until last of text is viewed

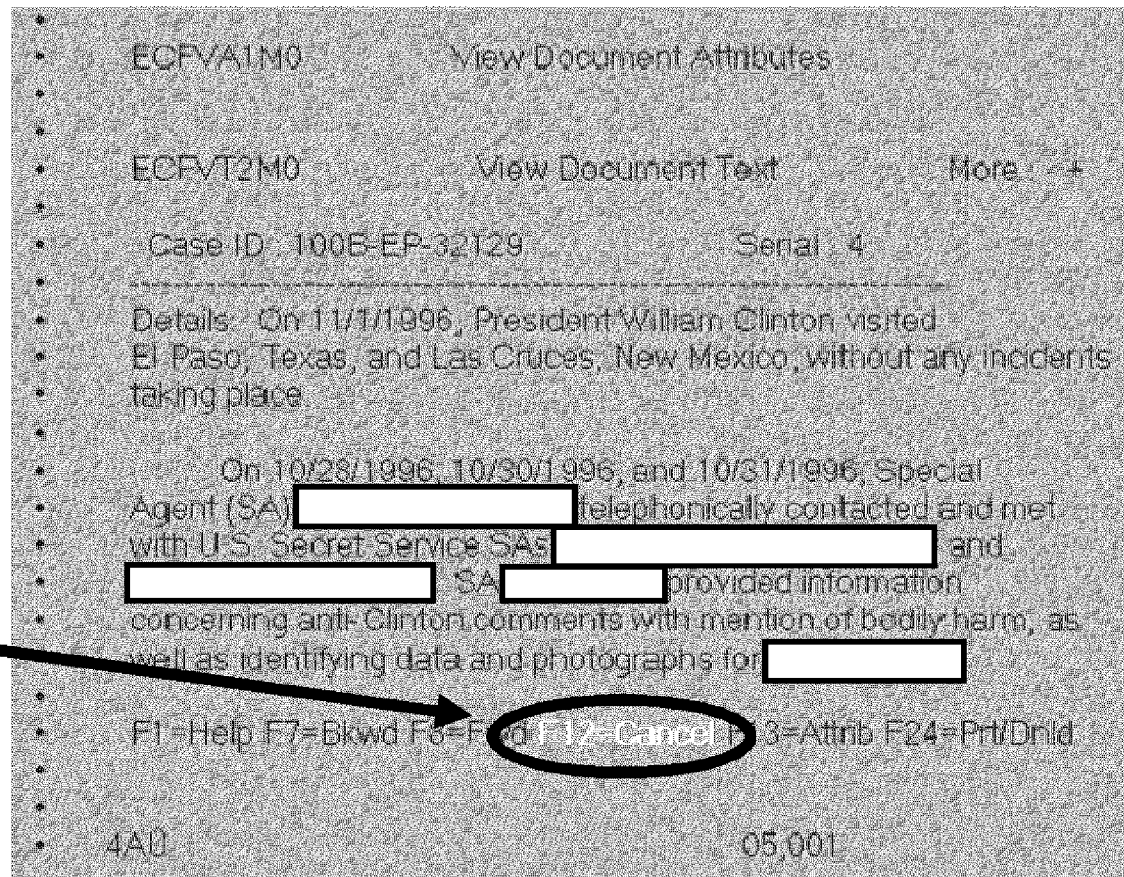
```
• ECFVA1M0          View Document Attributes
•
• ECFVT2M0          View Document Text          More --+
•
• Case ID 100B-EP-32129          Serial 4
• -----
• Case ID # -100B-EP-32129 (Closed)
•
• Title- VISIT BY PRESIDENT WILLIAM CLINTON
•         TO EL PASO, TEXAS AND LAS CRUCES,
•         NEW MEXICO, ON 11/01/1996,
•         SPECIAL EVENTS MANAGEMENT
•
• Synopsis- Closing of case after conclusion of event
•
• F1=Help F7=Back F8=Fwd F12=Cancel F13=Attrib F24=Prt/Dnld
•
• 4AD          05.001
```





“IDENT” the File

- After reviewing, press **F12** to exit document



b6
b7c



“IDENT” the File

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

```
11/30/05          View Full Response          UNID40M2
11/35:00          XXXXXX                          Page 1 of 3
Press desired program function key or Enter

Name CLINTON, WILLIAM
DDN

Name No. 1      Rec No. 1
Main/Ref. M    Race W    Sex M
Case ID 100B-EP-32129
Character DS
Old Case ID
Serial
Document Date 10/28/1996
Event Date 11/01/1996
DOB
POB
ID Info
Locality

XXXXXXXX

Command >
F1=Help,F3=Exit,F4=Prompt,F11=NewPg,F12=Cancel,F13=ViewSerial,F14=AddAKA
F21=View Case
4A0                                03.075
```



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                               UN1040MK
15:55:32                               CONFIDENTIAL
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

                               CONFIDENTIAL
Command . . . > ..... +
F1=Help, F3=Exit, F4=Prompt, F8=Fwd, F12=Cancel

4AU                                         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

```
ECFADOMD                               Case Information
Case ID . . . : HQ 105-181259           Status : C4
Squad . . . : HQ                      00 : HQ   Opened : 05/22/68
Item . . . :                               Closed : 05/22/68
Investigator : HEADQUARTERS SQUAD
Title . . . : PAN ALBANIAN FEDERATION OF AMERICA INCORPORATED
                VATRA
                CASE RECORD CREATED FOR UNI
Subfile . . . :
Changed to . . :
F1=Help F12=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

```
ECFADOMD                               Case Information
Case ID . . . : 
Squad . . . . : 4                      OO : MH
Item . . . . . :
Investigator : 
Title . . . . . :
Subfile . . . :
Changed to . . :
Status : P
Opened : 01/09/04
Closed : 
```

F1=Help F12=Cancel

b2
b6
b7A
b7C



List Summary Response

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

```
02/13/06          List Summary Response          UNI050MK
07:40:54
Press <F7> to view full response, <Enter> press Enter.

Name:
M/R : M Case ID: 100-100-100-100 Serial:
Race: Sex: DOB/Event: ID Info:
Misc: General Agent

Name:
M/R : Case ID: 100-100-100-100 Serial:
Race: Sex: DOB/Event: 04/10/2001 ID Info:
Misc: 100-100-100-100 Entry Date: 04/10/2001 Class Level:

Name:
M/R : Case ID: 100-100-100-100 Serial:
Race: Sex: DOB/Event: ID Info:
Misc: Entry Date: 04/10/2001 Class Level:

*****
F1=Help, F3=Exit, F4=Prompt, F7=Bkwd, F8=Fwd, F12=Cancel

4AU ..... 06,002
```




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          List Summary Response          UNI050MK
07:41:42
Type / or / to view Full Response.  Men Press Enter.

Name:
M/R : Case ID: 48 1004-          Serial: 130
Race: Sex:  DOB/Event:          ID Info:
Misc: 010 00000000000000000000  Entry Date: 03 03 2000  Class Level: 00

Name:
M/R : Case ID: 48          Serial: 130
Race: Sex:  DOB/Event:          ID Info:
Misc: 010 00000000000000000000  Entry Date: 03 03 2000  Class Level: 00

Name:
M/R : Case ID: 48 1004-          Serial: 130
Race: Sex:  DOB/Event:          ID Info:
Misc: 010 00000000000000000000  Entry Date: 03 03 2000  Class Level: 00

Creating > .....
F1=Help,F3=Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel

4A0 ..... 06,002
```



Search for Additional Alias

- Enter alias in name field

```
TN3270 - Entire Connection Terminal
Search Completed
02/13/06                               Search Index by Name      UNI050M1
07:53:51
Type Command Info, then press Enter.
C=Count L=List V=View P=Print
Action  >> L
Search type >> $P, 1=Blank, 2=Name, 3=Name > N name breakdown display > N
Name >>
Search Criteria
DOB >> > Blanks >> Y Range >> 02
Event Desc >> > Blanks >> Y Range >> 00
Race >> > unknowns >> Y Sex >> , unknowns >> Y
ID Type >> > Blanks >> Y ID Number >>
Locality >> > Blanks >> Y
DOB >> > (Scan)
Race >> > (Scan)
Main/Ref >> > Char/Sec >>
Class >> > character >>
Office >> >
Indexed from >> (MMDDYY) To >> (MMDDYY)

COUNT >>
F1=Help, F3=Exit, F4=Prompt, F5=Refresh, F12=Cancel

4A0 07,018
```



Results of Alias Search

```
IN3270 - Entire Connection Terminal
Session Edit View Profiles Help
[Icons]

02/13/06                               List Summary Response                               UNI050MK
07:54:42

Name:                                     Enter.

Name:                                     Case ID: 0000-0000                               Serial: 00000000
M/R :                                     Sex: M DOB/Event:                               ID Info:
Race:                                     Misc:                               Entry Date: 00/00/0000 Class Level:
Name:                                     Case ID: 0000-0000                               Serial:
M/R :                                     Sex: M DOB/Event:                               ID Info:
Race:                                     Misc:                               Entry Date: 00/00/0000 Class Level:
Name:                                     Case ID: 0000-0000                               Serial:
M/R :                                     Sex: M DOB/Event:                               ID Info:
Race:                                     Misc:                               Entry Date: 00/00/0000 Class Level:

*****
F1=Help, F3=Exit, F4=Prompt, F7=Blkwd, F8=Fwd, F12=Cancel

4AU ..... 06,002 .....

Ready
[Taskbar: Start, Index-Micro, PDPS Operat..., Main Menu, RTS Search, ...] 11:55 AM
```



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 reduce the volume of results

```
IN3270 - Entire Connection Terminal
Session Edit View Utilities Help
Press Enter to confirm NAME is correct: Invalid space or missing comma.
02/13/06 Search Index by Name UNI050M1
08:02:55
Type name or ID# that you want to search. Enter.
C=Count L=List V=View P=Print
Action >> L
Search type >> SP, > Switch to view of results > W > Show random results > N
Name >> SUPREME COURT OF THE UNITED STATES
Search Criteria
DOB >> > Blanks > Y Range > 02
Birth Date >> > Blanks > Y Range > 00
Race >> > Unknowns > Y Sex > > Unknowns > Y
ID Type >> > Blanks > Y to Number >
Locality >> > Blanks > Y
DOB >> (3000)
NIC >> (3000)
Hair/Color >> > Cran/Scr >
Class >> > Character >
Office >> >
Indexed From >> (000000) To > (000000)
Command >>
F1=Help, F3=Exit, F4=Prompt, F5=Refresh, F12=Cancel
4AU 08,010
```



Results of SP Search

Washington Field Office (WFO) file

```
TN3270 - Entire Connection Terminal
Session | Ctrl | View | Locks | Help
-----|-----|-----|-----|-----
02/13/06                               List Summary Response                               UNIO50MK
08:06:47                               SECRET
Type a command to view full Response, then press Enter.

Name: SUPREME COURT OF THE US
M/R : Case ID: 1034-WF-21003-05                               Serial: 103405
Race: Sex: DOB/Event:                               ID Info:
Misc: 103405 UNIO50MK 02/13/06                               Entry Date: 02/13/06 Class Level: 5

Name: SUPREME COURT OF THE US
M/R : Case ID: 1034-WF-21003-05                               Serial: 103405
Race: Sex: DOB/Event:                               ID Info:
Misc: 103405 UNIO50MK 02/13/06                               Entry Date: 02/13/06 Class Level: 5

Name: SUPREME COURT OF THE US
M/R : Case ID: 1034-WF-21003-05                               Serial: 103405
Race: Sex: DOB/Event:                               ID Info:
Misc: 103405 UNIO50MK 02/13/06                               Entry Date: 02/13/06 Class Level: 5

SECRET
Command >
F1=Help,F3=Exit,F4=Prompt,F7=Bkwd,F8=Fwd,F12=Cancel

4AU.....06,002.....
Ready
Start | Inbox - Mic | RDP Client | Win Man Menu | SP Search | HighWire P | Core War | TN3270 | INOY | 8:07 AM
```



Search Index by Case ID

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

```
02/13/06          Universal Index 1.14          UNI000M0
08:08:06          Revised 7/18/2005

Type a case ID number, then press Enter.

2.  1  Search Index by Name
    2  Search Index by Case ID
    3  Refresh Index
    4  Verify Index Case ID
    5  Delete Index Case ID
    6  Index Report Menu
    7  Reference Info Maintenance Menu
    8  Home
    9  Search Index by ID Number

Command: >
F1=Help,F3=Exit,F4=Prompt,F12=Cancel

4AU.....07,013.....
```



Determine if File Exists

- Type file number
- Press ENTER

```
02/13/06          Search Index by Case ID          UNI040M1
08:08:24
Type Search Info, then press Enter.
C=Count L=List V=View P=Print
Action: >> L

Case ID          >> 302x-wfs          ..... (57th Local office) >
Search criteria:
Name/Ext         >
Date             > .....
Offense         > hq .....
Serial          > .....
Indexed from    > ..... (1990/01) to ..... (2000/01)

Command         > .....
F1=Help, F3=Exit, F4=Prompt, F5=Refresh, F12=Cancel

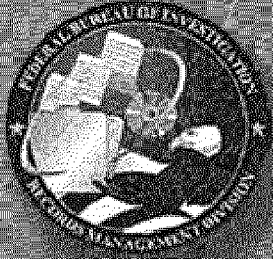
IAU ..... 13,024
```



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

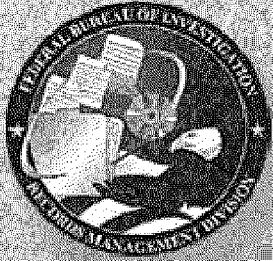


ACS Review

- 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



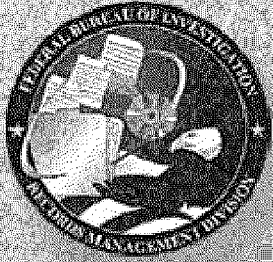
“IDENT” the File

Determining if IDENT in ACS

If unable to identify 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/I [HQ]
 - HQ not direct ident/potential - List as S'S n/I [HQ]
 - FO direct ident - List as S'S n/I [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



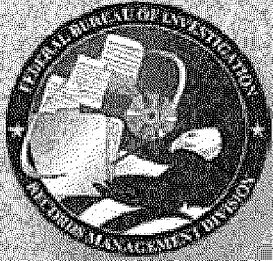
ACS Searching Rules

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



Searching at the Alexandria Records Center (ARC)



Conduct manual search at ARC for

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



Searching at the Alexandria Records Center (ARC)

- 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



Searching at the Alexandria Records Center (ARC)

When searching the cards at the ARC:

- Black ink indicates main files
- Red ink indicates reference files
- Black & Red ink both appear - the appearance or lack of a serial will determine if the file is consider a reference 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.



Searching at the Alexandria Records Center (ARC)

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

<input type="text"/>	2/82	62-2168
W/M		
DOB	<input type="text"/>	
Weight	135 lbs	
Hair	Brown	
Eyes	Brown	

b6
b7c



Searching at the Alexandria Records Center (ARC)

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

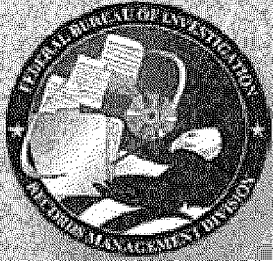
BMS LAUNDRY MACHINERY COMPANY 4/68 157-1893-97p43
10516 Morrison Ave.,
Cleveland, Ohio



Searching at the Alexandria Records Center (ARC)

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



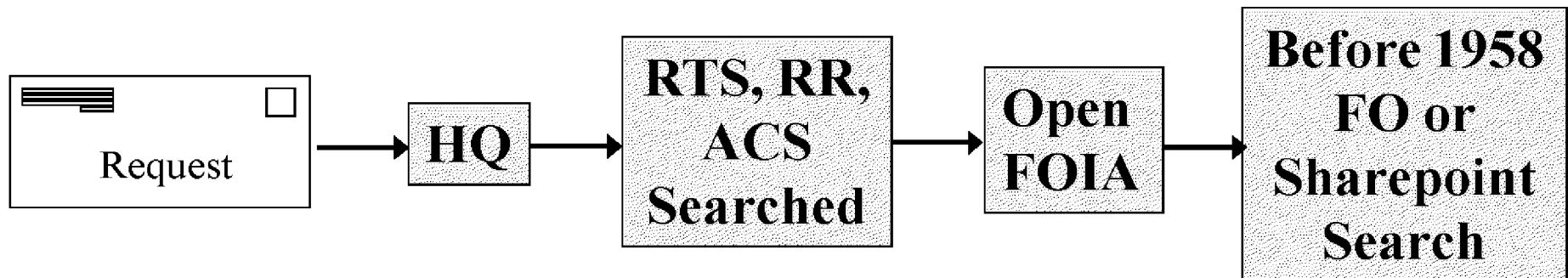
Searching FBI Files

- 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 where 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>



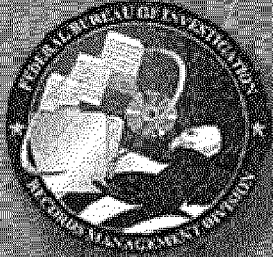
Searching the Sharepoint Indices Cards

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


[Redacted]	(5/81)	88-7872*
[Redacted]	FBI# [Redacted]	W/M
True name-[Redacted]		
	DOB: [Redacted]	
	POB; [Redacted]	
	Ht; 5'9"	
	Wt: 165	
	Hair: Brown-Gray	
	SSAN: [Redacted]	
	Tattoos: [Redacted] on web right hand [Redacted] on Chest	


b6
b7C





Searching the Sharepoint Indices Cards

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

[REDACTED]	2/76	42-25, <u>512</u> 
WM, [REDACTED]		
[REDACTED]		
SSAN [REDACTED]		

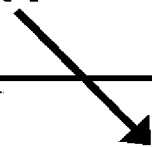
b6
b7c



Searching the Sharepoint Indices Cards

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

[Redacted]	11-69	165-153*
	5/74	173-1781*
TN: [Redacted]		
white male		
Born [Redacted]		
Father: [Redacted]	(deceased)	
Mother: [Redacted]		
common-law sister: [Redacted]		



b6
b7c





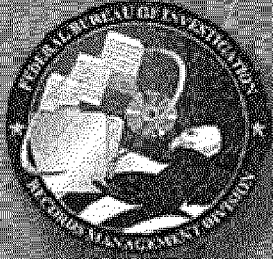
Review

"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



Topic Review

1. 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 main files
 - Red ink indicates reference files
 - Black & Red ink both, the appearance or lack of a serial will determine if the file is consider a reference file or main file

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:



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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 parking pass 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.

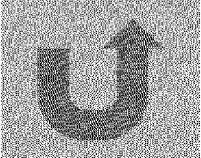
Before leaving the ARC, ensure you have:

- 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

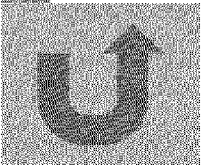
- Stop and get gas once you return to Stephens City.
- When returning to the ICRC, pull the vehicle to the DocLab loading dock.
- Contact a Uniformed Security Guard or an individual from BOSU to open the loading dock door.
- Unload bins and take to designated area. Deliver files to proper LAS work area.
- 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.

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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

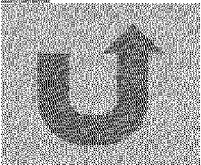
There are multiple ways to access the reading room list:

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"
- Click "Record Information Dissemination Section" – on the left
- Click "FOIPA Reading Room" – on the right
- Click "Reading Room List"
- You may want to bookmark 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

-
- ❑ 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.
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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

Automated Continued

Inactive 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's
 - 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 FO and HQ requests) Call file from original office of origin, in this case it would be SE.
The 14 year rule doesn't apply to 7, 26, 79, 87, and 95 files

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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- [REDACTED] (list and consult supervisor)
- Control Files- List with a serial and Blackball (-0, -2, -5) both main and reference
- [REDACTED]
- 252 IR files are HQ files and should be called for HQ requests
- 252 files should be listed regardless of main or reference (*252-IR-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 95-SL-12345(HQ) are responsive to both FO and HQ requests, and should be called if you can't eliminate it
- AX was the Alexandria FO = WFO (Washington Field Office)
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
- Common Name: 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.
- Do not take AKAs from a reference file
- True Name can be used for elimination, not identification

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Searching Tips cont.

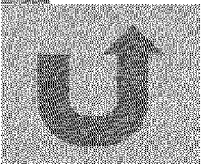
File Classification Guide

- 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

- FO Request
 - 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 <http://home/rmdreference/ManualIndexCards/default.aspx> for the following Field Offices:

1. Cincinnati
2. Dallas
3. Knoxville
4. San Francisco
5. Tampa
6. Houston
7. Minneapolis
8. Washington (WFO)

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 10:38 AM
To: [redacted] (RMD) (FBI)
Cc: [redacted] (RMD)(FBI); [redacted] (RMD) (FBI); [redacted] (OGC) (FBI)
Subject: RONALD REAGAN SEARCH E-MAIL

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Attachments: LAFO SEARCH E-MAIL; WFO SEARCH E-MAIL; SDFO SEARCH E-MAIL; SCFO SEARCH E-MAIL; SFFO SEARCH E-MAIL; HQ RONLD REAGAN REQUEST.pdf

UNCLASSIFIED
NON-RECORD

[redacted]

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**** You will need to include in your e-mail to the Field Office under the AKA portion any AKAs that you have located during your search. ****

Please see the attached e-mail for the LAFO search which details the search and includes the appropriate paperwork:



LAFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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.

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Please see the attached e-mail for the WFO search which details the search and includes the appropriate paperwork:



WFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to [redacted] me, your Unit Chief and my UC ([redacted]). 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.

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b7C

Please see the attached e-mail for the SDFO search which details the search and includes the appropriate paperwork:



SDFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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.

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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 [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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.

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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 [redacted] with a CC to [redacted] me, your Unit Chief and my UC ([redacted]). 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.

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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, 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,

[Redacted] LAS
Litigation Support Unit
Winchester, VA

[Redacted] (Office)
[Redacted] (Fax)

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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

[redacted] (RMD) (FBI)

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Subject: LAFO SEARCH E-MAIL

Attachments: LAFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[redacted]

Hello! My name is [redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] [redacted] 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:

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LAFO - RONALD REAGAN.pdf (49 K..

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 OFFICE 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 - [redacted]
- Ext - [redacted]
- Subject - Ronald Wilson Reagan
- Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided 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

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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

--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 [redacted]

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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 [redacted] LAS at the following address

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[redacted] 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/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 at [redacted] or [redacted] at [redacted]

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Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)

[redacted] (Fax)

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b7C

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

LA

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.

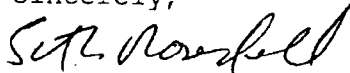
I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

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.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
------------	----------------	------	---

Telephone #'s _____

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Confidential Indices: <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input checked="" type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____ Birth Date _____ Place of Birth _____ Race _____ Sex
 Male
 Female
 Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

b6
b7C

Subject: WFO SEARCH E-MAIL

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

[Redacted]

b6
b7C

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] [Redacted] 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:



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 OFFICE SEARCH SLIP..

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 - [Redacted]

--Ext - [Redacted]

--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

b2
b6
b7C

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 [redacted]

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 [redacted] LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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 ~~the following 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.

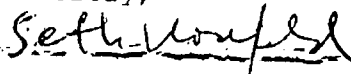
I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

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

Enc.



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

- Male
 Female

Telephone #'s _____

- Exact Spelling
 All References
 Main Security Case Files Only
 Security Reference Only
 Manual Indices Neg. Pos.
 Main Criminal Case File Only
 Criminal References Only
 Main Security (If no Main, list all Security References)
 Main Criminal (If no Main, list all Criminal References)
 Telephone Appl. Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.
 Searched by _____ Date _____

CLEA Neg. Pos.
 Searched by _____ Date _____

UNI (Global) Neg. Pos.
 Searched by _____ Date _____

IIIA Neg. Pos.
 Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.
 Searched by _____ Date _____

CISP Neg. Pos.
 Searched by _____ Date _____

Elsur Indices Neg. Pos.
 Searched by _____ Date _____

Other Neg. Pos.
 Searched by _____ Date _____

Other Neg. Pos.
 Searched by _____ Date _____

Other Neg. Pos.
 Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
 ? - Not identifiable

FF - Foreign File

[Redacted] (RMD) (FBI)

b6
b7C

Subject: SDFO SEARCH E-MAIL

Attachments: SDFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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:

b6
b7C



SDFO - RONALD REAGAN.pdf (49 K..)

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 OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (41 KB).

--Date - Search Completed

--Requested By - [Redacted]

--Ext - [Redacted]

--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

b2
b6
b7C

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 [redacted]

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 [redacted], LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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."

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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 09 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 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.

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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.

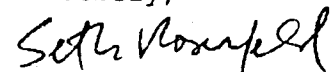
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Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

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

Thank you very much.

Sincerely,


Seth Rosenfeld



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

b6
b7C

Subject: SCFO SEARCH E-MAIL

Attachments: SCFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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:

b6
b7C

PDF

SCFO - RONALD REAGAN.pdf (50 K...

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.

PDF

UPDATED FIELD OFFICE SEARCH SLIP..

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:

PDF

SEARCH SLIP EXAMPLE.pdf (41 KB).

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- 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

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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

--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 [redacted]

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 [redacted] LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at x [redacted]

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Thanks.

[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
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b7C

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

SL

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:

"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.

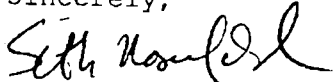
I hereby agree to pay reasonable costs for the production ~~of these records, and I reserve my right to pursue a fee waiver at a later date.~~

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.

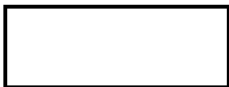
Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

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b7C

Subject: SFFO SEARCH E-MAIL

Attachments: SFFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[redacted]

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Hello! My name is [redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] 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:

[redacted]

SFFO - RONALD REAGAN.pdf (41 K...

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.

[redacted]

UPDATED FIELD OFFICE SEARCH SLIP

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:

[redacted]

SEARCH SLIP EXAMPLE.pdf (41 KB.

- Date - Search Completed
- Requested By - [redacted]
- Ext - [redacted]
- Subject - Ronald Wilson Reagan
- Aliases - Any other AKAs located 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

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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

**** I understand, per [redacted], 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. ****

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**** For those files that you indicated in a previous e-mail to [redacted] (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. ****

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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 index cards back to my attention at Fax Number [redacted]

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 [redacted] LAS at the following address

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b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

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b7C

Thanks,
[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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 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.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____	Birth Date _____	Place of Birth _____	Race _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------------	------------------	----------------------	------------	---

Telephone #'s _____

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not identifiable



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Sex
 Male
 Female

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 10:39 AM
To: [redacted] (RMD)(FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (RMD)(FBI); [redacted] (OGC) (FBI)
Subject: NEIL REAGAN SEARCH E-MAIL

b6
b7C

Attachments: LAFO SEARCH E-MAIL; WFO SEARCH E-MAIL; HQ - NEIL REAGAN.pdf

UNCLASSIFIED
NON-RECORD

UNCLASSIFIED
NON-RECORD

[redacted]

b6
b7C

**** Please include to the Field Office e-mail under the AKA portion any AKAs that you have found during your search****

Please see the attached e-mail for the LAFO search which details the search and includes the appropriate paperwork:



LAFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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 WFO search which details the search and includes the appropriate paperwork:



WFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to [redacted] me, your Unit Chief and my UC ([redacted]). 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

Regarding the completion of the HQ search and the HQ search slip please see the attached Request Letter and complete the following:



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 your search**

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 your search**

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.

Thanks,

LAS
Litigation Support Unit
Winchester, VA

(Office)
(Fax)

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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

112

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.

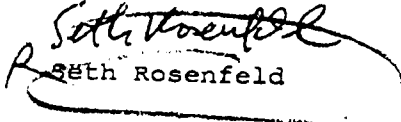
However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

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

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](#) ▶

[redacted] (RMD) (FBI)

b6
b7C

Subject: LAFO SEARCH E-MAIL

Attachments: LAFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[redacted]

Hello! My name is [redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] of the Litigation Support Unit with the search of records for Neil 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:

b6
b7C

[redacted]

LAFO - NEIL
EAGAN.pdf (59 KB).

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.

[redacted]

UPDATED FIELD
OFFICE SEARCH SLIP..

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

[redacted]

SEARCH SLIP
EXAMPLE.pdf (41 KB).

- Date - Search Completed
- Requested By - [redacted]
- Ext - [redacted]
- Subject - John Neil Reagan
- Aliases - 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
- Birth Date - 1908
- 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:
 Manual Indices, Results, Searched By and Date Searched
 Confidential Indices, Results, Searched By and Date Searched

b2
b6
b7C

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 [redacted]

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 [redacted], LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted].

b2
b6
b7C

Thanks,

[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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

March 23, 2005

By Certified Mail

FBI Los Angeles
Suite 1700, FOB
11000 Wilshire 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.

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.

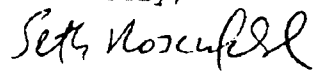
However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

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,

A handwritten signature in cursive script that reads "Seth Rosenfeld". The signature is written in dark ink and is positioned above the typed name.

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:

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"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."

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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](#) ▶



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

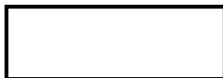
Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not Identifiable



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
<u>FIELD OFFICE NAME</u> |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

b6
b7C

Subject: WFO SEARCH E-MAIL

Attachments: WFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

b6
b7C

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for Neil 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:

PDF



WFO - NEIL REAGAN.pdf (45 KB)

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.

PDF



UPDATED FIELD OFFICE SEARCH SLIP

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

PDF



SEARCH SLIP EXAMPLE.pdf (41 KB)

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - John Neil Reagan
- Aliases - 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
- Birth Date - 1908
- 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:
 - Manual Indices, Results, Searched By and Date Searched
 - Confidential Indices, Results, Searched By and Date Searched

b2
b6
b7C

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 [redacted]

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 [redacted] 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 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 [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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

940 401

9/14/05 -DAB

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.

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.

ack wife
Reagan

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.

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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,

A handwritten signature in cursive script, appearing to read "Seth Rosenfeld".

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

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DATELINE: LOS ANGELES

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They have no children.

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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](#) ▶



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.
- Restrict Locality of _____

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____

Date _____

Reviewed by _____

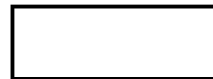
Date _____

I - Identical

NI - Not identical

File Review Symbols
 ? - Not identifiable

11. _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____

Date _____

Reviewed by _____

Date _____

I - Identical

NI - Not identical

File Review Symbols
 ? - Not Identifiable

11 Identifiable

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 10:40 AM
To: [redacted] (RMD)(FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (OGC) (FBI); [redacted] (RMD)(FBI)
Subject: ALEXANDER SHERRIFFS SEARCH E-MAIL

b6
b7C

Attachments: Untitled Attachment; HQ - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

UNCLASSIFIED
NON-RECORD

[redacted]

b6
b7C

Please include in your Field Office e-mails under the AKA portion any additional AKAs that you have found during your search.

Please see the attached e-mail which details the search and includes the appropriate paperwork:



Untitled Attachment

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to [redacted] [redacted] me, your Unit Chief and my UC ([redacted]). 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

Regarding the completion of the HQ search and the HQ search slip please see the attached Request Letter and complete the following:



HQ - ALEX SHERRIFFS.pdf (56 KE)

You are conducting a UNI search of the following names:
Alexander C. Sherriffs
Alexander Sherriffs
Alex C. Sherriffs
Alex Sherriffs
A.C. Sherriffs
A. Sherriffs
Any other AKAs you may locate during your search.

Also, please do a text search of ECF for Alexander C. Sherriffs 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 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
OFFICE 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

b2
b6
b7C

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,

LAS
Litigation Support Unit
Winchester, VA

(Office)
(Fax)

b2
b6
b7C

UNCLASSIFIED

UNCLASSIFIED

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

SF + HQ
NRRTS
open
for
manual
search

July 8, 2004

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

Dear FOIA Officer,

S 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.

mic

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



SOCIAL SECURITY

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

Attachments:

SFFO - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] [Redacted] of the Litigation Support Unit with the search of records for Alexander C. Sherriffs. 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:



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 OFFICE SEARCH SLIP..

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 Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- 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:
 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

**** I understand, per [redacted] 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 [redacted] (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. ****

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 index cards back to my attention at Fax Number [redacted]

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 [redacted] LAS at the following address
[redacted] LAS
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/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 at [redacted] or [redacted] at [redacted].

b2
b6
b7C

Thanks,
[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

NIRRES

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.

91

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.

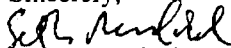
However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200.00 for the requested information. I reserve my right to pursue a fee waiver at a later date.

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



SOCIAL SECURITY

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

FEB-19-2009 08:09

CDC FBILA



P.02

FD-160 (Rev. 7-22-02)

To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address	Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	----------------	------	---

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

FEB-19-2009 08:09

CDC FBILA



P.02

FD-166 (Rev. 7-22-03)

To: Administrative Officer

<u>Date</u>		
Requested by:		
<u>Ext.</u>	<u>Squad</u>	<u>File No.</u>
<u>Social Security Account #</u>		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | <u>FIELD OFFICE NAME</u> |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by Date

Searched by Date

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by Date

Searched by Date

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by Date

Searched by Date

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by Date

Searched by Date

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by Date

Searched by Date

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by Date

Searched by Date

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by Date

Reviewed by Date

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI) b6
Sent: Tuesday, February 24, 2009 11:01 AM b7C
To: [redacted] (RMD) (FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (OGC) (FBI); [redacted] (RMD)(FBI)
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

[redacted]

b6
b7C

**** You will need to include in your e-mail to the Field Office under the AKA portion any AKAs that you have located during your search. ****

Please see the attached e-mail for the LAFO search which details the search and includes the appropriate paperwork:



LAFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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 WFO search which details the search and includes the appropriate paperwork:



WFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to [redacted], me, your Unit Chief and my UC ([redacted]). 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 SDFO search which details the search and includes the appropriate paperwork:



SDFO SEARCH
E-MAIL

Please copy the attached e-mail into a new e-mail and send to [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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 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 [redacted] with a CC to me, your Unit Chief and my UC ([redacted]). 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 [redacted] with a CC to [redacted] me, your Unit Chief and my UC ([redacted]). 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

You are conducting a UNI search of the following names:
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, 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

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,

[Redacted] LAS

Litigation Support Unit

Winchester, VA

[Redacted] (Office)
[Redacted] (Fax)

b2
b6
b7C

UNCLASSIFIED

[REDACTED] (RMD) (FBI)

b6
b7C

Subject: LAFO SEARCH E-MAIL

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[REDACTED]

b6
b7C

Hello! My name is [REDACTED]. I am an LAS in the Work Processing Unit assigned to assist LAS [REDACTED] 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.

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 OFFICE SEARCH SLIP..

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:



SEARCH SLIP EXAMPLE.pdf (41 KB).

- Date - Search Completed
- Requested By - [REDACTED]
- Ext - [REDACTED]
- Subject - Screen Actors Guild
- Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to you
- Address - 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.

b2
b6
b7C

Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number [REDACTED]

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 [redacted] LAS at the following address

b6
b7C

[redacted], 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/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 at [redacted] or

b2
b6
b7C

[redacted] at [redacted]

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____	Birth Date _____	Place of Birth _____	Race _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------------	------------------	----------------------	------------	---

Telephone #'s _____

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of _____
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

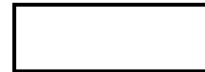
Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted]

(RMD) (FBI)

b6
b7C

Subject: WFO SEARCH E-MAIL

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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.

b6
b7C

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 OFFICE SEARCH SLIP..

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:



SEARCH SLIP EXAMPLE.pdf (41 KB).

--Date - Search Completed

--Requested By - [Redacted]

--Ext [Redacted]

--Subject - Screen Actors Guild

--Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you

--Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are looking for all responsive records from 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 [Redacted]

b2
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b7C

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 [redacted] LAS at the following address

[redacted] LAS

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/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 at [redacted] or

[redacted] at [redacted]

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b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] *(Work)*
[redacted] *(Fax)*

b2
b6
b7C



To: Administrative Officer

Date	
Requested by:	
Ext.	Squad File No.
Subject	
Social Security Account #	
Aliases	
Address	Birth Date
Place of Birth	Race
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Telephone #'s	

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices	<input type="checkbox"/> Neg.	<input type="checkbox"/> Pos.
<input type="checkbox"/> Telephone Appl.	<input type="checkbox"/> Neg.	<input type="checkbox"/> Pos.

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

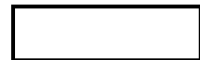
Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date	
Requested by:	
Ext.	Squad File No.
Subject Social Security Account #	
Aliases	
Address	Birth Date Place of Birth Race Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Telephone #'s	

SCOPE OF SEARCH

<input checked="" type="checkbox"/> Exact Spelling	<input checked="" type="checkbox"/> Main Criminal Case File Only	<input checked="" type="checkbox"/> Restrict Locality of FIELD OFFICE NAME
<input checked="" type="checkbox"/> All References	<input checked="" type="checkbox"/> Criminal References Only	
<input checked="" type="checkbox"/> Main Security Case Files Only	<input checked="" type="checkbox"/> Main Security (If no Main, list all Security References)	
<input checked="" type="checkbox"/> Security Reference Only	<input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

b6
b7C

Subject: SDFO SEARCH E-MAIL

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[redacted]

Hello! My name is [redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] 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.

b6
b7C

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 OFFICE SEARCH SLIP..

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:



SEARCH SLIP EXAMPLE.pdf (41 KB).

- Date - Search Completed
- Requested By - [redacted]
- Ext - [redacted]
- Subject - Screen Actors Guild
- Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you
- Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are looking for all responsive records from 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.

b2
b6
b7C

Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number [redacted]

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 [redacted], LAS at the following address

[redacted] LAS

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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] Work)
(Fax)

b2
b6
b7C



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____
 Birth Date _____ Place of Birth _____ Race _____ Sex Male Female
 Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

b6
b7C

Subject: SCFO SEARCH E-MAIL

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

b6
b7C

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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.

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 OFFICE SEARCH SLIP..

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:



SEARCH SLIP EXAMPLE.pdf (41 KB).

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - Screen Actors Guild
- Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you
- Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we need all responsive records for 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.

b2
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b7C

Once search has been completed please fax the completed search slip along with all responsive index cards back to my attention at Fax Number [Redacted].

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 [redacted], LAS at the following address

b6
b7C

[redacted], 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,
[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex
 Male
 Female

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
 ? - Not identifiable



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

b6
b7C

Subject: SFFO SEARCH E-MAIL

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

[Redacted]

b6
b7C

Hello! My name is [Redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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.

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 OFFICE SEARCH SLIP..

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:



SEARCH SLIP EXAMPLE.pdf (41 KB).

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]

b2
b6
b7C

--Subject - Screen Actors Guild
--Aliases - Any other AKAs located as well as any AKAs that I provide to you
--Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are looking for all responsive records from 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

**** I understand, per [Redacted], 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 [redacted] (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. ***

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 index cards back to my attention at Fax Number [redacted]

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 [redacted] LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,
[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____ Birth Date _____ Place of Birth _____ Race _____ Sex
 Male
 Female
 Telephone #'s _____

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Pos.
- Telephone Appl.
- Neg.
- Pos.
- Restrict Locality of _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____
 Birth Date _____ Place of Birth _____ Race _____ Sex Male Female
 Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)

Restrict Locality of
FIELD OFFICE NAME

<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____
<input checked="" type="checkbox"/> Confidential Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____
<input checked="" type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____
<input checked="" type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____
<input checked="" type="checkbox"/> Other CLOSED FILES <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:18 AM
To: [Redacted] (LA) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted]
Subject: LA FO Litigation Search
Importance: High
Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

b6
b7C

UNCLASSIFIED
NON-RECORD

Good afternoon, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] 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.

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.



UPDATED FIELD OFFICE SEARCH SLIP

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 Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB)

--Date - Search Completed
--Requested By [Redacted]
--Ext [Redacted]
--Subject - 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 you
--Address - 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

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 [redacted]

b2

5. 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

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6
b7C

[redacted] LAS

FBI - ICRC

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 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 [redacted] or [redacted] [redacted] at [redacted]

b2
b6
b7C

Thank you.

b6
b7C

[redacted]
RMD/RIDS/WPU-1/M-12

Legal Administrative Specialist

ICRC Site II/Winchester VA

Desk: [redacted]

Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED



To: Administrative Officer

Subject

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Aliases

Address	Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	----------------	------	---

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



FD-160 (Rev. 7-22-03)

To: Administrative Officer

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Restrict Locality of FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not Identifiable

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:25 AM
To: [Redacted] (WF) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted]
Subject: WFO Litigation Search
Importance: High
Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

b6
b7C

UNCLASSIFIED
NON-RECORD

Good afternoon, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] 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.

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.



UPDATED FIELD OFFICE SEARCH SLIP

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 Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB)

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]
--Subject - 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 you
--Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only looking for responsive records from 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

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 [redacted]

b2

5. 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

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6
b7C

[redacted] LAS

FBI - ICRC

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 **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 [redacted] or [redacted] [redacted] at [redacted]

b2
b6
b7C

Thank you.

[redacted]

b6
b7C

[redacted]

RMD/RIDS/WPU-1/M-12

Legal Administrative Specialist

ICRC Site II/Winchester VA

Desk: [redacted]

Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED



To: Administrative Officer

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)

Restrict Locality of

- Telephone Appl.
- Neg.
- Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____ Birth Date _____ Place of Birth _____ Race _____ Sex Male Female

Telephone #'s **SCOPE OF SEARCH**

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Restrict Locality of **FIELD OFFICE NAME**

Telephone Appl. Neg. Pos.
 Searched by _____ Date _____

Confidential Indices: Neg. Pos.
 Searched by _____ Date _____

UNI (Global) Neg. Pos.
 Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.
 Searched by _____ Date _____

Elsur Indices Neg. Pos.
 Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.
 Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:28 AM
To: [Redacted] (SD) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted]
Subject: SD FO Litigation Search

b6
b7C

Importance: High

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good afternoon, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] 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.

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.



UPDATED FIELD OFFICE SEARCH SLIP

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 Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB)

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]
--Subject - 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 you
--Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only looking for responsive records from 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

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 [redacted]

b2

5. 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

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6
b7C

[redacted] LAS

FBI - ICRC

Litigation Support Unit (Q-03)

170 Mareel 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 **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 [redacted] or [redacted] [redacted] at [redacted]

b2
b6
b7C

Thank you.

[redacted]

b6
b7C

[redacted]

RMD/RIDS/WPU-1/M-12

Legal Administrative Specialist

ICRC Site II/Winchester VA

Desk: [redacted]

Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not Identifiable

U - Unavailable



To: Administrative Officer

Date	
Requested by:	
Ext.	Squad
File No.	
Subject	Social Security Account #
Aliases	
Address	Birth Date
Place of Birth	Race
Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Telephone #'s	

SCOPE OF SEARCH

<input checked="" type="checkbox"/> Exact Spelling	<input checked="" type="checkbox"/> Main Criminal Case File Only	<input checked="" type="checkbox"/> Restrict Locality of <i>FIELD OFFICE NAME</i>
<input checked="" type="checkbox"/> All References	<input checked="" type="checkbox"/> Criminal References Only	
<input checked="" type="checkbox"/> Main Security Case Files Only	<input checked="" type="checkbox"/> Main Security (If no Main, list all Security References)	
<input checked="" type="checkbox"/> Security Reference Only	<input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Confidential Indices: <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Other CLOSED FILES <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:29 AM
To: [Redacted] (SC) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted]
Subject: SC FO Litigation Search

b6
b7C

Importance: High

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good afternoon, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] 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.

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.



UPDATED FIELD OFFICE SEARCH SLIP..

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 Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB).

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - Screen Actors Guild
- Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to you
- Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only looking for responsive records from 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

b2
b6
b7C

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

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 [redacted]

b2

5. 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

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6

b7C

[redacted] LAS

FBI - ICRC

Litigation Support Unit (Q-03)

170 Mareel 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 **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 [redacted] or [redacted] [redacted] at [redacted]

b2

b6

b7C

Thank you.

[redacted]

b6

b7C

[redacted]

RMD/RIDS/WPU-1/M-12

Legal Administrative Specialist

ICRC Site II/Winchester VA

Desk: [redacted]

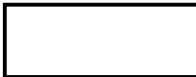
Fax: [redacted]

b2

b6

b7C

UNCLASSIFIED



FD-160 (Rev. 7-22-02)

To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address	Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	----------------	------	---

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

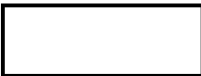
Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



FD-166 (Rev. 7-22-02)

To: Administrative Officer

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Neg.
- Pos.
- Restrict Locality of FIELD OFFICE NAME

Telephone Appl. Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:40 AM
To: [redacted] (SF) (FBI)
Cc: [redacted] (RMD)(FBI); [redacted] (RMD) (FBI); [redacted]
[redacted] (RMD) (FBI); [redacted] (SF) (FBI)
Subject: SF FO Litigation Search

b6
b7C

Importance: High

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good morning, [redacted]

b6
b7C

I'm assigned to assist LAS [redacted] 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.

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.



UPDATED FIELD OFFICE SEARCH SLIP

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 Screen Actors Guild. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB)

--Date - Search Completed
--Requested By - [redacted]
--Ext - [redacted]
--Subject - Screen Actors Guild

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--Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to you
--Address - Place Scope of Search here (Ronald Reagan's DOB 2/6/1911 through 12/31/1950; however, we are only looking for responsive records from 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

**** I understand, per [redacted] 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. ****

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**** For those files that you indicated in a previous e-mail to [redacted] (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. ****

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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 [redacted]

b2

5. 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

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

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b7C

[redacted] LAS

FBI - ICRC

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 **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 [redacted] or [redacted] [redacted] at [redacted].

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Thank you.

[redacted]

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[redacted]

RMD/RIDS/WPU-1/M-12

Legal Administrative Specialist

ICRC Site II/Winchester VA

Desk: [redacted]

Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED



To: Administrative Officer

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

- Male
- Female

Telephone #'s

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Restrict Locality of

- Telephone Appl.
- Neg.
- Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Confidential Indices: Neg. Pos.

- CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- UNI (Global) Neg. Pos.

- IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Drug X (DEA Only) Neg. Pos.

- CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Elsur Indices Neg. Pos.

- Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Other Neg. Pos.

- Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not Identifiable

U - Unavailable



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex
 Male
 Female

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 8:42 AM
To: [Redacted] (LA) (FBI)
Cc: [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted]
Subject: LAFO SEARCH- REAGAN LITIGATION

b6
b7C

Attachments: LAFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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:

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b7C



LAFO - RONALD REAGAN.pdf (45 K...

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 OFFICE SEARCH SLIP...

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 EXAMPLE.pdf (38 KB.

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - Ronald Wilson Reagan
- Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to you (the AKAs I found were: Reagan, Ronnie; Reagen, Ronald; Regan, Ronald; Regan, Ronnie; Reagon, Ronald; Reagon, Ronnie; Raegen, Ronald; Raegan, Ronald)
- Birth Date - 2/6/1911
- Sex - Male

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b7C

--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 [redacted]

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 [redacted] LAS at the following address

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b7C

[redacted] 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/e-mail me **no later than COB Friday, February 27, 2009** I would greatly appreciate it.

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b7C

If you have any questions regarding the search please do not hesitate to contact me at [redacted] or [redacted] at [redacted]

Thanks,

[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

UNCLASSIFIED

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

LA

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.

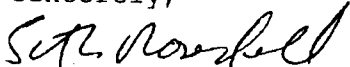
I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

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.

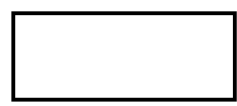
Please phone me at 415-861-5881 if I may be of any assistance.

Thank you very much.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex
 Male
 Female

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

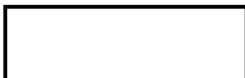
Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex
 Male
 Female

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
<u>FIELD OFFICE NAME</u> |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 8:46 AM
To: [redacted] (WF) (FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (RMD)(FBI); [redacted]
Subject: WFO SEARCH- REAGAN LITIGATION

b6
b7c

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

UNCLASSIFIED
NON-RECORD

[redacted]

Hello! My name is [redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] 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:

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HQ - RONALD EAGAN.pdf (53 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 OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB).

--Date - Search Completed
--Requested By - [redacted]
--Ext - [redacted]
--Subject - Ronald Wilson Reagan
--Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you (the AKAs I found were: Reagan, Ronnie; Reagen, Ronald; Regan, Ronald; Regan, Ronnie; Reagon, Ronald; Reagon, Ronnie; Raegen, Ronald; Raegan, Ronald)
--Birth Date - 2/6/1911
--Sex - Male

b2
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b7c

--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 [redacted]

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 [redacted] LAS at the following address

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b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

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Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

UNCLASSIFIED

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 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.

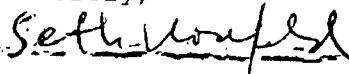
I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

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

Enc.



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject					
Aliases					
Address		Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone #'s					

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Confidential Indices: <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input checked="" type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____	Date _____
Reviewed by _____	Date _____



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject _____

Aliases _____

Address _____

Birth Date _____ Place of Birth _____ Race _____ Sex Male Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 8:48 AM
To: [Redacted] (SD) (FBI)
Cc: [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted]
Subject: SDFO SEARCH- REAGAN LITIGATION
Attachments: SDFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

b6
b7C

UNCLASSIFIED
NON-RECORD

[Redacted]

Hello! My name is [Redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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:

b6
b7C



SDFO - RONALD REAGAN.pdf (45 K..

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 OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB.

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]
--Subject - Ronald Wilson Reagan
--Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you (the AKAs I found were: Reagan, Ronnie; Reagen, Ronald; Regan, Ronald; Regan, Ronnie; Reagon, Ronald; Reagon, Ronnie; Raegen, Ronald; Raegan, Ronald)
--Birth Date - 2/6/1911
--Sex - Male

b2
b6
b7C

--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 [redacted]

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 [redacted] LAS at the following address

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b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted].

b2
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b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
(Fax)

b2
b6
b7C

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 09 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 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.

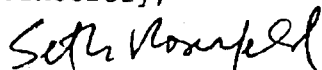
I hereby agree to pay reasonable costs for the production of these records, and I reserve my right to pursue a fee waiver at a later date.

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.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address	Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	----------------	------	---

Telephone #'s

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not identifiable



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex
 Male
 Female

Telephone #'s

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl.
- Neg.
- Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 8:50 AM
To: [Redacted] (SC) (FBI)
Cc: [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI)
Subject: SCFO SEARCH- REAGAN LITIGATION

b6
b7C

Attachments: SCFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[Redacted]

b6
b7C

Hello! My name is [Redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] 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:



SCFO - RONALD REAGAN.pdf (47 K..

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 OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB.

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]
--Subject - Ronald Wilson Reagan
--Aliases - Any other AKAs you may locate during your search as well as any AKAs that I provide to you (the AKAs I found were: Reagan, Ronnie; Reagen, Ronald; Regan, Ronald; Regan, Ronnie; Reagon, Ronald; Reagon, Ronnie; Raegen, Ronald; Raegan, Ronald)
--Birth Date - 2/6/1911
--Sex - Male

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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 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 [redacted]

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 [redacted], LAS at the following address

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b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS

Work Processing Unit

[redacted] (Work)
(Fax)

b2
b6
b7C

UNCLASSIFIED

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

SC

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:

"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.

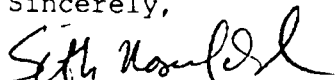
I hereby agree to pay reasonable costs for the production ~~of these records, and I reserve my right to pursue a fee waiver at a later date.~~

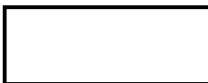
Finally, please note that by submitting this request I am in no way waiving my rights or arguments as set forth in any pending litigation.

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

Thank you very much.

Sincerely,


Seth Rosenfeld



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address	Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
---------	------------	----------------	------	---

Telephone #'s

- | | | |
|--|---|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |

- | | | | | | |
|---|-------------------------------|-------------------------------|--|-------------------------------|-------------------------------|
| <input type="checkbox"/> Manual Indices | <input type="checkbox"/> Neg. | <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. | <input type="checkbox"/> Neg. | <input type="checkbox"/> Pos. |
|---|-------------------------------|-------------------------------|--|-------------------------------|-------------------------------|

Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Confidential Indices: <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex
 Male
 Female

Telephone #'s

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 8:52 AM
To: [redacted] (SF) (FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (RMD)(FBI); [redacted]
Subject: SFFO SEARCH- REAGAN LITIGATION

b6
b7C

Attachments: SFFO - RONALD REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[redacted]

Hello! My name is [redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] [redacted] 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:

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b7C



SFFO - RONALD REAGAN.pdf (38 K...

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 OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB.

--Date - Search Completed
--Requested By - [redacted]
--Ext - [redacted]
--Subject - Ronald Wilson Reagan
--Aliases - Any other AKAs located as well as any AKAs that I provide to you (the AKAs I found were: Reagan, Ronnie; Reagen, Ronald; Regan, Ronald; Regan, Ronnie; Reagon, Ronald; Reagon, Ronnie; Raegen, Ronald; Raegan, Ronald)
--Birth Date - 2/6/1911
--Sex - Male

b2
b6
b7C

--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

*** I understand, per [redacted] 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 [redacted] (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. ***

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 index cards back to my attention at Fax Number [redacted]

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 [redacted], LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted] LAS
Work Processing Unit
[redacted] (Work)
[redacted] (Fax)

b2
b6
b7C

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 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.

Sincerely,



Seth Rosenfeld



To: Administrative Officer

Date					
Requested by:					
Ext.	Squad	File No.			
Subject			Social Security Account #		
Aliases					
Address		Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone #'s					

<input type="checkbox"/> Exact Spelling	<input type="checkbox"/> Main Criminal Case File Only	<input type="checkbox"/> Restrict Locality of
<input type="checkbox"/> All References	<input type="checkbox"/> Criminal References Only	
<input type="checkbox"/> Main Security Case Files Only	<input type="checkbox"/> Main Security (If no Main, list all Security References)	
<input type="checkbox"/> Security Reference Only	<input type="checkbox"/> Main Criminal (If no Main, list all Criminal References)	
<input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

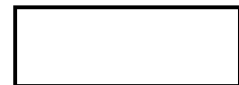
Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____
 Aliases _____
 Address _____ Birth Date _____ Place of Birth _____ Race _____ Sex Male Female
 Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD)(FBI)
Sent: Wednesday, February 25, 2009 9:04 AM
To: [Redacted] (SF) (FBI)
Cc: [Redacted] (SF) (FBI); [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI)
Subject: FOIPA 1001628 (Sherriffs): Search Request

b6
b7C

Importance: High

Attachments: SFFO - ALEX SHERRIFFS.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[Redacted]

Hello! My name is [Redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for Alexander C. Sherriffs. 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:

b6
b7C



SFFO - ALEX HERRIFFS.pdf (45 .

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 OFFICE SEARCH SLIP..

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 (38 KB).

--Date - Search Completed
--Requested By - [Redacted]
--Ext - [Redacted]
--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

b2
b6
b7C

--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:

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

**** I understand, per [redacted], 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 [redacted] (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. ****

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 [redacted]

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 [redacted], LAS at the following address:

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted].

b2
b6
b7C

Thanks,

[redacted]

b6
b7C

NRRES

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.

77

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.

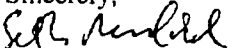
However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200.00 for the requested information. I reserve my right to pursue a fee waiver at a later date.

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



SOCIAL SECURITY

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



FD-160 (Rev. 7-22-02)

To: Administrative Officer

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)

Restrict Locality of

- Telephone Appl.
- Neg.
- Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Confidential Indices: Neg. Pos.

- CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- UNI (Global) Neg. Pos.

- IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Drug X (DEA Only) Neg. Pos.

- CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Elsur Indices Neg. Pos.

- Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

- Other Neg. Pos.

- Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not Identifiable

U - Unavailable



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____ Birth Date _____ Place of Birth _____ Race _____ Sex
 Male
 Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
 FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD)(FBI) b6
Sent: Wednesday, February 25, 2009 3:02 PM b7C
To: [Redacted] (LA) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted]

Attachments: LAFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[Redacted]

Hello! My name is [Redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for Neil 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:

b6
b7C



LAFO - NEIL EAGAN.pdf (55 KB).

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 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 Neil Reagan. Please see the attached Sample Search Slip for reference and complete the following sections of this search slip completely:



SEARCH SLIP EXAMPLE.pdf (38 KB).

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - John Neil Reagan
- Aliases - 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
- Birth Date - 1908
- Sex - Male
- Address - Place Scope of Search here (DOB through present)

b2
b6
b7C

--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 [redacted]

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 [redacted], LAS at the following address

b6
b7C

[redacted], 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/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 at [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thanks,

[redacted]

Legal Administrative Specialist

Records Management Division

Records Information Dissemination Section

ICRC: WPU 2/O-12

Desk: [redacted]

Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED

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

March 23, 2005

By Certified Mail

FBI Los Angeles
Suite 1700, FOB
11000 Wilshire 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

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.

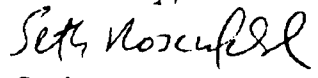
However, in the interest of expediting this request and avoiding a delay in processing pending your fee waiver decision, I hereby commit to pay up to \$200 for these records. I reserve my right to pursue a fee waiver at a later date.

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,

A handwritten signature in cursive script that reads "Seth Rosenfeld". The signature is written in dark ink and is positioned above the typed name.

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](#) ▶



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date	Place of Birth	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
------------	----------------	------	---

Telephone #'s _____

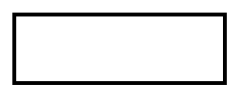
- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Confidential Indices: <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input checked="" type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Sex
 Male
 Female

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Telephone #'s _____

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[Redacted]

(RMD) (FBI)

From: [Redacted] (RMD)(FBI)
Sent: Wednesday, February 25, 2009 3:03 PM
To: [Redacted] (WF) (FBI)
Cc: [Redacted] (WF) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted]

b6
b7C

Attachments: WFO - NEIL REAGAN.pdf; UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

[Redacted]

Hello! My name is [Redacted]. I am an LAS in the Work Processing Unit assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for Neil 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:

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WFO - NEIL REAGAN.pdf (42 KB)

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 OFFICE SEARCH SLIP..

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



SEARCH SLIP EXAMPLE.pdf (38 KB)

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - John Neil Reagan
- Aliases - 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
- Birth Date - 1908
- Sex - Male
- Address - Place Scope of Search here (DOB through present)

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--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 [redacted]

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 [redacted] LAS at the following address

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

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b7C

Thanks,

[redacted]
Legal Administrative Specialist
Records Management Division
Records Information Dissemination Section
ICRC: WPU 2/O-12
Desk: [redacted]
Fax: [redacted]

b2
b6
b7C

UNCLASSIFIED

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

940 401

9/14/68 - DDB

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.

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.

check with
Reynolds

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,

A handwritten signature in cursive script, appearing to read "Seth Rosenfeld".

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](#) ▶



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Restrict Locality of
- Telephone Appl.
- Neg.
- Pos.

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Telephone #'s

Birth Date	Place of Birth	Race	Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Confidential Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CLEA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> UNI (Global) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> IIIA <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input type="checkbox"/> Drug X (DEA Only) <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> CISP <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Elsur Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____
<input checked="" type="checkbox"/> Other CLOSED FILES <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.	<input type="checkbox"/> Other <input type="checkbox"/> Neg. <input type="checkbox"/> Pos.
Searched by _____ Date _____	Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (LA) (FBI)
Sent: Wednesday, February 25, 2009 1:49 PM
To: [redacted] (RMD) (FBI)
Subject: RE: LA FO Litigation Search

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UNCLASSIFIED
NON-RECORD

[redacted]

b6
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Closed Files is were all the the closed files concerning investigations that have been closed by personnel agents/support...we are talking thousand of files on shelves...files in containers on floors...on thousand of subjects.

From: [redacted] (RMD) (FBI)
Sent: Wednesday, February 25, 2009 12:37 PM
To: [redacted] (LA) (FBI)
Cc: [redacted] (RMD) (FBI)
Subject: RE: LA FO Litigation Search

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UNCLASSIFIED
NON-RECORD

Is it possible to check the Closed Files Room for responsive records?

Thanks,

[redacted] LAS
Litigation Support Unit
Winchester, VA

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[redacted] (Office)
[redacted] (Fax)

From: [redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 12:06 PM
To: [redacted] (RMD) (FBI)
Cc: [redacted] (LA) (FBI)
Subject: FW: LA FO Litigation Search

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UNCLASSIFIED
NON-RECORD

Good afternoon, [redacted]

[redacted] from LA FO just called and clarified her e-mail below. There is no database to check the files.

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Let me know if you have any questions.

[redacted]

[Redacted]

RMD/RIDS/WPU-1/M-12
Legal Administrative Specialist
ICRC Site II/Winchester VA

Desk: [Redacted]
Fax: [Redacted]

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From: [Redacted] (LA) (FBI)
Sent: Tuesday, February 24, 2009 11:43 AM
To: [Redacted] (RMD) (FBI)
Subject: RE: LA FO Litigation Search

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UNCLASSIFIED
NON-RECORD

[Redacted]

Closed Files Room for Los Angeles is where all the closed files are maintained.

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[Redacted]

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:16 AM
To: [Redacted] (LA) (FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: LA FO Litigation Search
Importance: High

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UNCLASSIFIED
NON-RECORD

Good afternoon, [Redacted]

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I'm assigned to assist LAS [Redacted] 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.

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.

<< File: UPDATED FIELD OFFICE SEARCH SLIP.pdf >>

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 Screen Actors Guild. 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 Completed

--Requested By - [Redacted]

--Ext - [Redacted]

--Subject - Screen Actors Guild

--Aliases - Any other AKAs you may locate during your search as well as the AKAs I have provided to you

--Address - 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,

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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

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 [redacted]
5. 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

b2

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6
b7C

[redacted] LAS
 FBI - ICRC
 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 **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 [redacted] or [redacted] [redacted] at [redacted]

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Thank you.
[redacted]

b6
b7C

[redacted]
 RMD/RIDS/WPU-1/M-12
 Legal Administrative Specialist
 ICRC Site II/Winchester VA
 Desk: [redacted]
 Fax: [redacted]

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UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

[redacted] (RMD) (FBI)

From: [redacted] (RMD)(FBI)
Sent: Wednesday, February 25, 2009 2:16 PM
To: [redacted] (SF) (FBI)
Cc: [redacted] (RMD) (FBI)
Subject: RE: FOIPA 1001628 (Sherriffs): Search Request

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UNCLASSIFIED
NON-RECORD

[redacted] when you have the Confidential and Elsur indices searched for Alexander C. Sherriffs, please run the following variations of his last name:

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- Sherriffs
- Sherriff
- Sherrif
- Sheriff
- Sheriffs
- Sherifs

Many thanks!

From: [redacted] (SF) (FBI)
Sent: Wednesday, February 25, 2009 10:48 AM
To: [redacted] (RMD)(FBI)
Cc: [redacted] (RMD) (FBI)
Subject: RE: FOIPA 1001628 (Sherriffs): Search Request

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UNCLASSIFIED
NON-RECORD

Just so we are on the same page...per conversation with our AO yesterday it was decided HQ would conduct UNI and manual indices searches. SF manual indices are on Sharepoint. I will coordinate Confidential and Elsur searches. Both of these systems are automated. (There isn't a separate indices for Closed Files)

From: [redacted] (RMD)(FBI)
Sent: Wednesday, February 25, 2009 6:04 AM
To: [redacted] (SF) (FBI)
Cc: [redacted] (RMD) (FBI); [redacted] (SF) (FBI); [redacted] (RMD)(FBI); [redacted] (RMD) (FBI); [redacted]
Subject: FOIPA 1001628 (Sherriffs): Search Request
Importance: High

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UNCLASSIFIED
NON-RECORD

[redacted]

Hello! My name is [redacted] I am an LAS in the Work Processing Unit assigned to assist LAS [redacted] 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. I have also included for your reference a copy of the original request letter in this case:

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<< File: SFFO - ALEX SHERRIFFS.pdf >>

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.

<< 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 Completed
--Requested By - [REDACTED]
--Ext - [REDACTED]
--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:
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

b2
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**** I understand, per [REDACTED] 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
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**** For those files that you indicated in a previous e-mail to [REDACTED] (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. ****

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--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 [REDACTED]

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 [redacted] LAS at the following address:

b6
b7C

[redacted] 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/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 at [redacted] or [redacted] at [redacted]

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b7C

Thanks,

[redacted]
Legal Administrative Specialist
RMD / RIDS / WPU2 / O15
170 Marcel Drive
Winchester, VA 22602

b2
b6
b7C

[redacted] (tel)
[redacted] (fax)

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD)(FBI)
Sent: Thursday, February 26, 2009 8:56 AM
To: [Redacted] (LA) (FBI); [Redacted] (WF) (FBI)
Cc: [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted]
Subject: Addition to searches

b6
b7C

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 last names in the indices listed in my email yesterday:

- Reagan
- Reagen
- Regan
- Reagin
- Reagon
- Raegen
- Raegan

I would also like to request the following be searched with all last names: Johnny, Johnnie, Johny, Johnie (EG: Reagan, Johnny, Reagen, Johnny, etc.).

Finally, I found possible results with the middle name of my subject spelled Neal. If you could please search the break-downs John Neal, J Neal and Neal for all the provided last names, it would be greatly appreciated. Thank you again for your help in this matter, and I apologize for the inconvenience.

[Redacted]
Legal Administrative Specialist
Records Management Division
Records Information Dissemination Section
ICRC: WPU 2/O-12
Desk: [Redacted]
Fax: [Redacted]

b2
b6
b7C

UNCLASSIFIED

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 11:02 AM
To: [Redacted] (RMD) (FBI)
Subject: SCREEN ACTORS GUILD SEARCH E-MAIL (MANUAL)

b6
b7C

UNCLASSIFIED
NON-RECORD

[Redacted]

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 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
- 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"

Please make a copy of responsive reference cards.

If you have any questions please contact me.

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

b2
b6
b7C

UNCLASSIFIED

[Redacted] (RMD) (FBI)

b6
b7C

From: [Redacted] (RMD) (FBI)
Sent: Tuesday, February 24, 2009 12:12 PM
To: [Redacted] (RMD) (FBI)
Cc: [Redacted] (RMD)(FBI)
Subject: SAG Litigation Question

Importance: High

UNCLASSIFIED
NON-RECORD

b6
b7C

Hi [Redacted].

When searching UNI for Screen Actors Guild, files under these names appear. Do you want me to list the files with these names? (They are not necessarily AKAs as requested in your e-mail.)

- SAG Awards
- SAG Accounting Department
- SAG & SA GSCRN Actors Guild
- SAG Health & Pension Plans
- SAG Los Angeles California
- SAG Pension Plan
- SAG Producers Health Plan
- SAG Producers Administrative Corporation
- SAG Producers
- Screen Actor

Thank you!

[Redacted]

b6
b7C

[Redacted]

RMD/RIDS/WPU-1/M-12
Legal Administrative Specialist
ICRC Site II/Winchester VA

b2
b6
b7C

Desk: [Redacted]
Fax: [Redacted]

UNCLASSIFIED

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Friday, May 08, 2009 9:44 AM
To: [Redacted] (SC) (FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: Richard Gibson Hubler- SC Search

b6
b7C

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good morning, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for **Richard Gibson Hubler**. A detailed description of the type of information being requested as well as search criteria are listed below.

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.



UPDATED FIELD OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB)

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - Richard Gibson Hubler (SSN# 321-34-0223)
- Aliases - Any AKAs you may locate during your search
- Address - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)
- 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

b2
b6
b7C

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 [redacted] 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 [redacted] LAS at the following address b6 b7C

[redacted] LAS
FBI - ICRC
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 **no 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 [redacted] or [redacted] b2 b6 b7C

Thank you.

[redacted]
*FBI Records Management Division
Legal Administrative Specialist
170 Marcel Drive
Winchester, VA 22602*

b2
b6
b7C

[redacted] Fax

UNCLASSIFIED



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)

Restrict Locality of
FIELD OFFICE NAME

Telephone Appl. Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____

Date _____

Reviewed by _____

Date _____

I - Identical

NI - Not identical

File Review Symbols
 ? - Not Identifiable

II - Identical

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Friday, May 08, 2009 9:46 AM
To: [Redacted] (LA) (FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: Richard Gibson Hubler- LA Search

b6
b7C

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good morning, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for **Richard Gibson Hubler**. A detailed description of the type of information being requested as well as search criteria are listed below.

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.



UPDATED FIELD OFFICE SEARCH SLIP..

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 EXAMPLE.pdf (38 KB).

b2
b6
b7C

- Date - Search Completed
- Requested By - [Redacted]
- Ext - [Redacted]
- Subject - Richard Gibson Hubler (SSN# 321-34-0223)
- Aliases - Any AKAs you may locate during your search
- Address - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)
- 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

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 [redacted]

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 [redacted] LAS at the following address

b6
b7C

[redacted] LAS
FBI - ICRC
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 **no 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 [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thank you.

[redacted]
*FBI Records Management Division
Legal Administrative Specialist
170 Marcel Drive
Winchester, VA 22602*

b2
b6
b7C

[redacted] Fax

UNCLASSIFIED



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Restrict Locality of _____
- Telephone Appl.
- Neg.
- Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Confidential Indices Neg. Pos.

Searched by _____ Date _____

UNI (Global) Neg. Pos.

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

CLEA Neg. Pos.

Searched by _____ Date _____

IIIA Neg. Pos.

Searched by _____ Date _____

CISP Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

Other Neg. Pos.

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (RMD) (FBI)
Sent: Friday, May 08, 2009 9:48 AM
To: [redacted] (SF) (FBI)
Cc: [redacted] (RMD) (FBI)
Subject: Richard Gibson Hubler- SF Search

b6
b7C

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good morning, [redacted]

b6
b7C

I'm assigned to assist LAS [redacted] of the Litigation Support Unit with the search of records for **Richard Gibson Hubler**. A detailed description of the type of information being requested as well as search criteria are listed below.

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.



UPDATED FIELD OFFICE SEARCH SLIP

2. A search will need to be completed of the UNI (Global) 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 EXAMPLE.pdf (38 KB)

- Date - Search Completed
- Requested By - [redacted]
- Ext - [redacted]
- Subject - Richard Gibson Hubler (SSN# 321-34-0223)
- Aliases - Any AKAs you may locate during your search
- Address - 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 Criminal References), Restrict Locality to (Field Office Name)

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

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 [redacted] 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 [redacted] LAS at the following address b6 b7C

[redacted] LAS
FBI - ICRC
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 **no 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 [redacted] or [redacted] at [redacted] b2 b6 b7C

Thank you.

[redacted]
*FBI Records Management Division
Legal Administrative Specialist
170 Marcel Drive
Winchester, VA 22602*

b2
b6
b7C

[redacted] Fax

UNCLASSIFIED



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices
- Neg.
- Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl.
- Neg.
- Pos.
- Restrict Locality of _____

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date		
Requested by:		
Ext.	Squad	File No.
Social Security Account #		

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

SCOPE OF SEARCH

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Exact Spelling | <input checked="" type="checkbox"/> Main Criminal Case File Only | <input checked="" type="checkbox"/> Restrict Locality of
FIELD OFFICE NAME |
| <input checked="" type="checkbox"/> All References | <input checked="" type="checkbox"/> Criminal References Only | |
| <input checked="" type="checkbox"/> Main Security Case Files Only | <input checked="" type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input checked="" type="checkbox"/> Security Reference Only | <input checked="" type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input checked="" type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

I - Identical

NI - Not identical

File Review Symbols
? - Not identifiable

TT - Unavailable

[Redacted] (RMD) (FBI)

From: [Redacted] (RMD) (FBI)
Sent: Friday, May 08, 2009 9:50 AM
To: [Redacted] (WF) (FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: Richard Gibson Hubler- WF Search

b6
b7C

Attachments: UPDATED FIELD OFFICE SEARCH SLIP.pdf; SEARCH SLIP EXAMPLE.pdf

UNCLASSIFIED
NON-RECORD

Good morning, [Redacted]

b6
b7C

I'm assigned to assist LAS [Redacted] of the Litigation Support Unit with the search of records for **Richard Gibson Hubler**. A detailed description of the type of information being requested as well as search criteria are listed below.

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.



UPDATED FIELD OFFICE SEARCH SLIP..

2. A search will need to be completed of the UNI (Global) 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 EXAMPLE.pdf (38 KB).

--Date - Search Completed

--Requested By - [Redacted]

b2
b6
b7C

--Ext - [Redacted]

--Subject - Richard Gibson Hubler (SSN# 321-34-0223)

--Aliases - Any AKAs you may locate during your search

--Address - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)

--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:

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

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 [redacted]
5. Please send in e-mail format the following information:
--Include approximate page count of all responsive files

b2

6. Please ship all responsive files to the Attention of [redacted] LAS at the following address

b6
b7C

[redacted] LAS
FBI - ICRC
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 **no 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 [redacted] or [redacted] at [redacted]

b2
b6
b7C

Thank you.

[redacted]
*FBI Records Management Division
Legal Administrative Specialist
170 Marcel Drive
Winchester, VA 22602*

b2
b6
b7C

[redacted] Fax

UNCLASSIFIED



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
- Main Security Case Files Only
- Security Reference Only
- Manual Indices Neg. Pos.
- Main Criminal Case File Only
- Criminal References Only
- Main Security (If no Main, list all Security References)
- Main Criminal (If no Main, list all Criminal References)
- Telephone Appl. Neg. Pos.

Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other **CLOSED FILES** Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____

[redacted] (RMD) (FBI)

From: [redacted] (SD) (FBI)
Sent: Friday, May 08, 2009 3:11 PM
To: [redacted] (RMD) (FBI)
Subject: RE: Richard Gibson Hubler- SD Search

b6
b7C

UNCLASSIFIED
NON-RECORD

[redacted] 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 this tape, only the original tape; names were placed on outside of evidence envelope and indexed into ELSUR indices from the evidence envelope per [redacted] in ELSUR. Will fax the search slip to you. [redacted]

b6
b7C

From: [redacted] (RMD) (FBI)
Sent: Friday, May 08, 2009 6:45 AM
To: [redacted] (SD) (FBI)
Cc: [redacted] (RMD) (FBI)
Subject: Richard Gibson Hubler- SD Search

b6
b7C

UNCLASSIFIED
NON-RECORD

Good morning, [redacted]

b6
b7C

I'm assigned to assist LAS [redacted] of the Litigation Support Unit with the search of records for **Richard Gibson Hubler**. A detailed description of the type of information being requested as well as search criteria are listed below.

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.

<< File: UPDATED FIELD OFFICE SEARCH SLIP.pdf >>

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:

<< File: SEARCH SLIP EXAMPLE.pdf >>

--Date - Search Completed

--Requested By - [redacted]

--Ext - [redacted]

--Subject - Richard Gibson Hubler (SSN# 321-34-0223)

--Aliases - Any AKAs you may locate during your search

--Address - Place Scope of Search here (Richard Gibson Hubler's DOB 11/01/1938 and DOD 12/16/2002)

--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:

b2
b6
b7C

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

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 [redacted] 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 [redacted] LAS at the following address b6
[redacted] LAS b7C

FBI - ICRC
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 **no 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 [redacted] or [redacted] b2
[redacted] at [redacted] b6
b7C

Thank you.

[redacted]
FBI Records Management Division
Legal Administrative Specialist
170 Marcel Drive
Winchester, VA 22602

b2
b6
b7C

[redacted] Fax

UNCLASSIFIED

UNCLASSIFIED



To: Administrative Officer

Date _____

Requested by: _____

Ext.	Squad	File No.
------	-------	----------

Social Security Account # _____

Subject

Aliases

Address

Birth Date

Place of Birth

Race

Sex

Male

Female

Telephone #'s

- | | | |
|---|--|---|
| <input type="checkbox"/> Exact Spelling | <input type="checkbox"/> Main Criminal Case File Only | <input type="checkbox"/> Restrict Locality of |
| <input type="checkbox"/> All References | <input type="checkbox"/> Criminal References Only | |
| <input type="checkbox"/> Main Security Case Files Only | <input type="checkbox"/> Main Security (If no Main, list all Security References) | |
| <input type="checkbox"/> Security Reference Only | <input type="checkbox"/> Main Criminal (If no Main, list all Criminal References) | |
| <input type="checkbox"/> Manual Indices <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | <input type="checkbox"/> Telephone Appl. <input type="checkbox"/> Neg. <input type="checkbox"/> Pos. | |

Searched by _____ Date _____

Searched by _____ Date _____

Confidential Indices: Neg. Pos.

CLEA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

UNI (Global) Neg. Pos.

IIIA Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.

CISP Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.

Other Neg. Pos.

Searched by _____ Date _____

Searched by _____ Date _____

Other Neg. Pos.

Other Neg. Pos.

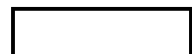
Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____

Reviewed by _____ Date _____



To: Administrative Officer

Date _____
 Requested by: _____
 Ext. _____ Squad _____ File No. _____
 Social Security Account # _____

Subject _____

Aliases _____

Address _____

Birth Date _____

Place of Birth _____

Race _____

Sex

Male

Female

Telephone #'s _____

SCOPE OF SEARCH

- Exact Spelling
- All References
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Restrict Locality of
FIELD OFFICE NAME

Searched by _____ Date _____

Telephone Appl. Neg. Pos.
 Searched by _____ Date _____

Confidential Indices: Neg. Pos.
 Searched by _____ Date _____

CLEA Neg. Pos.
 Searched by _____ Date _____

Searched by _____ Date _____

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UNI (Global) Neg. Pos.
 Searched by _____ Date _____

IIIA Neg. Pos.
 Searched by _____ Date _____

Searched by _____ Date _____

Searched by _____ Date _____

Drug X (DEA Only) Neg. Pos.
 Searched by _____ Date _____

CISP Neg. Pos.
 Searched by _____ Date _____

Searched by _____ Date _____

Searched by _____ Date _____

Elsur Indices Neg. Pos.
 Searched by _____ Date _____

Other Neg. Pos.
 Searched by _____ Date _____

Searched by _____ Date _____

Searched by _____ Date _____

Other CLOSED FILES Neg. Pos.
 Searched by _____ Date _____

Other Neg. Pos.
 Searched by _____ Date _____

Searched by _____ Date _____

Searched by _____ Date _____

File & Serial Number	Remarks	File & Serial Number	Remarks

Consolidated by _____ Date _____
 Reviewed by _____ Date _____