



**FEDERAL BUREAU OF INVESTIGATION**

**CLYDE A. TOLSON**

**PART 1 OF 10**

**BUFILE: 67-9524**

DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A

67-9524

Part I

67-9524  
contains a combined  
Total of  
1240 pages

XXXXXX  
XXXXXX  
XXXXXX

307 pages

XXXXXXXXXXXXXXXXXXXXX  
X NO DUPLICATION FEE X  
X FOR THIS PAGE X  
XXXXXXXXXXXXXXXXXXXXX

SECTION CLOSED

*Section 1*

August 24, 1932.

<sup>0</sup>  
MEMORANDUM FOR MR. TOLSON.

I want to refer to the unsatisfactory manner in which the exhibit prepared in connection with the Congress of Organized Crime was prepared. I have particularly in mind the card carrying the best brot and identification, at the top of which appear the photographs of the individuals. It has been pointed out to me that within the same column of these individuals, but I am not sure that the name of the other individual is unknown and that we have no identification of that person. I think it is a most undesirable practice to have a photograph for a number of such cases without having a name for the person whose picture we portray. I think we should have a complete and full and detailed record in such cases and that the name should be set forth upon the exhibit card.

Accordingly, I would like to have more care and supervision given to the preparation of such material for publication and exhibition. I do not think the best use of such cards can be given to such matters for it is the responsibility of this Bureau that the Bureau's work becomes known to the public.

I also want to refer to the lack of information available here at the time of preparing the exhibit in this last case. When occasion arose to prepare the exhibit, some information concerning this matter I found there was a lack of knowledge of what was to be actually exhibited at New York nor was there any important events which could be given to the press concerning the matter. This is indicative of the very condition of which I have previously complained, namely, the failure upon our part to anticipate the public interest in such matters and to have available material for release when the time arrives.

I must insist that memorandums be prepared fully covering matters of this kind so that we will not be embarrassed and delayed in answering inquiries made by the press. Will you please see that Mr. Schneider is thoroughly informed with the necessity for these charts and in the future I would like to have you personally see that the above suggestions are complied with.

Very truly yours,

67-9524-155

Director.



JAN 19 1932

August 19, 1932.

MEMORANDUM FOR MR. TOLSON.

With reference to the recent conference of Special Agents held at Washington on August 15th and 16th, I am submitting one of the reports in the nature of a memorandum on the subject of the lectures delivered by one of the speakers for the following is the substance of the contents and:

Mr. Tolson. <sup>0</sup> Report of the lecture given by Mr. Tolson and his lecture on the subject of the lectures delivered by one of the speakers for the following is the substance of the contents and:

The following advance comments were made:

Mr. Tolson. <sup>X</sup> All of the speakers in excellent voice and a good report, the first of which I received on the subject of the lectures delivered by one of the speakers for the following is the substance of the contents and:

Mr. Tolson. <sup>X</sup> This Mr. Tolson has a good delivery and speaks in excellent voice and a good report, the first of which I received on the subject of the lectures delivered by one of the speakers for the following is the substance of the contents and:

Mr. Tolson. <sup>X</sup> It would seem desirable for Mr. Tolson to go into more detail in regarding the scientific investigation of crime. It is suggested that it would be very helpful to find a volume or a series of volumes setting forth in detail and in an accessible manner all of the scientific aids in criminal investigation mentioned by Mr. Tolson in his lecture.

67-9524-153

RECEIVED  
AUG 19 1932  
FEDERAL BUREAU OF INVESTIGATION

SEARCHED  
SERIALIZED  
INDEXED  
FILED

8-19-31

Mr. [Name] [Address] [City] [State] [Country] in any sense of the term. It is not to be understood that the [Name] is to be considered as having any special relationship with the [Name] or as being in any way connected with the [Name].

The [Name] [Address] [City] [State] [Country] on more entirely too rapidly.

The [Name] [Address] [City] [State] [Country] were favorable to all of the [Name] [Address] [City] [State] [Country].

The [Name] [Address] [City] [State] [Country] believe that the above criticism is a fair and reasonable one. It is to be understood that the [Name] is not to be considered as having any special relationship with the [Name] or as being in any way connected with the [Name]. The [Name] [Address] [City] [State] [Country] are not to be considered as having any special relationship with the [Name] or as being in any way connected with the [Name]. It is to be understood that the [Name] is not to be considered as having any special relationship with the [Name] or as being in any way connected with the [Name].

[Name]

[Name]

Place Washington, D. C.,

Date August 2, 1932.

Name Clyde A. Tolson

Title Assistant Director

Languages:

Degree of Proficiency:

Vocations:

Attorney

Avocations:

Miscellaneous special qualifications:

None

AUG 6 - 1932

67-9524-152

*[Handwritten signature]*

<i>[Handwritten initials]</i>	<i>[Handwritten initials]</i>
<i>[Handwritten initials]</i>	FILE

Clyde A. Tolson  
Special Agent in Charge.

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation

Washington, D. C.

CT:ACS

June 27, 1932.

*Handwritten initials and numbers:*  
7/11/32

JUN 27 1932 PM

Director,  
United States Bureau of Investigation,  
Washington, D. C.

Dear Sir:-

Complying with the instructions contained in Section 35 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- A. Single.
- B. Sigma Nu Fraternity  
Phi Delta Phi Legal Fraternity  
First Lieutenant, Military Intelligence  
Department, U. S. Army Reserve Corps.  
Columbia Country Club, Chevy Chase, Md.  
University Club, Washington, D. C.
- C. 524 South 12th Street East, Cedar Rapids, Iowa.
- D. A. B. and LL. B. Degrees, George Washington  
University, Washington, D. C.
- E. H. A. Tolson, Brother, 1332 Farragut Street, N. W.,  
Washington, D. C.
- F. No preference.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.

9504-1511 67-9524-151X  
SEARCHED  
SERIALIZED  
INDEXED  
FILED

*Handwritten mark:* V



June 14, 1932.

June 14, 1932.

Memorandum for Mr. Stewart:

The attached recommendation and increase in compensation for Mr. Tolson is predicated upon the fact that he is being assigned additional duties in the Bureau. In addition to the regular duties which he is now performing, Mr. Tolson is performing inspection duties incident to field offices. One of the Inspectors in grade GS-13, at \$6,000, is being abolished in order to cover the appropriation and the duties performed by this Inspector will be taken over by Mr. Tolson.

Enc.

RECORDED

67-9524-151

JUN 15 1932

15

67-9524

June 12, 1932.

MEMORANDUM FOR MR. SCHMIDT, APPOINTMENT CLERK

It is requested that a letter be prepared transmitting and explaining the following changes of the Bureau of Investigation, as indicated, payable from the appropriation for "Detection and Prosecution of Crime", Illinois, effective June 13, 1932:

FROM

TO

TO

Mr. Clyde A. Nelson

Assistant Director,  
S. P. 14, 1932 per  
order

Assistant Director,  
S. P. 14, 1932 per  
order.

Very truly yours,

Director.

Approved:

Assistant Attorney General.

CC: Mr. Hornberger  
Mr. Egan  
Miss Gable  
Special Agent 1

67-9524-150

*[Handwritten signature]*  
*[Faint stamp]*

JUN 13 1932

1/2

11113

June 2, 1932.

MEMORANDUM FOR MR. TORSON.

Your attention is invited to the fact that Mr. E. J. Jenkins, whose appointment as a Special Agent was recommended by you, has been found to be entirely unqualified for Bureau work.

Very truly yours,

Director.

RECEIVED  
JUN 2 1932  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

67-9574-149

March 29, 1937.

MEMORANDUM FOR MR. TOLSON  
and J. C. LORAN

There can be no doubt as to the necessity of exercising care in the preparation of memoranda which are released for publication. I recall particularly the recent memorandum which was prepared concerning the international exchange of fingerprints. It is a fact that this memorandum has been distributed with five countries, namely, France, Italy, England, Canada and Mexico. As a matter of reference to Canada and Mexico, I did not certainly read the memorandum as I had not seen it, but it has been carefully reviewed by the Chief of Division Six and by the Assistant Director in charge of this division. However, to my knowledge I have been involved in a controversy with a special American correspondent over the fact that Canada was not included in the memorandum and our intention was to establish better relations with Canada. Upon making inquiry of the Director, I am informed that he has never seen the letter, possibly the letter was written by someone else. It is a fact that the memorandum was distributed to the five countries mentioned. If this be a fact, I am at a loss to understand why we did not, at least, have the notion of including this matter up to the Canadian authorities or refer to the formal approval of a system that would be possible by extra. In other words, as I understand it that the countries which we have established relations, Italy, England and Cuba actually do exist in connection with the fact that not by reason of a formal arrangement with the central authorities in Mexico. He would, therefore, certainly have included Canada in the list of countries with which we have established such relations and I believe we should have formally taken the matter up with the Canadian authorities as to have included Canada in the list.

Furthermore, I am at a loss to understand why we have not seen some definite efforts in establishing the same relations with Mexico. Certainly, the countries actually bordering the United States should be the first ones with which we would desire to establish such relations and yet neither of these was included in the list which we gave out for publication. I am informed, in connection with the Mexican situation, that by reason of the nature of the international relations with Mexico several years ago no steps have been taken toward establishing the exchange of relations. I am not a student of international affairs but my impression is that the relations with Mexico are far more cordial and far less strained than they were several years ago. I do not know whether anyone in the Bureau even knows whether there is or is not a Central Identification Bureau in Mexico. Someone in the Bureau should certainly at least concern himself to ascertain what the physical facts are in Mexico concerning the central identification organ-

in fact, all they communicate with such person who may have the endorsement of the government and see whether international exchange cannot be established.

The point I desire to make is that apparently this subject was not given the thorough study or careful checking as should have been given it before the letter for publication. It is not to be desirable for me to enter into all of these minute details and some arrangements must be affected in the case of such situations before they are brought to me for final approval.

Very truly yours,

Director.

H

CI:ASF

February 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

Please be advised that my  
address has been changed to Apartment  
431 B, Westchester Apartments, 4800  
Cathedral Avenue, Telephone Cleveland  
0507.

Respectfully,

Clyde A. Tolson.

*Clyde A. Tolson*

12-11-31

December 11, 1931.

MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. J. A. Sison, whose appointment as a Special Agent was recommended by you, has been found to be entirely unfitted for Bureau work.

Very truly yours,

Director.

RECEIVED  
DEC 11 1931  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

RECORDED

67-9524-148

October 11, 1911.

MEMORANDUM FOR MR. TOLSON.

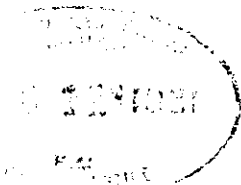
It is suggested to invite to the next meeting of the Board, some appointment of a high rank person, such as you, or some other person, to be appointed, to be generally, admitted for

Very truly yours,

Director.

RECORDED

67-9524-147



A large, handwritten signature or scribble in the bottom right area of the page, extending from the center towards the right margin.



Place Washington, D. C.

Date November 2, 1931.

Name Clyde A. Tolson

Title Assistant Director.

Languages:

No practical knowledge.

Vocations:

Assistant Director, Bureau of Investigation.

Attorney at Law.

Avocations:

No special qualifications.

Miscellaneous special qualifications:

None.

67-9524-146

NOV 3 1931

RECORDED

FILE

SPONSORED BY THE BUREAU OF INVESTIGATION

Clyde A. Tolson,  
Assistant Director.

FORNIT

October 27, 1931.

MEMORANDUM FOR MR. TOLSON

There is attached hereto a copy of a communication addressed to each Special Agent in Charge of the Bureau field offices, which is self-explanatory.

It is desired that you submit in duplicate on the attached form the information requested. This information should be submitted at the earliest practicable date.

Very truly yours,

Director.

Encl. #743167

67-9524-145

7-11-31

✓

✓

Special Agent in Charge,  
Bureau of Investigation.

Dear Sir:

In order to obtain further information for use in selecting Special Agents to perform special assignments and for similar purposes, the Bureau desires that you obtain and forward in care of data which will afford the information desired for each Special Agent's current knowledge of the special training, experience and qualifications possessed by its Special Agents.

Information concerning vocations or avocations of Bureau employees has been found extremely valuable. Such information will involve, for instance, knowledge of the theory and practice of radio from a scientific standpoint, for use in identification of radio stations alleged to be operating in violation of law, thereby, to their practical colloquial use, knowledge of chemistry, physics and electricity, the ability possibly to work as a mechanic in a machine shop, to perform as a professional musician, to be sufficiently proficient in athletic sports and games as to warrant the assumption of professional ability, comprehensive knowledge of and ability to operate a motorboat or sailing boat, auto, auto, an airplane or motorcycle, a knowledge of explosives, a comprehensive knowledge of stenography, typing, photography, and similar professions, including sufficient competency in accountancy to allow working knowledge of book-keeping.

The Bureau desires that it be furnished with information which will enable it to judge the extent of the ability of its Special Agents in vocations or avocations in which they have acquired or of which they possess knowledge. The vocations and avocations which have been listed are simply given in order to illustrate the purpose of the undertaking. It is desired that the information in question be secured from each Special Agent and Special Agent (A) under your supervision and forwarded to the Bureau on the attached forms at the earliest practicable date. A copy of said form, together with the desired information thereon, should be made a part of the personnel file of each Special Agent and Special Agent (A) attached to your office.

Very truly yours,

Director.

September 1, 1951.

INFORMATION FOR THE FOLLOWING:

1. All ... form ...  
2. ...  
3. ...  
4. ...  
5. ...

Very truly yours,

Director.

Encl. 17.

Civil Service forms re employees in professional grades, in connection with a fact finding survey.

RR

67-9524-111	
SEARCHED	
SERIALIZED	
INDEXED	
FILED	
SEP 2 1951	
FBI - NEW YORK	

RECEIVED  
 FEDERAL BUREAU OF INVESTIGATION  
 MAILED  
 SEP 2 1951  
 F. B. I.  
 NEW YORK OFFICE

✓

C  
O  
P  
Y  
JER:111B

August 6, 1931.

PERSONAL

MEMORANDUM FOR MR. NATHAN.

I have just had my attention called to the Manual of Instructions, which is about ready to be released to the field, the mimeographing of it having been completed, and upon reading Section 20 of this Manual I was astounded at not only the incessantly poor phraseology, misspellings, but ridiculous expressions which appear therein. Upon examining the original draft of this I find that it was apparently reviewed by you. I have made inquiry of the other members of the Manual Committee, including Mr. Keith, Mr. Egan, Mr. Tolson, and Mr. Cullen, and none of these officials ever saw Section 20 of the Manual until I called it to their attention yesterday. It was my understanding that the Manual Committee, consisting of Messrs. Keith, Egan, Tolson, Cullen, and you were to consider all suggestions submitted for changes in the Manual and that the Committee consisting of Messrs. Nathan and Keith were to phrase their suggestions into the Manual and that following this the other members of the Committee would again read the Manual and approve the phraseology. Apparently this was not done.

In the first place, I was particularly displeased at the manner in which the Manual Conference functioned in the original instance. There were many instances when individual members of the Manual Conference were absent during the course of discussion, some of the members being absent for hours at a time, and when they returned to the Conference they apparently merely affirmed their assent to the recommendations that had been considered and disposed of during their absence. Obviously they did not have the benefit of the oral discussions concerning such recommendations. It seemed to be impossible to impress upon the members of the Manual Conference the utmost importance of this piece of work and that their entire time and attention should have been given to it. In my estimation it was far from a perfunctory assignment but, as I have indicated, the individual members of the conference did not take the conference seriously if one may judge from the lack of attention which certain members of the conference gave to the work.

This was sufficiently unfortunate but when I discovered that a Section of the Manual of Instructions has been mimeographed and incorporated therein without anyone adequately reviewing the same, I am fearful that the entire work may have to be completely reviewed. It is obvious, I believe, that Section 20 could not have been carefully reviewed by you for certainly the glaring error in the same would have been discovered. I am also at a complete loss to understand why Section 20 was not submitted to the other members of the Manual Conference. It is possible, of course, that even if it

U. S. Department of Justice  
Bureau of Investigation

Washington, D. C.

August 19, 1932.

CF:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your notations in connection with the memoranda submitted by Supervisors Coffey and Metcalfe in connection with their attendance at various lectures given at the training course held at the Local Office on August 15 and 16.

Mr. Schilder requested instructions from me concerning the attendance of his Supervisors at the various lectures. I informed him that he should endeavor to have his supervisors attend as many lectures as possible but did not instruct him that they should attend each and every session of the school due to the fact that it would have resulted in a lack of sufficient supervisory personnel in the Identification Division. The failure of Messrs. Coffey and Metcalfe to attend all lectures is chargeable to the writer.

Respectfully,

Clyde A. Tolson.

67-9524-154

BUREAU OF INVESTIGATION

AUG 22 1932 P.M.

RECEIVED

August 16, 1932.

MEMORANDUM FOR THE DIRECTOR.

Mr. N. [Name] has requested that I submit a memorandum explaining the absence of [Name] and [Name] who did not attend all sessions of the last conference.

Before the conference, [Name] and [Name] were to make inquiry whether any of the present members of the [Name] had attended the last conference. Mr. Coffey stated that he had attended the conference in January. I inquired of Mr. [Name] of this fact. He stated that he would check to see that [Name] himself or J. H. A. [Name] and all members of the last session. They did so and each attended the entire night session. Mr. Coffey attended the night session.

Respectfully,

L. S. Schilder.

I again desire to repeat my previous instructions that all supervisors in Div. 6. be ordered to attend such sessions of the next conference as they have not previously attended. Should any request from Mr. Schilder be received to avoid this, please consult me before granting this

8-25-32 J. E. H.

67-1562-357

✓  
✓

Mr. Nathan

2

8-1-31

had been submitted it would have been initialed without any careful reading or analysis but at least I could have placed responsibility upon the person who had initialed it.

I yesterday directed that Messrs. Egan, Keith, Tolson, and Callen immediately review the Manual of Rules and Regulations and the Manual of Instructions, both for substance and phraseology, and that they then affix their signatures to the same before the Manuals are released to the field.

I consider that the manner in which the preparation of these two Manuals was handled by the members of the Manual Committee to be most inefficient and to have manifested a rather gross indifference as to the nature and scope of the Bureau's activities.

I trust that, the next time we have occasion to consider the revision of the Manuals, the officials assigned to this work will attach to it the importance commensurate with its importance to the Bureau's operations.

Very truly yours,

Director.

Copy to Mr. Keith  
Mr. Tolson  
Mr. Egan  
Mr. Callen



August 8, 1931.

MEMORANDUM FOR MR. MITCHELL.  
MR. TOLSON.

66-260-99

From time to time some of the officials in the Bureau request a day or part of a day leave but have failed to submit leave applications for the time requested. The same rules applicable to the employees in the Bureau are applicable to all assistants and officials of the Bureau and leave applications must be filed by all persons connected with the Bureau when they are not upon official duties.

You will please see that this is carried out.

Very truly yours,

DIRECTOR.

13

August 6, 1911.

COMMUNICATIONS DIVISION

U. S. DEPARTMENT OF JUSTICE

It has been noted that the general policy has been followed of placing the communication division in charge of the work of the division. It is suggested that the communication division be placed in charge of the work of the division. It is suggested that the communication division be placed in charge of the work of the division. It is suggested that the communication division be placed in charge of the work of the division.

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For the above reasons, it is suggested that the communication division be placed in charge of the work of the division.

Very truly yours,

Director.

July 25, 1931.

MEMORANDUM FOR MR. TOLSON  
MR. LADD

I have emphasized on several occasions the imperative necessity of having the Manual issued at the earliest possible date not only for the good of the world but also for the honor of the United States Government and its staff. It has been assumed that the Manual will be ready on about third. As I consider it to be of primary importance to the Government and the public, it is the wish of the Bureau that the Manual be issued as early as possible. It is suggested that the Bureau should be authorized to call the time for a meeting of the committee to consider the Manual. The Manual has already been received. I, therefore, respectfully request you to call the time for the meeting of the committee to consider the Manual as early as possible.

It is suggested that the Manual be issued and put out by the time of the latest July 31, 1931 even if it becomes necessary to work overtime to accomplish this. If it is necessary to work overtime to put out the Manual I want these orders issued at once.

Finally, I am very much disgusted at the silly-dillying that has taken place in connection with this entire matter. The Manual has been revised several times and by reason of numerous delays, some of which have been possibly excusable but many of which have been inexcusable, we have not yet received the revised copies of the Manual. If this continues to strike along it is very likely that the revised copies of the Manual will not be out before we are asking for suggestions for changes which will be requested on October first.

Very truly yours,

WROUGHTON

67-9524-11

Director.

1931



OT:ACS

STATE OF NEW YORK

OFFICE OF THE  
COMPTROLLER  
OF THE STATE

IN SENATE  
January 12, 1921

REPORT OF THE  
COMPTROLLER OF THE STATE  
FOR THE YEAR ENDING DECEMBER 31, 1920

ALBANY:

1921

RECEIVED  
JUL 22 1921  
STATE OF NEW YORK

10

67-9524-188

3/17/32

3/16, 1932

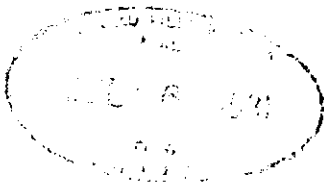
Mr. Clyde A. Hatch,  
Division of Investigation,  
Department of Justice.

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course in accordance with Bureau Bulletin No. 7. Your name has been placed on the list and you will be furnished with this course.

Very truly yours,

Director.



*5/16 for Jones*

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

July 1, 1931.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

Referring to Bulletin No. 7, I am desirous  
of having the Bureau's course in bookkeeping and elementary  
accounting forwarded to me.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

*RECORDED*

*JUL 7 - 1931*

*-9524-*

*67-9524-141*

<i>67-9524-141</i>	
JUL 7 1931 P. M.	
U. S. DEPARTMENT OF JUSTICE	
REC'D	FIDE

*10*

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

7

CT:ACS


July 1, 1931.

MEMORANDUM FOR THE DIRECTOR.

In accordance with the provisions of Section 33 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- || A. Single.
- B. Masonic Order  
Sigma Nu Social Fraternity.  
Phi Delta Phi Legal Fraternity  
University Club, Washington, D. C.  
Military Intelligence Division, Officers'  
Reserve Corps. U. S. Army.
- C. Cedar Rapids, Iowa.
- D. A. B. Degree )  
LL. B. Degree ) George Washington University.
- E. H. A. Tolson  
1332 Farragut Street, N. W.,  
Washington, D. C.  
Telephone - Adams 10057 (Brother).
- F. None.

Respectfully,

  
Clyde A. Tolson.

RECORDED

JUL 6 1931

67-9524-140	
BUREAU OF INVESTIGATION	
JUL 3 1931 A. M.	
DEPARTMENT OF JUSTICE	
Div. Seven	FILE



JOHN EDGAR HOOVER  
DIRECTOR

Mr. [Name] [Address]  
[City], [State], [Zip]

*Handwritten:*  
H  
H  
7  
H

CT:ACS

MR. [Name] [Address] [City], [State], [Zip]

Dear Mr. [Name]:  
The enclosed [Name] the writer  
does not desire [Name] the calendar  
year 1931.

Sincerely,  
[Signature]

W. A. Wilson.

66-2396-25/

DEPARTMENT OF JUSTICE	
JUN 28 1931 A. M.	
RECEIVED	
SEARCHED	INDEXED
SERIALIZED	FILED

CT:AGS

May 22, 1931.

MEMORANDUM FOR DIRECTOR CLEGG

ADMIN

LEGAL

RECORDS

IN. TOLSON ✓

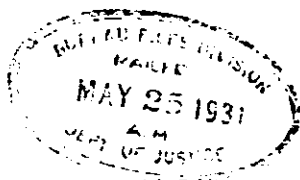
64-2047-327  
64-2047-327  
64-2047-327

Should any employee in the field receive  
such inquiries of you concerning the matter of their  
in conversation, you should make them in accordance  
orders of the Attorney General in pursuance of the  
of the President, no increase in salaries shall  
are to be made until further orders.

This information, of course, should not be  
voluntarily imparted to employees of the Government  
be afforded them in the event inquiry is made concerning  
the possibility of receiving increased compensation.

Very truly yours,

Director.



✓

12

RE: 108

May 16, 1911.

MEMORANDUM FOR MR. TOLSON  
RICHMAN  
HUGHES  
ABRAHAM  
FOAN  
SMITH  
CULLEN

I am attaching hereto, for your information, and such recommendations as you may desire, the report submitted by Inspector Glegg covering his recent inspection of the Boston office.

Very truly yours,  
The Director,

Assistant Director.

67-808-241

RECEIVED  
MAY 15 1911

27

MEMO

May 16, 1944

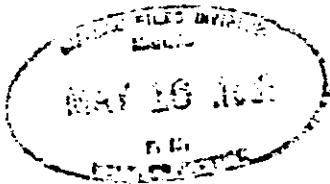
MAINTENANCE SECTION  
 TOLSON  
 E.A. TAMM  
 CLEGG  
 GLAVIN  
 LADD  
 NICHOLS  
 ROSEN  
 TRACY  
 WINTERROWD  
 WOODS  
 YERGEN  
 ZIEGLER

I am enclosing herewith, for your information, a copy of the report submitted to the Inspector General, dated May 10, 1944, in connection with the inspection of the records of the Federal Bureau of Investigation.

Very truly yours,  
 J. Edgar Hoover, Director

J. Edgar Hoover, Director

67-286-1000



1

MEMORANDUM

MAY 11, 1944

MEMORANDUM FOR THE DIRECTOR

FROM: SAC, NEW YORK  
SUBJECT: [Illegible]

Reference is made to the report of the New York Office dated May 10, 1944, and the report of the New York Office dated May 10, 1944, and the report of the New York Office dated May 10, 1944.

Very truly yours,  
New York Director,

Assistant Director.

67-226-200

MAILED  
MAY 18 1944  
F. B. I.  
NEW YORK

5

JEH:MO'B

May 12, 1931.

MEMORANDUM FOR MR. TOLSON  
MR. SCHLESER  
MR. PURVIS.

With reference to the investigation of Frank T. Florman which was initiated on May 11, 1931, there are several comments which I am desirous of making regarding the handling of this matter. It was not handled in the manner now desired.

In the first place, I consider that a very serious mistake was made in the placing of a blank sheet of paper in the envelope which was delivered by Mr. Lockout to Florman, and which was supposed to contain the prints of Arthur J. Klein. Instead of this, other than those of Arthur J. Klein could have been placed in the envelope. By placing a blank sheet of paper in the envelope, Lockout, if he were endowed with any degree of intelligence, would have known immediately upon opening the envelope that there was something peculiar about the situation and would have immediately left town.

In the second place, I gave specific instructions that Florman be kept under surveillance until a warrant was obtained and the arrest made. These instructions were not followed and Florman was permitted, after having received the envelope, and returned the balance of the money to Lockout to depart without any surveillance being effected.

In the third place, the Agent assigned to the case from the Washington Field Office did not keep in contact with his field office and consequently could not be located during the evening of necessary May 11th, when I learned of the improper handling of this investigation and was desirous of contacting with the Agent. I believe that the Agent in Charge of the Washington Field Office should insist upon all of his Agents keeping in touch with the local office and keeping the local office advised of their whereabouts so they can be promptly contacted when necessary.

Very truly yours,

Director.

107-9524-139

BUREAU OF INVESTIGATION	
Federal Bureau	
RECORDED	MAY 14 1931 P.M.
DEPT. OF JUSTICE	

W.C. Purvis

3

ENCLOSURES

MAY 19 1931

A.M.

RECEIVED

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACE

May 6, 1931.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your memorandum of May 5, 1931, in which you make inquiry as to why your recent instructions concerning the use of envelopes were not complied with in the preparation of the attached letters to the Chairman, Boards of Parole.

I have been informed by Miss White, Supervisor of the Stenographic Pool, that the letters attached hereto were prepared and left the Pool prior to the receipt of the instructions contained in the inter-office memorandum dated May 4, 1931, relative to the use of envelopes. I naturally at the time of the preparation of this memorandum thought any communications which had been prepared contrary to these instructions would be caught and the envelopes removed by the Mailing Clerk prior to transmission to the Department.

Respectfully,

*C. T. Tolson*

Clyde A. Tolson.

Enclosure.

*Noted*  
*5/11/31*  
RECORDED  
67-9524-138

MAY 8 - 1931

JUNE 6

1951.

MICROFILMED COPY

I am writing to inform you that the copy of the report of the investigation of the activities of the Communist Party in the United States is being made available to you.

The attached copy of the report is being made available to you for your information.

Very truly yours,

Director

Incl.

67-9524-137



JEM:KMG

May 5, 1931.

<sup>0</sup>  
MEMORANDUM FOR MR. TOLSON.

Will you please refer to my memorandum of yesterday concerning the use of envelopes and advise me why the instructions contained therein were not followed in the preparation of the attached letters to the Chairman, Boards of Trade.

Very truly yours,

Director.

Enclosures.

67-9524-136

RECORDED

J. E. O'D.

May 6, 1951.

MEMORANDUM FOR MR. TOLSON.

I gave specific orders several days ago concerning the addressing of envelopes in the Bureau and got yesterday afternoon I received for signature many memoranda addressed to various Departmental officials, notably Mr. Gardner, for which were addressed individual envelopes. I would like to have you take immediate action on my instructions that no envelopes are to be prepared for any memoranda or communications addressed to any Departmental official and that such memoranda shall be held by the Mail Clerk until the end of the day at which time he shall sort the same and forward them to the addressee in an envelope which will be accessible to him at his desk. I assume that there will be envelopes addressed for all Departmental officials in sufficient number so that the Mail Clerk may have them available at all times.

In regard to the memoranda and communications addressed to Bureau officials at the Seat of Government, it is my desire that no envelopes be prepared therefor and that the same rule be applicable as set forth in the preceding paragraph, with the exception that in matters of urgency or those of a strictly confidential character individual envelopes may be immediately prepared and that such communications will be at once transmitted to the Bureau official at the Seat of Government.

In regard to communications sent to field offices of the Bureau, I would like to have a study made for a period of a week to ascertain how many communications are sent to each Bureau office during the course of that week so that I may determine as to the desirability of having all such communications sent in one envelope each day.

Very truly yours,

Director.

67-9524-135

RECORDED

April 12, 1931.

FRANCIS J. TOLSON /  
DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C.

I am referring hereto, for your consideration and record, a letter from [redacted] of [redacted] dated [redacted] and [redacted] in which [redacted] concerning his recent [redacted] of [redacted] [redacted].

Very truly yours,

Director.

RECORDED  
APR 22 1931

11

April 20, 1931.

MEMORANDUM FOR THE DIRECTOR.  TOM  
CUMMINGS  
TO THE  
DIRECTOR  
FROM  
F. W. H.  
CUMMINGS

I am attaching hereto, for your consideration and such action as you may deem necessary, the report submitted by Inspector Glegg covering his recent inspection of the Jacksonville office.

Very truly yours,

Director.

RECEIVED  
APR 20 1931  
F. W. H.  
CUMMINGS

IN: DSS

April 17, 1951.

MEMORANDUM FOR INSPECTOR GENERAL  
SUBJECT: [REDACTED]  
[REDACTED]  
[REDACTED] X0  
[REDACTED]

Confirming verbal conferences, it is desired that the methods listed below be followed in the inspection of field officers:

It is desired that in offering tests to Special Agents on Bureau Examinations, the Inspectors engage in no preliminary argumentation with the Agents. The usual procedure should be followed as is generally employed elsewhere; that is, the individual questions should be asked, if the Agent does not understand the question, it shall, of course, be explained to him - the Agent shall then be given a reasonable amount of time in which to answer the entire question and shall be asked then by the Inspector on the completeness and correctness of the answer.

Authorization is also granted to Inspectors to deduct from field ratings in Manual tests ten points from each Manual rating when the Agent indicates, by the nature of his replies, that he is guessing; that he only vaguely knows the correct answer, or when he requires an unreasonable amount of time in which to give the individual answers. It is understood that if the foregoing provision is followed closely, only in rare instances will it be necessary to deduct the ten points specified in the foregoing.

Authorization is further granted to deduct an additional five points on each Manual when the answer to a specific question is such as to demonstrate beyond a doubt, in view of the nature of the kind of knowledge implied thereby, that the Agent is actually lacking in the knowledge necessary to conduct the routine investigative work of the Bureau and of the procedure necessary therein.

66-13-755

Inspector Keith  
Cullen  
C. G. G.  
Mr. Tolson  
Lyon

4/27/51.

Inspection reports are standardized to add five points to the individual reports in all cases where, by its provisions, without a classification or limitation, it bears the full responsibility and the responsibility to the extent of the full and complete, they are consistently brought to the attention of the Inspector all of the details of the activities in connection with this matter.

It is desired that each and every report on individual Agents by an Inspector state with respect to "Speed", "Efficiency", "Quality", "Quantity", "Reliability", and "Flexibility". This procedure has been discussed in detail. A rating of "Fair" will be sufficient in a case where there is a deficiency or a request for reassignment. A rating of "Good" or "Excellent" will, on the part of the Inspector, signify that a further or more active action is necessary in the form of promotion, or a change of assignment, or in the case of an Agent, a change of the nature of the assignment. "Fair", or "Good", means that the Agent is not satisfactory, that, at the same time, his work is not sufficiently unsatisfactory to warrant administrative action. A rating of "Fair" means that the Agent has been in the service three years or more and will be considered unsatisfactory by the Bureau. "Good" means that the Agent is a good and satisfactory Agent. All of the ratings the Inspectors should indicate whether or not in connection with the performance of the Agent's duty. "Excellent" would be in the case of an Agent who is actively above the average and in all other respects is unsatisfactory that the Agent is a good person. Executive ability. The extent of said executive ability should be pointed out by the Inspector.

It is desired that every effort be made by Inspectors to secure information relative to the ability to direct, clarify and expeditiously of Agents. It is believed that considerable delay in the performance of the necessary part of the Bureau and completion of strategic work is caused by inefficient direction.

It is desired that all Inspectors, prior to leaving Washington, make a detailed review of all personnel files of Agents in charge in order to ascertain the nature of all communications relative in cases, either minor or major, occurring at the offices to be inspected. They shall also review all other letters contained in office administrative files or otherwise which will throw light upon correspondence between the Bureau and the Agents in the matter of the interests existing between this date and the date of the previous inspection.

Inspector Smith  
Office  
Chief  
Mr. Tolson  
Room

4/17/22.

It shall be well for all Inspectors to cooperate with all forms of inspection prior to leaving on an inspection trip for the purpose of ascertaining any matters which said heads of divisions believe should be looked into by the inspectors.

The procedure now being followed of receiving from individual agents and files of number of cases to complete, and report upon individual cases, is approved by the Bureau. The general purpose of this is to enable the Inspector to ascertain himself from the knowledge possessed by the agent of his case, his former teacher, records of education and activities toward such records. It was desired to be sent to the Bureau in listing the number of cases to be done in all assigned and unassigned cases, and required to be listed by agents.

It is desired that in any case made with a view to maintaining contact as to source of information list. The desirability of and necessity for a list of this kind has been discussed with you.

It is desired that inspectors make inquiries into the nature and efficiency of teacher systems maintained in Bureau offices.

It is also desired that in giving tests to field office stenographers, a preliminary or trial test of the same number of words to show given time; that this be dictated at the same rate of speed and that it be considered in the nature of a preliminary test, as it were, to enable the stenographers under examination to acquire the proper stenographic style and to accustom themselves to the inflections and intonation of the Inspector's voice.

Very truly yours,

Director.

April 14, 1921.

MEMORANDUM FOR MR. TOLSON ✓  
1921-22  
1921-22  
1921-22  
1921-22  
1921-22  
1921-22  
1921-22

The enclosed hereto, for your consideration and such action as you may deem necessary, are reports received from Mr. [redacted] covering his recent inspection of the [redacted] office.

Very truly yours,

Director.



1941

April 17, 1941

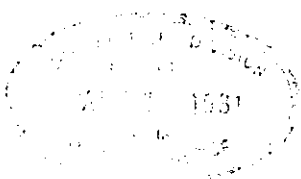
MR. [Name] /  
 [Address]  
 [City]  
 [State]  
 [Zip]

I am writing to you regarding the  
 information that you have provided  
 on the subject of [Topic]. The  
 following information is being  
 provided to you for your information.

Very truly yours,

Director

62-1111-100



67-9524-134

April 9, 1951

Mr. Edgar A. ...  
Bureau of Internal Revenue.

Dear Mr. ...:

I do hereby acknowledge receipt of your letter of March 29th containing a suggestion which you submit for consideration with a view to making change in Bureau rules and policies.

I desire to express to you my appreciation for the courtesy and interest displayed by you in this matter and to state that your suggestion will receive careful study.

Very truly yours,

Director.

APR 9 1951  
RECEIVED

Handwritten signature or initials

P

St. Louis, Mo.,  
April 21, 1934

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

It is suggested that Section 1 of the Code of Rules and Regulations be amended to provide for the issuance of warrants in cases where the person to be arrested is a fugitive from justice and is known to be in the possession of a firearm. It is suggested that the amendment be made at such place as may be deemed appropriate for your consideration.

Very truly

J. Edgar Hoover.

*ack - 4/21/34*

107-9524-134

APR 22 1934

*[Handwritten initials and signature]*

JHE:MO'B

April 8, 1931.

MEMORANDUM FOR MR. TOLSON.

Will you please take  
steps to select five additional  
typists for appointment to the  
Bureau and three additional  
student fingerprint clerks.

Very truly yours,

Director.

1571-0-1851

RECEIVED  
BUREAU FILES DIVISION  
MAILED  
APR 9 1931  
A.M.  
DEPT. OF JUSTICE

JMH:NO'B

July 20, 1931.

MEMORANDUM FOR MR. BAILEY  
MR. TOLSON  
MR. CULLEN  
MR. HARRIS

I am attaching hereto a copy of a letter submitted by Inspector Cullen covering an inspection of the Detroit office in March, 1931. I personally went to Detroit, after I had received this letter, and only three days after Mr. Cullen had left Detroit. I found conditions almost identical to Mr. Cullen had reported. There had been a rather feeble effort by the agent in charge to correct a few of the conditions. What has impressed me, however, is the fact that in my examination of the Detroit office, and the corresponding of the employees therein, I found that many of the conditions referred to by Mr. Cullen had existed for over a period of several years.

I note that the Detroit office has been inspected four times since March 1930; namely by Inspector Tolson in March 1930; Inspector Cullen in July 1930; Inspector Keith in October 1930; and Inspector Cullen in January 1931. However, on none of these inspections did the inspectors find the conditions as referred to by Inspector Cullen in March 1931. As a result of these conditions, if not most of them, the same is evidenced over a period of several years. There is but one conclusion that I can draw and that is that the Inspectors have not been as thorough in the examination of this office as they should have been.

I have emphasized over and over again, in person and verbally, to the Inspectors that I want a real inspection to be made of some of the field offices. Within the last year or two I have had occasion to visit six field offices and in two of these field offices I made a detailed examination; in the others a general examination was made. I have been impressed, however, with the fact that but little or no attention has been given by the Inspectors to the physical appearance of an office and the condition of its office; its inventories; its files, and the contents of the desks in the office. I am not desirous of Bureau officials interfering with the personal affairs of employees in their desks, but I do think that when cards come in official papers bearing dates as far back as a year ago, which papers have never been in the files of the Bureau and have not been charged to the employees, and when the desks are filled with surplus supplies, and surplus articles of Government property, it is a matter that should receive attention. When the office is improperly administered along this line, it is safe to assume that it is equally as improperly administered along the investigative line.

100-100000

Mem. to Mr. Nathan

2

9-20-21

I am frank to state that I think the Inspectors have become entirely too perfunctory in the examination of the officers and there must be a marked tightening up by the Inspectors of their work in the individual field offices.

Very truly yours,

Encl.

Director.

N  
T

Washington  
March 24, 1931

Dear Mr. Tolson:

Please permit me to send admittedly belated acknowledgment in writing of my appreciation of your very kindly and most helpful attitude the morning I was privileged to talk with you.

Indeed, the atmosphere of your office was so much in contrast to those of which I often hear (and of some of which I have personal knowledge) that I continue greatly impressed with my recollection of your affability.

Respectfully yours,

Hon. Clyde A. Tolson,  
Department of Justice,  
Washington, D. C.

67-9524-133

MAR 24 1931

Arthur

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

*NH*

March 7, 1931.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your inquiry as to the reason why I failed to detect the error appearing in the address of the communication prepared in Division Six on March 6, 1931, addressed to Mrs. Amy Hine of West Palm Beach, Florida.

The communication in question was read by me and the error was undetected. I have not made it a practice to carefully check the addresses in all communications forwarded through my office for your signature. I have attempted, however, to read all correspondence except form letters sent to you for signature from Divisions Six and Seven. I have delegated to Miss Shaaffor the duty of checking form letters prepared in these Divisions.

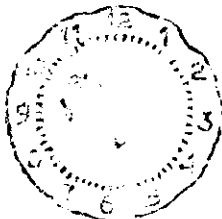
Steps have been taken to re-write the letter to Mrs. Hine, correcting the error in question.

I very much regret that the same was not detected by me prior to transmitting the communication to your office.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.



MAR 9 1931

67-9524-132

MAR 10 1931



U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

N-1111  
T  
Keith

March 4, 1951.

Director,  
Foreign Intelligence Division,  
Department of Justice,  
Washington, D. C.

Dear Sir:

I am to acknowledge receipt of your letter dated March 2, 1951, relative to the submission of suggestions for the improvement of the administrative and investigative system.

It is requested that you submit such suggestions as might occur in the future to time. At this date, I have no further information concerning possible changes in the administrative or investigative system.

Very truly yours,

<sup>0</sup>  
Clyde A. Tolson  
Clyde A. Tolson.



MAIL ROOM

67-9524-131

MAR 28 1951

V  
K



*Handwritten signature*

67-9524-130

November 1951

Dear Sir:

I am writing to you regarding the... [faded text]

I am writing to you regarding the... [faded text]

The above mentioned... [faded text]

The above mentioned... [faded text]

The exercise presented by Mr. Schiller... [faded text]

*Handwritten mark*



... have been extremely lenient in regard to the  
 ... of the ... I desire that ... in each section a supply  
 ... of the ... be placed in the  
 ... particularly in the ... was in the ...  
 ... to be many of these ... and  
 ... in the ... were on  
 ... in each cabinet  
 ... In the ...  
 ... I think the ...  
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 ... the Assistant  
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I have had occasion to show the... I recall the excuse that... I consider his excuse to be... certainly seven... fourteen... It is obvious, there-... little or no attention to letters of this...

in the... section a dozen or more newspapers scattered... on... and some on... was left on the... of... In the... Sec-... about.

... with the desks... responsibility for the... desks... notes, cards, exhibits, and other... I could have... at the... it is impossible to... the... could not have... the... in which it is left at the...

... man's... a pair of... were left in... in the... for... that had gathered...

... which I... refer to the... could certainly have been obvious to the... of the Division, and to the... I see absolutely no excuse that... responsibility of the... which I observed... the... of a Division is to see that its... no Division can... when its administrative routine is as inefficient...

... be taken to correct this... It should not be necessary for me to have to make a personal examina-... the... the... should certainly have been... I cannot express too strongly my... in properly meeting their responsibilities in...

1. 1910-2

6.

11. 1

11. 11. 11.

Very truly yours,

Director.

Only

1. 11. 11.  
a. 11. 11. 11.

JUN 3 1931

67-9524-129

March 5, 1931.

JUN 11 1931

MEMORANDUM FOR MR. CULLEN  
CIEGGA  
BRANTA  
KIMMEL  
TOLSON

I am desirous of bringing to the attention of the officials of the Bureau who at various times make inspection work a condition which I consider to be most deplorable and which I trust will not again be necessary to bring to your attention. It is not from my understanding that when an Inspector inspected a Division or field office every element in the operation of such Division or office is thoroughly gone into and which would cover the physical appearance of the office or retention in the office of unusable furniture, and the contents of the desks, tables, and cabinets in the Division or office. I note particularly that some of the Inspectors in their reports have referred to the inspection of the desks of employees and I had assumed that all Inspectors were giving this matter proper attention.

Recently, I had occasion to visit Division Six, which had just had an inspection by two officials of the Bureau. Upon visiting this Division I was astounded to note the deplorable appearance of the same and the absolute lack of any proper administrative supervision of the routine operations of the Division. All desks which I examined contained excessive quantities of supplies, food, fruit, candy, shoes, stockings, and other miscellaneous articles. Shirts underneath radiators and in corners of the room were shoes, stockings and suits. All in all the condition of the Division was a disgrace to the Bureau. The issuance of supplies had received absolutely no supervision and the wastage in this item alone, I think, must have run into the hundreds, if not thousands, of dollars. However, as I have stated, this Division had been had several weeks before inspected by two officials of the Bureau and they, apparently, had ignored these important features in their inspection work.

I am bringing this to your attention in order that there can be steps taken immediately by all persons performing inspection work to give proper attention to their responsibility along this line. The inspection of an office or a division is not to be performed in a perfunctory manner nor do I think that it should be necessary for me, or any other official of this Bureau, to have to inspect the work of an Inspector. I have had complete confidence in all of the Inspectors and in the fact that I have felt they were fully appreciative of the responsibilities resting upon them. I do not want to be forced to doubt in any way my confidence in them.

I hope it will not be necessary for me again to have to call attention of the officials of the Bureau performing inspecting work in any such delinquencies as it has been necessary for me to call attention to in this memorandum.

MAR 5 1931

Very truly yours,

Director.



I, Clyde A. Johnson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director (field)

on which I am about to enter: So help me God.

(Sign here) Clyde A. Johnson

Subscribed and sworn to before me this ) Where born (State only) Mo.  
26th day ) Date of birth May 22, 1900  
of January A. D. 1931 ) Whence appointed:  
State Mo. County Franklin  
Congressional District         

Raymond C. Remberger  
Notary Public

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty July 26, 1931  
Residence 1200 16th Street N.W.

1/6

CG-10

January 9, 1931.

Mr. C. E. Wilson,  
Federal Bureau of Investigation,  
New York City Office.

Sir:

Your kindly letter of the 7th inst. from Inspector to Assistant  
Inspector, New York City Office, of the Bureau of Investigation,  
re: [redacted] is hereby acknowledged. Your prompt and ready reply is  
appreciated. [redacted] (NY-100).

Very sincerely,  
the recipient of this office.

Respectfully,

for the Attorney General,

(Signed) Charles P. Simon  
Assistant Attorney General.

67-9524-128	
BUREAU OF INVESTIGATION DEPARTMENT OF JUSTICE	
JAN 10 1931 A.M.	
RECEIVED	
	FILE

January 1950  
Washington, D.C.

DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20535

January 7, 1950

W. J. [Name],  
Bureau of Investigation,  
Department of Justice.

On [Date] hereby transferred from Inspector to Assistant  
Director in the field service of the Bureau of Investigation,  
effective with duty on [Date]. Your grade and salary are so  
readily indicated (\$5500 per annum in Grade GS-14).

You should present to [Name] with this letter.

Sincerely,

[Name]

*[Signature]*  
[Name]  
[Title]

January 22, 1931.

A. Sheaffer

MEMORANDUM FOR MR. TOLSON.

I regret the necessity of bringing to your attention this particular situation. It concerns the inaccessibility of our office to persons from my office bearing papers and messages which I have specifically instructed be directly conveyed to you. My attention was called to this matter many times but I have disregarded it until recently there have been several occasions when I have directed that certain information be at once given to you, or obtained from you, and, upon making inquiry of the assistants in my office, I have been informed that they have been unable to see you.

Only I had occasion to direct that a message be at once conveyed to you about a matter on which a Senator had called, and on which I wanted to advise you. Miss O'Brien, of my office, went to convey the message to you and, upon learning that Mr. Nathan was with you, left word with your secretary to be called as soon as Mr. Nathan terminated his conference with you. Miss O'Brien was not called, even after Mr. Nathan left your office and was out of your office for a considerable length of time, until she took the matter up with you again.

I must insist that some steps be taken by you to arrange for prompt and ready access by employees from my office to you upon matters which are pressing.

Very truly yours,

Director.

67-9524-124

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

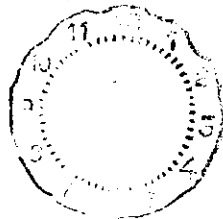
January 17, 1933.

MEMORANDUM FOR THE DIRECTOR.

A letter addressed to Mr. A. N. Evans, 121  
Parkwood Street, Saint Louis, Missouri, on January 9,  
has been returned to the Bureau. It appears that this  
applicant resides in Saint Joseph, Missouri, and that  
the letter was improperly addressed by Miss Sheriff  
and the error was not detected by me in reading the  
correspondence. I regret the occurrence of this error.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.



JAN 13 1933

67-9524-126

JAN 18 1933

JAN 18 1933

Number

January 9, 1951.

MEMO

MEMORANDUM FOR MR. WELDON, APPOINTMENT CLERK

Please prepare the necessary papers changing the title of Mr. C. W. Nelson's position in the Bureau of Investigation, Department of Justice, from Inspector to Assistant Director in the field service. Mr. Nelson's grade and salary are to remain unchanged.

Very truly yours,

Director.

67-9524-125

SEARCHED	INDEXED
SERIALIZED	FILED
JAN 10 1951	
FBI - NEW YORK	

A

✓

RECEIVED

2-14-51

Department of Justice

Bureau of Investigation

Washington, D. C.

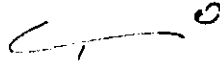
December 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

In reviewing the printed Annual Report, an error has been noted at the top of page 83 wherein it is stated that during the year 1412 Federal fugitives from justice were located by Bureau employees. This number is incorrect and should have been shown as 1413 in accordance with the tabulation of fugitives located which appears on the same page. The error in this instance was made by the writer.

The first draft of the Annual Report showed 1412 fugitives as having been located and a check of the figures in Division Seven by an accountant disclosed that this figure was in error. In re-preparing the material, the figure was corrected in the tabulation but not in the copy. I exceedingly regret the occurrence of this error.

Respectfully,

  
Clyde A. Tolson.



DEC 3 1930

67-9524-124

DEC 4 1930

CF:HP

October 25, 1930

MEMORANDUM FOR THE DIRECTOR.

In view of the change in the designation of Special Accountants, I desire to recommend that hereafter employees who perform accounting work be referred to in Bureau applications and Bureau correspondence of all kinds as "Special Agent (Accountant)".

Respectfully,

Clyde A. Tolson.

A

67-9524-12

NOV 5

RSD

NOV 5 1930  
RECEIVED  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

NOV 5 1930 P. M.

Handwritten initials/signature



CT:ACS

October 15, 1950.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in divisions concerned in handling personnel matters.

It is suggested that the following sections be added to the manual:- "Notations for Personnel Service (i.e.-Bureau) authority must be secured from the Bureau before appointing persons for permanent or temporary employment. Notations covering personnel services should contain a reference to the Bureau communication authorizing same and the number given by the fiscal control section."

Add to Section 14, Paragraph 2:- "In other than the date said employee actually entered on duty in the field office."

Add to Section 14:- "When the services of a temporary employee are terminated, the Bureau should be promptly advised of the actual date of the termination of such services."

Add to Section 14, Paragraph 2:- "Bureau application blanks shall be completed by all appointees."

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

67-9524-122  
INDEXED  
FILED  
OCT 17 1950  
FBI - WASH DC

OT:AGS

(B)

October 13, 1950.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

*already in Section 64*

It is suggested that the following section be added to the Manual:- ~~"Vouchers for leave and services of field agents must be submitted to the Bureau for approval before they are presented to the Bureau. Vouchers covering personal services should contain a reference to the Bureau communication authorizing same and the number given by the special control section."~~

- (1)
- (2)
- (3)
- (4)

add to Section 64, Paragraph 2:- "together with the date said employee actually covered on duty in the field office."

add to Section 64:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

add to Section 64, Paragraph 2:- "Bureau application blanks shall be enclosed by all applicants."

add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

Badges and Credentials

MEMORANDUM

Send this Voucher to DIVISION  
 ACCOUNTS, DEPARTMENT OF  
 JUSTICE, WASHINGTON, D. C.  
 for settlement.

Pay Voucher for Personal Services

Voucher No. \_\_\_\_\_

APPROPRIATION: \_\_\_\_\_  
 (Leave this line blank)

Symbol \_\_\_\_\_

THE UNITED STATES (FOR DEPARTMENT OF JUSTICE)

To \_\_\_\_\_, Dr.  
 (Name of payee)

Address: \_\_\_\_\_

Division of Accounts No. \_\_\_\_\_

(To which checks should be mailed)

CLASS SYMBOL	PERIOD OF SERVICE	RATE PER	AMOUNT		PAID BY CHECK OR CASH
			Dollars	Cts.	
For SERVICES rendered as _____					
from _____, 192 , to _____, 192 , inclusive.					
On account of _____ <small>(State case or nature of business)</small>					
REMARKS: _____					
_____					
_____					
_____					
_____					
_____					
TOTAL - - - - - \$ _____					

Date of payment, _____ Paid in cash, \$ _____ Paid by check, \$ _____ Check No. _____ Favor of payee named above _____	Account submitted for _____ \$ _____ Differences as follows: _____ _____ _____ _____ _____ APPROVED FOR _____ \$ _____
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REMARKS:

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

NH

October 7, 1930.

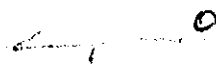
MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your recent request for information as to why the order directing Special Accountant J. S. Bryan to report at the Training School on October 6, was dispatched from the Bureau.

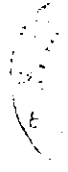
The records indicate that at the time of the transmission of the order for Accountant Bryan's appearance, it was not known that he was submitting his resignation. However, information to this effect was received on the same day that the letter went out from the Bureau. The error occurred in not canceling the instructions to have him report for training and the responsibility for failing to do this is chargeable to the writer.

I have discussed this matter with Mr. Egan with whom I conferred frequently in connection with the preparation of orders regarding the Training School and he feels that both of us are at fault in not properly following out the matter.

Respectfully,

  
Clyde A. Tolson.

JK



OCT 7

67-9524-121

OCT 8 1930

RECORDED

JUN 1936

October 2, 1936.

MEMORANDUM FOR MR. CARMICHAEL.

I today requested that Mr. Clyde A. Tolson's name be included in those officials of the Bureau to whom invitations for official functions at the White House should be sent. I have been informally advised that Mr. Tolson has asked that it is not proper to include Mr. Tolson's name because of the fact that he is not a member of the field appropriation. Frankly I do not see how this has to do with the selection of the persons to whom these invitations should be sent. Mr. Tolson and Mr. Egan are the two Assistant Directors of the Bureau of Investigation. Mr. Tolson was appointed to this position on the first of September, 1935, and notwithstanding that his salary is paid from the field appropriation of the Bureau of Investigation, it is my opinion that he should be included with the names of the other officials of the Department whose names are placed upon the list for the White House invitations.

I, therefore, again request, that Mr. Tolson's name be included in the list.

Very truly yours,

Director.

67-9524-120

*[Handwritten initials and scribbles]*

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

September 30, 1930

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your recent memorandum relative to the errors which were found to exist in the Bureau's statistics for the fiscal year 1930, and in the bankruptcy statistics for previous years.

A careful check of the figures used in the annual report for the fiscal year 1930 has been made by Accountant Jackson, under the supervision of Inspector Egan, and he has found the minor errors existed in the statistics covering probationary sentences, fines, and fugitives. The errors in the first two instances occurred in the addition of the monthly recapitulation sheets, and an error of one fugitive in the total located during the year was not properly recorded.

On July 2, 1930, you addressed a memorandum to the undersigned, stating that it was your desire that the figures and statistics appearing in the annual report be very carefully checked by the writer, with the assistance of Inspectors Keith, and Egan. Copies of this memorandum were forwarded to the two Inspectors. The annual report was prepared and approved in its entirety by all Division Heads and Supervisors, with the exception of Mr. Harvey, and by Inspectors Keith and Egan. So far as I know, none of the Division Heads, Inspectors, or Supervisors, checked these statistics, but accepted the figures prepared in Division Seven. To completely check the statistics recorded in the annual report would take considerable time. Mr. Egan believes that it would take one person from three weeks to a month to thoroughly check these figures. It would appear, therefore, that the responsibility for the errors appearing in the 1930 annual report devolves upon the writer, and that Inspector Keith, and Mr. Egan were at fault in failing to carry out the instructions contained in your memorandum, to the effect that the figures should be very carefully checked.

In order to obviate the possibility of errors appearing in Bureau statistics in the future, I am submitting herewith a memorandum addressed to Division Seven, instructing that the monthly compilation of statistics prepared from the abstract slips be minutely checked by a Bureau Accountant, and that the recapitulation sheets at the end of six months and yearly periods be also checked by an Accountant.

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67-9524-119

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