

SURVEY OF THE NATIONAL RECORDS SYSTEM OF THE POLICE AND SECURITY SERVICES OF VIET NAM

by

E. H. ADKINS, JR.

**MICHIGAN STATE UNIVERSITY
VIET NAM ADVISORY GROUP**

and

HOANG KHAM SEN

**CHIEF,
RECORD, IDENTIFICATION, AND
TECHNICAL LABORATORY SERVICES
DIRECTORATE GENERAL OF POLICE AND SURETÉ
DEPARTMENT OF INTERIOR
REPUBLIC OF VIET NAM**

In collaboration with

**PUBLIC SAFETY DIVISION
UNITED STATES OPERATIONS MISSION
TO VIET NAM**

December, 1961

SURVEY OF THE NATIONAL RECORDS SYSTEM OF THE POLICE AND SECURITY SERVICES OF VIET NAM

by

E. H. ADKINS, JR.

**MICHIGAN STATE UNIVERSITY
VIET NAM ADVISORY GROUP**

and

HOANG KHAM SEN

**CHIEF,
RECORD, IDENTIFICATION, AND
TECHNICAL LABORATORY SERVICES
DIRECTORATE GENERAL OF POLICE AND SURETÉ
DEPARTMENT OF INTERIOR
REPUBLIC OF VIET NAM**

In collaboration with

**PUBLIC SAFETY DIVISION
UNITED STATES OPERATIONS MISSION
TO VIET NAM**

December, 1961

SURVEY OF THE NATIONAL RECORDS SYSTEM OF THE
POLICE AND SECURITY SERVICES OF VIET NAM

by

E. H. Adkins, Jr.

Michigan State University
Viet Nam Advisory Group

and

Hoang Kham Sen

Chief,
Record, Identification, and
Technical Laboratory Services
Directorate General of Police and Sureté
Department of Interior
Republic of Viet Nam

In collaboration with
Public Safety Division
United States Operations Mission
to Viet Nam

December, 1961

PREFACE

This report is presented in two parts. Part I is an audit report of the Vietnamese records keeping system, written in April 1961, by E. H. Adkins, Jr., Public Safety Advisor, Michigan State University Viet Nam Advisory Group. It is a "broad brush" treatment of records keeping practices and is not intended as a detailed guide of reorganization of these practices. It is included for the interest it may have for technicians and students who encounter similar problems in other places.

Vietnamese records keeping practices, founded under the French penal system, are different in many ways from the United States common-law system. Under the French method, every scrap of written information pertaining to an investigative judicial case is retained, filed, and cross indexed several ways in the national archives in the belief that someday, somewhere, it may be necessary in investigation. There is little effort to classify the information as to its potential value, or whether or not it is specific in nature or of national scope.

Under the United States system, information is evaluated in the above terms, and, if found not to be of national import, it is retained on a local basis. The bulk of information filed after an investigative case is closed is never used again. It is wasted effort, time, and money to load a system with non-vital and non-specific data, and makes it more difficult to locate pertinent information. Also, information can usually be redeveloped by investigation in the concerned geographical area.

It is necessary to effect an efficient, practical marriage of the common-law English and the French penal records keeping systems.

Part II of this report is a free English translation of a Vietnamese text prepared by Mr. Hoang Kham Sen, Division Chief of the Records, Identification, and Technical Laboratory Services of the National Directorate General of Police and Sureté in Saigon, Viet Nam. This text was the basis of a series of lectures given by Mr. Sen in local law enforcement educational programs. It presents a detailed account of some classification and filing practices now in use.

It is not the writer's intention to discard per se the present system as reflected in Mr. Sen's text. There are many worthwhile aspects outlined there. However, an effort will be made to take the best of the United States and Vietnamese systems to arrive at a series of records keeping practices which will meet the local needs of Viet Nam.

The writer would like to express his appreciation to Mr. Hoang Kham Sen for furnishing the textual material and for his enthusiastic cooperation in other programs.

E. H. Adkins, Jr.

TABLE OF CONTENTS

	page
PREFACE	1
PART I	SURVEY OF THE NATIONAL RECORDS SYSTEM OF THE POLICE AND SECURITY SERVICES OF VIET NAM
INTRODUCTION	1
SURETÉ CENTRAL RECORD BUREAU, SAIGON	3
Secretarial Section	3
Incident Dossier Section	4
Individual Dossier Section	5
Archives Section	6
Index Section	7
Criminal Bulletin Section	8
General	9
DALAT, TUYEN DUC PROVINCE	10
BANMETHUOT, DARLAC PROVINCE	11
TOURANE (DANANG), QUANG NAM PROVINCE	11
HUE, THUA THIEN PROVINCE AND QUANG TRI PROVINCE	12
CAMP DES MARES, SAIGON	13
GENERAL RECOMMENDATIONS	14
SPECIFIC RECOMMENDATIONS	15
PART II	ARCHIVES STUDY
CRIMINAL BULLETIN	19
A. Purpose and Use	19
B. Source	19
C. Activities of Section	20
D. Responsibility of Sub-Sections	22
1. Editing	22
2. Publication	26
3. Index Filing	27
E. Numbering Bulletin, Documents and Index Cards	29

	page
Document Filing	30
A. Types of Documents	30
B. Archive Resources	31
C. Files	32
D. Seals	33
E. Signatures	33
F. Administrative Stamps	34
G. Rules for Filing	35
H. Organizing Documents	35
I. File Titles	36
J. Indexing Names	36

EXHIBIT

- 1 **INCIDENT DOSSIER**
- 2 **INDIVIDUAL DOSSIER**
- 3 **ORGANIZATION CHART OF CENTRAL RECORD PUREAU**
- 4 **INDEX CARD**
- 5 **TYPES OF INDICES - Photographs**
- 6 **FILE STORAGE - Photographs**

PART I

SURVEY OF THE NATIONAL RECORDS SYSTEM OF THE
POLICE AND SECURITY SERVICES OF VIET NAM

by

E.H. Adkins, Jr.

MICHIGAN STATE UNIVERSITY
VIET NAM ADVISORY GROUP

April, 1961

INTRODUCTION

This is a report of a survey made by agreement between Michigan State University Viet Nam Advisory Group and the Directorate General of the Police and Security Services of Viet Nam, in November 1960. The purpose of the survey was to assess in broad terms the current situation of the records keeping system of the Police and Security Services. This was not a detailed or methods-type review which would deal with the mechanics of paper handling. On the contrary, the survey's aim was to make broad recommendations for improving and modernizing the present records keeping practices. These recommendations appear at the end of the survey report.

This survey covered the following: Central Record Bureau, Camp des Mares, Saigon; Record Bureaus of the Dalat Police Department, Central Highlands Sureté and Police Department at Ban-Methuot, the Central Lowlands Sureté and Police Department at Hue, the Sureté and Police Department at Danang (Tourane); the Records System in the Judicial Bureau, Technical Services Division, Sureté at Camp des Mares. The files of the Central Intelligence Bureau were not examined because of a temporary heavy work load on the Bureau's staff.

The writer interviewed the head of each organization unit, explored the table of organization, jurisdiction and source of records, and followed the handling of documents step by step to their final storage. Mr. Bui Xuan Toan assisted the writer in these studies.

In consideration of this report and in the implementation of any recommendations, reference should be made to "Preliminary Report on the Establishment of a Central Record Bureau Service" by Professor Ralph F. Turner, MSUG, August 1957, and "Organization Survey of the Second Precinct of Saigon Municipal Police and Recommendations for Centralization of Records" by MSUG Advisor Raymond C. Johnston, 1959.

SURETÉ CENTRAL RECORD BUREAU, SAIGON

Generally, information arrives at the Sureté Headquarters in the form of Incident or Individual Reports. There are also inquiries concerning either incidents or individuals which must be answered. When a document arrives at Sureté Headquarters, it first goes to the Clerical Bureau under the Sureté Administrative Division where the matter is recorded. It is then sent to the Chief of the Cabinet's office where it is assigned to the appropriate division for action. The persons interviewed advised that it was necessary to make the assignments at this high level as only there would be found the judgement and authority necessary to demand proper attention and evaluation.

The sending agency normally classifies the documents under Judicial, Intelligence, or Administrative Reports. The Central Record Bureau acts principally as a depository for records. Only upon request does the Bureau furnish the sending agency any information contained in the files.

An Organization Chart of the Central Record Bureau is included as Exhibit No. 3.

The Secretarial Section

This is the receiving section of the Central Record Bureau. Documents may be received from the Chief of Cabinet's office or any other division of the Sureté. The sending division maintains its own file while a matter is under action and it is not until their work is finished that they forward all material to the Record Bureau.

The Secretarial Section classifies the dossiers into Incident or Individual Reports which are subsequently processed by two separate routes.

Incident Dossier Section

Each document received in this section is registered in a bound ledger with columns for the number of documents received, the date, serial numbers of the documents, their origin, and the date of the report. It was noted that some of the sending agencies were the Intelligence Division of the Sureté, Saigon Municipal Police Department, Army Commandos, Department of Interior, and the Department of Public Works.

The dossiers arrive in lightweight manila folders (see Exhibit No. 1), and are stamped with the receiving date. A search is then made of the Incident indices which are maintained on 3"x5" cards. If any previous record is found pertaining to a newly arrived dossier, it is consolidated.

The sending agency marks the dossiers "A", "B", "C", "D", or "E" in descending order of reliability of the information contained in them.

A typical Incident Report ("affaire") was a report from a uniformed police officer stating that on a particular night he had observed five persons near the Chi-Hoa railroad station. As they were hanging around and wearing dark clothing, he suspected they might be Viet Cong. He told them to move on and turned in his report which was ultimately given a separate file number and jacket to become another Incident Report at the national level.

Another report concerned 15 people who were picked up in Cholon in a gambling raid. Each person was named and physically described. The entire incident was compiled in an Incident Dossier and sent to the Incident Report Section where individual files or dossiers were made for each person mentioned in the report. Again, all information was filed at the national level.

Incident and Individual Dossier jackets are manila-type folders, legal size, appropriately printed, in which the documents are filed loosely in chronological order held together with a straight pin. (See Exhibits Nos. 1 and 2.) All enclosed documents are registered on the inside of the jacket as are any withdrawals. Withdrawals may be made at the request of various agencies. For example, if the Judicial Division of the Sureté wishes the records searched for particular information, it forwards a mimeographed request form to the Incident Report Section. Information found on file is delivered in its entirety to the requesting agency and the Secretarial Section of the Records Bureau retains the request slip as their receipt for the file. The Record Bureau has no control over the files after they leave the office except for these receipts.

The Incident Report Section handles daily about 500 dossiers from all parts of Viet Nam. There is no standard report form and information usually comes in letters or memoranda.

Individual Dossier Section

Here the dossiers are received from the Incident Report Section, classified into types of offenses and assigned a file number

if none has been previously noted.

A copy of the Incident Report is made for each name appearing in the dossier. There are no duplicating machines in this section and all copies are typewritten. In one instance observed by the writer, seventy copies were prepared of a report concerning a relatively minor gambling raid.

Archives Section

The dossiers then proceed to the Archives Section on the second floor of the new Records Building where they are made up into books of some fifty dossiers each. There are approximately 200,000 Incident Dossiers and 1,000,000 Individual Dossiers in this building stored on steel racks, four rows high. It was stated that original dossiers are still maintained at BanMeThuot and Hue for incidents under their jurisdiction as there is not sufficient room at Camp des Mares to consolidate these records. Only brief resumes of these dossiers are sent to Saigon.

The Records Building, which also contains an Index Section referred to later in this report, appeared to have 95 per cent of its space utilized, with the exception of half of the second floor which seemed about half full. Some 500 to 700 dossiers of both categories are received daily. The Saigon Municipal Police Department and other municipal police departments and the Immigration Service generally maintain their own records.

The Incident Dossiers remain filed in books unless some interested agency requests them.

Index Section

As mentioned before, the Individual Dossier Section makes Individual Dossiers for each name in the Incident Dossier, assigning a file number and making a jacket. After registration and before the Individual Dossiers are enclosed in the jackets, each name is searched through the index cards in the Records Building. It is noted that the Individual Dossier Section is not in this same building.

There are six separate sets of indices through which each name must be searched. There are also varied sizes of index cards as follow: (also see Exhibit No. 4.)

1. New Master Index 10 1/2 c. X 8 c.	4. General Archives of the Old Police of the South 15.5 c. X 10.5 c.
2. Old Sureté Index 15.5 c. X 10.5 c.	5. Special Archives of the Police of South Viet Nam 15.5 c. X 10.5 c.
3. Special Police of the West 5.3 c. X 8 c.	6. Special Order of Cholon 5.3 c. X 8 c.

It was observed that with the exception of Number 1, the new master index, which is typewritten and uniform in size, all other cards vary in size and are handwritten, as shown in Exhibit No. 4. The new master index cards are slightly shorter than a standard 3" X 5" card.

If identification of a name is made, the jacket of that dossier is withdrawn and sent to the Assembly Section where non-identifications are likewise received with appropriate notations. In the Assembly Section, inquiries are answered, jackets are made and index cards typed. File number registers are maintained here

and the jackets are assembled into the 50-dossier books. Such consolidation as is required is done in this section. The books of dossiers are then sent back to the other building where they are filed until there is further use for them. (Photographs of the indices files are shown in Exhibits 5 and 6.)

Criminal Bulletin Section (detailed in Part II)

The "Criminal Bulletin" is a weekly report sent to various police agencies. It is mimeographed in 500 copies in legal-size volume. The cover contains the usual organizational data and instructions to respective agencies, such as requests for complete descriptions, fingerprints, cancellation requests upon arrests, property recovered, methods of reporting to headquarters, and classification of information.

The Bulletin contains notices of fugitives, stolen property, abandoned children, military deserters, draft dodgers, cancellations, and a table of contents. Officials state they have been unable to obtain necessary funds to print photographs or fingerprints in the "Criminal Bulletin".

This Section compiles a monthly statistical report of printed information. The following figures were reported for the months of October and November, 1960.

ITEM	OCTOBER	NOVEMBER
Cancellation of fugitive notices	37	383
Stolen property reports	208	48
Bicycles and Motorbikes stolen	497	189
Fugitive notices published	526	349
Unserved warrants	136	84
Escaped prisoners	2	7
Fugitives sentenced en absentia	37	102
Army deserters	1,779	1,169
Draft dodgers	176	92

In a room approximately 5 X 10 meters, in a small building, the bulletin is mimeographed on an electric machine which is old and often out of commission. In this same room, six people work on a separate set of 10.5 c. X 15.5 c. index cards which refer to dossiers containing the information sent to this section for publication. When a general search is made in the Record Bureau, this set of indices is also searched. It was stated that this set of indices is kept to show what material was published in the "Criminal Bulletin."

General

There are 169 employees in the Record Bureau. There is no uniform crime reporting system, or Central Statistical Bureau. There are no stolen property files. If serial numbers of weapons or other stolen property are reported, they are published once in a single notice in the Bulletin. If stolen property is recovered, all issues of the Bulletin must be searched to locate the offended party. No accident reports are received here. Fugitive notices are published once unless otherwise requested, which happens occasionally.

As far as the Record Bureau is concerned, there is no tickler system or method of following up fugitive matters. There are no systems of Dead Storage or of duplication for Remote Storage of Records. There are now an estimated 1 to 1 1/2 million duplicate Pottcher System cards and registry slips at the Identification Bureau, and it is expected that they will be consolidated into the Record Bureau, although it has not been decided how it will be done.

DALAT, TUYEN DUC PROVINCE

At the Sureté Record Bureau in Dalat, employing five persons, the same basic system as in Saigon was in use, i.e., Individual Dossiers, Incident Dossiers, index cards on 8 X 6 cm cards, a numerical and classification register, and the customary book-type files on wooden shelves.

Records are received from investigative divisions of the Sureté after all action has been taken. In most matters, copies of reports are sent to BanMeThuot and in important matters, to Saigon as well. The method of determining the importance of a report was rather vague. The Dalat Record Bureau maintains some 15,600 dossiers and has no Dead Storage or Destruction of Records program.

Mr. Trinh Van Giuc, Chief of the Dalat Police, reviewed the report making and record keeping practices of his department. When a crime is reported, such as burglary, his officers visit the scene, make sketches (he presented some which were satisfactory), interview witnesses, and report their findings. If a latent print search is required, the Sureté is requested to make it and if the case appears to be "improtant", the Sureté conducts the investigation. The Sureté also handles all matters involving internal security.

The record system is essentially the same as in the Central Record Bureau, but only a small amount of information is kept in Dalat as the local court directed the Chief not to keep any, but he does retain copies of reports on important cases. (No similar

restrictions were discovered in any other areas visited during the study.) There is no index card system at the Dalat Record Bureau.

BANMETHUOT, DARLAC PROVINCE

Mr. Truong Duc Trieu, Chief of the Record Bureau, is a former participant. He has 16 employees in his bureau located in the home of the Director of Police and Security for the Highlands. The bureau space is very crowded and the 15 stacks of files observed on the staircase testified to the lack of adequate facilities.

Reports are received at BanMeThuot from all provinces in the Highlands and processed about the same as in Dalat and Saigon. No statistics are kept and no stolen property file is maintained. An index card is made for each name in the "Criminal Bulletin." The Bureau prepares an average of 100 Individual and 50 Incident Dossiers per day.

Mr. Le Quang Dong, Chief of the BanMeThuot Police, also a former participant, maintains a modest record system of the Sureté type. He handles no internal security matters and he and the Sureté both investigate crimes. He sends copies of reports on important cases to the Sureté Director.

TOURANE (DANANG), QUANG NAM PROVINCE

Mr. Nguyen Van Suong, Chief of the Record Bureau, stated he had five people, including himself in the Bureau. In December

1960, they received 272 Individual and 70 Incident dossiers. There were a total of 6,000 Incident and 17,200 Individual Dossiers on file and about 6,000 Incident files yet to be consolidated. The information in the "Criminal Bulletin" is not indexed here. The equipment includes one typewriter but there is no typist on the staff. The office space of the Bureau is very crowded. The same system with the same deficiencies was observed in Tourane.

Mr. Duong Chanh Vinh, Chief of Police, maintains a record system in which reports are filed chronologically. Each section of the police department keeps its own files and there is little classification of offences and no index card file. 30 or 40 offenses are registered each month, investigated by the Police Chief and the Sureté. The reporting practices here are similar to those of the other police departments.

HUE, THUA THIEN PROVINCE AND
QUANG TRI PROVINCE

Mr. Than Trong Tinh, Chief of the Central Record Bureau at Hue, is under the direction of Colonel Thuong. They operate the usual system and their bureau space is also crowded. They prepare about 600 Individual Dossiers per month and, at the time of this study, had some 110,000 Individual and 34,500 Incident Dossiers on file. They had requested permission from Saigon to form a Committee for the Destruction of Records, but had received no reply. There are 30 people in the bureau, three typewriters, but no typists. The "Criminal Bulletin" is indexed, taking the full time of three employees. The same limitations were noted here as

in other bureaus.

CAMP DES MARES, SAIGON

Mr. Vo Van Sang had been Chief of the Judicial Bureau Technical Services Division for three years. He stated the Judicial Bureau was empowered to investigate matters in the general criminal field, municipally, provincially, and nationally under certain circumstances. These matters extend from theft of government funds to crimes of violence.

Local crimes are usually reported to the Saigon Municipal Police who conduct the preliminary investigation and send a report to a court which is roughly equivalent to a United States Court of Crimes. The court reviews the report and if additional evidence is necessary the matter is referred to the Judicial Bureau which then conducts a "complementary" investigation. The Judicial Bureau also conducts investigations upon direction of the Director General of the Police and Security Services or upon specific request from province chiefs. The Judicial Bureau does not initiate investigations on their own or upon complaints from the general public. Mr. Sang stated that nearly all of the investigations in Viet Nam involved intra-city or intra-provincial crimes and only occasionally would there be inter-provincial activity.

Mr. Sang directed 200 employees of whom 120 were investigators, divided into seven brigades, each of which is assigned a series of related crimes to investigate. A constant organizational

problem is that the Bureau looks to the court in investigative matters and to the Sureté for administrative support.

The Judicial Bureau receives reports and processes them much the same as was observed in other units of the Sureté. There is no attempt to nationally supervise or coordinate investigative activity except as mentioned in the preceding paragraph.

The physical facilities of the Bureau, housed in two buildings, were inspected and the space for handling records and conducting interviews was found to be inadequate. All records are maintained in the Judicial Bureau until an investigation is completed and the court has disposed of the case; the records are then sent to the Central Record Bureau.

GENERAL RECOMMENDATIONS

The following is offered as a basis for implementing specific recommendations.

A Records Advisor should be assigned to the project of improving the records keeping system of Viet Nam. This assignment could be either: (1) a full-time project for an advisor for a period of three to six months to outline improvements, or (2) as an addition to other duties of an advisor for an extended period. The first solution has the advantage of concentrated attention and effort but lacks the time factor for an effective follow-up and continued development. The alternative has the disadvantage of divided interest on the part of the

advisor but does allow time for adequate follow-up at the national and local levels.

SPECIFIC RECOMMENDATIONS

1. An excessive amount of non-specific and relatively unimportant information is maintained in the Central Record Bureau. A uniform system of classification and evaluation should be set up on a national basis to decrease the amount of non-specific information and the purely local data. Provisions should be made for municipal and provincial recording of this information for future reference.
2. The present system of preparing an Incident Dossier and Individual Dossier for each person mentioned in a report should be eliminated. There should be one dossier prepared at the investigative level containing all pertinent facts and the names of the principal subjects and their aliases used as the case caption. These should be thoroughly indexed according to important individuals in the report. A broader classification system relating to specific criminal statutes should be installed in lieu of the present consecutive numbering system and limited breakdown.
3. All records should be microfilmed and then destroyed. Microfilm negatives should be stored in a remote, secure location such as a bank vault, and the indexing and positive microfilm storage should be in the present Records Building. Adequate microfilming, viewing, and processing equipment and facilities

should be provided. Also, a secure method of destruction of the files should be installed. It is noted that the Viet Nam Press has been microfilming all its records since 1956.

4. All index cards in the various files should be consolidated into a single index system, preferably on 3" x 5" index cards which are standard for United States filing cabinets. Sufficient filing cabinets, preferably of the rotary type, should be procured.

5. A manual of instructions based on a uniform national record keeping system should be prepared, and central and provincial training courses should be instituted.

6. Consideration should be given to the establishment of a central statistical section within the structure of the Record Bureau and a system of uniform crime reports should be developed. This reporting system should be national and uniformly applicable to all areas.

7. Consideration should be given to instituting a standard system of investigative report writing with adequate report forms, including abstract slips to be filed at the national level. A manual of instructions and a training program should be implemented.

8. National and local stolen property files should be inaugurated and maintenance instruction and training instituted.

9. The weekly "Criminal Bulletin" should be studied for revisions to include fingerprint classification, photographs, and a single fingerprint of important fugitives. The necessary equipment and supplies must be provided. A multilith machine of adequate capacity is presently assigned to Camp des Mares. It is recommended that the Bulletin be issued monthly and the information printed limited to inter-provincial criminal activity. For instance, there is little point in reporting to Hue bicycles stolen in Saigon. A uniform review and indexing of pertinent information in the Bulletin should be established at municipal and provincial levels.

10. Based on a study of space requirements for microfilmed records, recommendations should be made for any additional buildings or space required for the Record Bureau. Air conditioning should be installed in the microfilm storage areas.

PART II

ARCHIVES STUDY

by

HOANG KHAM SEN

Chief,
Record, Identification, and
Technical Laboratory Services
Directorate General of Police and Sureté

DEPARTMENT OF INTERIOR
REPUBLIC OF VIET NAM

I. CRIMINAL BULLETIN

A. Purpose and Use of the "Criminal Bulletin"

Judicial, administrative, and military organizations of all countries must apprehend and prosecute criminals to maintain social security and order. To expedite justice administration, many countries circulate periodic printed reviews containing information on prosecuted criminals who have not served sentences -- escaped prisoners, military deserters, draft dodgers, etc. In addition, the following information is also included in these publications:

- stolen and lost property
- banned moving pictures,
- material for which publication is prohibited, etc.

The weekly review in Viet Nam, entitled "Criminal Bulletin" is published by the Central Record Bureau and distributed to all governmental agencies.

B. Source

The "Criminal Bulletin" was established during the French rule by authority of the following documents:

- the Arretés of November 22, 1930 (Article 7) and December 1934 (Article 2) signed by the Governor of Indochina;
- the Circulars # 284, 310, 135, 294, and 335, of August 13, 1933 and August 20, 1935, signed by former Governors of Cochinchina.

The Vietnamese-French agreement of March 8, 1949, and the Vietnamese-French Convention of December 30, 1949, stipulated the maintenance of the "Criminal Bulletin."

C. Activities of the Criminal Bulletin Section of the Central Record Bureau

The Criminal Bulletin Section is responsible for:

1. Receiving and classifying all criminal documents from various military and administrative agencies;
2. Writing and editing all copy for the Bulletin;
3. Printing and distributing copies to military and administrative agencies;
4. Establishing, classifying, and filing criminal name index cards, and searching them.

The Section Chief is in charge of the coordination, supervision, and resolution of all matters concerning the Section, and he and the Deputy Chief are responsible for the reception and classification of all documents.

All criminal documents sent to the Criminal Bulletin Section are classified by the Section Chief as follows.

a. Notices or Warrants

1. Execution of justice warrants:
 - subpoenas
 - arrest warrants
 - arrest warrants signed by the Military Court
 - arrest warrants signed by the Court of Appeal.
2. Individuals wanted for executions of petitions in bankruptcy.
3. Search orders concerning escaped prisoners:
 - sentenced political prisoners
 - exiled ordinary prisoners
 - incarcerated military prisoners
 - ordinary and political prisoners sent to agricultural centers and correction centers
 - young delinquents sent to educational centers
 - prostitutes sent to vocational centers.
4. Individuals wanted for sentencing.
5. Individuals wanted for execution of penalties:
 - judgements by default becoming definite
 - contradictory judgements becoming definite
 - definite judgements..

6. Individuals wanted for having evaded forced residences.
7. Individuals wanted for serving notification of cancellation of sojourn.
8. Individuals wanted for:
 - execution of a decision of deportation
 - execution of an arrêté sending them back to their birthplace
 - incorporation into a special formation of labor battalions
 - notification of a decision keeping them off certain zones and localities
 - failure of submission of their identity cards for visas
 - notification of decisions concerning their assigned residences.
9. Military deserters.
10. Sailors wanted by Marine Inscription.
11. Disobedients.
12. Workers breaking their contracts.
13. Requisitioned workers who desert.
14. Vietnamese sailors departed to serve a foreign power.

b. Request for search:
- Judicial
- Administrative
- Information concerning family interests.

c. Repression of crimes and criminals.

d. Jewelry and other objects stolen or lost:
- stolen bicycles
- false identity cards
- cancellations of passes serving for temporary identity cards.

e. Prohibited publications.

f. Counterfeit money:
- prohibited moving pictures.

g. Announcements of detection:
- announcements concerning lost seals.

h. Cessation of Search.

i. Supplementary information.

j. Rectification of errors.

k. Table of Contents.

D. Responsibility of Each Criminal Bulletin Sub-Section

The activities of the Criminal Bulletin Section are carried out by the following sub-sections.

1. Editing Sub-Section: This sub-section is responsible for writing the Bulletin copy according to the above chapters and items. Each issue is composed in one week. Based on documents assigned by the Section Chief, each worker prepares the material first in a simple summary form, then in the final approved form for printing, and finally, according to chapters and items.

The following is a document received by the Criminal Bulletin Section to be edited.

Republic of Viet Nam
Saigon Judicial Service
An Giang Court

SUBPOENA

Case #: 1.073 Public Prosecutor
267 Magistrate

ON BEHALF OF THE VIETNAMESE PEOPLE,

I, Ngo Tan Canh, Magistrate at the An-Giang Court, inform all military officials of the Republic of Viet Nam that they must, according to justice, bring before us the hereafter named:

- THIEU-VAN-LAP, Southern, about 27 years old, about 1m70 tall, slender, light complexion, thin face and aquiline nose, three golden teeth at the right and two at the left of the lower jaw, living at Khanh-An, An-Giang;

Accused of violation.

Must be questioned about his crime.

All responsible military officials of the Republic of Viet Nam are requested to help us to serve this subpoena; and in order for this to be successful, we have signed and sealed this subpoena.

Issued at An-Giang, this subpoena is dated November 14, 1958.

MAGISTRATE

(signed) NGO-TAN-CANH
(seal) An-Giang Court of
Peace with extended
jurisdiction.

cc: Clerk of the Magistrate's
Office.

After editing, the above information would appear in the "Criminal Bulletin" in the chapter titled "Notices of Warrant", under the section "Execution of Tribunal Orders", sub-section "Subpoenas," in this form:

THIEU-VAN-LAP, birthplace: South, about 27 years old, living at Khanh-An (An-Giang), is accused of violation.

IDENTIFICATION: about 1m70 tall, slender, aquiline nose, thin face, light skin; having 3 golden teeth at the right and 2 at the left of the lower jaw.

Subpoena #1.073-BL/267-DT of November 14, 1958, signed by Mr. NGO-TAN-CANH, Magistrate at the Court of Peace with extended jurisdiction of An-Giang.

Here is a second document received for publication in the "Criminal Bulletin."

FORM #6
(Article 24 of General Instruction)

FUGITIVE ANNOUNCEMENT
Concerning a Deserting Soldier

Republic of Viet Nam
Vietnamese Republic Army
First Military Zone
Field Division #4
Infantry Regiment #10
Battalion #3
Company #1
#1293/DDI/3/58

Please try to locate Can Van Dinh, soldier of second class, military number 193.371.

Absent from the company since December 14, 1958.

Has been considered as a deserter since December 15, 1958.

WHEN THE DESERTER IS ARRESTED: please detain him and inform the Commanding Officer of APO.4906 and the Commanding Officer of Regional Administrative Unit #1 - APO.4.204.

DESERTION CASE: The concerned soldier voluntarily left his post when the Company was moving on December 14, 1958; he was considered as a deserter since December 15, 1958.

ARMS: None

MILITARY CLOTHING:

- Khaki shirt: 2 pcs; - socks (2 pairs)
- Trousers with shirt (khaki): 2 different kinds
- Tin can: 1 set - Saddle bag: 1 pc. - Individual Tent: 1 pc.

IDENTIFICATION:

Born in 1937 in Thai-Binh province, son of Mr. Dam Hiong and Mrs. Le-Thi-Hoa, living at An Loc, Xuan Loc, Long-Khanh.

APPEARANCE:

Black hair, blackeyes, normal front, flat nose, oval face, 1m50 tall.

MILITARY DUTY DETAILS:

New recruit since February 26, 1958, was assigned to Battalion 3/10.

Addresses:

- Chief of Province, Bien-Hoa
- Chief of Gendarmerie Group
- Chief of Police
- Director of VN Police and Security, Saigon
- Commander of VN Gendarmerie

AP0.4.906, December 16, 1958
By order of Captain CAO VAN CHON,
Chief of Battalion 3/10, Vung Tau

Lieutenant NGUYEN THANH NGUYEN,
Supervisor of Battalion Office

(signed and sealed)

REQUEST FOR INVESTIGATION AND CLARIFICATION OF REPORT IN CRIMINAL
POLICE IDENTIFICATION RECORDS:

- Secretary of State, DOD (Military Judicial Service APO.4.386)
- the Colonel, Commander of 1st Military Region (Staff 2 and
Chief of Judicial Service, 1st Military Region, APO 4772)
(for convenience).
- Commanding Officer of Administrative Unit, 1st Military Re-
gion, APO 4204.
- Warrant Officer (3 copies) - Chief of Personnel Section
- Reading file

This document would appear in the following form in the "Crim-
inal Bulletin", under the item "Military Deserters."

DAM VAN DINH, soldier of second class defending in Company
I, Battalion 3/10, APO 4.906, military number 193.371, born in
1937 at Thai Binh (North), son of Dam Huong and Le Thi Hoa, de-
serted since December 15, 1958 (not required to describe mili-
tary clothes, but it is necessary to describe any arms taken
by the deserter or any money stolen by him.)

Identification: Height 1m50, flat nosed, oval face.

When all copy has been edited, the Editing Sub-Section then prepares a "guilty name list" for the chapter "Fugitive Notices and Request for Fugitive Investigation." A "Table of Contents," listing each chapter and item and its page number, is also prepared as the first page of the "Criminal Bulletin."

The "guilty name list" appears on the last page of the Bulletin and includes:

1. Issue number of the Bulletin;
2. Fugitives;
3. Birth dates;
4. Province or APO (Army Post Office), and the order or the request for pursuit.

This information appears as follows:

Alphabetical list of fugitive names

!
!
!
!
!
!

In Bulletin # _____

FUGITIVE NOTICE _____

84.621 Bui-Van-A

1932 APO 4.131

2. Publication Sub-Section: The completed Bulletin copy is sent to the Publication Sub-Section which has responsibility for cutting stencils, mimeographing, binding, and distribution. The entire

operation is similar to that of a printing shop. It if were possible to have the Bulletin printed by a commercial printer, photographs and fingerprints of fugitives could be included, aiding in the apprehension of these wanted persons.

3. Index Card Filing Sub-Section: This section is in charge of classifying and filing all index cards, and checking index cards with police records received from various military and administrative agencies. Although these are technical operations, this sub-section maintains liaison with the Editing and Publication Sub-Sections. This will be explained later in the section dealing with "Search of Records."

a. Index Card Filing Method

Index cards on fugitives are filed in pairs at the time the "Criminal Bulletin" is published. On these cards, family names and middle names are written in small letters, and printed letters are used for the given names. This facilitates searches.

If a document provides all details concerning a fugitive, the index card is completed as follows:

- Family names and given name, date, birthplace, parents' names.
- For a soldier, his military number must appear above the line of date and birthplace.
- The year of birth is added on the lower left side of the card; on the right side at the bottom is written the names of the province or army post office (APO) of the issuing agency. In the lower center of the card is a rectangle divided into two parts: on the left is written the Bulletin number; and on the right, the order number within the Bulletin. The item number is placed above this rectangle.

The following is an example of a fugitive index card.

Dam Van DINH	
M.N.193371	
Born in 1937, in Thai-Binh (North)	
Dam-Huong son of: Le-thi-Hoa	
8	-----item no.
Bulletin no.	-----/ <u>B.612 / 5735</u> / -----order no.
Birth date	----- <u>1937</u> ----- <u>APO.4.906</u> -----Army Post Office

15.5 cm
high

10.5 cm wide

E. Numbering the Bulletin, Documents and Index Cards:

When all copy is completed for publication, a clerk in the Publishing Section writes the order numbers on the draft copy. These numbers are a continuation of the chapter numbers from the previous Bulletin (every chapter has a number). For example, if the chapter "Fugitive Notices" in the previous Bulletin ended with the number 1,000, the first chapter of the next issue would be #1,001.

When all chapters in the draft are numbered with red ink or pencil, the original documents and the index cards are marked with corresponding numbers.

II. DOCUMENT FILING

A. Types of Documents

The word "document" refers to any letter, certificate, or written material which is relevant to the interest or the obligation of a public administrative agency or an individual.

Usually, an agency or individual preserves a certain amount of important correspondence for reference. These are carefully maintained in archive bureaus or record offices of the respective agencies, while older documents are sent to the Central Records Bureau which serves as a depository for the agencies and is not authorized to increase or decrease the number of documents in a file without stipulation from the concerned agency.

Documents may appear in the following forms:

1. Original and carbon: A draft (of an official letter, telegram, arreté, etc.) must be submitted to a responsible supervisor for approval, after which it is typed in several copies. The original copy appears on paper bearing a letter-head with the name of the issuing agency and carbon copies are on onion skin paper. The original is signed by the approving official and sent to the addressee, who may retain it or send it to the Central Record Bureau where it is filed under the receiving agency. The issuing agency retains a copy of the letter and sends one copy to the Central Record Bureau where it is included in the file of the issuing agency.

2. Copy: Copies may be made of original documents or from copies already on file. They always bear the notation, "A

true copy of the original," and the title of the signing official.

3. Duplicate: A "duplicate differs from a "copy" in that the former is a second original of the initial document. Duplicates are signed and have the same value as the original. They are sent to administrative agencies which have executive responsibility for classifying these duplicates. The classifying agency may make any number of copies of the duplicates but no copy has the same value as a duplicate.

B. Archive Resources

All documents, registers, or records retained by an administrative agency, an association, or an individual are called "Archive Resources," and may be described as follows.

1. Registers: Most registers are bound books with numbered pages, and fall in three categories:

a. In-Coming and Out-Going Registers -- All official incoming and out-going documents must be registered.

In-coming documents are date stamped and entered in the appropriate register; copies of out-going documents are attached to a register (this is in addition to the file copies of documents).

b. Accounting Registers -- The accounting operations of each agency are daily noted in registers which are provided by the Financial Agency. There are separate registers for expenditures, travel, funds, checks, etc.

c. Special or Technical Registers -- Operations of various agencies may require special registers for keeping

Local records of civil status, taxation, vital statistics, financial etc.

3. Incident files - A collection of documents relating to an incident.

C. Files

Incident files are used to collect all original documents concerning the same incident. All documents concerning the same incident are kept in one file. This file is enclosed in a lightweight, stiff folder or folder jacket, with the file's serial number, title, and opening date noted on the cover. The number of documents in each file depends on the importance of the incident documented.

Files are not to be confused with folders or boxes, which are only used for classified material.¹ A folder or box may contain several files numbered with the serial numbers of the files. Thus, a folder or box represents a complete unit of one kind of incident.

1. Documents in a file - The following types of documents may appear in a file:

- a. Official letters, telegrams, communiqués, etc. are filed as originals or copies;
- b. Copies (never originals) of official regulations, ordinances, decrees, arrêtés, decisions, circulars, etc;
- c. Invoices;
- d. Reports;

1 "Files" are enclosed in a heavy manilla jacket common in the United States. "Folders" are 1/8" thick cardboard containers, tied with string on the open side, and containing a number (usually 50) files. "Boxes" are flat, wooden, and maintained in stacks with reference numbers noted on the exposed ends.

- e. Maps, charts;
- f. Name lists, inventories;
- g. Accounting records;
- h. Material accompanying or enclosed with the above documents.

D. Seals

There are many types of seals which vary according to eras and nations. The principal types are signature seals, dry seals, and wet seals, and are used daily by various agencies. Original documents may bear many types of certifying seals and copies may be made for authenticating duplicate documents.

E. Signatures

A signature is the writer's name written by him at the end of a letter or document and verifies the authenticity of that document. Usually, a signature consists of the family name and the given name, but there are some people who use only some simple strokes which may be illegible but nevertheless are authoritative.

An "X" or cross written by an illiterate cannot be considered a signature. Engraved or printed signatures are not valid. A signature on a document or letter validates only the writing which appears above the signature and nothing which may follow. Any following portion must carry its own signature. Usually, the first initial of a name is sufficient for a second signature.

Clerks must learn to recognize signatures of officials even though they are sometimes illegible. Signatures may be checked against the "Official Gazette."

F. Administrative Stamps

Administrative stamps are usually made of metal, most often lead and brass. Sometimes silver and gold stamps are used by heads of state and kings. These stamps are affixed to diplomatic documents (conventions, treaties, etc.) and judicial documents. Judicial agencies often use stamps to verify documents used as evidence.

1. Dry Stamps - A dry stamp is a seal with two faces -- convex and concave. All images and letters on a dry stamp are of equal height. These stamps are usually made of cast iron or brass and are used to seal photos and documents of the Registration Service (agreements, contracts, etc.).
2. Wet Stamps - Made of brass or wood, these stamps have one face with convex images or letters and use a special ink. All documents with wet stamps must be signed and sealed to be official.

Counter-signatures are added to documents to certify that a certain signature is authentic. Also, in certain cases, counter-signatures are added under the signatures of prime ministers or secretaries of state.

Various regimes have different forms for placing counter-signatures, such as: "By the Prime Minister's Orders," or "To execute the Orders of the Prime Minister," etc. The signatures of the authorizing officials follow these notations.

G. Rules for Filing and Establishing Lists

Documents are filed alphabetically, ten items under each letter of the alphabet and numbered decimal. For example, filed under the letter "A" is the unit "Organization of the Central Interior," subdivided into ten items numbered A.0, A.1, A.2, A.3, A.4, A.5, etc. An expanded unit may be further subdivided into A.10, A.11, A.12, A.13, A.14, A.15, etc.

Even when divided into sub-divisions, this unit will retain its title "Organization of the Central Interior".

H. Organizing Documents and Opening New Files

Sometimes documents arrive in the Filing Section in a disorganized state and must be separated into "classified" and "unclassified" documents.¹ The "classified" documents are in final order. The responsible clerk checks the dates and contents of each document and modifies any titles not in accordance with the texts. Then, beginning with the older documents, all serial numbers are recorded on the covers.

The "unclassified" documents are of many kinds and must be separated and categorized by the file clerk before he numbers them.

A special ink is used for numbering the documents and then a filing inventory is prepared for numerical, alphabetical, and methodical filing. These three categories are made simultaneously on a typewriter. The first copy is used for the numerical listing of the document in the register. The other two copies of the

¹ The term "classified" does not refer to security restrictions, but refers to classification according to criminal offenses.

inventory are pasted on index cards to serve as filed references of the file title and type of incident concerned. Thus, each file is recorded in a register and in two index files.

I. File Titles

The title of a document file must be succinct and clear but sufficient to describe the contents of the file. Care must be exercised in wording the title to insure efficient search of the files.

For example, here is the title given to one file: "A portion of land of SAIGON municipality is sold to Mr. NGUYEN THANH MAI for construction of an ice factory."

Some words in this title are not essential to describe the transaction. It is necessary to find the key words in the operation -- for instance, "ice factory," "municipal property," and the name of the buyer, "Mr. Nguyen Thanh Mai."

J. Indexing Names

All given names and family names are handled uniformly when making index cards. Name cards are filed under the first letter of the family name. For example:

a. French names: Alphonse de Lamartine would be written Lamartine (Alphonse de), and would be filed under "Lamartine."

Marquis Pierre de Barthélémy would be written Barthélémy (Marquis Pierre de)

Henri du Paquier would be Du Paquier (Henri)

Pierre Rheinart des Essarts would be Rheinart des Essarts (Pierre) - and a second card, but referring to the classification according to the

would be made for Des Essarts (Pierre Rheinart)

Charles le Myre de Vilers would have two cards -- Le Myre de Vilers (Charles) and Vilers (Charles le Myre de).

b. English Names : Most English names have three words -- the family name and the first two given names. An Englishman's name is filed under the family name. Names beginning "Mac" or "Mc" are filed under "M", such as:

MacAulay
MacBride
McCombes
M'Cooch

c. German names :

Prince Von Biilou -- Biilou (Prince Von)

d. Vietnamese names :

Nguyen Van Cat -- Cat (Nguyen Van)
Pham Chu -- Chu (Pham)

e. Chinese names :

Lao Pong Yo -- Yo (Lao Pong), with a second card reading (Lao Pong Yo).

CLASSIFICATION
LOẠI MỤC

(EXHIBIT No. 1)

VIỆT-NAM CỘNG-HÒA

BỘ NỘI-VỤ

NHÀ TỔNG GIÁM-ĐỐC CÁNH-SÁT và CÔNG-AN

TỔNG VĂN-KHÓ

RECORD BUREAU

HỘP

CARTON BOX

INCIDENT DOSSIER

HỒ-SƠ SỰ-VỤ

SUBJECT :

Trích yếu : _____

DATE :

Ngày tháng năm 195

NO. OF THE
REPORT

DATE OF THE
REPORT

DESTINATION

NOTE

VIỆT-NAM CỘNG-HÒA

BỘ NỘI-VỤ

NHA TỔNG GIÁM-BỐC CẢNH-SÁT
VÀ CÔNG-AN
TỔNG VĂN-KHÓ
RECORD BUREAU

No.

Số

(EXHIBIT No. 2)

INDIVIDUAL DOSSIER

HO-SƠ CÁ-NHƠN

NAMES

Họ và Tên _____

ALIAS

Bí danh _____

CITIZENSHIP

Quốc-tịch _____

DATE OF BIRTH

Ngày sinh _____

PLACE OF BIRTH

Nơi sinh _____

FATHER

Họ và Tên } **Cha** _____

MOTHER

Mẹ _____

I. D. CARD No.

Số Căn-cước _____

PROFESSION

Nghề-nghiệp _____

ADDRESS

Địa-chi _____

DATE

Saigon, ngày _____ *tháng* _____ *năm* 196 _____

ORGANIZATION CHART OF CENTRAL RECORD BUREAU

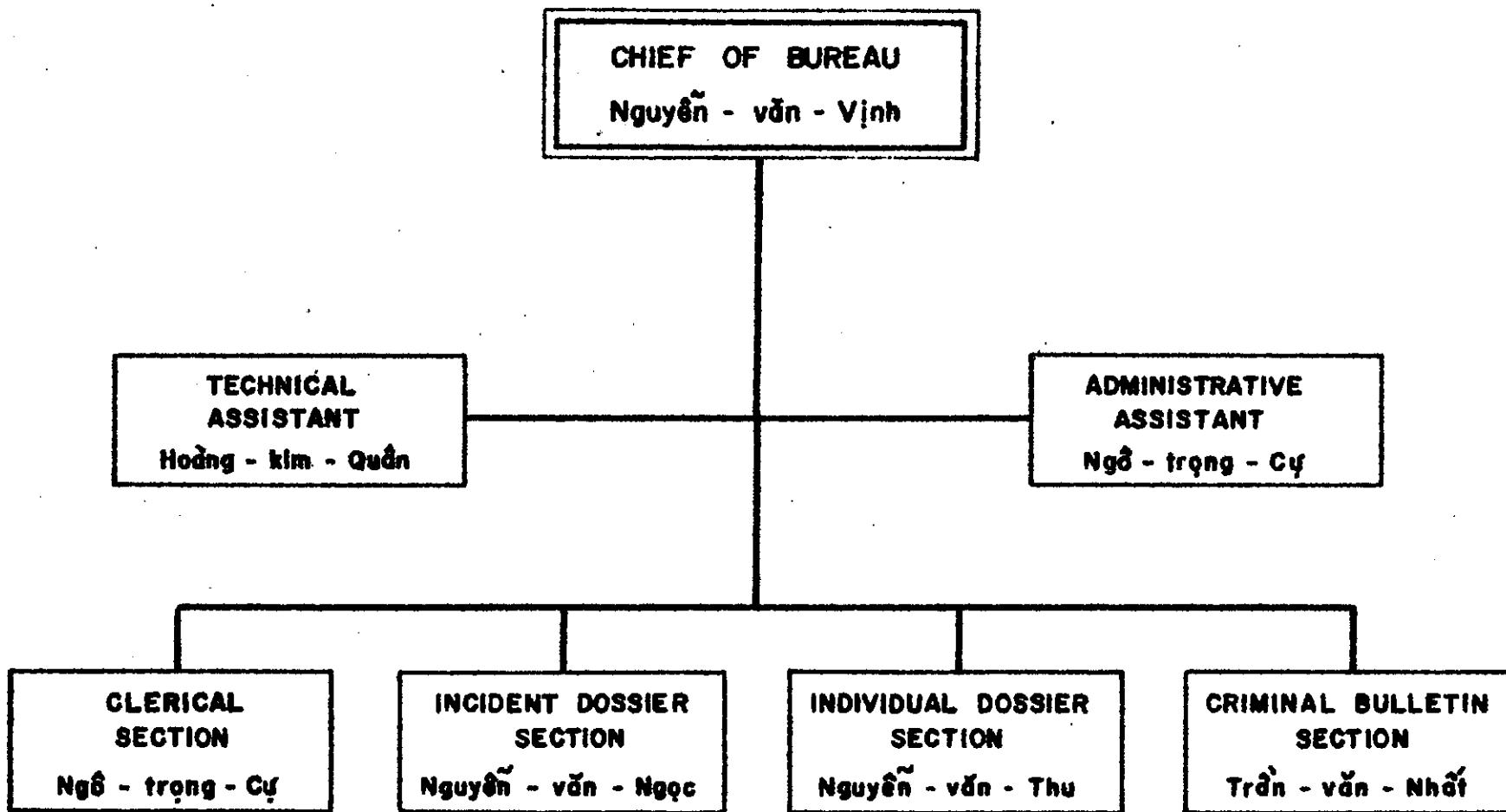


Exhibit N° 4

INDEX CARDS

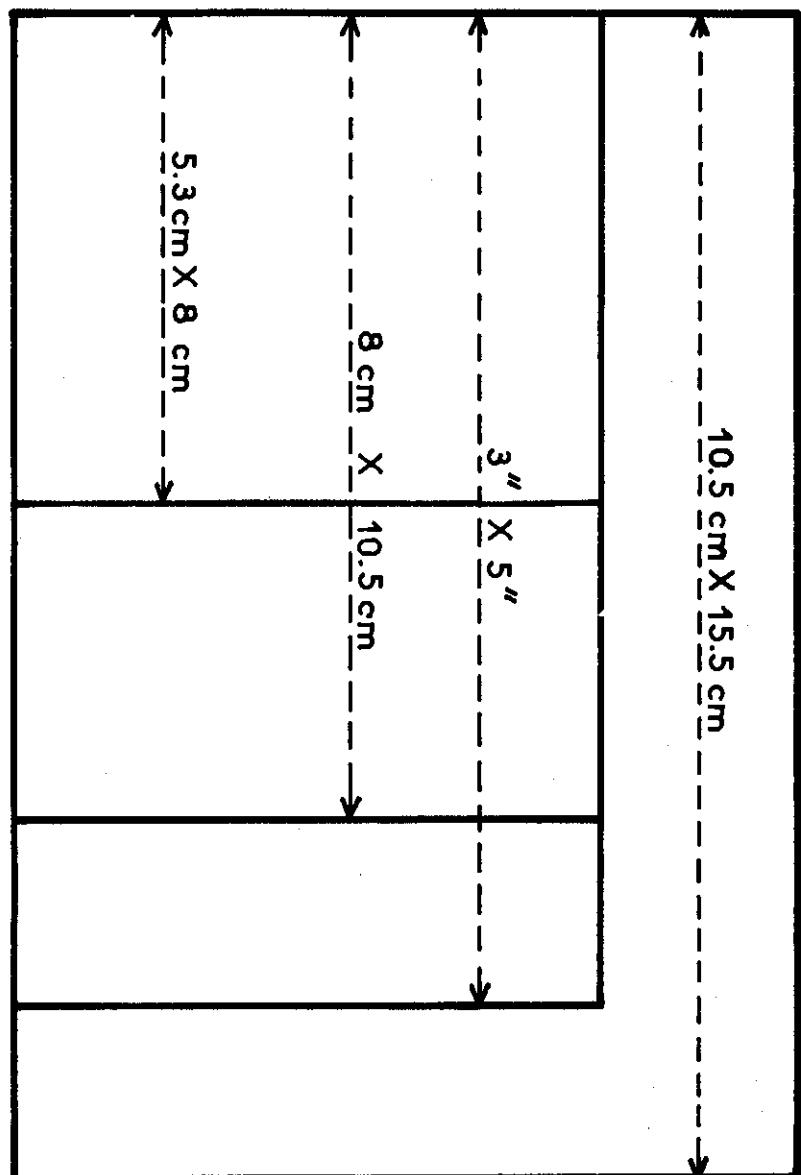


EXHIBIT No. 5

This shows the various types of indices.



EXHIBIT No. 5 (cont'd)

Various types of indices.



EXHIBIT No. 6

This shows how files are stored.

