

AIRTEL

To: Director, FBI
(Att: Photographic Operations Unit, Rm. 1B903)

Date: 3/19/79

From: *W* ADIC, NEW YCRK (66-294C)

INSTRUCTIONS - REVERSE SIDE

Subject: PHOTOGRAPHIC WORK 3

RYMUR
89-495

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/92 BY 1048 DKM/mam

FBIHQ USE ONLY

Received	Initials <i>gaz.</i>	Date <i>3/21/79</i>
Developed		
Printed		
Enlargements	<i>Pod</i>	<i>3-26-79</i>
Slides		
Copied		
Other		

V.P.S. K II K 400

1. ENCLOSED PHOTOGRAPHIC WORK RELATES TO:

- Current Investigation Mug Shot Program Other

2. ENCLOSURE(S)

1 Negative enclosed. gaz.

Film To Be Processed

Size	Color	B&W	Quantity
4 X 5			
135			
126			
120			
Slides			

Movie Film or Microfilm

Size	Color	B&W	Quantity
16mm			
35mm			
8(super)			
70 mm			
AHU			

Negatives To Be Printed

Size	Color	B&W	Quantity
8 X 10			
4 X 5	<input checked="" type="checkbox"/>		<i>1</i>
135			
120			
126			
220			
110			

Other

Item	Quantity

3. WORK REQUESTED

Processing

- Process only
 Process & make print
 Process & make contact print
 Slides to be processed
 Slides to be duplicated

Prints To Be Made

- (From 135, 126, and 110)
 3 1/2 X 5 5 X 7
 _____ # prints from each frame
 Color B&W
 (From 120 and 4 X 5)
 4 X 5 8 X 10
20 # prints from each frame
 Color B&W

Prints To Be Made

- Cibachrome
 (Prints from slides)
 3 1/2 X 5
 5 X 7
 8 X 10

Custom Prints

- (From any size negative or slide)
 Quantity _____
 Size _____
 Color B&W

4. REMARKS

(include trial date or other mandatory deadline and any other specific instructions)

RETURN TO: NYO ATT: PHOTO LAB *89-4210*

*1 cc Retained in Room 1B903.
Letter sent to New York. 3/27/79 gaz*

Negative received & returned to New York. 3/27/79 gaz

NOT RECORDED

MAR 23 1979

FBIHQ Enclosure: **L**

58 APR 16 1979

AC's special Projects Section prints made. 3/27/79 gaz

INSTRUCTIONS

GENERAL

ALL photographic work must be submitted under the substantive case caption when it relates to an investigative matter. Include FBIHQ file number when available. All other photographic processing forms (including FD-482) are obsolete and should not be used. The FD-523 is to be utilized for all photographic processing work forwarded to FBIHQ except employee identification and/or credential cards. Requests for official FBI identification and credential cards must be submitted on form FD-464, Attention: Property Procurement and Management Section.

The FD-523 may be filled out in legible hand printing. The following information is set forth to assist in properly filling out this form.

1. ENCLOSED PHOTOGRAPHIC WORK RELATES TO:

All photographic work submitted should be checked as Current Investigation, Mug Shot Program, or OTHER in appropriate block. If "OTHER" is checked a short description of what it is should be stated under item #4 (Remarks).

2. ENCLOSURE(S):

Film To Be Processed - Check appropriate column for Color, Black and White film, alongside the size of the film. Also, indicate the number of sheets or rolls or cassetts in the quantity column. Slides refers to **EXTACHROME ONLY, DO NOT SEND KODACHROME.**

Movie Film Or Microfilm - Check appropriate block for size and quantity. **DO NOT SEND COLOR MOVIE FILM.**

Negatives To Be Printed - Check appropriate block for size; Color or Black and White and quantity submitted. If 135mm negatives are to be printed, indicate by frame number, do not cut up into individuals frames. The same applies to any roll film.

Other - Enclosures to be copied e.g. photographs, documents, objects, etc.

3. WORK REQUESTED:

Processing - Only means to develop the film and **NO COPIES or PRINTS** e.g. microfilm.

Process And Print - Means to develop film and make one or more prints.

Process And Make Contact Strip - Means to develop film and make prints same size as negatives.

Slides To Be Processed - Means Ektachrome film to be developed and slides mounted.

Slides To Be Duplicated - Means process slide film and make one or more duplicates of each slide.

Prints To Be Made - From 135, 126 and 110 film, check size 3½ X 5 or 5 X 7. These are the only size prints available from our machine printers. Check Color or Black and White.

From 120 and 4 X 5 Film - Check size 4 X 5 or 8 X 10 and indicate Color or Black and White. These are the only size prints available from our machine printers.

Cibachrome Prints - Prints made directly from slides. Machine prints can be made in sizes 3½ X 5, 5 X 7 and 8 X 10.

Custom Prints - From any size negative or slide; indicate quantity and size of prints either Color or Black and White. Custom prints are available in various sizes but require extensive special handling. This type of printing is done on special request and proper justification must be furnished under item #4 (Remarks).

4. REMARKS:

Justification for custom prints. Any special instruction or short description of "other" photographic work in item #1 of this form.

PHOTO UNIT
F. B. I.
U. S. DEPT. OF JUSTICE
MAR 21 11 51 AM '70

3-20-70