

Telephone [redacted]



BOX No. 500,
PARLIAMENT STREET B.O.,
LONDON, S.W.1.

24th February 1966.

Our Ref. : [redacted]

Your Ref. :

Dear Sir,

1. I am returning to you with many thanks the document which you lent me this morning. I have read it with great interest since it underlined and illustrated various points made to me by Messrs. [redacted], Ferguson-Smith and [redacted] during my visit.

2. I am most grateful for the opportunity you gave me to compare notes on basic record-keeping requirements and I hope the discussions I had this morning, particularly with Ferguson-Smith, may result eventually in some practical advantages to both our offices.

3. I enclose, in case they are of interest to Ferguson-Smith, (a) a copy of the personal particulars sheet form which I mentioned this morning and which will be recognised as the basis of [redacted] a related form [redacted] and (b) a copy of a [redacted] document [redacted] as used in our [redacted] records [redacted].

*Ack verbal
Ed. S. Smith to
return*

3
E.W. Jones, M.V.O.,
Special Branch

Incls. [redacted]

NEW SCOTLAND YARD,
LONDON, S.W.1.

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Mr. [REDACTED]

With the Compliments
of the
Deputy Assistant Commissioner,
Special Branch.

John This was in my safe; I'm sure
M.P.(X) if it is of any use at all it
is better with you than me If not
W.P.B. R.A.B. 8/2/78

A copy of SyS personal particulars sheet form. The form contains the references to the type of information recorded on such a form, such as Identity No, Nat, Occupation/Employer, Name, Alias, File No, Address, Born at and on and Information

Records Section,
Special Branch,
14th. May, 1964 .

This paper outlines the policy and procedure operating in the Records Section of Special Branch.

The terms of reference on which we work are:- (1) to maintain complete information regarding individuals and organisations who come to the notice of Special Branch, with the emphasis on subversive elements, (2) to collate this information in such a form as to give an accurate and up-to date picture of the depth of penetration by extreme political movements into industry and in the professions and (3) to keep separate records on a geographical basis to show the build up of extremists in given areas. These processes are achieved by keeping a number of different indexes and a wide range of files.

Nominal Index

A good nominal index is essential and it is our experience that the use of slips kept in binders is the most efficient method, both on grounds of ease of searching and in keeping the margin of error to a minimum. An alphabetical combined with a phonetical filing system is particularly suited to the searching of names which could be on record under a number of spelling variants. It goes without saying that the slips show as many identifying particulars as possible, but by the nature of the work, many cases occur without these details. If more information comes to light later it is put on the slip and if there is any change of detail, such as in the address, the record is amended.

The index is designed to provide one slip only for each individual and for this reason every effort is made to identify with any existing record before filing the slip. In cases of doubt the later slip is filed and suitably cross referenced to the other slip, but both references will be examined with a view to positive identification if the person(s) come under notice again.

Three types of slips are used in this index:

1. Pink coloured slips for persons who are the subject of Record Files - these are personal files which contain a complete history of the activities of such persons. (A fuller explanation about Record Files will be given under / the heading

the heading "Files and their uses").

2. White slips make up the rest of the index and these relate to individuals who have not been accorded Record Files, but have come to notice in a minor way and at that stage do not merit special interest or attention.

To cater for more than one reference of this nature for one person, the further information is typed on the reverse of the slip, (a "Composite" slip). When the slip is full, the procedure is to open a Record File, which is built up from the information on the existing white slip (this slip would then be destroyed and replaced by a pink slip).

Examples of slips mentioned above are attached as at 'A', 'B' and 'C'.

A sample binder is also attached with blank slips inserted.

A number of subsidiary indexes are allied to the Nominal Index and these relate to addresses of special interest, Telephone numbers and Motor Vehicle numbers, which have come under notice.

Subject Index

The Subject Index is designed to give a quick reference to all aspects of S.B. work except those covered by the Nominal Index and other special indexes. The main features of the index are:-

1. Organisations, societies and bodies operating in and beyond the M.P.D. and abroad.

All organisations coming to notice in a security context are recorded. Many (like trades unions) although "innocuous" in themselves are likewise recorded if an extremist element is within them. Cards relating to organisations are arranged alphabetically in separate sections covering the various aspects of S.B. work - communist, fascist etc. Some (of necessity) bear vague or "uncertain" titles (foreign names, translations and Celtic renderings) which complicate the task of maintaining an accurate record. It is therefore necessary to show under each card heading sufficient details of the organisation - its purpose, political bias etc. - to facilitate identification. Only one card is filed for each organisation showing, in addition to the descriptive note, the number of the appropriate file. When an additional item of information concerning the organisation appears in reports which mainly concern other matters, this information is extracted in

/ precis

precis form and added to a history sheet enclosed in the file of the organisation in question.

2. Literature.

An alphabetical record is maintained for every newspaper, journal, pamphlet, book and propaganda leaflet (British & Foreign) which comes to notice in a security connection. Certain of the more important of these publications are treated in the same manner as an organisation - one card giving reference to a record file containing all the available information about the subject.

3. Activities & Miscellaneous.

This section is a guide to all other matters of security interest reported to or by S.B. dealing with the activities of persons and organisations and miscellaneous incidents and events of special interest. Cards are filed alphabetically according to the type of heading under which information may be sought. The more active branches of S.B. work are covered by sub-sections such as Naturalisation, Protection etc. each giving references to policy procedure and to items of special interest. A valuable feature of this index is the system of recording matters and individuals under the various nationalities whereby activities of persons connected primarily with a particular country can easily be traced under more than one heading - thus an enquiry concerning "gun running" between countries X and Y may, according to the context, be recorded under the sub-section "Arms" and under the two countries concerned. This method anticipates a request at a later date for a reference to the whole or part of this matter such as a general question concerning arms trafficking or the situation in X or Y - it is only by inserting a variety of entries on a complicated matter can one hope to produce an answer. Collections of information are built up on certain subjects of particular interest in cases where it is desirable to get a broad view of a series of incidents e.g. Trading with the Soviet Bloc, Wearing of Political Uniforms, Political Asylum, Repatriation campaign - activities of a certain Intelligence Service and so on. There are many other sub-divisions of this section. "Threats to Prominent Persons" supplements the references to Protected persons and

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is of obvious use on occasions like the visits of V.I.P's. Threats being in the main anonymous are also recorded in an "Anonymous" cut showing postmarks, pen-names and any characteristics which will help to identify persons who are a nuisance or a danger to the V.I.P's. A further related sub-division is one for Mental Cases who might be troublesome on certain important occasions.

There are also several thousands of cards and groups of cards filed alphabetically under appropriate headings including miscellaneous items like Drugs, Wireless components, Maps, Radar etc, in some of which the Soviet Bloc has shown an interest.

In brief all matters of non-routine interest must be recorded in order to meet the demands for information that may arise in the future.

Indexes of Extremists in Industry and the Professions.

Experience has shown that it is necessary to keep records of the infiltration of extremist elements into various industrial aspects and into the important professional groups, to evaluate the effect they may have on security and on political and economic stability at national and local levels.

Special indexes of professional classes are maintained each under their separate title and this also applies to certain types of industrial workers if the numbers concerned warrant this action.

The Teaching Profession is an obvious example where this rule applies, in view of the risk of disruptive ideas being indoctrinated into the youth of the country; complementary to this, is one on schools employing the teachers with extreme views - the creation of cells within any school automatically become apparent by this means - Scientists, Physicists and Industrial Chemists by their importance are included in this system which embraces some twenty special indexes. In the industrial field there are indexes of the suspect employees of the London Transport Executive (Rails and Buses) the British Railways and the Port of London Authority.

It is also necessary to be in a position to assess any security risks in the following cases:

The more important factories, particularly those having secret contracts, undertakings graded as "Key Points" such as Power Stations, Patent Agents who have / access

access to secret designs and processes and Research Establishments. Many hundreds of cases come within these and similar categories and files are opened for each one and the names of persons of interest are collated onto their respective files.

These specialised indexes and files are also used to identify individuals when the profession is known, but the descriptive particulars are too meagre for a successful search to be made in the formidable main Nominal Index and many positive identifications are achieved by this speedy method.

Files and their Uses.

A considerable volume of correspondence and reports is received for filing and recording and it is imperative to deal with this by a simple system and one that highlights the important matters, while minor aspects of the work are put on record with the minimum expenditure of time.

Files Relating to Individuals

The important and also the more active persons coming to notice are given a personal file, known as a "Record" File. This houses all correspondence specifically concerning the subject and contains a "History Sheet" to log instances when the person has been mentioned on other correspondence, (see specimen sheet at 'D' attached). This system of "Record" Files is an important feature of this work in that it makes available to the reader in a clear concise form all the information about the subject of the file and saves referring to a number of other files. It also does away with the cumbersome system of adding reports when the new material is not completely relevant.

Correspondence relating to persons not coming into the above category is placed on bulk files appropriate to the context of the report and the names are put on record in the main Nominal Index bearing the reference number of this file and the number of the attachment on the file. The titles of a few of the files used in this way are:-

Minor racial disturbances in the M.P.D.

Miscellaneous strikes in the M.P.D.

Copies of H.O.(I.B.) Circulars with request for circulation to S.B. Officers at Ports.

Passport Office circulars re withdrawal or amendment of passports.

Miscellaneous Fascist matters.

Miscellaneous anti-fascist matters.

Miscellaneous arrivals and departures, at ports.

Less than 25 per cent of the total correspondence received is given separate registration, but the method used has the effect of collating various types of information and at the same time simplifying the procedure for keeping more important matters under review.

The responsibility for ensuring that all useful information is extracted and placed on appropriate files or indexes according to the principles indicated, is vested in a senior officer whose duty it is to carefully process all new correspondence and reports and to indicate the action to be taken by the junior staff before the papers are authorised to be put away.

In addition to the many types of subject files previously referred to, a series of about 150 files exist on a zonal basis to cover the whole of the Metropolitan Police District. These are used to collate information about Communists who reside, or are members of a Branch of the Movement in any given area and this method effectively reveals any concentration of extremists. Although it may not be the direct responsibility of Special Branch to assess the connection between the build up of extremists for instance in areas affected by heavy unemployment or where bad housing conditions have become intolerable, the knowledge is available if required. The information in the files is, however, of immediate benefit to the Special Branch officers responsible for reporting on the activities of extremists in their districts.

Types of docket covers, History Sheets and the Continuation sheets are attached.

The recognised practice of assigning a registration number for each of the main subjects of the work, is found to be of value and facilitates searching both in the Nominal and Subject Indexes. This subject number is used as the initial part of our references, the second part is the year of registration and the final part indicates the number of files of that series opened at that time. For example 400/57/11 is a file dealing with an organisation ('400'), the file was opened in 1957 and this was the eleventh organisation file of that year.

A card showing particulars of the subject and bearing the reference number is completed for each new registration and these cards serve the dual purpose of also indicating the locations of the files. (Cards are attached at 'E').

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It will be appreciated that in the main the foregoing constitutes only the outline of the system, but there is little point in filling in the many details at this stage.

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Examples of "Single mention" White Slips in the Nominal Index.

'A'

'A'

S.B.R./12 M.P.-64-73533/20X A (2)	Born	1.2.17.	Privacy	Privacy
	Occ.	Unemployed.		
	Nat.		SPECIMEN	
	Add.	Privacy		
Inf.	Spoke at meeting of the A.R.P.S. held in Trafalgar Sq. on 30.2.61.			
MI5 No.	PF.	400 / 60 / 291	(13a)	1 3 6

'B'

S.B.R./12 M.P.-64-73533/20X A (2)	Born	21.9.39.	Privacy	Privacy
	Occ.	Bricklayer.		
	Nat.	West Indian.	SPECIMEN	
	Add.	Privacy		
Inf.	Believed to be responsible for posting anti-semitic posters on hoardings in Paddington. Is a member of K.B.W.A.			
MI5 No.	PF.	400 / 60 / 1012	(47b)	29 3 6

'C'

S.B.R./12 M.P.-64-73533/20X A (2)	Born	23.7.37.	Privacy	Privacy
	Occ.	Teacher.		
	Nat.		SPECIMEN	
	Add.	Privacy		
Inf.	Son of Privacy subject, who is a current member of the A.R.P.S.			
MI5 No.	PF.	400 / 60 / 1012	()	29 12 63

'D'

S.B.R./12 M.P.-64-73533/20M A (2)	Born	1.2.05.	@	Privacy	Privacy			
	Occ.	Railway Porter.		Privacy				
	Nat.			SPECIMEN				
	Add.	Privacy						
	Inf.	Current member of the A.R.P.S. (Action River Pollution Society).						
MI5 No.	PF.	400	/	57	/	11	(5a)	P.T.O.

See Reverse

'E'

S.B.R./12 M.P.-64-73533/20M A (2)	Born	1.2.05.	@	Privacy	Privacy		
	Occ.			Privacy			
	Nat.			SPECIMEN			
	Add.	Privacy					
	Inf.	See Privacy					
MI5 No.	PF.		/	/		()	

If a further mention is made of this subject there would be no room to include it on the reverse of 'D' above. In such cases a Record File would be opened and all the information transferred to the Record Sheet on the R/F together with the current mention - see specimen 'F' attached. The White Slips would then be destroyed and replaced by Pink Slips as at _____, and all subsequent mentions made on the Record Sheet.

'G'

<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> S <input checked="" type="radio"/> B	Born	1.2.05.	Privacy	Privacy
	Occ.	Railway Porter	@ Privacy	
	Nat.		SPECIMEN	
	Add.	Privacy		
	Inf.	C.R.O. 61/17998		
MI5 No.	PF. 189,674	402	64	2
			1	1
				64

'H'

<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> S <input checked="" type="radio"/> B	Born	1.2.05.	Privacy	Privacy
	Occ.	Railway Porter.	@ Privacy	
	Nat.		SPECIMEN	
	Add.	Privacy		
	Inf.	C.R.O. 61/17998		
MI5 No.	PF. 189,674	402	64	2
			1	1
				64

Nothing further is added to this type of Slip, although it may be necessary to alter some of the information from time to time, e.g. change of residence or employment.

Record Sheet of:

Privacy

Privacy

@ Privacy

Born 1.2.05.

Corres. No. 402-64-2

Persons probably identical with Subject

RECORDS SECTION TO BE INFORMED IMMEDIATELY IT HAS BEEN
POSITIVELY ESTABLISHED THAT THEY ARE (OR ARE NOT) IDENTICAL

1.2.59.	Current member of the A.R.P.S. (Anti River Pollution Society) 400-57-11 (5a)
11.7.59.	Spoke at meeting of A.R.P.S. held in Trafalgar Square on 10.7.59. 400-57-11 (18a)
19.10.60.	Has been elected chairman of the A.R.P.S. for the year 1960/61. 400-59-17 (18a)
25.11.61.	Arrested for using insulting words and behaviour at meeting of the A.R.P.S. held in Trafalgar Square on 23.11.61. Fined £5 with 5gns. costs at Bow Street Mag. Ct. on 19.12.61. 400-59-17 (27a,b)
28.12.63.	Spoke at meeting of A.R.P.S. held in Trafalgar Square, on 26.12.63. 400-63-17 (13a)

Examples of Registration/Location Cards.

02 / 64 / 2				<u>SPECIMEN</u>	
Date 1.1.64.		Divn.		Privacy Privacy	
Location	Date			@ Privacy	
SB 2.	1.64.				
PA 10.	1.64.				
				Writer Special Branch	
				Relevant Files	

400 / 57 / 11				<u>SPECIMEN</u>	
Date 9.6.57.		Divn.		Anti River Pollution Society	
Location	Date			A Communist controlled organisation,	
SB 10.	6.57.				
PA 20.	6.57				
				Writer Special Branch	
				Relevant Files	