DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Declassification
Quiz 8.C

RESTRICTED

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. 406

Commerce

March 21, 1947

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce
Washington 25, D.C.

Dear Mr. Burke:

Reference is made to your letter of March 12, 1947, in which you requested advice as to the possibility of declassification of certain documents in the possession of the Department of Commerce.

This is to confirm the fact that a check of our records has revealed that the document, "Linings for Fuel and Lubricant Containers" by O. W. Tissari, National Defense Research Committee Report, OSRD No. 4762, dated March 3, 1945, was listed as being declassified in OSRD list No. 22, for May 20-24, 1946.

Queries have been submitted to the appropriate security authorities regarding the declassification of the other documents listed in your letter, and you will be advised of the results as soon as they are received in this office.

Sincerely yours,

Ruth C. Barton
Secretary

FILE

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 405

March 20, 1947

MEMORANDUM FOR Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject: Request of the Civil Aeronautics Administration Regarding Declassification Recommendations

1. Reference is made to our telephone conversation of March 19, 1947, in which you advised me that the Civil Aeronautics Administration was desirous of having an answer as to the possibility of affecting concurrence of the military departments in certain recommendations which they had made regarding the declassification of material in their files.

2. Confirming our telephone conversation, you are advised that the Board has discussed this matter of general declassification by types at various meetings. There has, to the best of my knowledge, been no general agreement on such appolicy. In view of the expressed desire of the Civil Aeronautics Administration for a determination regarding their recommendations, however, I have forwarded the enclosed memorandum to the Board members with the request that they consider the recommendations of the CAA and discuss this matter at the next meeting.

3. Should the Board find it necessary to have a member of the Civil Aeronautics Administration present at that meeting, I will so notify you.

4. It is regretted that an answer to the recommendations of the Civil Aeronautics Administration has not been sent to you before this time, but as I stated in our conversation on this matter, it was nat considered that the recommendations of the various units within the departments necessitated an answer from the Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

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{ air bases turned over to CAA
air bases used by Army

experimental aircraft – after certain stage of release?
after test in experimental stage.

U. S. Army air Corps

No. 409 air Route Manual

CAA – Mr. Moon 50 Ref A109

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DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

February 1, 1947

Security Advisory Board
State-War-Navy Coordinating Committee
Washington 25, D. C.

Dear Sirs:

As requested in your memorandum Serial No. 99, a survey of the Department of Labor records has been made to determine the volume and type of material which has been classified for military security.

Approximately 189 feet of classified material is on file in four of the Bureaus of the Department; the balance of the offices do not have any classified material. The survey was restricted to material classified for military security and no attempt was made to survey the volume of material classified to prevent premature or partial use of the contents.

The Bureau of Labor Statistics has 132 cubic feet of classified material of which 98½ cubic feet was received from outside sources. The material is technical in nature; 26% of that received from outside sources is needed for current operations. About 5 documents per month are being classified. A satisfactory procedure for declassifying this material has not yet been devised; however, occasional requests have been submitted to the agency originating the documents and several groups of records have been declassified.

The U. S. Employment Service has approximately 45 cubic feet of classified technical material on hand. Most of this originated in USES and 95% is still needed for current operations. The material includes Selective Service estimates on military personnel, USES tabulations on labor demand and related information for current administration, and data used in formulating manpower programs in case of war. Operating units have been instructed to declassify many documents and 9 series of documents have been declassified or downgraded to "Administratively Confidential".

The Wage and Hour and Public Contracts Divisions have approximately 4 cubic feet of material. The material consists entirely of reports on Form FC-1 of the Award of Contracts. The War and Navy Departments requested the classification of these reports to prevent the enemy from determining which manufacturers were producing war materials.

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The Library has about 8 cubic feet of miscellaneous classified publications. All of this material is needed for research. An effort is being made to declassify the publications but because of the varied sources, it is an almost impossible job to accomplish with reasonable economy.

As the majority of the classified material is received from outside sources, it is a very difficult operation to contact each Agency for permission to declassify. It is recommended that one agency publish periodically a list of the publications or classes of material which can be declassified. Each Department could notify the central agency when material originally classified by it has been declassified or downgraded. You recently used this technique (Memorandum for Information No. 4) which will be very helpful to us in the event we have any of the documents on file.

Very truly yours,

James E. Dodson

James E. Dodson
Chief Clerk and Budget Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

RESTRICTED
Serial No. 281

RESTRICTED

February 5, 1947

MEMORANDUM FOR: State Member, SAB
War Member, SAB
Navy Member, SAB

Subject: Declassification Program in the Federal Government.

References:
a. Serial No. 99
b. Serial No. 176
c. Serial No. 248
d. Minutes 14th SAB Meeting

Enclosure:
a. Summary of Answers Received From Government Agencies and Departments re Serial No. 99

1. Reference is made to the Delinquency Report which was submitted to the Board as a part of the initial report on the declassification program in federal government. At the present time, replies to Serial Numbers 99 and 176 have been received from all government agencies with the exception of (1) Department of Agriculture; (2) Department of Labor; (3) Bureau of the Budget; (4) Office of War Mobilization and Reconversion; (5) Reconstruction Finance Corporation; (6) Department of the Interior; and (7) Department of Justice.

2. Of the above-listed agencies, all but two (2) are still awaiting replies from field units. The Reconstruction Finance Corporation has assured me verbally that they do not have material in this category and as stated in Serial No. 248, no reply is expected to the query to the Department of Justice.

3. The enclosure should be added to the information forwarded to you with Serial No. 248.

For the Security Advisory Board:

RESTRICTED Ruth C. Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

A. What is the approximate amount of classified material in your department?

1. Post Office Department

a. Third Assistant Postmaster General - 3½ file drawers.

b. Chief Post Office Inspector - 20 linear feet.

2. Federal Trade Commission - None.

3. Railroad Retirement Board - None.

4. Selective Service System - Very little, which is classified under our definitions.

5. National Archives - Very little.

6. National Labor Relations Board - Approximately ½ of a file drawer.

7. Federal Security Agency - Very little.

8. Office of Alien Property - Very little.

9. United States Tariff Commission - 85 file drawers.

B. Approximately how much of the total amount was originated by your agency and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department.)

1. Post Office Department

a. Third Assistant Postmaster General - 3 drawers originated in State, War, and Navy, ½ drawer in Post Office Department.

b. Post Office Inspector - 70% - War
25% - Navy
3% - Office of Censorship
1% - WSA

2. Federal Trade Commission - Not applicable.

3. Railroad Retirement Board - Not applicable.

4. Selective Service System - Approximately 90% of classified material originated in War and Navy Departments, Department of Justice, Office of Strategic Services but quantity negligible.

5. National Archives - Almost all from War Department.

6. National Labor Relations Board - Approximately 3/4 of amount from other sources - War Department furnished greatest portion.

7. Federal Security Agency - 70% - other agencies
10% - Army
10% - Navy
10% - FSA

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8. Alien Property Custodian - 75% - State
25% - APC

9. United States Tariff Commission - 16 file drawers - USTC
28 file drawers - Other

C. What percentage, approximately, of classified materials originated by your organization can now be destroyed?

D. What percentage, approximately, of classified material received from other organizations can now be destroyed?

1. Post Office Department

a. Third Assistant Postmaster General

C. Approximately 75% which originated in Post Office Department can now be destroyed.

D. Approximately 33 1/3% which originated in other agencies can now be destroyed.

b. Chief Post Office Inspector:

C. None.

D. None.

2. Federal Trade Commission - Not applicable.

3. Railroad Retirement Board - Not applicable.

4. Selective Service System - C. None

D. None

5. National Archives - C. None

D. None

6. National Labor Relations Board - C. None

D. None

7. Federal Security Agency - C. None

D. None

8. Alien Property Custodian - C. None

D. None

9. United States Tariff Commission - C. 3 file drawers.

D. 3 file drawers.

E. Approximately how many documents are currently being classified in your organization?

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RESTRICTED

1. Postoffice Department

   a. Third Assistant Postmaster General - None

   b. Chief Post Office Inspector - None

2. Federal Trade Commission - None

3. Railroad Retirement Board - None

4. Selective Service System - Very little.

5. National Archives - None

6. National Labor Relations Board - None

7. Federal Security Agency - Food and Drug Administration still has one Confidential project. Division of Commissioned Personnel originates a few.

8. Alien Property Custodian - Small amount but based on material received from other agencies.

9. United States Tariff Commission - None

F. What types of classified material are located in the files of your organization?

1. Post Office Department

   a. Third Assistant Postmaster General - Regards establishment, operation and discontinuance of Army and Navy Post Offices and protection of confidential and secret matter handled in the registry system.

   b. Chief Post Office Inspector - Policy and information regarding mail handling activities and functions.

2. Federal Trade Commission - Not applicable.

3. Railroad Retirement Board - Not applicable.

4. Selective Service System - Individual records of registrants.

5. National Archives - Material on military government and civil affairs, usually classified in connection with War Department.

6. National Labor Relations Board - Scientific and technical data relating to important industrial processes, reports of labor and industrial conditions in certain foreign countries; statistics concerning the labor force in certain industrial plants.

7. Federal Security Agency - Some information on malaria control, medical data, shipmovements.

8. Alien Property Custodian - Safehaven Reports, Telegrams re specific persons and problems.

9. United States Tariff Commission - Technical, scientific, statistical, and some policy reports on commodities and countries.

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RESTRICTED

G. Is any declassification actually taking place in your organization? If so, under whose auspices and under what declassification plan?

1. Post Office Department

   a. Third Assistant Postmaster General - None

   b. Chief Post Office Inspector - No. All material in constant use has been declassified by representatives of the War and Navy Departments.

2. Federal Trade Commission - Not applicable.

3. Railroad Retirement Board - Not applicable.

4. Selective Service System - None. Classified material in SSS files should remain classified.

5. National Archives - Only one major series of documents was classified entirely by National Archives. This series, Reference Information Circulars, was declassified July 1, 1945, and all persons notified.

6. National Labor Relations Board - Declassification takes place from time to time whenever it appears that the need exists. Security Officer handles it.

7. Federal Security Agency - Depends on other agencies for declassification since it originated elsewhere.

8. Office of Alien Property - None

9. United States Tariff Commission - None, except for certain Tariff Commission reports declassified by the Security Officer.

H. Are there any specific procedures which would make a declassification procedure more workable?

1. Post Office Department

   a. Third Assistant Postmaster General - No

   b. Chief Post Office Inspector - No

2. Federal Trade Commission - Not applicable.

3. Railroad Retirement Board - Not applicable.

4. Selective Service System - None

5. National Archives - Already suggested.

6. National Labor Relations Board - None

7. Federal Security Agency - Clearer interpretation of various classifications would be useful, together with examples under each one.

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8. Office of Alien Property - None

9. United States Tariff Commission - Regulations as proposed are broad enough for all policies. In all cases of doubt, the subject would be referred to higher authority anyway.

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Unclassified
Serial No. 271

January 28, 1947

MEMORANDUM FOR Mr. W. P. Bartel
Security Officer
Interstate Commerce Commission

Subject: Declassification of Document

References:
a. SAB Serial Numbers 99 and 176
b. Memorandum of December 20, 1946, from Secretary, Interstate Commerce Commission
c. SAB Serial Numbers 218, 239, and 256

1. The Security Officer of the U.S. Corps of Engineers, War Department, has informed the Security Advisory Board that the following documents have been declassified:

War Department. Corps of Engineers. U.S. Army. The Gulf Intercoastal Waterway. July 1943.

War Department. Office of Chief of Engineers. Report of Mississippi River Commission. 1941.

War Department. Corps of Engineers. Bulletin No. 52, 1943, Survey of Northern and Northwestern Lakes, and Supplements. 1943.

2. Would you please see that the necessary mechanical steps are taken in your department to declassify the copies of these documents in the Library of the Commission?

3. The Bureau of the Budget has informed the Security Advisory Board that The Survey of Transportation Research, dated July 1, 1942, is not a classified document although it carries a prohibition against publication. This document

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could likewise be removed from the group of your documents which receive handling for classified documents. At the same time the Bureau of the Budget has advised the Board that The Federal Program v:1 No. 1, dated February 15, 1946, cannot be declassified at the present time.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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ENGIY 1st Ind.

Office, Chief of Engineers, Washington, D. C., 21 January 1947

TO: Security Advisory Board, State-War-Navy Coordinating Committee,
Room 711, 515 22nd Street, N. W., Washington 25, D. C.

1. Reference is made to paragraph one (1), basic communication.

2. The documents listed in basic letter have been declassified.

FOR THE CHIEF OF ENGINEERS:

MERRITT W. MATTHEWS
Executive Assistant
Military Intelligence Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ENGIY

1st Ind.

Office, Chief of Engineers, Washington, D. C., 21 January 1947

TO: Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N. W., Washington 25, D. C.

1. Reference is made to paragraph one (1), basic communication.

2. The documents listed in basic letter have been declassified.

FOR THE CHIEF OF ENGINEERS:

MERRITT W. MATTHEWS
Executive Assistant
Military Intelligence Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Mil Intell

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
WASHINGTON 25, D. C.

UNCLASSIFIED
Serial No. 215

30 December 1946

MEMORANDUM FOR Security Officer
Corps of Engineers
War Department
Washington 25, D. C.

Subject: Classification of Documents

1. Would you please advise us if the following Restricted documents have been declassified:

War Department. Corps of Engineers. U. S. Army The Gulf Intercoastal Waterway. July, 1943

War Department. Office of Chief of Engineers. Report of Mississippi River Commission. 1941.

War Department. Corps of Engineers. Bulletin No. 52, 1943, Survey of Northern and Northwestern Lakes, and Supplements. 1943.

2. Reply should be sent to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington 25, D. C.

For the Security Advisory Board:

Ruth C. Barton
Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D. C.

January 22, 1947

Mrs. Ruth Catlett Barton, Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
Washington 25, D.C.

Dear Mrs. Barton:

This is in response to your unclassified Serial No. 226 memorandum of January 8, 1947, concerning the possibility of the declassification of two documents of the Bureau of the Budget.

The Survey of Transportation Research, dated July 1, 1942, is not a classified document. It does carry a prohibition against publication, however. It is known as Technical Series No. 24.

The Federal Program, v:I No. 1, dated February 15, 1946, is a restricted document and will not be declassified at the present time.

Very truly yours,

Helen L. Claesfield
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 256

January 20, 1947

MEMORANDUM FOR Mr. W. P. Bartel
Security Officer
Interstate Commerce Commission

Subject: Declassification of Document

References:
a. SAB Serial Nos. 99 and 176
b. Memorandum of December 20, 1946, from Secretary, Interstate Commerce Commission
c. SAB Serial Nos. 218 and 239

1. The Deputy Security Officer of the Department of Commerce has informed the Security Advisory Board that the classification of the periodic reports on operations and trends in specific industries, issued by the Bureau of Foreign and Domestic Commerce, has been removed as of January 17, 1947.

2. This declassification extends to the following reports and covers reports in any of these series:

Chemicals
Crude Drugs, Gums, Balsams, and Essential Oils
Drugs and Pharmaceuticals
Fats and Oils
Sugar (Quarterly)
Canning (Quarterly)
Leather
Lumber (Quarterly)
Iron and Steel (Quarterly)
Pulp and Paper
Domestic Transportation

3. Would you please see that the necessary mechanical steps are taken in your department to declassify the copies of these documents in the Library of the Commission?

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mrs. Ruth C. Barton, Secretary,
Security Advisory Board.

FROM : J. E. Burke, Deputy Security Officer,
Department of Commerce.

DATE January 17, 1947

SUBJECT: Declassification of Documents,
Bureau of Foreign & Domestic Commerce.

We are today in receipt of the following memorandum from Mr. H. B. McCoy, Director of Domestic Commerce:

> "Prior to the war, the Industry Divisions of the Bureau of Foreign and Domestic Commerce issued a few periodic reports covering operations and trends in specific industries. These were continued during the war, but because of the confidential nature of production and supply statistics on many commodities, these reports were classified as confidential and distributed to a controlled list of officials in Government only.
>
> Since the information contained in these reports is now quite out of date and all such data have been completely declassified, I wish to recommend that all copies of these reports now in the files of the various Government agencies be declassified and made available for general use and distribution. This will include the reports on shipping, which were classified as "secret".

For your information, I am listing below the names of the reports for which we requested declassification:

Chemicals
Crude Drugs, Gums, Balsams & Essential Oils
Drugs and Pharmaceuticals
Fats and Oils
Sugar (quarterly)
Canning (quarterly)
Leather
Lumber (quarterly)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Mrs. Ruth Barton January 17, 1947

Iron and Steel (quarterly)
Pulp and Paper
Domestic Transportation "

I believe this will answer your memorandum dated January 8th, 1947, quite in detail.

JEB:cs

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 225

January 8, 1947

MEMORANDUM FOR

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject:

Classification of Documents

1. Would you please advise us if any declassification has been accomplished on the following Restricted documents:

Department of Commerce. Bureau of Foreign and Domestic Commerce.

"Industry Report. Domestic Transportation. May, 1942."

"Industry Report. Domestic Transportation. December, 1942."

"Industry Report. (various commodities) 1942-45."

2. If no declassification has been accomplished on the above-listed documents, would you please ascertain if the documents can possibly be declassified at this time?

For the Security Advisory Board:

Ruth Catlett Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

GWL_EMM

Interstate Commerce Commission

OFFICE OF THE SECRETARY

Washington 25

December 20, 1946.

Miss Ruth Catlett Barton,
Secretary,
Security Advisory Board,
Room 2027, New War Department Bldg.,
Washington 25, D. C.

My dear Miss Barton:

Referring to memorandum in re declassification, Serial No. 99, dated October 17, 1946, and to your tracer letter of December 9, 1946, Serial No. 176:

By order of the Commission, Division One, entered April 27, 1942, In the Matter of Freight Commodity Statistics, information relating to the transportation of certain specified strategic and critical materials as contained in the reports of freight commodity statistics filed with the Commission by steam railway companies, was suppressed beginning with the reports for the year 1942 in order to avoid revealing "the current or prospective situation" with regard to these items. The restriction imposed by that order was removed by order of the Commission, Division One, entered May 2, 1945, it having been determined that there was no objection on the grounds of security to the publication by the Commission of current monthly freight statistics for the 11 classes of critical materials listed in the order of April 27, 1942.

I know of no other formal order of the Commission for consideration in connection with the subject of declassification. As a matter of war time security the hearings in several formal proceedings were held private and the records developed at the hearing were impounded either upon the request of the War Department or others or upon the administrative discretion of the Commission and certain other records ordinarily considered public records were withheld from public inspection as a security measure. However, these records have since been placed in the regular channels.

Regarding restricted publications received by the Commission from the War Department and other departments or agencies of the Government, such publications were placed in the Library of the Commission for use only as restricted material. A list

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of the restricted publications in our Library is enclosed.

In view of the limited number of publications involved, it is deemed unnecessary to reply to Serial No. 99 in detail. However, if additional information is required, we shall be glad to furnish it upon request.

Very truly yours,

Secretary.

Encl.

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Restricted Publications in the I. C. C. Library

Office of the Quartermaster General. Outline of relations between representatives of rail carriers of the U.S. and military authorities. June 24, 1940. Never Class.

Bureau of the Budget. Survey of transportation research - July 1, 1942.

Office of Defense Transportation. Monthly report of regional directors showing current conditions of motor transportation. Unclass.

Department of Commerce. Bureau of foreign and domestic commerce.

Industry report.	Domestic transportation.		May 1942
" "	"	"	Dec. 1942
" "	(various commodities)		1942-1945

War Department. Corps of Engineers, U. S. Army
The Gulf intracoastal waterway. July, 1943

National resources planning board. The North Pacific planning project. Report of progress. May, 1943.

War Department. Office of Chief of Engineers. Report of Mississippi river commission. 1941.

Bureau of the Budget. The Federal program. v. 1 no. 1 Feb. 15, 1946

National resources planning board. National income, prices, employment, and unemployment. Second quarter report 1942.

Department of State. International organization of European transport. 1 November 1945.

War Department. Corps of Engineers. Bulletin no. 52, 1943, Survey of Northern and Northwestern lakes, and supplements. 1943

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 226

January 8, 1947

MEMORANDUM FOR Mr. George F. Schwarzwalder
Security Officer
Bureau of the Budget

Subject: Classification of Documents

1. Would you please advise us if any declassification has been accomplished on the following Restricted documents:

Bureau of the Budget. Survey of Transportation Research. July 1, 1942.

Bureau of the Budget. The Federal Program. v.1 no. 1, February 15, 1946.

2. If no declassification has been accomplished on the above-listed documents, would you please ascertain if the documents can possibly be declassified at this time.

For the Security Advisory Board:

Ruth Catlett Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 239

January 14, 1947

MEMORANDUM FOR Mr. W. P. Bartel
Security Officer
Interstate Commerce Commission

Subject: Declassification of Document

Reference:
a. SAB Serial Nos. 99 and 176
b. Memorandum of December 20, 1946, from Secretary, Interstate Commerce Commission.
c. SAB Serial No. 218

1. The Security Officer of the Office of Defense Transportation has informed the SAB that the classification of the series of documents, "Monthly Reports of Regional Directors Showing Current Conditions of Motor Transportation", has been removed.

2. Would you please see that the necessary mechanical steps are taken in your department to declassify the copy in the Library of the Commission?

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. 218

January 2, 1946

MEMORANDUM FOR: Mr. W. P. Bartel
Security Officer
Interstate Commerce Commission

SUBJECT: Classification of Document

REFERENCES:
a. Serial No. 99
b. Serial No. 176
c. Memorandum of December 20, 1946, from Secretary, Interstate Commerce Commission

1. Reference is made to your memorandum of December 20, 1946, in which you listed the Restricted publications in the Library of the Interstate Commerce Commission.

2. In an effort to determine whether any declassification had been accomplished on the documents which you listed, the Security Advisory Board queried the Office of the Quartermaster General as to the present status of the document, "Outline of Relations between Representatives of Rail Carriers of the U.S. and Military Authorities." The Board has been informed that the document in question, dated June 24, 1940, has never been classified.

3. It is believed, therefore, that this document should be removed from the list of Restricted publications in your Library, provided, of course, there was no original agreement between the War Department and the Interstate Commerce Commission that access to the document should be limited, regardless of the lack of classification.

4. You will be advised if further notifications are received regarding the classification of the documents you listed.

For the Security Advisory Board:

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 204

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
WASHINGTON 25, D. C.

December 26, 1946

MEMORANDUM FOR Security Officer
Office of the Quartermaster General
War Department

Subject: Classification of Report

1. The Interstate Commerce Commission has advised the Security Advisory Board that it has in its possession the following Restricted document from the Office of the Quartermaster General:

Outline of Relations Between
Representatives of Rail Carriers
of the U.S. and Military Authorities.
June 24, 1940.

2. In view of the fact that declassification of this document may have been accomplished since 1940, it is requested that the Security Advisory Board be advised as to its present classification. Reply should be sent to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton
Ruth C. Barton
Secretary

QMGRO 312.1 1st Ind.
War Department, OQMG, Washington 25, D. C. 30 December 1946

TO: Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd St., N.W., Washington 25, D. C.

Records of the Office of The Quartermaster General indicate that the document, "Outline of Relations between Representatives of Rail Carriers of the U.S. and Military Authorities" dated 24 June 1940 has never been classified.

FOR THE QUARTERMASTER GENERAL:

Don E Pierson
DON E PIERSON
1st Lt., QMC
Assistant

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DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

RECEIVED
DEC 27 3 45 PM '46
MAIL CONTROL
DEC 30 2 25 PM '46
MAIL & RECORDS BRANCH
RECEIVED
DEC 27 1946
D. C. M. G.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

QMGRO 312.1 1st Ind.
War Department, OQMG, Washington 25, D. C. 30 December 1946

TO: Security Advisory Board, State-War-Navy Coordinating Committee,
Room 711, 515 22nd St., N.W., Washington 25, D. C.

Records of the Office of The Quartermaster General indicate that the document, "Outline of Relations between Representatives of Rail Carriers of the U.S. and Military Authorities" dated 24 June 1940 has never been classified.

FOR THE QUARTERMASTER GENERAL:

DON E PIERSON
1st Lt., QMC
Assistant

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 228

January 8, 1947

MEMORANDUM FOR Mrs. Elizabeth Hamer
Security Officer
The National Archives

Subject: Classification of Documents

It is understood that the records of the National Resources Planning Board have been placed in the National Archives. Would you please advise the Security Advisory Board if the following Restricted documents were declassified before being placed in the Archives:

National Resources Planning Board. The North Pacific Planning Project. Report of Progress. May, 1943.

National Resources Planning Board. National income, prices, employment, and unemployment. Second Quarter Report 1942.

For the Security Advisory Board

Ruth C. Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 3[illegible]0

FILE

19 February 1947

MEMORANDUM FOR: State Member, SAB
War Member, SAB
Navy Member, SAB

Subject: Declassification Program in the Federal Government

References:
a. Serial No. 248, dated 16 January 1947
b. Serial No. 281, dated 5 February 1947
c. SAB 7

1. In view of the fact that SAB 7 has now been distributed to all civilian agencies, it seems to me doubly important that we consider the specific problems in declassification as they are presented in each agency.

2. Obviously, it is not going to be possible with our present staff to visit each agency individually and work with the records as the Secretary is presently doing in the Office of Defense Transportation. It would seem worthwhile, however, to consider carefully the material presented in the recent declassification survey, with a view to offering to individual agencies as many concrete suggestions as possible. It is requested that Members review Serial Numbers 248 and 281 with this in mind.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Post Office Department

OFFICE OF THE CHIEF CLERK AND DIRECTOR OF PERSONNEL

Washington

January 16, 1947

Security Advisory Board,
State-War-Navy Coordinating Committee,
Room 711, 515 22d Street, N. W.,
Washington 25, D. C.

Attn: RUTH CATLETT BARTON, Secy.

Gentlemen:

In response to your inquiry of October 17, 1946, Serial No. 99, relative to declassification of material, you are advised that a complete canvass has been made of the various Bureaus and Offices of this Department.

From the survey it appears there is very little material in the files that require this attention. However, I am submitting for your consideration, copy of the reply from the Third Assistant Postmaster General and the Chief Inspector, the only Bureaus having classified material in the files.

Sincerely yours,

E. B. Jackson
Security Officer.

EBJ:as
Encl.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

November 21, 1946.

MEMORANDUM

To: Chief Clerk and Director of Personnel

From: Third Assistant

Reference is made to your memorandum of October 30, 1946, relative to the declassification of material.

Applicable questions in the Security Advisory Board's memorandum pertaining to classified correspondence in this Bureau are answered below:

a. There are approximately three and one-half (3½) file drawers of classified material in the Bureau of the Third Assistant Postmaster General.

b. Three (3) drawers of this material were originated by the State, War (50%) and Navy (45%) Departments. The other half drawer originated in this Department.

c. Approximately seventy-five (75%) percent of the classified material in this Bureau which originated in the Post Office Department can now be destroyed.

d. Approximately thirty-three and one-third (33 1/3%) of the classified material originated in other Departments can be destroyed.

e. No documents are now being classified in this Bureau.

f. Classified material in this Bureau relates principally to establishment, operation and discontinuance of Army and Navy post offices and protection of confidential and secret matter handled in the registry system.

g. Due to small amount of material involved no action has been taken toward declassification.

(Signed) Joseph J. Lawler

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DIVISION OF
SERVICE INVESTIGATIONS

Post Office Department

CHIEF POST OFFICE INSPECTOR

Washington 25, D. C.

IN REPLY REFER TO:
SI-S

November 15, 1946

Chief Clerk and Director of Personnel.

Reference is made to the memorandum of your office dated October 30, 1946, transmitting a questionnaire prepared by the State-War-Navy Coordinating Committee, Security Advisory Board, regarding the declassification of material in civilian departments and agencies.

Practically all of the classified material in this Bureau was received from the War and Navy Departments, the Office of Censorship, and the War Shipping Administration.

The questionnaire is answered as follows:

1.(a) In forty file cabinets are interspersed classified material aggregating approximately twenty linear feet.

(b) Not more than 1% originated in this Bureau. Approximately 70% originated with the War Department, 25% with the Navy Department, 3% with the Office of Censorship, and 1% with the War Shipping Administration.

(c) None.

(d) None.

(e) None.

(f) Policy and information regarding mail handling activities and functions.

(g) No. All material in constant current use has been declassified by representatives of the War and Navy Departments.

(h) No.

2. This Bureau is still complying with the Office of War Information Regulation No. 4, as amended. In view of the answer to 1.(a), it is proposed to retain the classified material requiring infrequent reference under safeguards prescribed by the Security Officer, and request authority from the Archivist to dispose of it after it is no longer of value for reference purposes.

(Signed) J. J. Doren

Chief Inspector.

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ADDRESS COMMUNICATIONS TO
FEDERAL TRADE COMMISSION

IN REPLYING PLEASE QUOTE

FEDERAL TRADE COMMISSION
WASHINGTON

OFFICE OF THE SECRETARY

January 17, 1947

Ruth C. Barton, Secretary,
State-War-Navy Coordinating Committee
Security Advisory Board,
Washington 25, D. C.

My dear Miss Barton:

This will reply to your letter of January 15, 1947, requesting answers to certain questions regarding the amounts and types of classified information in government agencies.

The Federal Trade Commission has no classified material in the military sense of "Restricted"; "Confidential"; "Secret"; "Top Secret", etc.

The files of this commission are for the use of its staff, and are available to the public only under procedure established by the Commission.

Very truly yours,

Otis B. Johnson

Otis B. Johnson,
Secretary.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 230

January 8, 1947

Mr. Robert H. LaMotte
Security Officer
Railroad Retirement Board
844 Rush Street
Chicago, Illinois

Dear Mr. LaMotte:

Reference is made to SAB memoranda Nos. 99 and 176, dated October 17, 1946, and December 9, 1946, respectively, regarding the submission to the Security Advisory Board of certain information on declassification problems in the Railroad Retirement Board.

In order that the proposed declassification regulation may not be delayed any longer than necessary, could you please advise us if the answer to these memoranda will be forthcoming in the near future? If it is impossible to submit answers to these questions before January 20, 1947, would it be agreeable to you if the Board issued the proposed declassification regulation (Serial No. 198) in advance of your reply to Serial Numbers 99 and 176?

Sincerely yours,

Ruth Catlett Barton
Secretary

RCB:ar

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Veterans Information Program

NATIONAL HEADQUARTERS
SELECTIVE SERVICE SYSTEM

21st and C Streets NW. Washington 25, D. C.

YR

IN REPLYING ADDRESS
THE DIRECTOR OF SELECTIVE SERVICE
AND REFER TO NO.
4-125

January 14, 1947

State-War-Navy Coordinating Committee
Security Advisory Board
Washington 25, D. C.

Attention: Ruth C. Barton, Secretary
Subject : Declassification

Dear Sir:

This refers to your letter of January 10, 1947, Unclassified, Serial No. 234.

The very large proportion, approximately 90 per cent, of classified material at this Headquarters consists of correspondence emanating from the War and Navy Departments, the Department of Justice, and the Office of Strategic Services. Any declassification of such material in the possession of the Selective Service System should be governed by policies established by the orignating agencies, and we will be guided accordingly. Classified material emanating from the Selective Service System should remain as such during the active life of the agency.

Aside from material classified in accordance with procedures established by the Security Advisory Board, the contents of Cover Sheets, containing the individual records of registrants, are considered and treated as confidential with respect to persons other than the registrant concerned. The provisions will be continued during the life of the record concerned.

For The Director,

Michael R. London

MICHAEL R. LONDON
Lieut. Colonel, AC
Chief, Communications and Records Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NATIONAL HEADQUARTERS

SELECTIVE SERVICE SYSTEM

21st and C Streets NW. Washington 25, D. C.

IN REPLYING ADDRESS
THE DIRECTOR OF SELECTIVE SERVICE
AND REFER TO NO.

4-125

January 14, 1947

State-War-Navy Coordinating Committee
Security Advisory Board
Washington 25, D. C.

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For The Director,

MICHAEL R. LONDON
Lieut. Colonel, AC
Chief, Communications and Records Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

The National Archives
Washington, D. C.

January 15, 1947

N/R

DIVISION OF
PHOTOGRAPHIC REPRODUCTION
AND RESEARCH

Mrs. Ruth Catlett Barton, Secretary
Security Advisory Board
Room 2027
New War Department Building
Washington 25, D. C.

Dear Mrs. Barton:

In accordance with our recent telephone conversation, this is to inform you that the National Archives has, practically speaking, no declassification problem insofar as the documents that we ourselves classified are concerned. Only one major series of documents, our Reference Information Circulars, were classified, and that entire series was declassified effective July 1, 1945, and all persons who regularly received this series were notified of the declassification.

Most of the other materials we classified relate to our cooperation with the War Department, especially with reference to military government and civil affairs. In these files there are usually War Department documents that control the classification of the dossiers. The same situation exists in regard to our files on cooperation with the State Department. They consist largely of materials relating to the furnishing of information on records abroad and their uses and on the cooperation in the cultural-relations program.

Sincerely yours,

Elizabeth E. Hamer

(Mrs.) Elizabeth E. Hamer
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NK

NATIONAL LABOR RELATIONS BOARD

WASHINGTON 25, D. C.

January 10, 1947

Mrs. Ruth Barton, Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515 22nd St., N.W.
Washington 25, D. C.

Dear Mrs. Barton

In response to your memorandum of 17 October 1946, Serial No. 99, the following information is submitted:

a. The amount of calssified material on hand is approximately one-half of a file drawer.

b. Approximately three-fourths of the classified material was obtained from other sources. The War Department furnished the greater portion. About one-fourth of the classified material was originated by this agency.

c. None of the classified material originated by this office can be destroyed at this time.

d. None of the classified material originated by other departments can be destroyed at the present time.

e. No documents are currently being classified in this office.

f. The types of classified material contained in our files consists of scientific and technical data relating to important industrial processes; reports of labor and industrial conditions in certain foreign countries; and statistics concerning the labor force in certain industrial plants.

g. Declassification takes place from time to time whenever it appears that the need for classification of a given document or class of documents no longer exists. This function is performed by the Security Officer in collaberation with the official of the Board most closely concerned with the particular document.

h. Considering the small quantity of classified documents, no other procedure is required for purposes of declassification.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

The National Labor Relations Board did not find it necessary to issue formal security regulations during the war as its functions then and now, involve a minimum of association with documents susceptible of classification.

I trust that this information will be of assistance to the Board.

Very truly yours

Herbert R. Glaser

Herbert R. Glaser
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NIR

January 10, 1947

Mrs. Ruth Barton, Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515 22nd St., N.W.
Washington 25, D. C.

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DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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Very truly yours

Herbert R. Glaser
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

FEDERAL SECURITY AGENCY

WASHINGTON

OFFICE OF
THE ADMINISTRATOR

January 17, 1947

Mrs. Ruth Catlett Barton
Secretary, Security Advisory Board,
Room 711, 515 22nd Street, N. W.
Washington 25, D. C.

Dear Mrs. Barton:

In accordance with your request the following information and comments are furnished with respect to Security Advisory Board publications numbered 99, 196, and 198:

(1) SERIAL NUMBER 99.

1-a. The Public Health Service at this time has very little classified material.

(1) In 1944 the Atlanta Office of Malaria Control stated that it had received "restricted" material consisting of (a) maps and aerial photographs obtained from other Federal Agencies, (b) Prisoner-of-war labor reports, and (c) progress reports of the committee of Medical Research of the Office of Scientific Research and Development. These documents were kept under lock in the Office of the Officer in Charge.

(2) In 1945 War Shipping Administration sent to the Public Health Relief Station at San Diego an occasional circular on medical subjects marked "restricted."

(3) The U. S. Marine Hospital at Stapleton, New York in 1945 received "restricted" correspondence having to do with the transfer of Coast Guard personnel. Occasionally similar material was received from Army and Navy sources. This was also true of the U. S. Marine Hospital at Boston, Massachusetts.

(4) The Quarantine Stations at Rosebank, New York and Philadelphia, Pennsylvania, reported that in January, 1945 said stations were receiving letters from steamship agents marked "secret" advising that certain ships had been transferred to other agencies for operation; also lists marked

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"Confidential" were received from the Port Director, U. S. Navy giving names and flag signals of vessels expected to arrive in convoys. All such lists were burned after being utilized. Substantially the same report was received from the Quarantine Station at Fort Monroe, Virginia.

2. There is transmitted herewith one copy of the Security Regulations adopted by the Public Health Service in 1944 and which are still in effect.

(2) SERIAL NUMBER 196

1-a. At present there is no Top Secret material in the Custody of the Public Health Service at Headquarters, and none is expected.

1-b. The Public Health Service does not originate any Top Secret material.

1-d. If Top Secret material were received, it would be examined and controlled by the Division of Commissioned Personnel.

(3) During the war period the Food and Drug Administration performed scientific investigational work under several contracts with Office of Scientific Research and Development which were classified as either restricted or confidential. Upon completion of the work, final reports on the results obtained were submitted to that agency. To date, all projects with one exception, have been declassified. Work on the one project which has not been declassified has been completed and final report submitted to the Office of Scientific Research and Development. This work is classified as confidential.

(4) It would be helpful in drafting the new regulations if we could have a clearer interpretation of the various classifications, i.e., Top secret, secret, confidential, and restricted, and some examples of the items that would normally be classified under such headings.

If this office can be of further assistance in this matter, please feel free to call upon us.

Very truly yours,

Taylor H. McCauley

Taylor H. McCauley,
Director, Service Operations
(Security Officer)

Enclosure:

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Federal Security Agency
U. S. PUBLIC HEALTH SERVICE
SECURITY PROCEDURE

General

1. Purpose - Military information is of varying degrees of value to foreign governments and therefore requires the exercise of varying degrees of precaution for its safety. For the purpose of providing the necessary variations in safeguarding the several types of critical information, the classifications outlined have been established. All military information, documents, development projects, and material other than that classified are regarded as unclassified.

2. Definitions -

(a) Classified military information - Classified military information includes all information concerning documents, cryptographic devices, development projects, and materiel classified as secret, confidential, or restricted, as well as the items themselves. All other military information, documents, development projects, and materiel are regarded as unclassified.

(b) Cryptographic material - Cryptographic material includes all documents and devices employed in changing plain-language messages into unintelligible form by means of codes and ciphers.

(c) Cryptographic security - Cryptographic security is that branch of signal communication which deals with the provision of technically sound cryptographic systems, their proper use, and their careful safeguarding.

(d) Document - The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; maps, photomaps, and serial photographs and mosaics; drawings, sketches, notes, and blueprints, or photostatic copies thereof; photographs and photographic negatives; engineering data; correspondence and plans relating to research and development projects; and all other similar matter.

(e) Foreign government - The term "foreign government" includes any recognized or nonrecognized government and any faction or body of insurgents within a country with which the United States is at peace.

(f) Materiel - The term "materiel" comprises military arms, armament, equipment, and supplies of all classes, both complete and in process of development and construction, models that show features in whole or in part, designs, mock-ups, jigs, fixtures, and dies, and all other components or accessories of military equipment.

(g) Paraphrasing - To paraphrase a message is to rewrite it so that its meaning is the same but its phraseology is different.

(h) Registered document - A registered document is an important secret, confidential, or restricted document or cryptographic device which is assigned a register number for use in accounting to the office of record at periodic intervals.

(i) Short title - A short title is a designation applied to a registered document for purposes of security and brevity. It consists of figures, letters, words, or combinations thereof, and usually contains an abbreviated designation of the office of origin without giving any information relative to classification or content of the document.

(j) United States - The term "United States" as used in these regulations includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States. Sec.1, Title XIII, Act. June 15, 1917 (40 Stat. 231; 50 U.S.C. 40; M.L., 1939, sec.2187).

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3. Secret Matter -

(a) When classified secret - Documents, cryptographic devices, development projects, or articles or materiel will be classified and, if practicable, marked secret when disclosure of the information or features contained therein might endanger national security, cause serious injury to the interest or prestige of the nation or any governmental activity, or would be of great advantage to a foreign nation.

(b) Examples of items classified as secret:

(1) War plans.
(2) Documents relating to the design and development of new materiel and containing information of the type described in (a) above.
(3) Codes, ciphers, and cryptographic devices used to transmit secret information.
(4) Certain military maps and photomaps.
(5) Information concerning items of materiel and methods of assembly classified as secret by a chief of a supply service.
(6) Photographs, photostats, diagrams, or models of any secret document or essential part of secret materiel.
(7) Troop movements and information which indicates the strength of garrisons in oversea departments and foreign territory occupied by the forces of the United States.

(c) Authority to classify as secret - Matters may be classified as secret only by or by authority of the Administrator, the Assistant Administrator, the Surgeon General, or the commanding officer of a station or independent detail.

(d) Dissemination of secret matter - The dissemination of secret matter will be held to the absolute minimum. Information as to the contents or whereabouts of secret matter will be disclosed only to those persons whose duties require such knowledge. It is exclusively for the official use of the person to whom it is divulged or issued, who will be responsible for its safe custody and security. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

4. Confidential Matter -

(a) When classified as confidential - Documents, cryptographic devices, development projects, and articles of materiel will be classified and, if practicable, marked confidential when disclosure of the information contained therein, although not endangering the national security, might be prejudicial to the interest or prestige of the United States, a governmental activity, or an individual, or be of advantage to a foreign nation.

(b) Examples of items classified as confidential:

(1) Regulations governing joint action of the Army and the Navy.
(2) Documents relating to the design and development of new materiel and containing information of the type described in (a) above.
(3) Codes, ciphers, and cryptographic devices used to transmit confidential information.
(4) Certain military maps and photomaps.
(5) Technical information, such as research of processes of manufacture which may be a distinct military asset and not a matter of general knowledge, and other technical items of the type described in (a) above.
(6) Photographs, photostats, diagrams, or models of any confidential document or essential part of confidential materiel.
(7) Certain reports, orders, or instructions pertaining to individuals, such as those relating to investigations, special assignments, and others.
(8) Information and records compiled at the request of the War Department for its use in the assurance of adequate provision for the mobilization of materiel and industrial organizations essential to wartime needs. See sec.5a, added to Act June 3, 1916, by sec.5, Act June 4, 1920 (41 Stat. 764; 10 U.S.C. 1193; M.L.: 1939, sec.1925).

(c) Authority to classify as confidential - Documents, development projects, materiel, or technical information may be classified as confidential by any commissioned officers.

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(d) Dissemination of confidential matter - Confidential military information will neither be discussed with nor disclosed to unauthorized persons. The contents or whereabouts of confidential documents, cryptographic devices, or materiel will be disclosed only to those persons in the Military Establishment whose duties require that they have such knowledge and to such other persons of especial trust who must be informed. Those to whom confidential information is entrusted or disclosed are responsible for its safe custody and security.

5. Restricted Matter -

(a) When classified as restricted - A document, cryptographic device, development project, or article of materiel will be classified and, if practicable, marked restricted when information contained therein is for official use only, or when its disclosure should be limited for reasons of administrative privacy or denied the general public.

(b) Examples of items classified as restricted:

(1) Certain parts of mobilization plans and regulations.
(2) Documents relating to the design and development of new materiel containing information of the type described in (a) above.
(3) Procurement plans.
(4) Codes, ciphers, and cryptographic devices used to transmit restricted information.
(5) Certain training and technical regulations.
(6) Certain Army extension courses.
(7) Certain military maps, certain photomaps and all aerial photographs.
a. In the continental United States, those showing lay-out of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, and the adjacent terrain vital to their defense, including photographs not otherwise classified which are not suitable for public release; and
b. In oversea possessions and foreign territory occupied by the forces of the United States, all topographic maps and photographs not otherwise classified which are not suitable for public release.
c. All aerial photographs not classified secret or confidential.
(8) Photographs, photostats, diagrams, or models or any restricted document or essential part of restricted materiel.

(c) Authority to classify as restricted - Documents, development projects, technical data, and materiel may be classified as restricted by any commissioned officer.

(d) Dissemination of restricted matter - The information contained in restricted documents and the essential characteristics of restricted materiel may be given to any person known to be in the Service of the United States and to persons of undoubted loyalty and discretion who are cooperating in Government work, but will not be communicated to the public or to the press except by authorized military public relations agencies.

6. Classification of information from other governmental agencies - Information obtained from the Navy Department, War Department, other governmental agency, or friendly foreign government will be placed in the same relative classification as that in which it is carried by the controlling agency.

7. One classification only - A document or article of materiel will not be assigned more than one of the three classifications, secret, confidential, or restricted, but if this happens through error the more restrictive classification will apply.

8. Overclassification - Documents or materiel requiring classification under the provisions of these regulations will be assigned the least restrictive classification consistent with the proper safeguarding of the information or materiel concerned. Overclassification will be avoided since it causes unnecessary delay in the transmission of messages and depreciates the importance of classified information in the minds of handling personnel.

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9. Responsibility - Every employee of the Public Health Service will accord to matter classified by any other agency the type and degree of care in handling that is required by the classification marked thereon. The safeguarding of classified information is the responsibility of all employees of the Federal Government. Classified information shall be discussed by persons having access thereto only with other persons authorized to have access to the same information.

10. Cancellation or change of classification -

(a) The authority making the original classification, or higher authority, may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page, "Classification cancelled or change to _____, by authority of (officer authorized to change) by (name and grade of officer making the change and the date thereof)."

(b) The authority making the original classification or higher authority may cancel or change the classification of materiel by appropriate letters of instructions.

11. Loss or subjection to compromise - Any person in the Public Health Service or in its employ who may have knowledge of the loss or subjection to compromise of a secret or confidential document or article of materiel will promptly report that fact to the custodian of the document or materiel. The proper commanding officer will then make a thorough investigation of the circumstances, fix the responsibility, and send to the Surgeon General, through channels, a report with his recommendation in the case.

12. Reproduction of classified matter -

(a) Agencies entrusted with the printing or reproduction, storage, and issue of classified documents will be informed of the applicable provisions of these regulations. The authority directing the preparation, printing, or reproduction of classified documents will be responsible for the disposal of the notes, manuscripts, type, plates, stencils, negatives, and wastage incident thereto in a manner which will safeguard the secrecy of the information being reproduced.

(b) Preparation of press releases based on coded messages - Officers authorized to prepare information to be made public will constantly bear in mind that such material may be of great value to the enemy signal intelligence service. Information received or sent in cryptographic messages will never be released verbatim but will be carefully paraphrased before release to the public.

13. Right to possess classified military information - No person in the service or employed by it is entitled to classified military information solely by virtue of his commission or official position. Such information will be entrusted only to those who need it in the performance of their official duties and to insure teamwork and efficient instruction of personnel, proper planning, or proper maintenance of equipment.

14. Dissemination of classified military information -

(a) Except as regards information to be released to the press by authorized military public relations agencies, when classified military information is disseminated under the provisions of these regulations to persons not subject to military law, they will be informed that it affects the national defense of the United States within the meaning of the Espionage Act and that its transmission to an unauthorized person is prohibited. See also paragraph 15 (b).

(b) Publication of articles or books - The inclusion of classified military information in any article or book published by a member of the Public Health Service is prohibited unless specifically authorized by the War Department. Such authorization can be obtained from the Surgeon General.

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(c) Oral discussions of classified military information - Either public or private discussion of classified military information by members of the Public Health Service with or in the presence or hearing of unauthorized personnel is strictly forbidden.

DOCUMENTS

15. Marking of classified documents -

(a) Manner of marking:

(1) Classified books or pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped secret, confidential, or restricted on the cover, title page, and first page.

(2) Classified communications and other material not permanently and securely fastened together, except as indicated in (3) and (4) below, will be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top will be so placed that it will not be hidden from view when the pages are clipped or stapled together.

(3) Classified photographic negatives, drawings, or tracings will carry a legend of the proper classification in such position that it will be reproduced on all copies made therefrom. Photographs made from negatives not so inscribed will be marked at the top and on the back with the proper classification.

(4) Classified maps and photomaps will be appropriately marked under the scale.

(b) Additional marking of classified documents issued to authorized civilians - Documents containing classified military information furnished persons other than those of the military and naval services and their civilian employees will, in addition to being marked secret, confidential, or restricted, bear the following notation:

This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32 as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

(c) Special marking of secret documents - All secret documents will show the authority for the classification and the date affixed.

16. Transmission of classified documents -

(a) Secret documents -

(1) Between offices of same headquarters or station - At headquarters commanded by an authority qualified to make the secret classification, the commanding officer will provide for the security of interoffice transmission of secret documents.

(2) Between stations - Within the United States and its possessions, secret documents will be transmitted by an officer-messenger or courier when practicable, otherwise by United States registered mail. When an officer-courier is not available, such documents may be transported to and from foreign countries and the Philippine Commonwealth by State Department rotary lock pouch. If neither officer-courier nor diplomatic pouch is available, the responsible officer may entrust secret documents to reliable citizens of the United States, such as officers or officials of other governmental departments or masters of vessels of United States registry.

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(3) Preparation for transmission - Except when personally delivered by authorized personnel, secret documents transmitted from one person to another will be inclosed in an inner and an outer cover. Typewritten matter in the document will be protected by a cover sheet, or by a method of folding, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

(4) Action upon receipt of secret matter -

a. Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.

b. The inner cover marked secret will be opened only by the person to whom addressed or by personnel specifically designated by him. The receipt form will be dated and signed and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

(b) Confidential documents -

(1) Between offices or stations - Confidential documents will be transmitted by an authorized messenger, insured express, or registered mail to any point in the United States and its possessions, provided they are carried in ships of United States registry and do not pass through a foreign postal system. When confidential documents are to be transported to and from foreign countries, the means described in (a) (2) above will be used.

(2) Preparation for transmission - A confidential document will be prepared for transmission in the same manner as a secret document, except that the inner cover will contain a receipt form only when the sender deems it necessary and may be opened by any responsible person authorized by the addressee.

(c) Restricted documents - Restricted documents may be transmitted by any authorized messenger, or by ordinary mail, express, or freight to any point in the United States and its possessions, provided they are carried on ships of United States registry and do not pass through a foreign postal system. Restricted documents will be transmitted to and from foreign countries in the same manner as secret documents.

17. Routine correspondence, receipts, and reports - Routine correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified or registered documents is made by file number or short title only, with no indication of the subject matter or classification.

18. Storage of classified documents -

(a) Storage of classified documents not registered:

(1) Secret and confidential documents, other than registered documents, will be stored in the most secure files available.

(2) Restricted documents will be stored and handled in such manner as to insure a reasonable degree of security.

(b) Storage of registered documents -

(1) Registered documents will be stored in the most secure space available, preferably the equivalent of a three-combination safe. If a three-combination safe is not available, then the documents should be kept constantly under armed guard.

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(2) Safes containing registered documents will habitually be kept locked with the full combination whenever they are not under the direct supervision of a person officially entrusted with the combination.

19. Return of secret and confidential documents - Upon change of station or separation from the service, an officer will return to the source from which received, or otherwise properly account for, all secret and confidential documents which have been issued to him.

20. Destruction of classified documents -

(a) Secret and confidential documents -

(1) When competent authority directs the destruction of secret or confidential documents, they will be burned by the custodian thereof in the presence of a disinterested officer. The certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction. If the documents are registered, the certificate signed by the custodian and the witnessing officer will be sent to the officer directing the destruction, who will forward it to the office of record indicated in the registered document. If the headquarters has only one commissioned officer, the report will so state. Exceptions hereto may be authorized only by the Surgeon General.

(2) Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing secret or confidential data will be destroyed by the person responsible for their production immediately after they have served their purpose or will be given the same classification and safeguarded in the same manner as the material produced from them.

(b) Restricted documents - Restricted documents will be destroyed in any convenient way which will render them useless.

REGISTERED DOCUMENTS

21. Authority to designate - Officers authorized to originate and issue secret, confidential or restricted documents will designate as registered such secret, confidential, and restricted documents issued by them as they deem necessary in the interest of national defense. Only documents of exceptional importance will be registered.

22. Additional marking -

(a) In addition to the marking secret, confidential, or restricted, the title page or inside front cover of a registered document will ordinarily show the register number, short title, office of record to which returns will be made, and instructions covering the returns for its accounting and for its ultimate disposal. If this is not practicable, the required data will accompany the registered document on a separate sheet.

23. Revision or reproduction - Reproduction of a registered document is forbidden by authority of the office of origin.

- -

1. SECURITY OFFICER - The Assistant Surgeon General in Charge of the Division of Commissioned Officers.

2. ASSISTANT SECURITY OFFICER - The Assistant Chief, Division of Commissioned Officers.

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3. DUTIES AND RESPONSIBILITIES OF SECURITY OFFICER - The Security Officer will be responsible for enforcing all security measures for the U. S. Public Health Service. He shall formulate such policies and issue such directives as may be necessary to properly safeguard classified information.

4. REPORTS AND DISCIPLINARY ACTION - Reports of all incidents pertinent to the security of classified information will be made through channels to the Security Officer. Where corrective action is deemed necessary because of the violation of security regulations, the regular disciplinary procedure of the U. S. Public Health Service will be followed. Violators will be prosecuted under the Espionage Act or such other statute, law or regulation as the circumstances may warrant.

APPROVED BY:

(Sgd) L. R. Thompson

Acting Surgeon General

Dated: December 22, 1944

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

IN REPLY, PLEASE REFER TO FILE NUMBER

DS:kh

OFFICE OF ALIEN PROPERTY
DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

February 3, 1947

Mrs. Ruth C. Barton, Secretary
State-War-Navy Coordinating Committee
Security Advisory Board
Washington 25, D.C.

Dear Mrs. Barton:

Reference is made to your letter of January 15, 1947 and previous communications and to the verbal discussions regarding declassification of classified materials.

As indicated to you in our last discussion most of the classified materials handled in this Office originate in other departments and agencies of the government. Most of these materials originate in the Department of State and are in the form of Safehaven Reports, telegrams and reports on specific persons and problems, etc. In addition, some classified materials received in this Office originate in the War Department, usually in the form of reports from OMGUS and SCAP. Infrequently, we receive classified materials from other agencies of the government, such as Commerce, Treasury, and Federal Bureau of Investigation.

With respect to the declassification of the materials mentioned in the above paragraph, it would be appreciated if such materials were not declassified immediately. This suggestion is made on the assumption that if these materials were declassified they would be available to the public. In those cases where our work is incomplete, the availability of the information contained in these reports, telegrams, etc., might adversely affect the operations of this Office. If there is to be a general declassification of the type of materials under consideration in this paragraph, this Office would appreciate being consulted further.

Certain amount of classified materials originate in this Office and in nearly all instances relate to cases under consideration by this Office. Some of these materials originate abroad and are prepared by our investigators. Most of the classified materials prepared by this Office, however, originate in this country and are in the form of investigation reports, legal opinions, etc. Copies of most of these materials are available to other agencies and departments of the government. At the present time we do not contemplate declassifying these data.

I trust that this information may be helpful to you. If I can be of further assistance please let me know.

Sincerely yours,

Donald Sham

Donald Sham
Secretary

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UNITED STATES TARIFF COMMISSION
WASHINGTON 25

OFFICE OF THE SECRETARY

January 30, 1947

Mrs. Ruth Catlett Barton
Secretary, Security Advisory Board
Department of State
Room 711, 515 22d Street, N.W.
Washington, D. C.

Dear Mrs. Barton:

In compliance with the request in your Circular of October 17, Serial 99, the Tariff Commission, after careful consideration, submits the following answers to the questions submitted -

a. 85 file drawers.
b. 16 file drawers of Tariff Commission material;
28 file drawers of other agencies.
c. 3 file drawers.
d. 3 file drawers.
e. None.
f. Technical, scientific, statistical, and some policy reports on commodities and countries.
g. No, except for certain Tariff Commission reports which are declassified by the Secretary, as Security Officer.
h. The general rules that an agency like the Tariff Commission, which classified its material originally on its own initiative, may now declassify it similarly so long as the current military interest in the subject is no longer important, are broad enough for our purposes. In all cases of doubt we shall feel better for referring it up for expert decision. In no case will the urgency to make such material public be so great as not to permit recourse to such procedure.

As indicated over the telephone we have no TOP SECRET material. There is relatively little SECRET material save for an occasional report for the Department of State which we hold in our locked files.

Sincerely yours

Sidney Morgan

Sidney Morgan
Secretary and Security Officer

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Restricted
Serial No. 248

RESTRICTED

January 16, 1947

MEMORANDUM FOR: State Member, SAB
War Member, SAB
Navy Member, SAB

Subject: Declassification Program in the Federal Government

References:
a. Serial No. 99
b. Serial No. 176

Enclosures:
a. Summary of Answers Received from Government Agencies and Departments re Serial No. 99
b. Delinquency Report

1. In view of the fact that the Board hopes to issue its declassification regulation to federal agencies soon after January 20, 1947, it is believed that the Board members should be advised fully of the status of the requests which were sent to federal agencies on October 17, 1946. Accordingly, a summary of the information received to date from twenty-two agencies has been prepared for your review and any recommendations which you may wish to make.

2. Replies have not been received from fifteen (15) government agencies and departments. You will remember that the Board forwarded a tracer memorandum to all delinquent agencies on December 6, 1946, (Serial No. 176). Continued efforts have been made since that date to secure reports from those agencies but information is very slow in arriving. A status report of these agencies is enclosed.

3. After considerable study of the reports which have been received and conversations with numerous Security Officers, the following conclusions are evident:

a. A rough estimate of the amount of classified material in the files of only fifteen government agencies places the amount in the neighborhood of some 12,000,000 pieces.

b. Of that amount, a large part of it has been received from the military services or from agencies working closely with the military;

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c. The most obvious defect in the piece by piece declassification program, which results as a natural process and not from any definite procedure, is the failure of all government agencies to notify the holders of the documents which have been declassified. This failure includes the military services.

d. There is almost a complete lack of understanding of the declassification process and a lamentable lack of interest in officials in federal government in accomplishing declassification;

e. The mechanical end of declassification offers an almost insurmountable problem for our Security Officers with their tiny staffs and considerable workloads.

f. The development and guidance of the declassification program presents a problem that is beyond the physical ability of a Board with an administrative staff of one person.

4. When replies are received from other agencies, information contained therein will be summarized and forwarded to the Board members.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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A. What is the approximate amount of classified material in your department?

1. Federal Works Agency - Four (4) letter - size file drawers.
2. Office of Defense Transportation - 34.4 cu. ft.
3. National Advisory Committee for Aeronautics - Approximately ¼ of all documents in files.
4. Interstate Commerce Commission - Thirteen (13) Restricted documents.
5. Federal Reserve System - Seventeen (17) file drawers.
6. Government Printing Office - Miscellaneous correspondence only. Originates no classified material.
7. State Department - Approximately 32,000 file drawers but unclassified material is intermingled.
8. General Accounting Office - Approximately 181,850 documents.
9. Veterans' Administration - Very little - perhaps two (2) file drawers.
10. Federal Power Commission - Thirteen and ¼ file drawers.
11. Civil Service Commission - None under our definitions.
12. Export-Import Bank - None.
13. Civilian Production Administration - Approximately 41,500 linear feet.
14. Maritime Commission - Cannot estimate.
15. Tennessee Valley Authority - Four hundred and twenty (420) file drawers.
16. Library of Congress - Several thousand pieces.
17. Office of Price Administration - About 100 pieces.
18. Federal Communications Commission - Approximately 44 file cabinets.
19. Office of Scientific Research and Development - Has reviewed almost all of its documents.
20. Department of Interior - Not ready to reply.
21. Department of Treasury -
    a. Commissioner of Accounts and Deposits - 14 cu. ft., 7 file drawers.
    b. Bureau of Engraving - 20 cu. ft.
    c. Foreign Funds Control - Did not estimate.
    d. Office of Director of Mint - Eight cu. ft.
    e. Monetary Research - 2/3 of material in files.
    f. Bureau of Narcotics - Approximately ½ file case.
    g. Procurement Division - 9,800 pieces.
    h. Tax Research - .001 of its files.

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22. Department of Commerce -
   a. Office of International Trade - 754 drawer cabinets, 850,000 records, 1,500,000, 40 - 4 drawer cabinets, Approximately 700 - 4 drawer cabinets.
   b. Office Business Economics - 4 - 4 drawer cabinets
   c. Census - 3000 Aerial photos, 256 pieces
   d. Standards - 36,000 pieces.
   e. Patent - None
   f. Domestic Commerce - 12 4 drawer cabinets.
   g. Coast and Geodetic Survey - 20 cu. ft., 100,000 Aerial photos, 25,000 Aerial neg., 100 Conf. Charts
   h. Civil Aeronautics Administration: 2060 File Drawers
   I. Office of Technical Services - 1000

B. Approximately how much of the total amount was originated by your agency and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department.)

1. Federal Works Agency - 75% by Public Roads of F.W.A.
   25% by Office of Civilian Defense

2. Office of Defense Transportation - 25% O.D.T.
   75% Other sources

3. National Advisory Committee for Aeronautics - 33 1/3% - NACA
   63 2/3% - Military and others.

4. Interstate Commerce Commission - 33 1/3 - War Department
   66 2/3 - Others

5. Federal Reserve System - 12% - War Department
   88% - State Department

6. GPO - Not applicable.

7. State Department - No accurate estimate possible.

8. General Accounting Office - 82% - War Department
   14% - Navy Department
   4% - Other sources

9. Veterans' Administration - 75% - War Department
   25% - Navy Department

10. Federal Power Commission - 80% - Federal Power
   15% - W. P. B.
   5% - CPRB. TIIC., etc.

11. Civil Service Commission - None.

12. Export-Import Bank - None

13. Civilian Production Administration - 90% by W.P.B.
   4% - War Department
   3% - Navy Department
   3% - Others

14. Maritime Commission - Cannot estimate.

15. Tennessee Valley Authority - 75% - T.V.A.
   20% - Army
   5% - Navy

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16. Library of Congress - All sources

17. Office of Price Administration - All from State.

18. Federal Communications Commission - 10% - F.C.C.
25% - War
20% - Navy
45% - Others

19. Office of Scientific Research and Development - Not applicable in view of their declassification program.

20. Department of Interior - Not ready to reply.

21. Department of Treasury
a. Bureau of Accounts - 70% - War
10% - Navy
20% - Others
b. Bureau of Engraving - 50% - Army
50% - Navy
c. Foreign Funds Control - Did not estimate
d. Office of Director of Mint - 50% - Mint
50% - Others
e. Monetary Research - 25% - Treasury
25% - War
25% - Navy
25% - State
f. Bureau of Narcotics - 50% - War
50% - Navy
g. Procurement - 59% - Procurement
41% - Price Adjustment Board War Contract
h. Tax Research - All originated elsewhere.

22. Department of Commerce -
a. Office of International Trade - 91% - State
5% - Army and Navy
1% - O.I.T.
3% - Interdepartmental Commerce
b. Business Economics - 66 2/3% - War
33 1/3% - Navy
c. Census - Some photographs obtained from War Department.
33 1/3% - Army
25% - Navy
d. Standards - 6% - Standards
12% - War
11% - Navy
6% - NACA
11% - Miscellaneous
e. Patent Office - None
f. Domestic Commerce - 25% - D.C.
8% - War
4% - Navy
4% - State
59% - Miscellaneous
g. Coast and Geodetic - 25% - C & G
25% - War
25% - Navy
25% - Other
h. CAA - 11% - CAA
89% - War and Navy
i. Technical Services - 50% - Own
30% - War and Navy
20% - British

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C. What percentage, approximately, of classified materials originated by your organization can now be destroyed?

D. What percentage, approximately, of classified material received from other organizations can now be destroyed?

1. Federal Works Agency - None

2. Office of Defense Transportation - All which has been received from other agencies and departments could be destroyed.

3. NACA - None, except for small amount of duplicate material.

4. Interstate Commerce Commission - None

5. Federal Reserve System - No destruction possible now.

6. GPO - Not applicable.

7. State - Material destroyed when it is not basis for Departmental action.

8. GAO - None

9. Veterans' Administration - None

10. FPC - 50% of source material for FPC reports may be destroyed.

11. CSC - None

12. Export-Import Bank - None

13. CPA - Expects to retain only 1400 linear feet of total. Remainder will be sent to librairies or disposed of according to law.

14. Maritime - A. Do not know.
B. Office of Censorship - Material has been destroyed.

15. TVA - Material is returned to War as soon as job is completed.

16. Library of Congress - None

17. OPA - Material from State is returned at intervals or destroyed.

18. FCC - A. 80% of duplicate copies has already been destroyed.
B. None.

19. OSRD - See other questions.

20. Interior - Not ready to answer.

21. Treasury -
a. Bureau of Accounts - None
b. Bureau of Engraving - None
c. Foreign Funds Control - None yet.
d. Office of Director of Mint - None
e. Monetary Research - None
f. Narcotics - None
g. Procurement - None
h. Tax Research - None

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22. Commerce -

a. OIT - Very little
b. Business Economics - 5%
c. Census - None
d. Standards - A. 30%
B. None
e. Domestic Commerce - C. None
D. 2 Drawers
f. C & G Survey - None
g. CAA - C. 2%
D. 2%
h. Office Technical Services - None
I. Weather Bureau - C. 21%
D. 30% when declassification authorization received.

E. Approximately how many documents are currently being classified in your organization?

1. Federal Works Agency - None
2. Office of Defense Transportation - None
3. NACA - ½ of material being originated.
4. ICC - None
5. Federal Reserve Board - None
6. GPO - None
7. State - About 1500 items per day (1 to 150 copies made of each item)
8. GAO - None
9. Veteran's - None
10. FPC - None
11. CSC - None
12. Export-Import - None
13. CPA - Perhaps 1 or 2 a week
14. Maritime - Very few if any
15. TVA - About 30 pieces a month
16. Library of Congress - None
17. OPA - None
18. FCC - Negligible
19. Interior - Not ready to reply
20. OSRD - See other questions
21. Treasury -
a. Accounts - Eleven documents monthly
b. Engraving - None
c. Foreign Funds Control - Did not estimate

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d. Mint - One cubic foot per year.
e. Monetary Research - 2/3 of matter being originated.
f. Narcotics - None
g. Procurement - 750 per day
h. Tax Research - None

22. Commerce -
a. OIT - 950 monthly
b. Business Economics - 1 report quarterly
c. Census - None
d. Standards - 200 monthly
e. C & G - All air photos of important harbors and areas within 5 miles of a military or naval reservation.
f. CAA - 2140 monthly
g. Weather - 2 or 3 communications daily
h. O T Service - negligible

F. What types of classified material are located in the files of your organization?

1. Federal Works Agency - OCD Material (correspondence) on road surveys
2. Office of Defense Transportation - Transportation studies.
3. National Advisory Committee for Aeronautics - Scientific, Technical and Policy.
4. Interstate Commerce Commission - Transport studies
5. Federal Reserve System - Policy and technical
6. GPO - Not applicable.
7. State - Intelligence source material on international, political, and economic affairs and on persons, firms, and organizations.
8. GAO - Fiscal; government contracts, paid vouchers, supporting papers and regulations.
9. Veteran's Administration - Casualty lists
10. Federal Power Commission - Data and reports on electric power in foreign countries.
11. Civil Service Commission - None
12. Export-Import Bank of Washington - None
13. Civilian Production Administration - Scientific, Technical, policy, military, statistical, industrial, foreign (all allied nations and former enemy countries), material related to reconversion, historical, etc.
14. Maritime Commission - Scientific, Technical, policy, ship allocations, ship movements.
15. Tennessee Valley Authority - Scientific, Technical, budgetary, financial, legal documents, maps.
16. Library of Congress - Scientific and Technical
17. Office of Price Administration - Financial Information or other Confidential material.

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18. Federal Communications Commission - Scientific and technical. Considerable amount relating to activities of enemy agents using transmitters for espionage purposes.

19. Interior - Not ready to reply.

20. Office of Scientific Research and Development - See other questions

21. Department of Treasury -
    a. Bureau of Accounts - Foreign transactions of U.S. Government, fiscal reports, UNRRA transactions, WPB statistics reports.
    b. Bureau of Engraving - Orders and correspondence pertaining to the shipping of securities for the Armed Forces.
    c. Foreign Funds Control - Did not estimate.
    d. Mint - Investigation reports in connection with Gold Reserve Act. Instructions to, and reports from, Mint Institutions, pertaining to protection.
    Details pertaining to certain foreign coinage orders.
    State Department dispatches.
    e. Monetary Research - Technical and policy.
    f. Narcotics - Censorship intercepts of correspondence relating to narcotics and matter relating to Army-Navy purchases and government stockpiling of narcotics for war and emergency needs.
    g. Procurement - Correspondence, contracts, specifications, reports, storage allocations, surplus declarations relative to the Strategic and Critical Materials program.
    h. Tax Research - Technical.

22. Department of Commerce -
    a. Office of International Trade - Economic and political.
    b. Office of Business Economics - Information and data relative to the foreign transaction of the U.S. Government.
    c. Census - Scientific and Economic.
    d. Standards - Scientific and Technical.
    e. Domestic Commerce - Statistical and Economic.
    f. Coast and Geodetic - Scientific
    g. CAA - Administrative, engineering, scientific, political, economic.
    h. Technical Services - Scientific, Industrial, economic technology, engineering.
    i. Weather - Scientific.

G. Are there any specific procedures which would make a declassification procedure more workable in your organization?

1. Federal Works Agency - None

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2. Office of Defense Transportation - None

3. National Advisory Committee for Aeronautics - None

4. Interstate Commerce Commission - None

5. Federal Reserve Board - None

6. GPO - None

7. State - None

8. General Accounting Office - Made tangible suggestion for consideration by War and Navy Finance Offices regarding the declassification of vouchers paid against classified contracts. This is being discussed by authorities in military fiscal offices at present.

9. Veteran's Administration-Reports of declassified material should be furnished by declassifying agency to the agency holders of that material.

10. Federal Power Commission - None

11. Civil Service Commission - Not applicable.

12. Export-Import Bank - None

13. Civilian Production Administration - Declassifying people should have free hand to act for the agency and being in no way hampered from within.

14. Maritime Commission - None

15. OPA - None

16. Library of Congress - None

17. Federal Communications Commission - None. Biggest trouble FCC has found has been that there are different attitudes adopted by government agencies respecting identical agencies.

18. Interior - Not ready to reply.

19. Tennessee Valley Authority - None

20. OSRD - None

21. Treasury -

a. Bureau of Accounts - None
b. Bureau of Engraving - None
c. Foreign Funds Control - None
d. Mint - To be notified by office of origin when information if no longer classified.
e. Monetary Research - None
f. Narcotics - None
g. Procurement - None
h. Tax Research - None

22. Department of Commerce -

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a. Office of International Trade - Our various divisions all seem to recognize the need for some simplication of the declassification process. The following suggestions have been received:

1. Each government agency should distribute to all agencies lists of its various studies, reports, etc., which have been declassified so that other departments will know that the sources are now unrestricted.

2. Blanket declassification after the lapse of a period of time of documents originated by certain agencies, particularly agencies which no longer exist. Along the same line, the length of time for which material should be considered classified might be determined according to the content, rather than according to the agency which originated it. For instance, studies containing economic information might be considered eligible for automatic declassification after the lapse of one or two years, whereas, documents containing economic policy could be restricted for a greater length of time or perhaps even require individual consideration.

b. Civil Aeronautics Administration - This administration as a civil agency has little need to classify its self-initiated documents except in the cases of a few purely administrative matters which have no relation to national security. Practically all our classified material has been or is being classified because the Army or Navy has a substantial interest in the subject matter. Therefore, if a few clear cut and generalized directives could be obtained from the military, our problem of declassification would be greatly simplified, and it would obviate the necessity of carrying on an endless exchange of correspondence on specific projects and minutiae. As our suggestion, the directives could take the following forms:

1. Declassification of our civil activities by areas, i.e. Continental United States, Hawaii, Alaska, Aleutians, Caribbean, etc.

2. Declassification of certain activities in restricted areas by categories of activities, i.e. airways, airports, radio ranges, communication stations, etc.

3. Declassification of certain activities in restricted areas by categories of activities after completion of any of the following phases of establishment:

(a) engineering (b) construction (c) flight inspection, final ground inspection, etc.

RESTRICTED

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4. Declassification of certain activities in restricted areas by categories of activities after facilities have been commissioned and in operation for a certain period of time, i.e. after airways, airports, communication stations, etc. have been in operation three months, six months, etc.

c. Coast and Geodetic Survey - Much of the material still under classification in the Bureau consists of charts, maps and reports prepared by the Bureau or by the Army and Navy covering areas and subjects that were important to the conduct of the war. Some of this material has already been declassified by the armed forces, but there still remains a considerable amount which is in a confidential status. As regards data pertaining to triangulation stations, bench marks, etc., the Chief, Seacoast Defense Projects Branch, Planning Division, Army Service Forces, has indicated that such data originally classified as confidential concerning stations within one mile of a military installation should still be so classified. As regards air photographs it is understood that the Combat Intelligence and Training Group of the Army Air Forces will soon issue a map showing the classification of aerial photographs which is likely to remain unchanged for some time.

d. Office Business Economics - Judging from past experiences regular contact with classification authorities in the War and Navy Departments is essential to working out a declassification program.

e. Census - It is suggested that the agencies originally placing a security classification on material make a survey of the classified material which they have distributed according to their records, and reissue a series of notices granting automatic declassification at regular intervals.

H. Is any declassification actually taking place in your organization? If so, under whose auspices and under what declassification plan?

1. Federal Works Agency - None

2. Office of Defense Transportation - ODT is presently declassifying all classified material which they originated and under guidance of Mrs. Barton, attempting to have other departments declassify the material they have classified.

3. National Advisory Committee for Aeronautics - Declassification is taking place in the NACA under the direction of Dr. G.W. Lewis, Director of Research. The declassification plan has been worked out by the NACA and is based upon information obtained from the military servives directly and the Aeronautical Board indirectly.

4. Interstate Commerce Commission - Information relating to transportation of certain specified strategic and critical materials as contained in the reports of freight commodity statistics was suppressed in 1942. Order removed May 2, 1945. No further declassification seemingly needed.

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5. Federal Reserve System - None.

6. Government Printing Office - Not applicable.

7. State - Only one large office is carrying out an organized effort to declassify documents, namely, Office of Intelligence Coordination and Liaison. This procedure is functioning under departmental security regulations.

8. General Accounting Office - Declassification is taking place on all routine pay, allowances, mileage and travel reimbursement vouchers after the lapse of one year from the date of payment.

9. Veterans Administration - None.

10. Federal Power Commission - Reports filed by electric utilities and natural gas companies were originally classified Restricted or Confidential. These have now been declassified. No other declassification is underway since rest of documents originated elsewhere.

11. Civil Service Commission - None necessary.

12. Export-Import Bank - None necessary.

13. Civilian Production Administration - Yes, since September, 1945. Under the auspices of CPA. Sole authority has been delegated by the head of the agency to the Security Officer and his staff (6 in all) whose sole functions are confined to declassification. The permanent records (Policy Documentation File) are reviewed from two viewpoints--military security and confidential company data. In that process, relationships are maintained with the military services, civilian agencies, foreign governments, industry, etc.

14. Maritime Commission - No.

15. Library of Congress - None, except on receipt of advice of declassification from issuing agencies, since all documents originated elsewhere.

16. Office of Price Administration - None.

17. Federal Communications Commission - The Commission inaugurated a program of declassification in October, 1945, under the direction of Asst. Chief Engineer George E. Sterling. This program was primarily concerned with the classified files of the Radio Intelligence Division and was designed to reduce the classified material to a minimum. This program has reached a point where it is impossible to proceed any further until agreement can be obtained from other government agencies on the manner in which specific material shall be handled.

18. Interior - Not ready to reply.

19. Treasury -

a. Bureau of Accounts - None.
b. Bureau of Engraving - None
c. Foreign Funds Control -None
d. Mint - None
e. Monetary Research - None
f. Narcotics - None
g. Procurement - None
h. Tax Research - None

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20. Department of Commerce -

a. O.I.T. - Certain amount has been attempted. Divisions have made no concrete effort to develop a procedure.
b. Business Economics - Very little.
c. Census - None
d. Standards - None, except occasionally as military services declassify.
e. Patent Office - None
f. C.A.A. - A declassification undertaking was activated in this administration about 6 months ago under Mr. R. D. McCree as CAA Security Officer. For the greater part declassification has proceeded in accordance with the general procedure outlined by the Publication Board, March 6, 1946.
g. O.T.S. - Very little.
h. Weather - Most of the material which was classified as a requirement of wartime meteorological security is being declassified under authority of circular letter 64-46, dated July 25, 1946.

21. OSRD - Almost all material has been declassified by processing with Army and Navy.

22. Tennessee Valley Authority - Maps and Surveys is returning classified material to the War Department as soon as it has served its need. Power declassified some material at close of war but none now. Chemical Engineering has declassified but two out of 120 drawers.

RESTRICTED

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DELINQUENCY REPORT

1. DEPARTMENT OF AGRICULTURE

All field offices and bureaus of the Department were queried for information by the Security Officer. Not all of these offices and bureaus have replied to date. The Security Officer, Mr. Lucas, will forward the summary to the Board as soon as he has received all the replies.

2. DEPARTMENT OF LABOR

Mr. Vincent McCoy, Records Officer at the Department of Labor, has been trying for some time to secure all the replies from the various offices of the Department but has to date not received replies from three units. He has given me a telephonic summary of the information which is contained in such surveys as he has received.

3. FEDERAL SECURITY AGENCY

Mrs. Surgen, Records Officer, has queried all field offices and is awaiting the replies from these offices.

4. FEDERAL TRADE COMMISSION

Repeated calls to the Security Officer at this agency have brought no response. A formal reminder went to him directly this date.

5. NATIONAL ARCHIVES

The Archives Security Officer had believed that they did not have any information which was applicable to the questions in our questionnaire. I have asked for a report on the series of documents of their own which they originated. This report is on its way at this time.

6. NATIONAL LABOR RELATIONS BOARD

The delay here was admittedly caused by procrastination. The requested report is on its way over now.

7. BUREAU OF THE BUDGET

Mr. Schwarzwalder has evidently been anxious to be relieved of his job as liaison officer to the Board for some time. While he was making efforts to be relieved, he simply ignored our questionnaires. The newly designated Security Officer, Miss Helen Chatfield, Records Officer for Budget, has only recently secured the files in this matter and it may be some time yet before we can expect a reply from this agency.

8. OFFICE OF WAR MOBILIZATION AND RECONVERSION

There has been a complete reorganization of this agency since its incorporation into the Office of Temporary Controls. The Security Officer who formerly handled this matter turned it over to his successor who has failed to report to date. A formal request went to him this date.

9. POST OFFICE DEPARTMENT

The secretary of the Security Officer for the Post Office

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DELINQUENCY REPORT (CTD)

Department informs me that the survey from that Department is ready and should be over in a few days.

10. RECONSTRUCTION FINANCE CORPORATION

The Assistant Security Officer has informed me that he will make every effort to have this report ready by the 20th of January. The delay has been occasioned by his belief that RFC had no material classified from a military standpoint.

11. RAILROAD RETIREMENT BOARD

Since the Security Officer in this instance is in Chicago, it is not known why his reply to Serial No. 99 has been delayed. The Board has written him a formal reminder.

12. SELECTIVE SERVICE SYSTEM

Col. London, Security Officer, insisted that he did not receive either memorandum. Copies have been forwarded to him for his information and he has informed me that the report is on its way over to us.

13. U.S. TARIFF COMMISSION

It has been impossible to contact Mr. Morgan in the past few weeks. A formal letter went to him this date requesting a report on action taken in this matter.

14. ALIEN PROPERTY CUSTODIAN

The Security Officer of the Alien Property Custodian has been unable to take any action on these memoranda because he was not sure that he was to remain as Security Officer for the Alien Property Custodian in view of the recent incorporation of APC into the Department of Justice. His position has just been confirmed and he is taking action now.

15. DEPARTMENT OF JUSTICE

Sending questionnaires to the Department of Justice has become purely academic. We have received no answers to our communications to the Department of Justice since last July.

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Unclassified
Serial No. 246

January 15, 1947

Mr. Otis B. Johnson
Security Officer
Federal Trade Commission
Washington 25, D.C.

Dear Mr. Johnson:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99) requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No. 99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 245

January 15, 1947

Mr. A. Devitt Vanech
Security Officer
Department of Justice
Washington 25, D.C.

Dear Mr. Vanech:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies from the majority of the government agencies to this query, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, or if the declassification problem is completed, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us some information regarding the status of Serial No. 99 on or before that date? Your coopperation in this matter will be very much appreciated.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 244

January 15, 1947

Mr. Donald Sham
Security Officer
Office of Alien Property Custodian
Department of Justice
Washington 25, D.C.

Dear Mr. Sham:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue the declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No. 99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 243

January 15, 1947

Mr. Robert C. Turner
Security Officer
Office of War Mobilization and Reconversion
Office of Temporary Controls
Washington 25, D.C.

Dear Mr. Turner:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request. It is understood that Mr. Nathaniel Goodrich, former Security Officer for your agency, has turned this material over to you for action.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No. 99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

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Unclassified
Serial No. 242

January 15, 1947

Mr. Sidney Morgan
Security Officer
United States Tariff Commission
Washington 25, D.C.

Dear Mr. Morgan:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No.99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

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Unclassified
Serial No. 236

January 10, 1947

MEMORANDUM FOR Mr. W. C. Kircher
Chief, Document Security Section
Civilian Production Administration

Subject: Declassification of WPB Documents

Enclosure: a. Copy Serial No. 233

1. Reference is made to our telephone conversation of January 9, 1947, in which you informed me that a list of documents in the possession of the Department of Labor had been downgraded or declassified.

2. A copy of our letter to the Security Officer of the Department of Labor in this connection is enclosed.

3. Thank you for your cooperation in this matter.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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Unclassified
Serial No. 233

January 10, 1947

MEMORANDUM FOR Mr. James Dodson
Security Officer
Department of Labor

Subject: Declassification of WPB Documents on File in the Bureau of Labor Statistics

1. The Department of Labor historian, at the request of the Bureau of the Budget, recently queried some of the offices of the Labor Department as to the classified material in their files. The Bureau of the Budget has made this information available to the Security Advisory Board to assist the Board in its approach to the declassification problem in the federal government.

2. Among the reports received by the Board in this manner was a list of classified documents forwarded by Miss Sally Curtin, secretary to the Commissioner of Labor Statistics. The Security Advisory Board has ascertained that the reports originated by the War Production Board have been either declassified entirely or downgraded by the Civilian Production Administration, successor to the War Production Board. In order that these documents may be removed from the classified files of the Commissioner of Labor Statistics, would you please bring the enclosed status report to the attention of that office?

3. Enclosed herewith is an extract from the proposed regulation on declassification which should be closely followed by the person undertaking the declassification marking on the documents listed in the enclosure.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

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CLASSIFICATION STATUS REPORT ON DOCUMENTS ORIGINATED BY WAR PRODUCTION BOARD

1. War Progress Reports - 1942-1945 (Confidential)---
STATUS: Entire series has been declassified.

2. Survey of Plants Manufacturing Metal Products - Data reported on WPB-732 reports.
STATUS: Entire series has been declassified.

3. The War Production Program - 1943-1944 - Part II to X (Confidential)
STATUS: Entire series has been declassified.

4. Fuel Supply and Requirements for the War Economy - Final Revision August 1943 (Confidential)
STATUS: Declassified.

5. Report of the Office of Civilian Requirements - October 1, 1943 and March, 1944.
STATUS: Declassified.

6. Civic Consumption and Output in the U.S. (Confidential).
STATUS: If writer means "Civilian Consumption and Output in the U.S. - Review of 1942 and Prospect for 1943 - dated February 1943, this document has been declassified.

7. Office of Civilian Requirements - Report of Activity and Policy - 3rd Quarter 1943 - Restricted.
STATUS: Declassified.

8. Regional and Industry Impacts of War Production - Parts A and B - February 1944 (Confidential).
STATUS: Declassified.

9. Statistics of War Production - November 1942 through March 1945 - Confidential.
STATUS: Entire series has been declassified.

10. War Industry Facilities Authorized. June 1942 through May 1943 - (Confidential)
STATUS: Entire series has been declassified.

11. Accuracy of Material Supply Estimates. October 1943. (Confidential)
STATUS: Declassified.

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12. American Industry in War and Transition - 1940 to 1950-Part II
STATUS: Declassified.

13. War Production and Civilian Output After Victory in Europe. Secret.
STATUS: Declassified.

14. The World Production of Munitions at the end of the War in Europe - June 1945.
STATUS: Declassified.

15. Official Munitions Production of the U.S. (Monthly) July 1943 through August 1945. Secret.
STATUS: Downgraded from Secret to Restricted. The Board will notify the Department of Labor when the classification has been entirely removed.

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U. S. DEPARTMENT OF LABOR

BUREAU OF LABOR STATISTICS

WASHINGTON 25

November 14, 1946

MEMORANDUM

To: Forrest Foor

From: Sally Curti

I am attaching a list of the War Department and the War Production Board reports that we have on file which are listed as either confidential or secret.

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WAR DEPARTMENT REPORTS

1. Monthly Progress Report - Procurement - Production Summary - Sections 1A and 1B - October 1942 (Secret)

2. Monthly Progress Report - Distribution - Storage and Issue - October 1942 (Secret)

3. Contract Price Changes - August 1944 through June 30, 1945 (Confidential)

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WAR PRODUCTION BOARD

1. War Progress Reports - 1942-1945 (Confidential)

2. Survey of Plants Manufacturing Metal Products - Data reported on WPB - 732 reports

3. The War Production Program - 1943-1944 - Part II to X (Confidential)

4. Fuel Supply and Requirements for the War Economy - Final Revision August 1943 (Confidential)

5. Report of the Office of Civilian Requirements - October 1, 1943 and March 1944

6. Civic Consumption and Output in the U. S. (Confidential) Review 1942 + Prog for 1943 → 22 Feb 1943

7. Office of Civilian Requirements - Report of Activity and Policy - 3rd quarter 1943 (Restricted)

8. Regional and Industry Impacts of War Production - Parts A and B - February 1944 (Confidential)

9. Statistics of War Production - November 1942 through March 1945 (Confidential)

10. War Industry Facilities Authorized - June 1942 through May 1943 (Confidential)

11. Accuracy of Material Supply Estimates - October 1943 (Confidential)

12. American Industry in War and Transition - 1940 to 1950 - Part II

The Following are Secret Documents

1. War Production and Civilian Output After Victory in Europe

2. The World Production of Munitions at the end of the War in Europe - June 1945

3. Official Munitions Production of the U. S. (Monthly) July 1943 through August 1945

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STANDARD FORM NO. 64

2146

Office Memorandum • UNITED STATES GOVERNMENT

TO : Dr. Foor

DATE: October 29, 1946

FROM : Rachel F. Nyswander

SUBJECT: Removal of restrictions of information obtained during war years from Government agencies by Women's Bureau agents.

In the surveys that Women's Bureau agents made of employment of women in various war industries, information on numbers employed, wages, working conditions, occupations performed by women, and plant facilities, was obtained from War Department installations, Navy Department and ship yards, and the various factories throughout the country that were producing materiél for the conduct of the war.

For purposes of the history of the Women's Bureau during the war years, it would be valuable to use such data in the write-up of our surveys, which will be used as illustrations in describing the kind of information obtained, and the scope of the survey.

The Women's Bureau has in hand at present a request from the historian for the State of Georgia, asking for a report of the Women's Bureau work in the State of Georgia during the war years. We would like to be able to show the value of our surveys, which could be more definitely presented if the data mentioned above could be shown for the individual installations visited.

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U. S. DEPARTMENT OF LABOR
WAGE AND HOUR AND PUBLIC CONTRACTS DIVISIONS
INTEROFFICE COMMUNICATION

October 24, 1946

TO: Mr. Forrest Foor

IN REPLY REFER TO:
EC:RGG:NES

FROM: Wm. R. McComb - WRMc

SUBJECT: Classified Documents in the Wage and Hour and Public Contracts Divisions

In accordance with the request made through you by the Bureau of the Budget, I am giving information herewith concerning the classified documents in the files of the Wage and Hour and Public Contracts Divisions.

As Mr. Gronewald has explained to you, there is a good deal of information in connection with the activities of individual companies which are maintained in the files and would not ordinarily be released, in order to avoid disclosing information concerning the operations of those companies.

From the standpoint of the national security, however, the Wage and Hour and Public Contracts Divisions have never classified documents as "secret" or "confidential" or "restricted". However, in the course of the administration of the Public Contracts Act, the Divisions have obtained copies of Notices of Award of Contracts, or the corresponding Purchases Action Reports, which latter forms are used by certain parts of the War Department. Primarily during the war, a considerable number of these documents were classified as "secret" or "confidential" or "restricted" by the purchasing agency, which in almost all cases was either the War or the Navy Department. The decision to declassify these documents properly lies with the agency which originally classified them.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ken Hechler
Bureau of the Budget

FROM : Herb Little
Director of Information, Department of Labor

DATE: November 15, 1946

SUBJECT: Declassification of Department Records

In response to your request dated October 15, 1946, we have surveyed the Department and the attached memoranda indicate the types of records believed should be brought to the attention of the Security Advisory Board. Most units of the Department reported that they knew of no records needing declassification.

This survey however should not be considered complete but rather as a preliminary check, though it includes all records located in the Department in this category.

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Room 2146, Dept. of Labor

TO : Mr. Foor, Department of Labor Historian DATE: November 6, 1946.

FROM : Miss Rockwood, Children's Bureau, Federal Security Agency

SUBJECT: War Documents Classified as Confidential.

The Children's Bureau has the following material in its files that was rated confidential, restricted, or secret during the war.

Children's Bureau, U. S. Department of Labor

Material prepared for Office of Foreign Relief and Rehabilitation Operations - 1943:

Preliminary Draft of material for use by Office of Foreign Relations in the preparation of a Greek program of relief operation. June 15, 1943. Confidential.

Relief Requirements for Greek Children and Expectant and Nursing Mothers. Prepared for the Interdepartmental "Greek Team" of the Office of Foreign Relief and Rehabilitation Operations by the U. S. Department of Labor, Children's Bureau. July 1943. Secret.

Relief Problems as Related to the Health and Welfare of Mothers and Children in Italy. Prepared for the Office of Foreign Relief and Rehabilitation Operations by the U. S. Department of Labor, Children's Bureau. September 1943. Confidential.

Relief Requirements for Children and Pregnant and Nursing Mothers in Yugoslavia. Prepared for the Office of Foreign Relief and Rehabilitation Operations by the U. S. Department of Labor, Children's Bureau. October 1943. Secret.

Relief Requirements for Children and Pregnant and Nursing Mothers in Albania. Prepared for the Office of Foreign Relief and Rehabilitation Operations by the U. S. Department of Labor, Children's Bureau. October 1943. Secret.

Office of Defense Health and Welfare Services

Defense Community List - March 15, 1941. Confidential.

List of Communities affected by Defense establishments, as of January 1, 1942. Confidential.

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BUREAU OF
LABOR STATISTICS
No. 7

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Joint Committee on Evacuation--
Office of Civilian Defense and
Office of Defense Health and Welfare Services.

As secretary of the Joint Committee, the Associate Chief of the Children's Bureau has in the Children's Bureau files the following material rated as secret, confidential, or restricted.

Field Orders, minutes of conferences, and memoranda--issued by the Eastern Defense Command, Governors Island, New York 4, N.Y.--on the subject of civilian evacuation planning. 1943. (classified as restricted.)

Classified lists to be given first priorities in evacuation planning. Issued by the Eastern Defense Command. 1943. (Classified as Restricted).

Plans for evacuation. Prepared by the various States during 1943-44, some of which are classified "restricted."

Master Evacuation Plan. Issued by the Evacuation and Emergency Welfare Service Authority of the Massachusetts Committee on Public Safety. 1943. (Classified as confidential)

Ninth Service Command War Disaster Relief Plan. 1944. (Classified as restricted)

Emergency Plan White, revised 1944. Published by Army Service Forces, District No. 4, 4th Service Command, Fort Benning, Georgia. (Classified as secret).

Evacuation of Civilian Population, 1941. Published by War Department. (Classified as restricted).

U. S. Army Quartermaster Corps

Memoranda and correspondence on Feeding in Occupied and Liberated Countries rated as Secret or Confidential.

The Children's Bureau will clear direct with the Quartermaster Corps as to their wish with regard to the future handling of this material.

U. S. War Department

Monthly reports on Army strength, gains and losses for the fiscal years 1946 and 1947, Projection Nos. 10, 11, 12, 13, 14, 15, 16, and 17. Released by War Department General Staff, Personnel Division G-1 as "confidential."

The Married Soldier. War Department, Headquarters, Army Service Forces. January 28, 1944. Restricted.

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Tabulations on "Marital Status of White Enlisted Men." Report B-97. War Department Headquarters, Army Service Forces. March 16, 1944. Restricted.

Table I. Number of Married Enlisted Men per 1,000 Total Enlisted Men Distributed by Length of Service and Number of Children, September 30, 194. War Department. Restricted.

Table II. Percentage Married Before Entry into Army, Among all Married Enlisted Men, Distributed by Length of Service and Number of Children, September 30, 1944. War Department. Restricted.

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ARTHUR E. RAYMOND, M. S.
FRANCIS W. REICHELDERFER Sc. D.
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LANGLEY FIELD, HAMPTON, VA.

AMES AERONAUTICAL LABORATORY
MOFFETT FIELD, CALIF.

AIRCRAFT ENGINE RESEARCH LABORATORY
CLEVELAND AIRPORT, CLEVELAND, OHIO

NATIONAL ADVISORY COMMITTEE
FOR AERONAUTICS

1500 NEW HAMPSHIRE AVE., DUPONT CIRCLE
WASHINGTON 25, D. C.

TELEPHONES: EXECUTIVE 3515, 3516, 3517

January 9, 1947

From NACA
To State-War-Navy Coordinating Committee
Security Advisory Board

1. In response to your memorandum Serial No. 99 the following answers are submitted:

a. About one-fourth of the documents in the possession of the NACA are classified.

b. Approximately one-third of the amount of classified material was originated by the NACA.

c. Almost none of the classified material originated by the NACA can be destroyed at this time except for a small amount of unnecessary duplicate material.

d. The NACA has in its files only one copy (usually) of each piece of classified material received from other departments and does not presently anticipate any need for destroying this material.

e. About one-fourth of the material being originated by the NACA at this time is being classified.

f. Classified material located in the files of the NACA includes scientific material, technical material, and policy material.

g. Declassification is taking place in the NACA under the direction of Dr. G. W. Lewis, Director of Research. The declassification plan has been worked out by the Committee and is based on information obtained from the military services directly and through the Aeronautical Board indirectly. There are no additional specific provisions which it is believed would make the declassification procedure more workable in the NACA. The present system is operating satisfactorily.

2. A copy of the Security regulations under which the NACA is operating is attached hereto.

James J. Kelly, Jr.
James J Kelly, Jr.
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

February 1, 1944.

Instructions for the Handling of Restricted, Confidential, and Secret Material by NACA Personnel

1. Restricted, confidential, and secret information and articles in the custody of the NACA will be handled in the manner set out in Army Regulations 380-5. The applicable sections in brief form are given in the following paragraphs as well as special interpretations for NACA use.

2. When a classification has been assigned to material by the Army, the Navy, a United Nations Government, or an individual or agency responsible to the United States Government, that classification will in general be observed in equivalent form by the NACA, except that by authority of the Director of Aeronautical Research, a higher classification may be assigned.

3. Matters receiving original classification by the NACA may be classified as secret only by authority of the Director of Aeronautical Research. Confidential and restricted original classifications may be tentatively assigned by Division Heads or higher authority subject to approval of the Director of Aeronautical Research except for reports for which original classification will be determined by the Director of Aeronautical Research.

4. Each individual having classified material in his custody is responsible for its security and is charged with being familiar with and observing the regulations applying to safeguarding such material. In addition every person in a supervisory capacity is responsible for promulgation of procedures to provide for the observance of proper security measures by himself and his subordinates.

5. In brief the general provisions of Army Regulations 380-5 require the following precautions in handling classified information:

Secret - Existence and content made known to absolute minimum number of people who in connection with official duties must of necessity be informed. To be transmitted from one authorized person to another

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by hand or by registered mail. To be disposed of only by burning witnessed by authorized person. This includes all preliminary drafts, stenographic notes, stencils, work sheets, and carbon sheets. To be locked in most secure space available at all times when not in use.

Confidential - Made known only to authorized persons who must of necessity be informed in connection with official duties. Other provisions same as secret.

Restricted - Information intended for official use only and disclosure denied to general public. Can be transmitted by ordinary mail. To be destroyed in any way rendering it useless. To be stored and handled in such a manner as to insure a reasonable degree of security.

Registered Classified Documents.- Must be kept in the most secure space available, preferably the equivalent of a three-combination safe. Documents received for custody of NACA shall be considered as registered when so designated by another government agency such as the Army, Navy, or War Production Board. Documents originating in the NACA shall be handled as registered documents only by authority of the Director of Aeronautical Research.

6. Brief pertinent detailed instructions for handling classified material are as follows:

(a) Classified correspondence will be stamped with the appropriate classification at the top and bottom of each page.

(b) Classified publications of the NACA will be stamped with the appropriate classification on the cover, title page, and first page.

(c) Secret documents and correspondence will be transmitted by hand, by specially authorized personnel, or by registered mail sent direct to the authorized recipient. When not personally delivered by authorized personnel, secret documents transmitted from one person

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to another by registered mail will be enclosed in an inner and an outer cover. Typewritten matter in the document will be protected by a cover sheet, or by a method of folding, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed, and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

(d) Confidential documents and correspondence will be sent by registered mail enclosed in an inner and outer cover, the inner cover addressed to the recipient and plainly marked confidential so that the notation will be seen when the outer cover is removed. The outer cover will be addressed in the usual manner for addressing envelopes, with no notation to indicate its confidential classification.

(e) Restricted matter will be sent by ordinary mail.

(f) For the purpose of applying these principles, minutes and agenda of meetings, and Intelligence Office bulletins will be considered as correspondence and not as publications.

(g) Classified technical material or discussions thereof shall not appear in correspondence or documents of a lower classification. However, this does not preclude references to confidential or restricted documents in unclassified documents or correspondence, provided only file numbers or short titles are used giving no indication of subject matter or classification.

7. These instructions supercede all previously issued NACA instructions for handling classified material.

J. F. Victory

J. F. Victory
Secretary.

Top Secret handled in accordance with A-R 380-5. Letter 4-26-44

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FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON 25. D. C.

ADDRESS ALL COMMUNICATIONS
TO THE SECRETARY

January 6, 1947

Miss Ruth Catlett Barton, Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
Room # 711, 515-22nd Street, N. W.
Washington 25, D. C.

Dear Miss Barton:

We regret the delay in replying to your Serial No. 99 dated 17 October, 1946 and your Serial No. 176 dated 9 December, 1946 on the subject of declassification. This delay was made necessary by the fact that we wished to submit some of the questions contained in Serial No. 99 to the consideration of the Commission's staff. It is also possible at this time to reply to your Serial No. 198 dated December 23, 1946 since I have had an opportunity to review the procedures contained therein.

There are approximately 44 file cabinets of classified material in the Commission's files. Only a very small percentage of this material was originated by this agency and, in most cases, where the classified documents now in our files were originated by this agency, they were given a classified status because they contained information that was extracted from documents that had been classified by other agencies.

Approximately 80% of the classified material that was originated by this agency has already been destroyed; therefore, of the classified material that remains in our files, very little can now be destroyed.

Very little of the classified material received from other departments can be destroyed since it appears to be impossible to get the different departments to agree upon the types of information that can now be declassified.

Most of the classified material now being handled by the Commission has been classified by other governmental agencies and only a very negligible number of documents are currently being classified by the Commission.

Most of the classified material located in the files of the Commission is of a scientific and technical nature but there is a considerable amount of material relating to the activities of enemy agents using transmitters for espionage purposes.

The Commission inaugurated a declassification program in October, 1945 under the direction of Assistant Chief Engineer George E. Sterling. This program was primarily concerned with the classified files of the Radio Intelligence Division and was designed to reduce the classified material to

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the smallest amount possible and still provide material that may be needed for a history of the origin, operation and accomplishments of the Division. This program has now reached the point where it is impossible to proceed further until agreement can be obtained from other governmental agencies on the manner in which specific material should be handled.

We have found considerable difficulty in operating an effective declassification program because of the different attitudes adopted by governmental agencies respecting identical material. We recognize the need for safeguarding information and appreciate the reluctance on the part of officials to declassify any material until it is clear that the information released is not of such a nature that it should retain its classified status. We regret that we have no constructive suggestions as to how a uniform attitude might be developed by different officials; however, we believe that the procedures proposed in your Serial No. 198 should, when adopted, be very helpful to all agencies concerned.

Very truly yours,

E. K. Jett
Security Officer

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DEPARTMENT OF COMMERCE
OFFICE OF TECHNICAL SERVICES
WASHINGTON 25, D. C.

January 3, 1947

Mrs. Ruth C. Barton, Secretary,
Security Advisory Board,
State War Navy Coordinating Committee,
Room No. 711 - 511 22nd Street, N.W.,
Washington, 25, D. C.

Dear Mrs. Barton:

Enclosed are the answers to the SWNCC Security Advisory Board Questionnaire of October 17, which concerns the declassification insofar as the interested agencies of the Department of Commerce are concerned.

We are advised that the form in which these are presented will be quite acceptable to the Board.

Very truly yours,

John C. Green

John C. Green,
Security Officer.

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B. Approximately how much of the total amount was originated by your agency and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department).

OFFICE OF INTERNATIONAL TRADE:	1% within O.I.T. 5% Army & Navy 3% Various inter-departmental committees 91% State Department
RECORDS RETIREMENT SECTION:	75% F. E. A.
BUSINESS ECONOMICS:	66-2/3% War 33-1/3% Navy
CENSUS: Geography Division	None Photographs obtained from Agriculture with a few having source - War Department.
STANDARDS:	60% Standards 12% War 11% Navy 6% N.A.C.A. 11% Miscellaneous
PATENT OFFICE:	None
DOMESTIC COMMERCE:	War 3 4 Dr. Cabinets Navy 1 4 Dr. Cabinets State 1/2 4 Dr. Cabinets Other 1/2 4 Dr. Cabinets 7 4 Dr. Cabinets
COAST & GEODETIC:	25% C & G 25% War 25% Navy 25% Other
CIVIL AERONAUTICS ADMINISTRATION:	11% 89% War & Navy
TECHNICAL SERVICES:	
T.I.I.D.	15% T.I.I.D. 50% Army & Navy 35% British
I.R.D.D.	100% I.R.D.D.
N. I. C.	1% N.I.C. 99% Army & Navy