

Guang

October 9, 1959

TONG HUU QUANG.....

Report on Field Trips
Police Records

Programs all arranged by Vietnam Project, Michigan State University

1. Jefferson City, Missouri

Period from September 4th to September 11th, 1959

Chief of the Identification and Records Division: Lieutenant Jenkins.

During my visit at that division, I observed:

- the jacket files (classified by serial number)
- the correspondence files (classified by code)
- the drivers files (classified by alphabet)
- the general alphabetical index cards files
- the properties index cards (classified according to the last digit system)
- the accidents files (classified by code)
- the location cards (carrying the name of streets where the crimes or accidents have occurred)
- the statistics section (use of IBM machines for recording accidents on punched cards)

I've noticed the use, by that division, of the colored cards (pink for correspondence, yellow for missing persons, grey for victims, etc.) I also visited the communications log where powerful transmitters have been used.

2. Wichita, Kansas

Period from September 12th to September 16th, 1959

I visited:

- the drivers files (dossiers of drivers classified alphabetically)
- the criminal files (reports of crimes classified by case numbers)
- the general alphabetical index files (names of perpetrators and subjects classified alphabetically -- cards carrying the same numbers as those of the reports)
- the stolen properties files (number of motors or of frames filed according to the last digit system)

3. Phoenix, Arizona Police Department

Period from September 16th to September 22nd, 1959

The Phoenix Police records division uses the terminal digit system for classifying its individual folders or jackets (use of dividers - guides - colored folders or cuts).

The arrest reports are classified by case numbers.

The index cards, carrying the department report number (for the suspects or wanted persons), the jacket number for the arrested persons - are filed alphabetically.

The names of persons transmitted from the FBI, Washington or the other police departments to Phoenix Police Department necessitate the establishing of an index card.

Working hours at the records division: 24 hours a day.

- three night shifts (applicable only to men employees)
- weekend shift performed by women.

The use of microfilm for old records (microfilm classified by department report numbers).

Use of location index cards.

4. Sacramento, California

Period from September 26th to October 2nd, 1959

(Bureau of Identification and Investigation)

I visited:

- the mail room (incoming and outgoing mail - machines for duplication)
- the I.B.M. unit (machines recording informations about arrested persons, on punched cards)
- the miscellaneous unit (receiving informations from counties or other police departments - sending existent informations by teletype.)
- the burglary unit (making and classifying all stolen property reports - establishing and filing the description cards (for properties that don't carry the serial number) - controlling the pawn-shop sheets for detecting stolen properties)
- the folders files (classified by serial #)
- the general alphabetical index files.

I have been received warmly everywhere.

HOTELS

Jefferson City -- Central Hotel
Wichita, Kansas -- YMCA
Phoenix, Arizona -- YMCA
Los Angeles, California YMCA

Sacramento, California -- Olympic Hotel
No YMCA at Sacramento