

TO: All Bureau Four offices
in the US.

From: USGO Bureau Four

THE "SOURCE FILE"

SOURCE FILE - definition - a practical, easy-to-use, record of standard sources which produce standard information; and is set up in the following manner: "This is a file similar to the card directory in a library. Three 3 X 5 index cards should be made out for each source of information and cards should be filed under three separate headings. 1) type of information available; 2) name of organization or record; 3) name of individual who can supply the information. If one organization has available different types of information, there should be a separate card filed for each type. It is a mistake to attempt to rely on memory to keep track of many sources of information and jottings on scraps of papers or notes in a pad or notebook are seldom worthwhile." (quote from "Investigations KAT", by D/G Info US)

Each Bureau Four office should have a Source File.

Following is a list of standard sources and types of information which should be in each Bureau Four's Source File. Much of the following is based on experience in California, and therefore you may find some variations in your area. However, most of these items are in the realm of public information and should be available in your area.

1. LAW SUITS: There are often several areas where these are kept in government offices for different types of law suits. The city and county often keep separate records for their respective jurisdictions. You should find out

for their respective jurisdictions. You should find out where all the different indexes are located for the various types of law suits. Also many cities have federal suit indexes. You should know where divorce

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cases and civil actions are indexed, to name a few.

Often times an order will come down to check out the general background of an individual. Law suits is an area which should always be checked, so you must know where the Indexes are kept for all the different types of law suits, so you can check a person out for the past 20 years.

2. AUTO LICENSE RUNDOWN: This is a service whereby you give the correct agency a license plate number and pay a certain fee, and they will tell you who owns the car, who finances the car, and vital statistics about the car. In California this is done by the state department of motor vehicles.
3. DRIVERS RECORD: This is a service such as in #2, whereby you can gain information about a persons driving history, such as tickets, restrictions on his license, etc. In California it is done through the same agency as #2.
4. MARRIAGE, BIRTH AND DEATH CERTIFICATES: These are often located in the same area, like the Dept. of Health, or Bureau of Vital Statistics, etc.
5. INCORPORATION PAPERS: All organizations, profit or nonprofit, usually have to file their existance with the state government. (often the Secretary of State) These Incorporation papers are for public view and copies are available for public purchase. The papers

usually state the purpose of the organization, its bylaws and lists the officers or directors of the group.

6. PROPERTY RECORDS: These records usually list people who have bought or sold property. By checking these indexes you can find out if the subject has had property dealings over the years. These are often kept in city or county offices.
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7. CREDIT CHECKS: Often large city libraries, in their business section, collect the Dunn & Bradstreet credit checks on various businesses. Some Bureau Fours have made their own contacts with commercial credit firms to get credit reports on individuals and businesses. These will often give valuable financial info on the subject.
8. AUTOPSY OR CORONER'S REPORT: Usually obtainable through the county health dept. Gives detailed information on dead people of interest.
9. CRIMINAL RECORDS: These are often indexed by the persons name as with law suits. The records are often seperated into the felony and misdemeanor classifications. You should locate the indexes or any other method available for checking a person's criminal record over a 10-20 year period.
10. BUSINESS LICENSES AND PERMITS: Many types of jobs require a person to file for a permit or trade license with the city, or sometimes the county. Some jobs entering into this category are: barbers, taxi drivers, bars, private investigators, etc. just to name a very few. These are often filed in the city tax and permit dept. You should find out where these records are kept in your area and make note of all the types of jobs which

need to file for permits. Thus if you are investigating a barber, you will know that you can go down to this city dept. and get some data on him.

11. REGISTRAR OF VOTERS: As you know, citizens must register in order to vote. These registration papers are public record. Registration forms have changed over the years but they will often tell you the person's social security number, where he was born, how tall he is, his
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12. CIVIL SERVICE EMPLOYEES: Your city and or county offices will have what is similar to a business personnel office where you can call to see if a person is in the employ of the city or county, and what his post is.
13. CITY DIRECTORY: This is a directory much like a telephone book, and is commonly mistaken for one. However, the city directory is put out by the city itself, not by the phone company. The city directory often will list a persons job next to his name, like: "Jones, Bill Pres. of Hog Manufacturers Inc." Also many city directories will have a reverse directory whereby you can get the name of a person and the phone number when you only know the address. City directories can almost always be found in the local city library. Many large cities no longer produce city directories, like New York.
14. REVERSE DIRECTORY: Many companies produce reverse directories such as thus described in #13. The most well known company which does this is Polk Bros. These are usually in libraries and are different from the city directory.

15. BANKRUPTCY PAPERS: These and their indexes tell you if a person has filed bankruptcy. They are often filed in federal offices or the federal courthouse in your area.
16. FIRE AND ARSON REPORTS: These are standard report forms filled out by the fire dept. anytime there is a fire. Arson reports are often filed separately from regular fire reports.
17. INHERITANCE AND GIFT TAXES: Find the local govt. dept, which handles this area. You can obtain

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information dealing with wills, inheritances, etc. on a subject. If there are any court cases involved with an inheritance such files would be found in the probate court, which is one of the categories which would fit in #1 - law suits.

So these are some of the basic areas which should be covered by your source file. The 17 items listed above point out some specifics and some general areas. A Source File done correctly on the above items would have more than 17 entries, for instance under law suits you should have separate entries for "civil suits", "divorce cases", "probate cases", etc.


So, you see, the Source File is invaluable. Imagine keeping all this data in your head!

The Source File should also be seen as a major portion of the Investigation Section's HAT. It is continuously expanded and kept up to date. And it is constructed for easy use by Investigations personnel. It explains itself, you don't have to tell each person where to go to get an incorporation paper each time you need one. It's all there in the Source File.

The 17 items listed will give you a good basic start. There is no way for Bureau Four US to tell all Bureau Fours what to put in their Source File. The variations and possibilities are infinite, and different states and cities have different ways of doing things.

The Source File will cut your investigating- man-hours down, and will help to increase the speed of your investigations.

Love,


Greg Willardson
Dir. of Investigations US
for
Terry Milner
D/G Information US

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P.S. If any of the above items are not available to you in your area, you should make a note of such in the Source File. For example if auto license rundowns cannot be done in your state, your Source File index card on "auto licenses" should say: "a rundown on Arizona license plates is not an available service in Arizona", etc.
