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"Rummaging in the government's attic"

Description of document: Records regarding Federal Bureau of Investigation (FBI) Program to Digitize the Manual Card Indices, 2008-2013

Released date: 06-June-2016

Posted date: 25-July-2016

Source of document: Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4391/4997
Email: foiparequest@ic.fbi.gov

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June 6, 2016

FOIPA Request No.: 1333562-000
Subject: FBI's Program to Digitize the Manual Card
Indices

The enclosed documents were reviewed under the Freedom of Information Act (FOIA), Title 5, United States Code, Section 552. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Explanation of Exemptions:

Section 552		Section 552a	
<input type="checkbox"/> (b)(1)	<input type="checkbox"/> (b)(7)(A)	<input type="checkbox"/> (d)(5)	
<input type="checkbox"/> (b)(2)	<input type="checkbox"/> (b)(7)(B)	<input type="checkbox"/> (j)(2)	
<input type="checkbox"/> (b)(3)	<input checked="" type="checkbox"/> (b)(7)(C)	<input type="checkbox"/> (k)(1)	
_____	<input checked="" type="checkbox"/> (b)(7)(D)	<input type="checkbox"/> (k)(2)	
_____	<input checked="" type="checkbox"/> (b)(7)(E)	<input type="checkbox"/> (k)(3)	
_____	<input type="checkbox"/> (b)(7)(F)	<input type="checkbox"/> (k)(4)	
<input type="checkbox"/> (b)(4)	<input type="checkbox"/> (b)(8)	<input type="checkbox"/> (k)(5)	
<input checked="" type="checkbox"/> (b)(5)	<input type="checkbox"/> (b)(9)	<input type="checkbox"/> (k)(6)	
<input checked="" type="checkbox"/> (b)(6)		<input type="checkbox"/> (k)(7)	

146 pages were reviewed and 135 pages are being released.

Document(s) were located which originated with, or contained information concerning, other Government Agency (ies) [OGA].

This information has been referred to the OGA(s) for review and direct response to you.

We are consulting with another agency. The FBI will correspond with you regarding this information when the consultation is completed.

In accordance with standard FBI practice and pursuant to FOIA exemption (b)(7)(E) and Privacy Act exemption (j)(2) [5 U.S.C. § 552/552a (b)(7)(E)/(j)(2)], this response neither confirms nor denies the existence of your subject's name on any watch lists.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. Enclosed for your information is a copy of the Explanation of Exemptions.

For questions regarding our determinations, visit the www.fbi.gov/foia website under "Contact Us." The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request. Your patience is appreciated.

You may file an appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://foiaonline.regulations.gov/foia/action/public/home>. Your appeal must be postmarked or electronically transmitted within sixty (60) days from the date of this letter in order to be considered timely. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s). If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☑ See additional information which follows.

The enclosed documents contained herein represent the first interim release of information responsive to your FOIA request.

As previously indicated, documents were located which originated with, or contained information concerning another agency. We are consulting with the other agency and are awaiting their response. Our office has processed all other information currently in our possession. Upon the completion of the outstanding consultation by our office, the FBI will correspond with you regarding those documents when the consultation is completed.

Inquiries regarding your OGA referrals designated within the release as "Referral/Direct" may be directed to the following agencies at:

U. S. Department of Defense
Office of Freedom of Information
1155 Defense Pentagon (OSD Mailroom – Room 3C843)
Washington, D.C. 20301-1155

FOIA Officer
National Archives and Records Administration
Room 3110
8601 Adelphi Road
College Park, MD 20740-6001

This material is being provided to you at no charge.

Sincerely,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1333562-0

Total Deleted Page(s) = 11
Page 49 ~ Referral/Direct;
Page 50 ~ Referral/Direct;
Page 51 ~ Referral/Direct;
Page 52 ~ Referral/Direct;
Page 53 ~ Referral/Direct;
Page 55 ~ Referral/Direct;
Page 56 ~ Referral/Direct;
Page 57 ~ Referral/Direct;
Page 70 ~ Referral/Consult;
Page 73 ~ Referral/Consult;
Page 74 ~ Referral/Consult;

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X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX



Manual Index Cards



**A navigational tool for searching index cards on
Microsoft Office SharePoint Server 2007**

UNCLASSIFIED//~~For Official Use Only~~



Directions for manually searching the index cards on the SharePoint site

1. **Identify subject**
2. **Visit the Manual Index Card SharePoint site**
3. **Locate field office associated with search**
4. **Identify folder and subfolders**
5. **Manually navigate .pdf files**



Identify Subject

The example used in this presentation will be a San Francisco field office request for the following subject:

DOB:

b6
b7C

Depending on the subject you may have more or less identifiable data.

This is the main page for Manual Index Cards on SharePoint.

- Manua
- Home

- View All Site Content
- Documents**
- Shared Documents
 - Dallas
 - Tampa
 - Knoxville
 - Cincinnati
 - San Francisco
 - WFO
 - Minneapolis
 - Houston
 - Detroit
 - Charlotte
 - Baltimore
 - Legat Cards
 - Portland
 - Norfolk
 - Omaha
 - Jackson
 - Jacksonville
 - Indianapolis
 - Birmingham
 - Springfield
 - Chicago
 - Las Vegas
 - Louisville
 - New Orleans
 - Confirmed

Electronic Version of Index Cards - This collection is classified at the ~~SECRET~~ level

Announcements

UPDATED: Searchable Field Office Collections! NEW 11/6/2009 7:26 AM
by [redacted] (RMD) (FBI)

At this time, the following field office collections are searchable:

- WFO
- San Francisco

As more field office collections become available for searching, this announcement will be updated.

Search Requests 9/28/2009 9:37 AM
by [redacted] (RMD) (FBI)

Index Card Search Requests are currently being tracked by [redacted]. Please submit an email with the name and any other pertinent information to [redacted] AND [redacted] for each search request. Please note that we only provide search...

Instructions for Site Usage 4/19/2009 11:24 AM
by [redacted] (RMD) (FBI)

A presentation on searches and site usage has been uploaded and can be accessed through the Shared Documents/Site Usage Instructions folder or via this link

[redacted]

Welcome! 7/30/2008 4:39 PM
by [redacted] (RMD) (FBI)

Welcome to the Index Card Site! Index cards from Field Offices will be scanned and uploaded here for ongoing access. Please check the shared documents folder for the scanned documents.

Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

Add new event

Microsoft Windows SharePoint Services Logo

Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.

Add new link

b6
b7C

b6
b7C

b6
b7C
b7E

b6
b7C

The field offices that have been scanned are located on the left hand side of the screen.

- View All Site Content
- Documents**
- Shared Documents
- Dallas
- Tampa
- Knoxville
- Cincinnati
- San Francisco**
- WFO
- Minneapolis
- Houston
- Detroit
- Charlotte
- Baltimore
- Legat Cards
- Portland
- Norfolk
- Omaha
- Jackson
- Jacksonville
- Indianapolis
- Birmingham
- Springfield
- Chicago
- Las Vegas
- Louisville
- New Orleans
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Microsoft Windows SharePoint Services Logo

Links

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Add new link

Locate the Field Office of Interest (ex. San Francisco).

b6
b7C

b6
b7C

b6
b7C
b7E

b6
b7C



An alphabetical list of folders appears (similar to organization of the drawers in a file cabinet).

San Francisco

View All Site Content

Documents

- Shared Documents
- Dallas
- Tampa
- Knoxville
- Cincinnati
- San Francisco
- WFO
- Minneapolis
- Houston
- Detroit
- Charlotte
- Baltimore
- Legat Cards
- Portland
- Norfolk
- Omaha
- Jackson
- Jacksonville
- Indianapolis
- Birmingham
- Springfield
- Chicago
- Las Vegas
- Louisville

San Francisco Index Cards

New Upload Actions

View: All Documents

Type	Name	Modified	Modified By
Folder	A	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	B	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	C	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	D	7/17/2009 4:02 PM	(RMD)(CON)
Folder	E	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	F	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	G	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	H	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	I	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	J	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	K	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	L	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	M	7/22/2009 8:58 AM	(RMD)(CON)
Folder	N	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	O	7/8/2008 10:52 AM	(RMD)(FBI)
Folder	P		
Folder	Q		
Folder	R		
Folder	S		
Folder	T		
Folder	U		



Click on the letter that corresponds with where the document was originally filed (the first letter of the subject's last name).

b6
b7C

A list of subfolders appears. The subfolders' titles correspond with the first three letters of the last card within the folder.

- View All Site Content
- Documents
- Shared Documents
 - Dallas
 - Tampa
 - Knoxville
 - Cincinnati
 - San Francisco
 - WFO
 - Minneapolis
 - Houston
 - Detroit
 - Charlotte
 - Baltimore
 - Legat Cards
 - Portland
 - Norfolk
 - Omaha
 - Jackson
 - Jacksonville
 - Indianapolis
 - Birmingham
 - Springfield
 - Chicago
 - Las Vegas
 - Louisville
 - New Orleans
 - Confirmed
 - Denver
 - Miami
 - Boston
 - San Diego
 - Sacramento
 - Lincoln
 - Buffalo
 - Milwaukee
- Lists
- Calendar
 - Tasks
- Discussions
- Questions
- Sites
- People and Groups
- Site Hierarchy

D on hq-appw-194

Select an item to view its description.

DAH	DES	DRA
DAL	DET	DRE
DAM	DEV	DRO
DAN1	DHA	DUA
DAN2	DIA1	DUC
DAR	DIA2	DUF
DAS	DIC	DUL
DAV1	DIE1	DUN1
DAV2	DIE2	DUN2
DAV3	DIE3	DUN3
DAV4	DIL	DUR
DAV6	DIM	DUS
DAV7	DIO	DVW
DAW	DIS	DZH
DEA1	DK	
DEA2	DOB	
DEG	DDD	
DEE	DOL1	
DEG	DOL2	
DEL1	DOM	
DEL2	DON1	
DEL3	DON2	
DEL4	DOR1	
DEM1	DOR2	
DEM2	DOU	
DEN	DOW	
DEP	DOY1	
DER	DOY2	

Click on the subfolder that corresponds with where the document may have been originally filed.

Name	Internet Address	Size	Type	Modified
FOIC-SF-DZH-01232.pdf	http://hq-appw-194/indreference/ManualInd...	12.6 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01233.pdf	http://hq-appw-194/indreference/ManualInd...	11.5 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01234.pdf	http://hq-appw-194/indreference/ManualInd...	12.1 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01235.pdf	http://hq-appw-194/indreference/ManualInd...	12.9 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01236.pdf	http://hq-appw-194/indreference/ManualInd...	11.4 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01237.pdf	http://hq-appw-194/indreference/ManualInd...	10.5 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01238.pdf	http://hq-appw-194/indreference/ManualInd...	12.1 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01239.pdf	http://hq-appw-194/indreference/ManualInd...	11.6 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01240.pdf	http://hq-appw-194/indreference/ManualInd...	10.0 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01241.pdf	http://hq-appw-194/indreference/ManualInd...	10.2 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01242.pdf	http://hq-appw-194/indreference/ManualInd...	11.0 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01243.pdf	http://hq-appw-194/indreference/ManualInd...	11.7 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01244.pdf	http://hq-appw-194/indreference/ManualInd...	14.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01245.pdf	http://hq-appw-194/indreference/ManualInd...	13.5 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01246.pdf	http://hq-appw-194/indreference/ManualInd...	11.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01247.pdf	http://hq-appw-194/indreference/ManualInd...	10.2 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01248.pdf	http://hq-appw-194/indreference/ManualInd...	13.4 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01249.pdf	http://hq-appw-194/indreference/ManualInd...	11.8 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01250.pdf	http://hq-appw-194/indreference/ManualInd...	10.1 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01251.pdf	http://hq-appw-194/indreference/ManualInd...	15.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01252.pdf	http://hq-appw-194/indreference/ManualInd...	10.9 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01253.pdf	http://hq-appw-194/indreference/ManualInd...	11.6 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
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FOIC-SF-DZH-01256.pdf	http://hq-appw-194/indreference/ManualInd...	10.5 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01257.pdf	http://hq-appw-194/indreference/ManualInd...	15.7 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01258.pdf	http://hq-appw-194/indreference/ManualInd...	13.6 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01259.pdf	http://hq-appw-194/indreference/ManualInd...	11.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01260.pdf	http://hq-appw-194/indreference/ManualInd...	11.9 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01261.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01262.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01263.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01264.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01265.pdf	http://hq-appw-194/indreference/ManualInd...			
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FOIC-SF-DZH-01269.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01270.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01271.pdf	http://hq-appw-194/indreference/ManualInd...			
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FOIC-SF-DZH-01273.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01274.pdf	http://hq-appw-194/indreference/ManualInd...			
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FOIC-SF-DZH-01276.pdf	http://hq-appw-194/indreference/ManualInd...			
FOIC-SF-DZH-01277.pdf	http://hq-appw-194/indreference/ManualInd...	11.2 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01278.pdf	http://hq-appw-194/indreference/ManualInd...	12.5 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01279.pdf	http://hq-appw-194/indreference/ManualInd...	12.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01280.pdf	http://hq-appw-194/indreference/ManualInd...	10.9 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01281.pdf	http://hq-appw-194/indreference/ManualInd...	15.0 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01282.pdf	http://hq-appw-194/indreference/ManualInd...	11.1 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01283.pdf	http://hq-appw-194/indreference/ManualInd...	13.4 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01284.pdf	http://hq-appw-194/indreference/ManualInd...	10.2 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01285.pdf	http://hq-appw-194/indreference/ManualInd...	12.1 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01286.pdf	http://hq-appw-194/indreference/ManualInd...	12.7 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01287.pdf	http://hq-appw-194/indreference/ManualInd...	12.3 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01288.pdf	http://hq-appw-194/indreference/ManualInd...	12.3 KB	Adobe Acrobat Doc...	2/4/2009 11:07 AM
FOIC-SF-DZH-01289.pdf	http://hq-appw-194/indreference/ManualInd...	11.0 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM
FOIC-SF-DZH-01290.pdf	http://hq-appw-194/indreference/ManualInd...	11.2 KB	Adobe Acrobat Doc...	2/4/2009 11:13 AM

Open the last pdf in the folder. If this card is alphabetically after the card you are looking for, your card will be in this folder. You can locate it through a process of elimination.

b7E

The screenshot shows a web browser window displaying a document viewer. At the top center, the page number "1/73" is visible. On the left side, the text "nda" is present. A large rectangular area at the top of the document is redacted with a white box. An arrow points from a callout box to this redacted area. The callout box contains the text: "This is the last card in the subfolder, therefore, we must look in the next subfolder (drawer) for the 'Y's." The browser's address bar and navigation buttons are visible at the top, and the Windows taskbar is at the bottom.

b6
b7C

Manual Index Cards

This List: San Francisco

Home

Manual Index Cards > San Francisco > D

San Francisco

View All Site Content

Documents

- Shared Documents
- Dallas
- Tampa
- Knoxville
- Cincinnati
- San Francisco
- WFO
- Minneapolis
- Houston
- Detroit
- Charlotte
- Baltimore
- Legat Cards
- Portland
- Norfolk
- Omaha
- Jackson
- Jacksonville
- Indianapolis
- Birmingham
- Springfield
- Chicago
- Las Vegas
- Louisville
- New Orleans
- Confirmed
- Denver
- Miami
- Boston
- San Diego
- Sacramento
- Lincoln
- Buffalo
- Milwaukee
- Lists
- Calendar
- Tasks
- Discussions
- Questions
- Sites
- People and Groups
- Site Hierarchy

San Francisco Index Cards

Actions

View: Explorer View

D on hq-appw-194

Select an item to view its description.

- DAH
- DAL
- DAM
- DAN1
- DAN2
- DAR
- DAS
- DAV1
- DAV2
- DAV3
- DAV4
- DAV6
- DAV7
- DAW
- DEA1
- DEA2
- DEC
- DEE
- DEG
- DEL1
- DEL2
- DEL3
- DEL4
- DEM1
- DEM2
- DEN
- DEP
- DER
- DES
- DET
- DEV
- DHA
- DIA1
- DIA2
- DIC
- DIE1
- DIE2
- DIE3
- DIL
- DIM
- DIO
- DIS
- DK
- DOB
- DDD
- DOL1
- DOL2
- DOM
- DON1
- DON2
- DOR1
- DOR2
- DOU
- DOW
- DOY1
- DOY2
- DRA
- DRE
- DRO
- DUA
- DUC
- DUF
- DUL
- DUN1
- DUN2
- DUN3
- DUR
- DUS
- DWY
- DZH

DZH was the subfolder we searched and our card was not there; therefore, we must look in the next subfolder. Note that DZH was the last subfolder in the folder D so our search must continue in folder E.

Go back to the list of alphabetized folders.

Home

Manual Index Cards > San Francisco
San Francisco

- View All Site Content
- Documents**
- Shared Documents
 - Dallas
 - Tampa
 - Knoxville
 - Cincinnati
 - San Francisco
 - WFO
 - Minneapolis
 - Houston
 - Detroit
 - Charlotte
 - Baltimore
 - Legat Cards
 - Portland
 - Norfolk
 - Omaha
 - Jackson
 - Jacksonville
 - Indianapolis
 - Birmingham
 - Springfield
 - Chicago
 - Las Vegas
 - Louisville

San Francisco Index Cards

New Upload Actions View: All Documents

Type	Name	Modified	Modified By
	A	7/8/2008 10:52 AM	(RMD)(FBI)
	B	7/8/2008 10:52 AM	(RMD)(FBI)
	C	7/8/2008 10:52 AM	(RMD)(FBI)
	D	7/17/2009 4:02 PM	(RMD)(CON)
	E	7/8/2008 10:52 AM	(RMD)(FBI)
	F	7/8/2008 10:52 AM	(RMD)(FBI)
	G	7/8/2008 10:52 AM	(RMD)(FBI)
	H	7/8/2008 10:52 AM	(RMD)(FBI)
	I	7/8/2008 10:52 AM	(RMD)(FBI)
	J	7/8/2008 10:52 AM	(RMD)(FBI)
	K	7/8/2008 10:52 AM	(RMD)(FBI)
	L	7/8/2008 10:52 AM	(RMD)(FBI)
	M	7/22/2009 8:58 AM	(RMD)(CON)
	N	7/8/2008 10:52 AM	(RMD)(FBI)
	O	7/8/2008 10:52 AM	(RMD)(FBI)
	P		
	Q		
	R	7/8/2008 10:52 AM	(RMD)(FBI)
	S	7/8/2008 10:52 AM	(RMD)(FBI)
	T	7/8/2008 10:52 AM	(RMD)(FBI)
	U		



Continue the search by clicking the E folder.

b6
b7c

Home Manual Index Cards > San Francisco > E
San Francisco

- View All Site Content
- Documents**
- Shared Documents
 - Dallas
 - Tampa
 - Knoxville
 - Cincinnati
 - San Francisco
 - WFO
 - Minneapolis
 - Houston
 - Detroit
 - Charlotte
 - Baltimore
 - Legat Cards
 - Portland
 - Norfolk
 - Omaha
 - Jackson
 - Jacksonville
 - Indianapolis
 - Birmingham
 - Springfield
 - Chicago
 - Las Vegas
 - Louisville

San Francisco Index Cards View: All Documents

New Upload Actions

Type	Name	Modified	Modified By
Folder	EAR	1/13/2009 12:10 PM	(RMD)(CON)
Folder	EA	1/13/2009 1:07 PM	(RMD)(CON)
Folder	EBL	1/13/2009 1:16 PM	(RMD)(CON)
Folder	EDD	1/13/2009 1:23 PM	(RMD)(CON)
Folder	EDM	1/13/2009 1:30 PM	(RMD)(CON)
Folder	EDW	1/13/2009 1:37 PM	(RMD)(CON)
Folder	EFF	1/13/2009 1:43 PM	(RMD)(CON)
Folder	EHR	1/13/2009 2:06 PM	(RMD)(CON)
Folder	EIS	1/13/2009 2:49 PM	(RMD)(CON)
Folder	ELD	1/13/2009 2:57 PM	(RMD)(CON)
Folder	ELI	1/13/2009 3:06 PM	(RMD)(CON)
Folder	ELL1	1/13/2009 3:13 PM	(RMD)(CON)
Folder	ELL2	1/14/2009 7:48 AM	(RMD)(CON)
Folder	ELL3	1/14/2009 7:54 AM	(RMD)(CON)
Folder	ELW	1/14/2009 8:02 AM	(RMD)(CON)
Folder	EMM		
Folder	ENG		
Folder	ENL		
Folder	EPS		
Folder	ERI		
Folder	ERR		

Now click on the first subfolder. This folder should be a continuation of the information in the last subfolder from the previous folder.

b6
b7c

Manual Index Cards

This List: San Francisco

Home

Manual Index Cards > San Francisco > E

San Francisco

View All Site Content

Documents

- Shared Documents
- Dallas
- Tampa
- Knoxville
- Cincinnati
- San Francisco
- WFO

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

San Francisco Index Cards

Actions

1 - 100 View: All Documents

Type	Name	Modified	Modified By
	FOIC-SF-EAR-00001	7/16/2008 7:39 AM	(RMD) (FBI)
	FOIC-SF-EAR-00002	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00003	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00004	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00005	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00006	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00007	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00008	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00009	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00010	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00011	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00012	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00013	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00014	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00015		
	FOIC-SF-EAR-00016		
	FOIC-SF-EAR-00017		
	FOIC-SF-EAR-00018	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00019	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-FAR-00020	7/16/2008 7:34 AM	(RMD) (FBI)

Click on the first scanned image of the index card to view.

b6
b7c

This is the first index card in subfolder EAR.

12/78

DOB:
POB:

OCCUP:

USSR PP#: ?

Now that you have located the appropriate folder you may begin searching the cards individually and by using the process of elimination.

b6
b7C
b7E

San Francisco

- View All Site Content
- Documents**
 - Shared Documents
 - Dallas
 - Tampa
 - Knoxville
 - Cincinnati
 - San Francisco
 - WFO
- Lists**
 - Calendar
 - Tasks
- Discussions**
 - Team Discussion
- Sites**
- People and Groups**

San Francisco Index Cards

Actions 1 - 100 View: All Documents

Type	Name	Modified	Modified By
	FOIC-SF-EAR-00001	7/16/2008 7:39 AM	(RMD) (FBI)
	FOIC-SF-EAR-00002	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00003	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00004	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00005	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00006	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00007	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00008	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00009	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00010	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00011	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00012	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00013	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00014	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00015	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00016	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00017	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00018	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00019	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00020	7/16/2008 7:34 AM	(RMD) (FBI)

Continue opening files manually until you have satisfied your search.

b6
b7c

This is an index card that refers to our subject!

<input type="text"/>	6/76	<input type="text"/>
DOB:	<input type="text"/>	
POB:	<input type="text"/>	

b6
b7C
b7E

Congratulations on finding a card that matches your search request! Remember there may be more cards – keep looking until you are satisfied that you have reviewed all potential matches!

| This List: San Francisco |

Home Manual Index Cards > San Francisco > E

San Francisco

View All Site Content

Documents

- Shared Documents
- Dallas
- Tampa
- Knoxville
- Cincinnati
- San Francisco
- WFO

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

San Francisco Index Cards

1 - 100 ▾ View: All Documents ▾

Type	Name	Modified	Modified By
	FOIC-SF-EAR-00001	7/16/2008 7:39 AM	(RMD) (FBI)
	FOIC-SF-EAR-00002	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00003	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00004	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00005	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00006	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00007	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00008	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00009	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00010	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00011	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00012	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00013	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00014	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00015	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00016	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00017	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00018	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-EAR-00019	7/16/2008 7:34 AM	(RMD) (FBI)
	FOIC-SF-FAR-00020	7/16/2008 7:34 AM	(RMD) (FBI)

Local intranet

8:15 AM

b6
b7c



Additional Information



The front and back of each index card are scanned and appended together.

Any cards stapled together become part of one pdf file.

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FRONT OF INDEX CARD

[Redacted]

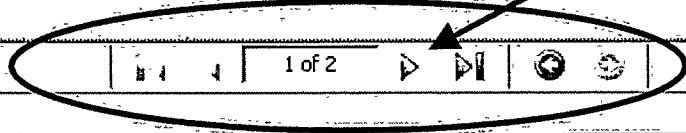
9/29/58

88-2991#

same as

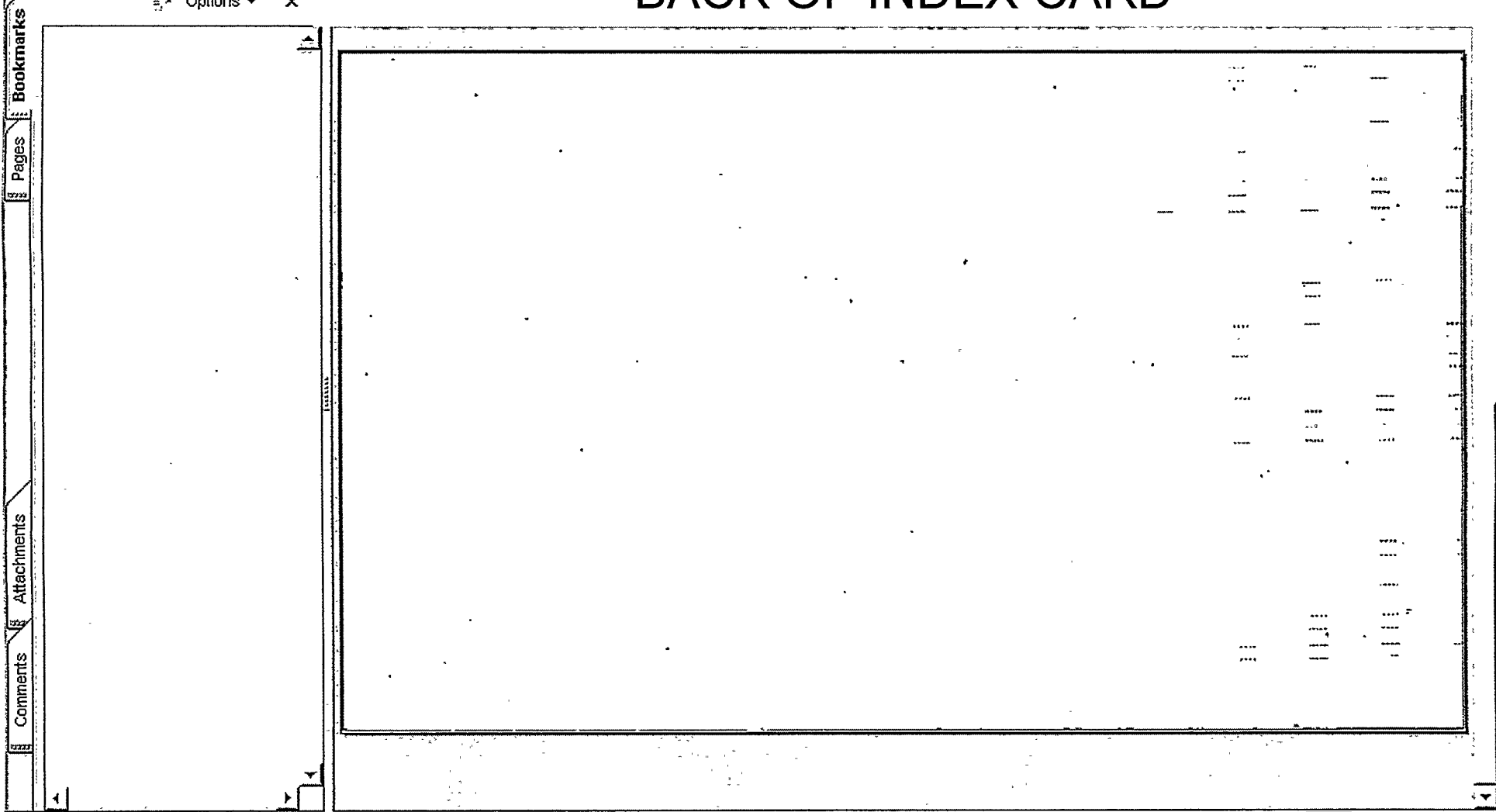
[Redacted]

Click the blue arrow to see the back of the index card.



b6
b7C

BACK OF INDEX CARD





Contact Information



Records Management Division

Records Automation Section

Records Management Application Unit

b6
b7C

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Manual Index Cards



A navigational tool for searching index cards on
Microsoft Office SharePoint Server 2007

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3 September 2008

MMM

Creating HQ Index Card Document Libraries

Quality Control Team (QCT) - [Redacted]

b6
b7C

NOTE – Document Library lists will be assigned by the QCT. One page has around 270 libraries and will take approximately 2.5 hours to complete the list.

STEP 1 – Document what library you started with before you begin.

Select appropriate Letter of the HQ Index Card SharePoint Site:

[Redacted]

b7E

For example:

To select the LETTER B site use the above hyperlink and type the letter b where indicated by the arrow. Save the link as a SHORTCUT to your desktop for quicker access.

STEP 2 – Verify that you are in the Appropriate SharePoint site as indicated below by the yellow arrow.

Site Actions [Redacted] (RMD) (FB) [Redacted]

HQ Index Cards - B > All Site Content
Displays all sites, lists, and libraries in this site.

Home Search this site

Libraries [Create] [Site Workflows] View: Document Libraries

Items	Last Modified
B01	9 minutes ago
B02	9 minutes ago
Customized Reports	3 months ago

Recycle Bin All Site Content

b6
b7C

STEP 3 –

A: Select the drop-down arrow by Site Actions (arrow A)

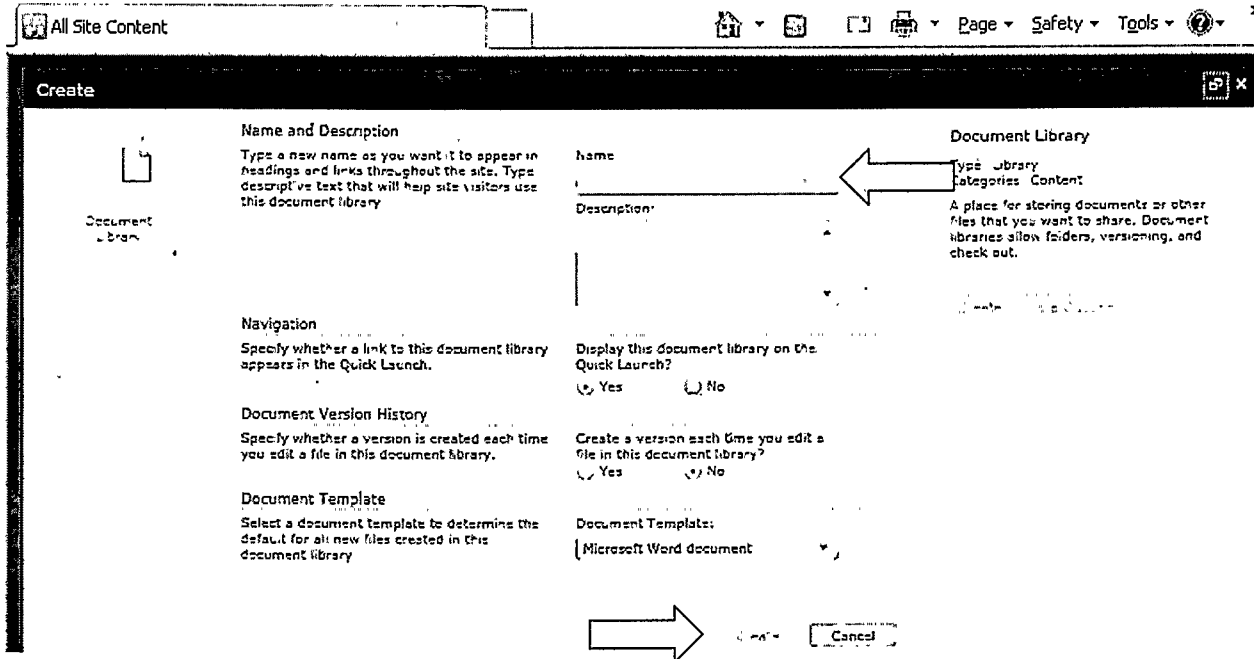
B: Select the option New Document Library (arrow B)

All Site Content [Home] [Site Workflows] [Page]

Site Actions [Redacted]

- New Document Library
Create a place to store and share documents.
- New Site
Create a site for a team or project.
- More Options...
Create other types of pages, lists, libraries, and sites.
- View All Site Content
View all libraries and lists in this site.
- Edit in SharePoint Designer
Create or edit lists, pages, and workflows, or adjust settings.
- Site Permissions
Give people access to this site.
- Site Settings
Access all settings for this site.

STEP 4 – Using the folder checklists, start adding folders from the beginning of the sheet or where you previously left off. Once New Document Library is selected you should see the following screen. Enter the document library name (**CAPS ON**) in the box labeled Name: and hit the ENTER key or the CREATE key.



STEP 5 – Repeat the steps from STEP 3 until all the libraries for each HQ letter have been created.

STEP 6 – Document where you stopped and indicate the number of hours worked. Please send an email to [redacted] and [redacted] with where you started and stopped and how many hours worked.

b6
b7C

FREQUENTLY ASKED QUESTIONS

FAQ-1 I accidentally named the document library incorrectly, what do I do?

ANSWER – Email the quality control team with the name of the incorrect library and they will remove it.


FAQ-2 I created libraries out of order, what do I do?

ANSWER- It is ok to create document libraries in any order, just continue where you left off.

The Records Management Division's (RMD) Records Automation Section recently completed the conversion of nearly 83 million manual index cards, which were previously located in field offices and at Headquarters, to digital images. While the manual index cards are essential to the FBI's ability to locate information in older case files, manually storing and searching the cards demanded an inordinate amount of time, space, and money. Following digitization and quality control review, the scanned images were uploaded to a SharePoint site and made available electronically. Storage space was also reduced with the destruction of the paper cards following successful digitization and quality control review.

In the past, the Records Disposition Unit (RDU) instructed field offices to destroy manual index cards corresponding to destroyed case files and transfer to RDU manual index cards corresponding to case files being transferred to the National Archives and Records Administration (NARA). Due to the administrative burden created by this effort, RDU suspended this requirement several years ago.

RMD is providing to NARA digital versions of the manual index cards so information can be retrieved from the case files, which have been accessioned to NARA. Field offices are not required to request the deletion of any images from the SharePoint site when destroying or transferring files. RMD will maintain the digital images on SharePoint (or its successor system) until obsolescence of the entire collection.


Assistant Section Chief
Records Policy & Administration

b6
b7c

INDEX CARD SCANNING PROJECT

FINAL TOTALS - DOCLAB ICRC

April 2008 - March 2013 (4 years, 11 months)

FO Index Cards - Completed Totals

April 28, 2008 - December 15, 2010 (32 months)

Field Office	Date Completed	Total Exported Images Per FO	Field Office	Date Completed	Total Exported Images Per FO
Knoxville	5/15/2008	307,317	Sacramento	9/30/2009	254,364
Tampa	5/22/2008	211,490	Milwaukee	10/26/2009	632,398
Dallas	6/11/2008	912,140	Phoenix	9/9/2009	363,406
Cincinnati	6/24/2008	299,030	Philadelphia	12/11/2009	1,416,790
WFO	8/1/2008	4,222,551	Cleveland	1/11/2010	671,784
San Francisco	8/8/2008	1,910,172	Columbia	1/27/2009	184,882
Minneapolis	8/12/2008	651,142	New Haven	3/1/2010	456,038
Houston	9/9/2008	799,525	Atlanta	3/9/2010	569,104
Detroit	10/31/2008	1,850,142	Oklahoma City	4/1/2010	300,816
Baltimore	11/4/2008	619,274	Pittsburgh	4/13/2010	387,276
Charlotte	11/14/2008	374,850	Honolulu	4/19/2010	119,116
Portland	12/5/2008	345,494	Seattle	5/27/2010	989,047
Legat	12/8/2008	998,627	San Juan	6/22/2010	435,134
Norfolk	1/5/2009	206,679	Richmond	6/30/2010	237,145
Omaha	1/20/2009	182,742	Little Rock	7/2/2010	132,537
Jacksonville	1/23/2009	249,458	Anchorage	8/16/2010	69,235
Indianapolis	1/28/2009	398,957	Newark	8/23/2010	1,675,715
New Orleans	2/10/2009	741,191	Kansas City	8/31/2010	386,095
Jackson	2/13/2009	308,669	El Paso	9/12/2010	367,362
Las Vegas	2/23/2009	548,437	Memphis	9/10/2010	208,156
Louisville	3/3/2009	498,167	Mobile	9/22/2010	101,359
Chicago	4/22/2009	3,247,160	Albany	9/23/2010	480,659
Miami	5/13/2009	937,858	Albuquerque	10/8/2010	449,765
Springfield	5/14/2009	323,260	St. Louis	10/18/2010	492,414
Birmingham	6/26/2009	414,849	New York	10/21/2010	6,948,298
Denver	7/2/2009	256,554	San Antonio	12/2/2010	55,951
Boston	7/22/2009	1,304,346	Salt Lake City	N/A	0
San Diego	8/7/2009	570,900	Los Angeles	12/15/2010	3,469,451
Buffalo	9/9/2009	511,165	MISC	N/A	43,381

HQ Index Cards - Completed Totals

December 21, 2010 - March 28, 2013 (27 months)

Alpha Letter	Date Completed	Total Exported Images Per Letter
A	2/4/2011	1,398,183
B	4/22/2011	3,076,072
C	6/15/2011	2,648,109
D	7/21/2011	1,681,834
E	8/5/2011	740,465
F	8/24/2011	1,486,564
G	9/28/2011	1,980,145
H	11/15/2011	2,301,336
I	11/21/2011	344,121
J	12/13/2011	913,398
K	1/13/2012	1,727,446
L	2/23/2012	1,910,024
M	4/26/2012	3,305,366
N	6/25/2012	800,391
O	7/17/2012	576,304
P	8/16/2012	1,928,479
Q	8/16/2012	66,694
R	9/25/2012	2,001,220
S	12/20/2012	3,952,583
T	1/22/2013	1,304,378
U	1/24/2013	194,494
V	2/4/2013	658,591
W	3/19/2013	1,956,182
X	3/19/2013	19,009
Y	3/22/2013	260,721
Z	3/25/2013	289,718
MISC	3/28/2013	14,152

Total Field Office Index Cards 46,099,824

Total HQ Index Cards 37,535,979

FO Total =	46,099,824	FO Avg/Month =	1,440,620	FO *Boxes Scanned =	39,958
HQ Total =	37,535,979	HQ Avg/Month =	1,390,221	HQ *Boxes Scanned =	33,976
FO & HQ TOTAL =	83,635,803	Average/Month =	1,417,556	Overall *Boxes Scanned =	73,934

FO Original Estimate = 71,649,600 (Based on 1,100 Index Cards/Linear Ft) Final Total = 64.3% of Original Estimate
 FO Original Estimate = 57,113,100 (Based on 1,100 Index Cards/Linear Ft) Final Total = 65.7% of Original Estimate

* Average per Box was approximately 1,100 Index Cards

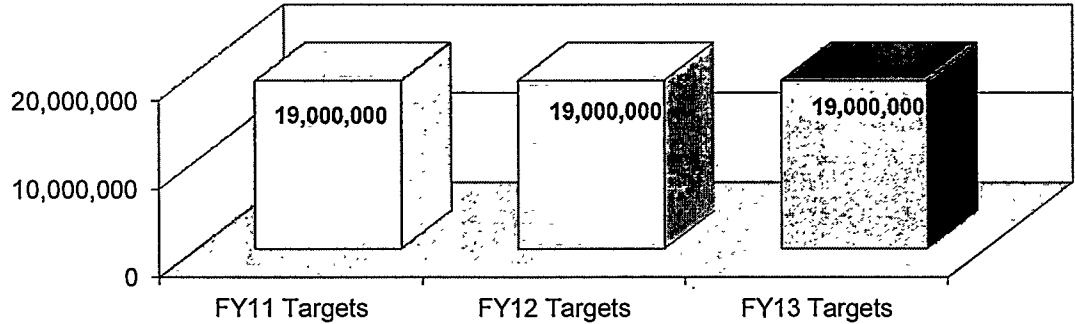
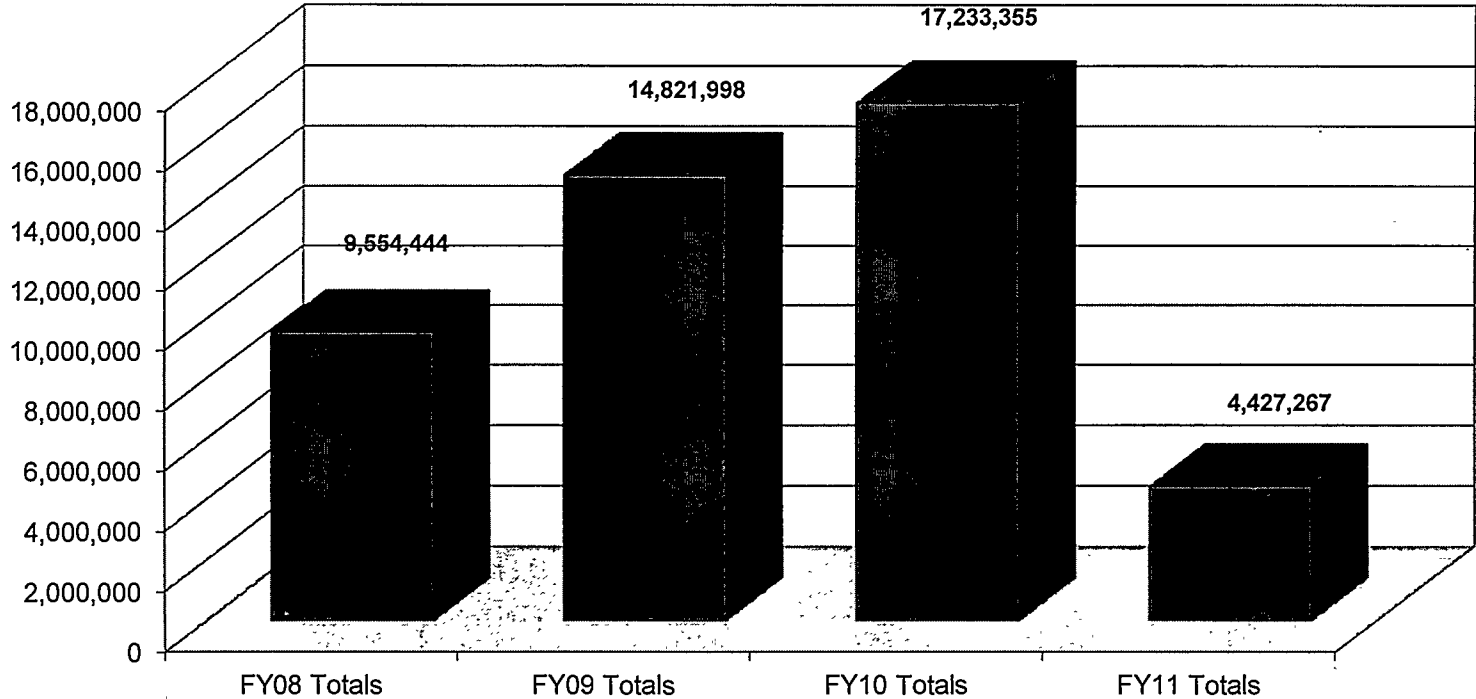
FO	Number of Boxes	Total Exported Images Each FO	Date of Disposition	NOTES
Knoxville	246	307,317	12/10/2008	Destroyed
Tampa	170	211,490	12/10/2008	Destroyed
Dallas	722	912,140	12/10/2008	Destroyed
Cincinnati	241	299,030	12/10/2008	Destroyed
San Francisco	1554	1,910,172	12/10/2008	Destroyed
Minneapolis	516	651,142	11/17;12/10/2008	Destroyed
Houston	643	799,525	12/10/2008	Destroyed
Detroit*	1472	241,077	12/3/2008	Destroyed
WFO	3513	4,222,551	11/25; 12/3; 12/12/2008	Destroyed
FY08 Totals	9077	9,554,444		
Baltimore	442	539,206	1/8/2009	Destroyed
Charlotte	381	374,850	1/8/2009	Destroyed
Portland	274	345,494	1/29/2009	Destroyed
Norfolk	175	206,679	1/29/2009	Destroyed
Omaha	158	182,742	6/15/2010	Destroyed
Jacksonville	360	249,458	6/15/2010	Destroyed
Indianapolis	349	398,957	6/15/2010	Destroyed
New Orleans	613	741,191	6/15/2010	Destroyed
Jackson	265	308,669	6/15/2010	Destroyed
Las Vegas	453	548,437	6/15/2010	Destroyed
Louisville	433	498,167	6/15/2010	Destroyed
Chicago	2800	3,247,160	6/15/2010	Destroyed
Miami	964	937,858	6/15/2010	Destroyed
Springfield	276	323,260	6/15/2010	Destroyed
Birmingham	345	414,849	6/15/2010	Destroyed
Denver	206	256,554	6/15/2010	Destroyed
Boston	1132	1,304,346	6/15/2010	Destroyed
San Diego	499	570,900	6/15/2010	Destroyed
Buffalo	430	511,165	6/15/2010	Destroyed
Sacramento	223	254,364	6/15/2010	Destroyed
Legat*	*	998,627	1/8/2009	Destroyed
FY09 Totals	10778	14,821,998		
Milwaukee	540	632,398	6/15/2010	Destroyed

Phoenix	295	363,406	6/15/2010	Destroyed
Philadelphia	1243	1,416,790	6/15/2010	Destroyed
New York 1-4	960	1,016,849	WAITING	ARC (17 Pallets)
Cleveland	574	671,784	9/17/2010	Destroyed
Columbia	160	184,882	6/15/2010	Destroyed
New York 5-6	480	513,764	WAITING	ARC (17 Pallets)
New Haven	418	456,038	6/15/2010	Destroyed
Atlanta	464	551,891	6/15/2010	Destroyed
New York 11-13	834	933,879	WAITING	ARC (17 Pallets)
New York 7-8	480	520,190	WAITING	ARC (17 Pallets)
New York 9-10	480	530,180	WAITING	ARC (17 Pallets)
Oklahoma City	263	300,816	6/15/2010	Destroyed
Pittsburgh	336	387,276	9/17/2010	Destroyed
Baltimore (2nd)	68	80,068	WAITING	
Honolulu	112	119,116	9/17/2010	Destroyed
New York 14-15	480	553,909	WAITING	ARC (17 Pallets)
Seattle	827	989,047	9/17/2010	Destroyed
New York 16-17	480	544,909	WAITING	ARC (17 Pallets)
San Juan	386	435,134	9/17/2010	Destroyed
New York 18-19	480	546,998	WAITING	ARC (17 Pallets)
Richmond	217	237,145	1/10/2011	Destroyed
Little Rock	118	132,537	1/10/2011	Destroyed
New York 20-21	480	546,525	WAITING	ARC (17 Pallets)
Newark	1516	1,673,549	WAITING	ARC (7 Pallets)
Anchorage	62	69,235	1/10/2011	Destroyed
New York 22-23	480	555,098	WAITING	ARC (17 Pallets)
Kansas City	323	386,095	1/10/2011	Destroyed
New York 24	240	276,546	WAITING	ARC (17 Pallets)
El Paso	316	367,362	1/10/2011	Destroyed
Memphis	177	208,156	1/10/2011	Destroyed
Albany	424	480,659	WAITING	ARC
Mobile	89	101,359	1/10/2011	Destroyed
Albuquerque	393	449,765	WAITING	ARC
FY10 Totals	15195	17,233,355		
St. Louis	436	492,414	WAITING	ARC
NY Pallet 25	240	768,346	WAITING	ARC (17 Pallets)
NY Pallet 26	116	901,865	WAITING	ARC (17 Pallets)

LA A-F	907	1,871,573	WAITING	ARC
LA G-L	783	2,725,803	WAITING	ARC
San Antonio	51	2,781,754	WAITING	ARC
LA M-R	742	3,570,436	WAITING	ARC
LA S-Z	779	4,427,267	WAITING	ARC
Salt Lake City	0	4,427,267		
FY11 Totals	4054	4,427,267		

TOTALS 39035 46037064

FY11 Targets	11000	19,000,000		
FY12 Targets	11000	19,000,000		
FY13 Targets	11000	19,000,000		



NARA Correspondence

(In regards to the Index Card Project)

NARA Correspondence

August 13, 2007

From RMD to NARA
(DCS Disposition Authority)

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-17</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/20/07</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY	
MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
MINOR SUBDIVISION RECORDS MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
<input type="text"/>	<input type="text"/>	<i>8/4/09</i>	<i>Adrienne Thomas</i>
<p>AGENCY CERTIFICATION</p> <p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<i>8/13/07</i>	<i>William L. Hoctor</i>	Assistant Director	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The attached pages provide disposition instructions for records relating to the Document Capture System (DCS), which is a system used to manage the administrative scanning processes of the FBI's records and evidence		

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Document Capture System (DCS)

The Document Capture System (DCS) is an Oracle system developed in 2004 for the Federal Bureau of Investigation's (FBI's) Records Management Division's Document Conversion Laboratory (DocLab). The DocLab scans records and evidence for the FBI and uses DCS to automate and manage the DocLab's processes, which include logging incoming requests for services, receiving documents to be scanned, document preparation, scanning, quality assurance, job completion and verification, and delivery of the scanning job.

1. INPUTS

a. Source Records, FBI Records/Case Files (hard copies to be scanned by the DocLab)

These records primarily include, but are not limited to records being scanned for use in the Freedom of Information and Privacy Act (FOIPA) and name check processes and scanning related to the FBI's case work.

DISPOSITION RETAIN/DESTROY commensurate with the disposition authorities approved in N1-065-82-04 and N1-065-04-4

b. Source Records, Evidence (hard copies to be scanned by the DocLab)

DISPOSITION Dispositions based on the rules of evidence

c. Job Information

These records include job information the DocLab needs in order to process a new scanning job. Data is keyed into the system that includes, but is not limited to job name, division name, tracking number, output media, priority, case title, classification, date received, and correspondence log information.

DISPOSITION see "Data Files"

d. Job Information, Supporting Records (hard copy)

These records include instructional memos, notes and other information regarding processing the job, which are scanned and uploaded into the system.

DISPOSITION DELETE/DESTROY after verification of a successful scan

e. Employee Statistical Data

This information includes keyed in data of employee statistics, e.g. the employee name, the date and the quantity of pages scanned.

DISPOSITION see "Data Files"

f. Employee Statistical Data Input Worksheets/Forms (hard copy)

These records include, but are not limited to worksheets, forms, and other records that have employee statistical data that is keyed into DCS.

DISPOSITION DELETE/DESTROY after verification of successful data input

2. DATA FILES

a. Image Data Files (Images of Source Records)

These records are the images of the scanned hard copies

DISPOSITION DELETE/DESTROY 90 days after the customer copy and the back-up copies are created

b. Job Processing Data & Metadata

This information about each job being processed including, but not limited to bar code information, quantity of pages scanned in an individual job, box, and unit, the day and time when a process, such as scanning begins and ends, name of employee processing job, and information on when a job is received or shipped back to a customer

DISPOSITION DELETE/DESTROY three years after completion of the job or when no longer needed for administrative purposes, whichever is later

c. Job Information & Supporting Records Data

This information includes information about the job, i.e. the job name, division name, tracking number, output media, priority, case title, classification, date received, and correspondence log information

DISPOSITION DELETE/DESTROY one year after completion of the job (~~CFR 18.2a~~) or when no longer needed for administrative purposes, whichever is later

3. OUTPUTS

a. Statistical Reports

These records include, but are not limited to standard and ad hoc graphs and reports, e.g. image count reports, individual job detail reports, employee production data, and job statistical reports

DISPOSITION DELETE/DESTROY when 3 years old or when no longer needed for administrative purposes, whichever is later

b. Job Processing Records

These records include, but are not limited to the records and information output from the system that enable the processing of each job, e.g. bar code labels, worksheets

DISPOSITION DELETE/DESTROY one year after completion of the job (~~CFR 18.2a~~) or when no longer needed for administrative purposes, whichever is later

c. Images, Customer Copy (Images of Source Records)

These records are the images of the source files

DISPOSITION DELETE/DESTROY images of records and evidence in accordance with the FBI's records retention policies, practices, and the rules of evidence

4. DOCUMENTATION

System Documentation

Includes system specifications, file specifications, codebooks, user guides, output specifications, and final reports

DISPOSITION DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is latest

5. RELATED RECORDS

a. Job Information Records (hard copy)

These records were created prior to DCS and include forms, electronic communications (ECs), notes, etc regarding the instructions of completed job requests

DISPOSITION DELETE/DESTROY one year after completion of the job ~~(GRS 13, 2a)~~

b. Images, DocLab's Back-Up Copies

These records are the back-up copies created by the DocLab at the time the images are placed on the customer's requested medium. The back-up customer copy is retained by the DocLab to assist in servicing the same request. In addition, the back-up copy serves as a short-term back-up copy should there be any problems in the delivery of the medium to the customer.

DISPOSITION DELETE/DESTROY when 90 days old

GRS 20, item 8

c. Customer Service Feedback & Related Information

These records include, but are not limited to customer satisfaction surveys, feedback questionnaires, and reports generated based on customer feedback.

DISPOSITION DELETE/DESTROY one year after the year in which the project is closed (GRS 16, 5) or when no longer of administrative value, whichever is later.

d. System Backup Files

A full backup is performed nightly and maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

DISPOSITION DELETE/DESTROY incremental backups when superseded by a full backup or when 90 days old.

DELETE/DESTROY full backups when a more current full backup has been successfully captured or when 90 days old.

GRS 24, item 4

e. Security Audit Logs

Oracle audits are performed that capture database-specific events, including logins, accesses, and administrative activities.

DISPOSITION DELETE/DESTROY electronic files and hard-copy printouts created to monitor system usage, when no longer needed for administrative, legal, audit, or other operational purposes ~~(GRS 20, item 1c)~~

NARA Correspondence

March 17, 2008

From RMD to NARA
(Letter & Technical Questions)



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

March 17, 2008.

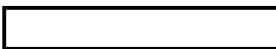
Mr. Paul M. Wester, Jr.
Director
Modern Records Program
Room 2100
National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740

RE: January 23, 2008, Letter from NARA Regarding
FBI Case File Digital Imaging Processes

Dear Mr. Wester:

Thank you for your summary and analysis of our recent conversation regarding the Federal Bureau of Investigation's (FBI) need to digitize specific case files to meet our current and future operational needs. I want to quickly reach a point at which our major investments in digitization can be used as an example of FBI - National Archives Records Administration (NARA) cooperation to align a major business process improvement program with electronic records program guidelines. We believe the current FBI records scanning program is unique amongst Federal Agencies dealing with National Security information in scope, quality, and adherence to NARA guidance. From our prior communications, we are still uncertain of the specific elements of NARA guidelines with which our scanning standards and procedures are not in accord. We would like to address each of your concerns regarding our business practices and Document Conversion Laboratory (DocLab) processes individually:

1. When color text is important to interpretation and content, the FBI is willing to make reasonable changes to the current operational processes, within the limits of the document capture system and storage capacity, to create "archival" quality digital images. However, the business needs of the FBI are being met for the capture of color text in grey scale because distinctions by different color ink are no longer a business practice as was the case during the Hoover era. Black and white or grey scale images meet the business needs.
2. Records Management Division's (RMD) current scanning process is to scan Black & White (TIFF) or Color (JPEG) photographs or other graphics contained as items in a paper case file at 300 dpi regardless of original size. This allows photos to be scanned in the same placement that they appear amongst documents in the file folder, thus preserving the original order. This procedure and resolution guideline meets the Bureau's business needs for rapid processing without extracting photographs for separate capture and processing on different equipment or scanning as a separate scan unit at different settings than used for the rest of the case file.


I- SC Krysa, Rm. 6883

b7E

Mr. Paul M. Wester, Jr.

3. RMD is currently revising the documented business processes related to the creation, storage, and maintenance of scanned records. We are aware of NARA's concerns regarding the trustworthiness of the records and have every intention of ensuring that the electronic records repository/application meets those needs. RMD will upload scanned data from complete case files into a certified Records Management Application (RMA). RMD uses the quality sampling methods presented in ANSI/AIIM, *Sampling Procedures for Inspection by Attributes of Images in Electronic Image Management and Micrographic Systems (ANSI/AIIM TR34-1996)* during the quality reviews of scanned images. We need to clarify that the Capone documents posted to the FBI FOIA web site are old records that were scanned in the 1990's, well before the current DocLab processes and technology were deployed. The poor image quality of those old FOIA documents does not reflect current quality for records conversion.

4. An RMD working group is addressing the metadata tagging issue. They are working with FBI stakeholders enterprise-wide and IT operations staff to ensure that the records created in the IT applications employed by various systems will be appropriately tagged. We intend to conduct an Electronic Recordkeeping Certification (ERKC) assessment on our RMA system as well. As you know, the FBI has an established policy requiring all IT systems to undergo an ERKC assessment to assess proper recordkeeping of electronic records and minimum descriptive metadata elements. We appreciate that NARA has identified the FBI's ERKC process as a best practice and disseminates it as part of the Electronic Records Toolkit, and we can assure NARA that we fully apply that process to all Bureau systems.

5. The internal RMD T-Drive temporarily stores images in multiple formats that are indexed by case file number for processing by various programs and is not the end-state repository for electronic case files. Prior scanned documents will not be placed in the RMA without appending the metadata, and ensuring the images meet current standards. All records identified for digitization undergo both a pre-scanning document preparation process and a post-scanning quality control process. Both of these processes are well established and documented in the DocLab standard operating procedures. All procedures are subject to periodic revision to integrate capabilities of technology with manual employee verification to ensure the digital record meets the standards for a complete and accurate reflection of the original paper file.

6. RMD DocLab captures both front and back of each document within a scanned case file. Jobs processed by DocLab scan all batches in duplex, scanning both sides of every page. Later during the Quality Assurance process, the images of any blank pages, "bleed-thru", processing separator sheets, etc, are deleted. Data from prior scanning will be remain as reference data in non-record systems such as [redacted] or [redacted] and will not be suitable for migration as a complete and authentic record into an RMA.

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7. We disagree with the opinion that every case file within a classification must be scanned to meet standards of responsible electronic records management or NARA guidance. The objective of the scan-on-demand approach is to ensure that the collective business needs of investigators, intelligence analysts, and the public are addressed. Even in paper format, most case file classifications are temporary records which are sampled to extract the few files for accession to NARA and preservation as permanent records. Case files requested by the public through FOIA, mandatory declassification review, litigation discovery, or other public dissemination pathways are scanned for efficient internal processing. In fact, since only the files that are requested are scanned, this provides a regular sampling of the files and indicates which files clearly represent a

Mr. Paul M. Wester, Jr.

body of information of specific interest to the public. Since the majority of Bureau case files are identified as temporary, scanning all cases in a "class" (i.e. ALL bank robbery cases) is not feasible, would be cost-prohibitive, and be an inefficient use of government resources without business need, permanent preservation value, or public interest. Instead, the FBI has established a process that meets both the FBI's business needs and addresses the public's needs/requests for access to holdings of interest.

We look forward to completing our dialogue with you on these issues and hope that we can come to an agreement on the scanning practices that are mutually satisfactory to meet the needs of both of our organizations.

Sincerely,

John C. Krysa
Section Chief
Records Automation Section
Records Management Division

[Redacted] (RMD)(FBI)

From: [Redacted] (RMD)(FBI) b6
Sent: Thursday, July 24, 2008 9:51 AM b7C
To: KRYSA, JOHN CHARLES (RMD) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)
(FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted]
[Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)
(FBI); [Redacted] (RMD) (FBI)
Subject: RE: NARA Letter Drafted for the Office of General Counsel - Index Cards

UNCLASSIFIED
NON-RECORD

Mr. Krysa,

[Redacted]

b5

Again, if you need anything further, let me know.

Thanks

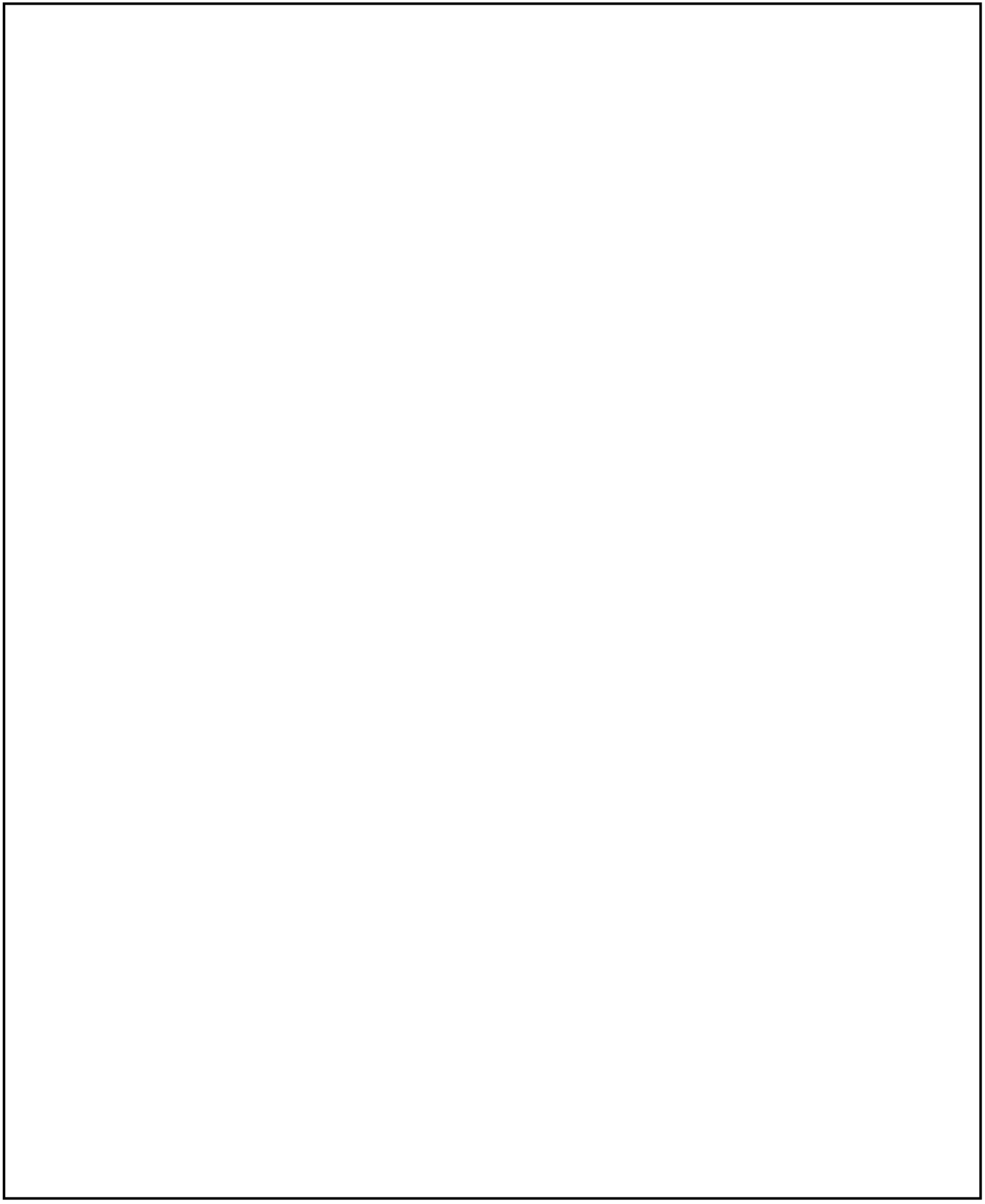
[Redacted]

b6
b7C

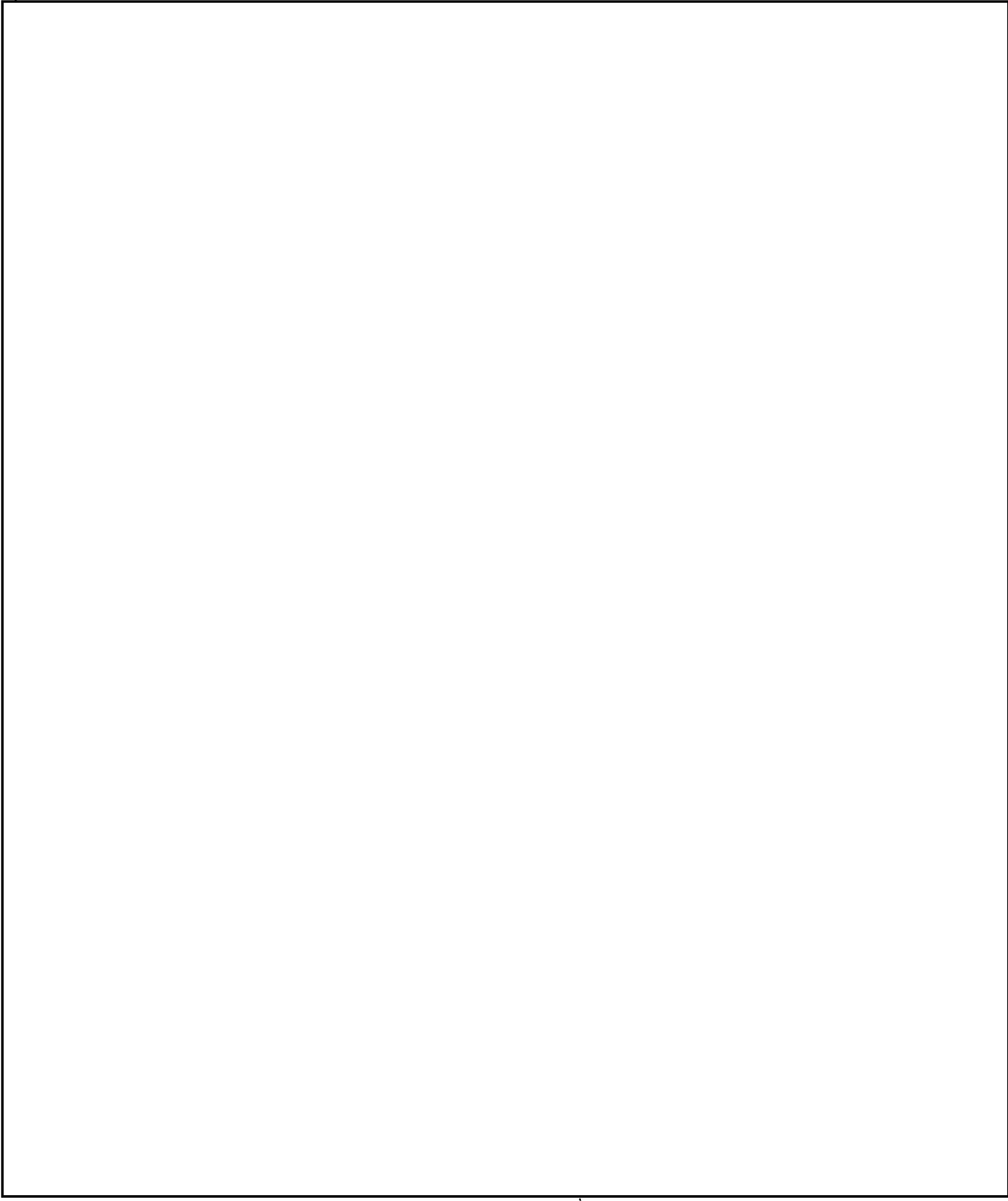
[Large Redacted Area]

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6



b5
b7E



b5
b7E

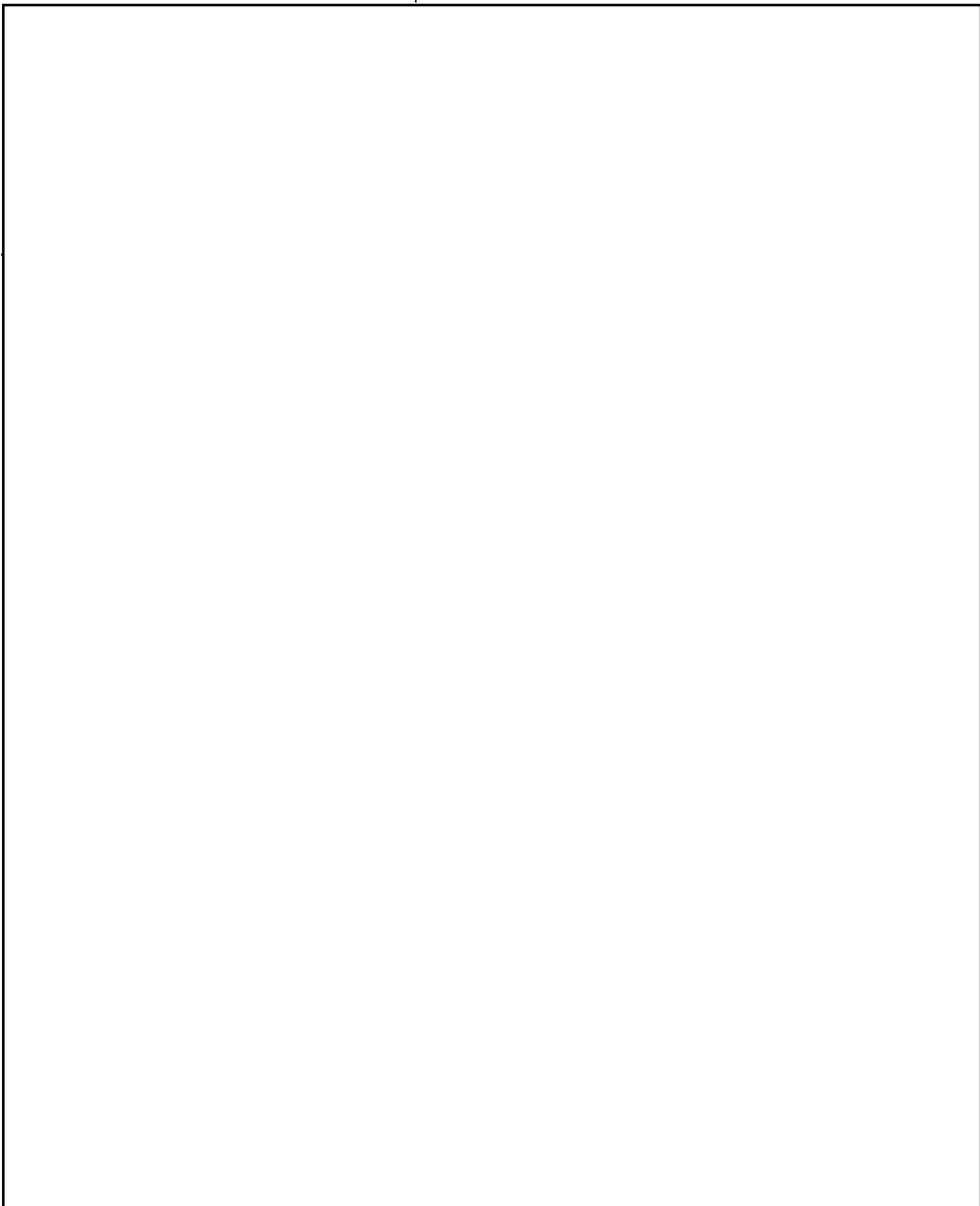
[Redacted] (RMD)(FBI)

From: [Redacted] (RMD)(FBI) b6
Sent: Thursday, July 24, 2008 3:47 PM b7C
To: KRYSA, JOHN CHARLES (RMD) (FBI)
Cc: [Redacted] (RMD)(FBI); [Redacted] (RMD)(FBI); [Redacted] (RMD)
(FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted]
[Redacted] (RMD) (FBI)
Subject: Technical Review of Digitization of Field Office Index Cards

UNCLASSIFIED
NON-RECORD



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b7E



b5
b7E

b5
b6
b7C
b7E

NARA Correspondence

May 28, 2008

From NARA to RMD

(Example of Letter & Technical Questions)

NARA Correspondence

October 2, 2008

From NARA to RMD

NARA Correspondence

March 3, 2010

From RMD To NARA



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

March 3, 2010

[REDACTED]
National Archives and Records Administration
Life Cycle Management Division
8601 Adelphi Road
College Park, MD 20740

b6
b7c

Dear [REDACTED]

In 2008, the Federal Bureau of Investigation (FBI) began converting field office manual indices to an electronic scanned image and using Optical Character Recognition (OCR) to create searchable text of each indices card. Once scanned in accordance with the FBI's Document Scanning Standards, the images and the accompanying OCR text are saved to an internal FBI SharePoint website and are available for searching and retrieval by all FBI employees. The FBI estimates that by May 2010, all field office manual indices cards will have been converted to electronic format.

The FBI will follow the same process and convert the Headquarters manual indices cards to electronic format. Therefore, in accordance with the requirements of 36 Code of Federal Regulations (CFR) 1228.31 (b)(1)(i) and General Records Schedule (GRS) 20, item 3.1, this letter provides notification that the FBI intends to destroy the Headquarters manual indices upon successful scanning and uploading into SharePoint. The scanned images will be retained as the record copy and transferred to the National Archives and Records Administration (NARA) or destroyed along with the related case file. The required notification information is provided as an attachment along with the FBI's responses to NARA's technical questions on scanned images.

Sincerely,

Marilyn H. Moore
Section Chief, Records Policy & Administration
Records Management Division

Enclosures

Notification of the FBI's intent to apply previously approved records schedules for hard copy permanent records to electronic records

Pursuant to the requirements of 36 CFR 1228.31 (b)(1)(i) and General Records Schedule (GRS) 20, item 3.1, the below information is provided as notice of the FBI's intent to destroy manual indices following verification of successful scanning and uploading into SharePoint.

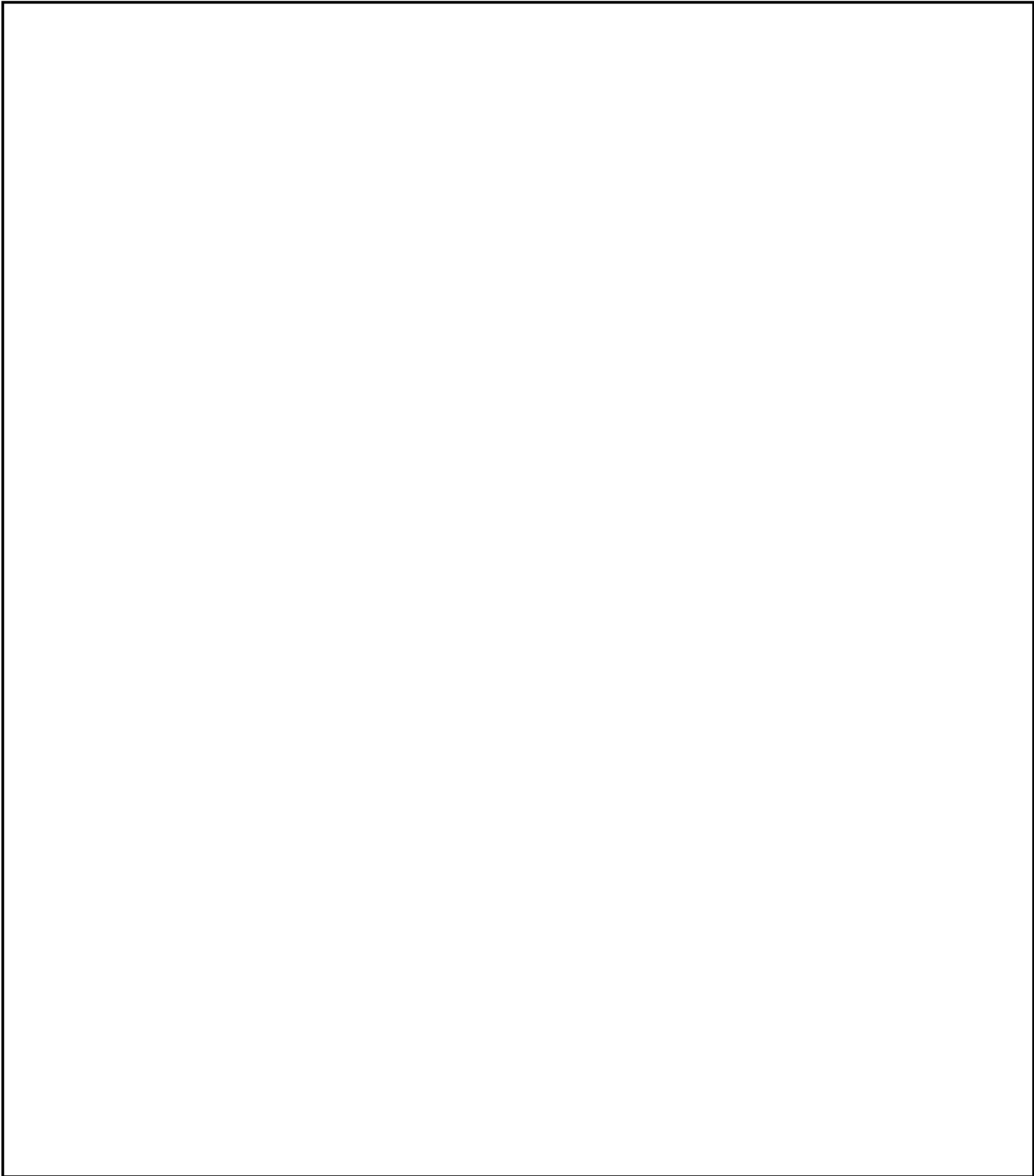
(A) Name of Agency: Federal Bureau of Investigation (FBI)

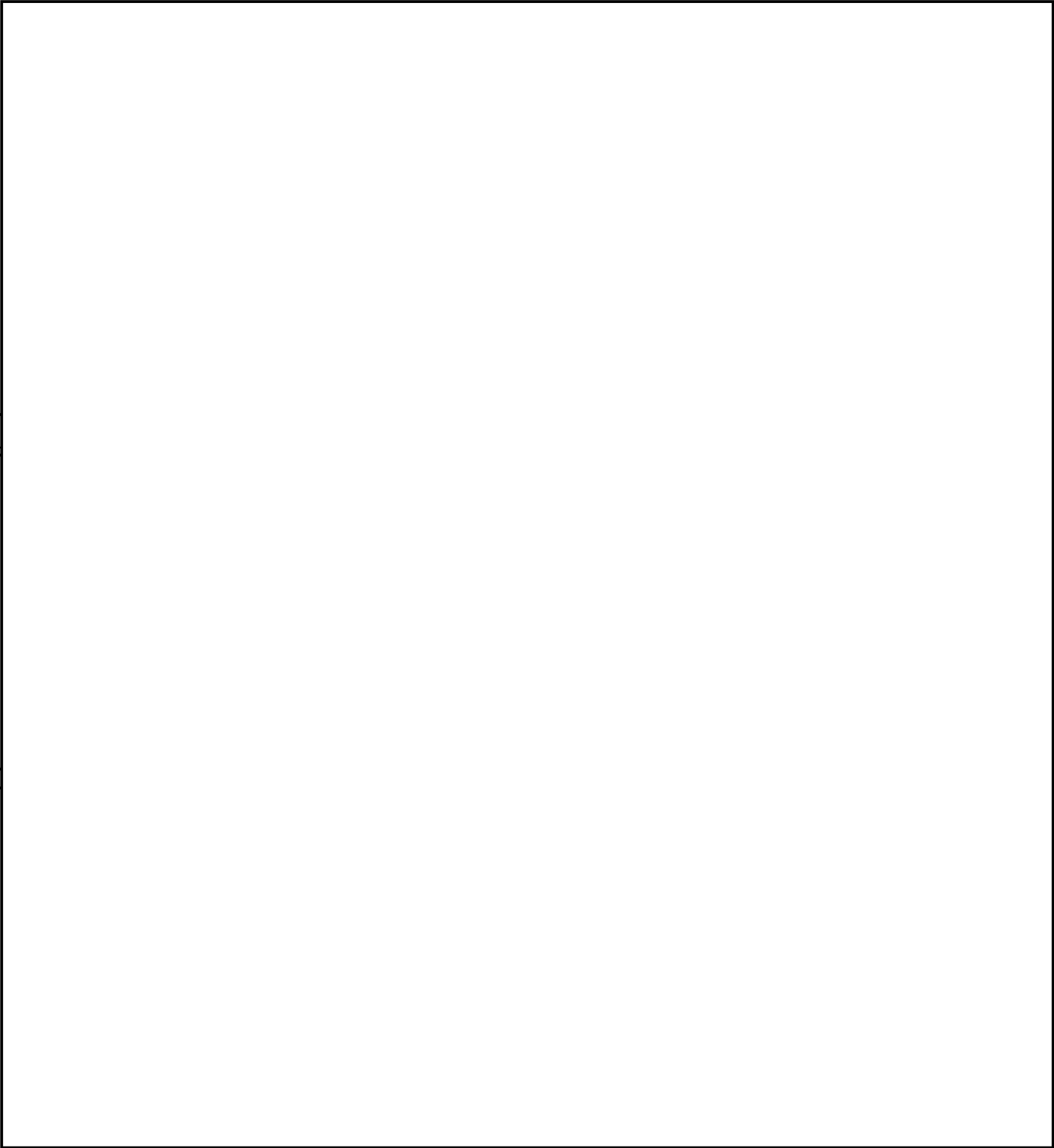
(B) Name of the electronic system: SharePoint

(C) Organizational unit(s) or agency program which records support: All FBI Headquarters Divisions, Field Offices, and Legal Attaches

(D) Current disposition authority references: NC1-65-82-04, Part E, item 1 (A) (1)

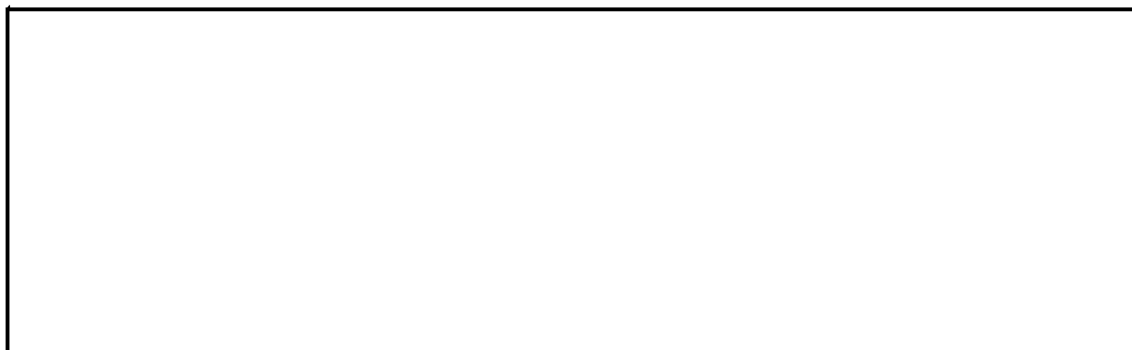
(E) Format of the records: Scanned and OCR'ed images



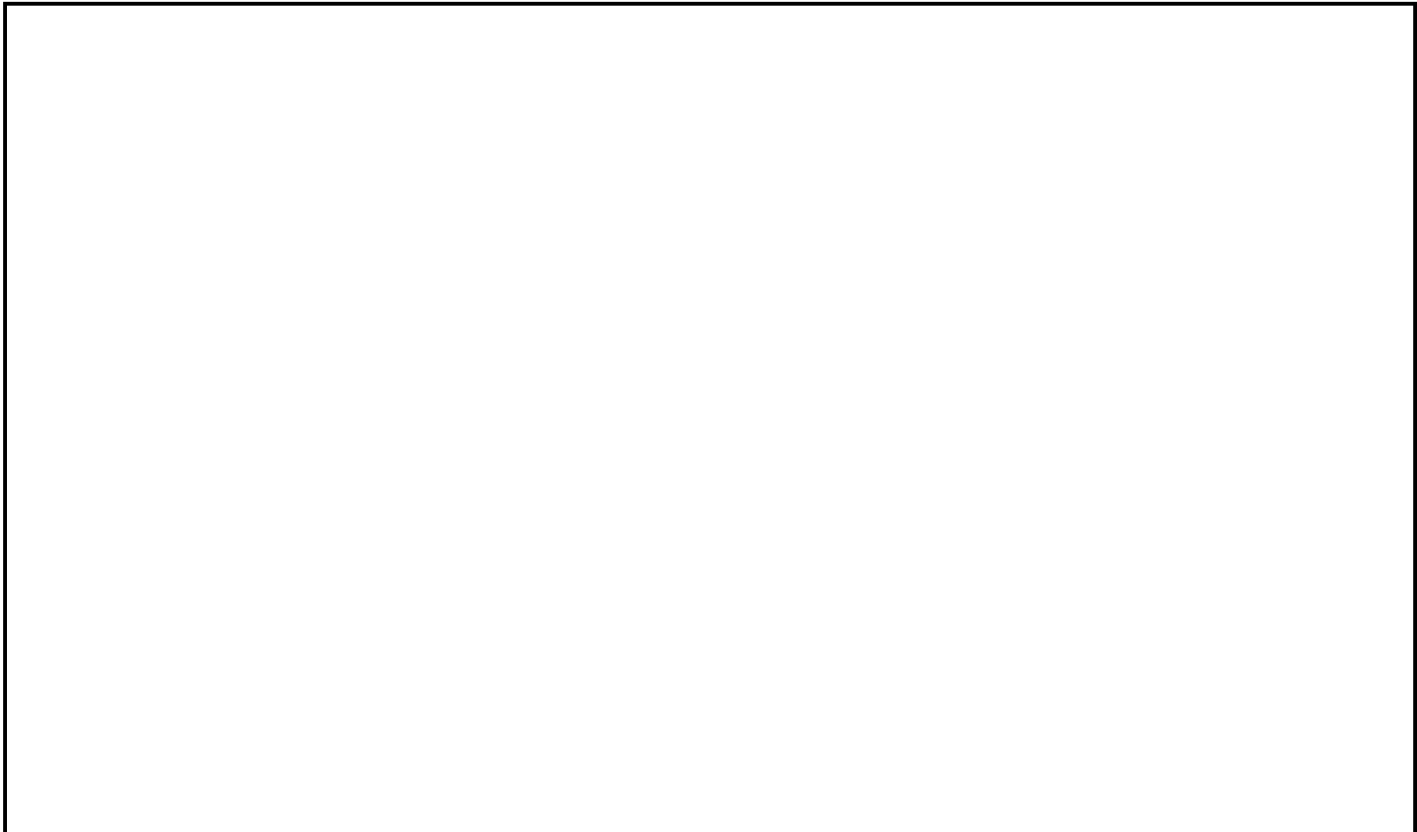


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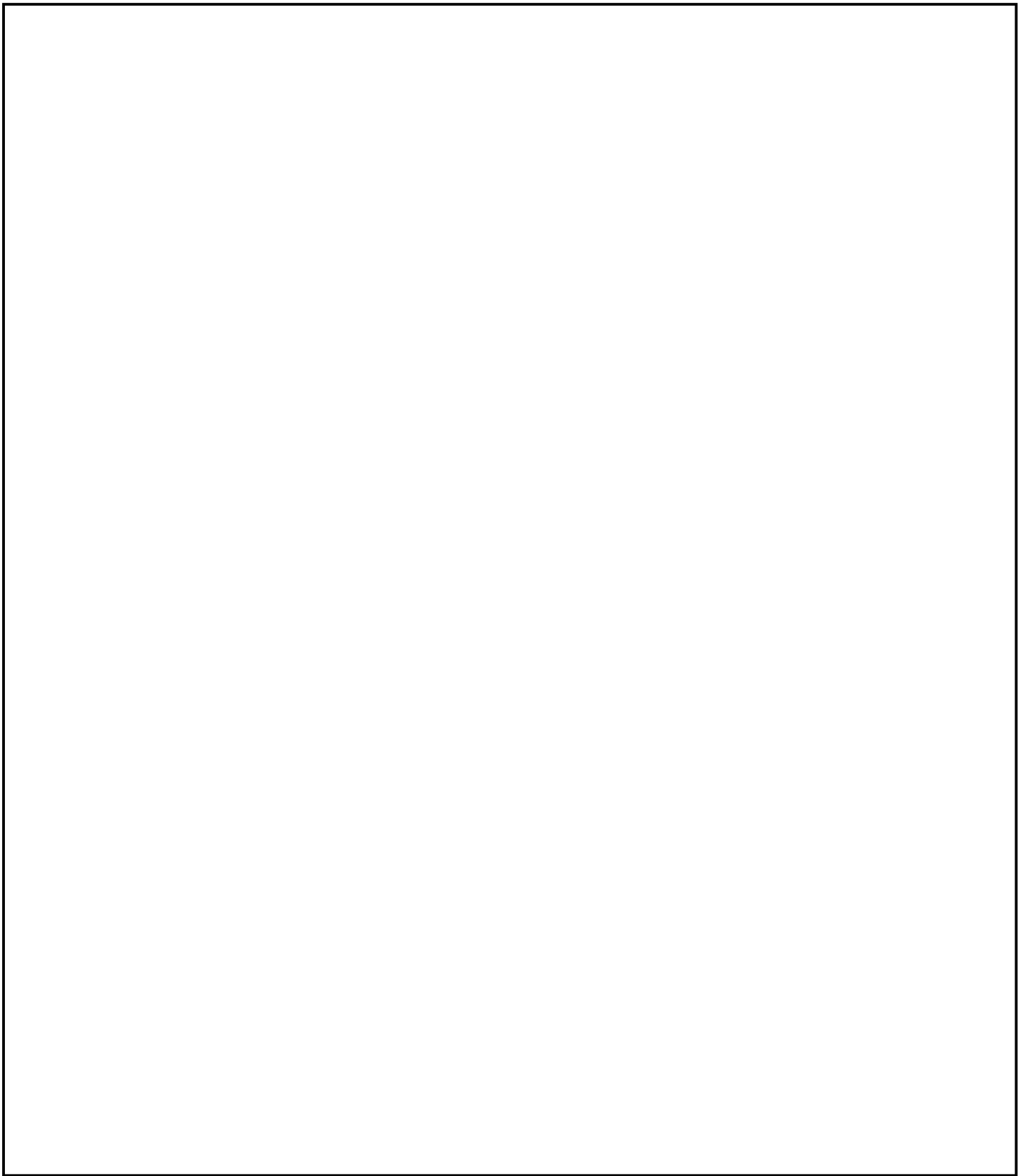
b5
b7E

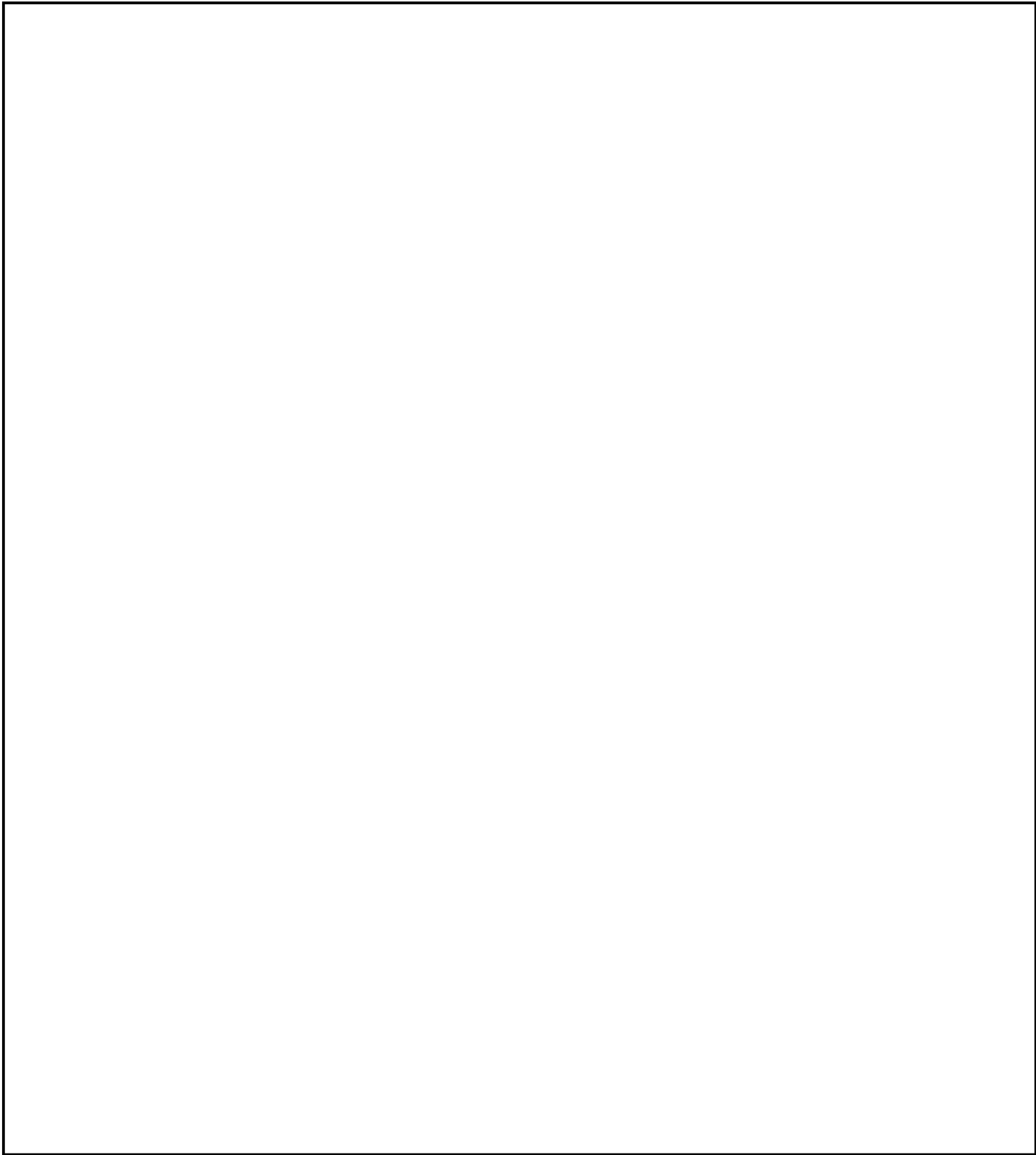


b5
b7E

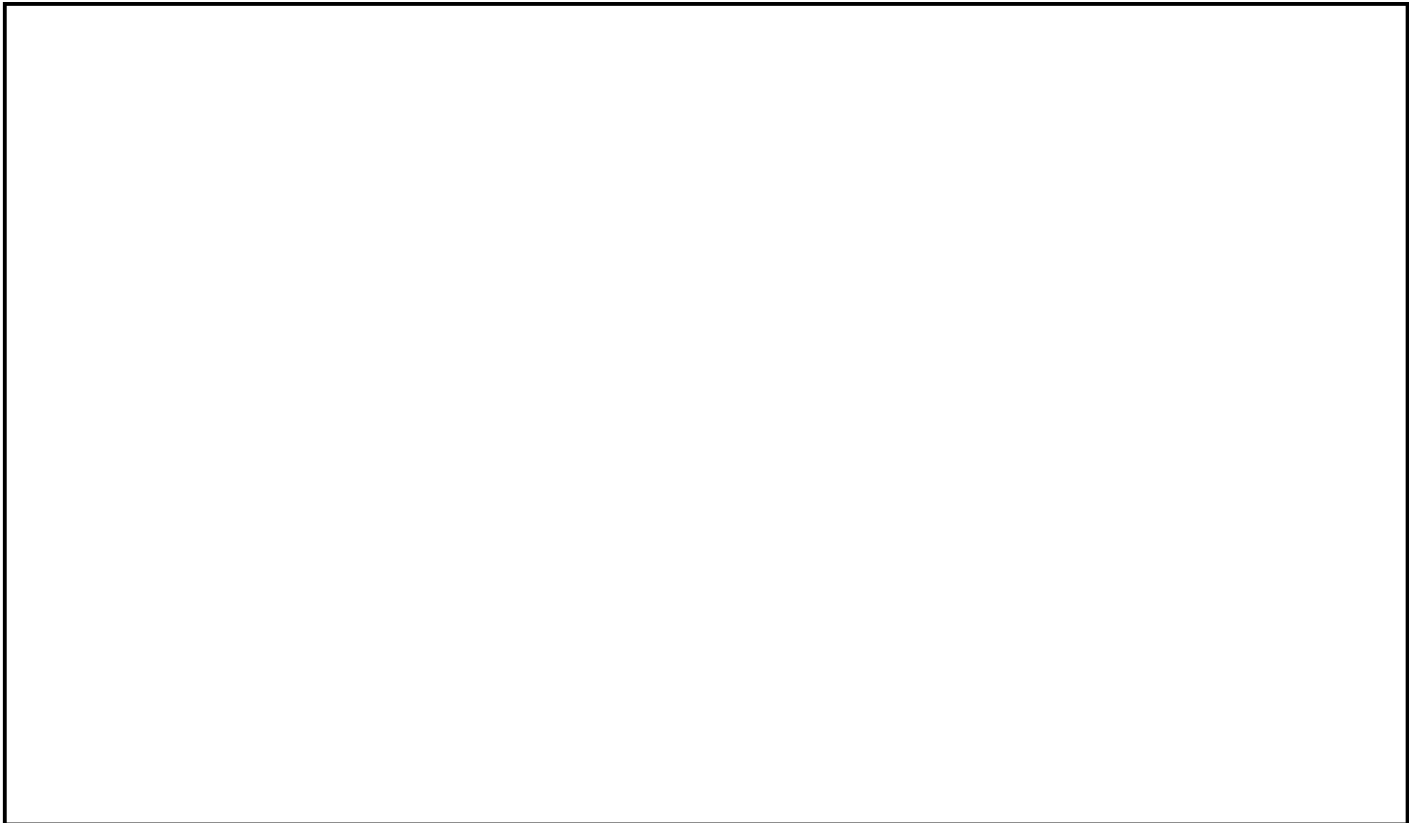


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b7E





b5
b7E



b5
b6
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b7E

NARA Correspondence

May 11, 2010

From RMD To NARA



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

May 11, 2010

[Redacted]
National Archives at College Park
NWML, Room 2100
8601 Adelphi Road
College Park, MD 20740-6011

b6
b7c

Dear [Redacted]:

Please find enclosed the Agreement to Transfer Records to the National Archives of the United States, SF-258, for the electronic images of the Federal Bureau of Investigation's (FBI) Columbia, South Carolina, field office index card collection. As you know, this transfer represents the first step in an ongoing FBI project to make this valuable finding aid available as a modern text-searchable computer resource. To date the FBI has converted over 33 million index cards and is processing the card images for transfer to the Archives in the coming months. The total collection of FBI field office index cards is estimated to be 45 million.

The National Archives has previously agreed to allow the FBI to destroy the original hard copy index cards once quality checks are complete and the media is prepared for transfer. The quality program has proven to be effective under the process we are operating. Since the Columbia index card set represents the first complete collection to be transferred from one field office, the FBI will delay the destruction of the physical cards for 30 days to ensure there are no unforeseen technical difficulties. Destruction will commence on June 10, 2010, and continue on a routine basis for the remainder of the field office index card collection, unless otherwise notified by you.

We look forward to working together on this project.

Sincerely,

John C. Krysa
Chief, Records Automation Section
Records Management Division

Enclosure

b6
b7C

[Redacted]

From: [Redacted]
Sent: Friday, October 24, 2008 2:57 PM
To: [Redacted]
Subject: RE: GREAT NEWS!

You are welcome. Have a wonderful weekend!!

From: [Redacted]
Sent: Friday, October 24, 2008 2:23 PM
To: [Redacted]
Subject: RE: GREAT NEWS!

b6
b7C

Thanks, [Redacted]

From: [Redacted]
Sent: Thursday, October 23, 2008 2:07 PM
To: [Redacted]
Subject: FW: GREAT NEWS!
Importance: High

b6
b7C

Everyone -- Please see AD Hooton's email below.

Have a great day!

From: Hooton, William (Bill) L.
Sent: Thursday, October 23, 2008 1:59 PM
To: [Redacted]; Krysa, John C.; [Redacted]
Subject: Re: GREAT NEWS!

b6
b7C

That is a really good job! [Redacted]
[Redacted]
[Redacted] Thx

b5
b6
b7C

From: [Redacted]
To: Hooton, William (Bill) L.; [Redacted]
Sent: Thu Oct 23 13:34:04 2008
Subject: FW: GREAT NEWS!
Just wanted to share some good news for the day!!!

b6
b7C

From: Krysa, John C.
Sent: Thursday, October 23, 2008 11:56 AM
To: [Redacted]
Cc: [Redacted]
Subject: Re: GREAT NEWS!

b6
b7C

[Redacted]

b5

From: [redacted]

To: [redacted]; Krysa, John C.; [redacted]

Sent: Thu Oct 23 07:50:29 2008

Subject: GREAT NEWS!

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[redacted]

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INDEX CARD DISPOSITION TRACKING SHEET

Field Office	Number of Linear Feet	Started Scanning in DocLab	Scanning Completed	Total Exported Images	Notes
Knoxville	246	28-Apr-08	5-Jun-08	307,317	Destroyed
Tampa	170	19-May-08	22-May-08	211,490	Destroyed
Dallas	722	27-May-08	11-Jun-08	912,140	Destroyed
Cincinnati	241	16-Jun-08	24-Jun-08	299,030	Destroyed
San Francisco	1554	3-Jul-08	8-Aug-08	1,910,172	Destroyed
Minneapolis	516	30-Jul-08	12-Aug-08	651,142	Destroyed
Houston	643	14-Jul-08	9-Sep-08	799,525	Destroyed
WFO	3513	1-Aug-08	15-Sep-08	4,222,551	Destroyed FY '08
Detroit	1472	24-Oct-08	31-Oct-08	1,642,125	Destroyed
Baltimore	442	22-Oct-08	4-Nov-08	540,418	Destroyed
Charlotte	381	4-Nov-08	14-Nov-08	374,850	Destroyed
Legat	81	17-Nov-08	17-Nov-08	997,025	Destroyed
Portland	274	26-Nov-08	5-Dec-08	345,494	Destroyed
Norfolk	175	8-Dec-08	5-Jan-09	206,679	Destroyed
Omaha	158	13-Jan-09	20-Jan-09	182,739	Destroyed
Jacksonville	360	15-Jan-09	27-Jan-09	249,458	Destroyed
Indianapolis	349	21-Jan-09	28-Jan-09	398,957	Destroyed
Butte (N.O.)	613	28-Jan-09	10-Feb-09	739,935	Destroyed
Jackson	265	10-Feb-09	13-Feb-09	308,669	Destroyed
Las Vegas	453	12-Feb-09	23-Feb-09	548,437	Destroyed
Louisville	433	23-Feb-09	3-Mar-09	498,167	Destroyed
Chicago	2800	1-Mar-09	22-Apr-09	3,247,160	Destroyed
Miami	964	20-Apr-09	13-May-09	937,858	Destroyed
Springfield	276	11-May-09	14-May-09	323,260	Destroyed
Birmingham	345	13-May-09	26-Jun-09	414,849	Destroyed
Denver	206	9-Jun-09	2-Jul-09	256,554	Destroyed
Boston	1132	30-Jun-09	22-Jul-09	1,304,346	Destroyed
San Diego	499	24-Jul-09	7-Aug-09	570,900	Destroyed FY '09
Phoenix	295	21-Oct-09	9-Nov-09	363,406	Destroyed
Honolulu	112	8-Apr-10	19-Apr-10	119,116	Destroyed
Sacramento	223	22-Sep-09	30-Sep-09	254,364	Destroyed
Atlanta	464	2-Feb-10	9-Mar-10	551,891	Destroyed
Philadelphia	1252	27-Oct-09	11-Dec-09	1,416,790	Destroyed
Buffalo	431	16-Sep-09	18-Sep-09	511,165	Destroyed
San Juan	386	30-May-10	22-Jun-10	435,134	Destroyed
Milwaukee	540	2-Oct-09	26-Oct-09	632,398	Destroyed
Pittsburgh	336	30-Mar-10	13-Apr-10	387,276	Destroyed
Seattle	827	28-Apr-10	27-May-10	989,047	Destroyed FY '10
Cleveland	574	15-Dec-09	11-Jan-10	671,784	Destroyed
Oklahoma	263	25-Mar-10	1-Apr-10	300,816	Destroyed
St Louis	436	26-Sep-10	18-Oct-10	492,414	604 (1 Pallet)
Newark	1516	8-Jul-10	23-Aug-10	1,673,549	Destroyed

New Haven	418	26-Jan-10	1-Mar-10	456,038	Destroyed
Columbia	160	14-Jan-10	27-Jan-10	184,882	Destroyed
Albany	424	8-Sep-10	23-Sep-10	480,659	604 (2 Pallets) 1 w/Memphis
Albuquerque	393	21-Sep-10	8-Oct-10	449,765	604 (2 Pallets) 1 w/Seattle
Anchorage	62	11-Aug-10	16-Aug-10	68,790	Destroyed
El Paso	316	31-Aug-10			Destroyed
Kansas City	323	23-Aug-10	31-Aug-10	386,095	Destroyed
Little Rock	118	29-Jun-10	2-Jul-10	132,537	Destroyed
Mobile	89	20-Sep-10	22-Sep-10	101,359	Destroyed
Richmond	217	23-Jun-10	30-Jun-10	237,145	Destroyed
San Antonio	56				Destroyed
Salt Lake	0				
Memphis	177	7-Sep-10	13-Sep-10	208,156	Destroyed
New York	7087	8-Dec-09	21-Oct-10	6,948,298	604 (5 Pallets) 1 w/L.A. A-F & 1 w/K.C.
Los Angeles	3208	14-Oct-10			604 (11 Pallets)
					21 Pallets Currently at the 604

INDEX CARD DISPOSITION TRACKING SHEET

Field Office	Number of Linear Feet	Started Scanned In Doc Lab	Scanning Completed	Total Reported Images	Date of Disposition	Notes
Knoxville	246	28-Apr-08	5-Jun-08	307,317	12/10/2008	Destroyed
Tampa	170	19-May-08	23-May-08	211,490	12/10/2008	Destroyed
Dallas	722	27-May-08	11-Jun-08	912,140	12/10/2008	Destroyed
Cincinnati	241	16-Jun-08	24-Jun-08	299,030	12/10/2008	Destroyed
San Francisco	1554	3-Jul-08	8-Aug-08	1,910,172	12/10/2008	Destroyed
Minneapolis	516	30-Jul-08	12-Aug-08	651,142	11/17;12/10/2008	Destroyed
Houston	643	14-Jul-08	9-Sep-08	799,525	12/10/2008	Destroyed
WFO	3513	1-Aug-08	15-Sep-08	4,212,551	11/25; 12/3; 12/12/2008	Destroyed
Detroit	1472	24-Oct-08	31-Oct-08	1,642,125	12/3/2008	Destroyed
Baltimore	442	22-Oct-08	4-Nov-08	540,418	1/8/2009	Destroyed
Charlotte	381	4-Nov-08	14-Nov-08	374,850	1/8/2009	Destroyed
Legat	81	17-Nov-08	17-Nov-08	997,025	1/8/2009	Destroyed
Portland	274	26-Nov-08	5-Dec-08	345,494	1/23/2009	Destroyed
Norfolk	175	8-Dec-08	5-Jan-09	206,679	1/23/2009	Destroyed
Omaha	158	13-Jan-09	20-Jan-09	182,739	6/15/2010	Destroyed
Jacksonville	360	15-Jan-09	27-Jan-09	248,458	6/15/2010	Destroyed
Indianapolis	349	21-Jan-09	28-Jan-09	398,957	6/15/2010	Destroyed
Butte (N.O.)	613	28-Jan-09	10-Feb-09	739,935	6/15/2010	Destroyed
Jackson	265	10-Feb-09	13-Feb-09	308,669	6/15/2010	Destroyed
Las Vegas	453	12-Feb-09	23-Feb-09	548,437	6/15/2010	Destroyed
Louisville	433	23-Feb-09	3-Mar-09	498,167	6/15/2010	Destroyed
Chicago	2800	1-Mar-09	22-Apr-09	3,247,160	6/15/2010	Destroyed
Miami	964	20-Apr-09	13-May-09	937,858	6/15/2010	Destroyed
Springfield	276	11-May-09	14-May-09	323,260	6/15/2010	Destroyed
Birmingham	345	13-May-09	26-Jun-09	414,849	6/15/2010	Destroyed
Denver	206	9-Jun-09	2-Jul-09	256,554	6/15/2010	Destroyed
Boston	1132	30-Jun-09	22-Jul-09	1,304,346	6/15/2010	Destroyed
San Diego	499	24-Jul-09	7-Aug-09	570,900	6/15/2010	Destroyed
Phoenix	295	21-Oct-09	9-Nov-09	363,406	6/15/2010	Destroyed
Honolulu	112	8-Apr-10	19-Apr-10	119,116		ARC #1 Pallets
Sacramento	223	22-Sep-09	30-Sep-09	254,364	6/15/2010	Destroyed
Atlanta	464	2-Feb-10	9-Mar-10	551,891	6/15/2010	Destroyed
Philadelphia	1252	27-Oct-09	11-Dec-09	1,416,790	6/15/2010	Destroyed
Buffalo	431	16-Sep-09	18-Sep-09	511,165	6/15/2010	Destroyed
San Juan	386	30-May-10				In Doc Lab
Milwaukee	540	2-Oct-09	26-Oct-09	632,398	6/15/2010	Destroyed
Pittsburgh	336	30-Mar-10	13-Apr-10	387,276		ARC #1 Pallets
Seattle	827	28-Apr-10	27-May-10	989,047		ARC #5 Pallets
Cleveland	574	15-Dec-09	11-Jan-10	671,784		ARC #2 Pallets
Oklahoma	263	25-Mar-10	1-Apr-10	300,816	6/15/2010	Destroyed
St Louis	449					4 21 19 24 weeks for completion
Newark	1710					In Doc Lab - Pallets
New Haven	418	26-Jan-10	1-Mar-10	456,038	6/15/2010	Destroyed
Columbia	160	14-Jan-10	27-Jan-10	184,882	6/15/2010	Destroyed
Albany	479					Sent Index Card Boxes 4 22 2010
Albuquerque	218					Sent Index Card Boxes 4 22 2010
Anchorage	63					Sent Index Card Boxes 4 22 2010
El Paso	400					Sent Index Card Boxes 4 22 2010
Kansas City	320					Sent Index Card Boxes 6/8 2010
Little Rock	118					In Doc Lab
Mobile	180					Sent Index Card Boxes 4 22 2010
Richmond	217					In Doc Lab
San Antonio	56					Sent Index Card Boxes 4 13 2010
New York	7087					ARC #1 Pallets
Los Angeles	7500					Sent Boxing Instruction 2.13.2009/Boxes on 4/30/2010
						24 Pallets Currently at the ARC

Pallet comb #4 with Baltimore and Pittsburgh

F Y '08

F Y '09

F Y '10

6/18 Sent [redacted] an e-mail asking for an update on the project

6/18 Sent [redacted] an e-mail asking for an update on the project

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Albany	479	Should be ready within the month 7.21
Albuquerque	448	
El Paso	400	Told to ship once pallet boxes arrive 7.8 Sent e/m 8.3
Mobile	180	
San Antonio	56	
St. Louis	449	Should be ready within two weeks 7.21
Memphis	186	
Los Angeles	3208	Sent pallet boxes, told to ship 7 pallets once packed.8/3

Albuquerque	448
Mobile	180
San Antonio	56
Memphis	186

<u>FY 2011</u>	
New York	7087
Newark	1710
Oaklahoma City	700
St.Louis	449
Cleveland	579
Dallas	700
Seattle	500
Pittsburgh	600
New Haven	442
Columbia	187

<u>FY 2012</u>	
Albany	479
Los Angeles	7500
Richmond	1120
Kansas City	320
Mobile	180
Memphis	186
Little Rock	145
Albuquerque	448
Anchorage	63
El Paso	?

INDEX CARD DISPOSITION TRACKING SHEET

Field Office	Number of Linear Feet	Started Scanning in DocLab	Scanning Completed	Upload Completed	Total Exposed Images	Date SF-258 Signed	Date of Disposition	Status (Upload)	Notes
Knoxville	246	28-Apr-08	5-Jun-08	22-May-08	307,317		12/10/2008	*COMPLETE*	Searchable 8.13.2009
Tampa	170	19-May-08	22-May-08	29-May-08	211,490		12/10/2008	*COMPLETE*	Searchable 8.13.2009
Dallas	722	27-May-08	11-Jun-08	20-Jun-08	912,140		12/10/2008	*COMPLETE*	
Cincinnati	241	16-Jun-08	24-Jun-08	2-Jul-08	299,030		12/10/2008	*COMPLETE*	Searchable 8.13.2009
San Francisco	1554	3-Jul-08	8-Aug-08	20-Aug-08	1,910,172		12/10/2008	*COMPLETE*	Searchable 8.31.2009
Minneapolis	516	30-Jul-08	12-Aug-08	12-Aug-08	651,142		11/17/12/10/2008	*COMPLETE*	
Houston	643	14-Jul-08	9-Sep-08	9-Sep-08	799,525		12/10/2008	*COMPLETE*	Searchable 8.31.2009
WFO	3513	1-Aug-08	15-Sep-08	28-Oct-08	4,227,551		11/25/12/3/12/12/2008	*COMPLETE*	
Detroit	1472	24-Oct-08	31-Oct-08	7-Nov-08	1,642,125		12/3/2008	*COMPLETE*	
Baltimore	442	22-Oct-08	4-Nov-08	7-Nov-08	540,418		1/8/2009	*COMPLETE*	
Charlotte	381	4-Nov-08	14-Nov-08	21-Nov-08	374,850		1/8/2009	*COMPLETE*	
Legat	81	17-Nov-08	12-Nov-08	22-Dec-08	997,025		1/8/2009	*COMPLETE*	
Portland	274	26-Nov-08	5-Dec-08	11-Dec-08	345,494		12/9/2009	*COMPLETE*	
Norfolk	175	8-Dec-08	5-Jan-09	12-Jan-09	206,679		12/9/2009	*COMPLETE*	
Omaha	158	15-Jan-09	20-Jan-09	22-Jan-09	182,739			*COMPLETE*	Searchable 8.31.2009
Jacksonville	360	15-Jan-09	27-Jan-09	3-Feb-09	249,458			*COMPLETE*	Joppa January 2009
Indianapolis	349	21-Jan-09	28-Jan-09	10-Feb-09	398,957			*COMPLETE*	ARC (2 Pallets)
Battle (N.O.)	613	28-Jan-09	10-Feb-09	26-Feb-09	739,935			*COMPLETE*	ARC (4 Pallets)
Jackson	265	10-Feb-09	13-Feb-09		308,669			*COMPLETE*	ARC (1 Pallet)
Las Vegas	453	12-Feb-09	23-Feb-09		548,437			*COMPLETE*	ARC (2 Pallets)
Louisville	433	23-Feb-09	3-Mar-09		498,167			*COMPLETE*	ARC (2 Pallets)
Chicago	2800	1-Mar-09	27-Apr-09		3,247,100			*COMPLETE*	ARC (10 Pallets)
Miami	964	20-Apr-09	13-May-09		937,858			*COMPLETE*	ARC (1 Pallets)
Springfield	276	11-May-09	14-May-09		323,260			*COMPLETE*	ARC (1 Pallet)
Birmingham	345	13-May-09	26-Jun-09		414,849			*COMPLETE*	ARC (2 Pallets)
Denver	206	9-Jun-09	2-Jul-09		256,554			*COMPLETE*	ARC (1 Pallet)
Boston	1132	30-Jun-09	22-Jul-09		1,304,346			*COMPLETE*	ARC (1 Pallets)
San Diego	499	24-Jul-09	7-Aug-09					*COMPLETE*	ARC (2 Pallets)
San Francisco									
Salt Lake									
Phoenix	702								Boxes shipping to FO week of 8.12.09 7.23.2009
Honolulu	600								Boxes shipping to FO week of 8.12.09 7.23.2009
Sacramento	450								Boxes shipping to FO week of 8.12.09 7.23.2009
Atlanta	2000								Boxes shipping to FO week of 8.12.09 7.23.2009
Philadelphia	7350								Boxes shipping to FO week of 8.12.09 7.23.2009
Buffalo	498								Boxes shipping to FO week of 8.12.09 7.23.2009
San Juan	413								Boxes shipping to FO week of 8.12.09 7.23.2009
Milwaukee	612								Boxes shipping to FO week of 8.12.09 7.23.2009
New York	7087								Sent Boxing Instruction 2.13.2009
Los Angeles	7500								Sent Boxing Instruction 2.13.2009
									35 Pallets Currently Stored at the ARC 8.11.2009

FY '08

FY '09

FY '10

* Guessimates

RID'S INDEX CARD TRACKING SHEET

Field Office	Started Scanning in DoE LAL	Scanning Completed	Upload Completed	Date of Disposition	Status	Searchable On SharePoint
Knoxville	28-Apr-08	5-Jun-08	27-May-08	12/10/2008	*COMPLETE*	Yes
Tampa	19-May-08	22-May-08	29-May-08	12/10/2008	*COMPLETE*	Yes
Dallas	27-May-08	11-Jun-08	20-Jun-08	12/10/2008	*COMPLETE*	
Cincinnati	16-Jun-08	24-Jun-08	2-Jul-08	12/10/2008	*COMPLETE*	Yes
San Francisco	3-Jul-08	8-Aug-08	20-Aug-08	12/10/2008	*COMPLETE*	Yes
Minneapolis	30-Jul-08	12-Aug-08	12-Aug-08	11/17,12/10/2008	*COMPLETE*	
Houston	14-Jul-08	9-Sep-08	9-Sep-08	12/10/2008	*COMPLETE*	Yes
WFO	1-Aug-08	15-Sep-08	28-Oct-08	11/25,12/13,12/17/2008	*COMPLETE*	
Detroit	24-Oct-08	31-Oct-08	7-Nov-08	12/3/2008	*COMPLETE*	
Baltimore	22-Oct-08	4-Nov-08	7-Nov-08	1/8/2009	*COMPLETE*	
Charlotte	4-Nov-08	14-Nov-08	21-Nov-08	1/8/2009	*COMPLETE*	
Legat	17-Nov-08	6-Dec-08	22-Dec-08	1/8/2009	*COMPLETE*	
Portland	26-Nov-08	5-Dec-08	11-Dec-09	1/29/2008	*COMPLETE*	
Norfolk	8-Dec-08	5-Jan-09	12-Jan-09	1/29/2009	*COMPLETE*	
Omaha	13-Jan-09	20-Jan-09	26-Jan-09			Yes
Jacksonville	15-Jan-09	27-Jan-09	3-Feb-09			
Indianapolis	21-Jan-09	28-Jan-09	10-Feb-09		2 ARC	
Butte (NO)	23-Jan-09	10-Feb-09	26-Feb-09		4 ARC	
Jackson	10-Feb-09	13-Feb-09			1 ARC	
Las Vegas	12-Feb-09	23-Feb-09			2 ARC	
Louisville	23-Feb-09	3-Mar-09			2 ARC	
Chicago	01-Mar-09	22-Apr-09			10 ARC	
Miami	20-Apr-09	13-May-09			4 ARC	
Springfield	11-May-09	14-May-09			1 ARC	
Birmingham	13-May-09	26-Jun-09			2 ARC	
Denver	9-Jan-09	2-Jul-09			1 ARC	
Boston	30-Jun-09	22-Jul-09			4 ARC	
San Diego	24-Jul-09	7-Aug-09			2 ARC	
San Francisco						
Salt Lake						
Phoenix						7.23.09
Honolulu						7.23.09
Sacramento						7.23.09
Atlanta						7.23.09
Philadelphia						7.23.09
Buffalo						7.23.09
San Juan						7.23.09
Milwaukee						
Los Angeles						
New York						

FY'08

FY'09

FY'10

<u>FY 2011</u>	
New York	7087
Newark	1710
Oaklahoma City	700
St.Louis	449
Cleveland	579
Dallas	700
Seattle	500
Pittsburgh	600
New Haven	442
Columbia	187

<u>FY 2012</u>	
Albany	479
Los Angeles	7500
Richmond	1120
Kansas City	320
Mobile	180
Memphis	186
Little Rock	145
Albuquerque	448
Anchorage	63
El Paso	?

Instructions for Transferring Data on SharePoint 10/21/08

1. Access the SharePoint index card site via the intranet link:

b7E

2. X
Go to Documents → Shared Documents.

Home - Manual Index Cards - U.S. Department of Justice - FBI

File Edit View Favorites Tools Help

Address []

Welcome [] (RMD)(FBI) - 1

This Site: Manual Index Cards

View All Site Content

Documents

- Shared Documents
- Tampa
- Knoxville
- Cincinnati
- San Francisco
- Minneapolis
- Houston

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Electronic Version of Index Cards - This collection is classified at the ~~Secret~~ level

Announcements

Instructions for Site Usage 9/30/2008 9:51 AM
by [] (RMD) (FBI)
A presentation on searches and site usage has been uploaded and can be accessed through the Shared Documents/Site Usage Instructions folder or via this link []

Data Transition 8/8/2008 8:27 AM
by [] (RMD)(FBI)
We are in the process of transitioning data from the Dallas, Tampa, and Knoxville. Please refer to the folders within the shared documents to locate the Index Cards.

Welcome! 7/30/2008 4:39 PM
by [] (RMD) (FBI)
Welcome to the Index Card Site! Index cards from Field Offices will be scanned and uploaded here for ongoing access. Please check the shared documents folder for the scanned documents.

Calendar
There are currently no upcoming events.

Links
There are currently no favorite links to display.

FEDERAL BUREAU OF INVESTIGATION
RECORDS MANAGEMENT DIVISION

Start | [] Inbox - Microsoft Outlook | [] Document1 - Microsoft W... | [] Home - Manual Index ... | Desktop | 11:42 AM

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3. Open the folder called DALLAS by double clicking on the folder icon beside the word Dallas.

Shared Documents - U.S. Department of Justice - FBI

Manual Index Cards > Shared Documents

Share a document with the team by adding it to this document library.

Type	Name	Modified	Modified by
	Dallas	5/15/2008 9:11 AM	(RMD) (FBI)
	Dallas	6/5/2008 12:06 PM	(RMD) (FBI)
	Knoxville	5/30/2008 3:39 PM	(RMD) (FBI)
	Site Usage Instructions	9/30/2008 9:43 AM	(RMD) (FBI)
	Tampa (TP)	5/21/2008 8:37 AM	(RMD) (FBI)

View: All Documents

Done | Start | Inboxes - Microsoft Outlook | Document1 - Microsoft W... | Shared Documents - U... | Desktop | 11:46 AM

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4. Go to the VIEW: ALL DOCUMENTS drop-down list and select EXPLORER VIEW.

Manual Index Cards > Shared Documents > Dallas

Shared Documents

Share a document with the team by adding it to this document library.

Actions: -

Type	Name	Modified	Modified By
[Icon]	A	5/29/2008 1:41 PM	(RMD)(FBI)
[Icon]	B	5/29/2008 1:41 PM	(RMD)(FBI)
[Icon]	C	5/30/2008 7:16 AM	(RMD) (FBI)
[Icon]	CI	6/16/2008 12:50 PM	(RMD) (FBI)
[Icon]	D	5/30/2008 7:17 AM	(RMD) (FBI)
[Icon]	E	6/2/2008 1:22 PM	(RMD) (FBI)
[Icon]	F	5/30/2008 7:17 AM	(RMD) (FBI)
[Icon]	G	5/30/2008 7:18 AM	(RMD) (FBI)
[Icon]	H	5/30/2008 7:18 AM	(RMD) (FBI)
[Icon]	I	6/11/2008 1:16 PM	(RMD) (FBI)
[Icon]	J	6/9/2008 11:34 AM	(RMD)(FBI)
[Icon]	K	5/29/2008 1:45 PM	(RMD) (FBI)
[Icon]	L	5/29/2008 1:46 PM	(RMD) (FBI)
[Icon]	M	6/3/2008 1:18 PM	(RMD) (FBI)
[Icon]	MI	6/17/2008 6:46 AM	(RMD) (FBI)
[Icon]	N	6/10/2008 10:27 AM	(RMD)(FBI)
[Icon]	NI	6/17/2008 8:06 AM	(RMD) (FBI)
[Icon]	O	6/6/2008 1:08 PM	(RMD)(FBI)
[Icon]	O1	6/17/2008 9:23 AM	(RMD) (FBI)
[Icon]	P	6/20/2008 1:46 PM	(RMD)(FBI)

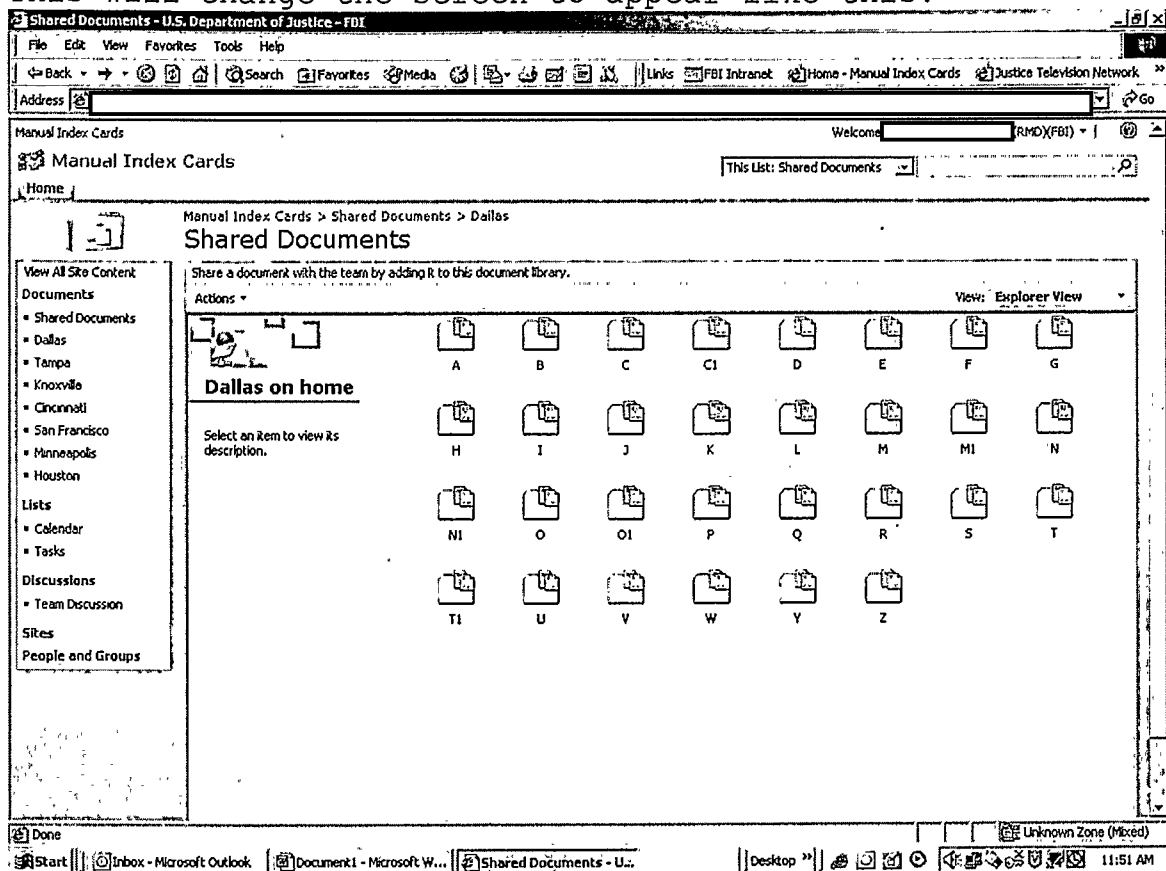
View: **All Documents**
All Documents
Explorer View

Done | Start | Inbox - Microsoft Outlook | Document1 - Microsoft W... | Shared Documents - U... | Desktop | 11:48 AM

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b6
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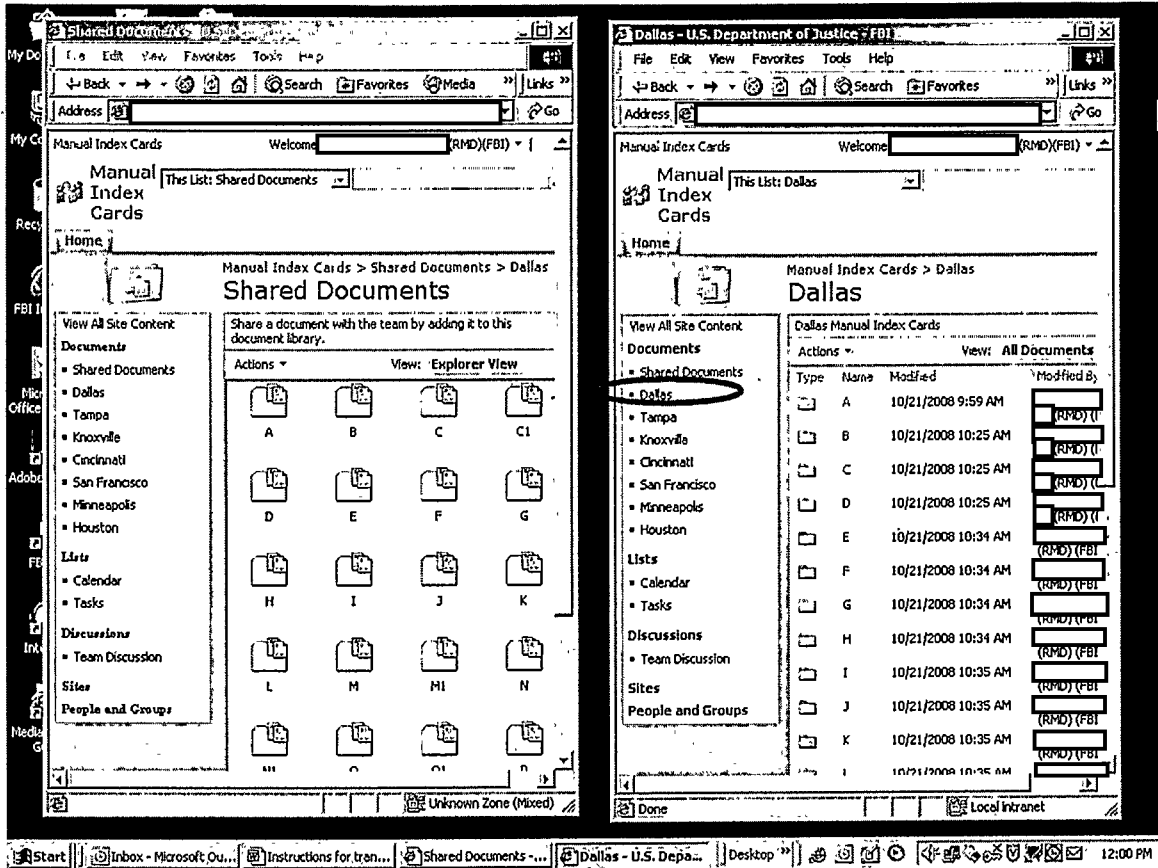
This will change the screen to appear like this:



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5. Open a second session of the index card SharePoint site using the same link as in step 1. Resize both index card sites to be side-by-side on the monitor.

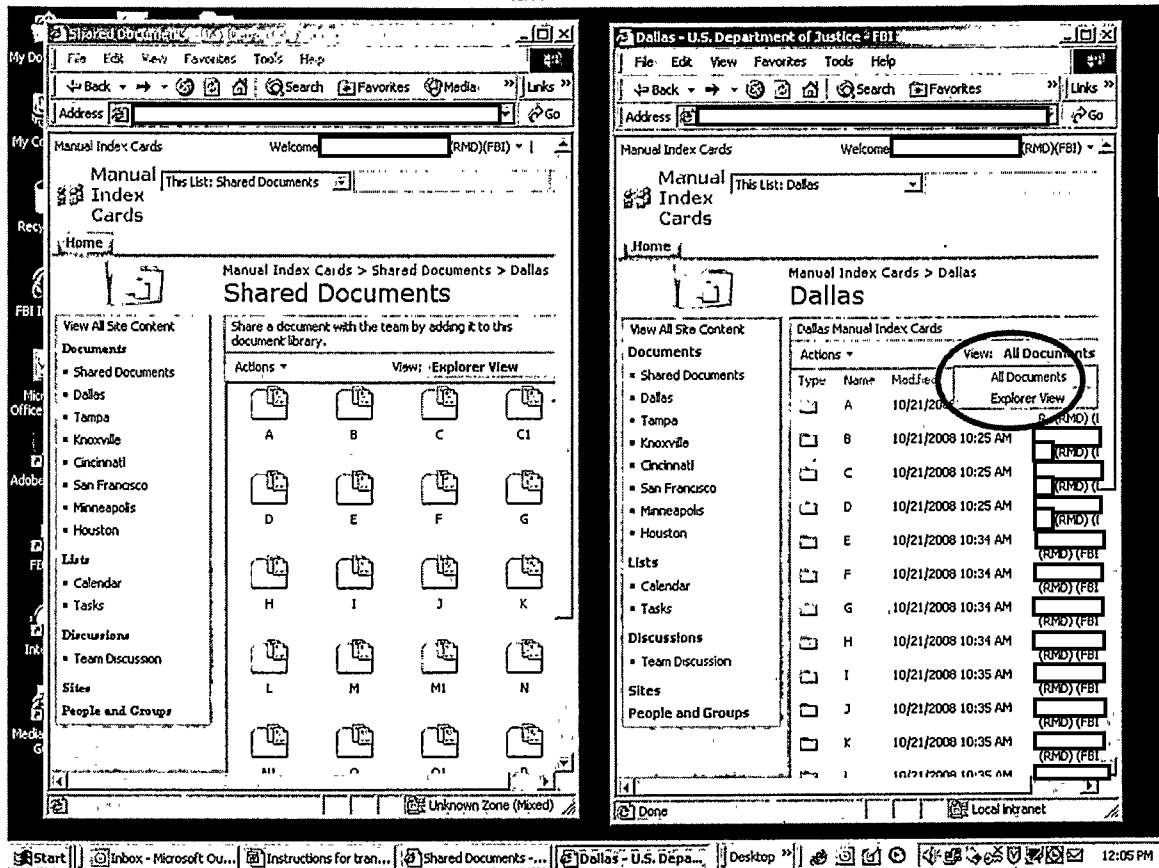
6. On the second session of the site, click on DALLAS under the documents menu on left side.



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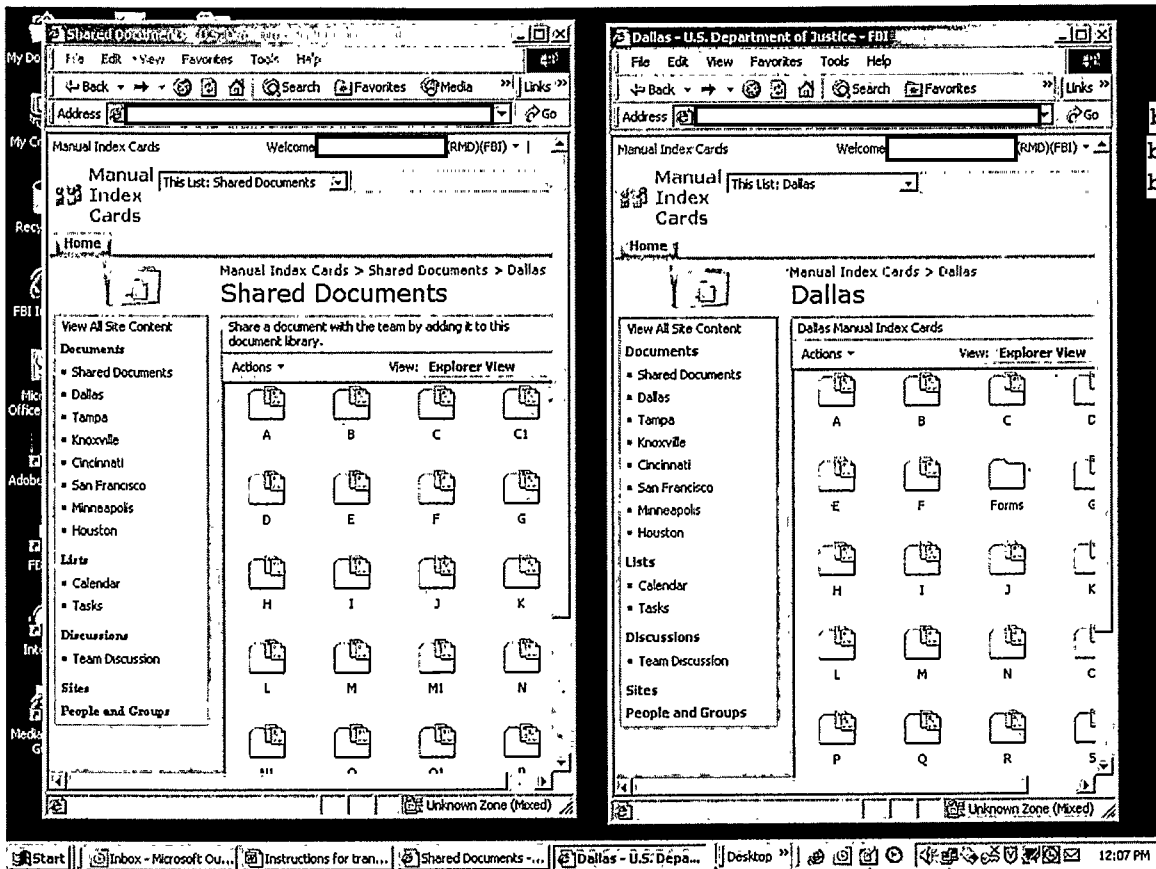
7. On the second session, click on VIEW: ALL DOCUMENTS and select EXPLORER VIEW.



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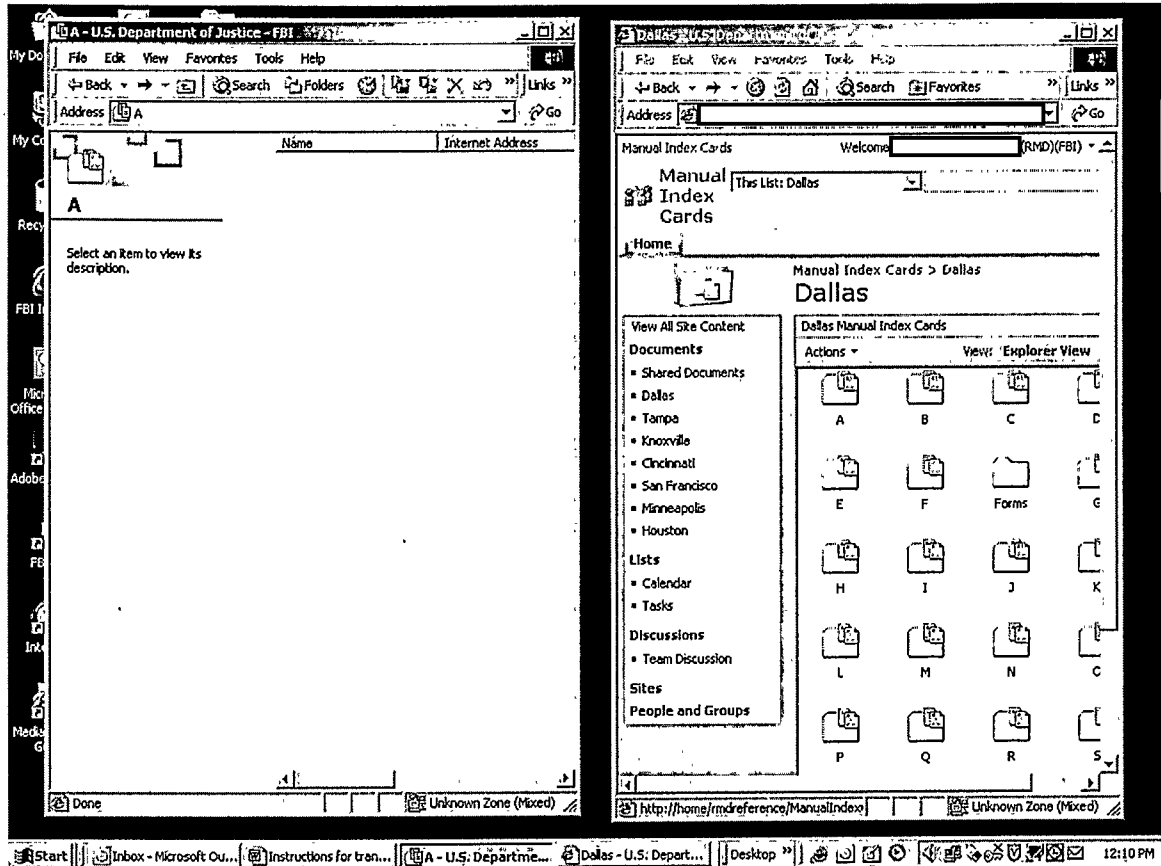
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Both screens should look like this:



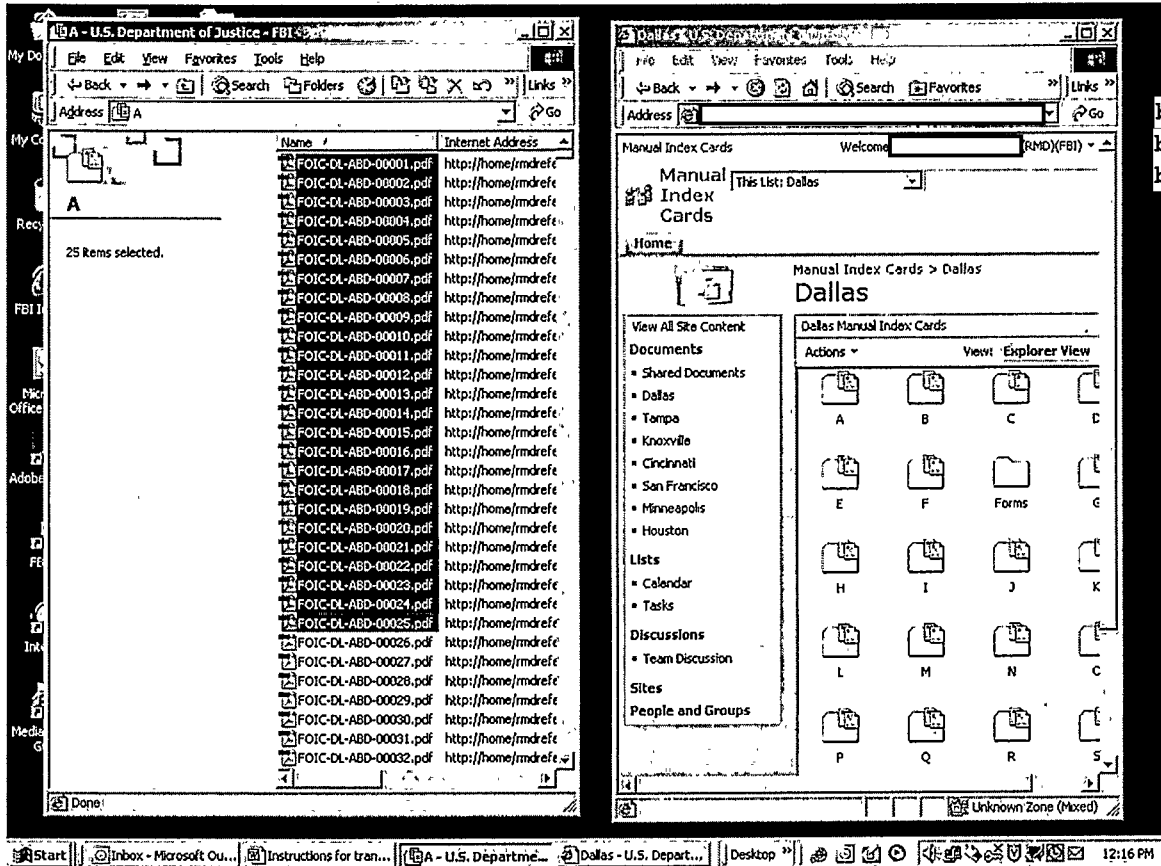
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8. On the first session (the one called SHARED DOCUMENTS) click on the folder labeled A. It will take some time for all the files to load.



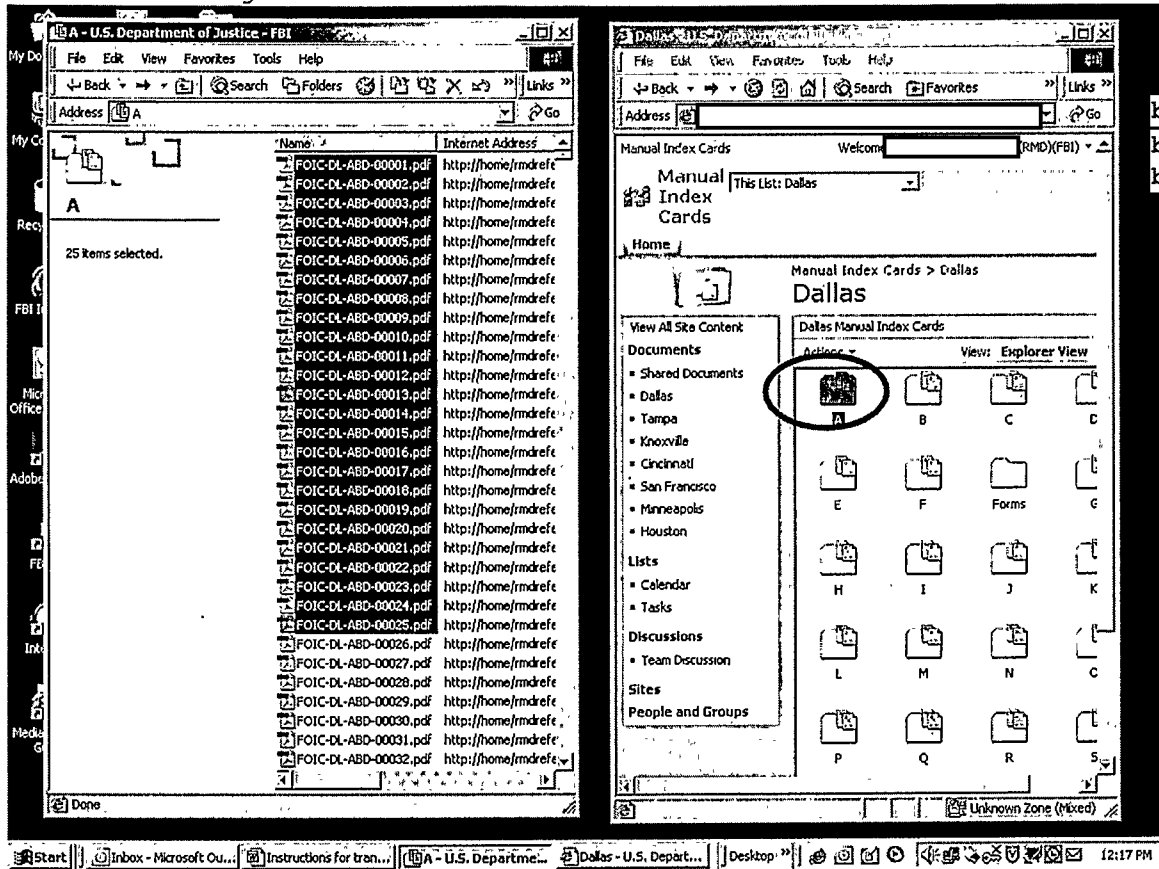
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- Once the page loads, you will select the .pdf files and drag them to the A folder of the second session. It is recommended to select several .pdf files at one time to move. Do this by selecting the first file, depress the SHIFT button on the keyboard, and select several more files.



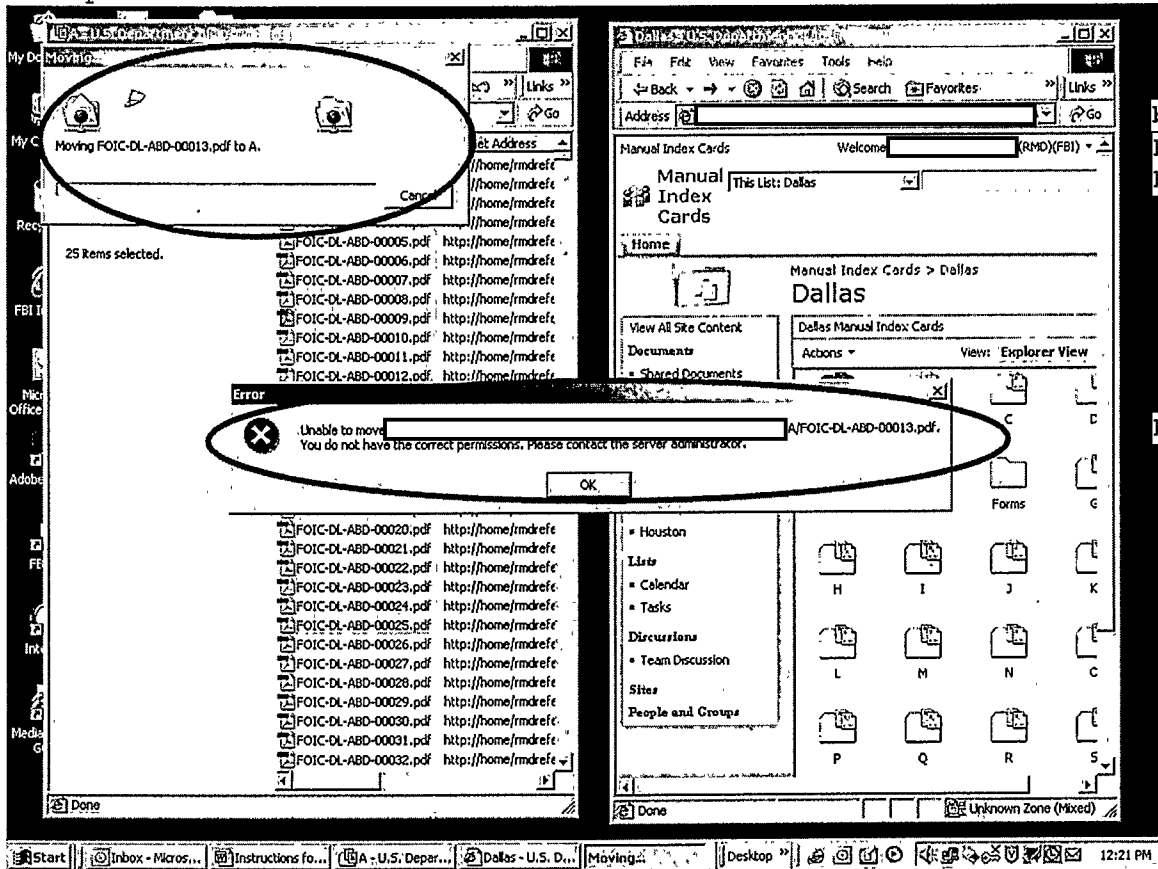
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10. Take mouse and point to selected group and click.
Then drag mouse to A folder on second session.



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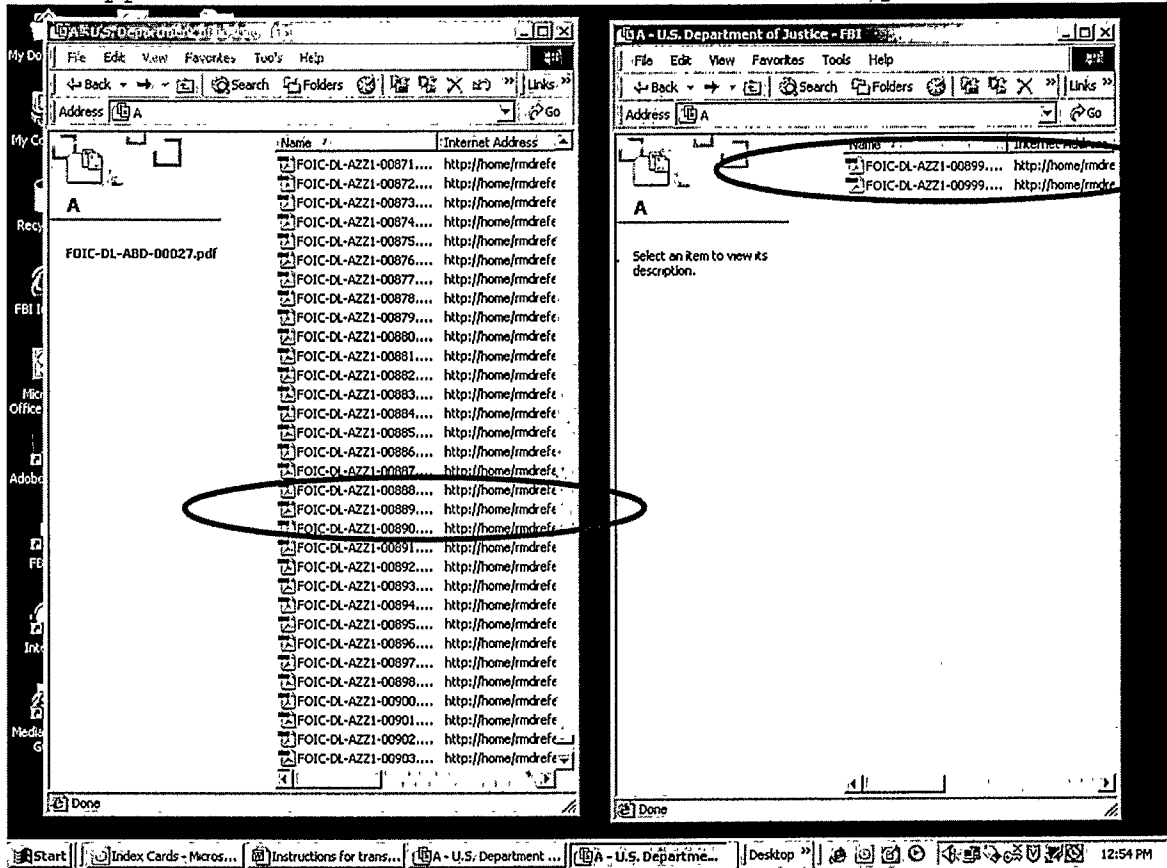
11. The files will begin to transfer to the selected folder. Again, these are large files and it will take some time. The following screen shot shows the files being transferred, and the pop-up one will get if he/she does not have the correct permissions. Please contact the supervisor in-charge to request permission.



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12. Once the transfer is complete, the .pdf file should no longer exist in the first session, and should appear in the second session's folder only.



Advantage: Prior to cards being scanned, each field office had to manually search their cabinets. Since the cards have been scanned, all field office and HQ personnel can search all 56 field office collections and the HQ collection (90+ million images). Employees can search for a card at an individual field office level, all field offices level, HQ level, or field office and HQ collection level.

Disadvantage: Due to the poor quality of some field office index card collections, the OCR process yielded approximately a 16.5% non-searchable rate. The following disclaimer is displayed on the SharePoint Home Page: **The FBI Field Office and HQ Manual Index Card and Popular File SharePoint sites are electronic reference tools for the FBI's investigative, intelligence, and analytical communities. Any index card search results should not be used as the sole basis for further investigation. Rather than merely relying on the Manual Index Card SharePoint sites by themselves, when considering whether to engage in further investigation of a particular case, agents and/or analysts should review the actual contents of the file(s) referenced by the corresponding index card(s). This collection is classified as ~~SECRET~~**

Impact: There were 44.5 million images exported for the field office collections. Based on sampling of the collection, there are possibly 16.5% of the index cards that are not searchable. This translates to approximately 7.4 million cards that could potentially not be searchable. During the workflow process, we removed approximately [redacted] cards. Based on the sampling of the INFC collection, there are potentially [redacted] cards in the general collection. This has the potentially impacts FOIA and NNCP searches.

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Mitigation: Employees that search a subject / individual name must open up a series of cards within that alphabetical range (this would be at the folder level) and review each image.

NARA Acceptance: Based on the Technical Review (20 Questions) submitted to NARA, RMD has successfully met NARA requirements for transfer of the index card collections. NARA has officially accepted the transfer of 30 field office collections, currently processing 24 field offices, and rejected 1 field office. Once NARA receives our hard drive, they upload the images to their computer system. After uploading to their system, archivist performs a random search of 40-50 images and notes the name on the images. After randomly selecting and viewing these images, they perform a very basic search (using control/f) to search the names previously noted. So far, all field offices, with the exception of MW, has been accepted. Archivist is approximately 30% complete processing the last hard drive and has had no issues. The MW collection has by far, been the poorest quality for OCR processing. NARA provided examples of the issues involving the MW collection. [redacted] performed the same type of search and was able to confirm those issues. Since the MW collection was scanned (2009), the OCR software has been upgraded. Upon request, DocLab has completed re-OCR for 5 folders that was on NARA's example list. The [redacted] team will now compare image to image to get an approximate improvement rate of searchability.

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**Field Office Index Cards
Possible Images - Unsearchable**

Field Office	Total Images	Unsearchable Images		Field Office	Total Images	Unsearchable Images
AL	478,181	78,900		NK	1,665,615	274,826
AN	68,937	11,375		NO	735,193	121,307
AQ	448,214	73,955		NY	6,875,716	1,134,493
AT	549,085	90,599		OC	297,245	49,045
BA	616,888	101,787		OM	181,681	29,977
BF	511,692	84,429		PD	345,341	56,981
BH	411,333	67,870		PG	385,891	63,672
BS	1,287,646	212,462		PH	1,410,830	232,787
CE	373,504	61,628		PX	361,268	59,609
CG	3,204,196	528,692		RH	234,799	38,742
CI	295,987	48,838		SA	55,918	9,226
CO	184,804	30,493		SC	254,182	41,940
CV	670,836	110,688		SD	565,584	93,321
DE	1,840,822	303,736		SE	969,407	159,952
DL	902,231	148,868		SF	1,896,560	312,932
DN	256,074	42,252		SI	322,003	53,130
EP	364,277	60,106		SJ	433,642	71,551
HN	118,147	19,494		SL	490,966	81,009
HO	792,348	130,737		TP	211,386	34,879
IP	392,478	64,759		WF	4,195,289	692,223
JK	246,734	40,711				
JN	304,668	50,270				
KC	385,371	63,586				
KX	305,622	50,428				
LA	3,380,230	557,738				
LR	132,344	21,837				
LS	494,399	81,576				
LV	547,503	90,338				
ME	207,988	34,318				
MM	930,822	153,586				
MO	101,349	16,723				
MP	641,792	105,896				
MW	629,789	103,915				
NF	206,334	34,045				
NH	431,203	71,148				
				Total Images:		44,602,344
				[] Removed:		[]
				Possible Images Unsearchable:		7,359,387
				Possible [] Images Unsearchable:		[]

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Percentage of Unsearchable Index Cards

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 04-12-2016 BY J76J18T80 NSICG

Type	Field Office	Folder	% Unsearchable	Field Office Average
INFC	OM	A	10.00%	17.28%
INFC	OM	B	20.41%	
INFC	OM	C	21.43%	
INFC	PX	D	20.00%	21.45%
INFC	PX	E	28.57%	
INFC	PX	F	15.79%	
INFC	SJ	G	20.45%	10.69%
INFC	SJ	H	11.63%	
INFC	SJ	I	0.00%	
INFC Average				16.48%
Type	Field Office	Folder	% Unsearchable	Field Office Average
FOIC	BH	JAZ	11.32%	11.56%
FOIC	BH	KID	12.92%	
FOIC	BH	LEW	10.44%	
FOIC	NY	PAO	20.88%	23.56%
FOIC	NY	QUI01	29.00%	
FOIC	NY	RIB	20.79%	
FOIC	SF	MAR4	6.78%	14.91%
FOIC	SF	NZP	26.63%	
FOIC	SF	OBR	11.31%	
FOIC Average				16.67%
Combined Average				16.58%

[Redacted] (RMD) (CON)

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From: KRYSA, JOHN CHARLES (RMD) (FBI)
Sent: Friday, April 23, 2010 11:07 AM
To: [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: RE: Destruction of hardcopy index cards

UNCLASSIFIED
NON-RECORD

[Redacted]

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[Redacted]

b5

JK

From: [Redacted] (RMD) (FBI)
Sent: Friday, April 23, 2010 10:39 AM
To: KRYSA, JOHN CHARLES (RMD) (FBI); [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: RE: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[Redacted]

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[Redacted]

b5

[Redacted]

Team Lead,
Electronic Information Management Initiatives

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[Redacted]

From: KRYSA, JOHN CHARLES (RMD) (FBI)
Sent: Friday, April 23, 2010 10:07 AM
To: [Redacted] (RMD) (FBI); [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI)
Cc: [Redacted] (RMD) (FBI)
Subject: RE: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[Redacted]

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From: [Redacted] (RMD) (FBI)
Sent: Friday, April 23, 2010 9:38 AM
To: [Redacted] (RMD)(FBI); [Redacted] (RMD) (FBI)
Cc: KRYSA, JOHN CHARLES (RMD) (FBI); [Redacted] (RMD) (FBI)
Subject: RE: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[Redacted]

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From: [Redacted] (RMD)(FBI)
Sent: Friday, April 23, 2010 9:27 AM
To: [Redacted] (RMD) (FBI); [Redacted] (RMD) (FBI)
Cc: KRYSA, JOHN CHARLES (RMD) (FBI); [Redacted] (RMD) (FBI)
Subject: RE: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[Redacted]

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[Redacted]

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[Redacted]

[Redacted] CRM
RMD/RAS/RMAU
[Redacted]

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From: [Redacted] (RMD) (FBI)
Sent: Friday, April 23, 2010 9:18 AM
To: [Redacted] (RMD) (FBI); KRYSA, JOHN CHARLES (RMD) (FBI); [Redacted] (RMD)(FBI)
Subject: RE: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[Redacted]

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From: [redacted] (RMD) (FBI)
Sent: Friday, April 23, 2010 8:38 AM
To: KRYSA, JOHN CHARLES (RMD) (FBI); [redacted] (RMD) (FBI)
Cc: [redacted] (RMD) (FBI)
Subject: Destruction of hardcopy index cards

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UNCLASSIFIED
NON-RECORD

[redacted]

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[redacted] If you have any questions or would like to discuss the process or our status, please let me know. Thanks!

[redacted]

Team Lead,
Electronic Information Management Initiatives

[redacted]

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UNCLASSIFIED

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UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

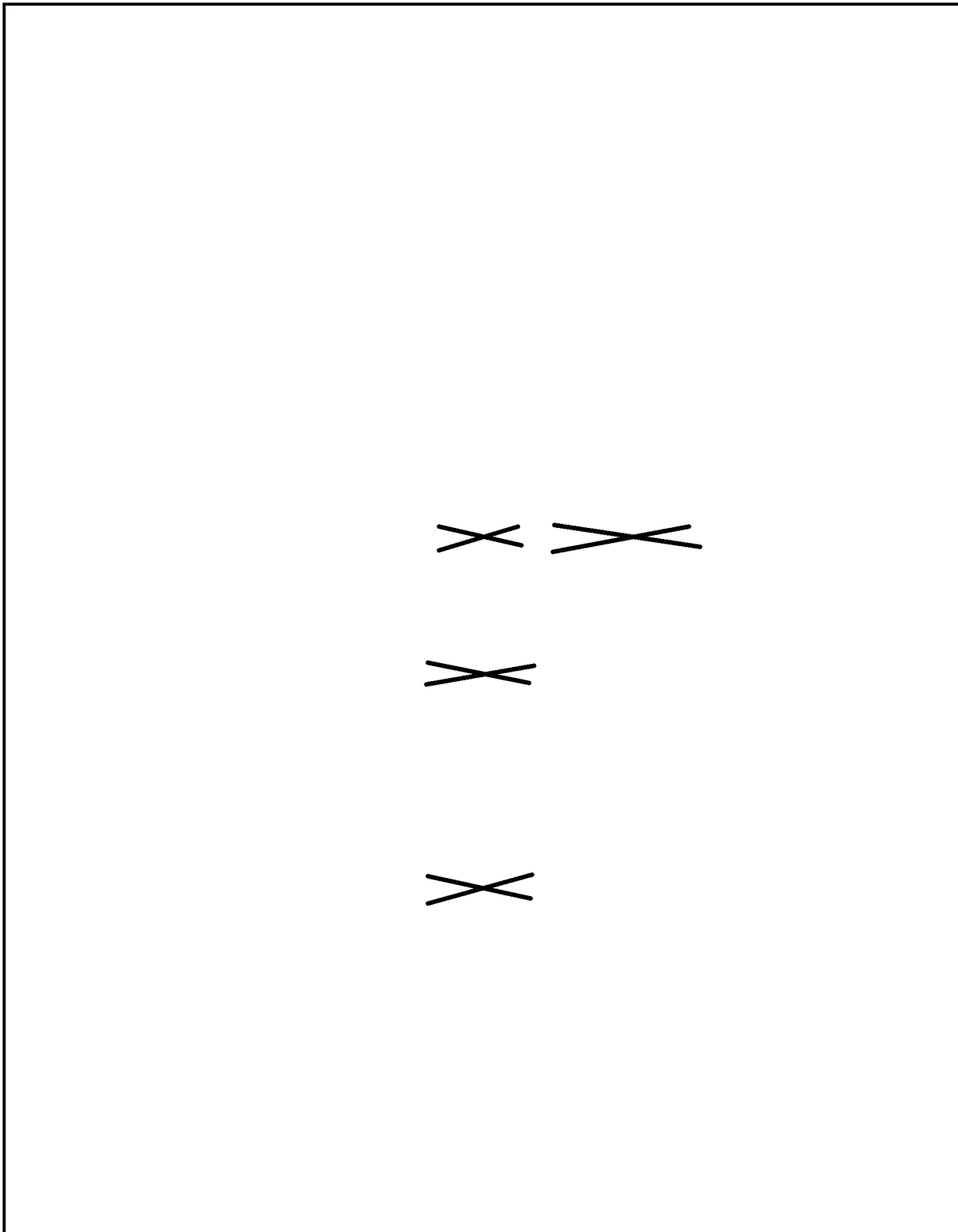
UNCLASSIFIED

Source Card Determination Guidelines

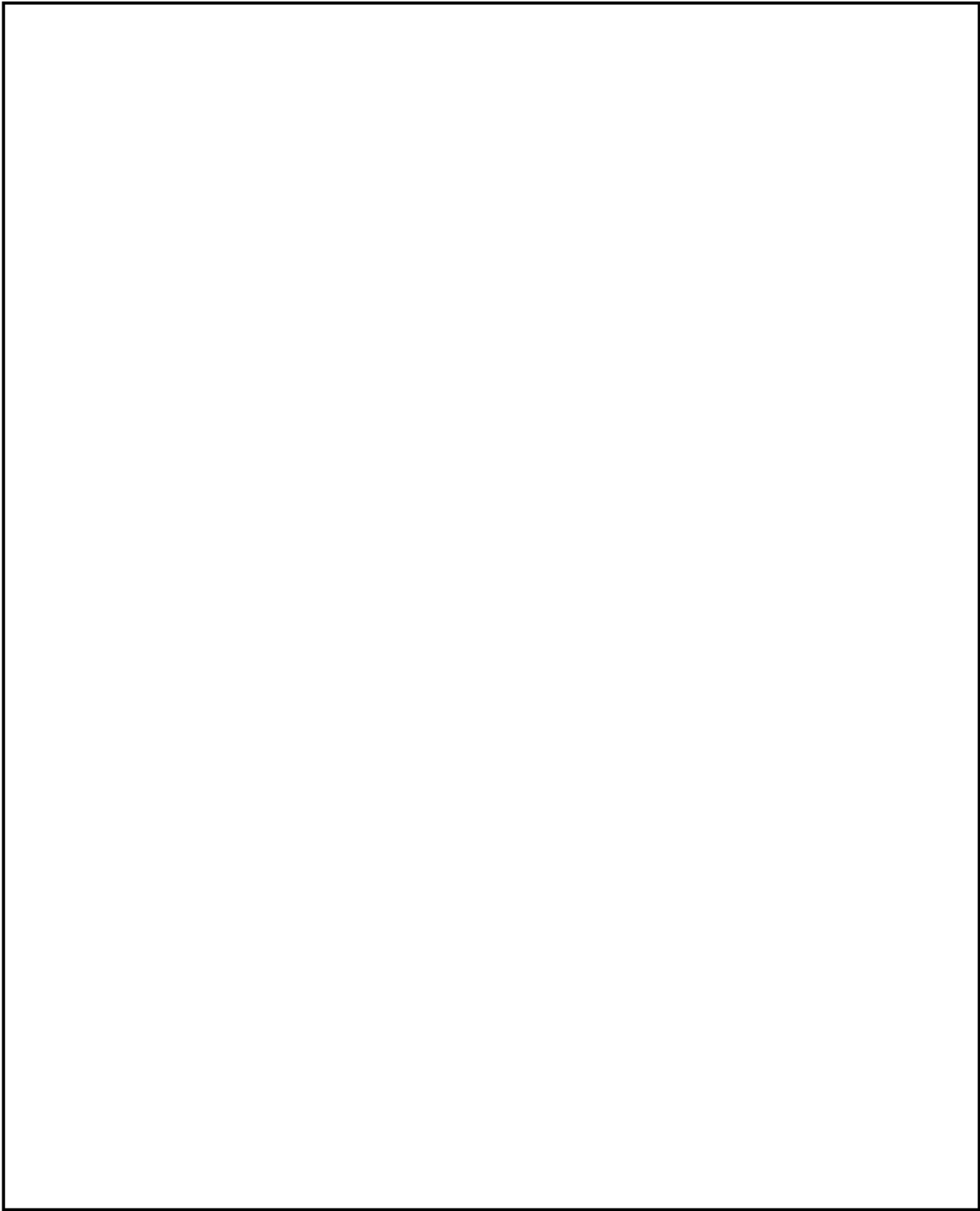
By: and

b6
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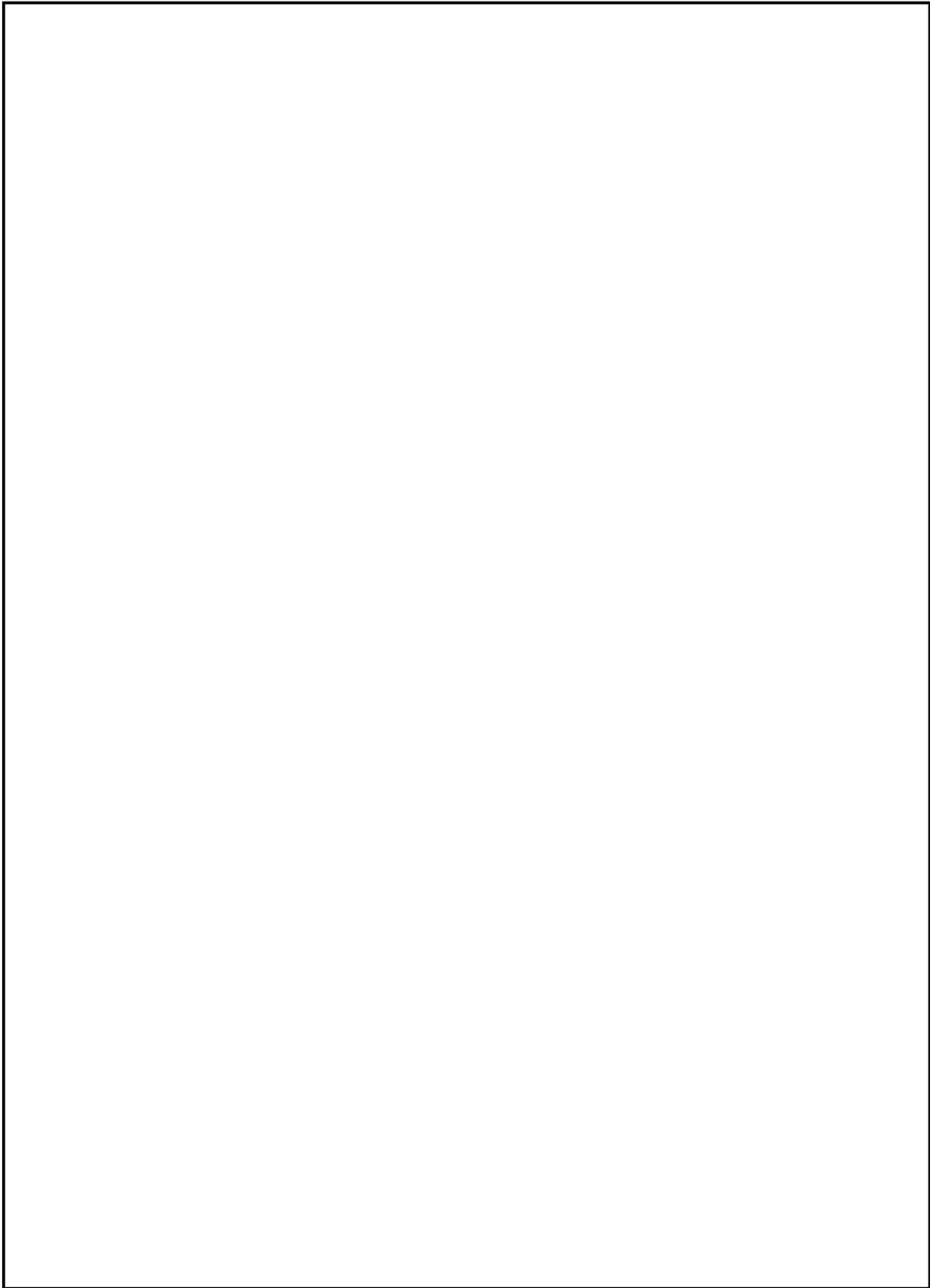
These are general guidelines to remember when reviewing **ALL** cards:



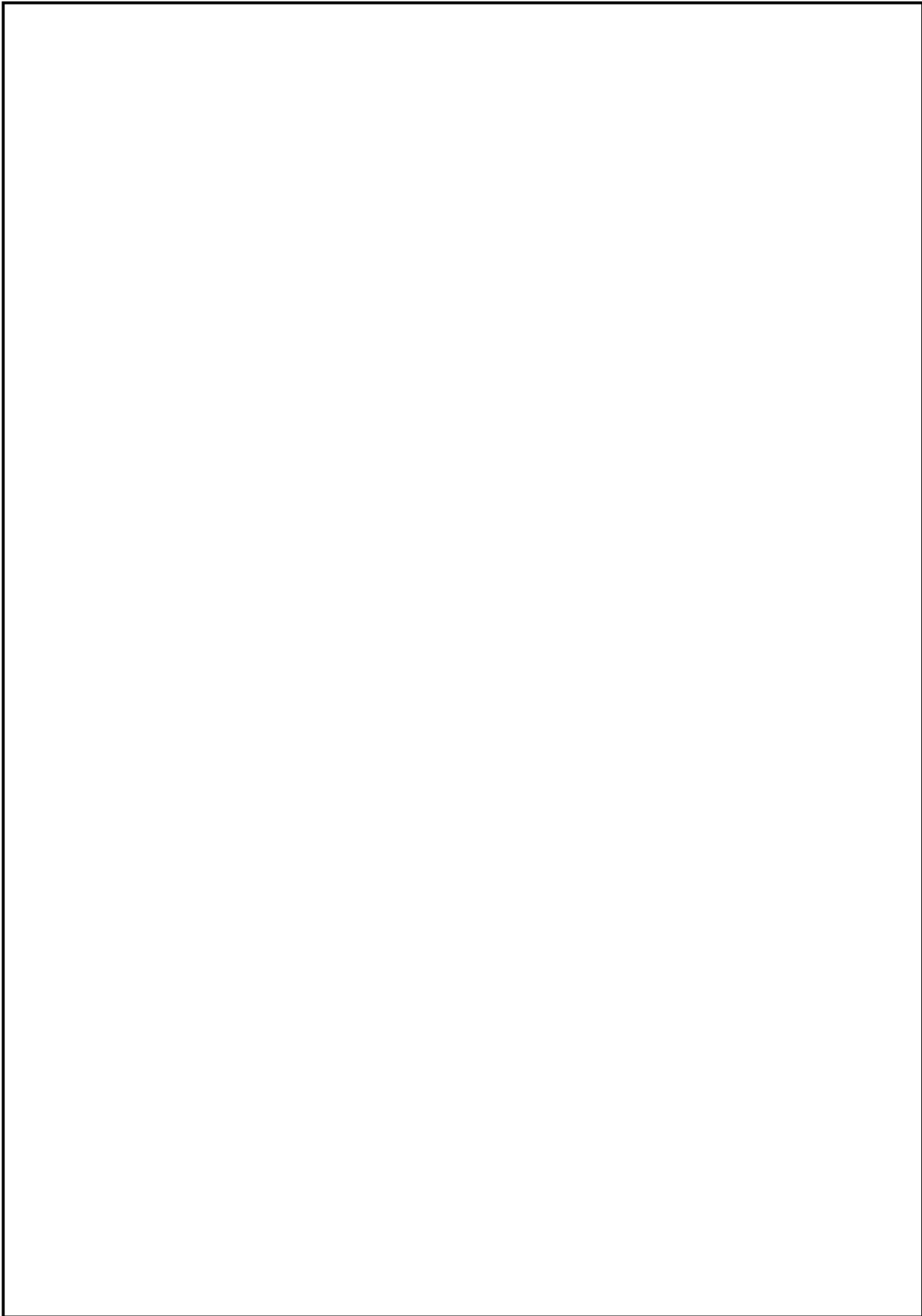
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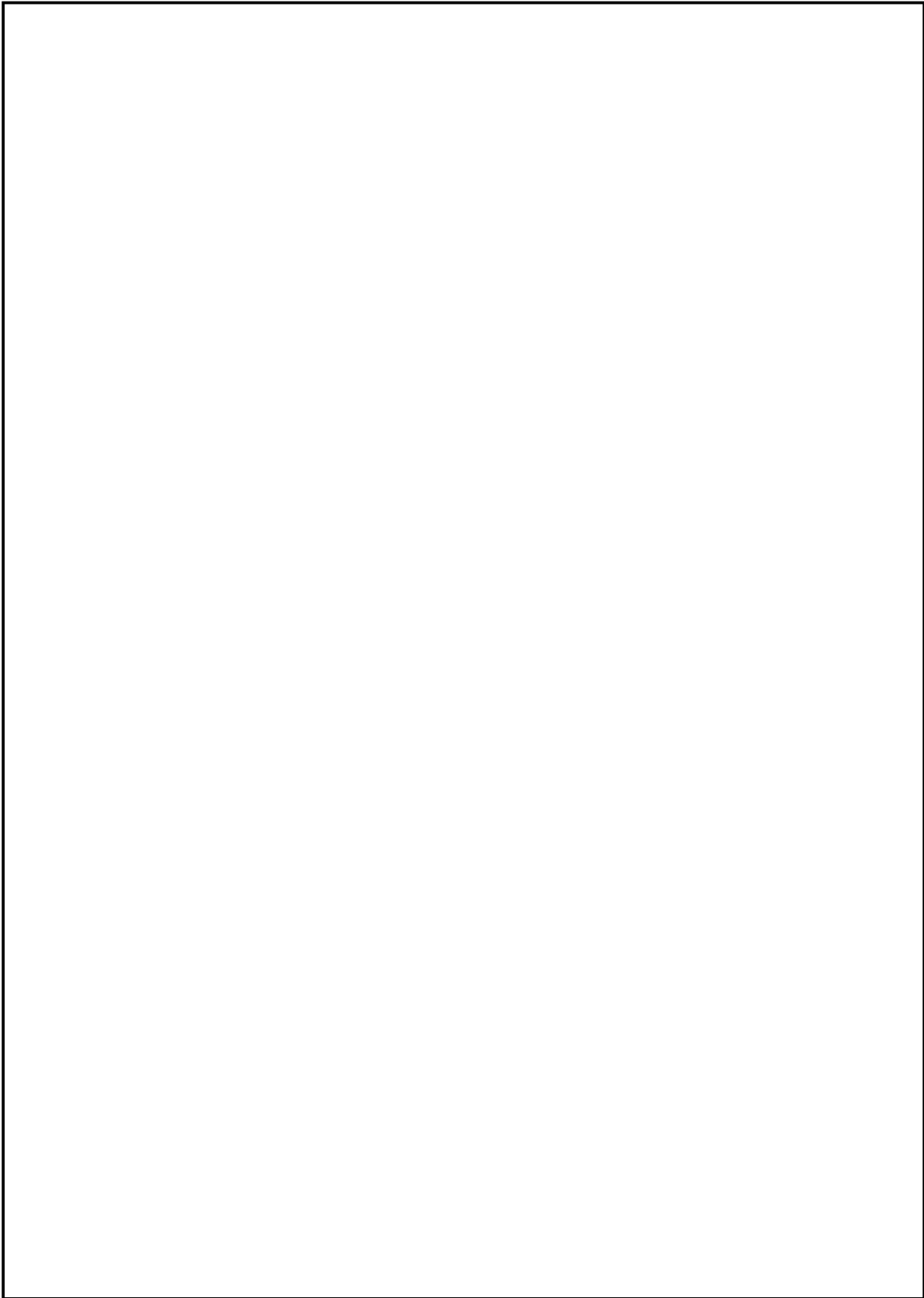
b7E



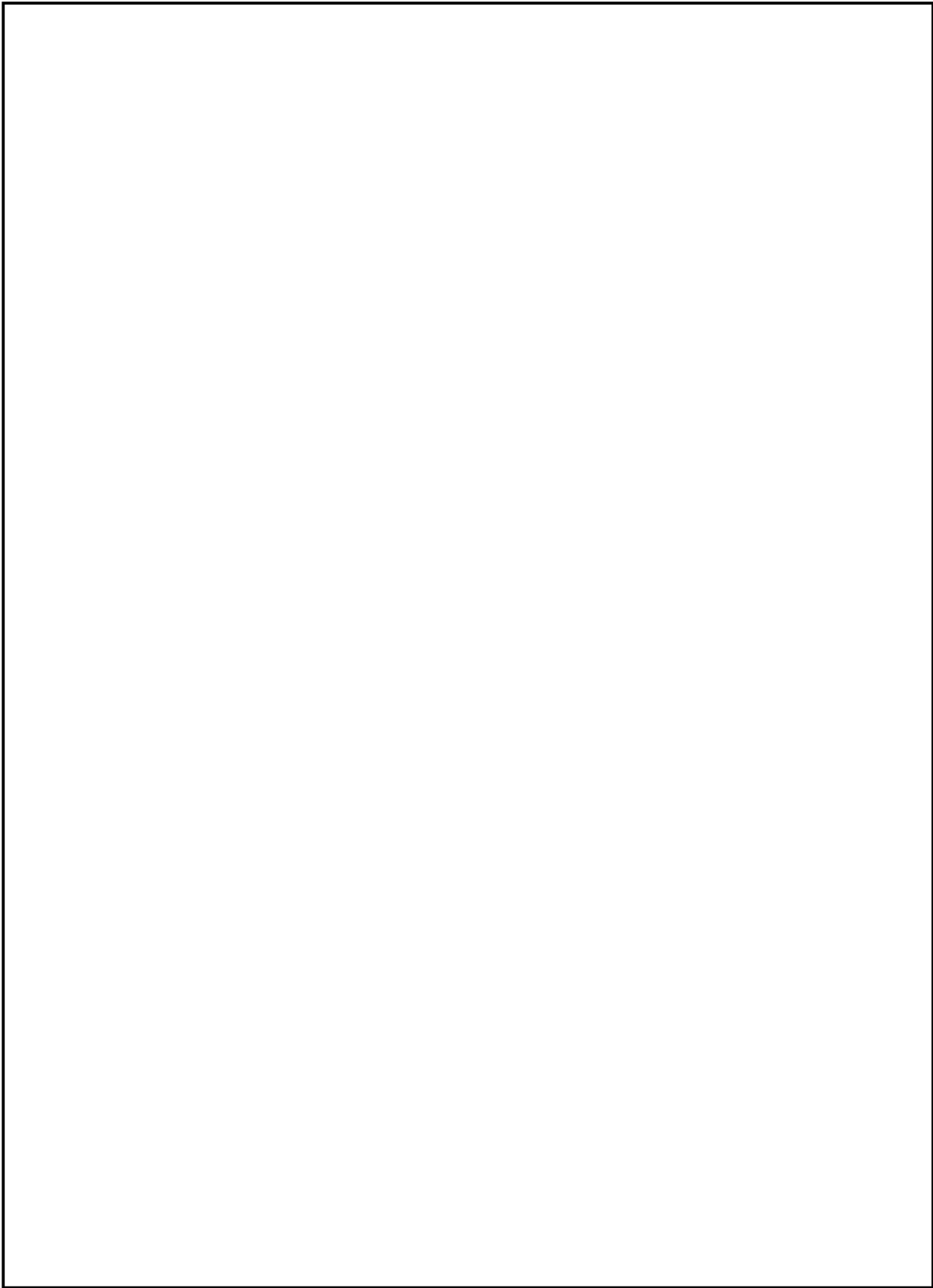
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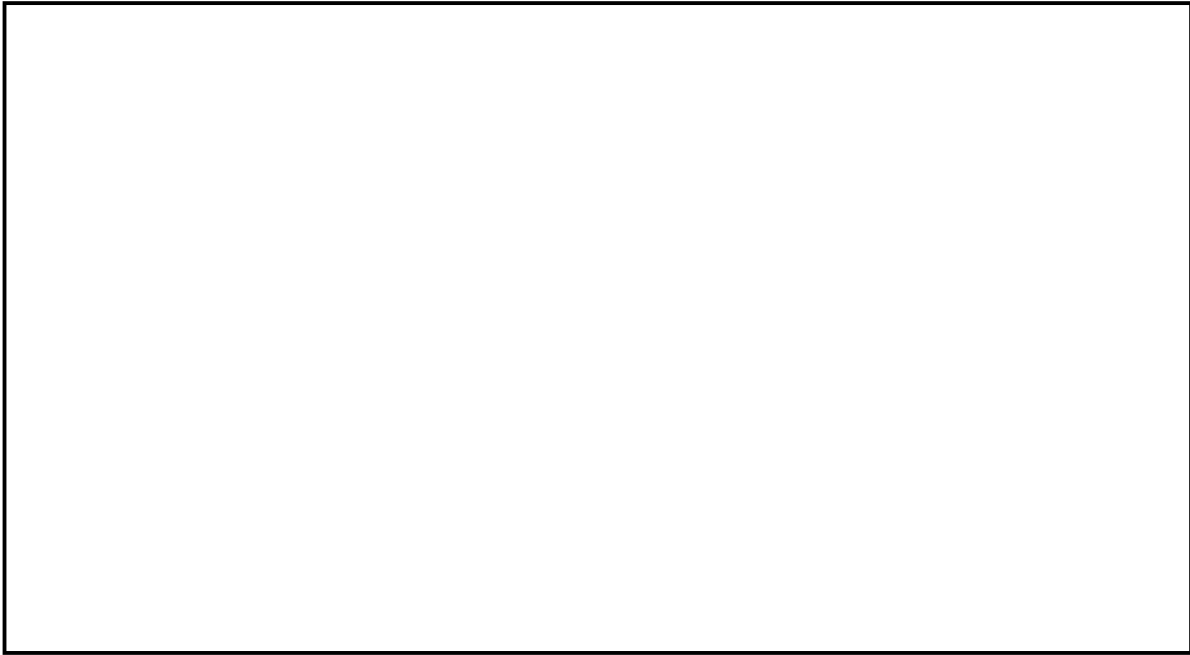
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If you have any further questions please contact your coordinator for assistance.

Checklist



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Source Card Project SharePoint Verification

Steps:

1. Contact [redacted] or [redacted] to get assigned to a city.
2. Open the Index Card site (Manual Index Cards)
3. Open the City Assigned Results folder (for example WFO Results) and then open the Source Card Project SharePoint Verification spreadsheet and the Verification Results spreadsheet. Print the Source Card Project SharePoint Verification spreadsheet, but leave the Results spreadsheet open.
 - a. To open spreadsheets in edit mode:
 - i. Use the drop down arrow to the right of the file name
 - ii. Choose edit with MS Excel
 - iii. Make changes as needed, enter city name, your name, the number of results
 - iv. Save the file and close
 - v. Verify that the date and name on the SharePoint page have been updated
4. Open the city in which you are working (for example WFO).
5. In the search box, upper right hand side, type the 1st search term.

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The screenshot shows a web browser window titled 'WFO - U.S. Department of Justice - FBI'. The address bar shows the URL. The page content includes a navigation menu with 'Manual Index Cards' and a search box containing 'ASSET'. A table of results is displayed below, with columns for 'Type', 'Name', 'Modified', and 'Modified By'. The table shows three entries, each with a name starting with 'A', 'B', or 'C', and a modified date of 8/7/2008 2:52 PM. The 'Modified By' column contains a redacted name and '(RMD)(FBI)'. A red circle highlights the search box and the 'ASSET' search term.

Type	Name	Modified	Modified By
Count = 0	A	8/7/2008 2:52 PM	[redacted] (RMD)(FBI)
	B	8/7/2008 2:52 PM	[redacted] (RMD)(FBI)
	C	8/7/2008 2:52 PM	[redacted] (RMD)(FBI)

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6. This will conduct a search of all the index cards in WFO for the term entered (i.e. asset). On your Source Card Project SharePoint Verification spreadsheet, enter the number of results for the team searched in the TOTAL REVIEWED column. The results will be returned like this:

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Search Results: ASSET - U.S. Department of Justice - FBI

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address [redacted] Go Links

Home

This List: WFO ASSET

Results by Relevance | View by Modified Date | Alert Me! RSS

Results 1-10 of about 4. Your search took 2.81 seconds.

1 2 3 4 5 Next >

[redacted]	(RMD)(FBI) - 3/19/2009
[redacted]	(RMD)(FBI) - 3/19/2009
[redacted]	(RMD)(FBI) - 3/19/2009
[redacted]	(PHE)(FBI) - 4/2/2009
[redacted]	(RMD)(FBI) - 10/20/2009

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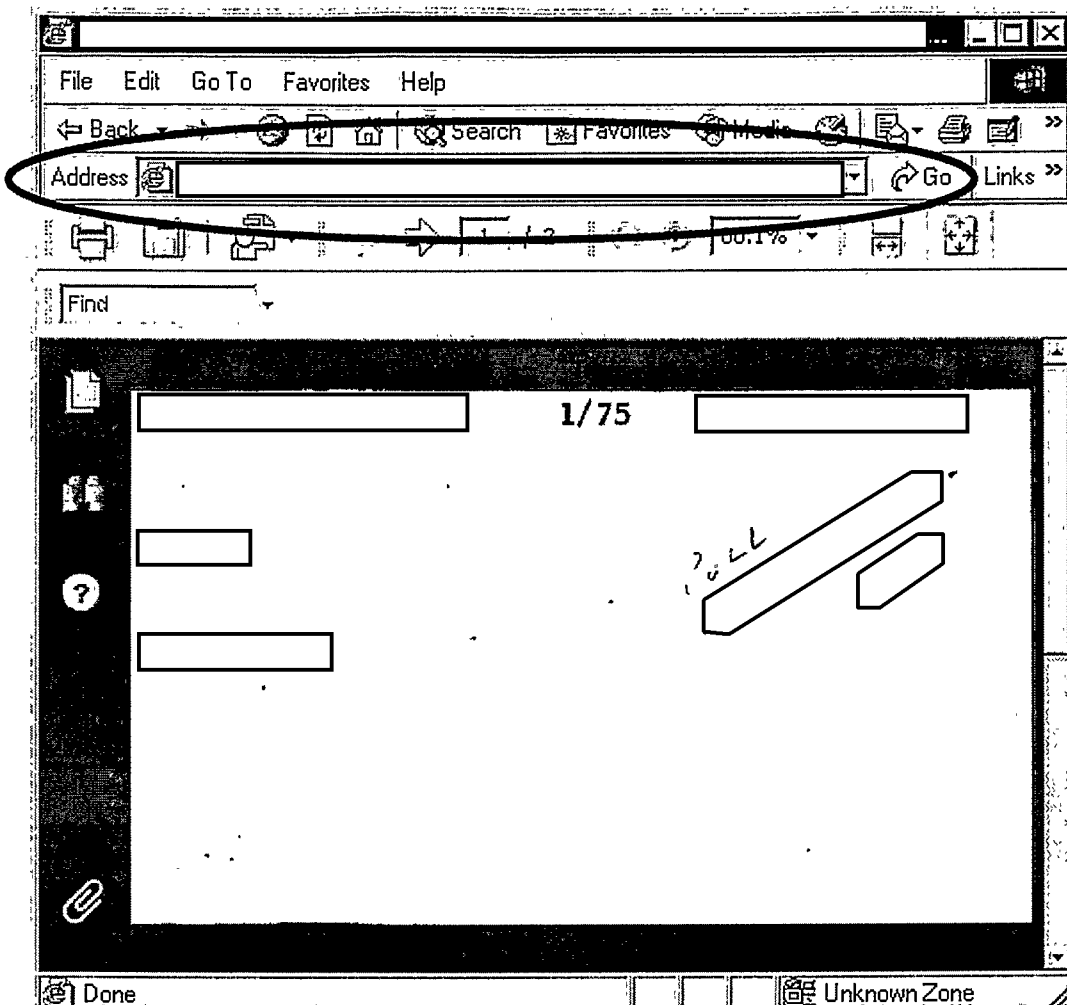
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Each of these results will need to be reviewed to determine if the card contains source information using the *Source Card Determination Guidelines*.

7. Click on the first link to begin review of the first card. Review and analyze to make a determination; the card will either be (see following pages to make your determination):
 - a. Confirmed as a Source card
 - b. Not confirmed

If there is any question as to the correct determination, please see or

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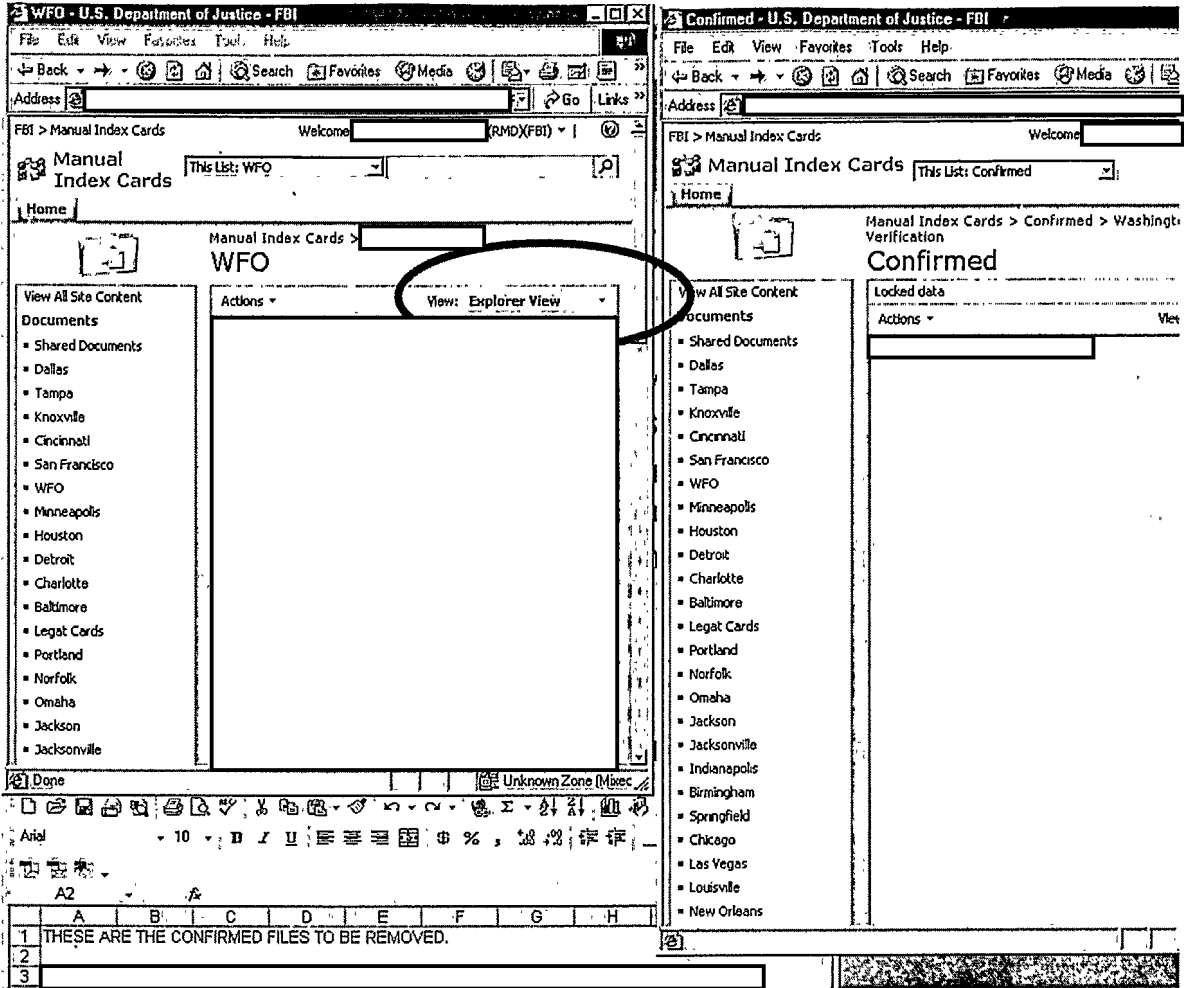
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8. If the card is
 - a. CONFIRMED, copy the link (see red circle in image above) and paste that into the Verification Results spreadsheet, then use the back arrow to continue to the next card
 - b. Not confirmed – use the back arrow to return to the results listing and continue to the next card
9. Repeat steps 5-8 until all search terms have been reviewed.

Moving Source Cards

- 10.
11. The following are the steps to move the confirmed source cards:
 - a. Sort the SharePoint Verification Results spreadsheet.
 - b. Open a second web browser to the Manual Index Cards site. Locate and click open the CONFIRMED folder.
 - c. Place the Verification Results spreadsheet and two web browsers side by side. Using the yellow box on the right hand side, change the view to EXPLORER VIEW. Do this for box web browsers.



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b7E

- d. Using the Verification Results spreadsheet, locate the first confirmed card. (i.e, The card above is)
- e. Select corresponding confirmed source card and right click on the mouse to CUT the card.
- f. Move the mouse to the CONFIRMED web browser. Right click on the screen and select PASTE.

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The screenshot shows two side-by-side browser windows. The left window displays a SharePoint site for 'Manual Index Cards' under the 'WFO' site. A file explorer view is active, showing a list of documents. A context menu is open over a selected file, with the 'Cut' option highlighted. The right window shows a 'Confirmed' verification page, also in an Explorer View. Below the browser windows, a spreadsheet is visible with the following content:

	A	B	C	D	E	F	G	H	I	J	
1	THESE ARE THE CONFIRMED FILES TO BE REMOVED										
2											
3											
4											
5											
6											
7											
8											

b7E

b7E

b7E

g. Continue to CUT and PASTE all the cards on the Verification Results spreadsheet.

- Once completed, make sure the same numbers of files exist in the Confirmed folder as is listed on the Verification Results spreadsheet.

The image shows two browser windows side-by-side. The left window is titled 'WFO - U.S. Department of Justice - FBI' and displays 'Manual Index Cards' for 'This List: WFO'. The right window is titled 'Confirmed - U.S. Department of Justice - FBI' and displays 'Manual Index Cards' for 'This List: Confirmed'. Both windows show a list of documents on the left and a main content area on the right. A red arrow originates from a spreadsheet cell at the bottom of the left window, which contains the text 'THESE ARE THE CONFIRMED FILES TO BE REMOVED.', and points to the main content area of the right window.

	A	B	C	D	E	F	G	H
1	THESE ARE THE CONFIRMED FILES TO BE REMOVED.							
2								
3								

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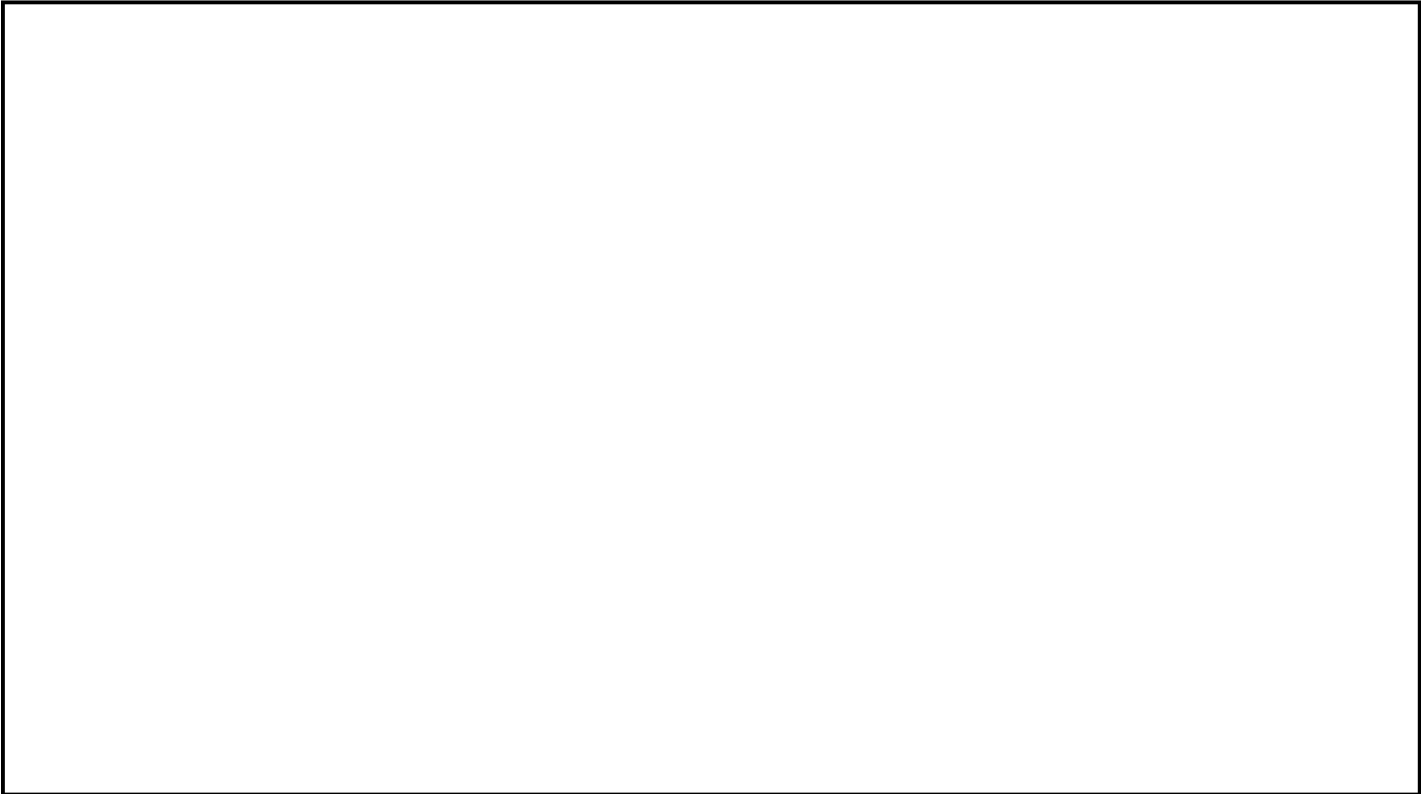
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Be sure to save your work frequently!

Card Identification



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These are not CONFIRMED

WITNESSES	card #1
	66-745
	BB 23, 4-11-48
	66-745 & 100-00-301
	100-00-336
	100-00-534
	100-71300 958

b7E

[redacted] 4-69 [redacted]

(33)

aka of [redacted]

Tel# [redacted]

w/m

5'8"

165 lbs.

brown hair & eyes

dob [redacted]

employment: [redacted]

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b7E

WOUNDED KNEE NON-LEADERSHIP (4/75) 66-3038-55
TRIALS, COUNCIL BLUFFS, IOWA

Re [redacted] -

Opinion of USDJ BOGUE in [redacted] case
for use in responses in view of recent
publicity re use of informants.

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ABBREVIATIONS, Standardized
(List of Offenses)

66-507 *

Part 2 vol 9 #4 66-137

Part 4 vol 9 #6

Part 2 sec.10 #5

Sec.10 p.27

Vol. 6 #3

On Criminal Records Sec.XLL, Vol 14 #7 66-137

Radio Network - CW - SAC Letter #52 Series 1947

On Criminal Records Vol 16 #5 66-137

These are CONFIRMED

SOURCE OF INFO.

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b7D

[REDACTED]

Conf: Gen'l Inf.

b6
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b7D

[REDACTED] 4/59 SOURCE OF INFORMATION [REDACTED]

[REDACTED]

b6
b7C
b7D

[REDACTED] [REDACTED]
ALL NEW REFERENCES MUST BE ROUTED TO SAC
(SAC LETTER #3 1/6/53)

[REDACTED]

98-484
98-485
98-486
98-526

~~94-0-117~~
~~98-0-899~~

~~100-12848-32~~

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(7/55)

~~52-2814-13~~

b6
b7C
b7D
b7E

[REDACTED]

(1/70)

[REDACTED]

DOB: [REDACTED]

b6
b7C
b7D

Some potential hits, may not be hits at all

WRIGHT, FRANKLIN

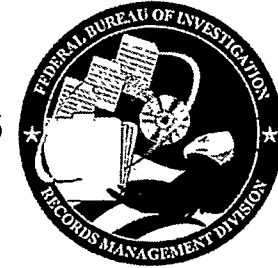
(5/53)

88-1071*

C. M. 37 yrs. B-2/4/15
6'1 $\frac{1}{2}$ "



Instructions for Requesting Access To the New SharePoint Site



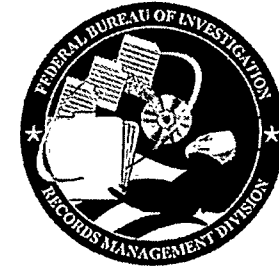
-
- Complete the Index Card Access Request form.
 - Email request form to:
 - Once the request has been approved, you will receive an email containing instructions on accessing the SharePoint site.

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UNCLASSIFIED//~~For Official Use Only~~



Manual Indices SharePoint Site Instructions



The Manual Indices SharePoint site is a navigational tool used for searching index cards



Access the SharePoint Site



To access the SharePoint site, visit

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This is the main page for the Index Card SharePoint site

Home - Records Management Division - Manual Indices & Popular Files - Windows Internet Explorer

Home - Records Management Division - Manual Indices & Popular Files

WARNINGS: Information available through SharePoint is subject to the Privacy Act of 1974 [more]

Site Actions - Browse Page (RAND) (FBI) -

Records Management Division - Manual Indices & Popular Files

Home All Sites

Documents

Email Access Requests The FBI Field Office and HQ Manual Index Card and Popular File SharePoint sites are electronic reference tools for the FBI's investigative, intelligence, and analytical communities. Any index card search results should not be used as the sole basis for further investigation. Rather than merely relying on the Manual Index Card SharePoint sites by themselves, when considering whether to engage in further investigation of a particular case, agents and/or analysts should review the actual contents of the file(s) referenced by the corresponding index card(s). This collection is classified as SECRET.

FBI POPULAR FILES

Lists

Discussions

Sites

People and Groups

Recycle Bin

All Site Content

FBI FIELD OFFICE MANUAL INDEX CARDS

Albany	Albuquerque	Anchorage	Atlanta	Baltimore	Birmingham
Boston	Buffalo	Charlotte	Chicago	Cincinnati	Cleveland
Columbia	Dallas	Denver	Detroit	El Paso	Honolulu
Houston	Indianapolis	Jackson	Jacksonville	Kansas City	Knoxville
Las Vegas	Little Rock	Los Angeles	Louisville	Memphis	Miami
Milwaukee	Minneapolis	Mobile	Newark	New Haven	New Orleans
New York	Norfolk	Oklahoma City	Omaha	Philadelphia	Phoenix
Pittsburgh	Portland	Richmond	Sacramento	St. Louis	San Antonio
San Francisco	San Juan	Seattle	Springfield	Tampa	Washington Field

FBI HEADQUARTERS MANUAL INDEX CARDS

A	B	C	D	E	F	G	H	I	J	K	L	H
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

FBI Legal Attache (LEGAT) Index Cards

Done Local intranet 100%

b6
b7C



All field offices have been scanned and are searchable

Home - Records Management Division - Manual Indices & Popular Files - Windows Internet Explorer

File Edit View Favorites Tools Help
Favorites FBI Intranet Website restore error
Home - Records Management Division - Manual Indices...

Site Actions Bro Page

Records Management Division - Manual Indices & Popular Files

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All Site Content

The FBI Field Office and HQ Manual Index Card and Popular File SharePoint sites are electronic reference tools for the FBI's investigative, intelligence, and analytical communities. Any index card search results should not be used as the sole basis for further investigation. Rather than merely relying on the Manual Index Card SharePoint sites by themselves, when considering whether to engage in further investigation of a particular case, agents and/or analysts should review the actual contents of the file(s) referenced by the corresponding index card(s). This collection is classified as SECRET.

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N	O	P	Q	R	S	T	U	V	W	X	Y	Z

FBI Legal Attache (LEGAT) Index Cards

This Site: Records Manat y.us.f

Announcements

There are no items to show in the new of the "Announcements" list. To add a new item, click "New".

There are no items to show in the new of the "Announcements" list. To add a new item, click "New".

Add new announcement

Please Note: Change the search scope from All Sites to This Site: Records Management. If you enter your search criteria on this screen, you will receive results from **ALL** collections (including every field office result, every HQ result, and every LEGAT result). It's a better idea to narrow your search.

Local Intranet 125%



Wide searches = large results list

Search Results - yusuf - Windows Internet Explorer

https://www.fbi.gov/recordsmanagement/ManualIndices/PopularFiles/SiteSearchResults.aspx

File Edit View Favorites Tools Help

Favorites FBI Intranet Website restore error

Search Results : yusuf

Site Actions (RMD) (FBI)

Records Management Division - Manual Indices & Popular Files - Site Search Results

Home

This Site: Records Manag... yusuf
Try searching again in All Sites.

Result Type
Any Result Type

Adobe PDF

Site

Any Site

md-files.tbnet...

Author

Any Author

Pardlowe, Kathy S

Payne, Leske A.

Claypoole, Michae

Appel, Sherrie K.

show more

Modified Date

Any Modified Date

Past Month

Past Six Months

Past Year

Earlier

1-10 of about 4,600 results

In this example, we received about 4,600 results. There are 10 results per page. We received results from various sources including collections from HQ, NY, SJ, WFO, MM, LV, OC, DL, PD, and many other Field Offices. If you believe that a card in the results list is of interest, click on the appropriate link to view the index card.

Local intranet 125%

b6
b7C

b6
b7C
b7E



Scanned image of original index card

https://rmd-files.fbiincl.fbi/rmdreference/ManualIndexCards/Detroit/IT/TL18/FOIC-OL-TL18-00249 - Windows Internet Explorer

File Edit Go To Favorites Help

1 / 2 150%

TELEPHONE NUMBER 6/84

OO: NY

Comment

Done Unknown Zone

b7E

b6
b7C
b7E

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Here's an easy way to narrow your search results list

Home - Records Management Division - Manual Indices & Popular Files - Windows Internet Explorer

Site Actions

Records Management Division - Manual Indices & Popular Files

Home This Site: Records Manag

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FBI Legal Attache (LEGAT) Index Cards

Announcements
 Title Modified
 There are no items to show in this view of the "Announcements" list. To add a new item, click "New".

Local Internet 125%

b6
b7C

The more specific you are in your search criteria, the more narrow your results will be. In this example, we have added the name

b6
b7C



Additional Search Criteria

Search Results: Yusuf Hanna - Windows Internet Explorer

File Edit View Favorites Tools Help

Search Results: Yusuf Hanna

Site Actions [Redacted] (FBI)

Records Management Division - Manual Indices & Popular Files > Site Search Results

Home

This Site: Records Manag [Redacted]
 Try searching again in All Sites.

Result Type: 1-10 of about 92 results

Any Result Type

Adobe PDF [Redacted]

Site

Any Site

rm-d-files.'binet... [Redacted]

Author

Any Author

Biggsby, Robert (R... [Redacted]

System Account

Payne, Leslie A. [Redacted]

McConnell, Sher... [Redacted]

show more v

Modified Date

Any Modified Date

Past Six Months [Redacted]

Past Year [Redacted]

Earlier [Redacted]

Local Intranet 125%

By being more specific and adding the name [Redacted] we went from about 4,600 results to 92 results. We still received results from various sources including SF, EP, LV, WFO, CG, etc. This results list is more manageable.

b6
b7C

b6
b7C

b6
b7C
b7E



Specific field office search

Home - Records Management Division - Manual Indices & Popular Files - Windows Internet Explorer

File Edit View Favorites Tools Help

Home - Records Management Division - Manual Indices & Popular Files

WARNING: Information available through SharePoint is subject to the Privacy Act of 1974 [more]

Site Actions Browse Page

Records Management Division - Manual Indices & Popular Files

Home All Sites

Documents

Email Access Requests The FBI Field Office and HQ Manual Index Card and Popular File SharePoint sites are electronic reference tools for the FBI's investigative, intelligence, and analytical communities. Any index card search results should not be used as the sole basis for further investigation. Rather than merely relying on the Manual Index Card SharePoint sites by themselves, when considering whether to engage in further investigation of a particular case, agents and/or analysts should review the actual contents of the file(s) referenced by the corresponding index card(s). This collection is classified as SECRET.

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New York	Norfolk	Oklahoma City	Omaha	Philadelphia	Phoenix
Pittsburgh	Portland	Richmond	Sacramento	St. Louis	San Antonio
San Francisco	San Juan	Seattle	Springfield	Tempe	Washington Field

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FBI Legal Attache (LEGAT) Index Cards

Done Local Intranet 100%

b6
b7C

To narrow your results list, perform a more specific search. Locate and click on the Field Office of Interest (ex. San Francisco)



You have entered the San Francisco index card site

All Site Content - Windows Internet Explorer

Site Actions (RWD) (FBI)

SF IndexCards > All: Site Content

Home

Libraries [Create](#) Site Workflows

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- Recycle Bin
- All Site Content
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- H
- I
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- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y

Search this site...

View: Document Libraries

Items	Last Modified
71162	3 months ago
13455	3 months ago
67027	3 months ago
107241	3 months ago
17177	3 months ago
53142	3 months ago
81653	3 months ago
117450	3 months ago
133652	3 months ago
42637	3 months ago
26685	3 months ago
94981	3 months ago
4107	3 months ago
94737	3 months ago
208099	3 months ago
92654	3 months ago
10037	3 months ago
30971	3 months ago
98729	3 months ago
2537	3 months ago
19278	3 months ago

Local Intranet 125%

b6
b7C

b6
b7C

If you enter your search criteria from this screen, you only receive results from the SF collection.



Manageable results list = quicker processing

Search Results: Yusuf - Windows Internet Explorer

File Edit View Favorites Tools Help

Search Results: Yusuf

Site Actions (RMD) (FBI)

SF IndexCards Site Search Results

Home

This Site: SF IndexCards Yusuf

Result Type: 1-10 of about 68 results

Any Result Type

Adobe PDF

Site

Any Site

Author

Any Author

System Account

Modified Date

Any Modified Date

Past 5 Months

Done Local intranet 125%

1-10 of about 68 results

Your results list is more manageable with only 68 results. Review the list, if you believe that a card is of interest, use your mouse to point to the link and simply click that link to view the image.

b6
b7C

b6
b7C
b7E



Use both methods to receive results

Search Results: Yusuf Hanna - Windows Internet Explorer

Site Actions - (RMD) (FBI) -

SF IndexCards - Site Search Results

Home

This Site - SF IndexCards - Yusuf Hanna

1-3 of 3 results

No refinements available

Search an individual site with as much information that is available to receive the most narrow results. By adding the name [redacted] we went from 68 results to three results.

Done Local Intranet 100%

b6
b7C

b6
b7C
b7E



Specific Search



Remember: The more specific you are with your search information, the more narrow your results list will be.



HQ Search

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HQ Search

Home - Records Management Division - Manual Indices & Popular Files - Windows Internet Explorer

File Edit View Favorites Tools Help

Home - Records Management Division - Manual Indices & Popular Files

Site Actions Bro Page

Records Management Division - Manual Indices & Popular Files

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Milwaukee	Minneapolis	Mobile	Newark	New Haven	New Orleans
New York	Norfolk	Oklahoma City	Omaha	Philadelphia	Phoenix
Pittsburgh	Portland	Richmond	Sacramento	St. Louis	San Antonio
San Francisco	San Juan	Seattle	Springfield	Tampa	Washington Field

FBI HEADQUARTERS MANUAL INDEX CARDS

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

FBI Legal Attache (LEGAT) Index Cards

Announcements

There are 0 items to show in the view of the "Announcements" list. To add a new item, click "New."

Add new announcement

Select the appropriate letter of interest (ex. A)



HQ Search of the index card site

Home - HQ Index Cards - A - Windows Internet Explorer

https://www.fbi.net/fbi

File Edit View Favorites Tools Help

Home - HQ Index Cards - A

Site Actions Browse Page (RMD) (FBI)

HQ Index Cards - A

Home

Libraries

- A
- AAD
- AAN
- AAR1
- AAR2
- AAR3
- AAR4
- ABA1
- ABA2
- ABA3
- ABA4
- ABAS
- ABAA6
- AB51
- AB52
- AB53
- AB54
- AB55
- AB56
- AB57
- AB58
- AB59
- ABE10
- ABE11
- ABE12
- ABE13
- ABC
- ACD1
- ACD2
- ACD3
- ACD4
- ACD5
- ACD6
- ACD7
- ABE1
- ABE2
- ABE3
- ABE4

Done Local intranet 100%

Enter your search criteria (ex.)

Johnson

b6
b7C

b6
b7C



Results List from a broad HQ search

Search Results: addison - Windows Internet Explorer

https://fbihqet.fbi...
File Edit View Favorites Tools Help
Favorites FBI Intranet Website restore error
Search Results: addison

Site Actions (RMD) (FBI)

HQ Index Cards - A - Site Search Results

Home

This Site: HQ Index Cards - A addison

Result Type: 1-10 of about 1,300 results

Any Result Type

Adobe PDF

Site

Any Site

modified:net

Author

Any Author

Patricia Leslie A

Modified Date

Any Modified Date

Past Year

Done Local intranet 100%

Result Type	[Redacted]
Site	[Redacted]
Author	[Redacted]
Modified Date	[Redacted]
Site	[Redacted]
Author	[Redacted]
Modified Date	[Redacted]
Site	[Redacted]
Author	[Redacted]
Modified Date	[Redacted]
Site	[Redacted]

Review your results list (1,300 images) or change your search criteria. In this example, we will add the name

b6
b7C

b6
b7C
b7E



Results List from a specific HQ search

Search Results : addison paul - Windows Internet Explorer

https://www.finet.fbi.gov/...
File Edit View Favorites Tools Help
Favorites: FBI Intranet, Website restore error
Search Results : addison paul

Site Actions (RMD) (FBI)

HQ Index Cards - A > Site Search Results

Home

This Site: HQ Index Car p

Result Type: 1-10 of about 86 results

Any Result Type
Adobe PDF

Site:

Any Site
msd-files.finet...

Author:

Any Author
Payne, Leslie A.

Modified Date:

Any Modified Date
Past Year

Done Local Intranet 100%

By adding '' to our search criteria, our results list went from 1,300 images to 86 images.
Review the results list to determine if any cards are of interest.

b6
b7C

b6
b7C
b7E



View a scanned image

Search Results : addison paul - Windows Internet Explorer

File Edit View Favorites Tools Help

Search Results : addison paul

Site Actions (RMD) (FBI)

HQ Index Cards - A - Site Search Results

Home

This Site: HQ Index Car 1-10 of about 85 results

Result Type	Any Result Type
Adobe PDF	[Redacted]
Site	[Redacted]
Any Site	[Redacted]
Any Author	[Redacted]
Any Modified Date	[Redacted]
Any Past Year	[Redacted]

To view a card, use your mouse to point to the pdf file, use your mouse to click on the link to open the original scanned image.

Local intranet 100%

b6
b7C

b6
b7C

b6
b7C
b7E



Original Scanned Image

https://rmd-files.fbi.net/fbi/indexcards/hq/a/ADD6A1Q%20INDEX%20CARDS-A3-ADD6-00860.pdf - Windows Internet Explorer

File Edit Go To Favorites Help

1 / 2 150%

Comment

[REDACTED]	-9 11-89
RE: [REDACTED]	
B: [REDACTED]	
ITSMV	
IP 26-55643	26-416285
TENN:GA:IND:	

Done Unknown Zone

b7E

b6
b7C



Additional Information

This presentation is located on the home page under documents at

b7E



Contact Information



Records Management Division

Records Automation Section

Document Inventory Management and Control Program

b6
b7C

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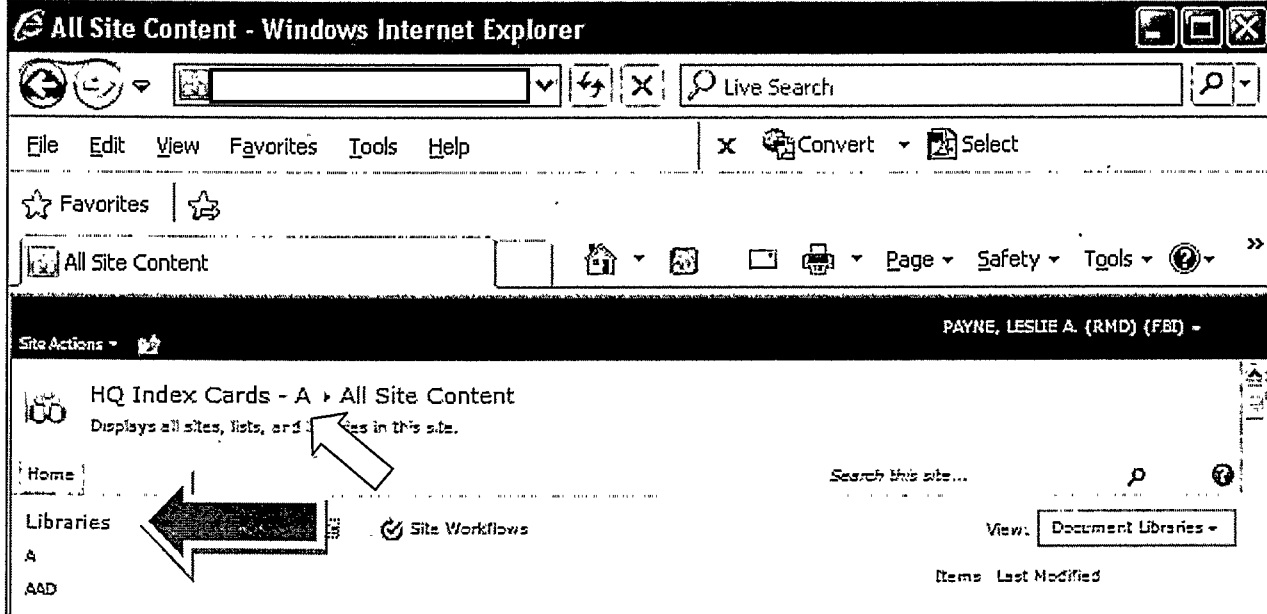
UPLOADING HQ DOCUMENT LIBRARIES

NOTE: Each person will be given a DVD of folders to upload. A folder takes between 5-8 minutes to upload to a document library. To maximize efficiency, a person can upload and create document libraries simultaneously.

STEP 1: Logon to HQ Index card site
Ensure you are pointing to the CORRECT LETTER before you begin uploading.

b7E

STEP 2: The Tab should read ALL SITE CONTENT. Click Libraries in the left margin:

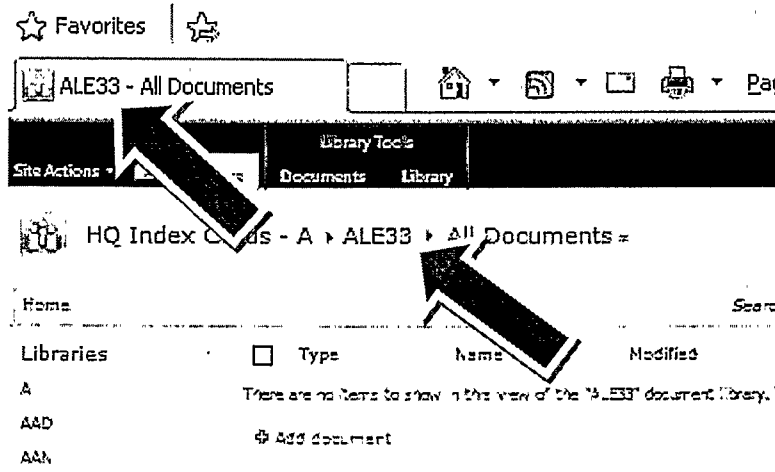


b7E

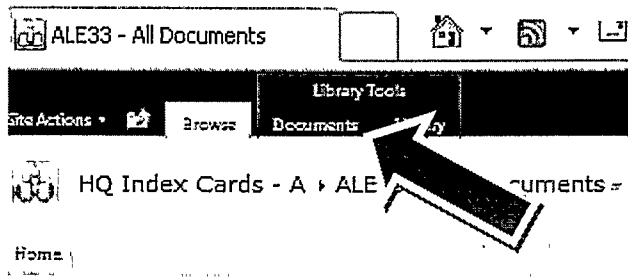
STEP 3: Using the right scroll bar, scroll down to the document library you will be uploading. SELECT the Library. NOTE – Library should not have any records.

ALE29	1101 17 hours ago
ALE30	1056 37 minutes ago
ALE31	1144 24 minutes ago
ALE32	1053 1 minute ago
ALE33	0 5 weeks ago
ALE34	0 5 weeks ago
ALE35	0 5 weeks ago
ALE36	0 5 weeks ago
ALE37	0 5 weeks ago

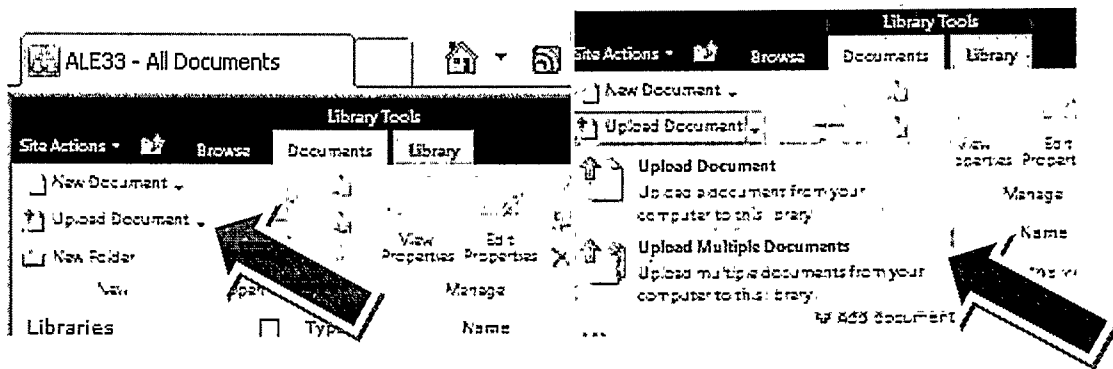
STEP 4: The Library should be selected as shown on the Tab and Header. These will be your QUALITY CONTROL checks when uploading:



STEP 5: Click on DOCUMENTS under the LIBRARY TOOLS tab:

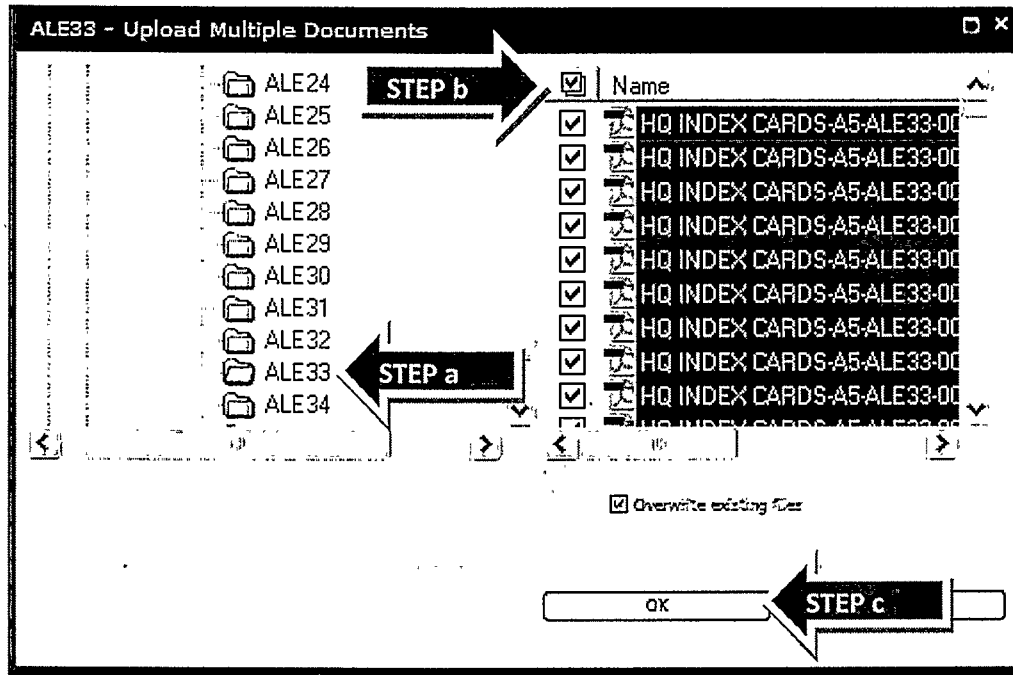


STEP 6: Click on the drop down arrow for Upload Document and select Upload Multiple documents.

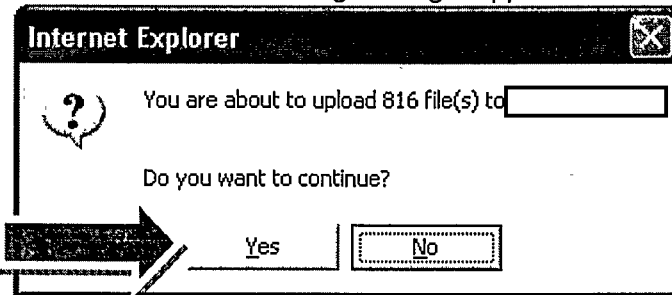


STEP 7: PUT the DVD in your DVD drive.

- a. Scroll down to select CORRECT document library
- b. Click on Select ALL box
- c. CLICK OK.



STEP 8: Wait until following messages appears and CLICK Yes.



b7E

STEP 9: The upload process should take between 5 – 8 minutes depending on the size. When complete you should see the pdf files in the center frame. You may receive the following error messages:

STEP 10: Please document what library you started with and what library you ended with and the number of hours of OT worked. Please send an email to your POC and myself with your summary and hours worked. The metrics will enable us to parse the work out accordingly.

ERRORS MAY OCCUR:

When uploading HQ Document files, you may receive the following error message:

These errors are normal and we are investigating the reasons they occur, however, it should not prohibit you from continuing to upload. Just Click OK.



The instruction at "0x368afe99" referenced memory at "0x00000000". The memory could not be "read".

Click on OK to terminate the program
Click on CANCEL to debug the program



You may not see the .pdf files in the center frame (that is ok). Just go back to STEP 2 and select the next document library. You will notice that the files did indeed upload.

IF YOU RECEIVE THE FOLLOWING ERROR MESSAGE:

This message usually happens if you wait too long before Clicking YES.

Please close the window and wait about 5 minutes. Start again with STEP 1, you can try and select the document library you were attempting to upload before receiving the error message OR select a new one. If the uploads continue to fail. POWER Down, wait 1 minute and power back up and try again.

