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84. Until January 28, 1944, there had been no actual chart clarifying the administrative lines within the Security Office and the relationship of the Security Office and the Office of the Chairman of the Security Advisory Board to the rest of the Office of War Information, although the Security Office had always been considered a part of the Director's Office. On that date a flow chart showing the relationship of the Security Office to the rest of the Office of War Information and the relationship of the Regional Security Offices to the Office of War Information organizations there was issued by the Procedure Section of the OWI. There have been no changes administratively since that date.

85. The work of the Staff has been largely with other Federal departments and agencies and its accomplishments can be measured from actual summary statements of work accomplished in addition to the less tangible, nondocumentary accomplishments which can not be easily seen. Regarding the nondocumentary accomplishments of the Board, the following seems to be the most important:

Improved relationships with other Federal agencies and departments. (This to some extent can be attributed to the fact that the Board became well known in most agencies and departments for the first time. Most of the agencies and departments seemingly would have been glad to have had a central source of advice and assistance on security matters before, had they known where to go. The work of the Staff has in some form gone into nearly all of the fifty-two agencies and departments now served by the Board.)

86. This can be documented somewhat by the fact that since the addition of the Staff, the files show a substantial increase in requests for assistance in security matters from Federal departments and agencies. A record of telephone calls kept by one officer on the Staff for one month showed that this officer had received some sixty calls on security matters from Federal departments and agencies for that month desiring information, advice, or security literature, and that officer made almost as many calls to the Security Officers of the various agencies. Although records have not been kept on the calls made and received by the other officers, this may be considered to be only slightly above the average for the other officers.

87. The functions of the Staff members as set up in the Organizational Chart supplement have been carried out to the fullest extent. The Secretary of the Security Advisory Board has been responsible for the carrying out of the Bureau of the Budget-Security Advisory Board agreement of December 22, 1943, regarding clearances on statistical material. Since January 1, 1944, the Board has secured clearance from the appropriate authorities in the War and Navy Departments and other interested departments for 407 items. These requests for security clearances have been largely of a statistical nature, but from time to time have included clearance of press releases, declassification requests, and clearance of requests for confidential publications.

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88. The Documentary-Physical Security Section of the Staff has made building or area surveys and investigated within the scope of its powers violations of security within Federal units. The surveys have been requested from time to time by the War Department, The Joint Chiefs of Staff, or another interested agency or department. To date six such surveys have been made. The Documentary Security Section has also handled some eighty security violations of which 59 have been transmittal violations. In securing action on all of these security violations, the Staff has worked directly or indirectly with the Security Officer of the agency concerned to obtain the desired results. Replies received from these Security Officers indicate a ready cooperation and a desire to obtain complete security-consciousness on the part of their personnel.
89. The Headquarters Section has been concerned mainly with administrative work concerning organization, procedure, personnel, etc., and with maintaining liaison with Federal and Service agencies, for the purpose of assisting or obtaining assistance in security matters.
90. The Communications Officer of the Staff has acted in an advisory capacity in all security violations where communications were concerned; has surveyed the security of OWI communications in Washington; assisted in further surveys in the New York OWI communications and Washington communications made by the Joint Chiefs of Staff and has worked closely with other Security Officers of agencies or departments having a Communication set-up.
91. The Training Officer has coordinated with nonmilitary Federal agencies in conceiving training programs and methods designed to include security procedures and practices throughout such agencies. Utilizing training aids, such as illustrated chart talks, quizzes, literature, and motion pictures; this officer has conducted special indoctrination sessions in the nonmilitary Federal agencies, handling classified information. Approximately 2400 listener impressions have been obtained in training sessions held in New York and Washington. Nearly one-third of these were from civilian personnel being processed for overseas assignments with OWI.
92. In writing the history of this office, a word must be said about intangible results. Everything which the Board has done and all the work which the Security Office has done has been directed at the improvement of security. Security can never be taken for granted. The simple statement that "security was established in this agency or department" cannot even be made. Security must be a continuing process -- security indoctrination must go on and on. Even if every Federal employee were indoctrinated in correct security procedures, which is of course the goal of any Security Officer, it would still be necessary to take into consideration the elements of carelessness and the lapse which follows any training after a certain period of time.
93. Likewise it is not possible to trace into this history the changes brought about by changes in the military situation. The aim of the

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Office and the Board was at the beginning of their existence a complete security-consciousness in every Federal agency and department. No change in the military situation can affect that purpose. When the general public begins to assume an optimistic attitude toward the status of the war, it means an intensified effort on the part of those people who are trying to effect security to avoid a laxity in security measures and a let-down in the maintenance of guards over careless talk. This is the only way in which the trend of the war would affect an office such as this one.

94. That certain goals within that complete security-consciousness in every Federal department and agency have not yet been attained is obvious. Every Federal employee has not yet been indoctrinated in security. Every employee in OWI has not yet been indoctrinated in security. The physical security and the care given to classified documents in some areas still leaves much to be desired. Much can yet be done to accomplish these goals and is being done now. A future Chief of an Office and Board similar to these could learn much from the experiences which the personnel here have had. A few points for his guidance could be incorporated here, some of them which cannot be accomplished by the existing set-up, others of which may still be done here.

## RECOMMENDATIONS:

1. The Security Office and the Security Advisory Board should be set up simultaneously with the agency itself, or in an old line agency such as the Department of Justice or Bureau of the Budget. The Security Officer and major members of the Security Advisory Board should be Army-Navy officers.
2. The Board should be created by an Executive Order which would place in its hands the explicit power and responsibility for providing measures to safeguard classified material in the custody of all Federal departments and agencies exclusive of the War Department and the Navy Department and for making all necessary security inspections, surveys, etc., required in the interest of security in a Federal department or agency exclusive of War and Navy Departments.
3. One of the first jobs delegated to the Security Office for Office of War Information or a similar agency should be the setting up of a central file room for classified documents with a trained librarian, thoroughly indoctrinated in security, in charge. This could be a woman who had a previous background in library work, preferably in the maintenance of a library in the Government. If funds were not available for a large staff at first, the staff should have one courier who would be thoroughly investigated and would be qualified to deliver classified documents. All outgoing and incoming classified documents should be funneled through this room for logging and receipting purposes and after action by appropriate authorities, restored to this room for safe storage.

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4. All those working with highly classified material should receive complete investigation in addition to the required name check, against subversive files for all employees.
5. The liaison with Federal Departments and agencies of the Government has recently been good. The Security Officer named in each agency and department has likewise been an excellent way of maintaining the liaison. There should be an initial conference held on security matters which all these representatives would attend and a plan of action, as nearly uniform as possible, should be adopted. From this point on, these conferences should be held at any time when a change of policy in security matters arises to allow for a thorough understanding among all the Security Officers as to the ramifications of the policy and the manner in which the change would affect his department or agency. At these meetings any security problems which the Security Officers have could be brought up and discussed with an exchange of ideas from all present which would seemingly be invaluable. Security matters affecting the individual agency or department would continue to be discussed privately with the Security Officer of the agency or department concerned.
6. In a similar manner as described above for the Security Officers, regular conferences should be held with the security representatives of the agency itself, presided over by the Security Officer and with assistance of the staff of the Security Office. These security representatives should be so well indoctrinated in security that they will be able to indoctrinate in security procedures any new employee who should come into his section and give necessary instructions to anyone who is leaving the section. Where outpost employees are recruited directly, each outpost employee should be indoctrinated in security before leaving the States. This should be a function of the Security Office.
7. If outposts were to be set up, the individuals assigned as Directors of Outposts should be thoroughly indoctrinated in security matters before going to their jobs and should give attention to the expeditious appointment of a Security Officer at their outposts. This Security Officer should be kept supplied with all security regulations, directives, literature, etc., which are pertinent to the outpost and should be able to look for advice on security matters to the Security Officer, Office of War Information.
8. It is believed that the existing features of the Security Office and the Security Advisory Board combined with the above recommendations would result in an excellent organization to effect security in civilian agencies and departments and in the agency in which it was set up.

UNCLASSIFIED  
Serial No. 99  
17 October 1946  
Pages 1 & 2

COPY NO. 8

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

MEMORANDUM FOR Security Officers  
Federal Departments and Agencies

Subject: Declassification

1. The Security Advisory Board is presently engaged in formulating a workable, practicable declassification procedure for civilian agencies and departments. In order that the actual problems of declassification facing government agencies and departments may be brought to the attention of the Security Advisory Board and serve as a basis for a realistic approach to the overall problem, it is requested that the following questions on declassification be studied as they apply to your particular agency and answers be returned to the Secretary, Security Advisory Board, Room 2027, New War Department Building, Washington 25, D.C.:

- a. What is the approximate amount of classified material in your department?
- b. Approximately how much of the total amount was originated by your agency and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department.)
- c. What percentage, approximately, of classified material originated by your department can now be destroyed?
- d. What percentage, approximately, of classified material received from other departments can now be destroyed?

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e. Approximately how many documents are currently being classified in your department?

f. What types of classified material are located in the files of your department? (i.e. -scientific, technical, policy, etc.)

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

h. Are there any specific provisions which would make a declassification procedure more workable in your department?

2. The conversion of wartime security regulations to peacetime security regulations is another problem facing the Security Advisory Board. It would be appreciated if you would furnish the Board with copies of the security regulations under which your agency or department is presently operating, in order that both specific and general regulations may be initiated.

3. Thank you for your cooperation in this matter.

Ruth Catlett Barton  
Secretary

UNCLASSIFIED  
Serial No. 98  
RCB/reb

Serial File

17 October 1946

MEMORANDUM FOR

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

Subject:

Attendance at Board Meetings.

References:

a. Serial No. 93.  
b. Serial No. 57.  
c. Minutes 6th Meeting of SAB.

Enclosure:

Draft of Proposed Letter to Bureau  
of the Budget Liaison Officer.

1. Pursuant to direction at the 6th Meeting of the Security Advisory Board, 16 October 1946, the Secretary has drafted the enclosed letter to the liaison officer of the Bureau of the Budget, incorporating the suggestions of the Board members regarding attendance at its regular meetings.

2. In the interest of expediency, Board members are requested to indicate approval or disapproval of the enclosure to the Secretary by telephone.

For the Security Advisory Board:

Ruth C. Barton  
Secretary.

DRAFT OF PROPOSED LETTER TO BUREAU OF BUDGET LIAISON OFFICER

Mr. George Schwarzwald  
Bureau of the Budget  
Washington 25, D.C.

Dear Mr. Schwarzwald:

Reference is made to our telephone conversation of October 10, 1946, in which you expressed your desire to attend regular meetings of the Security Advisory Board.

Following discussion of your request with the Board members, you are advised that the Security Advisory Board has confirmed its original policy that attendance at its regular meetings shall be confined to the membership of the Board, presently composed of designated representatives from the State, War, and Navy Departments. Exceptions to this policy are made in the following instances:

- a. When the regulation, security policy, or other subject under discussion <sup>will</sup> affect all or part of the various government agencies and departments, a general meeting is called at which ~~the~~ liaison officers concerned meet with the Board members;
- b. When the Board is concerned with a security matter <sup>in any single</sup> ~~in only one~~ government agency or department, the liaison officer of that agency or department is invited to attend <sup>that portion of the</sup> ~~the~~ Board meeting for discussion of <sup>the</sup> ~~the~~ matter;
- c. When any liaison officer or any government official solicits the advice of the Board, he is invited to attend a meeting of the Board at which this problem



DRAFT OF PROPOSED LETTER TO BUREAU OF BUDGET LIAISON OFFICER

will be discussed.

This policy is believed to be consistent with the standard operating procedure of boards and committees generally.

The designation of liaison officers in each government agency and department has been an invaluable aid to the Board in carrying out its function of advising civilian agencies and departments on documentary and other related security matters. The Board wishes to be of service to its liaison officers whenever possible, and, at your request, will be glad to meet with you to discuss the question of its functions, its establishment under the State-War-Navy Coordinating Committee, or any other related administrative matters about which you may be concerned. In addition, you will of course be invited to attend any general meetings of the Board with its liaison officers which may be held in the future.

Your interest in this matter is appreciated.

Sincerely yours,

Ruth C. Barton  
Secretary

RESTRICTED  
Serial No. 97  
RCB/gh

16 October 1946

MEMORANDUM FOR **The Secretary**  
**State-War-Navy Coordinating Committee**

**Subject:** **Handling of Security Matters Pertaining to Nonmilitary**  
**Federal Departments and Agencies**

**Enclosure:** **Report by Subcommittee on Subject**

1. The enclosure, a report by the State-War-Navy Coordinating Subcommittee for Security Control ("Security Advisory Board") on its own initiative, is forwarded herewith.
2. At their 6th meeting on 16 October 1946, the War and Navy members of the Subcommittee approved the enclosure. The State member of the Subcommittee approved the enclosure informally 15 October 1946.

For the Security Advisory Board

Ruth Gatlett Barton  
Secretary

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ENCLOSURE

HANDLING OF SECURITY MATTERS PERTAINING TO NON-  
MILITARY FEDERAL DEPARTMENTS AND AGENCIES

Report by the  
State-War-Navy Coordinating Subcommittee for Security Central

THE PROBLEM

1. To recommend revision of existing War and Navy Department memoranda regarding the handling of security matters pertaining to non-military federal departments and agencies.

FACTS BEARING ON THE PROBLEM

2. On 3 April 1944, the Director of the Office of War Information addressed a letter to the Joint Chiefs of Staff, requesting that the War and Navy Departments instruct their personnel that all documentary and related security matters pertaining to any nonmilitary federal department or agency should be referred to the Security Advisory Board. (See Appendix "A").

3. As a result of the action requested by the Director of the Office of War Information, the War Department issued on 26 April 1944, AG Memorandum 380.01 (24 Apr 44) OB-S-E-N. (See Appendix "B"). On 28 April 1944, a letter from the Secretary of the Navy (No. PF1) was sent to all Bureaus and Offices of the Navy Department, setting forth the OWI suggestions. This letter was implemented by Headquarters Memorandum No. 33, dated 1 May 1944, from the Headquarters of the Commander in Chief, U. S. Fleet. (See Appendix "C").

DISCUSSION

4. The memoranda issued by the military services in 1944 regarding the Security Advisory Board have not been rescinded, in spite of the fact that the Security Advisory Board has not been under the jurisdiction of the OWI since November, 1945. In the interest of accuracy, these memoranda should be corrected.

5. The fact that the Security Advisory Board has been re-established

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under the State-War-Navy Coordinating Committee is not generally known to War and Navy offices. As a result, some offices of these departments are continuing to deal directly with civilian agencies and departments on security matters. It is essential to the success of any security programs for civilian agencies and departments which the Security Advisory Board may sponsor that duplication of effort be avoided.

CONCLUSIONS

6. It is concluded that:

a. The necessity for correlation of security practices of the military services with those of civilian governmental agencies still exists;

b. The existing War and Navy memoranda on this subject are out of date and should be revised.

RECOMMENDATION

7. It is recommended that the memorandum in Appendix "D", after approval by SWNCC, be forwarded to the Joint Chiefs of Staff for implementation.

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APPENDIX "A"

COPY

April 3, 1944

Joint Chiefs of Staff  
Public Health Building  
1901 Constitution Avenue  
Washington, D. C.

Gentlemen:

It has come to my attention that various divisions of the War (Navy) Departments are dealing directly with non-military Federal departments and agencies in Washington, D. C., and vicinity in documentary security policies and problems. This practice has resulted in confusion and duplication of effort. In the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments through the Security Advisory Board, Office of War Information, may I request that a memorandum substantially as follows be given general distribution throughout army and navy offices in Washington, D. C., and vicinity:

"There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, the Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

"It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the War (Navy) Department is concerned be referred to the attention of the Security Advisory Board.

"The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S. W.  
Washington 25, D. C.  
Telephone: REpublic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321."

Cordially,

Elmer Davis  
Director

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APPENDIX "B"

COPY

WAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
Washington 25, D. C.

AG 380.01 (24 Apr 44) OB-S-E-M

KDH/mb - 2B 939 Pentagon

26 April 1944

**SUBJECT:** Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments.

**TO:** All War Department Agencies in Washington, D. C., and vicinity.

1. For the information and guidance of all concerned, the following instructions respecting security procedure are hereby disseminated to all War Department agencies in Washington and vicinity.
2. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship, and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.
3. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.
4. It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, in which the War Department is concerned be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:  

Room 3605, Social Security Building  
4th and Independence Avenue, S. W.  
Washington, 25, D. C.

Telephone: Republic 7500 or Code 819--  
Extension 74321.
5. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.
6. The Joint Security Control Board is located in Room 2B-840, The Pentagon, Extension 74683.

By order of the Secretary of War:

/s/ Robert H. Dunlop

ROBERT H. DUNLOP  
Brigadier General,  
Acting the Adjutant General.

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APPENDIX "C"

FF1

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON

28 April 1944

From: The Secretary of the Navy.  
To: All Bureaus and Offices of the Navy Department  
Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling of

1. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of Joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:

Room 3605, Social Security Building,  
4th and Independence Avenue, S. W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions 74683 or 74878

/s/ Ralph A. Bard

Copy to:  
OWI (Security  
Advisory Board)  
Joint Security Control.

RESTRICTEDAPPENDIX "B" (continued)

UNITED STATES FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NAVY DEPARTMENT, WASHINGTON, D. C.

COPY

1 May 1944

HEADQUARTERS MEMORANDUM NO. 33

**Subject:** Security Matters Pertaining to Non-Military Federal  
Departments and Agencies - Handling of

**Reference:** (a) SecNav Restricted Ltr. FF1 dated 28 Apr. 1944.  
(Same subject).

1. Reference (a) is quoted below for compliance:

"1. There is established within the office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:

Room 3605, Social Security Bldg.,  
4th & Independence Ave., S. W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321.

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions: 74683 or 74878."

R. S. EDWARDS,  
Chief of Staff.

Copy to:  
O.W.I. (Security Advisory  
Board).  
Joint Security Control.

/s/ Howard E. Orem  
HOWARD E. OREM,  
Flag Secretary



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APPENDIX "D"

MEMORANDUM FOR THE JOINT CHIEFS OF STAFF

SUBJECT: Handling of Security Matters Pertaining to Non-Military Federal Departments and Agencies.

On 3 April 1944 the Director of the Office of War Information requested that the Joint Chiefs of Staff inform the War and Navy Departments that in the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments, all documentary and related security matters pertaining to any nonmilitary Federal Department or Agency should be referred to the Security Advisory Board.

As a result of your action on this request, the War and Navy Departments issued appropriate directives to their offices. (War: AG Memorandum 380.01 (24 Apr 44) OB-S-E-M, dated 26 April 1944, Subject: Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments; Navy: SecNav Ltr, FF1, dated 28 April 1944, Subject: Security Matters Pertaining to Nonmilitary Federal Departments and Agencies - Handling of, and Headquarters Memorandum No. 33, dtd 1 May 1944, same subject.)

It has been determined that the necessity for the correlation of security practices, which prompted the request of the O. W. I. Director, still exists and SWHOC accordingly recommends that the following memorandum be given general distribution throughout army and navy offices in Washington, D. C., and vicinity:

"There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department, and Navy Department.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

**RESTRICTED**

"It is desired that documentary and related security matters, pertaining to any nonmilitary Federal department or agency, in which the War (Navy) Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N. W.  
Washington 25, D. C.

Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 6400, Extension 3157

"All documentary and related security matters of a joint Army and Navy nature which pertain to any nonmilitary Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

"The Joint Security Control is located in Room 20656, The Pentagon, War Department Extension 74878.

"Memorandum No. \_\_\_\_\_ is hereby rescinded."

**UNCLASSIFIED****Serial No. 96**

15 October 1946

MEMORANDUM FOR

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

SUBJECT:

Informal Meeting Between SWNCC Secretariat  
and Security Advisory Board.

References:

- a. Minutes SAB 5th Meeting.
- b. SWNCC 252/1.

Enclosure:

Minutes Subject Meeting.

1. The enclosure, the minutes of the informal meeting between the SWNCC Secretariat and the Security Advisory Board, held on 7 October 1946, is circulated for the information of Board members.

2. No distribution, other than to Board members, is being given these minutes.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

UNCLASSIFIED  
14 October 1946

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

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of Informal Meeting Held in  
Room 178, State Department Building,  
on Monday, 7 October 1946, at 1000

MEMBERS PRESENT

Mr. E. T. Anderson, (State-Acting)  
Col. G. C. Blakeney, (War)

Comdr. Kelse Daly, USNR (Navy)

SWNCC SECRETARIAT

Mr. Raymond E. Cox, (State)

Mr. Harold W. Moseley, (State)

Mr. John P. Gardiner, (State)

Colonel Alexander D. Reid, (War)

Colonel William A. Schulgen, (War)

Lt. Col. Virgil F. Field, (War)

Major Howard W. Karbel, (War)

Captain V. L. Lowrance, (Navy)

SAB SECRETARIAT

Mrs. Ruth Catlett Barton, (State)

OTHERS PRESENT

Mr. William Affeld, Jr., (State-CIG)

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COLONEL REID called the meeting to order and asked MR. ANDERSON to state the purpose for which the Security Advisory Board had requested a meeting with the SWNCC Secretariat. MR. ANDERSON stated that at the time the Board had been re-established as a Subcommittee under SWNCC, there had been considerable discussion regarding the desirability of placing it under the National Intelligence Authority. This question, he continued, had again been raised in correspondence with the Bureau of the Budget. In both instances, it had been decided that the charter of the National Intelligence Authority did not seem to allow for inclusion of the Board's activities under its jurisdiction. It was further decided that more study should be given the problem at a later date. MR. ANDERSON said that he had discovered that the Central Intelligence Group was willing to accept the Security Advisory Board but did not wish to make any move to secure the organization. The problem had accordingly been presented to the Board at its 5th Meeting and it was the decision of the Board that the question appeared to be one which should be resolved between NIA and SWNCC.

COLONEL REID said that there were three possible courses open to the Board: (1) The Board could present a study of this problem with appropriate recommendations that the Board's functions be transferred to the National Intelligence Authority; (2) A paper could be presented to SWNCC through one of the SWNCC members; (3) The Board could present a paper showing a split decision among its own membership. MR. ANDERSON stated that he believed

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the Board did not wish to initiate the action in this matter, and asked if the War Member of SWNCC could not initiate such a study since he had been the one who had made the original suggestion that the Board might belong under NIA. COL. REID said that the War Member of SWNCC would initiate such a study only if he were presented the paper by the War Member of the Board. COL. BLAKENEY said that he did not want to initiate such a paper since he felt the Board more properly belonged under SWNCC.

MR. ANDERSON pointed out that this question might be raised again by the Bureau of the Budget. COL. REID said that the Board might feel more inclined at that time to initiate the necessary paper, but that, since no one was presently so inclined, no useful purpose could be served by the present meeting. MR. GARDINER asked if someone in the Bureau of the Budget might not be prevailed upon to initiate the action in this matter and MR. ANDERSON said that he did not feel that the Board would want to take this matter up with the Budget.

MR. COX suggested that the meeting adjourn since no decision could be reached. MR. ANDERSON asked MR. AFFELD if he had any comments to make on CIG's attitude toward taking the Board's functions. MR. AFFELD said that he was authorized to state only that the CIG was willing to take the Board and could take it at any time, if they were offered the organization. He stated that CIG was very anxious to have some sort of controls

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on intelligence sources in other government agencies and that the time might eventually come when such a body might be set up within CIG regardless of whether the Security Advisory Board was transferred to them or not.

COL. REID again suggested adjournment and COL. BLAKENEY seconded the motion. The meeting adjourned at 1540.

RESTRICTED  
Serial No. 95

RESTRICTED

14 October 1946

MEMORANDUM FOR

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

Subject:

Handling of Security Matters Pertaining  
to Nonmilitary Federal Departments and  
Agencies.

References:

- a. AG Memorandum No. 380.01 (24 Apr 44).
- b. SecNav Ltr, FFI, dtd 28 Apr 44.

Enclosure:

Draft on Subject.

1. Pursuant to the Board's discussion on the revision of the War and Navy memoranda directing the channelling of security problems pertaining to civilian agencies and departments through the Security Advisory Board, a proposed report to SWNCC is enclosed.

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

FOR THE SECURITY ADVISORY BOARD:

Ruth C. Barton  
Secretary

RESTRICTED



RESTRICTEDENCLOSUREHANDLING OF SECURITY MATTERS PERTAINING TO  
NONMILITARY FEDERAL DEPARTMENTS AND AGENCIES

Report by the  
State-War-Navy Coordinating Subcommittee for Security Control

THE PROBLEM

1. To recommend revision of existing War and Navy Department memoranda regarding the handling of security matters pertaining to nonmilitary federal departments and agencies. *Double Space*

FACTS BEARING ON THE PROBLEM

2. On 3 April 1944, the Director of the Office of War Information addressed a letter to the Joint Chiefs of Staff, requesting that the War and Navy Departments instruct their personnel that all documentary and related security matters pertaining to any nonmilitary federal department or agency be referred to the Security Advisory Board. (See Appendix "A"). *Double Space*

3. As a result of the action requested by the Director of the Office of War Information, the War Department issued on 26 April 1944, AG Memorandum 380.01 (24 Apr 44) OB-S-E-M. (See Appendix "B"). On 28 April 1944, a letter from the Secretary of the Navy (No. FF1) was sent to all Bureaus and Offices of the Navy Department, setting forth the OWI suggestions. This letter was implemented by Headquarters Memorandum No. 33, dated 1 May 1944, from the Headquarters of the Commander in Chief, U. S. Fleet. (See Appendix "C").

DISCUSSION

4. The memoranda issued by the military services in 1944 regarding the Security Advisory Board are ~~still in effect~~, in spite of the fact that the Security Advisory Board has not been under the jurisdiction of the OWI since November, 1945. In the interest of accuracy, these memoranda should be corrected. *Double Space*

5. The fact that the Security Advisory Board has been re-established under the State-War-Navy Coordinating Committee is not generally known to War and Navy offices. As a result, some offices of these departments are continuing to deal directly with civilian agencies and departments on security matters. It is essential to the success of any security programs for civilian agencies and departments which the Security Advisory Board may sponsor that duplication of effort be avoided.

CONCLUSIONS

6. It is concluded that:

a. The necessity for correlation of security practices of the military services with those of civilian governmental agencies still exists; *Double Space*

b. The existing War and Navy memoranda on this subject are out of date and should be revised.

**RESTRICTED****RECOMMENDATION**

7. It is recommended that the memorandum in Appendix "D", after approval by SWNCC, be forwarded to the Joint Chiefs of Staff for implementation.

RESTRICTED

COPY

APPENDIX "A"

April 3, 1944

Joint Chiefs of Staff  
Public Health Building  
1901 Constitution Avenue  
Washington, D.C.

Gentlemen:

It has come to my attention that various divisions of the War (Navy) Departments are dealing directly with non-military Federal departments and agencies in Washington, D.C., and vicinity in documentary security policies and problems. This practice has resulted in confusion and duplication of effort. In the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments through the Security Advisory Board, Office of War Information, may I request that a memorandum substantially as follows be given general distribution throughout army and navy offices in Washington, D.C., and vicinity:

"There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, the Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

"It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the War (Navy) Department is concerned be referred to the attention of the Security Advisory Board.

"The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S.W.  
Washington 25, D.C.  
Telephone: REpublic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321 ."

Cordially,

Elmer Davis  
Director

RESTRICTEDAPPENDIX "B"COPYWAR DEPARTMENT  
THE ADJUTANT GENERAL'S OFFICE  
Washington 25, D.C.

AG 380.01 (24 Apr 44) OB-S-E-N

KDH/mb - 2B 939 Pentagon

26 April 1944

**SUBJECT:** Correlation of Security Practices of the Armed Forces  
with Those of Civilian Governmental Departments.

**TO:** All War Department Agencies in Washington, D.C., and  
Vicinity.

1. For the information and guidance of all concerned, the following instructions respecting security procedure are hereby disseminated to all War Department agencies in Washington and vicinity.

2. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship, and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

3. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

4. It is desired that documentary and related security matters pertaining to any non-military Federal Department or Agency, in which the War Department is concerned be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 3605, Social Security Building  
4th and Independence Avenue, S.W.  
Washington, 25, D.C.

Telephone: Republic 7600 or Code 819--  
Extension 74321.

5. All documentary and related security matters of a joint Army and Navy nature which pertain to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

6. The Joint Security Control Board is located in Room 2E-840, The Pentagon, Extension 74683.

By order of the Secretary of War:

/s/ Robert H. Dunlop  
ROBERT H. DUNLOP  
Brigadier General,  
Acting The Adjutant General.

APPENDIX C

FF1

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON

28 April 1944

RESTRICTED

From: The Secretary of the Navy.  
To : All Bureaus and Offices of the Navy Department.  
Subject: Security Matters Pertaining to Non-Military  
Federal Departments and Agencies - Handling of.

1. There is established within the Office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.
2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.
3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.
4. All documentary and related security matters of Joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:

Room 3605, Social Security Building,  
4th and Independence Avenue, S.W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321

- The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions 74683 or 74878

Copy to:  
O.W.I. (Security  
Advisory Board)  
Joint Security Control.

/s/ Ralph A. Bard

APPENDIX C (Cont.)UNITED STATES FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NAVY DEPARTMENT, WASHINGTON, D.C.RESTRICTED

1 May 1944

HEADQUARTERS MEMORANDUM NO. 33

**Subject:** Security Matters Pertaining to Non-Military Federal Departments and Agencies - Handling of.

**Reference:** (a) SecNav Restricted Ltr. FFK dated 28 Apr. 1944. (Same subject).

1. Reference (a) is quoted below for compliance:

"1. There is established within the office of War Information a Security Advisory Board consisting of representatives of the War Department, Navy Department, Office of Censorship and Bureau of the Budget. Rear Admiral Richard P. McCullough, USN, Ret., is Chairman of the Board.

2. In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except the War and Navy Departments, in maintaining uniform policies and practices to properly safeguard classified information.

3. All documentary and related security matters pertaining to any non-military Federal Department or Agency, over which the Navy Department is concerned shall be referred to the attention of the Security Advisory Board.

4. All documentary and related security matters of joint Army and Navy nature pertaining to any non-military Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

5. The address of the Security Advisory Board is:  
Room 3605, Social Security Bldg.,  
4th & Independence Ave., S.W.  
Washington 25, D. C.  
Telephone: Republic 7500  
Code 819 (Army) 823 (Navy)  
Extension 74321.

The address of the Joint Security Control is:

Room 2E840, The Pentagon,  
Arlington, Va.  
Telephone: Republic 6700  
Code 87 (Navy)  
Extensions: 74683 or 74878."

R. S. EDWARDS,  
Chief of Staff.

Copy to:  
O.W.I. (Security Advisory Board).  
Joint Security Control.

/s/ Howard E. Orem,  
HOWARD E. OREM,  
Flag Secretary.

A P P E N D I X "D"

## MEMORANDUM FOR THE JOINT CHIEFS OF STAFF

**SUBJECT: Handling of Security Matters Pertaining to Nonmilitary Federal Departments and Agencies.**

On 3 April 1944 the Director of the Office of War Information requested that the Joint Chiefs of Staff inform the War and Navy Departments that, in the interest of uniformity and the correlation of security practices of the armed forces with those of civilian governmental departments and establishments, all documentary and related security matters pertaining to any nonmilitary Federal Department or Agency should be referred to the Security Advisory Board.

As a result of your action on this request, the War and Navy Departments issued appropriate directives to their offices. (War: AG Memorandum 380.01 (24 Apr 44) OB-S-E-M, dated 26 April 1944, Subject: Correlation of Security Practices of the Armed Forces with Those of Civilian Governmental Departments; Navy: SNav Ltr, FF1, dated 28 April 1944, Subject: Security Matters Pertaining to Nonmilitary Federal Departments and Agencies-Handling of, and Headquarters Memorandum No. 33, dtd 1 May 1944, same subject.)

It has been determined that the necessity for the correlation of security practices, which prompted the request of the O.W.I. Director, still exists and SWNOC accordingly recommends that the following memorandum be given general distribution throughout army and navy offices in Washington, D.C., and vicinity:

"There is established within the State-War-Navy Coordinating Committee a Subcommittee for Security Control, known as the "Security Advisory Board", consisting of representatives from the State Department, War Department, and Navy Department.

"In general, the function of the Security Advisory Board is to assist Federal Departments and Agencies, except War and Navy, in maintaining uniform policies and practices to properly safeguard classified information.

RESTRICTED

"It is desired that documentary and related security matters, pertaining to any nonmilitary Federal department or Agency, in which the War (Navy) Department is concerned, be referred to the attention of the Security Advisory Board. The address of the Security Advisory Board is:

Room 2027, New War Department Building  
21st and Virginia Avenue, N.W.  
Washington 25, D.C.

Telephones: REpublic 6700, Extension 79707  
REpublic 5600, Extension 2428  
REpublic 8400, Extension 3157

"All documentary and related security matters of a joint Army and Navy nature which pertain to any nonmilitary Federal Department or Agency will be channelled through Joint Security Control before being referred to the attention of the Security Advisory Board.

"The Joint Security Control is located in Room 2B656, The Pentagon, War Department Extension ~~74878~~ 74878

"Memorandum No. \_\_\_\_\_ is hereby rescinded."



~~RESTRICTED~~Serial No. 94

11 October 1946

MEMORANDUM FOR

Aviation Training Division, OP 33J,  
Office of the Chief of Naval Operations,  
Washington 25, D.C.

Subject:

Publications

Reference:

a. "Security Sense", issued May 1944.

1. The Security Advisory Board, during its period of operation under the Office of War Information, received copies of Reference a from the Aviation Training Division.

2. The Board is anxious to prepare a booklet on Security which will be applicable to peace time conditions. Would you advise this office if any similar booklet to Reference a has been prepared for peacetime conditions by the Aviation Training Division?

3. If such a booklet has been prepared, the Security Advisory Board would be interested in receiving a copy.

FOR THE SECURITY ADVISORY BOARD:

Ruth Catlett Barton  
Secretary

RESTRICTED  
Serial No. 23

RESTRICTED

Serial File

October 11, 1946

MEMORANDUM FOR

State Member, SAB  
WAR Member, SAB  
Navy Member, SAB

Subject:

Attendance at Board Meetings

1. Mr. George Schwarzwald, liaison officer to the Security Advisory Board from the Bureau of the Budget, called October 10, 1946 to ask why he had not been invited to attend any of the Board meetings. I explained that it was the policy of the Board to invite liaison officers only when matters of general interest or application, needing considerable implementation by the liaison officers were being discussed. I further explained that at the one such meeting which had been held, his presence had not been requested since he had not been named as liaison officer for Budget at that time.
2. Mr. Schwarzwald said that his designation as liaison officer to the Board had not been occasioned because he knew anything about security but because the Budget had wanted to determine whether the Board properly belonged under SWCC or NIA. As a consequence, he felt that he should attend every meeting of the Security Advisory Board. He stated that Mr. Appleby had received the impression from "correspondence with Mr. Anderson" that Mr. Schwarzwald would be invited to every meeting. When I explained that no communications from the Board had meant to give that impression, he said that he would be glad to take up the matter of attendance at the meetings through other channels.
3. I told him I would discuss this matter with the Board members as soon as possible. I further stated that the Board was busy now and would probably not have a meeting at all next week.
4. It would be my opinion that Mr. Schwarzwald should be invited to attend a harmless meeting of the Board at which, of course, no "off the record" discussion would take place. There is no better way, it seems to me, to convince Mr. Schwarzwald and other NIA adherents that the Board should remain where it is than to let them have a personal first-hand view of its operations.
5. This question will be discussed at the next meeting of the Security Advisory Board.

FOR THE SECURITY ADVISORY BOARD:

RESTRICTED

Ruth Catlett Barton  
Secretary

UNCLASSIFIED  
Serial No. 92  
RCB/gh

Serial File

11 October 1946

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

Subject: Declassification Questionnaire

References: a. Minutes 5th SAB Meeting  
b. OWI SAB 9-1945

Enclosure: Draft No. 1 of Proposed Declassification  
Memorandum to Security Officers

1. In order to obtain some general idea of the declassification problems facing civilian agencies, it is proposed to forward to each Security Officer a memorandum substantially along the lines of the enclosure. On the basis of information submitted as a result of this questionnaire, the Board should be better able to cope with the problem of formulating a workable declassification procedure.

2. It is requested that you study the enclosed draft with a view to adding any question which might elicit valuable information from agencies and departments on the subject of declassification. This memorandum will be considered at the next meeting of the Security Advisory Board.

For the Security Advisory Board:

RUTH CATZETT BARTON  
Secretary

DRAFT NO. 1UNCLASSIFIED  
Serial No.

Lm

11 October 1946

MEMORANDUM FOR Security Officers  
Federal Departments and Agencies

Subject: Declassification

1. The Security Advisory Board is presently engaged in formulating a practicable, workable declassification procedure for civilian agencies and departments. In order that the actual problems of declassification facing government agencies and departments may be brought to the attention of the Security Advisory Board and serve as a basis for a realistic approach to the overall problem, it is requested that the following questions on declassification be studied as they apply to your particular agency and answers be returned to the Secretary, Security Advisory Board, Room 2027, New War Department Building, Washington, 25, D. C.:

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

b. Approximately how much of the total amount was originated by your agency and how much had been obtained from other sources?

*New* → *Cid* *Many documents are*  
c. Approximately how ~~many documents are~~ currently being classified *in* your department?

*1/2* d. What types of classified material are located in the files of your department? (i.e.-scientific, technical, policy, etc.)

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

f. Are there any specific provisions which would make a declassification procedure more workable in your department?

2. The conversion of wartime security regulations to peacetime security regulations is another problem facing the Security Advisory Board. It would be appreciated if you would furnish the Board with copies of the security regulations under which your agency or department is presently operating, in order that both specific and general regulations may be initiated.

3. Thank you for your cooperation in this matter.

Serial NO 99

Ruth Catlett Barton  
Secretary

CONFIDENTIAL  
Serial No. 91

~~CONFIDENTIAL~~

10 October 1946

MEMORANDUM TO      Navy Member, SAB  
Subject:              Request for Classification Review  
Enclosures:        Correspondence and Documents from Civilian  
                         Production Administration

1. Pursuant to our conversation 9 October 1946, transmitted herewith are copies of the correspondence between Civilian Production Administration and the War and Navy Departments regarding the classification of certain documents containing aircraft statistics for the early war periods. The Civilian Production Administration has requested that the Security Advisory Board re-submit these documents to the Navy Department for a reconsideration of their decision.

2. Only five documents of the thirty-eight in this series are submitted. If it is desired that the remaining documents be submitted in connection with this declassification problem, these documents will be delivered to you.

3. This memorandum, Serial No. 91, has been classified in accordance with paragraph 4 of SAB 1 and should be declassified when the enclosures are removed.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

~~CONFIDENTIAL~~

UNCLASSIFIED  
Serial No. 90

October 10, 1946

MEMORANDUM FOR Mr. Sidney Morgan  
United States Tariff Commission

Subject: Transmittal of Security Advisory Board Regulations

Enclosures: a. SAB Regulation No. 1  
b. SAB Regulation No. 2

Records of this office show that Security Advisory Board Regulations No. 1 and 2 were not forwarded to you. In order that your files may be complete, these regulations are hereby enclosed.

For the Security Advisory Boards:

Ruth Catlett Barton  
Secretary

UNCLASSIFIED  
Serial No. 89

October 10, 1946

MEMORANDUM FOR Mr. A. Devitt Vanech  
Department of Justice

Subject: Transmittal of Security Advisory Board Regulations

Enclosures: a. SAB Regulation No. 1  
b. SAB Regulation No. 2

Records of this office show that Security Advisory Board Regulations No. 1 and 2 were not forwarded to you. In order that your files may be complete, these regulations are hereby enclosed.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

UNCLASSIFIED  
Serial No. 88

October 10, 1946

MEMORANDUM FOR Mr. Donald Shan  
Alien Property Custodian

Subject: Transmittal of Security Advisory Board Regulations

Enclosures: a. SAB Regulation No. 1  
b. SAB Regulation No. 2

Records of this office show that Security Advisory Board Regulations No. 1 and 2 were not forwarded to you. In order that your files may be complete, these regulations are hereby enclosed.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary



~~CONFIDENTIAL~~  
Serial No. 87

10 October 1946

MEMORANDUM TO      Mr. George F. Scharswalder  
                         Bureau of the Budget

Subject:              Transmittal of Security Advisory Board Regulations

Enclosures:         a. SAB Regulation No. 1  
                         b. SAB Regulation No. 2  
                         c. SAB Regulation No. 3

1. Records of this office show that Security Advisory Board Regulations 1, 2, and 3 were not forwarded to you. In order that your files of the Security Advisory Board Regulations might be complete, these regulations are hereby enclosed.

2. This memorandum, Serial No. 87, has been classified in accordance with paragraph 4 g of SAB Regulation No. 1 and should be declassified when the classified enclosure is removed.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

~~CONFIDENTIAL~~  
Serial No. 86

~~CONFIDENTIAL~~

10 October 1946

MEMORANDUM TO Secretary, Joint Security Control  
Room 2B656, The Pentagon

Subject: Transmittal of Security Advisory Board Regulations

Enclosures: a. SAB Regulation No. 1  
b. SAB Regulation No. 2  
c. SAB Regulation No. 3  
d. Corrigandum to SAB Regulation No. 3

1. Pursuant to conversation with representatives in the Joint Security Control 8 October 1946, enclosed are copies of Security Advisory Board regulations promulgated by the Board in the initial stage of its operations this year.

2. SAB Regulation No. 4 is not enclosed, since it has been superseded by SAB 4/1 which was delivered to your office 8 October 1946.

3. This memorandum has been classified in accordance with paragraph 4 g of SAB No. 1, and should be declassified when the classified enclosure has been removed.

For the Security Advisory Boards:

Ruth Catlett Barton  
Secretary

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
Serial No. 65

Serial ~~CONFIDENTIAL~~

October 10, 1946

Honorable J. Edgar Hoover  
Director, Federal Bureau of Investigation  
Washington 25, D. C.

Attention: Mr. J. F. Doherty

Dear Mr. Hoover:

The enclosed list of names is transmitted to you for  
FBI name checks.

This represents only a partial list of government  
officials named as liaison officers with the Security Advisory Board.

Sincerely yours,

Ruth Catlett Barton  
Secretary, Security Advisory Board  
State-War-Navy Coordinating Committee

DECLASSIFIED

NND 780069

By: JAB NARS Date 22 Aug 78

~~CONFIDENTIAL~~

<u>NAME</u>	<u>AGENCY OR DEPARTMENT</u>	<u>LOCAL ADDRESS</u>	<u>TELEPHONE NO.</u>	<u>DATE OF BIRTH</u>
Barke, Jerome E.	Department of Commerce	4020 Calvert Street Washington, D. C.	EM 2888	20 Nov 1892
Green, John Cawley	Department of Commerce	3220 Connecticut Ave. Washington, D. C.	WO 0764	2 Mar 1910
Jett, E. K.	Federal Communications Commission	6305 Hillcrest Place Chevy Chase, Maryland	WI 4855	20 Mar 1893
Johnson, Otis B.	Federal Trade Commission	3024 Tilden St., N.W. Washington, D. C.	WO 3024	11 Nov 1887
King, Clarence J.	Civilian Production Board	8214 Queen Anne's Drive Silver Spring, Md.	SL 2208	19 Feb 1901
Kramer, Alvin W.	Library of Congress	1621 N. Greenbriar St. Arlington, Virginia	CH 2266	1 Jul 1904
Larson, John D.	Treasury Department	1900 F Street, N. W. Park Central Apts. Washington, D. C.	ME 0540	29 Nov 1894
Lucas, John S.	Department of Agriculture	Box 309, Route 1 Vienna, Virginia	Daleview 809-J 1-2	19 Aug 1899
McGawley, Taylor H.	Federal Security Agency	2018 Everts St., N.E. Washington, D. C.	MI 5103	30 Dec 1898
Ross, Louis M.	American National Red Cross	2480 16th St., N.W. Washington, D. C.	DE 3187	7 Jul 1887
Ross, William Frederic (Former ASN-O-1172253)	National Archives	United Nations Club 1701 19th St., N.W. Washington, D. C.	DU 2235	12 Feb 1910
Scott, Eugene Warren	Office of Scientific Research and Development	Oakmont Avenue Bethesda, Maryland	WI 8052	8 Feb 1907

	<u>AGENCY OR DEPARTMENT</u>	<u>LOCAL ADDRESS</u>	<u>TELEPHONE NO.</u>	<u>DATE OF BIRTH</u>	
James E.	Department of Commerce	4020 Calvert Street Washington, D. C.	EM 2888	20 Nov 1892	ND
John Cawley	Department of Commerce	3220 Connecticut Ave. Washington, D. C.	WO 0764	2 Mar 1910	ND
E.	Federal Communications Commission	6305 Hillcrest Place Chevy Chase, Maryland	WI 4855	20 Mar 1893	ND
Otis B.	Federal Trade Commission	3024 Tilden St., N.W. Washington, D. C.	WO 3024	11 Nov 1887	ND
James J.	Civilian Production Board	8214 Queen Anne's Drive Silver Spring, Md.	SL 2208	19 Feb 1901	NI
Alvin W.	Library of Congress	1621 N. Greenbriar St. Arlington, Virginia	CH 2266	1 Jul 1904	ND
John D.	Treasury Department	1900 F Street, N. W. Park Central Apts. Washington, D. C.	ME 0540	29 Nov 1894	NI
John S.	Department of Agriculture	Box 309, Route 1 Vienna, Virginia	Daleview 809-J 1-2	19 Aug 1899	NI
Taylor H.	Federal Security Agency	2018 Everts St., N.E. Washington, D. C.	MI 5103	30 Dec 1898	file
John H.	American National Red Cross	2480 16th St., N.W. Washington, D. C.	DE 3187	7 Jul 1887	file
William Frederic (SN-O-1172253)	National Archives	United Nations Club 1701 19th St., N.W. Washington, D. C.	DU 2235	12 Feb 1910	ND
Gene Warren	Office of Scientific Research and Development	Oakmont Avenue Bethesda, Maryland	WI 8052	8 Feb 1907	ND

Serial No. 84  
RGB/gh

October 10, 1946

Mrs. Elisabeth E. Hamer  
Security Officer  
The National Archives  
Washington 25, D. C.

Dear Mrs. Hamer:

Reference is made to your letter of October 3, 1946, requesting information as to the present classification of a document, (LM-4), entitled "Preservation and Use of Key Records in Japan", issued by the Foreign Economic Administration in 1945.

It has been discovered that this document is now in the possession of the Office of International Trade, Department of Commerce, which is presently engaged in reviewing FEA documents with a view to submitting them to the Publication Board, Department of Commerce, for declassification. At the request of this office, the document in which you are interested is being submitted to the Publication Board immediately for possible declassification.

You will be advised of the result of this review as soon as it has been completed.

Sincerely yours,

Ruth Catlett Barton  
Secretary

M/R: Mr. Willett and Mr. Rudlin of State Department (formerly of FEA) were contacted. Neither knew anything about the status of the document in question. Mr. Willett gave me the number of Mr. Driscoll (S-411) who supposedly knew about the files of the FEA. Mr. Rudlin gave me the number of Mr. Martin (S-3573) who gave me the number of Mrs. Margaret Crawford (EX 6100, x-2091). Mrs. Crawford said that she was in charge of files which had been secured from other departments and agencies by the FEA and that Mr. Driscoll was in charge of documents which had been originated by FEA. Mr. Driscoll, when contacted, was no help since he said he did not know the status of this document. He suggested I get in

touch with the Committee on the Retirement of FEA records under the Office of International Trade. There is no such Committee as such. The administrative officer of the OIT transferred me to Mr. Maupin, who was in charge of the liquidation of FEA records. Mr. Maupin (Ext. 495) had gone to War Assets Administration in the last few days and Mr. Wisacker had taken his place. Mr. Wisacker said that he was trying to get some of FEA records downgraded but he did not know whether this one was in the files he had or not -- that it might be in State or some other place. The procedure there was simply to send them up to the Office of Technical Services and they in turn would send them on to the Publication Board who would give an opinion on its classification. I suggested that Publication Board might not be interested in the declassification of this document and he said he would check to see if any attempt had been made thus far to get this document declassified. If not, he would try to get it started through the channels -- that is, if he could locate the document and find out who had jurisdiction over it. Mr. Wisacker called 10-9 and said the document was in his files and was being referred to the Publication Board for declassification.

EX 7030

RESTRICTED  
Serial No. 63  
RCB/gh

RESTRICTED

9 October 1946

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

Subject: Name Check on Individuals Listed on SAB 4/1

Reference: a. SAB 4/1

Enclosure: Sample Form of Information Questionnaire

1. In order to make satisfactory name checks, the Federal Bureau of Investigation needs the following information on each subject:

- a. Name
- b. Home address
- c. Home Telephone Number
- d. Date of birth

2. In view of the seeming resentment of the attempt to secure this data from Security Offices and Personnel Offices alike, it was decided that a form such as the enclosure might secure part of the necessary information without creating resentment. Accordingly, this form has been dispatched to a large number of those people listed on SAB 4/1. The Civil Service Commission has agreed to furnish necessary dates of birth.

For the Security Advisory Boards:

Ruth Catlett Barton  
Secretary

RESTRICTED



CONFIDENTIAL  
Serial No. 82

October 9, 1946

Mr. Carson C. Hathaway  
Security Officer  
U. S. Civil Service Commission  
Washington 25, D. C.

*Serial File*

Dear Mr. Hathaway:

Pursuant to our telephone conversation this date, it is requested that the Security Advisory Board be furnished with the birth-dates of the following listed Security Officers of non-military federal departments and agencies as soon as possible:

Mr. George F. Schwarzwald	Bureau of the Budget
Mr. James L. Sundquist	Bureau of the Budget
Mr. Carlton Skinner	Department of Interior
Mr. A. Devitt Vanech	Department of Justice
Mr. James E. Dodson	Department of Labor
Mr. Robert L. Bannerman	Department of State
Mr. John D. Larson	Department of Treasury
Mr. Malcolm Kerlin	Export-Import Bank
Mr. Leon M. Fuquay	Federal Power Commission
Mr. Elliott Thurston	Federal Reserve System
Mr. Ernest E. Hall	Federal Works Agency
Mr. John J. Deviny	Government Printing Office
Mr. W. P. Bartel	Interstate Commerce Commission
Mr. A. P. Fairfield	Maritime Commission
Mr. Lewis Jordan	National Academy of Sciences
Mr. James J. Kelly, Jr.	National Advisory Committee for Aeronautics
Mrs. Elizabeth E. Hamer	The National Archives
Mr. Richard O. Niehoff	National Housing Agency
Mr. Herbert R. Glaser	National Labor Relations Board
Mr. Donald Sham	Alien Property Custodian
Mr. J. C. Nevitt	Office of Comptroller General
Mr. Joseph L. White	Office of Defense Transportation
Mr. David S. Brunson	Office of Price Administration
Mr. E. B. Jackson	Post Office Department
Mr. A. T. Hobson	Reconstruction Finance Corporation
Mr. Carson C. Hathaway	U. S. Civil Service Commission
Mr. Sidney Morgan	U. S. Tariff Commission
Mr. J. G. Corbitt	Veterans Administration

The

The information requested above should be sent to the  
Security Advisory Board, Room 2027, New War Department Building,  
Washington 25, D. C.

Thank you very much for your assistance in this matter.

Sincerely yours,

Ruth Catlett Barton,  
Secretary  
Security Advisory Board

**CONFIDENTIAL****Serial No. 51****Serial File****CONFIDENTIAL**

9 October 1946

Mr. W. L. Sturdevant  
Director of Information  
Tennessee Valley Authority  
Knoxville, Tennessee

Dear Mr. Sturdevant:

In order that the Security Advisory Board may be able to certify to interested security authorities that its liaison officers in government agencies and departments are qualified to receive all classified information which might be sent to your Department, it is requested that you submit to the Security Advisory Board as soon as possible your home address, telephone number, and date of birth. This information is required for routine name checks.

Thank you for your cooperation.

Sincerely yours,

Ruth Catlett Barton  
Secretary  
Security Advisory Board

**CONFIDENTIAL**

CONFIDENTIAL  
Serial No. 80

Serial File

CONFIDENTIAL

9 October 1946

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

Dear Mr. LaMotte:

In order that the Security Advisory Board may be able to certify to interested security authorities that its liaison officers in government agencies and departments are qualified to receive all classified information which might be sent to your Department, it is requested that you submit to the Security Advisory Board as soon as possible your home address, telephone number, and date of birth. This information is required for routine name checks.

Thank you for your cooperation.

Sincerely yours,

Ruth Catlett Barton  
Secretary  
Security Advisory Board

CONFIDENTIAL

**CONFIDENTIAL**  
**Serial No. 72**

**Serial File**

9 October 1946

Mr. James Hindle  
Security Officer  
Securities & Exchange Commission  
Philadelphia, Pennsylvania

Dear Mr. Hindle:

In order that the Security Advisory Board may be able to certify to interested security authorities that its liaison officers in government departments and agencies are qualified to receive all classified information which might be sent to your Department, it is requested that you submit to the Security Advisory Board as soon as possible your home address, telephone number, and date of birth. This information is required for routine name checks.

Thank you for your cooperation.

Sincerely yours,

Ruth Catlett Barton  
Secretary  
Security Advisory Board

CONFIDENTIAL  
Serial No. 78

CONFIDENTIAL

Serial File

October 8, 1946

Federal Bureau of Investigation  
9th & Pennsylvania Avenue, N. W.  
Washington 25, D. C.

Attention: Mr. J. F. Doherty

Gentlemen:

The Security Advisory Board of the State-War-Navy Coordinating Committee at an informal meeting October 7, 1946 agreed that the following procedure should be adopted by the Board in the event derogatory information were found by the FBI on any individual being checked at the request of the Security Advisory Board:

1. Derogatory information furnished the Board by the FBI will be held in the files of the Security Advisory Board.
2. On the basis of this information, and available information from other sources, the Security Advisory Board will make recommendations to the Security Officer of the interested agency or department regarding the eligibility of the individual concerned to receive classified information.
3. In the event it becomes absolutely necessary that the Security Officer of the agency or department see the information, the following precautions will be taken:
  - a. The Security Officer will be checked if such a check has not already been made.
  - b. The Security Officer will be shown the information in the presence of one or all of the Board members or in the presence of the Secretary of the Board.
  - c. The Security Officer will be warned regarding disclosure of such information to any other person.

Sincerely yours,

cc: Mr. Einar T. Anderson  
Col. C. C. Blakeney  
Comdr. Kelso Daly

Ruth Catlett Barton  
Secretary, Security Advisory Board  
State-War-Navy Coordinating Committee

CONFIDENTIAL

**RESTRICTED**  
**Serial No. 77**  
**ROB/rob**

**RESTRICTED**

4 October 1946

MEMORANDUM FOR

The Secretary, State-War-Navy Coordinating  
Committee

Subject:

Revision of Terms of Reference of the  
State-War-Navy Coordinating Subcommittee  
for Security Control ("Security Advisory  
Board")

References:

- a. SWNCC 252 Series.
- b. SWNCC Memorandum No. 4126.

Enclosure:

Report by Subcommittee on Subject.

1. The enclosure, a report by the State-War-Navy Coordinating Subcommittee for Security Control ("Security Advisory Board") on its own initiative, is forwarded herewith.

2. At their 5th Meeting on 3 October 1946, all the members of the Subcommittee or their alternates approved the enclosure.

FOR THE SECURITY ADVISORY BOARD:

Ruth Catlett Barton  
Secretary

**RESTRICTED**

RESTRICTED**RESTRICTED**ENCLOSUREREVISION OF THE TERMS OF REFERENCE OF THE  
STATE-WAR-NAVY COORDINATING SUBCOMMITTEE FOR SECURITY CONTROLReport by the  
State-War-Navy Coordinating Subcommittee for Security ControlTHE PROBLEM

1. To record and pertinent revisions in the Terms of Reference of the State-War-Navy Coordinating Subcommittee for Security Control, known as the "Security Advisory Board".

FACTS BEARING ON THE PROBLEM

2. On 5 April 1946 the State-War-Navy Coordinating Committee approved SWNCC 252/2 and appointed a Subcommittee for Security Control to be known as the "Security Advisory Board".

3. In approving SWNCC 252/2, the State-War-Navy Coordinating Committee approved the statement of functions of the Security Advisory Board as follows:

- "3. ...
- "a. Declassification of documents originating in non-military departments and agencies.
  - "b. Top secret control procedures for non-military departments and agencies.
  - "c. Security clearance of civilian officials to receive certain classified material from the War and Navy Departments and Joint Chiefs of Staff Committees.
  - "d. Conversion of security regulations for civilian agencies from a war-time to a peace-time basis.
  - "e. Clearance of statistical information under Executive Order No. 9103 and performance of functions previously transferred to the Security Advisory Board by the Bureau of the Budget.
  - "f. Survey of security measures affecting administrative efficiency.

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"g. Preparing studies and recommendations on matters referred to it by the State-War Navy Coordinating Committee."

4. On September 20, 1945 the President signed Executive Order No. 9622 which revoked Executive Order No. 9103. Such questions as might arise from the revocation of Executive Order No. 9103 were referred on September 20, 1945 to the Security Advisory Board in a memorandum addressed to all Federal Statistical Agencies by Mr. Stuart A. Rice, Assistant Director in Charge of Statistical Standards, Bureau of the Budget.

DISCUSSION

5. The Terms of Reference adopted by the State-War-Navy Coordinating Committee for the Security Advisory Board on 5 April 1946 were prepared originally in October 1945 by the Security Advisory Board before it ceased to function as a part of the Office of War Information. At that time one of the functions of the Board was advising civilian agencies on the procedures to be followed regarding the classification of statistical information. Since the Board resumed operation in April 1946, there have been no problems concerned with statistical clearances and it is not indicated that there will be. Deletion of this function from the present Terms of Reference of the Security Advisory Board would appear advisable under the circumstances.

6. On an actual day-to-day operation, the Board has found that certain other provisions in its Terms of Reference are proving confusing to civilian agencies and to the military services. Other changes that appear in the recommended revision of the Terms of Reference (See Appendix "A") of the Security Advisory Board are made in the interest of clarity.

CONCLUSION

7. It is concluded that the present Terms of Reference of the State-War-Navy Coordinating Subcommittee for Security Control are obsolete in view of actual operations and an immediate revision is indicated.

RECOMMENDATION

8. It is recommended that the State-War-Navy Coordinating Committee approve the revised Terms of Reference as presented in Appendix "A".

RESTRICTEDAPPENDIX "A"RECOMMENDED REVISION OF TERMS OF REFERENCE OF THE  
STATE-WAR-NAVY COORDINATING SUBCOMMITTEE FOR SECURITY CONTROL

(As set forth in SWNCC Memorandum No. 4126)

"3.....

"a. Formulating policies and procedures relating to the declassification of documents originating in nonmilitary agencies and departments.

"b. Establishing security requirements and procedures for clearance of civilian officials to receive classified material.

"c. Establishing standards for the conversion of security regulations for civilian agencies from a war-time to a peace-time basis, including Top Secret procedures.

"d. Conducting surveys of security measures affecting administrative efficiency and physical security or affecting adversely the security of classified information.

"e. Preparing studies and recommendations on matters referred to it by SWNCC.

"f. Coordinating with other Federal agencies in developing security training programs and other procedures which are designed to promote security of classified information throughout Federal agencies."

Serial No. 76Serial File

October 3, 1946

Mr. Verner W. Clapp  
Director, Acquisitions Department  
Library of Congress  
Washington, D.C.

Dear Mr. Clapp:

Reference is made to your letter of September 13, 1946, in which you requested that the Library of Congress be allowed to make distribution to American scientific and research libraries of OSRD scientific publications, now classified as Restricted.

Following presentation of your request to the appropriate security authorities in the War and Navy Departments, you are advised that the Security Advisory Board objects on the grounds of security to the distribution of OSRD Restricted reports to scientific and research libraries. This objection is based on the following factors:

a. The Army and Navy are presently engaged in the declassification and downgrading of OSRD scientific reports. Such reports as the military services deem no longer deserving a security classification are made available to the Publication Board, Department of Commerce, for the use of American industry, and it is presumed that the OSRD then advises the Library of their declassification. With this in mind, it would not be desirable from a security standpoint to make classified reports available to research libraries without offering them at the same time to American industry.

b. b. The screening of personnel entitled to have access to these Restricted publications would be a near impossibility. The activities of OSRD are to be terminated in the near future and as an agency, the OSRD would soon be unable to authorize library personnel to examine classified documents. The Army and Navy are unable to undertake this screening of personnel and investigative agencies are already overtaxed. It would not be advisable to allow students to have access to classified documents without some form of individual clearance.

Serial File

Mr. Verner W. Clapp

- 2 -

October 3, 1946

There is at present no tendency on the part of the security authorities to remove the restrictions from the dissemination of classified information. If at any time in the future such restrictions should be removed, the Security Advisory Board will advise you immediately.

Sincerely yours,

Ruth G. Barton  
Secretary

Serial No. 75Serial File

October 2, 1946

Mr. Alvin W. Kremer  
Security Officer  
Library of Congress  
Washington, D. C.

Dear Mr. Kremer:

Reference is made to your letter of October 1, 1946, in which you stated that the Library of Congress had been unable to secure the services of the Federal Bureau of Investigation with regard to making name checks on personnel working with Secret and Top Secret information.

Following a previous notification of the FBI refusal of its services to a government agency, the question was discussed at length with FBI representatives. The FBI is continuing to make name checks on personnel for agencies and departments formerly serviced by it, but because of lack of funds, it has not been possible to handle new requests. The FBI has agreed to make a limited number of checks for the Security Advisory Board and requests from agencies not formerly serviced by the FBI will be handled through this office so far as possible. We will be glad to handle the checks on your personnel, if you will forward the list to us.

May I urge that in view of limited service which the Security Advisory Board can expect and the large number of agencies to be serviced, every effort be made to confine the list to those people who are actually working with Secret and Top Secret papers or who will be working with such papers in the near future.

To facilitate making name checks, please furnish the following information on each person:

- a. Full name
- b. Date and place of birth
- c. Color
- d. Present address
- e. Home town
- f. Marital status
- g. Last two places where subject worked (where possible)

Thank you for your interest in this matter.

Sincerely yours,

Ruth Catlett Barton  
Secretary

Declassified para. 5 this letter. <sup>10/2/46</sup>

RCB

~~Serial No. 74~~  
Serial No. 74  
RCB/ghSerial File

2 October 1946

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

Subject: Classification Review of Documents

References: a. Your Memorandum (21 May 1946) to  
Security Officer, SWNCC  
b. SAB Memorandum (6 June 1946)  
Serial No. 32

Enclosures: Second and Third Protocol Documents

1. Reference is made to our letter of 6 June 1946, (Serial No. 32), regarding the declassification and possible publication of the Second and Third Soviet Protocols.

2. You are advised that the appropriate authorities in the Department of State hope to publish these Protocols in the next Presidential Report to Congress on Lend-Lease Operations. In view of present circumstances, however, it is not known when this Report will be presented to Congress or whether it will be advisable at that time to include the Protocols in the Report.

3. Upon publication of these Protocols in the Lend-Lease Report, you are of course authorized to take the necessary mechanical steps to declassify these documents. Until that time, downgrading the classification of the Second and Third Soviet Protocols to Confidential is authorized. The Security Advisory Board will advise you of further pertinent developments in this matter pending the publication of the Lend-Lease Report.

4. Documents numbered 8 and 14 on your itemized list of May 21, 1946, are hereby returned to you.

5. This memorandum, Serial No. 74, has been classified Secret in accordance with paragraph 4 g of Security Advisory Board Regulation No. 1,

SECRET  
Serial No. 74

Mr. William C. Kircher

-2-

2 October 1946

dated 28 May 1946, and should be declassified when the classified enclosures are removed.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

cc: State Member, SAB  
War Member, SAB  
Navy Member, SAB  
Col. V. F. Field  
Mr. George Truesdell

**UNCLASSIFIED**  
**Serial No. 73**  
RCH/gh

1 October 1946

**MEMORANDUM FOR** Commander P. W. Cahn  
Op-20 - C-2  
Room 3621, Navy Department

**Subject:** Delivery of Classified Messages to the Treasury  
Department

**Enclosure:** Carbon copy of letter from Treasury Department  
Security Officer

1. Pursuant to telephonic conversation this date enclosed herewith is copy of a letter from the Treasury Department Security Officer regarding the delivery of classified messages from the Navy Department to the Treasury Department. This information was mistakenly transmitted to the Security Advisory Board.
2. The Joint Chiefs of Staff message center has advised this office that Authorization Lists, which we discussed this date, should rightfully have been delivered to their office.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary



**DECLASSIFIED**  
**Serial No. 72**  
**RCB/gh**

1 October 1946

**MEMORANDUM FOR** Joint Chiefs of Staff Message Center  
Attn: Sergeant Neill

**Subject:** Authorization Lists

**Enclosure:** Two Authorization Lists for the Secretary of Treasury

Pursuant to telephonic conversation this date Authorization Lists for the Secretary of Treasury are herewith transmitted to your office. These lists were mistakenly forwarded to the Security Advisory Board.

Ruth Catlett Barton  
Secretary

RESTRICTED  
Serial No. 71

RESTRICTED

Serial File

1 October 1946

Memorandum for State Member, SAB  
War Member, SAB  
Navy Member, SAB

Subject: International Mail Restrictions.

References: a. Serial No. 55.  
b. Memorandum from War Member, SAB,  
to Chairman, SAB (22 July 1946)

Enclosure: Proposed Draft of SAB # 5.

1. The Chairman and War Member of the Security Advisory Board agreed on 22 July 1946 that the Security Advisory Board should issue to all government agencies and departments a memorandum covering restrictions on international communications entering or leaving occupied countries. Accordingly, the War Member forwarded a draft of a bulletin on this subject, prepared by the Censorship Section of MID.

2. The enclosure incorporates the substance of the MID draft, with minor changes in wording and form to conform to SAB and SWNCC procedures. This memorandum will be considered at the 5th Meeting of the Security Advisory Board at 1000, 3 October 1946, Room 2029, New War Department Building.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

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DRAFT

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

SAB 5

Pages \_\_\_\_\_

1 October 1946

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

INTERNATIONAL MAIL RESTRICTIONS

Note by the Secretary

1. It has come to the attention of the Security Advisory Board that all government personnel are not familiar with the restrictions currently affecting international communications entering or leaving occupied countries.
2. In order to prevent the inadvertent violation of such restrictions insofar as they may pertain to the security of the United States, the Security Advisory Board requests that Security Officers of nonmilitary federal departments and agencies bring the contents of the enclosure to the attention of the employees of their agency or department.
3. Future memoranda on this subject will be issued whenever changes in international mail restrictions are announced.

Ruth Catlett Barton  
Secretary

Major Dargusche  
W-5892

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ENCLOSURE

INTERNATIONAL MAIL RESTRICTIONS

Memorandum by the Security Advisory Board

1. This is the first in a series of memoranda by the Security Advisory Board designed to prevent the inadvertent violation of restrictions currently affecting international communications, entering or leaving occupied countries, by advising government agencies and departments of the types of material that are or are not suitable for transmission to individuals or groups in occupied countries. Future memoranda will be issued whenever changes in such restrictions are announced.
2. GENERAL. All communications, other than those directed to U. S. citizens at A.P.O. addresses, entering or leaving occupied countries are subject to civil censorship and must pass through normal postal or electrical channels.
3. GERMANY AND AUSTRIA. Communications are restricted to those of personal or family character; communications of financial, commercial or business character and any inclosures of checks, drafts, securities or currencies are prohibited. Postal Service is the only communications channel authorized, and is limited to ordinary non-illustrated post cards and ordinary letters up to one ounce. Envelopes must not have interlining nor carry any indication other than the address of the sender and addressee and necessary postal directions. No registration or special delivery services are authorized.
4. JAPAN. Communications with the outside world have not been authorized as yet, but an announcement authorizing and restricting them to those of a personal or family character is expected soon. Registration, special delivery and air mail services are not expect

RESTRICTED

5. KOREA. Unrestricted postal communications have been reopened, subject to civil censorship. Careful scrutiny should be given, however, to any requests from Koreans for official government information or publications.

6. Additional information on the mechanics of communication with such countries may be obtained from local postmasters.

7. Violation of the above restrictions is considered contrary to the national interest of the United States. It is hoped that all government employees will become familiar with the provisions of this memorandum.

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RESTRICTED  
Serial No. 70  
NCB/gjh

Serial File

Room 711  
515 22nd Street, N. W.  
September 30, 1946

Dear Mr. Administrator:

On April 29, 1946, you designated Mr. James C. Palmer, Director, Office of Insular and Foreign Relations, Veterans Administration, as Security Officer for the Veterans Administration.

I have been informed that Mr. Palmer is no longer able to serve in this capacity. Would you be so kind as to designate someone from your agency to serve in his place as Security Officer and as liaison with the Security Advisory Board?

Sincerely yours,

E. T. Anderson  
Chairman  
Security Advisory Board

The Honorable  
General Omar N. Bradley  
Administrator, Veterans Affairs

RESTRICTED  
Serial No. 69  
RCB/gh

RESTRICTED

OTTE 181108

Serial File

September 30, 1946

Dr. Eugene W. Scott  
Assistant Liaison Officer  
Office of Scientific Research and Development  
Washington, D. C.

Dear Dr. Scott:

Reference is made to your letter of April 30, 1946, in which you requested the advice of the Security Advisory Board as to whether an OSRD report had been properly classified and whether this report could be circulated to the British Commonwealth countries. Further reference is made to your letter of June 27, 1946, in which you requested a report on the status of questions raised in your letter of April 30, and to telephonic conversation on this matter between your office and the Secretary of the Security Advisory Board.

The War Department advised this office on June 3, 1946, that no objection would be interposed to the unclassified publication of this document, provided the Navy Department had no objection. Because of the fact that the information contained in the report was of special interest to the Navy Department, the Chief Signal Officer of the United States Army stated that he would concur in any recommendation which the Navy Department made in this matter.

The Navy Department under date of September 27, 1946, recommended that the information contained in the report should be left unclassified with the exception of paragraph 1 B, page 5, which information should be classified as Restricted. As a corollary, the report, with this paragraph deleted, could be circulated to the British Commonwealth countries. This recommendation was based on anticipated use in military equipment, wherein characteristics of this tube indicate the frequency and power capabilities of the equipment. The Navy Department policy in this respect is that information regarding the development of a specific type electron tube of unique or peculiar design, which comprises classified features of a military purpose or project, should initially be placed in a classified status suited to the individual case.

It is understood that the delay which resulted in the Navy Department was occasioned by an initial disagreement between interested Navy Bureaus as to the proper classification of the report in question. During the last

RESTRICTED

RESTRICTED  
Serial No. 69

Dr. Eugene W. Scott

-2-

September 30, 1946

three months the Security Advisory Board has been without the services of a Secretary, which has prevented interim reports to you on the status of the report in question. The unusual delay which has been occasioned in the review of this report is deeply regretted by the Security Advisory Board.

Copy No. 11 of the NDRC report is herewith returned to your office.

Sincerely yours,

*RCB*

Ruth Catlett Barton  
Secretary

Encl.



SAB 68  
SWNCC

Serial File

4th Ind.

Security Advisory Board, State-War-Navy Coordinating Committee,  
Washington 25, D.C., 30 Sept 46.

To: Military Intelligence Division, War Department, Washington 25, D.C.

1. Attention is invited to request in para. 3 of 3d Indorsement.
2. The Navy Department has informed the Security Advisory Board under date of 27 September 1946 that information contained in para. 1B of the CSRD Interim Progress Report should be classified Restricted, but that the remainder of the Report could remain unclassified. The decision on the Restricted classification of para. 1B, dealing with a high power S-band magnetron, was based on the fact that characteristics of the tube concerned indicate the frequency and power capabilities of classified military equipment.

FOR THE SECURITY ADVISORY BOARD:

Ruth Catlett Barton  
Secretary  
Security Advisory Board  
State-War-Navy Coordinating Committee

Serial 7110

UNCLASSIFIED

Serial No. 67

30 September 1946

RCB/hmh

MEMORANDUM FOR: State Member, SAB  
War Member, SAB

Subject: Navy Member, SAB

1. The SWNCC Secretariat has informed the Secretariat of the Security Advisory Board that Commander Kelso Daly (Navy 61620) has been named the Navy Member of the Security Advisory Board until October 15, 1946 at which time Commander L. W. Gunther (Navy 4515) becomes the Navy Member.

2. For your information, Commander Daly served as the Navy Member of the Security Advisory Board under the Office of War Information from April 1943 until the temporary cessation of its activities in October 1945.

For the Security Advisory Board:

Ruth Catlett Barton  
Secretary

cc: Comdr. Daly  
Comdr. Gunther

~~CONFIDENTIAL~~  
Serial No. 66  
RGB/gh

*Declassified*  
*Oct 1, 1946*  
*RGB*

September 30, 1946

*Serial File*

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

*Serial File*

Dear Mr. Goodrich:

Reference is made to your letters of August 19, 1946, and September 26, 1946, regarding FBI name checks of certain OWMSR personnel who may have access to classified information and transmitting this list to the Security Advisory Board for appropriate action.

You are informed that this matter has been discussed at length with a representative of the Federal Bureau of Investigation. It was determined that the FBI is continuing to make name checks of personnel employed by agencies and departments for which the FBI has formerly made such checks, but that because of present lack of funds, it has been necessary to return requests from agencies for which the FBI has not previously maintained this service. The FBI is willing to make a limited number of such checks for the Security Advisory Board, pursuant to the agreement reached with them some months ago, and requests from agencies not formerly serviced by the FBI will be handled through this office.

The list of names which you forwarded to the Security Advisory Board has been submitted to the FBI, and you will be informed of the results upon receipt thereof by this office.

Sincerely yours,

Ruth Catlett Barton  
Secretary

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~~CONFIDENTIAL~~

Full name	Place of Birth	Color	Present Address	Home town address	Marital status	Where employed before OWMR
Virginia Dolores Carlin	Ithaca, N. Y.	white	8712 Colesville Road, Apt. 110 Silver Spring, Md.	none	single	R. F. C. Cornell University
Dorothy Loretta Morris	Baltimore, Md.	white	2015 15th St. NW Washington, D.C.	none	married	O. C. D. Roosevelt Hotel
Lois Lacy LeMenager	Wilmington, Ohio	white	111 North Edison Street Arlington, Va.	none	married	White House Dept. of Labor
Jane Sawyer Austin	Chicago, Ill.	white	1331 14th St. NW Washington, D.C.	none	separated	O.C.D. Milford Corn Canning Co. Milford, Ill.
Richard Mervin Bissell, Jr.	Hartford, Conn.	white	3418 Q Street, N.W. Washington, D.C.	none	married	War Shipping Adm. Dept. of Commerce
Anthony Hyde	Windsor, England	white	2611 Dumbarton Ave. Washington, D. C.	none	married	O. W. I. Lord & Thomas New York, N.Y.
Harold Stein	New York, N.Y.	white	3744 Huntington St., N. W. Washington, D.C.	none	married	French Pro- visional Govt. UNRA

DECLASSIFIED

NND 780069

By J.H.G. NARS, Date 22 Aug '78

(3)

~~CONFIDENTIAL~~

	Place of Birth	Color	Present Address	Home town address	Marital status	Where employed before OWMR	
James Carlin	Ithaca, N. Y.	white	8712 Colesville Road, Apt. 110 Silver Spring, Md.	none	single	R. F. C. Cornell University	NR
Walter Morris	Baltimore, Md.	white	2015 15th St. NW Washington, D.C.	none	married	O. C. D. Roosevelt Hotel	NI
Manager	Wilmington, Ohio	white	111 North Edison Street Arlington, Va.	none	married	White House Dept. of Labor	NR
Austin	Chicago, Ill.	white	1331 14th St. NW Washington, D.C.	none	separated	O.C.D. Milford Corn Canning Co. Milford, Ill.	NI
Ervin Bissell, Jr.	Hartford, Conn.	white	3418 Q Street, N.W. Washington, D.C.	none	married	War Shipping Adm. Dept. of Commerce	See file
	Windsor, England	white	2611 Dumbarton Ave. Washington, D. C.	none	married	O. W. I. Lord & Thomas New York, N.Y.	ND
in	New York, N.Y.	white	3744 Huntington St., N. W. Washington, D.C.	none	married	French Provisional Govt. UNRA	See file

DECLASSIFIED

NND 780069

By JAH/NARS, Date 22 Aug '78

Full name	Place of birth	Color	Present Address	Home town Address	Marital status	Where employed before OWMM
John Donald Kingsley	Cambridge, N. Y.	white	1224 M St., N.W. Washington, D.C.	115 W. Davis Street Yellow Springs, Ohio	married	Labor Dept. Antioch College Yellow Spring, Ohio
Norvell Wordsworth Page	Richmond, Va.	white	2601 Russell Rd. Alexandria, Va.	R.F.D. Newton, Conn.	married	O.W.I. Popular Pub. 205 E. 42nd Street New York
James Omar Cole	Peru, Indiana	white	7 Franklin Ave. Silver Spring, Md.	27 E. 3rd Street Peru, Ind.	married	Navy R. F. C.
Nathaniel Herman Goodrich	New York City	white	2316 - 41st St., N.W. Washington, D.C.	332 E. 19th Street New York, N.Y.	single	U. S. Army American Jewish Committee
James R. Newman (middle initial only)	New York, N.Y.	white	1321 Holly St., N.W. Washington, D.C.	none	married	War Dept. F.E.A.
Margret Jean Shannon	Butler, County, Pennsylvania	white	1020 19th St., N.W. Washington, D.C.	214 Coltart Ave., Pittsburgh, Pa.	single	O. C. S. Treasury Dept.
Byron S. Miller (middle initial only)	Gary, Indiana	white	5125 N. Capitol St., N.W. Washington, D.C.	none	married	OPA Henry & Chas. Aaron, Chicago, Ill.

	Place of birth	Color	Present Address	Home town Address	Marital status	Where employed before OWMR	
ald Kingsley	Cambridge, N. Y.	white	1224 M St., N.W. Washington, D.C.	115 W. Davis Street Yellow Springs, Ohio	married	Labor Dept. Antioch College Yellow Spring, Ohio	See file
Wardworth Page	Richmond, Va.	white	2601 Russell Rd. Alexandria, Va.	R.F.D. Newton, Conn.	married	O.W.I. Popular Pub. 205 E. 42nd Street New York	ND
er Cole	Peru, Indiana	white	7 Franklin Ave. Silver Spring, Md.	27 E. 3rd Street Peru, Ind.	married	Navy  R. F. C.	NI
Heran Goodrich	New York City	white	2316 - 41st St., N.W. Washington, D.C.	332 E. 19th Street New York, N.Y.	single	U. S. Army  American Jewish Committee	ND
Newman initial	New York, N.Y.	white	1321 Holly St., N.W. Washington, D.C.	none	married	War Dept.  F.E.A.	See file
Jean	Butler County, Pennsylvania	white	1020 19th St., N.W. Washington, D.C.	214 Coltart Ave., Pittsburgh, Pa.	single	O. C. S.  Treasury Dept.	NI
Miller initial	Gary, Indiana	white	5125 N. Capitol St., N.W. Washington, D.C.	none	married	OPA Henry & Chas. Aaron, Chicago, Ill.	See file

Serial File

~~RESTRICTED~~  
~~Serial No. 65~~  
RCB/gh

**RESTRICTED**

30 September 1946

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

Subject: Revision of Terms of Reference for the Security  
Advisory Board

References: a. SWNCC 252  
b. SWNCC 252/1  
c. SWNCC 252/2  
d. SWNCC 252/3  
e. SWNCC Memorandum No. 4126

Enclosure: Proposed Report to the State-War-Navy Coordinating  
Committee

1. During the short period in which the Security Advisory Board has operated as a SWNCC subcommittee, it has become increasingly evident that the responsibilities of the Board, as outlined in SWNCC Memorandum No. 4126, dated 5 April 1946, should be clarified. It is accordingly proposed that a revised statement of the functions of the Security Advisory Board be presented to SWNCC for approval as soon as practicable.

2. The enclosure, a proposed revision of the Security Advisory Board terms of reference, is submitted for consideration by the Board members. It is suggested that members study this revision with a view to making desirable changes therein at the next meeting of the Security Advisory Board.

For the Security Advisory Boards

Ruth Catlett Barton  
Secretary

**RESTRICTED**



RESTRICTEDENCLOSUREREVISION OF THE TERMS OF REFERENCE OF THE  
STATE-WAR-NAVY COORDINATING SUBCOMMITTEE FOR SECURITY CONTROLReport by the  
State-War-Navy Coordinating Subcommittee for Security ControlTHE PROBLEM

1. To recommend pertinent revisions in the Terms of Reference of the State-War-Navy Coordinating Subcommittee for Security Control, known as the "Security Advisory Board".

FACTS BEARING ON THE PROBLEM

2. On 5 April 1946 the State-War-Navy Coordinating Committee approved SNCC 252/2 and appointed a Subcommittee for Security Control to be known as the "Security Advisory Board".

3. In approving SNCC 252/2, the State-War-Navy Coordinating Committee approved the statement of functions of the Security Advisory Board as follows:

- "3. ... "a. Declassification of documents originating in non-military departments and agencies.
- "b. Top secret control procedures for non-military departments and agencies.
- "c. Security clearance of civilian officials to receive certain classified material from the War and Navy Departments and Joint Chiefs of Staff Committees.
- "d. Conversion of security regulations for civilian agencies from a war-time to a peace-time basis.
- "e. Clearance of statistical information under Executive Order No. 9103 and performance of functions previously transferred to the Security Advisory Board by the Bureau of the Budget.
- "f. Survey of security measures effecting administrative efficiency.

RESTRICTED

"4. Preparing studies and recommendations on matters referred to it by the State-War-Navy Coordinating Committee."

4. On September 20, 1945 the President signed Executive Order No. 9622 which revoked Executive Order No. 9103. Such questions as might arise from the revocation of Executive Order No. 9103 <sup>call</sup> were referred on September 20, 1945 to the Security Advisory Board <sup>in</sup> by a memorandum addressed to all Federal Statistical Agencies <sup>by</sup> Mr. Stuart A. Rice, Assistant Director in Charge of Statistical Standards, Bureau of the Budget.

DISCUSSION

5. The Terms of Reference adopted by the State-War-Navy Coordinating Committee for the Security Advisory Board on 5 April 1946 were prepared originally in October 1945 by the Security Advisory Board before it ceased to function as a part of the Office of War Information. At that time <sup>one of the</sup> the Board was ~~occupied with~~ advising civilian agencies on the procedures to be followed regarding the classification of statistical information. Since the Board resumed operation in April 1946, there have been no problems concerned with statistical clearances and it is not indicated that there will be. Deletion of this function from the present Terms of Reference of the Security Advisory Board would appear advisable under the circumstances.

6. On an actual day-to-day operation, the Board has found that certain other provisions in its Terms of Reference are proving confusing to civilian agencies and to the military services. Other changes that appear in the recommended revision of the Terms of Reference (See Appendix "A") of the Security Advisory Board are made in the interest of clarity.

CONCLUSION

7. It is concluded that the present Terms of Reference of the State-War-Navy Coordinating Subcommittee for Security Control are obsolete in view of actual operations and an immediate revision is indicated.

RECOMMENDATION

8. It is recommended that the State-War-Navy Coordinating Committee approve the revised Terms of Reference as presented in Appendix "A".

RESTRICTEDAPPENDIX "A"RECOMMENDED REVISION OF TERMS OF REFERENCE OF THE  
STATE-WAR-NAVY COORDINATED SUBCOMMITTEE FOR SECURITY CONTROL

(As set forth in SWNCC Memorandum No. 4126)

"3 . . . . .

"a. Formulation of policies and procedures relating to the declassification of documents originating in nonmilitary agencies and departments.

"b. Security clearances <sup>requirements + procedure for</sup> of civilian officials to receive certain classified material from the War and Navy Departments and Joint Chiefs of Staff Committees.

"c. Conversion of security regulations for civilian agencies from a war-time to a peace-time basis, including the revision of Top Secret control procedures.

"d. Survey of security measures affecting administrative efficiency <sup>the use of class info</sup> or affecting adversely ~~documentary and~~ physical security.

"e. Preparing studies and recommendations on matters referred to it by SWNCC.

"f. Coordinate with other Federal agencies in developing security training programs and other procedures which are designed to promote security throughout Federal agencies."

**CONFIDENTIAL**  
**Serial No. 64**  
**RCE/gh**

Serial File

27 September 1946

Federal Bureau of Investigation  
9th & Pennsylvania Avenue, N.W.  
Washington 25, D. C.

Attn: Mr. J. F. Doherty

Gentlemen:

Pursuant to personal conversation with Mr. J. F. Doherty of the Federal Bureau of Investigation this date, the enclosed list of personnel, forwarded to the Security Advisory Board of SWNCC by the Office of War Mobilization and Reconversion, is transmitted to you for FBI name checks.

Your cooperation in this matter is deeply appreciated.

Sincerely yours,

Ruth Catlett Barton  
Secretary, Security Advisory Board  
State-War-Navy Coordinating Committee

UNCLASSIFIEDSerial No. 63RCB/lmhSerial File

27 September 1946

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

Attn: Captain Walsh

Subject: Distribution of Classified OSRD Reports to Scientific  
and Research Libraries by the Library of Congress

Enclosure: a. Copy Letter from Library of Congress  
b. Proposed Reply from the Security Advisory Board

The Library of Congress has requested the SAB for authorization to distribute restricted reports, prepared by the Office of Scientific Research and Development, to American scientific and research libraries (See Encl. a). It is my understanding that the SAB feels that this request should be denied. Enclosure b is therefore submitted for your approval.

For the Security Advisory Board.

*Ruth Cattlett Barton*  
Ruth Cattlett Barton  
Secretary

Serial No.

September , 1946

Mr. Verner W. Clapp  
Director, Acquisitions Department  
Library of Congress  
Washington, D. C.

Dear Mr. Clapp:

Reference is made to your letter of September 13, 1946, in which you requested that the Library of Congress be allowed to make distribution to American scientific and research libraries of OSRD scientific publications, now classified as Restricted.

Following presentation of your request to the appropriate security authorities in the War and Navy Departments, you are advised that the Security Advisory Board objects on the grounds of security to the distribution of OSRD Restricted reports to scientific and research libraries. This objection is based on the following factors:

a. The Army and Navy are presently engaged in the declassification and downgrading of OSRD scientific reports. Such reports as the military services deem no longer deserving a security classification are made available to the Publication Board, Department of Commerce, for the use of American industry, and it is presumed that the OSRD then advise the Library of Congress of their declassification. [It does not seem anymore desirable from a security standpoint to make classified reports available to research libraries <sup>than</sup> to offer them to industry.]

b. The screening of personnel entitled to have access to these Restricted publications would be a near impossibility. The activities of OSRD are to be terminated in the near future and as an agency, the OSRD would soon be unable to authorize library personnel to <sup>examine</sup> ~~see~~ classified documents. The Army and Navy are unable to undertake this screening of

*Substitute*

personnel, and investigative agencies are already overtaxed. It would not be advisable ~~from the standpoint of security~~ to allow students to have access to classified documents without some form of individual clearance.

There is at present no tendency <sup>on the part of</sup> for the security authorities to remove the restrictions from the dissemination of classified information. If at any time in the future such restrictions should be removed, the Security Advisory Board will advise you immediately.

Sincerely yours,

Ruth Catlett Barton  
Secretary

UNCLASSIFIEDSerial FileSerial No. 62

27 September 1946

RCB/hmh

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

Subject: Revised List of Security Officers

References: a. Serial No. 41  
b. SAB 4

Enclosure: Draft of SAB 4/1.

1. By informal agreement 20 June 1946 the SAB decided that the list of Security Officers of nonmilitary federal departments and agencies, issued as SAB 4, should be revised when necessary.

2. A revision of SAB 4, incorporating numerous changes, made in designations and locations since 26 June 1946, is submitted accordingly for the approval of the SAB.

For the Security Advisory Board.

Ruth Catlett Barton  
Secretary



UNCLASSIFIED

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

SAB No. 4/1

4 October 1946  
~~26 September 1946~~

Pages 1 to 4

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

LIST OF SECURITY OFFICERS

Note by the Secretary

1. The enclosure, a revision of the list of Security Officers of Nonmilitary Federal Departments and Agencies published 26 June 1946, is circulated for the information of Security Officers in dealing with other agencies and departments in security matters.

2. It will be appreciated if you will review this list and report any corrections or additions to the Secretary, Security Advisory Board, Room 2027, New War Department Building, Washington 25, D. C. Calls on this matter should be referred to State Department Extension 2428, War Department Extension 79707, or Navy Department Extension 3157.

RUTH CATLETT BARTON  
Secretary

*Abstract - see former ...*  
*10/10/46, 2027*  
*BY 2220, 10/10/46*

UNCLASSIFIEDLIST OF SECURITY OFFICERSOFNON-MILITARY FEDERAL DEPARTMENTS AND AGENCIES

1. AMERICAN NATIONAL RED CROSS  
Mr. Louis H. Roan  
1st Floor, 18th & E Sts., N. W.  
RE 8300, Ext. 539
2. BOARD OF WAR COMMUNICATIONS  
(See Federal Communications Commission)
3. BUREAU OF THE BUDGET  
Mr. George F. Schwarzwaldor  
Rm. 310, 1724 F St.  
EX 3300, Ext. 528  
  
Alternate: Mr. James L. Sundquist  
Rm. 303, 1724 F St.  
EX 3300, Ext. 587
4. CENTRAL INTELLIGENCE GROUP  
Col. T. J. Sands, USA  
Rm. 2178, New War Department Building  
RE 6700, Ext. 78701  
  
Alternate: Col. R. H. Beberg, USA  
Rm. 2263, New War Department Building  
RE 6700, Ext. 76604
5. CIVILIAN PRODUCTION ADMINISTRATION  
Mr. Clarence J. King  
Rm. 2047, Social Security Building  
RE 7500, Ext. 73562
6. DEPARTMENT OF AGRICULTURE  
Mr. John S. Lucas  
Rm. 113, West Administration Building  
RE 4142, Ext. 3535
7. DEPARTMENT OF COMMERCE  
Mr. John C. Green  
Rm. 1313, Commerce Building  
DI 2220, Ext. 2143
8. DEPARTMENT OF THE INTERIOR  
Mr. Carlton Skinner  
Rm. 7216, Interior building  
RE 1820, Ext. 3171
9. DEPARTMENT OF JUSTICE  
Mr. A. Devitt Vanech  
Rm. 4109, Justice Building  
RE 8200, Ext. 10
10. DEPARTMENT OF LABOR  
Mr. James E. Dodson  
Rm. 3137, Labor Building  
EX 2420, Ext. 13 & 14

alternate: Mr. James E. Burke  
Rm. 1029, "Empo" T" Bldg  
DI 2220, Ext. 389

UNCLASSIFIED

11. DEPARTMENT OF STATE  
Mr. Robert L. Barnerman  
Rm. 704, 515 22nd St.  
RE 5600, Ext. 2183
12. DEPARTMENT OF THE TREASURY  
Mr. John D. Larsen  
Rm. 3206, Treasury Department Building  
EX 6400, Ext. 2700
13. EXPORT-IMPORT BANK OF WASHINGTON  
Mr. Malcolm Kerlin  
Rm. 1105, Walker Building, 15th St.  
RE 7890, Ext. 110
14. FEDERAL COMMUNICATIONS COMMISSION  
Mr. E. K. Jett  
Rm. 7241, New Post Office Building  
EX 3620, Ext. 481
15. FEDERAL POWER COMMISSION  
Mr. Leon M. Fussey  
Rm. 818, Hurley-Wright Building  
EX 0100, Ext. 34
16. FEDERAL RESERVE SYSTEM--BOARD OF GOVERNORS  
Mr. Elliott Thurston  
Rm. 2047, Federal Reserve Building  
RE 1100, Ext. 206
17. FEDERAL SECURITY AGENCY  
Mr. Taylor H. McCauley  
Rm. 1723, Social Security Building  
RE 7500, Ext. 4301
18. FEDERAL TRADE COMMISSION  
Mr. Otis B. Johnson  
Rm. 426, Pennsylvania Ave., at 6th St.  
EX 6800, Ext. 1
19. FEDERAL WORKS AGENCY  
Mr. Ernest E. Hall  
Rm. 6125, Federal Works Agency Building  
EX 4950, Ext. 4291
20. GOVERNMENT PRINTING OFFICE  
Mr. John J. Deviny  
Rm. 810, Building No. 3  
DI 6840, Ext. 149 or 258
21. INTERSTATE COMMERCE COMMISSION  
Mr. W. P. Bartel  
Rm. 2215, Constitution Ave., at 12th St.  
NA 7460, Ext. 304
22. LIBRARY OF CONGRESS  
Mr. Alvin W. Kresser  
Library of Congress Building  
NA 2722, Ext. 363
23. MARITIME COMMISSION  
Vice Admiral A. P. Fairfield  
Rm. 4039, Commerce Building  
EX 3340, Ext. 128

UNCLASSIFIED

24. NATIONAL ACADEMY OF SCIENCES  
Mr. Lewis Jordan  
2101 Constitution Ave.  
EX 8100, Ext. 46
25. NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS  
Mr. James J. Kelly, Jr.  
Rm. 105, 1500 New Hampshire Ave., (Dupont Circle)  
EX 3515, Ext. 3976
26. NATIONAL ARCHIVES  
Mrs. Elisabeth E. Hamer  
Rm. 106, Pennsylvania Ave., at 8th St.  
DI, 0525, Ext. 404
27. NATIONAL HOUSING AGENCY  
Mr. Richard G. Niehoff  
Rm. B-145, Temporary "E", 14th & Adams Dr., N. W.  
RE 7500, Ext. 73113
28. NATIONAL LABOR RELATIONS BOARD  
Mr. Herbert R. Glaser  
Rm. 442, Rochambeau Building  
NA 9716, Ext. 86
29. NATIONAL RESEARCH COUNCIL  
(See National Academy of Sciences)
30. OFFICE OF ALIEN PROPERTY CUSTODIAN  
Mr. Donald Shan  
Rm. 603, National Press Building  
DI 8515, Ext. 274
31. OFFICE OF COMPTROLLER GENERAL  
Mr. J. C. Novitt  
Rm. 231, General Accounting Office Building  
EX 4621, Ext. 37
32. OFFICE OF DEFENSE TRANSPORTATION  
Mr. Joseph L. White  
Rm. 5117, Interstate Commerce Commission Building  
RE 7500, Ext. 73296
33. ~~OFFICE OF ECONOMIC STABILIZATION~~  
~~(no representation assigned)~~ Delete
34. OFFICE OF PRICE ADMINISTRATION  
Mr. David S. Brunson  
Rm. 1207, Federal Office Building No. 1  
RE 7500, Ext. 5433
35. OFFICE OF SCIENTIFIC RESEARCH AND DEVELOPMENT  
Dr. Eugene W. Scott  
Rm. 500, 1424 16th St.  
RE 7500, Ext. 5363
36. OFFICE OF WAR MOBILIZATION AND RECONVERSION  
Mr. Nathaniel H. Goodrich  
Rm. 1207, Lafayette Building, 811 Vermont Ave.  
RE 7500, Ext. 4582

UNCLASSIFIED

- 36 37. POST OFFICE DEPARTMENT  
Mr. E. B. Jackson  
Rm. 4406, Post Office Building  
DI 5360, Ext. 486
- 37 38. RAILROAD RETIREMENT BOARD  
Mr. Robert H. Ialotte  
844 Rush Street  
Chicago, Illinois
- 38 39. RECONSTRUCTION FINANCE CORPORATION  
Mr. A. T. Hobson  
Rm. 1157, Lafayette Building, 811 Vermont Ave.  
EK 3111, Ext. 22
- 39 40. SECURITIES AND EXCHANGE COMMISSION  
Mr. James Hindle  
17th and Locust St.  
Philadelphia, Pa.
- 40 41. SELECTIVE SERVICE SYSTEM  
Lt. Col. M. R. London  
Rm. 200, 21st and C Sts.  
RE 5500, Ext. 141
- 41 42. TENNESSEE VALLEY AUTHORITY  
Mr. W. L. Sturdevant  
Director of Information  
Knoxville, Tenn.
- 42 43. UNITED STATES CIVIL SERVICE COMMISSION  
Mr. Carson C. Hathaway  
Rm. 132, Tariff Commission Building, 7th and E Sts.  
RE 5711, Ext. 612
- 43 44. UNITED STATES TARIFF COMMISSION  
Mr. Sidney Morgan  
Rm. 258, Tariff Commission Building, 7th and E Sts.  
NA 3947, Ext. 1
- 44 45. VETERANS ADMINISTRATION  
Mr. J. G. Corbitt  
Rm. 946, Veterans Administration Building  
EK 4120, Ext. 2556
- 45 46. WAR SHIPPING ADMINISTRATION  
(See Maritime Commission)

**UNCLASSIFIED**  
**Serial No. 61**  
**ROB/gh**

Serial File

27 September 1946

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

Subject: Notification to Civilian Agencies and Departments  
of Resumption of Security Advisory Board Activities

Enclosure: MI-1

1. In order that the Security Advisory Board may resume its contacts with civilian agencies and departments as soon as possible after the delay of the past three months, a memorandum similar to the enclosure is deemed a matter of expediency.

2. The proposed MI-1 will be considered at the next meeting of the Security Advisory Board.

For the Security Advisory Board

Ruth Catlett Barton  
Secretary

UNCLASSIFIED

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

MI-1DATESTATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARDMemorandum for Information No. 1PERSONNEL AND LOCATION OF SECURITY ADVISORY BOARDNote by the Secretary

1. Because of the lack of a Board Secretary since 1 July 1946, it has not been possible for the Security Advisory Board to handle many of the Security problems presented to it since that time. The treatment of some of these problems was deferred until such time as the services of a Secretary could be obtained; other problems were handled by the Security Officers of the interested department or agency as a matter of urgency.
2. The Security Advisory Board is now able to resume its services on security problems to nonmilitary federal departments and agencies. Initially, the Board will be occupied with matters which have been pending since 1 July 1946, but as soon as these problems can be solved, the Board will resume its study of declassification and its revision of security regulations. Any problems on security matters which have been held in agencies and departments of the federal government pending the resumption of activity of the Security Advisory Board can now be brought to the attention of the Secretary, Security Advisory Board, Room 2027, New War Department Building, Telephones: State - 2428, Navy - 3157, and War - 79707.

RUTH CATLETT BARTON  
Secretary

CONFIDENTIAL

Serial FileCONFIDENTIAL  
Serial No. 60  
RCB/lmh

26 September 1946

MEMORANDUM FOR: Mr. A. Devitt Vanech, Security Officer  
Department of Justice

Subject: Security Checks

1. Reference is made to memorandum from the Security Advisory Board, dated 23 April 1946, in which it was requested that four officials of the Department of Justice receive security clearances from your office in order to receive classified military information.
2. In personal conversations with you it has been determined that you desire the War Department to deliver all classified information directly to your office without reference to the four officials listed in our memorandum of 23 April 1946. In order that your position in this matter might be officially noted it has been repeatedly requested by this office that a memorandum confirming our personal conversations be provided. At the present time this letter has not been received. In order that the Security Advisory Board may make known to the War Department your position regarding the transmission of classified information to the Department of Justice it is again requested that you furnish us a letter in this respect.

Ruth Catlett Barton  
Secretary

CONFIDENTIAL





Serial No. 58

Serial File

July 8, 1946

Mr. Taylor H. McCauley,  
Security Officer,  
Federal Security Agency,  
Washington, D. C.

Dear Mr. McCauley:

In compliance with your request of July 2, 1946 addressed  
to Captain M. Ruth Catlett, WAC, I am glad to send you herewith  
10 copies each of the Board's publications Nos. 1 and 2.

Sincerely yours,

E. T. Anderson  
Acting Chairman  
Security Advisory Board

July 10, 1946

RESTRICTED  
Serial No. 57  
ETA/ris

Serial File

MEMORANDUM FOR War Member, SAB  
Navy Member, SAB

Subject: Letter from Bureau of the Budget

You will recall having read my letter to the Bureau of the Budget on the question of whether or not SWNCC should undertake the functions of the Security Advisory Board, etc., and Mr. Appleby's reluctance to designate a person to act as liaison with the Board.

Attached is a copy of the reply from the Bureau of Budget designating liaison representatives and stating that "until such time as the National Intelligence Authority is prepared to assume the function under consideration, it would seem appropriate that the Security Advisory Board be continued under the State-War-Navy Coordinating Committee".

The above-mentioned subject and the question of central clearance of statistical information can be discussed at our next meeting.

E. T. Anderson  
Acting Chairman

cc SWNCC Secretariat

CONFIDENTIAL  
Serial No. 56  
ETA/ris

Serial File

July 8, 1946

MEMORANDUM FOR Director of Intelligence  
War Department

Subject: Monthly Status Report of War Department  
Owned and Sponsored Industrial Installations.

Reference: (a) Letter from Director of Intelligence to  
Security Advisory Board dated June 28, 1946.

Enclosures: 1. Draft of proposed reply.  
2. Letter dated June 21, 1946.  
3. Report dated May 31, 1946.

In reply to the question raised in reference (a), the United States Maritime Commission and the Office of Defense Plants, Reconstruction Finance Corporation, have been cleared by the Security Advisory Board to receive classified information as described in enclosure no. 3.

E. T. Anderson  
Acting Chairman