

information shall be sent in clear over leased or private wire, whether telephone, telegraph, or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U. S. Army or other appropriate authority.

7. RESPONSIBILITY

a. Each agency shall 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.

8. STORAGE OF CLASSIFIED INFORMATION

~~(a. When not in use, documents or other materials containing Top
(Secret, or Secret information shall be kept locked in the most secure files
(available. Unless such matter is stored in a three-combination safe or
(its equivalent, it will be kept in a secure room which is locked when not
(in use. D E L E T E)~~

a. Registered and Top Secret information will be kept locked in metal combination lock-safes, metal three-combination lock file cabinets, or secure storage vaults when not in use.

~~(b. When not in use, documents or other materials containing
(Confidential information shall be kept in a safe or locked cabinet. DELETE)~~

b. Secret and Confidential information will be kept locked, when not in use, as in a, above; in a metal file cabinet equipped with a plunger lock; a metal cabinet equipped with a steel lock bar and padlock; or in file cabinets equipped with locking devices provided these containers are located in areas or rooms which may be locked when not in use.

~~(c. Documents or other materials containing Restricted information
(shall be stored and handled in such a manner as to insure a reasonable
(degree of security. D E L E T E)~~

c. Restricted information will be stored as indicated in a or b, above; in locked desks or wooden file cabinets equipped with locking devices; or in a secure room which is locked when not in use.

d. When not in use in above sub-paragraphs is defined as not in use by, or under supervision of competent, authorized persons in the same room.

e. Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents, and devices to which they apply.

f. In all agencies appointed officers shall make an inspection before the close of business to insure that all classified information, documents and cryptographic devices have been properly and safely put away.

9. HANDLING OF CLASSIFIED INFORMATION

a. Documents or other materials containing Top Secret, Secret, or Confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked Top Secret, Secret, or Confidential, and the outer cover shall be sealed and addressed with no notation to indicate its classification. Top Secret documents will be transmitted only by trustworthy officials designated as couriers and will be opened only by the addressee or his authorized representative. Under no circumstances will such matter be transmitted by registered mail. It is mandatory that transmission and custody of such matter be covered by a receipt system. Secret or Confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. The transmission and custody of Secret documents will be covered by a receipt system. The transmission and custody of Confidential documents will be covered by a receipt system only when the sender deems it necessary. Restricted

information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

b. Upon direction by competent authority, Top Secret, Secret or Confidential documents and registered documents will be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret or Secret documents or registered publications and submitted to the authority directing the destruction. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

c. Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulating units which will insure handling of classified information only by specially authorized employees.

d. Each agency sending or receiving Top Secret, Secret or Confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

e. It is the responsibility of the official ~~holding~~ charged with the custody of classified documents to accomplish the necessary inspections in order to insure that all security precautions are taken to guard such documents at all times.

10. PERSONAL FILES

a. Files, records, material or documents accumulated, formulated or brought into existence as the result of an action by any individual or group of individuals in the discharge of official duty are not considered

to be the personal property of those individuals concerned, and at the separation of the individual or group of individuals from the assignment during which the action occurred, such aforementioned files, records, material or documents shall be retained by the agency under whose jurisdiction the duty was performed for disposition.

b. Files, records, material or documents accumulated by an individual while in the service of the government, the contents of which are substantially of a personal nature, may be retained by the recipient upon transfer to another agency or separation from the service providing approval for retention is obtained from the head of the agency in which the service was rendered.

11. ADDITIONAL REGULATIONS

a. The head of any agency in the service of the Government may provide by regulation within that agency such measures as deemed necessary to provide for the registration of classified information.

b. The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of these regulations and shall assume responsibility for their enforcement.

12. DISCLOSURE CONTRARY TO EXISTING INSTRUCTIONS

a. Nothing contained herein shall be construed as authorizing the relaxation of existing agency or departmental instructions concerning the disclosure of information, which may be applicable to any particular subject matter.

13. ESPIONAGE ACT

a. Attention is directed to the following extract from the Espionage Act concerning unlawful disclosure of military information through willful action or gross negligence:

"Whoever....being entrusted with any document....relating to the national defense, willfully communicates....the same to any

person not entitled to receive it, or willfully fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or through gross negligence permits the same to be removed from its proper place of custody....shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than \$10,000."

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON 25, D. C.



DEPARTMENT OF STATE
WASHINGTON

October 31, 1946.

MEMORANDUM FOR THE SECURITY ADVISORY BOARD

Attention: Mrs. Ruth Barton, Secretary

Subject: Cryptographic Security Regulations

1. The Cryptographic Security Board has not yet promulgated the rules necessary to establish cryptographic security standards and policies for all Federal Departments and Agencies. It is believed, therefore, that no reference to such rules can be made in the regulations issued by the Security Advisory Board.

2. This office has prepared information as requested in your memorandum of 21 October 1946, which will be found in the attached draft. Although this draft has not been approved by the Cryptographic Security Coordinating Committee there are no contraversial matters which need be cleared with that Committee prior to the issuance of general security regulations by the Security Advisory Board.

LW Parke

L. W. Parke
Chairman, Executive Committee,
Cryptographic Security Coordinating Committee.

Draft of Cryptographic Security Regulations

It is suggested that the following changes be made in the security regulations issued by the Security Advisory Board. (SAB 1).

Change Paragraph 4 b, to read as follows:

Each document, or extract therefrom, except a telegram shall be graded according to its own content and not necessarily according to its relationship to another document. Each telegram making a direct reference by subject matter or other identifying information to a telegram classified CONFIDENTIAL or higher shall be classified at least CONFIDENTIAL. Each telegram making a direct reference to a telegram classified RESTRICTED shall be classified at least RESTRICTED. No unclassified telegram shall make reference to a classified telegram.

In Paragraph 6 j omit all after the word "teletype."

Omit Paragraph 8 d

In Paragraph 8 e omit the words, "a cryptographic device."

Change Paragraph 9 d to read as follows:

Each Agency sending or receiving classified telegrams shall appoint a Cryptographic Security Officer who shall be responsible for the enforcement of all regulations necessary to insure cryptographic security issued by appropriate authorities or by the head of the Agency.

Add a new Section:

UNCLASSIFIED

4

SAB 1

COPY NO. _____

28 May 1946Pages 1 to 7

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

SECURITY

- References: a. OWI Reg. No. 4
b. Change No. 1 to OWI Reg. No. 4
c. Top Secret Control Procedure
Memo. dtd March 24, 1944
d. SAB Memo. No. 9-1945

Note by the Secretary

1. On September 28, 1942 Office of War Information (OWI) Regulation No. 4 was issued to provide for uniform practice within the Government regarding classified information. From time to time other security regulations were issued by the Office of the Director, Office of War Information or the Security Advisory Board, then operating under the Office of War Information.
2. With the reestablishment of the Security Advisory Board under the State-War-Navy Coordinating Committee, it is deemed advisable to reissue certain security regulations formerly promulgated by the Office of War Information. The enclosure represents merely a compilation of pertinent Office of War Information security regulations and is not in any respect a revision of those regulations. The Security Advisory Board, as presently created, contemplates eventual revision of all Office of War Information security regulations which are appropriate to peacetime conditions. Upon their completion, these revisions will be circulated to the Security Officers of nonmilitary federal departments and agencies.
3. The enclosure supersedes OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Top Secret Control Procedure Memorandum dated March 24, 1944 and Security Advisory Board Memorandum No. 9-1945, and is circulated to Security Officers as interim guidance in security matters.
4. The Security Advisory Board stands ready to offer any possible assistance in facilitating the work of the Security Officers of nonmilitary federal departments and agencies. The Secretary of the Security Advisory Board may be contacted by calling State 2428, Navy 3157, or War 79707.

M. RUTH CATLETT
Capt., WAC
Secretary

UNCLASSIFIEDE N C L O S U R ESECURITYREGULATION BY THE SECURITY ADVISORY BOARD

1. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information requiring special provisions for safeguarding, as well as copies thereof obtained by any means of reproduction or transcription.

b. The term "classified information" shall designate information requiring special provisions for safeguarding which is graded Top Secret, Secret, Confidential, or Restricted under one of the following definitions of such categories. Information which needs no special safeguarding shall be referred to as unclassified information.

c. Official matter requiring classification shall be examined and graded under one of the following categories:

Top Secret information is information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

Secret information is information the unauthorized disclosure of which would endanger national security, or cause serious injury to the interests or prestige of the nation or any governmental activity thereof.

Confidential information is information the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty.

Restricted information is information which should not be published or communicated to anyone except for official purposes.

2. AUTHORITY TO CLASSIFY

a. The head of each Federal agency or his designated representative shall classify information as Top Secret, Secret, Confidential or Restricted if the character of the information indicates the need for such classification.

b. The authority making the original classification or superior

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authority within the agency, may cancel or change the classification of a document or may direct such cancellation or change. It is the obligation of responsible officials to keep classified matter under constant review and to downgrade it as soon as conditions permit, notifying recipients of such action.

c. Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

3. DECLASSIFICATION

a. The authority making the original classification or superior authority within the agency may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page of the copy of record, "Classification cancelled or changed to _____," by authority of (name and position of person making change) and date thereof. All custodians and addressees shall be informed of any change in the classification of documents by letter or circular memorandum or bulletin.

b. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first consulting the other agency.

4. GRADING

a. The designation of persons responsible for grading and regrading will be made by authorities listed in para. 2a.

b. Each document, or extract therefrom, except cryptographic material, shall be graded according to its own content and not necessarily according to its relationship to another document.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

d. In transmitting a group of documents, or attachments or enclosures to a letter, each document, attachment or enclosure will carry its own independent classification or no classification, consistent with the proper safeguarding of the information contained therein.

e. A letter of transmittal or cover letter will be classified no

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lower than the highest classification of any of the enclosures. It should be noted that in some cases a letter may be deserving of a higher classification than any of its enclosures.

f. Groups of documents will be prepared for transmittal and dispatched according to the highest classification of any document in the group.

5. IDENTIFICATION OF CLASSIFIED MATERIAL

a. Classified documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be plainly marked or stamped Top Secret, Secret, Confidential or Restricted on the cover, title page, first page, back page, and back cover. Classified communications and other material not permanently and securely fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished persons other than those in the Federal service shall, in addition to being marked Top Secret, 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 to or the revelation of its content in any manner to an unauthorized person is prohibited by law."

6. DISSEMINATION OF CLASSIFIED INFORMATION

a. No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Except as provided by subsections 6 g and 6 h below, such information is entrusted only to those individuals in the Federal service whose official duties require such information.

b. The head of each agency, or his duly authorized representatives, shall maintain lists of persons receiving Top Secret, Secret and Confidential information within that agency.

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c. The head of each agency may, by regulation, provide for the registration of Secret or Confidential information.

d. The distribution of Top Secret information shall be held to the absolute minimum. In addition, only the minimum information in this category necessary to the proper planning and appropriate action of a subordinate branch will be released to it. Transmission of information in the Top Secret category shall be effected by direct contact wherever practicable.

e. The unnecessary dissemination of Secret information shall be avoided.

f. Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge.

g. Restricted information may be given, when for the good of the Federal service, to any person known to be in that service, provided that the consent of the originating agency is secured; but shall not be released or communicated to the public, the press, or any other agency through which information may be disseminated to the public.

h. Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

i. Classified matters shall not be discussed in personal correspondence. Top Secret, Secret, and Confidential matters shall not be discussed over the telephone. Necessary references may be made to Confidential matters over the telephone but shall be phrased so as not to disclose their confidential nature.

j. Under no circumstances will Top Secret messages or information be transmitted by electrical means in the clear. No Secret or Confidential information shall be sent in clear over leased or private wire, whether telephone, telegraph, or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U. S. Army or other appropriate authority.

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7. RESPONSIBILITY

a. Each agency shall 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.

8. STORAGE OF CLASSIFIED INFORMATION

a. When not in use, documents or other materials containing Top Secret or Secret information shall be kept locked in the most secure files available. Unless such matter is stored in a three-combination safe or its equivalent, it will be kept in a secure room which is locked when not in use.

b. When not in use, documents or other materials containing Confidential information shall be kept in a safe or locked cabinet.

c. Documents or other materials containing Restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

d. Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents, and devices to which they apply.

e. In all agencies appointed officers shall make an inspection before the close of business to insure that all classified documents and cryptographic devices have been properly and safely put away.

9. HANDLING OF CLASSIFIED INFORMATION

a. Documents or other materials containing Top Secret, Secret, or Confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked Top Secret, Secret, or Confidential, and the outer cover shall be sealed and addressed with no notation to indicate its classification. Top Secret documents will be transmitted only by trustworthy officials designated as couriers and will be opened only by the addressee or his authorized representative. Under no circumstances will such matter be transmitted by registered mail. It is mandatory that transmission and

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custody of such matter be covered by a receipt system. Secret or Confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. The transmission and custody of Secret documents will be covered by a receipt system. The transmission and custody of Confidential documents will be covered by a receipt system only when the sender deems it necessary. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

b. Upon direction by competent authority, Top Secret, Secret or Confidential documents and registered documents will be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret or Secret documents or registered publications and submitted to the authority directing the destruction. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

c. Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulating units which will insure handling of classified information only by specially authorized employees.

d. Each agency sending or receiving Top Secret, Secret or Confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

e. It is the responsibility of the official holding the custody of classified documents to insure that all security precautions are taken to guard such documents at all times.

10. REGULATIONS TO BE ISSUED

a. The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of this regulation and shall assume responsibility for their enforcement.

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11. DISCLOSURE CONTRARY TO EXISTING INSTRUCTIONS

a. Nothing contained herein shall be construed as authorizing the relaxation of existing agency or departmental instructions concerning the disclosure of information, which may be applicable to any particular subject matter.

12. ESPIONAGE ACT

a. Attention is directed to the following extract from the Espionage Act concerning unlawful disclosure of military information through willful action or gross negligence.

"Whoever....being entrusted with any document....relating to the national defense, willfully communicates....the same to any person not entitled to receive it, or willfully fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or through gross negligence permits the same to be removed from its proper place of custody....shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than \$10,000."

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 27
MRC/gh

21 May 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Suggested Navy Department Changes in First Draft of
SAB No. 1

Reference: Serial No. 25 dated 14 May 1946

1. The Navy Department member of the Security Advisory Board has suggested that the following changes be made in the first draft of SAB No. 1, forwarded to SAB members 14 May 1946:

Paragraph 3 g (page 2), line 7 - "All custodians and addresses ~~should~~ will be informed of any change in the classification of documents by letter or circular memorandum or bulletin."

Paragraph 6 f (page 5), line 4 - Delete "except as herein-after provided"

Paragraph 6 i (page 5), line 2 - "Top Secret, and Secret, and Confidential matters shall not be discussed over the telephone. Necessary references made to Confidential matters over the telephone shall be held to the lowest practicable minimum."

Paragraph 8 g (page 6) - "When not in use, documents or other materials containing Top Secret or Secret information shall be kept locked in the most secure files available. Unless such matter is stored in a three-combination safe or its equivalent, it will be kept in a secure room which is locked when not in use."

Paragraph 8 h (page 6) - "When not in use, documents or other materials containing Confidential information shall be kept in a locked container files."

Paragraph 8 f (page 7), line 17 - "The transmission and custody of Secret documents will normally be covered by a receipt ~~form~~, only when the sender deems it necessary. The transmission of Confidential documents will be covered by a receipt ~~form~~ only when the sender deems it necessary."

system

system

UNCLASSIFIED
Serial No. 27

-2-

21 May 1946

Subject: Suggested Navy Department Changes in First Draft of SAB No. 1

Paragraph 8 g (page 7), line 1 - "Upon direction by competent authority, classified information shall be destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person Top Secret, Secret, or Confidential documents and registered Restricted documents will be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret or Secret documents and submitted to the authority directing the destruction."

Low registered Confidential as restricted publications
Add new Paragraph 11 - "Nothing contained ~~in this document~~ shall be construed as authorizing the disclosure of any information contrary to custom or the letter or spirit of existing instructions which may be applicable to a particular subject matter."

2. Changes as outlined in paragraph 1 above will be discussed at the meeting of the Security Advisory Board 22 May 1946.

For the Security Advisory Board

M. RUTH CATLETT
Capt., WAC
Secretary

Capt. Catlett

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 25
MRC/lmm

14 May 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Compilation of Pertinent OWI Security Regulations.

Reference: Item II, Minutes 1st SAB Meeting.

Enclosure: First draft of Security Advisory Board Regulation No. 1.

1. In line with the discussion at the first meeting of the Security Advisory Board, the enclosed compilation of OWI security regulations has been prepared for consideration by the members of the Board, with a view to eventual circulation to security officers as interim guidance.
2. In preparing the enclosed regulation, no attempt was made to revise principles heretofore incorporated in OWI security regulations. The enclosure represents merely a putting together of appropriate paragraphs from OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Security Advisory Board Memorandum No. 9, and Top Secret Control Procedure. Language changes have been made in various places in order to bring the enclosure into line with peacetime conditions.
3. In considering the first draft of Security Board Regulation No. 1, Board members may wish to make certain policy changes which have already been made in the revision of AR 380-5, Army Air Forces Regulations and others. In this connection your attention is especially invited to provisions for transmission of Confidential information (para. 8f, page 6).

M. RUTH CATLETT
Capt., WAC
Secretary

UNCLASSIFIED

First Draft SAB 1

14 May 1946

Pages 1 to 8, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

SECURITY

- References: a. OWI Reg. No. 4
b. Change No. 1 to OWI Reg. No. 4
c. Top Secret Control Procedure
Memo. dtd March 24, 1944
d. SAB Memo. No. 9-1945

Note by the Secretary

1. On September 28, 1942 ~~the~~ Office of War Information (OWI) Regulation No. 4 was issued to provide for uniform practice within the Government regarding classified information. From time to time other security regulations were issued by the Office of the Director, Office of War Information or the Security Advisory Board, then operating under the Office of War Information. c c B
2. With the ~~recreation~~ ^{reestablishment} ^{STA} of the Security Advisory Board under the State-War-Navy Coordinating Committee, it is deemed advisable to reissue certain security regulations formerly promulgated by the Office of War Information. The enclosure represents merely a compilation of pertinent Office of War Information security regulations and is not in any respect a revision of those regulations. The Security Advisory Board, as presently created, contemplates eventual revision of all Office of War Information security regulations which are appropriate to peacetime conditions. Upon their completion, these revisions will be circulated to the Security Officers of nonmilitary federal departments and agencies.

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3. The enclosure supersedes OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Top Secret Control Procedure Memorandum dated March 24, 1944 and Security Advisory Board Memorandum No. 9-1945, and is circulated to Security Officers as interim guidance in security matters.

4. The Security Advisory Board stands ready to offer any possible assistance in facilitating the work of the Security Officers of nonmilitary federal departments and agencies. The Secretary of the Security Advisory Board may be contacted by calling State 2428, Navy 3157, or War 79707.

M. RUTH CATLETT
Capt., WAC
Secretary

UNCLASSIFIEDFirst DraftSAB 11. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information requiring special provisions for safeguarding, as well as copies thereof obtained by any means of reproduction or transcription.

b. The term "classified information" shall designate information requiring special provisions for safeguarding which is graded Top Secret, Secret, Confidential, or Restricted under one of the following definitions of such categories. Information which needs no special safeguarding shall be referred to as unclassified information.

c. Official matter requiring classification shall be examined and graded under one of the following categories:

Top Secret information is information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

Secret information is information the unauthorized disclosure of which would endanger national security, or cause serious injury to the interests or prestige of the nation or any governmental activity thereof.

Confidential information is information the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty.

Restricted information is information which should not be published or communicated to anyone except for official purposes.

2. AUTHORITY TO CLASSIFY

a. The head of each Federal agency or his designated representative shall classify information as Top Secret, Secret, Confidential or Restricted if the character of the information indicates the need for such classification.

b. The authority making the original classification or superior authority within the agency, may cancel or change the classification of a document or may direct such cancellation or change. It is the obligation of responsible officials to keep classified matter under constant review, and to downgrade it as soon as conditions permit, *notifying recipients of such action* (cc B)

c. Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

3. DECLASSIFICATION

a. The authority making the original classification or superior authority within the agency may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page of the copy of record, "Classification cancelled or changed to _____," by authority of (name and position of person making change) and date thereof. All custodians and addressees ^{shall} ~~should~~ be ^{- Navy -} informed of any change in the classification of documents by letter or circular memorandum or bulletin.

b. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency ^{shall} ~~should~~ be made without first consulting the other agency.
 cc B

4. GRADING

a. The designation of persons responsible for grading and regrading will be made by authorities listed in para. 2a.

b. Each document, or extract therefrom, except cryptographic material, shall be graded according to its own content and not necessarily according to its relationship to another document.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

d. In transmitting a group of documents, or attachments or enclosures to a letter, each document, attachment or enclosure will carry its own independent classification or no classification, consistent with the proper safeguarding of the information contained therein.

e. A letter of transmittal or cover letter will be classified no lower than the highest classification of any of the enclosures. It should be noted that in some cases a letter may be deserving of a higher classification than any of its enclosures.

f. Groups of documents will be prepared for transmittal and dispatched according to the highest classification of any document in the group.

5. IDENTIFICATION OF CLASSIFIED MATERIAL

a. Classified documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be plainly marked or stamped Top Secret, Secret, Confidential or Restricted on the cover, title page, first page, back page, and back cover. Classified communications and other material not permanently and securely fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each

page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished persons other than those in the Federal service shall, in addition to being marked Top Secret, 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 to or the revelation of its content in any manner to an unauthorized person is prohibited by law."

6. DISSEMINATION OF CLASSIFIED INFORMATION

a. No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Except as provided by subsections ~~(b)(1)~~ and ~~(c)~~ below, such information is entrusted only to those individuals in the Federal service whose official duties require such information.

b. The head of each agency, or his duly authorized representatives, shall maintain lists of persons receiving Top Secret, Secret and Confidential information ^{within} ~~from~~ that agency.

c. The head of each agency may, by regulation, provide for the registration of Secret or Confidential information.

d. ^{The distribution of Top Secret information shall be held to the absolute minimum.} ~~The unnecessary dissemination of Top Secret information will be avoided.~~ ^{in addition,} Only the minimum information necessary to the proper planning and appropriate action of a subordinate branch will be released to it. Transmission of information in the Top Secret category shall be effected by direct contact wherever practicable.

unnecessary dissemination
 g. The ~~distribution~~ of Secret matter shall ~~be held~~ *be avoided.*
 to the ~~absolute~~ minimum.

f. Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge, *CCB*
~~except as hereinafter provided.~~

g. Restricted information may be given, when for the good of the Federal service, to any person known to be in that service, provided that the consent of the originating agency is secured; but shall not be released or communicated to the public, the press, or any other agency through which information may be disseminated to the public.

h. Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

i. Classified matters shall not be discussed in personal correspondence. Top Secret, ~~Secret~~ *Confidential* matters shall not be discussed over the telephone. *Necessary* references *may be* made to Confidential matters over the telephone. *CCB*
 shall be *phrased so as not to disclose their confidential nature.* ~~held to the lowest practicable minimum.~~

1. *but* No Secret or Confidential information shall be sent in clear over leased or private wire, whether telephone, telegraph, or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U. S. Army or other appropriate authority. Under no circumstances will Top Secret messages *or information* be transmitted by electrical means in the clear. *CCB*

7. RESPONSIBILITY

a. Each agency shall 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.

Storage
 8. HANDLING OF CLASSIFIED INFORMATION

a. When not in use, documents or other materials containing Top Secret or Secret information shall be kept locked in the most secure files available. Unless such matter is stored in a three-combination safe or its equivalent, it will be kept in a secure room which is locked when not in use.

b. When not in use, documents or other materials containing Confidential information shall be kept in a locked ^{safe or} ~~container~~ *Navy Cabinets*.
~~a safe or three combination file~~

c. Documents or other materials containing Restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

d. Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents, and devices to which they apply.

e. In all agencies appointed officers ^{shall} ~~should~~ make an inspection before the close of business to insure that all classified documents and cryptographic devices have been properly and safely put away.

9. *Handling of Classified Information*
~~Documents or other materials~~ containing Top Secret, Secret, or Confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope

plainly marked Top Secret, Secret, or Confidential, and the outer cover shall be sealed and addressed with no notation to indicate its classification. Top Secret documents will be transmitted only by trustworthy officials [?] designated as couriers and will be opened only by the addressee or his authorized representative. Under no circumstances will such matter be transmitted by registered mail. It is mandatory that transmission and custody of such matter be covered by a receipt system. Secret or Confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. The ¹⁷ transmission and custody of Secret documents will ~~normally~~ be covered by a receipt ^{system} ~~only when the sender deems it necessary~~. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

B. Upon direction by competent authority, classified information shall be destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

C. Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulating units which will insure handling of classified information only by specially authorized employees.

Top Secret must be kept secret

~~10~~ Each agency sending or receiving Top Secret, Secret or Confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

~~11~~ It is the responsibility of the official holding the custody of classified documents to insure that all security precautions are taken to guard such documents at all times.

10. REGULATIONS TO BE ISSUED

A. The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of this regulation and shall assume responsibility for their enforcement.

new par 11
12 ESPIONAGE ACT

A. Attention is directed to the following extract from the Espionage Act concerning unlawful disclosure of military information through willful action or gross negligence.

"Whoever....being entrusted with any document... relating to the national defense, willfully communicates... the same to any person not entitled to receive it, or willfully fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or through gross negligence permits the same to be removed from its proper place of custody...shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than \$10,000."

Article 76 - para 09.
Review