

UNCLASSIFIED

that of the highest graded document therein. Documents separated from the file or group revert to their individual classifications.

Whenever classified information and unclassified information is issued together, the information should be so prepared that the classified can be separated from the unclassified and each part handled appropriately. Classified documents, such as reports, tabulations, magazines, or other bound material being prepared for distribution will have the individual items, columns, pages appropriately classified, or marked as being unclassified, whenever possible, in order that extracts may be made from documents without the necessity of assigning to them the same security classification as the document. REGARDLESS OF THE FACT THAT PAGES, PARAGRAPHS, SECTIONS, OR COMPONENTS OF THE DOCUMENT MAY BEAR DIFFERENT CLASSIFICATIONS, THE DOCUMENT ITSELF WILL BEAR ONLY ONE OVERALL CLASSIFICATION, WHICH SHOULD BE EQUAL TO OR HIGHER THAN THE CLASSIFICATION OF ANY PART THEREOF.

c. TRANSMITTAL

A letter of transmittal shall be given the highest classification carried by any of its enclosures, unless the letter of transmittal contains information warranting a higher classification.

A CLASSIFIED LETTER OF TRANSMITTAL WHICH DOES NOT IN ITSELF REVEAL ANY CLASSIFIED INFORMATION MAY BE DECLASSIFIED WHEN THE ENCLOSURES ARE REMOVED. Such letters of transmittal should always bear a notation that they may be declassified when the enclosures

SAB 7

UNCLASSIFIED

are removed. Such notation may be a part of the body of the transmittal letter or it may be typed or stamped on the letter itself. A suitable stamp for this purpose would read:

THIS DOCUMENT IS DECLASSIFIED WHEN ATTACHMENT IS REMOVED

d. OVERCLASSIFICATION

Overclassification will be avoided. It causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

Cases of flagrant overclassification will be reported by any official to the Security Officer of the department or agency. If the document originated in his own department or agency, the Security Officer will discuss the matter directly with the office of the originator. If the document was received from other sources, cases of overclassification will be reported to the Security Advisory Board for appropriate reference.

e. UPGRADING

If the recipient or custodian of classified matter believes the assigned classification is not sufficiently protective, he shall safeguard the matter in accordance with the classification he deems appropriate and shall refer the question to the originator. Unclassified material received from any source which

SAB. 9

UNCLASSIFIED

is judged to be deserving of classification by the recipient shall be similarly treated.

When matter is upgraded, the originator shall notify all custodians and addressees.

f. REVIEW OF SECURITY CLASSIFICATIONS

The Security Officer of the department or agency will ~~reviews~~ ^{be responsible} ~~for the~~ ^{Continuing review of material} ~~from time to time, the use of all security classifications~~ throughout his agency or department.

UNCLASSIFIEDSECTION III. DOWNGRADING AND DECLASSIFICATION GUIDES1. A WORD ON DOWNGRADING AND DECLASSIFICATION

Whether downgrading or declassification is undertaken by an individual, a group of interested workers, or a Board or Committee to which classified documents could be funnelled, there are a few inescapable facts to be faced.

1. Downgrading and declassification will require a great deal of work and continued diligence before it can be effective.
2. Downgrading and declassification cannot be undertaken unless personnel doing the work are thoroughly familiar with downgrading and declassification procedures.
3. Downgrading and declassification cannot at any time be considered more important than the maintenance of security. The first consideration for any official authorizing the downgrading or declassification of a document should be, "Does the information in this document still deserve the classification which it holds?"

The initial establishment of a declassification and downgrading procedure is the most difficult, of course. When the mechanism has been created, considerable experience in declassification will be necessary before personnel engaged in the work can establish a satisfactory operating procedure. Declassification must necessarily be accomplished in a piecemeal fashion until sufficient types of documents have been submitted to security authorities to establish precedents for the declassification of other documents in that category. Such precedents will considerably expedite declassification. It is urged that Security Officers in federal departments and agencies make every effort to establish ^{the} a declassification and downgrading mechanism as soon as possible.

UNCLASSIFIED2. AUTHORITY TO DOWNGRADE AND DECLASSIFYa. GENERAL

It is the responsibility and obligation of all government officials to keep classified ~~matter~~^{material} of current interest or continuing value constantly under review and to downgrade or declassify it as soon as conditions permit.

b. AUTHORITY

The official making the original classification, or higher authority in the same agency or department, may cancel or change the classification of a document. ↑

(In any case when the originator of the document cannot be determined or is unavailable, the office having primary interest in the document, as defined in Section I, paragraph 9, may downgrade or declassify it when appropriate.

Authority to downgrade or declassify documents originating in an agency may be delegated to the Security Officer or to other responsible government officials by the head of that agency or department, or, if the agency has a considerable amount of classified material in its files, such authority might more practically be vested in a Downgrading and Declassification Board or Committee.

UNCLASSIFIED3. COORDINATION AND RESPONSIBILITYa. DOCUMENTS AFFECTING ONLY OFFICE OF ORIGIN

Documents which affect only the office of origin or documents which contain information of primary interest to one office only will be downgraded or declassified by that office, or higher authority within the agency, without further reference.

b. DOCUMENTS AFFECTING INTERESTS OF TWO OR MORE OFFICES OR AGENCIES

If a classified document contains information ^{substantially} affecting the interests of two or more offices or agencies, the one desiring to downgrade or declassify the document will consult the others and attempt to reach an agreement. Normally, the office which has the primary interest in the document as a whole will assume the responsibility for coordination with all other agencies whose interests are affected by portions thereof and will downgrade the document to the classification agreed upon.

c. DOCUMENTS AFFECTING INTERESTS OF FOREIGN NATIONS

If a classified document was classified solely to accord with conditions imposed by a foreign nation, it may be downgraded or declassified with the consent of the nation concerned or by the approval of the Department of State.

If a document was originally classified ^{by} or prepared in conjunction with a foreign nation, it may be downgraded or declassified only when the consent of that nation has been secured.

UNCLASSIFIEDd. DOCUMENTS AFFECTING THE INTERESTS OF THE MILITARY SERVICES

If a classified document contains information affecting the interests of the Army or Navy, appropriate authorities in the War or Navy Departments shall be consulted before the documents are downgraded or declassified.

In many instances appropriate offices in the military services will authorize declassification of all information in a certain field or of a certain type, thus eliminating piecemeal submission of documents in that category in the future.

e. STATE-WAR-NAVY TELEGRAMS AND CABLES

"Classified War or Navy Department messages bearing the phrase 'Paraphrase not Required' or 'May be Handled as Correspondence of Similar Classification', and Department of State telegrams carrying no requirement for paraphrase, may be downgraded or declassified by appropriate authorities on the same basis as other classified material.

Department of State Telegrams, classified Secret or Top Secret, may be downgraded to Confidential after five years without paraphrase, and any Department of State telegram may be declassified after ten years, if the content warrants. Otherwise, no State, War, or Navy Department cables or telegrams may be downgraded or declassified until paraphrase and elimination of all reference numbers and date-time groups have been effected, except that Top Secret may be downgraded to Secret.

1. DOCUMENTS CONTAINING SCIENTIFIC AND TECHNICAL DATA

Executive Orders of the President Nos. 9568 and 9604, dated 8 June 1945 and 25 August 1945, respectively, require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds, or obtained from the enemy, which is of any possible value or aid to business, industry or science shall be reviewed and declassified if there is no objection on the grounds of military security, and a copy of the declassified document forwarded to the Publication Board of the Department of Commerce. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest in a document of this category, the item in question may be forwarded to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

For full information regarding procedures on classified documents containing scientific and technical data, see SAB No. 2, dated 28 May 1946.

SAB 7

... DOCUMENTS CONTAINING SCIENTIFIC AND TECHNICAL DATA ...
... DEPARTMENT OF COMMERCE ...
... MILITARY SERVICES ...

UNCLASSIFIED9. NON-CONCURRENCES

In the event no agreement can be reached by two offices within the same agency regarding the proper classification of a document, the problem will be referred for decision to the lowest superior common to the disagreeing offices.

In the event no agreement can be reached as to the proper classification of a document, the document must maintain the disputed classification until eventual agreement can be worked out. The Security Advisory Board may be consulted for advice in any such instances of disagreement.

UNCLASSIFIED

4. MARKING PROCEDURES AND INDEXING

a. GENERAL

In every case after a downgrading or declassification authority has agreed that a classification of a document or device can be cancelled or changed, he should write or stamp over the mark at the top of the first page, "Classification cancelled or changed to _____, by authority of (Official authorized to change), date, by (name and position person making the change.)"

EXAMPLES:

CLASSIFICATION CHANGED
TO _____ BY AUTHORITY
OF _____ DATE _____
BY _____

CLASSIFICATION CANCELLED
BY AUTHORITY OF _____
DATE _____
BY _____

CLASSIFICATION CHANGED
TO _____
BY AUTHORITY OF _____
DATE _____
BY _____

CLASSIFICATION CANCELED
BY AUTHORITY OF _____
DATE _____
BY _____

b. LETTERS AND REPORTS

Downgraded or declassified letters and reports, not permanently and securely fastened together, will be marked or stamped with the new classification at the top and bottom of each page and the old marking lined through. If the classification is cancelled,

SAB 7

UNCLASSIFIED

the markings on each page will be lined through.

c. BOOKS AND PAMPHLETS

Books or pamphlets being downgraded ~~or declassified~~ which are permanently and securely fastened together will be marked or stamped with the new appropriate classification on the cover, title page, first page, back page and back cover. *If the classification is cancelled, the markings on these pages will be lined through.*

d. BULK FILES OR SUPPLIES

When a document has been downgraded or declassified, bulk files or supplies thereof need not be marked as provided herein until copies are charged out for use. The change or cancellation of security classification will be indicated inside the file drawer or other storage container.

Declassified documents will not be forwarded to the Library of Congress, the National Archives or other depositories until they have been marked as declassified. Where an arrangement has been made between an agency and the Library of Congress that declassification markings on bulk shipments will be accomplished by the Library of Congress, declassified documents may be transferred before declassification markings have been accomplished, provided one record copy is properly marked and maintained in the files of the agency and one copy, properly marked, accompanies the shipment to the Library, together with a written proviso that no further distribution of the document will be made until declassification markings have been

SAB 7

UNCLASSIFIED

accomplished by the Library of Congress.

The National Archives will, of course, continue to accept classified records, when the agency or department has not been able to accomplish declassification of such documents. These classified records will be maintained in the National Archives in their classified status until notification is made to the Archives that declassification has been accomplished.

e. INDEXING

A current record of all material reviewed for the purpose of downgrading or declassification should be maintained by means of a card index or other suitable reference system to ~~facilitate~~

UNCLASSIFIED5. DOWNGRADING AND DECLASSIFICATION NOTIFICATIONSa. GENERAL

The office which originally downgrades or declassifies a document will, when practicable, notify all recipients or holders of copies thereof. All holders will, upon such notification, mark a downgraded or declassified document in their possession as prescribed in Section III, Part 4.

b. RESPONSIBILITY FOR NOTIFICATION

If the document is not widely held, it shall be the responsibility of the Downgrading or Declassification Authority to notify all recipients or holders of copies.

If the document is widely held in government agencies, a request may be forwarded to the Security Advisory Board for announcement of the action taken to all Security Officers of agencies concerned. Such a request will be accompanied by a list of known agencies holding the document.

It should be emphasized that notification of downgrading or declassification to all holders of the document is one of the most important single steps in the declassification procedure. Failure to notify holders of a document that it has been declassified or downgraded will nullify the effect of an overall declassification program in federal government.

c. TYPE OF NOTIFICATIONS

All notices of downgrading or declassification will specifically identify and describe the document or information, its office of origin, former classification, new classification, if any, authority for downgrading and date thereof.

UNCLASSIFIED6. DISPOSITIONa. RECORD COPIES

Section I of the Disposal Act of 1943 (57 Stat. 380) defines what constitutes records of the Federal Government. Care must be exercised at all times to insure that record copies of declassified documents are maintained in the files of the agency concerned. When such records are no longer needed for the conduct of the current business of the agency, they should be transferred to the National Archives or proposed for other disposition as provided by law.

Whenever practicable, classified records or documents should be declassified prior to their transfer to the National Archives.

b. EXCESS COPIES OF DECLASSIFIED BOOKS OR PAMPHLETS

The law (44 USC 139) provides that 150 copies of all government publications including maps (but excepting classified matter, blank forms, and circular letters) shall be furnished to the Library of Congress when such copies are excess to agency needs and do not constitute record copies. When a document has been declassified and excess copies are available, arrangements should be made to transfer 150 copies of the stock to the Exchange and Gift Division, Library of Congress. The Library of Congress, in cooperation with the Superintendent of Documents, will arrange for their proper distribution.

The Library of Congress will also accept copies of classified books or pamphlets if they are excess to the needs of the agency

SAB 7

UNCLASSIFIED

for current use and if they are not record copies. They will be maintained in their classified status within the Library of Congress under proper security protection until notification is made to the Library of Congress that the publications have been declassified. No transmittal of classified material will be made to the Library of Congress except by accepted means of transmittal of classified documents.

c. DESTRUCTION

Declassified documents may be destroyed by the custodian thereof when it has been determined that:

- (1) The documents are not record copies;
- (2) The documents are excess to the number required for the Library of Congress or for current agency needs;
- (3) A copy has been submitted to the Publication Board, Department of Commerce, whenever appropriate.

Classified documents, exclusive of those that fall into 6c (1) and (2) above, may be destroyed by the custodian thereof without reference to declassification authority.

Classified or declassified records or record copies of documents may be destroyed only when proper authorization for their destruction has been obtained.

Top Secret, Secret, or Confidential documents and registered documents, which are to be destroyed, will be burned by the custodian thereof or by his authorized representative in the

UNCLASSIFIED

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presence of a disinterested official. In such cases a certificate of destruction will be signed by both the custodian and the witnessing official and submitted to the authority directing the destruction when appropriate. *P* Restricted documents may be destroyed in any manner which will render them useless. *P* Declassified material ~~destroyed~~ under this paragraph shall be disposed of in accordance with the established agency procedure for the disposal of non-classified data.

SAB 7

Unclassified
Serial No. 289

27 January 1947

MEMORANDUM FOR

State Member, SAB
War Member, SAB
Navy Member, SAB

Subject:

Classification, Declassification, and
Downgrading Procedures

References:

a. Serial No. 153
b. Serial No. 198

Enclosure:

List of Suggested Changes to Serial 198

1. Although comments on Serial No. 198, the proposed SAB policy on declassification and downgrading, have not been received from all agencies to whom inquiries were sent, sufficient answers have been returned to make possible the submission of a considerable number of suggested changes to the Board members at a meeting early in February. From personal conversations with numerous Security Officers, it is not believed that further suggestions will change the proposed regulation substantially.
2. If all comments from the government agencies have not been received by the first of February, I believe that it would be inadvisable to postpone the issuance of the declassification procedure past that date. The deadline for these comments was January 20, 1947, and experience with similar papers has proved that the delay may extend several months beyond the deadline set for the return of answers to the paper. Some mimeographed notice could be attached to the copies of the regulations which go forward to the delinquent agencies, explaining the reason why the regulation was issued in advance of their comments.
3. Suggested changes as indicated on the enclosures are in most cases believed to be good. In view of the many sources from which these suggestions have been received, no attempt has been made to designate the source of individual suggestions. Such changes as were believed to be in conflict with the wishes of the Board have not been included. Additional explanatory paragraphs have been prepared by the

UNCLASSIFIED
Serial No. 269 (ctd)

- 2 -

Secretary at several places in the paper as a result of recent experiences in declassification and upon the basis of informal conversations with various Security Officers.

For the Security Advisory Board:

Ruth C. Barton
Secretary

SUGGESTED CHANGES TO SAB SERIAL NO. 198a. First page, Note by the Secretary, line 6:

"cannot be accomplished except only by continued hard work, etc."

b. Page 2, paragraph 2b, Note by the Secretary:

"If the problem of downgrading and declassification is a simple one, ~~it can probably be handled by the Security Officer alone.~~ authority to downgrade or declassify all material originated in a department or agency which no longer deserves its original classification could be vested in the Security Officer or other responsible official in that agency.

c. Page 3, Table of Contents, add:

In Section III, 3, between d and e:

e. State-War-Navy Telegrams and Cables.....

(Change present e and f to f and g)

In Section III, paragraph 4, add new e:

e. Indexing.....

d. Page 5, Section I, between 2 and 3:"3. DEVICE

Any item of equipment, both complete and in process of development and construction, models that show features in whole or in part, design, mock-ups, jigs, fixtures, and dies, and all other components or accessories thereof."

(Change present 3, 4, 5, and 6 to 4, 5, 6, and 7)

e. Page 6, Section I, eliminate paragraph 7 entirely.f. Page 6, Section I, paragraph 9 b. (2):

"(2) Currently is charged with the information, or has primary control or jurisdiction over ~~types of~~ information similar there- to in the same field;"

g. Page 9, Section II, paragraph 2 a. and 2 b:"a. TOP SECRET OR SECRET

Matters Material may be classified as Top Secret or Secret only by the head of a federal agency or department, or by his officially designated representatives, or by such individuals as may be designated in the departmental security regulations."

"b. CONFIDENTIAL OR RESTRICTED

Matters Material may be classified as Confidential or Re- stricted by the Chief or Head of a Bureau, Division, Branch, or comparable unit, by officials whose positions may be considered to be on equal level, or by their officially designated

- 2 -

representatives, or by such individuals as may be designated in the departmental security regulations."

h. Page 9, Section I, paragraph 2 c, line one:

"If designation of officials who may classify matters material"

i. Page 10, Section I, paragraph 3, line 11:

"The attitude of the classifying official should not be merely:
Classify it high and safe." *Respectful*

j. Page 10, Section I, paragraph 3, line 13:

"Similarly, classifications should not be placed on documents with-any-idea-of-expediting for the purpose of exaggerating their handling importance or for any personal reason whatsoever."

k. Page 11, Section I, add new paragraph:

"In reviewing the files of an agency, some confusion may be caused by documents which carry misleading classifications or documents whose contents seemingly do not fit within the above definitions. In the first category fall some documents marked "Personal", "Personal and Confidential", etc.; in the second category belong certain documents which reveal, through fact or inference, business, industrial, or trade secrets, detailed handling of individual case histories, personnel policies, etc. The determination as to whether a document should rightfully remain in these groups or may appropriately be declassified under the terms of this regulation should be made by the Declassification Committee or by other responsible authority within the agency." *by*

l. Page 12, Section II, paragraph 4 a:

Change the first word of each paragraph in 4 a to "Material". *provisions provided by*

m. Page 12, Section II, paragraph 4 b, line 6:

"Documents, except telegrams, referring to classified matters material, etc."

n. Page 12, Section II, paragraph 4 b, line 11:

.."shall be graded according to their own content and not neces-
sarily according to their relationships, etc."

o. Page 14, Section II, paragraph 4 d, line 4:

~~TOP SECRET~~ THIS DOCUMENT IS DECLASSIFIED WHEN ATTACHMENT IS REMOVED

p. Page 16, Section III, eliminate last block paragraph on page and substitute the following:

"The initial establishment of a declassification and downgrading procedure is the most difficult, of course. When the mechanism has been created, considerable experience in declassification will be necessary before personnel engaged in the work can establish a satisfactory operating procedure. Declassification must necessarily be accomplished in a piecemeal fashion until sufficient types of documents have been submitted to security authorities to establish precedents for the declassification of other documents in that category. Such precedents will considerably expedite declassification. It is urged therefore, that Security Officers in federal departments

- 3 -

and agencies make every effort to establish ~~mechanism~~ ^{procedures} declassification and downgrading ~~mechanism~~ as soon as possible.

g. Page 17, Section III, paragraph 2 a, line 2:

"officials to keep classified matter material of current, etc."

f. Page 17, Section III, paragraph 2 b, substitute the following for last paragraph:

"Authority to downgrade or declassify documents originating in an agency may be delegated to the Security Officer or to other responsible government officials by the head of an agency or department, or, if the agency has a considerable amount of classified material in its files, such authority might more practically be vested in a Downgrading and Declassification Board or Committee."

s. Page 19, Section III, paragraph 3 d, add at end of paragraph:

"In many instances appropriate offices in the military services will authorize declassification of all information in a certain field or of a certain type, thus eliminating piecemeal submission of documents in that category in the future."

t. Page 19, Section III, paragraph 3 d, add new paragraph between d and e:

"e. STATE-WAR-NAVY TELEGRAMS AND CABLES

Classified War or Navy Department messages bearing the phrase "Paraphrase not Required" or "May be Handled as Correspondence of Similar Classification", and Department of State telegrams carrying no requirement for paraphrase, may be downgraded or declassified by appropriate authorities on the same basis as other classified material.

Department of State telegrams, classified Secret or Top Secret, may be downgraded to Confidential after five years without paraphrase, and any Department of State telegram may be declassified after ten years if the content warrants. Otherwise, no State, War, or Navy Department cables or telegrams may be downgraded or declassified until paraphrase and elimination of all reference numbers and date time groups have been effected, except that Top Secret may be downgraded to Secret."

(Change present e and f to f and g)

u. Page 22, Section III, paragraph 4 c:

"Books or pamphlets being downgraded or declassified which are permanently and securely fastened together will be marked or stamped with the new appropriate classification on the cover, title page, first page, back page, and back cover. If the classification is canceled, the markings on these pages will be lined through."

v. Page 23, Section III, paragraph 4, add new e:

"e. INDEXING

A current record of all material reviewed for the purpose

- 4 -

of downgrading or declassification should be maintained by means of a card index or other suitable reference system."

W. Page 24, Section III, paragraph 5 b, add at end of paragraph 5 b:

"It should be emphasized that notification of downgrading or declassification to all holders of the document is one of the most important single steps in the declassification procedure. Failure to notify holders of documents that they have been declassified or downgraded will nullify the effect of an overall declassification program in the federal government."

X. Page 27, substitute the following for the page:

....."presence of a disinterested official. In such cases a certificate of destruction will be signed by both the custodian and the witnessing official and submitted to the authority directing the destruction when appropriate. Restricted documents may be destroyed in any manner which will render them useless. Declassified material destroyed under this paragraph shall be disposed of in accordance with the established agency procedure for the disposal of non-classified data."

OWMR-4
(2-10-45) . ROUTING SLIP

TO *Mrs. Baker*

FOR

APPROVAL	YOUR INFORMATION
REPLY PLEASE	NECESSARY ATTENTION
SEE ME PLEASE	RETURNED AS REQUESTED
YOUR SIGNATURE	INVESTIGATE AND REPORT
NOTE AND FILE	IMMEDIATE ACTION DESIRED
NOTE AND RETURN	READ AND DESTROY
YOUR COMMENTS	PREPARE FOR ME
MORE DETAILS	DRAFT OF SUGGESTED REPLY
ADVISE PLEASE	INITIAL AND FORWARD

REMARKS *Excuse informality -
A good job - taken all
in all - I have noted
some remaining comments
in the manuscript.*

DATE	FROM <i>A.H. Goodrich</i>
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UNCLASSIFIED

COPY NO. _____

Serial No. 198STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARD

December 23, 1946

MEMORANDUM FOR Security Officers
Nonmilitary Federal Departments and Agencies

Subject: Classification, Declassification, and
Downgrading Procedures

1. The enclosure, a draft of a proposed declassification and downgrading procedure for nonmilitary federal departments and agencies, is submitted to Security Officers for their comments and suggestions before being issued as a policy by the Security Advisory Board.
2. It is requested that you review the enclosure and report any suggestions or comments which you may have to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington 25, D.C., on or before January 20, 1946.
3. This proposed regulation has been previously reviewed by certain interested agencies from a policy standpoint, and their comments have been incorporated in the draft where practicable.

For the Security Advisory Board:

Ruth Catlett Barton
Secretary

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COPY NO. _____

Date _____

Pages 1-27STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARDCLASSIFICATION, DECLASSIFICATION, AND DOWNGRADING PROCEDURESNote by the Secretary

1. The Security Advisory Board has been engaged in a careful study of the overall problem of downgrading and declassification of classified official material. After consideration of the problem as it is presented in numerous agencies, the Board has reached the conclusion that eventual downgrading and declassification cannot be accomplished except by ^{continuous} hard work and attention to detail, if compromise of classified information is to be prevented. Although SAB _____ does not set forth any new and startling procedure for downgrading and declassification, it does bring together under one cover all appropriate downgrading and declassification guides and offers a ready reference for Security Officers of federal departments and agencies.

2. In carrying out the provisions of this paper, two important tasks become the responsibility of the Security Officers:

- a. All personnel should be familiar with the current classification guides contained on Pages 8-15 of this paper. In addition, all personnel who will be

UNCLASSIFIED

working on declassification and downgrading should be familiar with the requirements on Pages 16-27, inclusive. The proper indoctrination of such personnel should be accomplished by, or under the guidance of, the Security Officer.

7
Why not permit Delegation of authority to specific individuals?
competent

b. If the problem of downgrading and declassification is a simple one, it can probably be handled by a Security Officer alone. If there is any bulk of material, a Downgrading and Declassification Committee might be given full authority to downgrade and declassify all material originated by the agency or department, when it has been determined that the material no longer deserves its original classification. The Security Officer should supervise the establishment of such a Committee and where possible, serve on the Committee.

3. The services of the Secretariat of the Security Advisory Board are available to any government agency that wishes to set up such a mechanism, and the advice of the Board may be solicited whenever desired on declassification and downgrading problems.

RUTH CATLETT BARTON
Secretary

UNCLASSIFIED

TABLE OF CONTENTS

	<u>Pages</u>
Section I	Definitions..... 5-7
Section II	Current Classification Guides..... 8-15
1.	A Word on Current Classification..... 8
2.	Authority to Classify..... 9
a.	Top Secret or Secret..... 9
b.	Confidential or Restricted..... 9
c.	Procedure Within Departments and Agencies..... 9
3.	The Mental Approach to Classification..... 10-11
4.	Curbs for Classifiers..... 12-15
a.	General..... 12
b.	Preparation..... 12-13
c.	Transmittal..... 13-14
d.	Overclassification..... 14
e.	Upgrading..... 14-15
f.	Review of Security Classifications..... 15
Section III	Downgrading and Declassification Guides 16-27
1.	A Word on Downgrading and Declassification..... 16
2.	Authority to Downgrade and Declassify..... 17
a.	General..... 17
b.	Authority..... 17
3.	Coordination and Responsibility..... 18-20
a.	Documents Affecting only Office of Origin... 18
b.	Documents Affecting Interests of Two or More Offices or Agencies..... 18
c.	Documents Affecting Interests of Foreign Nations..... 18
d.	Documents Affecting the Interests of the Military Services..... 19
e.	Documents Containing Scientific and Technical Data..... 19
f.	Nonconcurrences..... 20
4.	Marking Procedures..... 21-23
a.	General..... 21
b.	Letters and Reports..... 21-22
c.	Books or Pamphlets..... 22
d.	Bulk Files or Supplies..... 22-23
5.	Downgrading and Declassification Notifications 24
a.	General..... 24
b.	Responsibility for Notification..... 24
c.	Type of Notification..... 24

UNCLASSIFIED

	<u>Pages</u>
6. Disposition.....	25-27
<u>a.</u> Record Copies.....	25
<u>b.</u> Excess Copies of Downgraded and Declassified Books or Pamphlets.....	25-26
<u>c.</u> Destruction.....	26-27

UNCLASSIFIED

SECTION I. DEFINITIONS

*How about material?
Services?
Equipment?*

1. DOCUMENTS

Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; dispatches, instructions, telegrams, memoranda, **reports**, minutes, airgrams, charts, maps, drawings, notes, or photostatic copies; photographs and photographic negatives; and all other similar material.

*2
negative pictures
films*

2. REGISTERED DOCUMENTS

A Top Secret, Secret, or Confidential document, or a Restricted cryptographic document or device, carrying a register number, a short title, and instructions to account for it periodically.

3. CLASSIFY

To grade a document or device as Top Secret, Secret, Confidential, or Restricted in order to indicate the degree of precaution necessary for its safeguarding.

4. DECLASSIFY

To cancel the classification of any document or device by proper authority when the necessity for maintaining the classification no longer exists.

5. DOWNGRADE

To lower the classification of classified documents or devices.

SAB _____

UNCLASSIFIED6. UPGRADE

To raise the classification of classified documents or devices from one classification to a higher classification, when it has been determined by proper authority that the assigned classification is not sufficiently protective.

7. REGRADE

To change the classification of classified documents or devices, including both ~~downgrading~~ and upgrading.

8. OVERCLASSIFY

To grade documents or devices with a higher classification than is consistent with the proper safeguarding of the information contained therein.

9. PRIMARY INTEREST

a. An office which has "primary interest" in information is the office best qualified to determine its value, both when considering its original security classification and in downgrading it as conditions change.

b. "Primary interest" in any classified document or device will be considered to be held in that office which:

- (1) Originally classified the information;
- (2) Currently is charged with the information, or has primary control or jurisdiction over ~~types of~~ information similar thereto; *in the same field.*

UNCLASSIFIED

- (3) Has succeeded or absorbed an office formerly charged with primary control or jurisdiction over the information.

10. CUSTODIAN

An individual to whom a document or device is consigned or who inherits official possession of a document or device by succession to or absorption of the position of an individual formerly charged with the custody of such documents or devices.

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UNCLASSIFIEDSECTION II. CURRENT CLASSIFICATION GUIDES1. A WORD ON CURRENT CLASSIFICATION

During wartime the anxiety of many government officials to protect classified information from an actual or potential enemy often led to careless classification. The belief that "it is better to grade a document too high and be safe than to grade it too low and risk not having it high enough" was the criterion which guided many a hand on the classification stamp. Too often this axiom was made an excuse for unfamiliarity with classification definitions or failure to read security regulation

Today many harassed government officials, struggling to wrench classifications from documents which should rightfully be made available to the public or go from bulging files to proper depositories, feel the effects of the careless classification which took place during wartime. It should be the concern of every government official responsible for classification to make sure that documents and devices are properly classified. The protection of classified information is still the primary concern, but the sad experiences of many government agencies with declassification problems makes correct classification of vital administrative concern.

REMEMBER: A CARELESS CLASSIFICATION TODAY MEANS AN ADMINISTRATIVE HEADACHE TOMORROW!

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UNCLASSIFIED2. AUTHORITY TO CLASSIFYa. TOP SECRET OR SECRET

Matters may be classified as Top Secret or Secret only by the head of a federal agency or department or by his officially designated representative.

b. CONFIDENTIAL OR RESTRICTED

Matters may be classified as Confidential or Restricted by the Chief or Head of a Bureau, Division, Branch or comparable unit, by officials whose positions may be considered to be on equal level, or by their officially designated representatives.

c. PROCEDURE WITHIN DEPARTMENTS AND AGENCIES

If designation of officials who may classify matters in any of the four categories above has not been made in government agencies or departments, such designation should be immediately undertaken and an announcement of this authority made within the department or agency. Where such a list is already in use, it shall be the responsibility of the Security Officer to insure that this list and any future lists are current and workable within his department.

UNCLASSIFIED3. THE MENTAL APPROACH TO CLASSIFICATION

The importance of the use of mature judgment on the part of classifying officials cannot be stressed too highly. When an official classifies a document, he will, in most cases, have only his own judgment and the definitions set forth in security regulations on which he can depend as guides.

Before any classification is stamped or marked on a document, the classifying official should ask himself:

DOES THIS DOCUMENT CONTAIN INFORMATION WHICH
WILL ENDANGER THE NATION IF REVEALED TO UN-
AUTHORIZED PERSONS? IF SO, TO WHAT EXTENT?

The attitude of the classifying official should not be: Classify it high and safe.

Similarly, classifications should not be placed on documents with any idea of expediting their handling or for any personal reason whatsoever. Documents so classified depreciate the importance of classified information in the minds of handling personnel.

It should be the responsibility of all officials charged with classification to familiarize themselves with the following definitions of Top Secret, Secret, Confidential, and Restricted information and to apply such definitions correctly:

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.

SAB _____

UNCLASSIFIED

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 thereof, 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.

UNCLASSIFIED4. CURBS ON CLASSIFIERSa. GENERAL

Matter shall be assigned the lowest security classification consistent with the proper safeguarding of the information or material concerned;

Matter of a classified character originated by another Government agency or department or by foreign governments will be safeguarded in the same manner as if it had been so classified within the receiving agency.

b. PREPARATION

Whenever practicable, the classifying official will place a notation on the document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or canceled without reference to the originator. An exception to this rule is made in the case of telegrams.

Documents, except telegrams, referring to classified matter but not in themselves revealing any classified information should not be classified.

Documents, including extracts from classified documents, except telegrams referring to previously classified telegrams, shall be graded according to their own content and not ^{merely} according to their relationship to other documents. The classification of a file or group of physically connected documents shall be

SAB _____

UNCLASSIFIED

that of the highest graded document therein. Documents separated from the file or group revert to their individual classifications.

Whenever classified information and unclassified information is issued together, the information should be so prepared that the classified can be separated from the unclassified and each part handled appropriately. Classified documents, such as reports, tabulations, magazines, or other bound material being prepared for distribution will have the individual items, columns, pages appropriately classified, or marked as being unclassified, whenever possible, in order that extracts may be made from documents without the necessity of assigning to them the same security classification as the document. REGARDLESS OF THE FACT THAT PAGES, PARAGRAPHS, SECTIONS, OR COMPONENTS OF THE DOCUMENT MAY BEAR DIFFERENT CLASSIFICATIONS, THE DOCUMENT ITSELF WILL BEAR ONLY ONE OVERALL CLASSIFICATION, WHICH SHOULD BE EQUAL TO OR HIGHER THAN THE CLASSIFICATION OF ANY PART THEREOF.

Removal of classified sections - stamp similar to that explained
c. TRANSMITTAL in c may be useful -

A letter of transmittal shall be given the highest classification carried by any of its enclosures, unless the letter of transmittal contains information warranting a higher classification.

A CLASSIFIED LETTER OF TRANSMITTAL WHICH DOES NOT IN ITSELF REVEAL ANY CLASSIFIED INFORMATION MAY BE DECLASSIFIED WHEN THE ENCLOSURES ARE REMOVED. Such letters of transmittal should always bear a notation that they may be declassified when the enclosures

SAB _____

UNCLASSIFIED

are removed. Such notation may be a part of the body of the transmittal letter or it may be typed or stamped on the letter itself. A suitable stamp for this purpose would read:

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED

d. OVERCLASSIFICATION

Overclassification will be avoided. It causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

Cases of flagrant overclassification will be reported by any official to the Security Officer of the department or agency. If the document originated in his own department or agency, the Security Officer will discuss the matter directly with the office of the originator. If the document was received from other sources, cases of overclassification will be reported to the Security Advisory Board for appropriate reference.

e. UPGRADING

If the recipient or custodian of classified matter believes the assigned classification is not sufficiently protective, he shall safeguard the matter in accordance with the classification he deems appropriate and shall refer the question to the originator. Unclassified material received from any source which

SAB _____

UNCLASSIFIED

is judged to be deserving of classification by the recipient shall be similarly treated.

When matter is upgraded, the originator shall notify all custodians and addressees.

f. REVIEW OF SECURITY CLASSIFICATIONS

The Security Officer of the department or agency will ^{be responsible for a continuing} review, ^{of all classified material} ~~from time to time, the use of all security classifications throughout~~ his agency or department.

UNCLASSIFIEDSECTION III. DOWNGRADING AND DECLASSIFICATION GUIDES1. A WORD ON DOWNGRADING AND DECLASSIFICATION

Whether downgrading or declassification is undertaken by an individual, a group of interested workers, or a Board or Committee to which classified documents could be funnelled, there are a few inescapable facts to be faced.

1. Downgrading and declassification will require a great deal of work and continued diligence before it can be effective.
2. Downgrading and declassification cannot be undertaken unless personnel doing the work are thoroughly familiar with downgrading and declassification procedures.
3. Downgrading and declassification cannot at any time be considered more important than the maintenance of security. The first consideration for any official authorizing the downgrading or declassification of a document should be, "Does the information in this document still deserve the classification which it holds?"

The first steps of setting up a downgrading and declassification mechanism are the most difficult, of course. Once such initial steps have been taken and the actual mechanism has been created, there is no reason why the procedure should not be a routine matter. It is urged that Security Officers in federal departments and agencies make every effort to establish such a mechanism as soon as possible.

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UNCLASSIFIED2. AUTHORITY TO DOWNGRADE AND DECLASSIFYa. GENERAL

It is the responsibility and obligation of all government officials to keep classified matter of current interest or continuing value constantly under review and to downgrade or declassify it as soon as conditions permit.

b. AUTHORITY

The official making the original classification, or higher authority in the same agency or department, may cancel or change the classification of a document.

In any case when the originator of the document cannot be determined or is unavailable, the office having primary interest in the document, as defined in Section I, paragraph 9, may downgrade or declassify it when appropriate.

Authority to downgrade or declassify documents originating in an agency may be delegated to a Downgrading and Declassification Board or Committee by the head of the agency or department.

Individuals? - Supp 2.

UNCLASSIFIED3. COORDINATION AND RESPONSIBILITYa. DOCUMENTS AFFECTING ONLY OFFICE OF ORIGIN

Documents which affect only the office of origin or documents which contain information of primary interest to one office only will be downgraded or declassified by that office, or higher authority within the agency without further reference.

b. DOCUMENTS AFFECTING INTERESTS OF TWO OR MORE OFFICES OR AGENCIES

If a classified document contains information ^{substantially} affecting the interests of two or more offices or agencies, the one desiring to downgrade or declassify the document will consult the others and attempt to reach an agreement. Normally, the office which has the primary interest in the document as a whole will assume the responsibility for coordination with all other agencies whose interests are affected by portions thereof and will downgrade the document to the classification agreed upon.

c. DOCUMENTS AFFECTING INTERESTS OF FOREIGN NATIONS

If a classified document was classified solely to accord with conditions imposed by a foreign nation, it may be downgraded or declassified with the consent of the nation concerned or by the approval of the Department of State.

If a document was originally classified ^{by} or prepared in conjunction with a foreign nation, it may be downgraded or declassified only when the consent of that nation has been secured.

How to get consent - some word about this might be helpful -

UNCLASSIFIEDd. DOCUMENTS AFFECTING THE INTERESTS OF THE MILITARY SERVICES

If a classified document contains information affecting the interests of the Army or Navy, appropriate authorities in the War or Navy Departments shall be consulted before the documents are downgraded or declassified.

e. DOCUMENTS CONTAINING SCIENTIFIC AND TECHNICAL DATA

Executive Orders of the President Nos. 9568 and 9604, dated 8 June 1945 and 25 August 1945, respectively, require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds, or obtained from the enemy, which is of any possible value or aid to business, industry or science shall be reviewed and declassified if there is no objection on the grounds of military security, and a copy of the declassified document forwarded to the Publication Board of the Department of Commerce. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest in a document of this category, the item in question may be forwarded to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

For full information regarding procedures on classified documents containing scientific and technical data, see SAB No. 2, dated 28 May 1946.

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UNCLASSIFIEDE. NON-CONCURRENCES

In the event no agreement can be reached by two offices within the same agency regarding the proper classification of a document the problem will be referred for decision to the lowest superior common to the disagreeing offices.

In the event no agreement can be reached as to the proper classification of a document, the document must maintain the disputed classification until eventual agreement can be worked out. The Security Advisory Board may be consulted for advice in any such instances of disagreement.

Does this apply when two agencies disagree? In any event, shouldn't you outline a specific procedure in cases of inter-agency disagreement?

UNCLASSIFIED

4. MARKING PROCEDURES

a. GENERAL

In every case after a downgrading or declassification authority has agreed that a classification of a document or device can be cancelled or changed, he should write or stamp over the mark at the top of the first page, "Classification cancelled or changed to _____, by authority of (Official authorized to change), date, by (name and position person making the change.)"

EXAMPLES:

CLASSIFICATION CHANGED
TO _____ BY AUTHORITY
OF _____ DATE _____
BY _____

CLASSIFICATION CANCELLED
BY AUTHORITY OF _____
DATE _____

CLASSIFICATION CHANGED
TO _____
BY AUTHORITY OF _____
_____ DATE _____
BY _____

CLASSIFICATION CANCELLED
BY AUTHORITY OF _____
_____ DATE _____
BY _____

b. LETTERS AND REPORTS

Downgraded or declassified letters and reports, not permanently and securely fastened together, will be marked or stamped with the new classification at the top and bottom of each page and the old marking lined through. If the classification is cancelled,

SAB _____

UNCLASSIFIED

the markings on each page will be lined through.

c. BOOKS AND PAMPHLETS

Books or pamphlets being downgraded or declassified which are permanently and securely fastened together will be marked or stamped with the new appropriate classification on the cover, title page, first page, back page and back cover.

d. BULK FILES OR SUPPLIES

When a document has been downgraded or declassified, bulk files or supplies thereof need not be marked as provided herein until copies are charged out for use. The change or cancellation of security classification will be indicated inside the file drawer or other storage container.

Declassified documents will not be forwarded to the Library of Congress, the National Archives or other depositories until they have been marked as declassified. Where an arrangement has been made between an agency and the Library of Congress that declassification markings on bulk shipments will be accomplished by the Library of Congress, declassified documents may be transferred before declassification markings have been accomplished, provided one record copy is properly marked and maintained in the files of the agency and one copy, properly marked, accompanies the shipment to the Library, together with a written proviso that no further distribution of the document will be made until declassification markings have been

SAB _____

UNCLASSIFIED

accomplished by the Library of Congress.

The National Archives will, of course, continue to accept classified records, when the agency or department has not been able to accomplish declassification of such documents. These classified records will be maintained in the National Archives in their classified status until notification is made to the Archives that declassification has been accomplished.

UNCLASSIFIED5. DOWNGRADING AND DECLASSIFICATION NOTIFICATIONSa. GENERAL

The office which originally downgrades or declassifies a document will, when practicable, notify all recipients or holders of copies thereof. All holders will, upon such notification, mark a downgraded or declassified document in their possession as prescribed in Section III, Part 4.

b. RESPONSIBILITY FOR NOTIFICATION

If the document is not widely held, it shall be the responsibility of the Downgrading or Declassification Authority to notify all recipients or holders of copies.

If the document is widely held in government agencies, a request may be forwarded to the Security Advisory Board for announcement of the action taken to all Security Officers of agencies concerned. Such a request will be accompanied by a list of known agencies holding the document.

c. TYPE OF NOTIFICATIONS

All notices of downgrading or declassification will specifically identify and describe the document or information, its office of origin, former classification, new classification, if any, authority for downgrading and date thereof.

UNCLASSIFIED6. DISPOSITIONa. RECORD COPIES

Section I of the Disposal Act of 1943 (57 Stat. 380) defines what constitutes records of the Federal Government. Care must be exercised at all times to insure that record copies of declassified documents are maintained in the files of the agency concerned. When such records are no longer needed for the conduct of the current business of the agency, they should be transferred to the National Archives or proposed for other disposition as provided by law.

Whenever practicable, classified records or documents should be declassified prior to their transfer to the National Archives.

b. EXCESS COPIES OF DECLASSIFIED BOOKS OR PAMPHLETS

The law (44 USC 139) provides that 150 copies of all government publications including maps (but excepting classified matter, blank forms, and circular letters) shall be furnished to the Library of Congress when such copies are excess to agency needs and do not constitute record copies. When a document has been declassified and excess copies are available, arrangements should be made to transfer 150 copies of the stock to the Exchange and Gift Division, Library of Congress. The Library of Congress, in cooperation with the Superintendent of Documents, will arrange for their proper distribution.

The Library of Congress will also accept copies of classified books or pamphlets if they are excess to the needs of the agency

SAB _____

UNCLASSIFIED

for current ~~use and~~ if they are not record copies. They will be maintained in their classified status within the Library of Congress under proper security protection until notification is made to the Library of Congress that the publications have been declassified. No transmittal of classified material will be made to the Library of Congress except by accepted means of transmittal of classified documents.

c. DESTRUCTION

Declassified documents may be destroyed by the custodian thereof when it has been determined that:

- (1) The documents are not record copies;
- (2) The documents are excess to the number required for the Library of Congress or for current agency needs;
- (3) A copy has been submitted to the Publication Board, Department of Commerce, whenever appropriate.

Classified documents, exclusive of those that fall into 6c (1) and (2) above, may be destroyed by the custodian thereof without reference to declassification authority.

Classified or declassified records or record copies of documents may be destroyed only when proper authorization for their destruction has been obtained.

Top Secret, Secret, or Confidential documents and registered documents, which are to be destroyed, will be burned by the custodian thereof or by his authorized representative in the

SAB _____

UNCLASSIFIED

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 any Registered document. and submitted to the authority directing the destruction when appropriate. Restricted documents may be destroyed in any manner which will render them useless.

Unclassified
Serial No. 272

January 28, 1947

Mr. Herbert R. Glaser
Security Officer
National Labor Relations Board
Washington 25, D.C.

Dear Mr. Glaser:

Reference is made to SAB Serial No. 198 dated December 23, 1946, regarding the proposed policy on classification, declassification, and downgrading procedures for civilian agencies, on which your comments were requested.

The Board would appreciate being advised of your opinion regarding the applicability of the proposed regulation to the National Labor Relations Board. If, for some reason, you are unable to comment on the regulation at this time, would you please advise us?

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

Unclassified
Serial No. 272

January 28, 1947

Mr. Ernest E. Hall
Security Officer
Federal Works Agency
Washington 25, D.C.

Dear Mr. Hall:

Reference is made to SAB Serial No. 198 dated December 23, 1946, regarding the proposed policy on classification, declassification, and downgrading procedures for civilian agencies, on which your comments were requested.

The Board would appreciate being advised of your opinion regarding the applicability of the proposed regulation to the Federal Works Agency. If, for some reason, you are unable to comment on the regulation at this time, would you please advise us?

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

Unclassified
Serial No. 272

January 28, 1947

Mr. Elliott Thurston
Security Officer
Federal Reserve System
Washington 25, D.C.

Dear Mr. Thurston:

Reference is made to SAB Serial No. 198 dated December 23, 1946, regarding the proposed policy on classification, declassification, and downgrading procedures for civilian agencies, on which your comments were requested.

The Board would appreciate being advised of your opinion regarding the applicability of the proposed regulation to the Federal Reserve System. If, for some reason, you are unable to comment on the regulation at this time, would you please advise us?

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

Unclassified
Serial No. 2

January 28, 1947

Mr. Leon M. Fuquay
Security Officer
Federal Power Commission
Washington 25, D.C.

Dear Mr. Fuquay:

Reference is made to SAB Serial No. 198 dated December 23, 1946, regarding the proposed policy on classification, declassification, and downgrading procedures for civilian agencies, on which your comments were requested.

The Board would appreciate being advised of your opinion regarding the applicability of the proposed regulation to the Federal Power Commission. If, for some reason, you are unable to comment on the regulation at this time, would you please advise us?

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

In reply refer to Initials
and No.

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

Rec'd
21 Jan 47



Op-32-D2
QB/SAB
Serial No. 697P32

13 JAN 1947

MEMORANDUM FOR The Security Advisory Board

Subject: Classification, Declassification and
Downgrading Procedures.

Reference: (a) Serial No. 232
(b) Serial No. 198

1. The suggested alternative set forth in
reference (a) to paragraphs a and b of paragraph 2,
Section II, of reference (b) is well taken.

A handwritten signature in cursive script, appearing to read "L. W. Gunther".

L. W. Gunther
Commander, USN
Navy Member
Security Advisory Board

1-21-47
Gunther informed this date that
decision of Board was otherwise.

ReB

Unclassified
Serial No. 27

January 27, 1947

MEMORANDUM FOR

War Member, SAB
Navy Member, SAB

Subject:

Declassification Problems
of the National Archives

Reference:

a. Serial No. 198

Enclosure:

a. Copy letter from
National Archives
b. Copy Serial No. 202

Enclosure a, a copy of a letter from the National Archives regarding Serial No. 198, is forwarded as a matter of interest to the Board members in view of certain declassification problems set forth therein. A copy of the letter to the Archives from the Secretary, SAB, on this subject is likewise enclosed.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar



The National Archives

Washington 25, D. C.

January 23, 1947

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

Re: Serial No. 198

Dear Mrs. Barton:

The redraft of a memorandum for security officers on classification of documents which was transmitted with your letter of December 26 to Mr. Thornton W. Mitchell has been read with interest. The National Archives is grateful for the careful consideration given by the Security Advisory Board to the suggestions contained in Mr. Mitchell's letter to you of December 17, 1946. At this time no additional suggestions for revision seem necessary.

Representatives of the National Archives in addition to our security officer, Mrs. Elizabeth E. Hamer, will doubtless call upon the Board for advice in the future in relation to problems involving records of other agencies that have been transferred to the custody of the Archivist. I know that the Board does not feel that it can include a statement of detailed policy in this memorandum on the declassification of records of agencies that have gone out of existence. This will, of course, be a matter of primary importance to the National Archives and one of the points upon which we shall want to confer with you. The implication of your letter that the National Archives can undertake downgrading or declassification of such records, as the office of "primary interest," is noted with particular interest.

Another matter upon which this agency will need the cooperation of the Board is the problem of our receiving notification of downgrading or declassification actions taken by other agencies on documents of which copies are among records transferred to the custody of the Archivist.

As you know, the whole matter of downgrading and declassification is of extreme importance to us and we shall want to keep informed as to developments in this field. If the National Archives can be of further assistance, please do not hesitate to call upon us.

By direction of the Archivist:



Arthur E. Young
Secretary of the National Archives

Unclassified
Serial No. 202

December 26, 1946

MEMORANDUM FOR

Mr. Thornton W. Mitchell
Acting Records Appraisal Officer
The National Archives

Subject:

Classification, Declassification,
and Downgrading Procedures.

References:

a. Serial No. 154
b. Memorandum, The National
Archives, dated December 17, 1946

Enclosure:

Serial No. 198

1. The comments of the National Archives relative to the first draft of a proposed Security Advisory Board memorandum on declassification of classified material in nonmilitary agencies were considered by the Board at its 12th meeting December 19, 1946.
2. With reference to your comment that the first draft of the proposed policy was not precise as to the meaning of "document", the Board has directed that a definition for "document", be contained in the proposed policy. You will note that a definition for "registered document" has been similarly included.
3. The new Part 6, Section III - DISPOSITION was considered by the Board to be satisfactory, and has been included in the revised draft, enclosed, except for the paragraph regarding the Library of Congress which has been amended at the recommendation of that office. The only additional change in the section drafted by the National Archives has been to clarify paragraph c - DESTRUCTION in order to insure that classified documents are not submitted to the Publication Board, Department of Commerce under this authority.
4. The problem of declassifying or downgrading records of agencies that have gone out of existence was considered by the Security Advisory Board. It is felt that no detailed policy on this matter can be laid down in view of the fact that each individual document classified by an agency or department offers something of an individual problem. Your attention is invited, however, to paragraphs 9a and 9b, Section I, which defines the office of "primary interest" as the office best qualified to downgrade and declassify a classified document or device. It is believed that this paragraph

- 2 -

provides sufficient authority for a successor agency or, in the lack of a successor agency, the office currently charged with the information to declassify the records of an agency whose functions have been discontinued.

5. Confirming our telephone conversation of December 18, 1946, the Security Advisory Board does not feel that the interest of security would allow major amendment of the second paragraph of paragraph 4d, Section III. In view of your stated belief that agencies and departments might interpret this paragraph to mean that classified records could no longer be sent to the National Archives, the Board has added as the last sentences of this paragraph a reminder that the National Archives will continue to accept classified records. According to our telephone conversation, this reminder will take care of the objections to this paragraph which you expressed.

6. The Security Advisory Board appreciates the thorough review which you and other interested officials in the National Archives gave to our proposed declassification policy. Your comments have enabled us to present an accurate picture of the declassification problem as it concerns the National Archives. Should you have further recommendations or comments to make on the second draft of this policy, enclosed, the Board will be glad to consider them before the regulation is finally issued. A copy of this draft has been forwarded to the Security Officer of the National Archives for her comment also.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar



OFFICE OF
ASSISTANT ADMINISTRATOR

VETERANS ADMINISTRATION

WASHINGTON 25, D. C.

JAN 23 1947

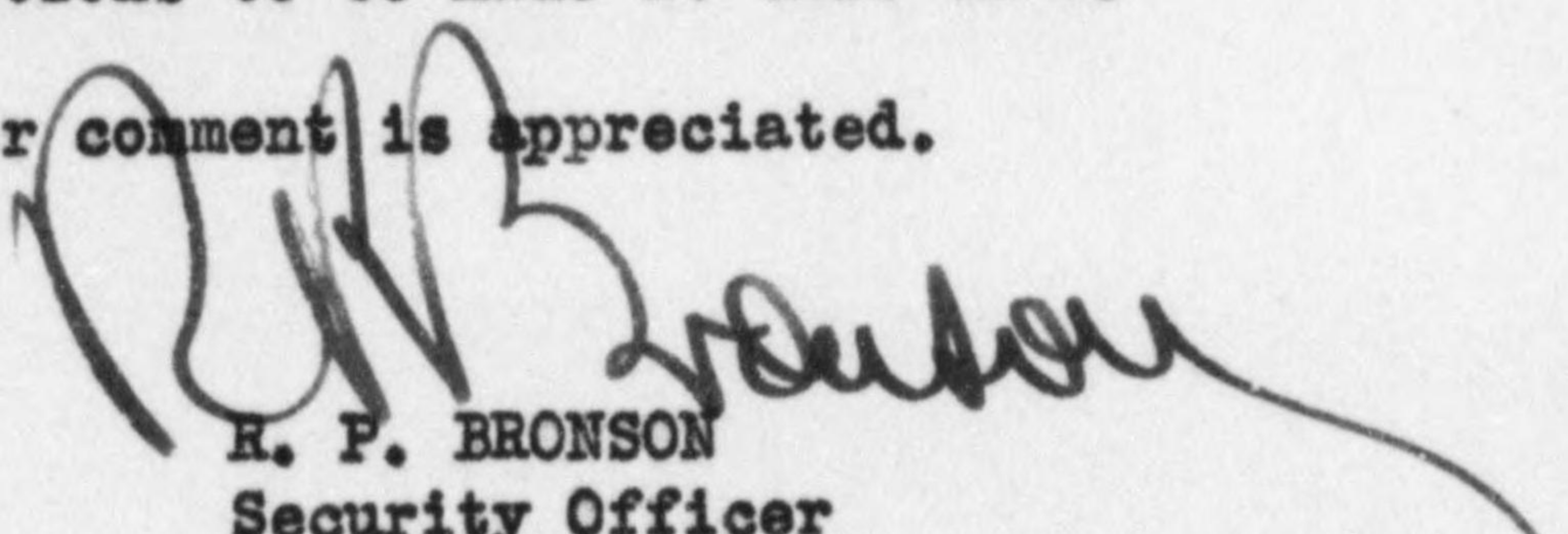
Mr. E. T. Anderson
Acting Chairman, Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515--22nd Street, N. W.
Washington 25, D. C.

Dear Sir:

This has reference to your memorandum dated December 23, 1946, identified as Unclassified, Serial No. 198, on the subject, "Classification, Declassification, and Downgrading Procedures" for non military federal departments and agencies, with which was transmitted a draft of a proposed regulation on this subject.

The proposed regulation seems to cover the subject thoroughly and there are no suggestions for changes or additions to be made at this time.

Your action in referring this draft for comment is appreciated.


H. F. BRONSON
Security Officer

CON - Mr. Bannerman

January 27, 1947

CON - Mr. Anderson

Proposed Departmental Regulation 201.3

1. As a general overall comment on the attached regulation, Mrs. Barton and I believe that the regulation, as written, will accomplish very little in arousing active interest in a declassification program. If the regulation is intended to act as a guide for piece by piece declassification which is a normal process of time, then it is certainly satisfactory. If, however, the regulation was intended to stimulate an extensive and effective declassification program, then it seems to us that it has fallen short of its goal.

2. Specifically, the following changes might be made in the document itself:

a. Title

The regulation obviously treats of documents which originated in the Department of State or in units under its jurisdiction. The title, as it reads, would seem to include all documents in the possession of the Department. We suggest that it be changed to read, "PROCEDURE FOR DECLASSIFICATION AND DOWNGRADING OF DOCUMENTS ORIGINATING IN THE DEPARTMENT OF STATE."

b. Part III, A, last line:

For the sake of clarity, we suggest that the last clause in this sentence be changed to read, "and which has primary interest within the department in the document involved."

c. Part III, C, last sentence:

The issuance of an announcement of declassification should be done in the office of the Security Officer? And what distribution should be given to such an announcement?

d. Part V

It is not believed that the departmental

- 2 -

security regulation (201.1) or the proposed declassification regulation provides sufficient instructions for the work of any office engaged in declassification. The following questions do not seem to be answered in either regulation:

(1) If a document was prepared by two divisions in the department, should the Form DS be prepared and forwarded to both divisions or referred directly to the Declassification Committee?

(2) It would be assumed from studying the departmental regulations and the proposed declassification regulation that the only marking necessary to indicate declassification is the change of classification and authority therefor on the first page of the document. From a security standpoint, it is not believed that this marking alone is sufficient. There are established procedures for correct markings of declassified documents and it is not believed that they would be too difficult for the minute declassification which will probably be undertaken in individual offices.

(3) There is nowhere in the regulations any statement of the marking procedures which should be followed when documents are declassified in bulk.

The Security Advisory Board sent your office the second draft of the Classification, Declassification and Downgrading procedure which contains answers to the above questions. The third and final draft will be available next week.

e. Form DS

(1) When is a copy of the document to be attached and when is it to be merely described?

(2) The departmental security regulations refer to the declassified document as "Unclassified". In order to be consistent, the same term i.e. "Unclassified" should be used on Form DS- in the line, "2. Change to "TOP SECRET, SECRET, CONFIDENTIAL, RESTRICTED, UNRESTRICTED", instead of "Unrestricted."

UNCLASSIFIED

CON:ETA:ar

JAN 23 1947

Mr. E. T. Anderson
Acting Chairman, Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515--22nd Street, N. W.
Washington 25, D. C.

Dear Sir:

This has reference to your memorandum dated December 23, 1946, identified as Unclassified, Serial No. 198, on the subject, "Classification, Declassification, and Downgrading Procedures" for non military federal departments and agencies, with which was transmitted a draft of a proposed regulation on this subject.

The proposed regulation seems to cover the subject thoroughly and there are no suggestions for changes or additions to be made at this time.

Your action in referring this draft for comment is appreciated.

R. P. BRONSON
Security Officer

IW:akj

Unclassified
Serial No. 267

January 23, 1947

MEMORANDUM FOR Mr. Thornton W. Mitchell
The National Archives
Washington 25, D. C.

Subject: Classification and Downgrading
Procedures

Enclosure: Copy No. 27, First Draft SAB
Regulation

Pursuant to your request this date. I am forwarding a copy of the first draft of the proposed Security Advisory Board policy on downgrading and declassification.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

Unclassified
Serial No. 267

2007

January 23, 1947

MEMORANDUM FOR Mr. Thornton W. Mitchell
The National Archives
Washington 25, D. C.

Subject: Classification and Downgrading
Procedures

Enclosure: Copy No. 27, First Draft SAB
Regulation

Pursuant to your request this date, I am forwarding a copy of the first draft of the proposed Security Advisory Board policy on downgrading and declassification.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 21, 1947.

To: Ruth Catlett Barton, Secretary,
Security Advisory Board

From: John S. Lucas, General Security
Officer, Department of Agriculture

Subject: Unclassified Memorandum - Serial
No. 198

In response to your unclassified memorandum -
serial number 198, we have not as yet had an
opportunity to carefully analyze the contents.

Several copies have been forwarded to agencies
within the Department and as soon as replies
are received, we will advise you.

John S. Lucas

UNITED STATES OF AMERICA
RAILROAD RETIREMENT BOARD
844 RUSH STREET
CHICAGO 11, ILLINOIS

Sub 7
NIR

OFFICE OF CHIEF EXECUTIVE OFFICER

January 14, 1947

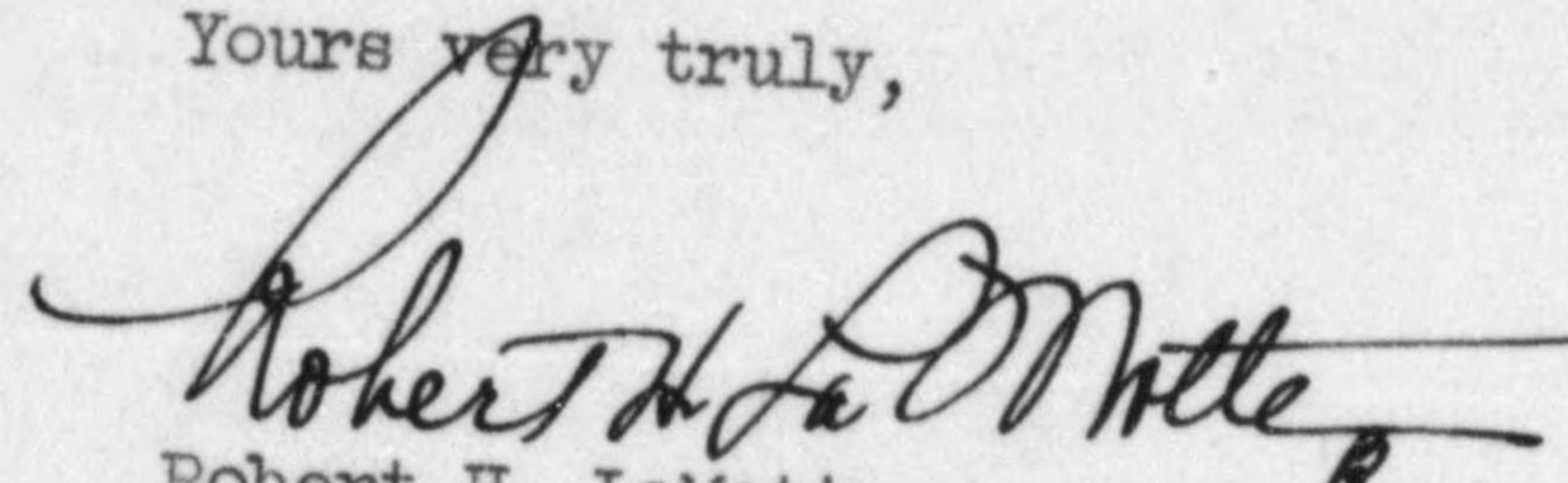
Ruth Catlett Barton, Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515 Twenty-second Street, N.W.
Washington 25, D. C.

Dear Mrs. Barton:

There will be no objection on the part of this Agency to the issuance of the proposed declassification regulation referred to in your letter of January 8, 1947, in the absence of any reply by this Agency to your serial numbers 99 and 176.

As I advised you in my letter of July 3, 1946, we do not feel that we have any material in this Agency which would call for handling under a security control program. Therefore, no replies to the memoranda referred to will be forthcoming from the Railroad Retirement Board.

Yours very truly,


Robert H. LaMotte
Chief Executive Officer

JSC/A6-8/2
Serial 103

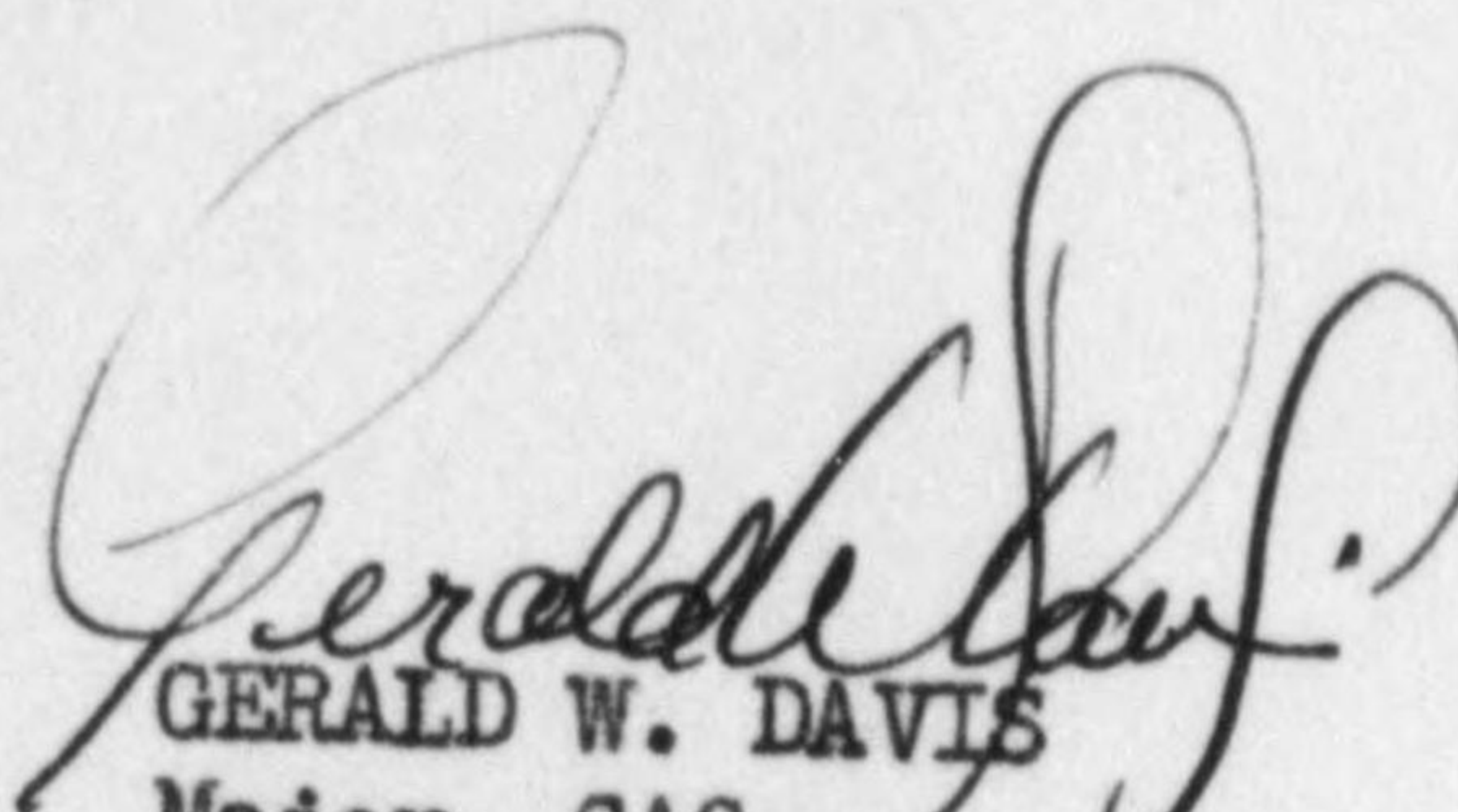
1st Ind.

Joint Security Control, The Pentagon, 3 January 1947

To: Security Advisory Board

1. Joint Security Control has reviewed your serials 196 and 198 and has only the following minor suggestions:
 - a. Par. 1f, serial 196, might be deleted as it is conducive to argument on a method which Security Advisory Board should prescribe.
 - b. Par. 7, page 6, serial 198, is unnecessary and could be deleted.

For Joint Security Control:


GERALD W. DAVIS
Major, CAC
Secretary

Incls:
Ser. 196, w/d
Ser. 198, w/d

JSC/A6-8/2
Serial 103

1st Ind.

Joint Security Control, The Pentagon, 3 January 1947

To: Security Advisory Board

1. Joint Security Control has reviewed your serials 196 and 198 and has only the following minor suggestions:

a. Par. 1f, serial 196, might be deleted as it is conducive to argument on a method which Security Advisory Board should prescribe.

b. Par. 7, page 6, serial 198, is unnecessary and could be deleted.

For Joint Security Control:

GERALD W. DAVIS
Major, CAC
Secretary

Incls:
Ser. 196, w/d
Ser. 198, w/d

UNCLASSIFIED

STATE-WAR-NAVY COORDINATING COMMITTEE

Serial No. 199

SECURITY ADVISORY BOARD

WASHINGTON 25, D. C.

December 24, 1946

MEMORANDUM FOR

Joint Security Control
Room 2B656, The Pentagon

Subject:

Classification and Downgrading Procedures

References:

- a. SAB Serial No. 153
- b. JSC/A6-8/1, Serial No. 1232

Enclosures:

- a. Serial No. 196
- b. Serial No. 198
- c. MI-3

1. The comments of Joint Security Control relative to the first draft of a proposed SAB policy on declassification of classified material in nonmilitary agencies were considered by the Board at their 12th Meeting December 19, 1946. The Board has directed that your recommendations be incorporated into the second draft of the proposed regulation.

2. Enclosed herewith is a copy of the second draft of the declassification regulation, which is being sent this date to the Security Officers of all nonmilitary agencies for comment before being issued in final form. The present draft incorporates certain suggestions made by the Bureau of the Budget, Library of Congress, Cryptographic Security Coordinating Committee, National Archives, and the State, War, and Navy Departments in addition to those made by the Joint Security Control.

3. You will note that a deadline of January 20, 1946, has been set for the return of the comments and suggestions from our Security Officers. If the Joint Security Control has any further recommendations on the revised draft, it would be appreciated if they could be submitted on or before that date.

For the Security Advisory Board:

Ruth Catlett Barton
Ruth Catlett Barton
Secretary



THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

OFFICE OF THE
CHIEF ASSISTANT LIBRARIAN

January 10, 1947

Dear Mrs. Barton:

This is in reply to your memorandum of December 26, 1946, (Unclassified Serial No. 201), concerning your revised draft of a policy statement on declassification of classified material in nonmilitary agencies, a copy of which was also submitted for our review and comment. We were pleased to note the Board's considerations of our suggestions of December 16, and that the revised draft seems to cover the several points to our satisfaction. It has been reviewed by the several members of the staff of our Acquisitions Department, who previously studied the first draft and contributed comments and suggestions. We should be able to comply with the procedures, as revised.

Very truly yours,

Alvin W. Kremer
Alvin W. Kremer
Keeper of the Collections

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

EXPORT-IMPORT BANK OF WASHINGTON
WASHINGTON 25

OFFICE OF THE CHAIRMAN

CABLE ADDRESS
"EXIMBANK"

January 10, 1947.

Dear Miss Barton:

Referring to your memorandum, Serial No. 198, of December 23, 1946, enclosing a draft of a proposed declassification and downgrading procedure for nonmilitary federal departments and agencies, I have to inform you that after a careful review of the draft we have no suggestions to offer for amendments.

Very truly yours,

M Kerlin
Administrative Assistant
to the Chairman

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

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and VIRGINIA AVENUE, N. W.
WASHINGTON, D. C.

13 January 1947

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

Dear Mrs. Barton:

1. Thank you for your memorandum of December 24, 1946, with which you enclosed a copy of the second draft of a proposed Security Advisory Board policy relative to procedures to be followed by nonmilitary agencies in the downgrading and declassification of classified material.

2. In commenting on the proposed policy, I should like to convey my approbation of the very comprehensive work the Security Advisory Board has undertaken in this respect, particularly in view of the multiple problems that have been presented by the numerous agencies to be covered.

3. Before proceeding to the proposed regulations themselves, I should like to refer to the statement in the first paragraph of your memorandum to the effect that the Central Intelligence Group "cannot be considered as a 'nonmilitary agency'". As was indicated in my letter of 9 January 1947 to you, the Central Intelligence Group is considered a nonmilitary agency but with a very special relation to the War and Navy Departments, as well as to certain others, that places it outside the purview of Security Advisory Board policies, but the technical and policy experiences of the Central Intelligence Group are always available to other departments or agencies in regard to security problems. The Central Intelligence Group security policies and practices are of necessity more strict than those applicable to government agencies in general.

4. As to the proposed policy regarding declassification and downgrading procedures I should like to observe, without benefit of intimate knowledge of all the problems encountered in dealing with multiple government agencies, that the policy is necessary and has been well conceived. While it does not appear to be confined strictly to declassification and downgrading procedures, its excursion into the field of original classification has no doubt been necessary to provide the proper background for a satisfactory approach to declassification and downgrading.

5. Additional comments are concerned principally with slight changes in wording, which it is thought might strengthen or clarify meaning:

SECTION I -- DEFINITIONS3. CLASSIFY.

The definition might be strengthened if the last line were amended to read: ".....precaution necessary in its handling, distribution and safeguarding."

9. PRIMARY INTEREST

b. (2). Might be clarified if changed to read: "Currently is charged with the information, or has primary control or jurisdiction over information in the same field."

SECTION II -- CURRENT CLASSIFICATION GUIDES3. THE MENTAL APPROACH TO CLASSIFICATION

2nd paragraph: The last sentences would seem almost to preclude high classification. The sentence might be improved by the insertion of the word "merely" after "not be."

4. CURBS ON CLASSIFICATIONb. PREPARATION

3rd paragraph: It is difficult to agree with the first sentence as it stands. In general, a document is classified according to its own content, but informative reference to or quotation from highly classified material, should operate to increase the classification. If the sentence as written is necessary to meet special problems, it is felt that the following clause should be added: "but care should be exercised not to pinpoint information of a higher classification." The same purpose might be served if the sentence read: ".....should be graded according to their own content and not necessarily according to their relationship to other documents."

d. OVERCLASSIFICATION

The statement in the first paragraph that overclassification causes unnecessary delay in the transmission of documents is generally true, but it seems a trifle inconsistent with the implication on page 10 (3rd paragraph) that classification expedites delivery. While it is true that placing a classification on a document to safeguard its contents may expedite delivery to and from some areas of the world where normal channels have been disrupted, the principal effect is

actually to insure delivery where delivery through insecure channels might be doubtful. You might wish to alter slightly the 3rd paragraph, page 10, to reconcile its implication with the statement first referred to above.

6. The foregoing remarks are intended to convey suggestions only, and are not necessarily reflective of definitive Central Intelligence Group policy.

Sincerely yours

for *Wm P. Appled, Jr.*
T. J. SANDS
Colonel, G.S.C. (FA)
Chief, Security Branch
Office of Collection & Dissemination

Op-32-D2
A6-8/Reclass
Serial No. 687P32

9 JAN 1947

3. It is further suggested that the words:

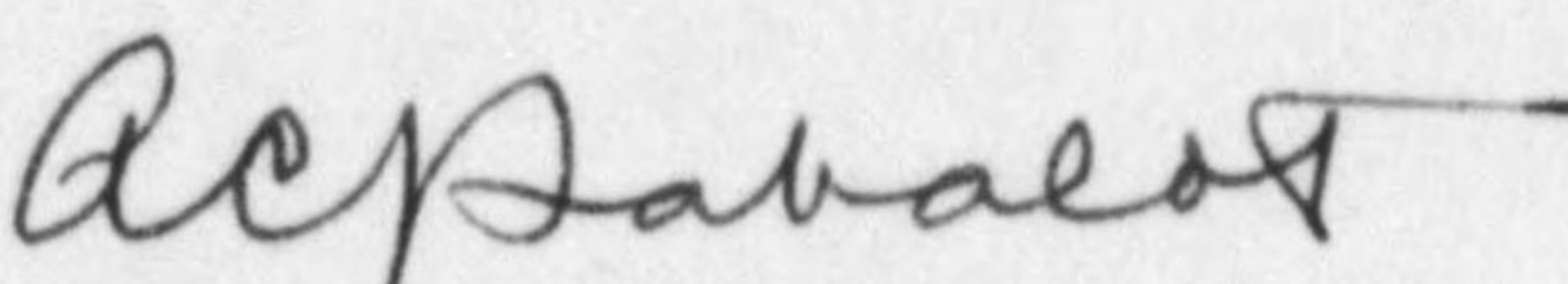
"in the case of Top Secret or Secret
documents or any Registered document"

be stricken from the second sentence of Section III, part 6,
paragraph c, page 27 of the revised proposed paper and that
the words:

In such cases

be inserted immediately preceding the words "A certificate" in
such sentence of the same paragraph. Such paragraph will then
read as follows:

"Top Secret, Secret, or Confidential documents
and registered documents, which are to be
destroyed, will be burned by the custodian thereof
or by his authorized representative in the
presence of a disinterested official. In such
cases a certificate of destruction will be
signed by both the custodian and the witnessing
official and submitted to the authority directing
the destruction when appropriate. Restricted
documents may be destroyed in any manner which
will render them useless. Declassified material
shall be disposed of in accordance with the established
procedure for the disposal of non-classified data.


A. C. J. Sabalot
Capt., USN

In reply refer to Initials
and No.

NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.



Op-32-D2
A6-8/Reclass
Serial No. 687P32

9 JAN 1947

MEMORANDUM FOR The Security Advisory Board

Subject: Classification, Declassification, and Downgrading Procedures.

Reference: (a) Navy Member, SAB memorandum, Op-32-D2, Serial No. 20952P32, dtd., 16 December 1946.

Enclosure: (A) SAB unclassified memorandum, Serial No. 198, relative to subject matter, dtd., December 23, 1946, copy No. 3.

1. There is no objection in general to the revised draft of the proposed procedure for "classification, declassification, and downgrading", set forth in Enclosure (A).

2. Reiterating the suggestions contained in reference (a), it is recommended:

- (a) that the words "To be declassified" in the last line of Section II, part 4, paragraph c, p. 14 of the revised proposed paper be stricken out and the words "This document is declassified" be inserted in lieu thereof. This change is recommended to eliminate notifying all holders of the letter of transmittal.
- (b) that an additional sentence be added to Section III, part 6, paragraph c, page 27 of the revised proposed paper by inserting after the word "useless" in the last line of such paragraph the following: Declassified material shall be disposed of in accordance with the established procedure for the disposal of non-classified data.

MN - Mr. Stanley R. Goodrich

January 21, 1947

CON - Mr. E. T. Anderson

SAB Serial No. 198

Reference is made to your memorandum of December 30, 1946, subject as above, in which you suggested certain changes in the wording of Section II, Paragraphs 2a and b, of Serial No. 198.

The Secretary of the SAB presented your comments to the Board at its 13th Meeting January 16, 1947, with a suggested alternative to the paragraphs you mentioned. It was the opinion of the Board that the regulations of the SAB must continue to be couched in general terms to enable the various departments and agencies to build their own regulations thereon. In order that regulations already promulgated by an agency may fit within the framework of the SAB regulations, an amendment to the paragraph in question was accepted by the Board to read as follows:

"a. TOP SECRET OR SECRET

Matters may be classified as Top Secret or Secret only by the head of a federal agency, by his officially designated representatives, or by such individuals as may be designated in the departmental security regulations."

"b. Matters may be classified as Confidential or Restricted by the Chief or Head of a Bureau, Division, Branch, or comparable unit, by officials whose positions may be considered to be on an equal level, by their officially designated representatives, or by such individuals as may be designated in the departmental security regulations."

CON:ETA:ar

Unclassified
Serial No. 23

MN - Mr. Goodrich

January 9, 1947

CON - Mr. Anderson

Your Memo dated 12-30-46

The Secretary of the Security Advisory Board has forwarded to the members of the Board your comments regarding Section II, Paragraphs 2a and b, Serial No. 198, together with suggested revised paragraphs to be substituted therein if the Board members agree with your recommendations.

This proposed amendment will be discussed at a later meeting of the Security Advisory Board, after which you will be informed if the proposed new paragraphs are substituted in lieu of the paragraphs to which you presently object.

Enclosure: As stated.

CON:ETAnderson:ar

Unclassified
Serial No. 232

9 January 1947

MEMORANDUM FOR

State Member, SAB
War Member, SAB
Navy Member, SAB

Subject:

Classification, Declassification, and
Downgrading Procedures

Reference:

a. Serial No. 198

1. Comments have been received from a representative of the Department of State regarding Serial No. 198 as follows:

"The provisions of Section II, Paragraphs 2a and b are too restrictive, if interpreted literally, to be practical. It would be virtually impossible for the Department of State, as a nonmilitary agency, to operate effectively under the principles established in 2a and b. It is my belief, in the case of material to be classified TOP SECRET or SECRET, that approval should be obtained from certain defined levels in the various Departments and agencies. For example, in the Department of State, the organizational level which the revised regulations specify as approval authority for TOP SECRET is the Director of an Office; and for SECRET the Chief of a Division. Any drafting officer has authority to classify material CONFIDENTIAL or RESTRICTED.

".....Nonmilitary agencies should not be forced to adhere to an artificially higher standard than that to which the military and naval forces adhere. Army Regulation 380-5 gives authority to classify TOP SECRET or SECRET to any general officer; a commanding officer of a depot, post, station, independent command, military attache, or military observer. Such personnel are certainly on no higher level than civilian Chiefs of Divisions or Directors of Offices in the Department of State. Any commissioned officer can classify material CONFIDENTIAL or RESTRICTED."

2. The above comments are submitted to the Board members for their consideration. Should the Board members wish to amend the proposed declassification regulation in accordance with these comments, the following paragraphs are offered as a possible alternative to the present paragraphs a and b of Paragraph 2, Section II, Serial No. 198:

- 2 -

" 2. AUTHORITY TO CLASSIFY**a. TOP SECRET**

Matters may be classified Top Secret only by, or with the approval of, the head of a federal agency or department, the Director of an Office or higher authority, their respective deputies, or in the event of the absence of one or all of these, by individuals officially designated in writing to act in emergency cases.

b. SECRET

Matters may be classified Secret by, or with the approval of, Chiefs of Heads of Divisions, Bureaus, Branches, or comparable units, or higher authority within the agency, their respective deputies, or in the event of the absence of one or all of these, by individuals officially designated in writing to act in emergency cases.

CONFIDENTIAL OR RESTRICTED

Matters may be classified Confidential or Restricted by, or with the approval of, any responsible official who originates a document deserving such classification."

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

Unclassified
Serial No. 230

page 7

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



UNITED STATES MARITIME COMMISSION
WASHINGTON
25, D. C.

January 6, 1947

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

Dear Mrs. Barton:

Reference is made to your memorandum dated December 23, 1946 to all Security Officers, Nonmilitary Federal Departments and Agencies, to which was attached a draft of proposed Classification, Declassification, and Downgrading Procedures.

In compliance with your request we have carefully reviewed the proposed regulations governing classification, declassification, and downgrading procedures for nonmilitary federal departments and agencies.

We have no comments or suggestions to offer and recommend that the procedures be adopted as proposed.

Very truly yours,

A handwritten signature in cursive script that reads "Geo. A. Viehmann".

George A. Viehmann
Security Officer



OFFICE OF THE ADMINISTRATIVE
ASSISTANT TO THE SECRETARY

TREASURY DEPARTMENT

WASHINGTON 25

January 3, 1947

Captain Ruth Catlett Barton
Secretary, Security Advisory Board
State-War-Navy Coordinating Committee
Rm. #711, State Department
515 22d Street, Northwest
Washington, D. C.

Dear Captain Barton:

There is no objection on the part of the Treasury Department to your draft of the proposed declassification and downgrading procedure for nonmilitary Federal departments and agencies.

Very truly yours,

A handwritten signature in cursive script, appearing to read "J. D. Larson".

J. D. Larson
Security Officer



RECONSTRUCTION FINANCE CORPORATION
WASHINGTON

A. T. HOBSON
SECRETARY

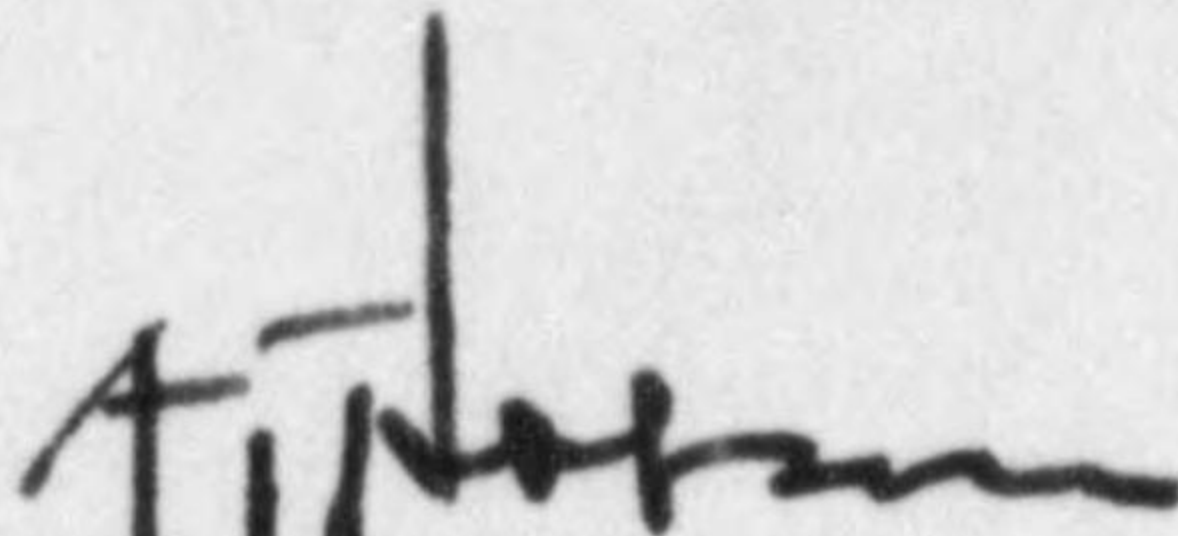
JAN - 2 1947

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

Dear Madam:

The draft of a proposed declassification and downgrading procedure for nonmilitary federal departments and agencies, which accompanied your memorandum of December 23, 1946, has been reviewed, and we have no suggestions or comments to make in connection therewith.

Very truly yours,



A. T. Hobson
Security Officer

CON - Mr. E. T. Anderson

December 30, 1946

MM - Stanley R. Goodrich

SAB Serial No. 198

I have reviewed SAB Serial No. 198 and concur in its issuance as written with the following exceptions:

1. The provisions of Section II Paragraphs 2a and b are too restrictive, if interpreted literally, to be practical. It would be virtually impossible for the Department of State, as a non-military agency, to operate effectively under the principles established in 2a and b. It is my belief, in the case of material to be classified TOP SECRET or SECRET, that approval should be obtained from certain defined levels in the various Departments or agencies. For example, in the Department of State the organizational level which the revised regulations specify as approval authority for TOP SECRET is the Director of an Office; and for SECRET the Chief of a Division. Any drafting officer has authority to classify material CONFIDENTIAL or RESTRICTED.
2. It is my opinion that the Department of State member of SAB should not concur in the provisions of any proposed SAB regulation which the Department of State cannot adhere to, nor should other non-military agencies be forced to adhere to an artificially higher standard than that to which the military and naval forces adhere. Army Regulation 380-5 gives authority to classify TOP SECRET or SECRET to any general officer; a commanding officer of a depot, post, station, independent command; military attache or military observer. Such personnel are certainly on no higher level than civilian Chiefs of Divisions or Directors of Offices in the Department of State. Any commissioned officer can classify material CONFIDENTIAL or RESTRICTED.

MM:SRGoodrich:dhs



UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILEINF:GCH:bel
AND DATE OF THIS LETTER

December 30, 1946

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

Dear Mrs. Barton:

In your letter of December 23 you asked for comments on the draft of the proposed declassification and downgrading procedure for nonmilitary Federal departments and agencies.

Due to the nature of the work of the Civil Service Commission the procedures described will not apply in any great degree to our work. My main suggestion would be that so far as possible it would be desirable to prepare and distribute as brief a document as can be devised consistent with presenting all necessary directions.

The document as drafted contains 27 pages. My impression is that this is rather long.

Very truly yours,

C. C. Hathaway
Chief, Information Division



WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
MILITARY INTELLIGENCE DIVISION, G-2
WASHINGTON 25, D. C.



MEMORANDUM FOR SECURITY ADVISORY BOARD:

SUBJECT: Change to SAB Publication

1. Following paragraph is suggested as statement of policy re: downgrading and declassification of enciphered material, to be added to SAB, "Classification and Downgrading Procedures."

e. State-War-Navy Telegrams and Cables

"Classified War or Navy Department messages bearing the phrase 'Paraphrase not Required' or 'May be Handled as Correspondence of Similar Classification,' and Department of State telegrams carrying no requirement for paraphrase, may be downgraded or declassified by appropriate authorities on the same basis as other classified material.

Department of State telegrams classified Secret or Top Secret may be downgraded to Confidential after five years without paraphrase, and any Department of State telegram may be declassified after ten years, if the content warrants. Otherwise, no State, War or Navy Department cables or telegrams may be downgraded or declassified until paraphrase and elimination of all reference numbers and date-time groups have been effected, except that Top Secret may be downgraded to Secret."

A handwritten signature in cursive, appearing to be "R. D. B." or similar.

MR: Coordination has been effected with State, Navy and ASA.

Distribution on Serial No. 198 (Serial No. 198 will be SAB 7)

Anderson	1
✓ Blakeney	2
✓ Gunther	3 ✓
File	4
SWNCC	5
✓ Stan Goodrich	6 ✓
Jett	7
✓ Sands	8
King	9
Lucas	10
Green	11
Skinner	12
Dodson	13
Bannerman	14
✓ Larson	15
✓ Kerlin	16
Fuquay	17
Thurston	18
✓ McCauley	19
Johnson	20
Hall	21
Deviny	22
Bartel	23
✓ Kremer	24
✓ Viehman	25
Parke	26
Kelly	27
Hamer	28
	29
Glaser	30
Nevitt	31
White	32
Schwarzwalder	33
Brunson	34
Scott	35
Goodrich	
Jackson	37
✓ LaMotte	38
✓ Hobson	39
Hindle	40
London	41
✓ Sturdevant	42
✓ Hathaway	43
Bronson	44
Morgan	45
Sham	46
✓ McCauley	47-53
✓ JSC	60
Vanech	54
Mitchell	59
Nate Goodrich	54
Turner	56

55

UNCLASSIFIED

COPY NO. _____

Serial No. 198STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARD

December 23, 1946

MEMORANDUM FOR Security Officers
Nonmilitary Federal Departments and Agencies

Subject: Classification, Declassification, and
Downgrading Procedures

1. The enclosure, a draft of a proposed declassification and downgrading procedure for nonmilitary federal departments and agencies, is submitted to Security Officers for their comments and suggestions before being issued as a policy by the Security Advisory Board.
2. It is requested that you review the enclosure and report any suggestions or comments which you may have to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington 25, D.C., on or before January 20, 1946.
3. This proposed regulation has been previously reviewed by certain interested agencies from a policy standpoint, and their comments have been incorporated in the draft where practicable.

For the Security Advisory Board:

Ruth Catlett Barton
Secretary

SECONDDRAFTUNCLASSIFIEDSAB 7

COPY NO. _____

Date _____

Pages 1-27STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARDCLASSIFICATION, DECLASSIFICATION, AND DOWNGRADING PROCEDURESNote by the Secretary

1. The Security Advisory Board has been engaged in a careful study of the overall problem of downgrading and declassification of classified official material. After consideration of the problem as it is presented in numerous agencies, the Board has reached the conclusion that eventual downgrading and declassification cannot be accomplished except by hard work and attention to detail, if compromise of classified information is to be prevented. Although SAB 7 does not set forth any new and startling procedure for downgrading and declassification, it does bring together under one cover all appropriate downgrading and declassification guides and offers a ready reference for Security Officers of federal departments and agencies.

2. In carrying out the provisions of this paper, two important tasks become the responsibility of the Security Officers:

- a. All personnel should be familiar with the current classification guides contained on Pages 8-15 of this paper. In addition, all personnel who will be

UNCLASSIFIED

working on declassification and downgrading should be familiar with the requirements on Pages 16-27, inclusive. The proper indoctrination of such personnel should be accomplished by, or under the guidance of, the Security Officer.

b. If the problem of downgrading and declassification is a simple one, it can probably be handled by a Security Officer alone. If there is any bulk of material, a Downgrading and Declassification Committee might be given full authority to downgrade and declassify all material originated by the agency or department, when it has been determined that the material no longer deserves its original classification. The Security Officer should supervise the establishment of such a Committee and where possible, serve on the Committee.

3. The services of the Secretariat of the Security Advisory Board are available to any government agency that wishes to set up such a mechanism, and the advice of the Board may be solicited whenever desired on declassification and downgrading problems.

RUTH CATLETT BARTON
Secretary

SAB _____

UNCLASSIFIED

TABLE OF CONTENTS

	<u>Pages</u>
Section I Definitions.....	5-7
Section II Current Classification Guides.....	8-15
1. A Word on Current Classification.....	8
2. Authority to Classify.....	9
a. Top Secret or Secret.....	9
b. Confidential or Restricted.....	9
c. Procedure Within Departments and Agencies	c
3. The Mental Approach to Classification.....	10-11
4. Curbs for Classifiers.....	12-15
a. General.....	12
b. Preparation.....	12-13
c. Transmittal.....	13-14
d. Overclassification.....	14
e. Upgrading.....	14-15
f. Review of Security Classifications.....	15
Section III Downgrading and Declassification Guides	16-27
1. A Word on Downgrading and Declassification.....	16
2. Authority to Downgrade and Declassify.....	17
a. General.....	17
b. Authority.....	17
3. Coordination and Responsibility.....	18-20
a. Documents Affecting only Office of Origin.....	18
b. Documents Affecting Interests of Two or More Offices or Agencies.....	18
c. Documents Affecting Interests of Foreign Nations.....	18
d. Documents Affecting the Interests of the Military Services.....	19
e. Documents Containing Scientific and Technical Data.....	19
f. Nonconcurrences.....	20
4. Marking Procedures.....	21-23
a. General.....	21
b. Letters and Reports.....	21-22
c. Books or Pamphlets.....	22
d. Bulk Files or Supplies.....	22-23
5. Downgrading and Declassification Notifications	24
a. General.....	24
b. Responsibility for Notification.....	24
c. Type of Notification.....	24

UNCLASSIFIED

	<u>Pages</u>
6. Disposition.....	25-27
<u>a.</u> Record Copies.....	25
<u>b.</u> Excess Copies of Downgraded and Declassified Books or Pamphlets.....	25-26
<u>c.</u> Destruction.....	26-27

UNCLASSIFIEDSECTION I. DEFINITIONS1. DOCUMENTS

Any form of recorded information. The term "document" includes printed, mimeographed, typed, photostated, and written matter of all kinds; dispatches, instructions, telegrams, memoranda, reports, minutes, airgrams, charts, maps, drawings, notes, or photostatic copies; photographs and photographic negatives; and all other similar material.

2. REGISTERED DOCUMENTS

A Top Secret, Secret, or Confidential document, or a Restricted cryptographic document or device, carrying a register number, a short title, and instructions to account for it periodically.

Definition for Device

3. CLASSIFY

To grade a document or device as Top Secret, Secret, Confidential, or Restricted in order to indicate the degree of precaution necessary for its ^{handling, distribution and} safeguarding. CIG

4. DECLASSIFY

To cancel the classification of any document or device by proper authority when the necessity for maintaining the classification no longer exists.

5. DOWNGRADE

To lower the classification of classified documents or devices.

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UNCLASSIFIED6. UPGRADE

To raise the classification of classified documents or devices from one classification to a higher classification, when it has been determined by proper authority that the assigned classification is not sufficiently protective.

7. REGRADE

To change the classification of classified documents or devices, including both downgrading and upgrading. *Amerson: YSC*

8. OVERCLASSIFY

To grade documents or devices with a higher classification than is consistent with the proper safeguarding of the information contained therein.

9. PRIMARY INTEREST

a. An office which has "primary interest" in information is the office best qualified to determine its value, both when considering its original security classification and in downgrading it as conditions change.

b. "Primary interest" in any classified document or device will be considered to be held in that office which:

- (1) Originally classified the information;
- (2) Currently is charged with the information, or has primary control or jurisdiction over ~~types of~~ information ~~similar thereto;~~ *in the same field;*

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UNCLASSIFIED

- (3) Has succeeded or absorbed an office formerly charged with primary control or jurisdiction over the information.

10. CUSTODIAN

An individual to whom a document or device is consigned or who inherits official possession of a document or device by succession to or absorption of the position of an individual formerly charged with the custody of such documents or devices.

UNCLASSIFIED

SECTION II. CURRENT CLASSIFICATION GUIDES

1. A WORD ON CURRENT CLASSIFICATION

During wartime the anxiety of many government officials to protect classified information from an actual or potential enemy often led to careless classification. The belief that "it is better to grade a document too high and be safe than to grade it too low and risk not having it high enough" was the criterion which guided many a hand on the classification stamp. Too often this axiom was made an excuse for unfamiliarity with classification definitions or failure to read security regulations.

Today many harassed government officials, struggling to wrench classifications from documents which should rightfully be made available to the public or go from bulging files to proper depositories, feel the effects of the careless classification which took place during wartime. It should be the concern of every government official responsible for classification to make sure that documents and devices are properly classified. The protection of classified information is still the primary concern, but the sad experiences of many government agencies with declassification problems makes correct classification of vital administrative concern.

REMEMBER: A CARELESS CLASSIFICATION TODAY MEANS AN ADMINISTRATIVE HEADACHE TOMORROW!

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UNCLASSIFIED*matters to be or denied?*2. AUTHORITY TO CLASSIFYa. TOP SECRET OR SECRET

Matters may be classified as Top Secret or Secret only by the head of a federal agency or department or by his officially designated representative.

b. CONFIDENTIAL OR RESTRICTED

Matters may be classified as Confidential or Restricted by the Chief or Head of a Bureau, Division, Branch or comparable unit, by officials whose positions may be considered to be on equal level, or by their officially designated representatives.

c. PROCEDURE WITHIN DEPARTMENTS AND AGENCIES

If designation of officials who may classify matters in any of the four categories above has not been made in government agencies or departments, such designation should be immediately undertaken and an announcement of this authority made within the department or agency. Where such a list is already in use, it shall be the responsibility of the Security Officer to insure that this list and any future lists are current and workable within his department.