

In reply refer to
Initials and No.

Op-16-B-7
A6-6/EN3-10
~~CONFIDENTIAL~~
Serial 0317016

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON

B-3
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8 May 1944

From: Director of Naval Intelligence
To : List 10r
All ONI Sections

Subject: Progressive Revision and Clearing of Name Files.

1. To provide for a progressive revision and clearance of ONI name files, in conjunction with routine name checks made by personnel in all sections, the following procedure will become effective immediately and followed in all name checks henceforth made in ONI.

2. Before a file is revised, shifted or destroyed, as hereinafter provided, the material shall be reviewed by an officer of the ONI section having prime interest in the material. In cases of doubt, the material shall be reviewed by the section head, who may in turn refer the file to his Branch Head if unable to make a decision. Files involving entries from more than one section shall be reviewed by each section having an interest, with subsequent reference to the Branch Head, or Heads, in cases where a unanimous decision cannot be reached.

3. The following categories of files dealing with individuals will be removed from the files and destroyed:

- (a) F.n.u. cards and reports where there is no other identification data than a single name, or act.
- (b) Name entries when the material is a single card or report which is evaluated as unsubstantiated, unless an investigation is actually under way.
- (c) Name entries of single card or report where the information is known to be incorrect.

4. When material in the categories designated in paragraph 3 is revealed in the ONI files, the section having

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prime interest in the subject and material, shall notify all addressees who have received cards or reports on the subject, and the Naval District of origin that the card or report is to be stricken from the file and require all naval addressees to report the destruction. If the Naval District of origin has new material, it must so advise ONI at once. When all naval units concerned have reported compliance to ONI, the file shall then be removed from the ONI files and destroyed. Op-16-A-7 or other appropriate ONI file sections shall be notified of the destruction so that all charge out slips can likewise be destroyed.

5. The following categories of files dealing with individuals or organizations shall be removed from the active files and placed in dead storage in such manner as to make them available if required:

- (a) Cards and reports on individuals or organizations at one time of Naval Interest, but since transferred to other investigative or security jurisdiction than the Navy because of transfer of such jurisdiction or interest.
- (b) Cards and reports on individuals who have died, and on organizations which have been disbanded in fact.

6. Material transferred in accordance with paragraph five shall be clearly marked to show the transfer of jurisdiction and the agency assuming jurisdiction. When material in the category of paragraph 5 (a) is revealed in the file, but which has not been forwarded to the agency having current jurisdiction, a transcript of the material shall be made and forwarded prior to transfer to dead storage.

7. When files are disposed of in accordance with paragraphs 3 and 4, Op-16-A-7 will remove the name from the various indices. When material is handled in accordance with paragraphs 5 and 6, the name shall be retained on the Op-16-A-7 visible index, with reference to the dead storage file. Op-16-A-7 will control the dead storage file.

8. It is essential that material in ONI name files be of such character as to be of value in arriving at a decision

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for action by the Naval Agency having jurisdiction and responsibility over the subject. This requires that the material be given sound evaluation both as to authenticity and significance of the information itself and also as to the dependability and capabilities of the source of the information. The NIS must continue to guard against circulation of rumor or unevaluated information and must exert every effort to check information received and evaluate the source especially as to motive.

9. In forwarding intelligence reports to ONI, the Naval Intelligence units will henceforth identify the source of all information sufficiently to enable the Office of Naval Intelligence to review the evaluation made by the originating unit.

/s/ R. E. Schuirmann

R. E. Schuirmann
Rear Admiral, U.S.N.

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