

SAB Serial 1 - 219  
13-A

CONFIDENTIAL

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OFFICIAL GOVERNMENT RECORDS  
RETURN TO:  
RSC SA-80  
DEPARTMENT OF STATE



**CONFIDENTIAL**ENCLOSUREConfidential  
Serial No.

February 12, 1947

The Honorable  
The Secretary of \_\_\_\_\_  
Washington 25, D.C.

Dear Mr. Secretary:

The Joint Intelligence Study Publishing Board, functioning under the Joint Chiefs of Staff, has published a number of Joint Army-Navy Intelligence Studies (JANIS) on areas of the Far East and Pacific. The publications are normally classified CONFIDENTIAL but some studies have been downgraded to RESTRICTED. The studies are detailed monographs written by research personnel of several agencies of the Federal Government. The following list of chapter titles suggests the coverage of these studies:

Chapter I	Brief (Summary of Entire Study)	Chapter VIII	Cities and Towns
Chapter II	Military Geography	Chapter IX	Resources and Trade
Chapter III	Oceanography	Chapter X	People and Government
Chapter IV	Coasts and Landing Beaches	Chapter XI	Health and Sanitation
Chapter V	Climate and Weather	Chapter XII	Aviation
Chapter VI	Ports and Shipping	Chapter XIII	Gazetteer and Map Appraisal
Chapter VII	Transportation and Telecommunication		

The chapters are bound individually and each is extensively illustrated with photographs and maps. In addition, a separate pouch of large maps is included with most studies.

**CONFIDENTIAL**



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The Joint Intelligence Study Publishing Board desires to make these studies of maximum use to agencies of the Federal Government within the limitations imposed by military security. It is requested that the above information, together with the attached lists of areas of which studies have been published, (Enclosures A and B), be brought to the attention of interested officials within your department.

When these officials have determined which, if any, of the listed studies are needed in the conduct of their official business, requests for copies of these studies should be addressed to the Security Advisory Board, State-War-Navy Coordinating Committee, through your Security Officer, Mr. \_\_\_\_\_ . The request for copies should state the titles and number of copies desired, reason for requesting these studies, and an assurance that they will receive adequate security protection.

In the event any further information is necessary before submission of requests for JANIS, it is requested that your agency communicate with the Secretary, Security Advisory Board, Room 711, 515 22nd Street, N.W., Washington 25, D.C., REpublic 5600, Extension 3669.

Should the enclosures to this letter be removed, the letter may be downgraded to RESTRICTED.

Sincerely yours,

E. T. Anderson  
Acting Chairman  
Security Advisory Board

CONFIDENTIAL



UNCLASSIFIED  
Serial No. 218

January 2, 1946

MEMORANDUM FOR

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

SUBJECT:

Classification of Document

REFERENCES:

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

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

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

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

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

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 217

December 31, 1946

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

Dear Mr. Turner:

The Administrator of the Office of Temporary Controls has designated Mr. Ernest E. Hall as liaison officer for that agency with the Security Advisory Board. In making this designation, however, he has specified that liaison officers of the constituent units of the Office of Temporary Controls may be contacted directly on matters of security affecting their unit. Since you have been recently designated as Security Officer for the Office of War Mobilization and Reconversion, the Security Advisory Board will consult with you on matters affecting your Office.

Enclosed herewith is a copy of the proposed SAB policy on declassification of classified material in nonmilitary agencies. It would be appreciated if you would review this draft and make any comments which you may feel appropriate to the Security Advisory Board. Also enclosed are copies of MI-3 and Serial No. 196 for your information and action indicated.

Sincerely yours,

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 216

December 31, 1946

**MEMORANDUM FOR**

Mr. David S. Brunson  
Office of Temporary Controls  
(Office of Price Administration)

**Subject:**

Classification, Declassification,  
and Downgrading Procedures

**Enclosures:**

- a. Copy No. 29 of Serial No. 198
- b. Copy No. 29 of MI-3

1. Pursuant to our telephone conversation this date, enclosed herewith is a copy of the second draft of a proposed Security Advisory Board regulation on the declassification of classified material in non-military agencies and departments. It will be appreciated if you will review the enclosure and return your comments to the address stated.

2. Enclosed also is a copy of MI-3 in order that you may be advised of the new location of the Security Advisory Board.

**For the Security Advisory Board:**

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 215

30 December 1946

MEMORANDUM FOR

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

Subject:

Classification of Documents

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

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

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

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

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

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 214

December 30, 1946

MEMORANDUM FOR

Mr. Leon M. Fuquay  
Security Officer  
Federal Power Commission

Subject:

Downgrading of Document

1. Reference is made to your memorandum of November 6, 1946, in which you summarized the declassification problem presented in your agency. It is noted that the Federal Power Commission has in its possession one file drawer of official reports from the War Production Board entitled "Munitions Production of the United States", classified as SECRET.

2. In a recent conversation with the Deputy Security Officer of the Civilian Production Administration (formerly the War Production Board), it was determined that the series of reports "Official Munitions Production of the United States" has been downgraded to RESTRICTED by that agency, following submission of the series to appropriate security authorities. The Canadian Supplement to this report, which you may likewise have in your files, may be downgraded no lower than CONFIDENTIAL. Declassification stamps placed in a conspicuous place on the first page of these reports, according to declassification and downgrading rules contained in para. 4a, Section III, page 21 of Serial No. 198, should read as follows:

CLASSIFICATION CHANGED	
TO	<b>RESTRICTED</b>
BY AUTHORITY OF	<i>Mr. C. J. King</i>
S.O.P.A. DATE	<i>May 20, 1946</i>
BY	<i>Leon M. Fuquay, S.O., F.P.C.</i>



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December 30, 1946  
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For further markings in this connection, your attention is invited to paragraph 4g, Section III, of Serial No. 198.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



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Serial No. 215

~~COPY~~ CONFIDENTIAL

30 December 1946

MEMORANDUM FOR Chief, Civil Affairs Division  
War Department  
Washington 25, D.C.

Subject: Security Clearance for Employee of  
Federal Reserve Board

References: a. CAD Memorandum WDSCA 334 I. M. G.  
b. SAB 3

Enclosure: Copy of letter from Security Officer,  
Federal Reserve Board

1. Reference is made to your memorandum of 5 December 1946 in which you requested that CAD be furnished with suitable information on which to base a determination of the suitability of Miss Thelma E. Ward of the Federal Reserve Board to receive classified information up to and including SECRET.

2. The Security Officer of the Federal Reserve Board has certified that the pre-employment investigation made on Miss Ward before her entry on duty with the Federal Reserve Board was satisfactory. The Security Advisory Board has ascertained that the results of the investigation made in the Department of State (CSA investigation) were likewise satisfactory. Accordingly, the Board is satisfied that the provisions of SAB 3 have been complied with in this instance.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 212

30 December 1946

MEMORANDUM FOR

Navy Member, SAB

Subject:

Classification, Declassification and  
Downgrading Procedures

References:

- a. Memorandum dated December 16, 1946,  
from Op-32-D2, Serial No. 20952P32.
- b. SAB Serial No. 152 dated 29 November  
1946.
- c. SAB Serial No. 198 dated 23 December 1946.

1. Reference a dated 16 December 1946, enclosed in an envelope bearing the postmark of 27 December 1946, was received in this office this date. In view of the fact that the contents of reference a concerned the first draft of a regulation which is already in the hands of Security Officers of nonmilitary agencies as a second draft, it can be readily seen that reference a was received too late to serve any useful purpose. This matter is called to your attention for whatever action you deem necessary.

2. Since neither of the changes proposed in reference a, dated 16 December 1946, were suggested by you at the 12th Meeting of the Security Advisory Board at which the first draft was considered, it would appear to be a logical conclusion that you do not consider their inclusion as a matter of too much importance. Should you wish to include these changes, however, they may be suggested at the meeting of the Board at which the second draft will be considered.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 210

December 30, 1946

MEMORANDUM FOR Mr. E. T. Anderson  
Acting Chairman, Security Advisory  
Board

Subject: Security Advisory Board - Work and  
Delinquency Report and Summary of  
Activities

References: a. Memo from Mr. Flinn, dated October 3,  
1946 to Mr. E. T. Anderson  
b. Serial No. 160.  
c. Memo from Mr. Flinn, dated Novem-  
ber 18, 1946 to Mr. E. T. Anderson

1. In compliance with reference a, the following information is submitted on the operations of the Security Advisory Board for the month of December:

Time spent on SAB work as distinguished from work for other SWNCC subcommittees .....	100%
Number of meetings attended.....	3
Security Advisory Board Meetings.....	2
Group meetings or conferences in which SAB had interest.....	1
Number of interviews handled.....	17
Interviews with government officials who requested Board advice or help..	6
Administrative interviews incident to Board operations.....	7
Exploratory interviews to War and Navy Departments on security matters.....	4
Telephone calls made by Secretary incident to Security matters or Board operations,.....	78*
Telephone calls received from government agencies and departments on security matters or Board operations.....	65*

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\*Figure Approximate only.



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Mr. E. T. Anderson

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December 30, 1946

The following percentage breakdown of the manner in which the time of the Secretary was used in December is submitted:

Time spent in preparing material for Board Members or for Board meetings.....	13%
Time spent in conferences, interviews, etc.....	10%
Time spent revision of regulations, preparation of policies and procedures on security.....	50%
Time spent in handling phone calls and matters incident to those calls.....	10%
Time spent in administrative matters, including supervision of preparation of SAB papers, handling of security checks, etc.....	15%
Time spent in traveling from New War Bg. and 515 22nd Street to other government agencies.....	2%

2. In compliance with reference b., the following progress report on the Board operations is submitted:

WORK COMPLETED

- a. Processing of first draft of SAB classification and downgrading regulation with certain offices interested in the policy set forth therein;
- b. Second draft of classification and downgrading regulations;
- c. Classification Review of History prepared by Coast and Geodetic Survey;
- d. Classification Review of History prepared by the Weather Bureau.
- e. Preparation of general policy on security clearance of government histories.
- f. Security checks of certain employees of the Reconstruction Finance Corporation for the Civil Affairs Division of the War Department.



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Mr. E. T. Anderson

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December 30, 1946

**g.** Security checks for five additional employees of the Library of Congress.

WORK IN PROGRESS (Percentage completed)

**a.** Security survey of the Government Printing Office requested by the Manhattan District.....50%

**b.** Security checks of 302 employees of National Advisory Committee for Aeronautics.....95%

**c.** Declassification survey in federal agencies by Security Officers thereof at request of SAB.....40%

**d.** Top Secret procedure survey in federal agencies by Security Officers thereof at request of SAB.. 5%

**e.** Processing of second draft of SAB declassification and downgrading regulation with the Security Officers of all nonmilitary agencies..... 5%

**f.** Security Clearance of employee of Federal Reserve Board at request of Civil Affairs Division.....75%

**g.** Security Clearance of employee of the Department of Labor at request of Civil Affairs Division 25%

WORK CONTEMPLATED

**a.** Revision of Top Secret Control Procedure and list of Control Officers.

**b.** Surveys of security in certain vital government agencies.

**c.** Revision of SAB general security regulations

**d.** Initiating a program of security training in certain vital government agencies.

**e.** Establishing certain standards for security surveys in civilian agencies and departments.

PROJECTS ELIMINATED

**a.** Administrative survey of proper place for SAB functions.\*

**b.** Security checks for certain personnel of



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Mr. E. T. Anderson

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December 30, 1946

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the National Bureau of Standards\*\*

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\*SWNCC Secretariat prepared paper which made unnecessary  
the study being prepared by SAB;  
\*\*Refusal of FBI to make further checks for the SAB  
made this impossible.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



~~CONFIDENTIAL~~

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Serial No. 211

December 30, 1946

MEMORANDUM FOR

Lt. Robert H. Rathbun  
Joint Security Control  
Rm. 2B656, The Pentagon

Subject:

Transmittal of Regulations

Enclosures:

- a. Copy No. 99 of SAB No. 3
- b. Copy No. 64 of SAB No. 4/2

Pursuant to our telephone conversation this date, enclosed herewith are copies of the Security Advisory Board regulations which we discussed.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED

~~CONFIDENTIAL~~



UNCLASSIFIED  
Serial No. 208

December 30, 1946

MEMORANDUM FOR

Mr. Nathaniel H. Goodrich  
Office of War Mobilization  
and Reconversion

Subject:

Classification, Declassification,  
and Downgrading Procedures

Enclosures:

a. Serial No. 198  
b. MI-3

1. Pursuant to our telephone conversation December 27, 1946, enclosed herewith is a copy of the second draft of a proposed Security Advisory Board regulation on the declassification of classified material in nonmilitary agencies and departments. Although it is realized that you are no longer able to serve as the Security Officer of the Office of War Mobilization and Reconversion, your comments and suggestions will be appreciated in view of the interest which you have expressed in this problem in the past few months.

2. Enclosed also is a copy of MI-3 in order that you may be advised of the new location of the Security Advisory Board.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 207

December 27, 1946

MEMORANDUM FOR

Chief, Army Publication Service,  
Distribution Branch  
Room 1C959, The Pentagon

Subject:

Change in Address

1. It is requested that the mailing address of the Security Advisory Board, State-War-Navy Coordinating Committee, be changed to Room 711, 515 22nd Street, N.W., Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 206

December 27, 1946

MEMORANDUM FOR

Mr. C. J. King  
Security Officer  
Office of Temporary Controls  
(Civilian Production Administration)

Subject:

Classification, Declassification, and  
Downgrading Procedures

1. Enclosed herewith is a copy of the second draft of a proposed policy of the Security Advisory Board relative to declassification and downgrading of classified material in nonmilitary agencies. In view of the experience which you and your staff have had with the actual process of declassification and downgrading of classified material, any comments which you might have on the enclosure would be especially valuable in the preparation of the final paper.
2. If your office does not have the time to review this regulation, please feel free to return it without comment.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 205

December 27, 1946

MEMORANDUM FOR

Cryptographic Security Coordinating  
Committee

Attention: Capt. Lee W. Parke

Subject:

Classification, Declassification, and  
Downgrading Procedures

References:

- a. Serial No. 159
- b. C.S.C.C. memorandum dated December 3,  
1946

Enclosures:

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

1. Your comments, relative to the first draft of a proposed Security Advisory Board memorandum on the declassification of classified material in nonmilitary agencies, were reviewed by the Board at its 12th Meeting, December 19, 1946 .

2. You will note from the enclosed revised draft of this regulation that your comments on Section II, 4b, PREPARATION, have been incorporated into the second draft. Before addition of your suggested new paragraph after d, Section III, 3. COORDINATION AND RESPONSIBILITY, however, it is understood that the War Department and your office will attempt to work out a paragraph that is mutually acceptable.

3. Should you have any further comments or suggestions on the enclosure, they will be considered by the Board as soon after receipt as possible.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



Unclassified  
Serial No. 204

December 26, 1946

MEMORANDUM FOR

Security Officer  
Office of the Quartermaster General  
War Department

Subject:

Classification of Report

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

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

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

For the Security Advisory Board:

Ruth C. Barton  
Secretary



Unclassified  
Serial No. 203

December 26, 1946

MEMORANDUM FOR

Mr. Kenneth Heckler  
Division of Administrative Management  
Bureau of the Budget

Subject:

Classification, Declassification, and  
Downgrading Procedures

References:

a. Serial No. 164

Enclosure:

Serial No. 198

1. Your telephonic comments, relative to the first draft of a proposed Security Advisory Board policy on the declassification of classified material in nonmilitary agencies were considered by the Board at its 12th Meeting on December 19, 1946.

2. You will note that the enclosed revised draft, presently being forwarded to Security Officers of nonmilitary agencies for comment, incorporates your suggestion that the definition of a "registered document" be included therein. It also incorporates your suggestion regarding paragraph 4g, Section II. It is believed that the present draft has succeeded in eliminating much of the excessive verbiage of the first draft.

3. Should you have any further comments or suggestions, the Board will be glad to consider them in the final draft.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



December 26, 1946

UNCLASSIFIED  
Serial No. 202

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 e - 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 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



UNCLASSIFIED  
Serial No. 201

December 26, 1946

MEMORANDUM FOR

Mr. Alvin W. Kremer  
Security Officer  
Library of Congress

Subject:

Classification, Declassification,  
and Downgrading Procedures.

Reference:

- a. Serial No. 158
- b. Security Officer, Library of Congress, Letter dated Dec. 11, 1946.

1. The comments of the Library of Congress relative to the first draft of a proposed Security Advisory Board policy on declassification of classified material in nonmilitary agencies were considered by the Board at their 12th meeting December 19, 1946.

2. The Board has directed that Section II, Part 5, be deleted in its entirety in view of the fact that these provisions are already incorporated in SAB No. I and are not considered applicable in a paper which treats of classification only in order to prevent future careless classifying on the part of government officials. It was considered, therefore, that your suggestion for Page 15, paragraph f. belonged more appropriately in general security regulations.

3. As you know, the Army and Navy regulations provide that declassification and downgrading markings shall be accomplished according to the procedure outlined in Section III, Part 4, paragraph g. It is believed by security authorities that adequate marking to indicate declassification is important. It is realized, however, that the Library of Congress and any government agency engaged in marking large numbers of declassified reports would find the procedure as recommended almost impossible to follow. Accordingly, the paragraph which you questioned has been amended so it is no longer necessary to line through the old markings on all pages. It is strongly



recommended, however, that the classification be marked through on the cover, title page, first page, back page, and back cover, and the declassification authority be placed on the first page as required in Section III, Part 4, paragraph d. Marking the declassification stamp on the outside front cover is not believed to be adequate from a security standpoint.

4. Your recommendation that a proviso be inserted in Section II, Part 4, paragraph d that bulk shipping of declassified documents to the Library can take place if arrangements have been made that the Library will mark them as declassified has been accepted by the Board. This provision has been inserted with additional precautionary measures as recommended by the Board.

5. Paragraph 4h, Part 6, has been changed as you recommended with minor amendments as recommended by the Board.

6. Enclosed herewith is the revised draft which is being submitted to you for comment in your capacity as Security Officer. It is requested that you review the enclosure, especially as regards Section III, Part 4, paragraphs g and d and Section III, Part 6, paragraph b, and advise the Security Advisory Board if it is workable within the Library of Congress.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



Unclassified  
Serial No. 200

December 24, 1946

MEMORANDUM FOR

Col. T. J. Sands  
Central Intelligence Group

Subject: . Classification, Declassification and  
Downgrading Procedures

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

1. Enclosed herewith is a copy of the second draft of a proposed Security Advisory Board policy relative to the procedures to be followed by nonmilitary agencies in the downgrading and declassification of classified material. It is realized by the Security Advisory Board that the Central Intelligence Group cannot be considered as a "nonmilitary agency" and therefore will not be affected by this policy. In view of the interest of the Central Intelligence Group in the protection of "intelligence sources and methods" in federal agencies and departments, however, it is believed that you might be interested in reviewing this regulation. Any comments and recommendations which you might wish to make will be considered by the Security Advisory Board.

2. The first draft of this regulation was reviewed by the Library of Congress, the National Archives, the Publication Board, Joint Security Control, the Bureau of the Budget, the Cryptographic Security Coordinating Committee, and certain interested offices in the State, War, and Navy Departments. Suggestions made by these agencies have been incorporated in the second draft wherever practicable. The regulation is now being forwarded to the Security Officers of nonmilitary agencies for comment before being issued as a Security Advisory Board policy.

3. You will note that a deadline of January 20, 1946, has been set for the return of comments from the Security Officers. It will be appreciated if any comments which you might have could be returned by that time.

4. MI-3 and Serial No. 196, also enclosed, are information copies only.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIEDSerial No. 199

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/A6-9/1, Serial No. 1232

Enclosures:

a. Serial No. 196  
b. Serial No. 198  
g. 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  
Secretary



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



SECONDDRAFTUNCLASSIFIED

SAB \_\_\_\_\_

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 \_\_\_ 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



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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.

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.

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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.

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 <sup>or declassifying</sup> 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;



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- (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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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 ene ~~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 ADMINISTRATIV:  
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.

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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 according to their relationship to other documents. The classification of a file or group of physically connected documents shall be



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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

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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

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

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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 review, 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.



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 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 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.

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.



UNCLASSIFIEDf. 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.



UNCLASSIFIED4. MARKING PROCEDURESa. 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 \_\_\_\_\_

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,

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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

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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

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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

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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. 1967

December 19, 1946

MEMORANDUM FOR

Miss Imogen Williford  
Deputy Security Officer  
Veteran's Administration

Subject:

Declassification Questionnaire

1. Transmitted herewith is Copy No. 66 of the Declassification Questionnaire which was forwarded to all nonmilitary agencies and departments on 17 October 1946, (Serial No. 99). This transmittal is in accordance with your telephone call this date.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 196

COPY NO. \_\_\_\_\_

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

20 December 1946

MEMORANDUM FOR

SECURITY OFFICERS  
Nonmilitary Federal Departments and  
Agencies

1. The Security Advisory Board is presently considering the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies. In conformance with its usual policy of consulting with Security Officers before issuing security regulations which are applicable to all federal agencies and departments, and keeping in mind the varying conditions existing in those agencies and departments, the Board will appreciate your cooperation in submitting answers to the following questions by January 16, 1947, if possible:

- a. Approximately what volume of Top Secret material is originated in or received by your agency?
- b. If Top Secret material originates in your agency, what outside distribution is made?
- c. What officials or offices in your agency receive Top Secret material and from what sources?
- d. Does any one official or office control the distribution of Top Secret material within your agency?



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e. If any Top Secret control procedure is in effect in your agency, what procedure and forms are used to control intra-agency distribution of Top Secret material?

f. Do you agree that a procedure whereby certain individuals would be designated within your agency to receive Top Secret material and account for its inter-agency and intra-agency distribution would be preferable to one in which Top Secret documents are received by addressees with no central accounting for or recording of the documents?

2. If no Top Secret material is received by or originated by your agency, the above-listed questions should be disregarded and a statement to that effect forwarded to the Board.

3. Replies to the above questions should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington, 25, D.C.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary



CONFIDENTIAL  
Serial No. 195

CONFIDENTIAL

December 19, 1946

MEMORANDUM FOR

Mr. E. T. Anderson  
Acting Chairman, Security Advisory Board

Subject:

Information Received from Investigative  
Sources

1. Reference is made to your request for a report from the Secretary on the details of the original arrangement made with investigative sources by which security checks would be made on certain federal employees through the medium of the Security Advisory Board. Further reference is made to your request for a report on the action taken by the Secretary with respect to this arrangement since its termination.

2. The undersigned, acting in her official capacity as Secretary of the Security Advisory Board, made an arrangement with certain investigative agencies through which security checks on employees of certain government agencies could be secured. It was understood between the investigative sources and the Secretary that any derogatory information which was found to exist on any individual and furnished to the Board would:

- a. Remain in the files of the Security Advisory Board until such time as the arrangement with the investigative sources would be terminated and then be returned to an agent of the investigative agencies;
- b. Be shown to no one outside the Board membership, with the exception that at the discretion of the Board or the Secretary, it might be shown to the Security Officer of the agency concerned in paraphrased form;
- c. Be given in its original form or the paraphrased form to no one. (This included Security Officers.)

3. The arrangement with the investigative agencies by which these checks could be made has been terminated, but any derogatory information which might have remained in the files of the Board would still have fallen under the terms of this bond of secrecy.

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Serial No. 195  
Page 2

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4. In view of the fact that the cases in the files of the Security Advisory Board, on which any derogatory information had been found, had been closed before the termination of the agreement with the investigative agencies, and in view of the agreement with the investigative agencies, as outlined in paragraph 2a, the Secretary has returned the information to its respective sources. It is consequently impossible to provide copies of this information, were such action possible under the terms of the original agreement.

5. It should be emphasized that any effort to secure copies of derogatory information from investigative sources for the purpose of supplying it to anyone outside the Board membership will place the Board in a very unfavorable position for any future negotiations which might be possible should conditions change as a result of the President's inter-agency Committee to determine means of removing from office those persons who are disloyal to the government.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

CONFIDENTIAL



UNCLASSIFIEDSerial No. 194

18 December 1946

MEMORANDUM TO

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

Subject:

Top Secret Control Procedure

Reference:

a. Serial No. 188

Enclosure:

Proposed draft of Memorandum to  
Security Officers.

1. On 13 December 1946 the Secretary forwarded to SAB Members a copy of a proposed memorandum to Security Officers of nonmilitary federal departments and agencies, asking that certain questions on Top Secret procedure in federal government be answered.

2. In view of the fact that certain changes have been made in the draft enclosed with reference a., the enclosed revision of the proposed memorandum is enclosed herewith for your approval.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary



Unclassified

Serial No. \_\_\_\_\_

COPY NO. \_\_\_\_\_

STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARD\_\_\_\_\_  
December 1946

MEMORANDUM FOR

Security Officers  
Nonmilitary Federal Departments and Agencies

Subject:

Top Secret Control Procedure

1. The Security Advisory Board is presently considering the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies. In conformance with its usual policy of consulting with security officers before issuing security regulations which are applicable to all federal agencies and departments, and keeping in mind the varying conditions existing in those agencies and departments, the Board will appreciate your cooperation in submitting answers to the following questions by January 16, 1948, if possible:

- a. Approximately what volume of Top Secret material is originated in or received by your agency?
- b. If Top Secret material originates in your agency, what outside distribution is made?
- c. What officials or offices in your agency receive Top Secret material and from what sources?
- d. Does any one official or office control the distribution of Top Secret material within your agency?



e. If any Top Secret Control procedure is in effect in your agency, what procedure and forms are used to control intra-agency distribution of Top Secret material?

f. Do you agree that a procedure whereby certain individuals would be designated within your agency to receive Top Secret material and account for its inter-agency and intra-agency distribution would be preferable to one in which Top Secret documents are received by addressees with no central accounting for or recording of the documents?

2. If no Top Secret material is received or originated by your agency, the above-listed questions should be disregarded and a statement to that effect forwarded to the Board.

3. Replies to the above questions should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington 25, D.C.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary



CONFIDENTIALSerial No. 193

CONFIDENTIAL

December 18, 1946

MEMORANDUM FOR Mr. James E. Dodson  
Security Officer  
Department of Labor

Subject: Security Clearance

Reference: a. SAB No. 3

Enclosure: Copy No. 98 of SAB 3

1. The Civil Affairs Division of the War Department has informed this office that Mr. Arnold Zemple, Department of Labor, has been designated to act as liaison for the Department of Labor with the Civil Affairs Division.

2. The Board has been further informed that Mr. Zemple was previously a Major in the U. S. Army and served as Director of Labor for Military Government in Italy, and also as Chief of the Policy and Program Section of the Manpower Division, U. S. Group Control Council (now OMGUS) Germany.

3. It will be appreciated if you will accomplish clearance for Mr. Zemple in accordance with the provisions of SAB 3 (copy enclosed) and notification as to his eligibility from a security standpoint to receive classified information up to and including SECRET be returned to the Security Advisory Board, Room 711, 515 22nd Street, N.W., as soon as possible.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

CONFIDENTIAL



UNCLASSIFIED  
Serial No. 192

December 17, 1946

MEMORANDUM FOR

Mr. William C. Ross  
The National Archives

Subject:

Wartime Security Regulations for  
the Nonmilitary Federal Departments  
and Agencies.

1. Pursuant to our conversation last week, I have reviewed the security regulations of nonmilitary federal departments and agencies which are in the files of the Security Advisory Board with a view to determining which agencies issued such instructions during wartime.
2. The Security Advisory Board has on file regulations from the following agencies and departments:
  - a. Board of Geographical Names (Department of Interior):

There is no mention made in the Board's regulations that they were written as a result of OWI No. 4 or that they were based on this regulation.
  - b. Government Printing Office:

The regulations concerning the handling of classified printing must necessarily be specialized. The GPO Security Regulations, however, were prepared as a result of conferences with the Security Advisory Board.
  - c. Foreign Economic Administration:

The Security Advisory Board worked very closely all during the war with this agency on matters of general security and the drafting of regulations. Foreign Economic Administration was most prolific in writing regulations on security and ingenious in keeping security regulations in the mind of the agency.
  - d. Federal Power Commission:

It is believed that the Federal Power Commission's regulations sprang more from War Department regulations than from OWI's, even though the Federal Power Commission cooperated at all times with the Security Advisory Board.



**a. Federal Communications Commission:**

The Federal Communications Commission in many instances made exact duplicates of the Security Advisory Board regulations and the Radio Intelligence Division of FCC, in particular, made use of all SAB memos. The FCC also issued many of their own regulations on specialized radio subjects.

**f. Office of Coordinator of Inter-American Affairs:**

The Security Advisory Board reviewed the security regulations for this agency before they were issued.

**g. Department of Commerce-Bureau of Standards:**

The Bureau of Standards was a protection zone under the War Department during the war and used the War Department security regulation (AR 380-5) almost completely.

**h. Civil Service Commission:**

The Commission was in the habit of giving publication to Security Advisory Board memos by reissuing them in the Employee Bulletins.

**i. Department of Commerce-Civil Aeronautics Administration:**

Civil Aeronautics Administration used specialized regulations which cannot be directly traced to OWI No. 4 influence.

**j. Bureau of the Budget:**

The Bureau of the Budget issued exact duplicates of Security Advisory Board and OWI regulations.

**k. Alien Property Custodian:**

Alien Property Custodian likewise had its own security regulations which were applicable to APC only--not directly traceable to OWI influence.

**l. War Foods Administration-Department of Agriculture:**

Security Advisory Board Training Officer assisted War Foods Administration in drafting these regulations.



m. Veterans Administration:

Regulations are a combination of Security Advisory Board memos and specialized Veterans Administration procedures.

n. War Shipping Administration (Maritime Commission):

War Shipping Administration gleaned most of their security procedures from the Navy Department because of the nature of their work. WSA was one of the pioneers in the field of security regulations, having a member on the Interdepartmental Security Service Commission.

o. War Relocation Authority:

Regulations were issued as result of OWI regulations.

p. War Production Board:

War Production Board issued their own regulations, stricter in application than OWI No. 4. The Board worked closely with this agency during wartime.

q. War Manpower Commission:

War Manpower Commission regulations are exact duplicates of OWI regulations.

r. United States Tariff Commission:

Regulations are exact duplicates of OWI regulations.

s. Public Health Service:

Regulations were reviewed by SAB before being issued.

t. Treasury Department:

Although Treasury has abided by OWI and SAB rules, they did not, to my knowledge, issue them as Treasury regulations. They did, however, issue "loose talk" bulletins during the war.

u. State Department

State Department Regulations during the war were prepared by a former Security Advisory Board member and reviewed by the SAB staff.



**Y. Selective Service System:**

The Regulations for SSS are a combination of the OWI and War Department Regulations--which was necessary in view of the type of work which the SSS was doing.

**W. Rubber Development Corporation:**

This subsidiary of RFC used the OWI regulations for a basis for writing their own specialized kind of regulations.

**X. Post Office Department:**

Regulations are almost exact duplicates of SAB and OWI regulations.

**Y. Petroleum Administration for War:**

PAW had their own specialized regulations and used OWI and SAB regulations as additions thereto.

**Z. Office of War Mobilization and Reconversion:**

The SAB Training Officer helped draft the regulations under which the Director's Office operated.

**aa. Office of Defense Transportation:**

The regulations which ODT issued are exact duplicates of SAB regulations.

**bb. Office of Civilian Defense:**

SAB Training Officer helped draft these.

**cc. National Advisory Committee for Aeronautics:**

NACA used specialized regulations which are not directly traceable to OWI or SAB influence.

3. The above are the only regulations of which copies are on file in this office. This should not be taken as a positive indication that other agencies did not issue regulations of their own or that they did not abide by the regulations which were forwarded to them. The Board does not have regulations on file for the National Archives, for example, and it



is believed that that office has always followed very closely the regulations which were issued to them by this Board.

4. I hope this will be of some assistance to you.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~  
Serial No. 191

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED

December 16, 1946

MEMORANDUM FOR

Mr. William C. Kircher  
Chief, Document Security  
Civilian Production Administration

Subject:

Declassification of Documents

1. Reference is made to your memorandum of October 8, 1946, in which you requested that the Security Advisory Board resubmit to the Navy Department for classification review five (5) documents, which were included among the thirty-eight (38) originally submitted to the Navy Department on May 29, 1946.
2. The Navy Department has advised this office that they have reconsidered the matter of declassification of the thirty-eight (38) documents listed on an enclosure to your memorandum of October 3, 1946, and as a result, authority is extended to declassify all subject matter contained in these documents relating to the Navy as being no longer of significance from the standpoint of military security.
3. In granting this authority, the Navy has authorized the use of material contained in these documents for articles proposed to be published, or otherwise made available to the general public except, however, they have specified that such articles, news releases, etc., should be submitted before release to the Executive Office of the Secretary, Office of Public Information, Navy Department, and to the Office of Public Relations, War Department.
4. Returned herewith are the five (5) documents submitted to this office as being representative of the group of thirty-eight (38) in this series.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED  
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UNCLASSIFIED  
Serial No. 190  
RCB/mf

December 16, 1946

The Honorable  
Major General Philip B. Fleming  
Administrator, Federal Works Agency  
Washington 25, D. C.

Dear General Fleming:

The Security Advisory Board formerly maintained liaison officers with the Civilian Production Administration, the Office of Price Administration, and the Office of War Mobilization and Reconversion, all of which have been absorbed into the newly-created Office of Temporary Controls.

If you agree that it is advisable to designate a liaison officer from the Office of Temporary Controls to be responsible for the overall security program of the agencies recently absorbed therein, would you be so kind as to make such a designation and notify the Security Advisory Board.

Sincerely yours,

E. T. Anderson  
Acting Chairman



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CONFIDENTIALSerial No. 179

December 13, 1946

MEMORANDUM FOR Mr. Robert S. Walleigh  
Acting Administrative Officer  
National Bureau of Standards

Subject: Security Checks

References: a. SAB No. 3  
b. Serial No. 179

Enclosure: Copy No 95 of SAB 3.

1. Reference is made to your letter of November 21, 1946, enclosing names of personnel in the National Bureau of Standards for security checks.

2. A check of sources which were temporarily available to the Board revealed no reason why the individuals listed with your letter of November 21, 1946, should not receive classified information.

3. It is regretted that the Board is unable to secure checks on the individual listed on your memorandum of December 3, 1946.

4. Pursuant to your request this date, enclosed herewith is a copy of SAB No. 3.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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UNCLASSIFIED  
Serial No. 188

December 13, 1946

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

Subject:                Top Secret Control Procedure

Enclosure:             Proposed draft of Memorandum to  
                            Security Officers.

1. Following the final approval of the Security Advisory Board memorandum on declassification, it is anticipated that the Board will begin work on a Top Secret control procedure for civilian agencies.

2. Enclosed herewith is a draft of a memorandum on this subject to Security Officers requesting that they supply the Security Advisory Board with pertinent information on which to base the eventual regulation. It is requested that Board members notify the Secretary of their approval or disapproval of this memorandum as soon as possible by calling State Department, Extension 2306.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



**DRAFT****UNCLASSIFIED**  
**Serial No.**

— December 1946

MEMORANDUM FOR      Security Officers  
                             Non-Military Federal Agencies  
                             and Departments

Subject:                Top Secret Control Procedure

1. The Security Advisory Board is presently considering the formulation of a policy on Top Secret Control procedure. In conformance with its usual policy of consulting with security officers before issuing security regulations which will be of interest to all federal agencies and departments, and keeping in mind the varying conditions existing in those agencies and departments, the Board will appreciate your cooperation in submitting answers to the following questions by January 10, 1947. If no Top Secret material is received or originated by your agency, the following questions should be disregarded and a statement to that effect forwarded to the Board.

a. Approximately what volume of Top Secret material is originated in and is received by your agency?

b. If Top Secret material originates in your agency, what outside distribution is made?

c. What officials or offices in your agency receive Top Secret material and from what sources?

d. Does any one official or office control the distribution of Top Secret material within your agency?

e. If any Top Secret control procedure is in effect within your agency, what forms are used to control intra-agency distribution of Top Secret material?



1. Do you believe it would be feasible in your agency to designate one (the Security officer) or more persons whose function would be to record and control the receipt and distribution of Top Secret material.

2. Replies to the above questions should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 Twenty Second Street, N. W., Washington, 25, D. C.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



**CONFIDENTIAL****CONFIDENTIAL**  
**Serial No. 187**

December 13, 1946

**MEMORANDUM FOR** Mr. Elliott Thurston  
Security Officer  
Federal Reserve Board**Subject:** Security Checks**Reference:** a. SAB No. 3

1. Confirming our telephone conversation this date, you are informed that the Security Advisory Board has received notification that the Civil Affairs Division of the War Department has been requested to allow Miss Thelma E. Ward to function in the capacity of alternate to Mrs. Esther G. Crews as a representative of the Information Management Group.

2. It will be appreciated if a security check can be made of Miss Ward and notification as to her eligibility from a security standpoint to receive classified military information up to and including Secret be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 Twenty Second St., N. W., Washington 25, D. C. as soon as possible.

**For the Security Advisory Board:**Ruth C. Barton  
Secretary**CONFIDENTIAL**



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Serial No. 186

December 13, 1946

## MEMORANDUM FOR

Mr. John S. Arcaus, A-2  
Room 3D 117, The Pentagon

## Subject:

Transmittal of Regulations

## Enclosures:

- a. Copy No. 93 of SAB No. 1
- b. Copy No. 93 of SAB No. 2
- c. Copy No. 94 of SAB No. 3
- d. Copy No. 54 of SAB No. 4/2
- e. Copy No. 81 of SAB No. 5
- f. Copy No. 54 of SAB No. 6

1. Transmitted herewith is a copy of the Security Advisory Board general regulation on security (SAB No. 1), as you requested 12 December 1946.

2. As a matter of general interest, copies of other Security Advisory Board regulations are also enclosed.

For the Security Advisory Board:

Ruth C. Barton  
Secretary~~CONFIDENTIAL~~

TO BE DECLASSIFIED WHEN ATTACHMENT IS REMOVED



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Serial No. 185

SAB - Mr. Anderson

Dec. 13, 1946

SAB - Mrs. Barton

Proposed Draft of SAB Memorandum on Classification and Downgrading Procedures.

1. Reference is made to a memorandum of December 6, 1946 from MN - Mr. S. R. Goodrich to CON - Mr. Robert L. Bannerman, subject: Classification and Downgrading Procedures.
2. As a general comment I believe that it is not incumbent upon the State Member of the Security Advisory Board to insist that the Security Advisory Board memorandum on classification and downgrading conform to the letter with the proposed State Department security regulations. The State Department Member should properly ascertain that the principles incorporated in the SAB memorandum are general enough to allow for the specific details of the proposed State Department regulation. Following the review of the proposed State Department regulation, it is my opinion that nothing in the proposed SAB memorandum contravenes any principle set forth in the State Department regulations.
3. Relative to the specific comments of Mr. Goodrich on the SAB memorandum, the following opinions upon the practicability of including the suggestions in a revised draft are offered:
  - a. Sec. I, paragraph 7 -- It is not believed that there is any necessity to expand the definitions of "primary interests" to include "action" office, as suggested by Mr. Goodrich. As a general rule, the office who receives the classified document

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for action becomes the office currently charged with the information. If the office does not inherit charge of the information along with the action requested, the action office does not have the power to declassify the document. In view of this consideration, there is no necessity to include "action office" in the definition of "primary interest" since the definitions herein included are concerned only with classification and declassification.

After discussion of the second part of Mr. Goodrich's comment on Section I, paragraph 7, with the War Member of the Board, it is not believed necessary to make any detailed differentiation between the originating office and the office charged with the information.

b. Section II, paragraph 2 a. - - It is realized that the term "designated representative" is occasionally subject to a loose interpretation within agencies. It is, however, the responsibility of the Security Officer of the department or agency to make sure that no loose interpretation is given this term. It should be pointed out to Mr. Goodrich that the Security Advisory Board is not drafting security rules to apply to any specific agency or department, but rather a broad security policy to apply to all government agencies. It is not believed wise to break this phrase down into any more detailed designation. In order to make sure that the term "designated representative" is not interpreted too loosely, however, it is recommended that the term be changed to read "officially designated representative". It should be further pointed out that

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paragraph 2 c., immediately following the controversial paragraphs, contains a request to the Security Officer to designate officers within his department or agency who may classify material in the four categories.

c. Section II, paragraph 2 b. - - The comments in paragraph b. above apply similarly to this comment by Mr. Goodrich.

d. Section II, paragraph 3 - - The comments by Mr. Goodrich relative to this section of the Board memorandum are believed to be good and it is recommended that action be taken to conform with his recommendations as follows:

1. The words "classify it high and safe" should be printed in regular type to avoid its being conspicuous in a hasty glance <sup>at page</sup> ~~in paragraph~~ 10 of the memorandum.

2. The sentence "one document so classified depreciates the value of the entire system of classification" should be revised to read "documents so classified depreciate the importance of classified information in the minds of handling personnel".

e. Section II, paragraph 4 a. -- Mr. Goodrich's comments in this instance are correct. In view of the fact that paragraph 4 b. includes provisions for the classification of extracts from classified documents, it is recommended that the last sentence in paragraph 4 a. be deleted in its entirety.

f. Section II, paragraph 4 d. -- <sup>4</sup> It is believed that a Security Officer of any agency or department should not be in a position where it is necessary for him to work through numerous channels in order to <sup>get</sup> the root of a security violation; furthermore,

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it is not believed that any Security Officer of federal agencies is placed in this kind of position. In consideration of the fact that there might be a Security Officer who is not allowed to discuss a case of overclassification with the originator, it is recommended that the sentence in question be changed to read, "..... the Security Officer will discuss the matter directly with the office of the originator".

If the Security Advisory Board is to carry out its function as it has been approved by the State-War-Navy Coordinating Committee, it must be placed in a position where it can gain some measure of information regarding security rules and violations of these rules throughout the federal government. The Security Advisory Board, I believe, has no desire to "mushroom" into activities beyond its scope, but if it is to play the role for which it was created, the reference indicated in paragraph 4 d. is believed absolutely necessary.

g. Section II, paragraph 5 d. - - It is recommended that the words, "where appropriate" be deleted in accordance with Mr. Goodrich's suggestion, in view of the fact that their retention or deletion is a matter of indifference.

h. Section II, paragraph 5 e. - - The paragraph in question does not state definitely that all copies of Top Secret and Secret documents must bear the information required in this paragraph, although that is, of course, the inference. It should be pointed out here that the War Department has recently deleted this provision from their security regulations and it is not felt that the Security Advisory Board should feel it is necessary to <sup>delete</sup> its similar provisions from regulations pertaining

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to civilian agencies. The idea behind the the inclusion of a section on classification was to make it difficult for careless classifications to be applied. It is therefore recommended that paragraph 5 e. remain exactly as it is--"asking for too much in the hope that we may get enough".

1. Section II, paragraph 5 f. - - The Secretary has consulted with officials in the War Department who have considerable background in the writing of security regulations and in their legal application, it is not believed that there is any basis whatsoever for this statement and "understanding" by Mr. Goodrich. It should be noted that OWI No. 4 carried this provision for marking documents furnished persons in the federal service and that it was not at any time questioned by any of the many recipients and users of OWI No. 4. The sections of the statute cited are believed to be applicable not only to every employee of every federal agency and department, but, likewise, to every citizen of the United States. It has been suggested that Mr. Goodrich may perhaps mean by his statement that the wording of the notation has definit<sup>ownership</sup>~~ion already~~ within the military departments. This is similarly a fallacy. It is recommended that you request from Mr. Goodrich further justification for his belief, if he still feels that use of the notation in this paragraph is limited.

1. Section III, paragraph 2 b. -- In view of the fact that the "office of primary interest" has been carefully defined in Section I of this regulation, it is believed that further definitions in the paragraph questioned would be redundant.

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It is recommended that the sentence be clarified to some extent as follows:

"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 it when appropriate."

k. Section III, paragraph 3 a. - - It was not the intention of this sentence to convey the impression that "office of origin" and the office having "primary interest" in a document were necessarily one and the same office. In order to clarify this point, however, it is recommended that the word "and" in the first sentence be changed to "or".

Civilian agencies and departments have the impression that all documents which are declassified, regardless of the fact that their own agency has the primary interest, must be coordinated with the military services before declassification. This is the reason that the last sentence which Mr. Goodrich questions was inserted into the downgrading regulation. After consultation with the War Member of the Board, it is believed that the inclusion of this sentence is immaterial. Accordingly, it is recommended that the last two sentences of paragraph 3 a. be deleted, <sup>and</sup> that the words "without further reference" be inserted following the end of the first sentence.

l. Section III, paragraph 3 b. -- Mr. Goodrich is probably right in his statement that the second sentence in this paragraph could be interpreted to mean that the originator of a document might not declassify his own document until he had coordinated it with other agencies who might be interested in the document.

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It is not believed that any originator of a document can declassify his own document, however, if the interests of another agency or department are affected. In order to distinguish between these two concepts, it is recommended that the words "interest in" in the last sentence of paragraph 3 d. be changed to read, "whose interests are affected by".

m. Section III, paragraph 3 f. -- Mr. Goodrich is correct in questioning the authority of the Security Advisory Board to "decide" disagreement as to declassification when the matter is an intra-agency or inter-agency affair. Under its present terms of reference, the Security Advisory Board has no authority to make a concrete decision. In view of the fact that a disagreement on the classification might result in that document's being filed at the disputed classification, it is believed imperative that the agencies and departments have some recourse in the event of a disagreement. It is accordingly recommended that the last paragraph of paragraph 3 f. be changed to read as follows: "In the event no agreement can be reached by an agency 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."

n. Section III, paragraph 4 a. -- The words "and such other pages as necessary" are not necessary and may be deleted.

o. Section III, paragraph 6 a. -- The paragraph to which Mr. Goodrich has reference is not a new proposal initiated by the Security Advisory Board. It is an Executive Order of the

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President(No. 9784) and requires that "agencies" shall retain in their custody only those records that are needed in the conduct of their current business". The Executive Order provides exceptions to this rule for documents which maintain their classifications and which affect the national interest or the lives of individuals. Since the Security Advisory Board memorandum deals only with declassified documents which are not needed in the conduct of current government business, it is not believed that this paragraph in any way is contrary to the provisions of Executive Order No. 9784. If Mr. Goodrich wishes to "explore the implications of this Executive Order relative to the State Department", the representatives of the National Archives will probably be very glad to discuss the matter with him.

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UNCLASSIFIED  
Serial No. 184

December 11, 1946

MEMORANDUM FOR Mr. Nathaniel H. Goodrich  
Security Officer  
Office of War Mobilization and  
Reconversion

Subject: Declassification Questionnaire

References: A. Serial No. 99  
B. Serial No. 176

Enclosure: Copy No. 59 of Serial No. 99

1. Pursuant to our telephone conversation this date, enclosed herewith is a copy of the original declassification questionnaire forwarded to Security Officers on October 17, 1946.

2. Our records show that copy No. 36 of Serial No. 99 was mailed to you on October 18, 1946.

For the Security Advisory Boards:

Ruth C. Barton  
Secretary



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CONFIDENTIAL  
Serial No. 183

December 11, 1946

Mr. Nathaniel H. Goodrich  
Security Officer  
Office of War Mobilization and Reconversion  
Washington 25, D. C.

Dear Mr. Goodrich:

Reference is made to your letter of December 5, 1946, enclosing four names of personnel in your office for whatever security checks the Board might be able to obtain.

A check of sources which were temporarily available to the Board revealed no reason why the four individuals listed in your letter of December 5, 1946, should not receive classified information. Should any further investigative sources be made available to your office, however, it is urged that you check these names further at that time.

Your attention is invited to my letter of December 10, 1946 (Serial No. 178) on this matter.

Sincerely yours,

Ruth C. Barton  
Secretary

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Serial No. 182  
RCB/mf

December 10, 1946

## MEMORANDUM FOR

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

## Subject:

Security Checks

## References:

- a. Minutes SAB 11th Meeting
- b. Serial No. 169

1. Reference is made to the directive from the Security Advisory Board at its 11th meeting that the Secretary, in view of her personal acquaintance with Mr. A. Devitt Vanech of the Department of Justice, informally discuss with him the problem which the Board is facing as a result of the termination of the services of the FBI to the Board.

2. In discussion with the SWNCC Secretariat of this directive, it has been pointed out that the Secretary is not of a sufficiently high level to approach the Chairman of the new inter-agency commission created by the President. It is further felt by the SWNCC Secretariat that the Security Advisory Board problems on personnel security should not be brought up informally but should be presented to the commission either through one of its members or in an official manner by the Board.

3. The Secretary requests your consideration of the objections expressed above. If the Board, upon further consideration of this matter, agrees that it is unwise for the Secretary to consult with Mr. Vanech at this time, it should be pointed out that the Board is faced with the problem of finding a solution to the problem of securing investigative checks for certain agencies vitally concerned with War and Navy work. It has been suggested that War and Navy Members of the Security Advisory Board might be able to effect some arrangement with their respective departments by which checks might be made until 1 February 1947 on personnel of civilian agencies working with highly classified War and Navy Department material. It is requested that the War and Navy Members of the Board investigate this possibility and any other possible solution to this problem which may be discovered.

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4. This matter will be discussed at the next meeting of the Security Advisory Board.

For the Security Advisory Board:

*Ruth C. Barton*  
Ruth C. Barton  
Secretary

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UNCLASSIFIED  
Serial No. 181  
RCB/mf

December 10, 1946

MEMORANDUM FOR Mr. Kenneth Heckler  
Division of Administrative Management  
Bureau of the Budget  
Room 251, State Department Building

Subject: Clearance of Wartime Histories.

Enclosure: Copy No. 26 of SAB No. 6.

Reference: a. Serial No. 168.

1. In the absence of a formal expression of opinion from your office regarding the proposed SAB paper on clearance of wartime histories, your verbal comments, received December 6, 1946, were submitted to the Security Advisory Board at its last meeting.

2. The Security Advisory Board agreed that Paragraph 3 g. of the proposed memorandum should be eliminated in accordance with your suggestion that it might provide the means by which agencies could forward all histories to the Security Advisory Board for clearance.

3. The Security Advisory Board considered that the elimination of Paragraph 3 g. made it sufficiently clear that the responsibility for clearance of these histories belonged to the Security Officer of the agency or department concerned.

4. A copy of the approved memorandum is enclosed herewith. Your cooperation and suggestions in this matter are appreciated.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



**CONFIDENTIAL****CONFIDENTIAL**  
**Serial No. 180**  
**RCB/mf**

December 10, 1946

MEMORANDUM FOR **Mr. Alvin W. Kremer**  
**Security Officer**  
**Library of Congress**Subject: **Security Checks**Reference: **SAB No. 3**

1. In SAB No. 3 the Security Advisory Board recommends that a check of FBI subversive files on an individual be favorably reported before the person is given Top Secret or Secret information for the first time. Because of difficulties encountered by your agency in obtaining these checks with the FBI Advisory Board has been conducting checks with the FBI on your behalf. In view of the fact that FBI checks are no longer available to the Security Advisory Board, it is deeply regretted that the services of the Board in this connection must be terminated.
2. A recent request to the Federal Bureau of Investigation from the Security Advisory Board that name checks be made directly for the Security Officers of civilian agencies and departments has been refused. At the same time, the Director of the Federal Bureau of Investigation has terminated the arrangement by which the Board was able to obtain name checks for these agencies.
3. This matter is presently under consideration by the Security Advisory Board, particularly as it concerns the revision of SAB No. 3. It is hoped that the findings of the new inter-agency commission, created by the President to determine means by which personnel disloyal to the government may be removed from office, will be of substantial aid in solving the problem of personnel security. It is urged that you continue to

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**make every effort to conform with other provisions of  
SAB No. 3 in clearing employees of your agency for highly  
classified work.**

**For the Security Advisory Board:**

**Ruth C. Barton  
Secretary**

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**CONFIDENTIAL****CONFIDENTIAL**  
**Serial No. 179**  
**RCB/mf**

December 10, 1946

**MEMORANDUM FOR** Mr. Robert S. Walleigh  
Acting Administrative Officer  
Bureau of Standards

**Subject:** Security Checks

**References:** SAB No. 3

1. In SAB No. 3 the Security Advisory Board recommends that a check of FBI subversive files on an individual be favorably reported before the person is given Top Secret or Secret information for the first time. Because of difficulties encountered by your agency in obtaining these checks the Security Advisory Board has been conducting checks with the FBI on your behalf. In view of the fact that FBI checks are no longer available to the Security Advisory Board, it is deeply regretted that the services of the Board in this connection must be terminated.

2. A recent request to the Federal Bureau of Investigation from the Security Advisory Board that name checks be made directly for the Security Officers of civilian agencies and departments has been refused. At the same time, the Director of the Federal Bureau of Investigation has terminated the arrangement by which the Board was able to obtain name checks for these agencies.

3. This matter is presently under consideration by the Security Advisory Board, particularly as it concerns the revision of SAB No. 3. It is hoped that the findings of the new inter-agency commission, created by the President to determine means by which personnel disloyal to the government may be removed from office, will be of substantial aid in solving the problem of personnel security. It is urged that you continue to make every effort to conform with other provisions of SAB No. 3 in clearing employees of your agency for highly classified work.

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4. In view of the fact that work had already been begun on the checks which you submitted to the Board on November 21, 1946, these checks will be completed. It will not be possible, however, for the Board to complete the check on the proposed employee listed in your letter of December 3, 1946.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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**CONFIDENTIAL****CONFIDENTIAL**  
**Serial No. 178**  
**RCB/mf**

December 10, 1946

**MEMORANDUM FOR** Mr. Nathaniel Goodrich  
Security Officer  
Office of War Mobilization and  
Reconversion**Subject:** Security Checks**Reference:** SAB No. 3

1. In SAB No. 3 the Security Advisory Board recommends that a check of FBI subversive files on an individual be favorably reported before the person is given Top Secret or Secret information for the first time. Because of difficulties encountered by your agency in obtaining these checks the Security Advisory Board has been conducting checks with the FBI on your behalf. In view of the fact that FBI checks are no longer available to the Security Advisory Board, it is deeply regretted that the services of the Board in this connection must be terminated.

2. A recent request to the Federal Bureau of Investigation from the Security Advisory Board that name checks be made directly for the Security Officers of civilian agencies and departments has been refused. At the same time, the Director of the Federal Bureau of Investigation has terminated the arrangement by which the Board was able to obtain name checks for these agencies.

3. This matter is presently under consideration by the Security Advisory Board, particularly as it concerns the revision of SAB No. 3. It is hoped that the findings of the new inter-agency commission, created by the President to determine means by which personnel disloyal to the Government may be removed from office, will be of substantial aid in solving the problem of personnel security. It is urged that you continue to make every effort to conform with other provisions of SAB No. 3 in clearing employees of your agency for highly classified work.

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4. In view of the urgency which you attached to the 4 names recently submitted to the Security Advisory Board, the Board is conducting checks of sources still available to the Board. The Security Advisory Board is not presently in a position to continue checks of other sources after these 4 checks have been completed.

5. You will be advised if any arrangement is completed by which the Board is able to continue this service for your agency.

**For the Security Advisory Board:**

**Ruth C. Barton  
Secretary**

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**Serial No. 177**  
**RCB/mf**

December 10, 1946

**MEMORANDUM FOR** Mr. James J. Kelly  
Security Officer  
National Advisory Committee for Aeronautics**Subject:** Security Checks**Reference:** SAB No. 3

1. In SAB No. 3 the Security Advisory Board recommends that a check of FBI subversive files on an individual be favorably reported before the person is given Top Secret or Secret information for the first time. Because of difficulties encountered by your agency in obtaining these checks the Security Advisory Board has been conducting checks with the FBI on your behalf. In view of the fact that FBI checks are no longer available to the Security Advisory Board, it is deeply regretted that the services of the Board in this connection must be terminated.
2. A recent request to the Federal Bureau of Investigation from the Security Advisory Board that name checks be made directly for the Security Officers of civilian agencies and departments has been refused. At the same time, the Director of the Federal Bureau of Investigation has terminated the arrangement by which the Board was able to obtain name checks for these agencies.
3. This matter is presently under consideration by the Security Advisory Board, particularly as it concerns the revision of SAB No. 3. It is hoped that the findings of the new inter-agency commission, created by the President to determine means by which personnel disloyal to the government may be removed from office, will be of substantial aid in solving the problem of personnel security. It is urged that you continue to make every effort to conform with other provisions of SAB No. 3 in clearing employees of your agency for highly classified work.

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4. The name checks which you have already submitted to the Board for processing will be completed in view of the fact that the majority of them had been handled prior to the notification of termination of the arrangement with the FBI.

**For the Security Advisory Board:**

**Ruth C. Barton  
Secretary**

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UNCLASSIFIED  
 Serial No. 176  
 9 December 1946

*not sent to  
 Sandoz, King, Kerlin,  
 Ferguson, Sheraton, Freeman, Miller,  
 Fairfield, Becke, QCS, Kiener,  
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STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

MEMORANDUM FOR

Security Officer

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Subject:

Declassification

1. On October 17, 1946, the Security Advisory Board addressed a memorandum to you in which certain questions on classified material in the possession of your agency were presented for study. (Serial No. 99). The answers to these questions were to serve as a basis for realistic approach to the overall problem of declassification in civilian agencies and departments.

2. The Security Advisory Board has now prepared the first draft of a regulation on the downgrading of classified material, upon which comments from certain interested offices are presently being secured. In order that your declassification problems may be considered in the first revision of this regulation, it is urged that you submit a reply to Serial No. 99 as soon as possible. If there is no classified material in the possession of your agency, it will be appreciated if you will so notify the Security Advisory Board.

3. The proposed regulation on downgrading will be submitted to you for comment before it is finally issued.

RUTH CATLETT BARTON  
 Secretary