

18th Meeting  
28 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 704, 515 22nd St. N. W.  
on Tuesday, May 27, 1947 at 1000.

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman  
Mr. Robert L. Bannerman, (State), Alternate  
Mr. Stanley Goodrich, (State)  
Col. Harry H. Mole, (War) Alternate  
Comdr. Lawrence Gunther (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The Board met to begin its preliminary draft of minimum standards for the handling and transmission of classified information in the executive agencies and departments of the Federal Government, pursuant to Executive Order 9835.

After a brief discussion of the problems faced in the preparation of this draft, it was agreed that best results could be accomplished by a series of informal meetings, and the Board adjourned to begin the first of these informal meetings.



19th Meeting  
July 7, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 415,

515 22nd Street, N. W.

on Tuesday, 1 July 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman

Col. C. C. Blakeney, (War)

Comdr. L. W. Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary



ITEM I. FINAL ADJUSTMENT IN DRAFT OF REGULATIONS  
BEFORE SUBMISSION TO AGENCY HEADS.

The Board made final adjustments in the preliminary draft of "minimum standards for the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", and authorized its reproduction and transmission to agency heads for comment.

ITEM II. CHANNELS FOR SUBMISSION OF REGULATIONS TO  
THE PRESIDENT FOR APPROVAL.

Even though representatives of the State-War-Navy Coordinating Committee and Bureau of the Budget have indicated informally that the Security Advisory Board should submit the minimum standards directly to the Bureau of the Budget for transmission to the President, the Board felt it was essential to submit its recommendations through SWNCC unless written instructions to the contrary were received from SWNCC. The Secretary was directed to explore the mechanics of securing such written instructions.

ITEM III. PROVISION FOR INTERPRETING OR REVISING REGULATIONS AFTER APPROVAL BY THE PRESIDENT. (see attachments)

The two alternate proposals for interpreting and revising the minimum standards after Presidential approval were discussed and the Board was unanimous in its preference for alternate #2 with the addition of that section of #1



which provides for supplements to the minimum standards.

The Board likewise agreed that the approval of the minimum standards should be a part of the Executive Order and the draft revised accordingly.

The Secretary was instructed to secure informal clearance from SWNCC and the Bureau of the Budget on the proposed Executive Order as revised at this meeting. (Tab "A").



DRAFT  
7/1/47

## EXECUTIVE ORDER

PRESCRIBING PROCEDURES FOR THE HANDLING  
AND TRANSMISSION OF CLASSIFIED INFORMATION IN ALL  
DEPARTMENTS AND AGENCIES OF THE EXECUTIVE BRANCH.

WHEREAS, pursuant to Paragraph 2 of Part VI of Executive Order 9835, dated March 21, 1947, the Security Advisory Board of the State-War-Navy Coordinating Committee has drafted "Minimum Standards for the Handling and Transmission of Classified Information", and

WHEREAS, these minimum standards were designed as minimum rules applicable in all departments and agencies of the executive branch to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes of the United States..... and as President and Chief Executive of the United States, it is hereby, in the interest of internal management of the Government, ordered as follows:

1. The "Minimum Standards for the Handling and Transmission of Classified Information" in the form attached hereto as Exhibit "A" are hereby approved and made a part hereof.
2. These Minimum Standards shall be effective

*Tab "A"*Tab  
"A"



- 2 -

in all departments and agencies of the executive branch on or before \_\_\_\_\_, 1947.

3. Effective immediately, the Security Advisory Board of the State-War-Navy Coordinating Committee shall:

a. Be the final authority for interpreting any and all of the provisions of these minimum standards on its own initiative or upon request:

b. Issue such supplements to these minimum standards as circumstances may warrant:

c. Recommend to the President such revisions of these minimum standards as future developments may warrant:

d. Render such advice and assistance as may be requested by non-executive federal agencies desiring to prepare regulations governing the handling and transmission of classified information within their own agencies.



*Minutes*

19th Meeting  
July 7, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 415,  
515 22nd Street, N. W.  
on Tuesday, 1 July 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman  
Col. C. C. Blakeney, (War)  
Comdr. L. W. Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary



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ITEM III. PROVISION FOR INTERPRETING OR REVISING REGULATIONS AFTER APPROVAL BY THE PRESIDENT. (see attachments)

The two alternate proposals for interpreting and revising the minimum standards after Presidential approval were discussed and the Board was unanimous in its preference for alternate #2 with the addition of that section of #1



which provides for supplements to the minimum standards.

The Board likewise agreed that the approval of the minimum standards should be a part of the Executive Order and the draft revised accordingly.

The Secretary was instructed to secure informal clearance from SWCC and the Bureau of the Budget on the proposed Executive Order as revised at this meeting. (Tab "A").



DRAFT  
7/1/47

## EXECUTIVE ORDER

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NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes of the United States..... and as President and Chief Executive of the United States, it is hereby, in the interest of internal management of the Government, ordered as follows:

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2. These Minimum Standards shall be effective

Tab  
"A"



- 2 -

D

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3. Effective immediately, the Security Advisory Board of the State-War-Navy Coordinating Committee shall:

a. Be the final authority for interpreting any and all of the provisions of these minimum standards on its own initiative or upon request:

b. Issue such supplements to these minimum standards as circumstances may warrant:

c. Recommend to the President such revisions of these minimum standards as future developments may warrant:

d. Render such advice and assistance as may be requested by non-executive federal agencies desiring to prepare regulations governing the handling and transmission of classified information within their own agencies.



June 27, 1947

MEMORANDUM FOR Members of the Security Advisory Board.

1. There will be a meeting of the Board on Tuesday, July 1, 1947, at 0915.
2. The agenda for this meeting is attached.

Shanette G. Blake  
Secretary



**STATE-WAR-NAVY COORDINATING COMMITTEE****SECURITY ADVISORY BOARD**

19th Meeting: Tuesday, July 1, 1947, at 0915.  
Room 415, 515 22nd Street, N. W.

**AGENDA**

1. Final Adjustment in Draft of Regulations Before Submission to Agency Heads.
2. Channels for Submission of Regulations to the President for approval.
3. Provision for Interpreting or Revising Regulations after Approval by the President. (Drafts of two alternatives attached.)



O alternate #2 /

**D R A F T****STATEMENT OF THE PROBLEM**

1. To prepare "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed" as required by Executive Order 9835, Section VI, Paragraph 2.

2. To make provision for interpreting, supplementing and revising the regulations subsequent to their approval by the President.

3. To assure adequate representation of the views of non-military agencies in interpreting, supplementing and revising the regulations.

**DISCUSSION**

1. The regulations called for by Executive Order 9835 have been drafted by the Board under the title, "Rules Governing Security of Information" and are attached as Tab A.

a. The regulations as drafted constitute the Board's concept of minimum standards. More detailed or specific regulations are not considered feasible for application throughout the executive branch where operating conditions vary widely.

b. The regulations as now drafted include minimum requirements to assure security of information



in all phases except those pertaining to ~~employee~~  
~~loyalty and cryptographic security~~ ~~XXXXXXXX~~ employee loyalty.  
and determination of/

g. Implementation and enforcement of these regulations is made a direct responsibility of agency heads.

d. An earlier draft of these regulations was submitted to the security officers of non-military agencies for comment and suggestions.

e. After careful consideration of the comments and suggestions received and considerable discussion with agencies concerned, the consensus is that the present draft meets the requirements of the Executive Order for "minimum standards" and will be adequate and workable throughout the executive branch when supplemented by the required implementing and enforcing regulations.

2. It was apparent that some provision should be made for interpreting, supplementing and revising these regulations as experience is gained in operation under such widely divergent conditions as obtain throughout the executive branch. It was felt that any actual revision of the regulations ~~themselves~~ should be approved by the President in the same manner as the regulations themselves, but that any supplementary regulations or any interpretation of those already



approved should not require such approval.

3. The mandatory nature of the proposed regulations, after Presidential approval, made it desirable to consider methods of expanding the membership of the Board to include greater representation of the non-military agencies which constitute by far the largest proportion of those affected by the regulations. Three methods of accomplishing this objective were considered:

- a. To include one member from each agency in the executive branch, with the election by member agencies of a "steering committee" to whom most of the functions of the Board might be delegated;
- b. To include one member from each Cabinet office; and
- c. To select additional members from more than three but less than ten Cabinet Offices on the basis of magnitude of security problems.

Thorough consideration of the above alternatives led to the conclusion that "a" is too unwieldy; that "c" represents an unsound method of selection since many independent agencies have more serious security problems than those non-military departments not presently represented on the Security Advisory Board; and that while "b" would make the Board larger than desirable from the viewpoint of ease of operation,



it would not be unwieldy, particularly if granted authority to delegate responsibilities to subcommittees as it saw fit, and that "b" has the added advantage of providing a more balanced viewpoint since it would include members not only from the military departments which handle the largest volume of classified material but also from some of the civilian agencies which handle relatively small quantities of such material.

4. It was felt that an expansion of the Board such as that envisaged above should be covered by an Executive Order which would also provide for the necessary interpretations, supplements and revisions discussed in paragraph 2 above. Such an Executive Order has been drafted and is attached hereto as Tab B. It will be noted that the Executive Order as presently drafted specifically excludes from the proposed enlarged Board's responsibilities any ~~the determination of~~ phase of security of information which pertains ~~to~~ <sup>to</sup> ~~loyalty~~ cryptographic security, or determination of employee loyalty.

5. Since the regulations as now drafted make enforcement a direct responsibility of each agency head, the Executive Order as drafted contains a provision, which is permissive only, whereby the Board may make inspections and surveys with a view to submitting recommendations to agency heads for more adequate security or enforcement procedures.



6. Since Executive Order 9835 specifically limits the application of the regulations issued thereunder to the Executive Branch of the government, the proposed executive order contains a provision limiting the Board's responsibility <sup>to Non-Executive Agencies</sup> to furnishing only such advice and assistance in the development of security regulations as may be requested, ~~by federal agencies outside the executive branch.~~

#### CONCLUSIONS

1. The Board has concluded that
  - a. The regulations as now drafted should be issued as soon as possible;
  - b. Concurrent with the submission of the proposed regulations, an Executive Order expanding the Board and outlining its responsibilities should be presented to the President for approval.

#### RECOMMENDATIONS

It is recommended that:

- a. SWNCC concur in and transmit to the President for final approval both the regulations as drafted in Tab A and an Executive Order substantially as drafted in Tab B.



**D R A F T**

WHEREAS, pursuant to Paragraph 2 of Part VI of Executive Order 9835, dated March 21, 1947, the Security Advisory Board has drafted and I have approved "Rules Governing Security of Information (in Executive Departments and Agencies of the Federal Government)"; and,

WHEREAS, the "Rules Governing Security of Information" now constitute minimum standards for the handling of classified information throughout all departments and agencies in the executive branch;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes of the United States ..... and as President and Chief Executive of the United States, it is hereby, in the interest of internal management of the Government, ordered as follows:

1. The Security Advisory Board, heretofore operating as a Subcommittee of the State-War-Navy Coordinating Committee, with members appointed by the State, War and Navy Departments, is hereby reconstituted as an interdepartmental board on security of information to be known as the Information Security Board and hereinafter referred to as the Board.
2. The Board will be composed of 10 members, one appointed by each Cabinet Officer.
3. The State Department member of the Board is hereby designated as Chairman pending action by the Board



to designate its own Chairman.

4. Each Cabinet Officer will promptly designate one member from his Department and will report such designation to the Chairman.

5. With respect to all phases of security of information except those pertaining to cryptographic security or determination of employee loyalty, the Board:

a. Shall be the final authority for interpretation of the provisions of "Rules Governing Security of Information" and of subsequent regulations on this subject;

b. Shall issue such supplements to "Rules Governing Security of Information" as circumstances may warrant.

c. Shall recommend to the President any revision of "Rules Governing Security of Information" which future conditions may make desirable.

d. Shall render such advice and assistance as may be requested by non-executive federal agencies desiring to prepare regulations governing security of information within their own agencies.

<sup>May</sup>  
e. Shall make necessary survey and inspections, through the facilities of its member departments, to determine the adequacy of security procedures and enforcement measures in any agencies in the executive branch and

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make suitable recommendations based on the results of such surveys to the heads of agencies concerned.

f. May establish subcommittees to the extent it deems desirable.

g. May delegate to such subcommittees as many of its responsibilities as it deems appropriate.

6. Supplies, equipment, space, services and personnel will be furnished to the Board by its member Departments to such extent and under such procedures as the Board may determine.



*Alternate or***D R A F T****STATEMENT OF THE PROBLEM**

1. To prepare "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed" as required by Executive Order 9835, Section VI, Paragraph 2.
2. To make provision for interpreting and revising the regulations subsequent to their approval by the President.

**FACTS BEARING ON THE PROBLEM**

1. The regulations called for by Executive Order 9835 have been drafted by the Board under the title, "Rules Governing Security of Information" and are attached as Tab "A".
  - a. The regulations as drafted constitute the Board's concept of minimum standards. More detailed or specific regulations are not considered feasible for application throughout the executive branch where operating conditions vary widely.
  - b. The regulations as now drafted include minimum requirements to assure security of information in all phases except those pertaining to cryptographic security and determination of employee loyalty.



g. Implementation and enforcement of these regulations is made a direct responsibility of agency heads.

d. A draft has been submitted to agency heads for comment or suggestion.

g. When comments are received they will be carefully considered and necessary revision made in the present draft prior to submission for Presidential approval.

2. It was apparent that some provision should be made for interpreting and revising these regulations as experience is gained in operation under such widely divergent conditions as obtain throughout the executive branch. It was felt that any actual revision of the regulations should be approved by the President in the same manner as the regulations themselves, but that interpretation of those already approved should not require such approval.

3. Consideration was given to the various possible methods of providing machinery for interpreting and recommending revisions:

a. To include one member from each agency in the executive branch, with the election by member agencies



of a "steering committee" to whom most of the functions of the Board might be delegated;

b. To include one member from each Cabinet office; and

g. To select additional members from more than three but less than ten Cabinet Offices on the basis of magnitude of security problems.

d. To retain the Security Advisory Board as presently constituted under the State-War-Navy Coordinating Committee, but to give it the authority for interpreting and recommending revisions by Executive Order to be issued concurrently with the regulations.

4. Consideration of the implications of the four possibilities outlined above led to the conclusion that a and b are too unwieldy and that the purpose of wider representation envisaged therein could be just as effectively accomplished under g or d by sending proposed revisions to agency heads for comment as was done in the case of the present draft. The alternate outlined under g was deemed to represent an unsound method of selection since many independent agencies have more serious security problems than those non-military departments not presently represented on the Security Advisory Board. It was felt d would be generally



acceptable since (1) interpretations can be rendered more effectively and with less lost motion by the authors than by any other group; (2) the Board as presently constituted includes representatives from the agencies which handle the largest volume of classified material, and which have had the longest and widest experience in solving security problems.

#### CONCLUSIONS

1. The Board has concluded that
  - a. The regulations as now drafted should be issued as soon as possible;
  - b. Concurrent with the submission of the proposed regulations, a proposed Executive Order giving the Security Advisory Board authority to interpret and recommend revisions should be presented to the President for approval.

#### RECOMMENDATIONS

It is recommended that:

- a. The State-War-Navy Coordinating Committee concur in and return to the Security Advisory Board for presentation to the President an Executive Order substantially as drafted in Tab "B".



## P R A E T

WHEREAS, pursuant to Paragraph 2 of Part VI of Executive Order 9835, dated March 21, 1947, the Security Advisory Board has drafted and I have approved *Minimum Standards for the Handling of Classif.* "Rules Governing Security of Information (in Executive Departments and Agencies of the Federal Government)"; and,

WHEREAS, the "Rules Governing Security of Information" *were designed to* now constitute minimum standards for the handling of classified information throughout all departments and agencies in the executive branch;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes of the United States ..... and as President and Chief Executive of the United States, it is hereby, in the interest of internal management of the Government, ordered as follows:

*1. The "Rules" are hereby approved*  
1. The Security Advisory Board of the State-War-Navy Coordinating Committee shall be the final authority for interpreting the provisions of "Rules Governing Security of Information" and is empowered to render interpretations on its own initiative or upon request.

*and*  
*suppl.*  
2. The Security Advisory Board shall also recommend to the President such revisions of the "Rules Governing Security of Information" as future developments may warrant.



3. The Security Advisory Board shall render such advice and assistance as may be requested by non-executive federal agencies desiring to prepare regulations governing security of information within their own agencies.



**Informal Meeting**  
June 23, 1947

**STATE-WAR-NAVY COORDINATING COMMITTEE**  
**SECURITY ADVISORY BOARD**

**Minutes of the Ninth in a Series of Meetings of  
the Security Advisory Board to Prepare a Draft  
of Minimum Standards for the Security of Information,  
pursuant to Executive Order 9835; Held in Room 415,  
515 22nd St., N. W., on Monday, June 23, 1947.**

**MEMBERS PRESENT**

**Mr. Robert L. Bannerman, (State), Acting Chairman**  
**Col. C. C. Blakeney, (War)**  
**Comdr. Lawrence Gunther, (Navy)**

**SECRETARIAT**

**Shanette G. Blake, Secretary**



The Board completed redrafting the regulations for submission to agency heads, subject only to informal clearance after copies of the latest draft are distributed to members.

The Board approved a letter to security officers transmitting copies of the preliminary draft of the regulations.



**Informal Meeting**  
**June 17, 1947**

**STATE-WAR-NAVY COORDINATING COMMITTEE**

**SECURITY ADVISORY BOARD**

**Minutes of the Eighth in a Series of Meetings of**  
**the Security Advisory Board to Prepare a Draft**  
**of Minimum Standards for the Security of Information,**  
**pursuant to Executive Order 9835; Held in Room 415,**  
**515 22nd St., N. W., on Tuesday, June 17, 1947 at**  
**9:15 a.m.**

**MEMBERS PRESENT**

**Mr. Robert L. Bannerman, (State), Acting Chairman**  
**Col. C. C. Blakeney, (War)**  
**Comdr. Lawrence Gunther, (Navy)**

**SECRETARIAT**

**Shanette G. Blake, (State), Secretary**  
**Mildred C. Finley, (State)**



The Board approved, in revised form, letter to heads of executive agencies transmitting preliminary draft of regulations and asking for comments.

The Board discussed and revised second draft of regulations up through Section II with the exception of the definitions of cryptographic system, cryptographic security, telegram and record copy which the Secretary was instructed to clear with interested offices prior to the next meeting.

In order to take cognizance of "restricted data" as used in the Atomic Energy Act the Board added the following to its previous definition of Restricted: "The classification 'Restricted' is not to be confused with the term 'restricted data' as defined in the Atomic Energy Act of 1946 (Public Law 585, 79th Congress, 2nd Session)".

The next meeting is scheduled for Monday, June 23, 1947, at 9:15 a.m.



**Informal Meeting**

**13 June 1947**

**STATE-WAR-NAVY COORDINATING COMMITTEE**

**SECURITY ADVISORY BOARD**

Minutes of the Seventh in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents, and Information which should not be Publicly Disclosed, Held in Room 415, 515 Twenty Second Street, N. W., on Friday, June 13, 1947.

**MEMBERS PRESENT**

Mr. Robert L. Bannerman, (State), Acting Chairman  
Comdr. R. R. Guthrie, (Navy)  
Lt. Col. E. L. Clark, (War)

**SECRETARIAT**

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



Note From the Secretary

In conversations today with Colonel Field of the SWNCC Secretariat, it developed that SWNCC definitely does not desire the responsibility for clearing release to foreign nationals of all classified information, nor does it desire to make available to all agencies any statement of policy to govern such releases.

SWNCC suggested: (1) That all references to SWNCC be deleted from the Board's regulations; (2) that the following provisions be inserted in lieu of the present draft: "No release of classified military information will be made to foreign nationals except by permission of the War Department and/or Navy Department. No release of classified non-military information will be made to foreign nationals except by permission of the Department of State"; (3) that, if the above does not appear to SAB to be adequate, an attempt be made to arrange a joint meeting of SAB and MIC to discuss ways and means of handling the situation to the satisfaction of both Committees.



The Board completed its first revision of the regulations, including the drafting of a provision to cover release of classified information to foreign nationals (previously deferred for later consideration). The draft of this provision is to be cleared by the secretary with SWNCC.

Mr. Bannerman agreed to take up with the Atomic Energy Commission possible procedures to be established by that agency as a means of clearly distinguishing between the use of the term "restricted data" as specified in Public Law 858 and the use of the term "restricted" category or classification in the basic security regulations.

On Tuesday, at 9:15, the Board will meet again to go over a suggested revision of the second draft, and to discuss the draft of letter of transmittal to accompany regulations sent to executive agencies for comment.



Substitute the following for present page 29 in draft of regulations distributed to Board at its meeting on June 13.

#### 4. DESTRUCTION OF CLASSIFIED MATERIAL

##### A. Types of Material Which May be Destroyed.

(1) Record material may be destroyed only upon specific authorization by Congress. Requests for such authorization must be submitted to the National Archives through established channels in each agency.

(2) Non-record material may be destroyed as soon as it has served its purpose.)

##### B. Methods of Destruction

(1) Classified record material, the destruction of which has been authorized, and classified non-record material will be destroyed by the following methods under procedures established by the head of the agency:

a. Top Secret and Secret material will be destroyed by burning.

b. Confidential and Restricted material will be destroyed by burning, shredding or reduction to pulp.

##### C. Certificates of Destruction

(A signed certificate identifying each item and indicating date of destruction will be executed for all Top Secret material destroyed.)



~~A signed certificate will be prepared for each Top  
Secret document destroyed, indicating identification  
of document and date of destruction.~~



Informal Meeting  
11 June 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the Sixth in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 415, 515 Twenty Second Street, N. W. on Wednesday, June 11, 1947, at 9:15 a.m.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman  
Comdr. R. R. Guthrie, (Navy)  
Lt. Col. E. L. Clark, (War)

SECRETARIAT

Shanette G. Blake, (State), Secretary



The Board completed its redraft of the balance of Section VIII and all of Section IX. It was decided to eliminate any reference to registered documents in Section IX which, in turn, called for elimination of the definition of such documents in the first part of the regulations.

The next meeting was scheduled for 9:15 a.m., Friday, June 13th, 1947.



## SECTION VIII, (Continued)

Insert following as Paragraph 2, and change number of paragraph entitled "Preparation for Transmission" to No. 3.

## 2. TOP SECRET CONTROL

The head of each agency, or his duly authorized representative, shall designate, and maintain control lists of, persons within that agency who are authorized to receive Top Secret material.

The head of each agency shall also designate Top Secret Control Officers who will maintain registers of Top Secret material received and disseminated within that agency.

3. . . . .

## 4. DELIVERY

Top Secret material will be delivered by specifically designated personnel or a messenger-courier system especially cleared for that purpose by the head of the agency.

Secret and Confidential material shall be delivered by one of the means established for Top Secret material or by an established, secure messenger system, or by registered mail.

Restricted information shall be delivered by any of the means authorized for higher categories of classified material, or by ordinary mail.



## SECTION IX

## STORAGE

## 1. GENERAL

Classified information not in actual use by or under the direct <sup>observation</sup> ~~supervision~~ of a competent person in the same room shall be stored as set forth below:

## A. Top Secret Material

Top Secret material, unless stored in a room protected by an armed guard, an electrical alarm system or other system of comparable security specifically approved by the head of the agency concerned, will be stored in locked metal combination-lock safes or metal three-combination lock file cabinets only.

## B. Secret and Confidential Material

<sup>and Confidential</sup> Secret material will be stored in a manner authorized for Top Secret material, or in metal file cabinets equipped with a steel lock-bar and padlock, or in metal cabinets equipped with plunger-type locks or in comparably secure facilities approved by the head of the agency.

## C. Restricted

Restricted material will be stored in a manner authorized for the higher categories of classified material or in any container equipped with a reasonably secure locking device or other storage facility of comparable security approved by the head of the agency.



## 2. RESPONSIBILITY FOR SECURITY MEASURES

It is the responsibility of the official charged with the custody of classified material to accomplish the necessary inspections within his area to insure that all security precautions are taken to guard such information at all times.

In each agency, officials shall be designated to make inspections on a room or area basis at the close of business to insure that all classified information has been properly and safely stored.

Appropriate identification of the individual responsible for the contents of each container of classified material will be readily available to fix responsibility in the event of compromise.

## 4. SAFE COMBINATIONS

Safe combinations will be changed at least every six months; whenever a person knowing the combination is transferred from the office to which the safe is assigned; when a new safe is brought into an office; and at such other times as deemed necessary.

Knowledge of combinations should be limited to the minimum necessary for operating purposes.

Safe combinations shall be given a classification equivalent to that of the most highly classified material contained in the safe.



Informal Meeting  
9 June 1947

**STATE-WAR-NAVY COORDINATING COMMITTEE**

**SECURITY ADVISORY BOARD**

Minutes of the Fifth in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and information which should not be Publicly Disclosed, Held in Room 415, 515 Twenty-Second Street, N.W., on Monday, 9 June 1947, at 2:00 P.M.

**MEMBERS PRESENT**

Mr. Robert L. Bannerman, (State), Acting Chairman  
Mr. Stanley Goodrich, (State)  
Lt. Col. E. L. Clarke (War)  
Cmdr. Lawrence Gunther, (Navy)

**SECRETARIAT**

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The Board continued with its redraft of the proposed regulations, covering Paragraphs 1 and 2 of Section VIII.

The next meeting was scheduled for Wednesday, 11 June 1947 at 9:15 A.M.



## SECTION VIII

## TRANSMISSION

## 1. SPECIAL RULES FOR THE TRANSMISSION OF TOP SECRET INFORMATION

The transmission of Top Secret information will be effected by direct contact whenever practicable.

It is mandatory that transmission and custody of Top Secret information be covered by <sup>a</sup> receipt system.

Under no circumstances will Top Secret information be transmitted by registered mail.

Under no circumstances will Top Secret telegrams be transmitted by electrical means in the clear.

## 2. PREPARATION FOR TRANSMISSION

Documents or other material containing Top Secret, Secret or Confidential information which are transmitted between departments or agencies shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope plainly marked Top Secret, Secret or Confidential. The outer cover shall be sealed and addressed with no notation to indicate its classification. The inner cover on Top Secret and Secret material will have attached thereto an unclassified receipt form identifying the addressor, addressee, and the document; such receipt will be signed by the addressee and returned to the addressor. The transmission and custody of Confidential material will

2. See minutes of 6th meeting

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be covered by a receipt system only when the sender deems it necessary; when no receipt is deemed necessary the complete address of the addressee will be shown on the inner cover. Transmission within departments or agencies of Top Secret, Secret or Confidential material will be under regulations specified by the head of the agency to insure an equivalent degree of security as outlined above.

Classified written material will be protected from direct contact with the inner cover by a cover sheet or by folding inward.



Informal Meeting  
June 6, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of the Fourth in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Friday, June 6, 1947, at 9:30 A.M.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman  
Mr. Stanley Goodrich, (State)  
Col. C. C. Blakeney, (War)

SECRETARIAT

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The State and War representatives agreed to REVISE PARAGRAPH 7, Section VI (as drafted on basis of Board Meeting (3 June) to read as follows:

"In addition to the assigned classification marking or stamp, the record copy of Top Secret and Secret documents shall bear an appropriate indication of the authority for the classification, the identity of the classifying officer and the date of classification."

The Board then proceeded with its revision, covering all of Section VII except a provision governing release of classified information to foreign nationals which was deferred for further consideration at a later meeting.

The next meeting was set for 2:00 P.M., Monday, June 9, at which time the Board is to be furnished with copies of Section VI as redrafted today.



**SECTION VII****DISSEMINATION OF CLASSIFIED MATERIAL****1. GENERAL**

No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Such information shall be entrusted only to those individuals whose official duties on behalf of the executive branch require such knowledge or possession.

**2. RESPONSIBILITY**

The safeguarding of classified information is the responsibility of every individual to whom entrusted. The responsibility for the maintenance of security of classified information rests upon each employee of the executive branch having knowledge thereof, no matter how obtained. Classified information shall not be released for dissemination outside the executive branch by any person or agency having access thereto or knowledge thereof except through prescribed channels established by each agency.

**3. LOSS OR SUBJECTION TO COMPROMISE**

Any employee of the executive branch who may have knowledge of the loss or subjection to compromise of classified information shall promptly report the fact to his superior officer or to the custodian.



The custodian, with assistance of higher authority where appropriate, shall effect prompt notification to the originating office or agency for investigation and the initiation of such further action as may be appropriate. The originating office or agency will, upon notification as above, also promptly inform all holders of the information that loss or subjection has occurred, in order that any necessary precautionary steps may be taken without delay.

4. DISSEMINATION OF TOP SECRET INFORMATION

The dissemination of Top Secret information shall be held to the absolute minimum. Only that portion of Top Secret information necessary to the proper planning and appropriate action of any organizational unit will be released to such unit.

5. DISSEMINATION OF SECRET AND CONFIDENTIAL INFORMATION.

The dissemination of Secret and Confidential information shall be limited to personnel whose assigned *DUTIES* require knowledge of such information.

6. DISSEMINATION OF RESTRICTED INFORMATION

Restricted information may be disseminated to anyone in the executive branch for official purposes.

7. UNOFFICIAL CORRESPONDENCE

Classified information shall not be discussed in unofficial correspondence.



#### 8. TELEPHONE CONVERSATIONS

Top Secret, Secret and Confidential information shall not be discussed over the telephone. It is permissible to make reference by telephone to material in these categories if such references do not, in the course of conversation, reveal the substance of those portions of material under discussion which are so classified. Reference to file numbers, dates, and subject (provided the subject itself is not classified higher than Restricted) may be made over the telephone, but great care must be exercised not to reveal substantive matter classified higher than Restricted.

#### 9. INFORMATION DISCLOSED TO THE CONGRESS

The head of each department or agency in the executive branch shall prescribe those rules under which an employee of that agency may disclose to the Congress classified information originating in that department or agency. Classified information originating in another agency will not be disclosed to the Congress without the consent of the originating agency,



Testimony of a classified nature must be given in executive session and should not appear in the record of hearings, the Congressional Record, or other documents open to public inspection.

10. REQUEST FOR OFFICIAL DOCUMENTS IN CONNECTION WITH PENDING OR PROSPECTIVE LITIGATION

When any government official receives a request from any person outside his agency or department for a classified document or copy thereof for use in pending or prospective litigation, every effort shall be made to obtain declassification of the document or such portions thereof as are required in the litigation.

If it is impossible to obtain declassification of the document, it may be furnished for use in pending litigation only in accordance with the rules prescribed by the head of the department or agency concerned. Classified information originating in other departments or agencies will not be disclosed for use in pending litigation without the consent of the originating agency.

11. RELEASE TO FOREIGN NATIONALS

(no decision)



Informal Meeting  
3 June 1947

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of the Third in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, June 3, 1947, at 900.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman  
Mr. Stanley Goodrich, (State)  
Col. ~~G. C. Blakeney~~, (War) *E. L. Clarke*  
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The Board proceeded with its revision of the first draft of the regulations, covering Sections V and VI.

Preliminary agreement only was reached on Section VI, para. 7 (previously numbered 6) on "Additional Marking for Top Secret and Secret Documents. Both War and Navy members desired to have further discussion on this paragraph when going through the regulations the second time, after they had had an opportunity for full discussion of present provisions in their own agencies. Neither service at present requires that authority for classification be shown on Secret material. Next meeting set for 9:30 a.m., Friday, June 6, at which time the Board desires a redraft of Sections V and VI.



## SECTION V

DECLASSIFICATION AND DOWNGRADING1. RESPONSIBILITY FOR REVIEW

It is the responsibility and obligation of every government official to keep classified information in his custody constantly under review and to initiate ~~action~~ action toward downgrading or declassification by the originator or higher authority as soon as conditions warrant.

2. RESPONSIBILITY FOR DECLASSIFICATION AND DOWNGRADING

The authority determining the original classification, or higher authority in the same agency or department, may cancel or lower the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to \_\_\_\_\_ by authority of (official authorized to change), date, by \_\_\_\_\_ (name and position of person making the change)."

When information is declassified or downgraded, the custodian of the record copy shall be informed, and, when practicable, the other recipients of the information.

3. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first receiving the permission of that agency.

4. Information transmitted by electrical means in cryptographed form is subject to special declassification and downgrading regulations which will be issued by the head of each agency.



## SECTION VI

MARKING OF CLASSIFIED MATERIAL1. GENERAL

After determination of the classification to be assigned classified material shall be marked in accordance with the procedures set forth below.

2. UNBOUND DOCUMENTS

The appropriate classification on unbound documents, such as letters, memoranda, reports and other similar documents, the pages of which are not permanently and securely fastened together shall be conspicuously marked or stamped at the top and bottom of each page, in such a manner that the marking will be clearly visible when the pages are clipped or stapled together.

3. BOUND DOCUMENTS

The appropriate classification on bound documents, such as books or pamphlets, the pages of which are permanently/<sup>and securely</sup>fastened together shall be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover.

4. MAPS, TRACINGS AND DRAWINGS

In addition to the markings at top and bottom, classified maps, tracings and drawings shall carry the classification marking under the legend, title block or scale in such a manner that it will be reproduced on all copies made therefrom.

5. PHOTOGRAPHS, FILMS AND RECORDINGS

Classified photographs, films and recordings and their containers shall be conspicuously and appropriately marked with the proper classification.



6. DEVICES AND SUBSTANCES

The appropriate classification shall be indicated on classified devices or substances, on their containers, or written notification of the assigned classification ~~of the assigned classification~~ shall be furnished to recipients thereof.

7. ADDITIONAL MARKING FOR TOP SECRET AND SECRET DOCUMENTS.

In addition to the appropriate classification, <sup>marking or stamp</sup> the record copy of Top Secret and Secret documents shall bear the following information:

- a. Authority for the classification
- b. Initials of the classifying officer
- c. Date of classification

8. ADDITIONAL MARKING FOR DOCUMENTS FURNISHED PERSONS NOT IN FEDERAL SERVICE.

Documents containing classified information furnished authorized persons other than those in the Federal Service, shall, in addition to being marked with the appropriate classification, bear the following notation:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended, or information of vital interest to the Federal Government and is transmitted for official use only."



*File copy*

Informal Meeting  
29 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the Second in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Thursday, May 29, 1947, at 900.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman  
Mr. Stanley Goodrich, (State)  
Col. C. C. Blakeney, (War)  
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The Board proceeded with its revision of the first draft of regulations, Sections II, III, and IV, and instructed the Secretary to have the agreed second draft of these sections ready for the next meeting on Tuesday, June 3, at 9:00 a.m.

The Board did not review in detail the previously revised Section I, but did agree to insert in line 1 of paragraph 10 thereof the words "a classification or", so that the paragraph will read "The determination that a classification or a higher classification than than previously assigned is necessary to provide adequate protection for the information."



May 29, 1947

SECTION II  
SECURITY CLASSIFICATIONS

1. NEED FOR CLASSIFICATION

Official information is of varying degrees of value to all nations, including any potential enemies of the United States, both internal and external, and, therefore, requires corresponding degrees of protection. Information should be examined and, if protection is required, graded in accordance with the degree of protection necessary.

2. NEED FOR UNIFORMITY

Uniformity of classification is a requirement for the proper safeguarding of classified information. Lack of such uniformity will cause inconsistencies in the handling of such information and a consequent loss of security

3. TOP SECRET INFORMATION

Certain information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

4. SECRET INFORMATION

Information, the unauthorized disclosure of which would endanger national security, or cause serious injury to the interests or prestige of the nation or any governmental activity thereof, or would be of great advantage to a foreign nation, shall be classified SECRET.

5. CONFIDENTIAL INFORMATION

Information, the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation or any government activity thereof, or would



cause unwarranted injury to an individual, or would cause serious administrative embarrassment or difficulty, or would be of advantage to a foreign nation, shall be classified CONFIDENTIAL.

6. RESTRICTED INFORMATION

Information, other than Top Secret, Secret, or Confidential, which should be classified but should not be published or communicated to anyone outside the Government without adequate clearance shall be classified RESTRICTED.

7. UNCLASSIFIED INFORMATION

Information requiring no protection and therefore not included in one of the aforementioned classifications shall be considered unclassified.

SECTION III

AUTHORITY TO CLASSIFY

1. TOP SECRET OR SECRET

The head of each executive department or agency shall ~~designate-as-authorized-to-classify-informa-~~ authorize to classify information as Top Secret or Secret only ~~tion-~~ those officials whose functional requirements are such that they must have that authority. Such authorizations must be held to the minimum number necessary to the performance of required activities and must be maintained at a high level within the agency.

2. CONFIDENTIAL OR RESTRICTED

Information may be classified as Confidential or Restricted by the drafting officer or the officer originating the material.



## SECTION IV

CLASSIFICATION OR GRADING1. GENERAL

Information shall be assigned the lowest classification consistent with its proper protection.

Overclassification must be avoided. It causes unnecessary delay in the transmission of documents and depreciates the importance of properly classified information.

Information of a classified nature originated by a foreign government shall be placed in the same or equivalent classification category as that in which it was placed by the originating government.

2. PREPARATION

Wherever practicable, the classifying official will place a notation on a classified document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or cancelled without reference to the originator. An exception to this rule may be made in the case of communications transmitted by electrical means in cryptographed form.

Documents, including extracts from classified documents, shall be graded according to their own content and not necessarily according to their relationship to other documents. Documents referring to classified information but not in themselves revealing any classified information should not be classified. Exceptions may be made to the foregoing in the case of communications transmitted by electrical means in cryptographed form.



The head of each agency shall issue supplementary regulations concerning the handling of communications transmitted by electrical means in cryptographic form and references thereto in other documents.

The classification of a file or group of physically connected documents shall be that of the highest graded document therein. Documents separated from the file or group revert to their individual classifications.

A document or article of material will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of material will bear only one overall classification.

### 3. LETTERS OF TRANSMITTAL

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

A classified letter of transmittal which does not in itself reveal any classified information may be declassified when the enclosures are removed. Such letters of transmittal should always bear a notation that they become declassified when the enclosures are removed. Such notation may be a part of the body of the transmittal letter or it may be typed or stamped on the letter itself.

### 4. UPGRADING

If the recipient of information believes that that the information is not sufficiently protected, he shall safeguard it in accordance with the classification he deems appropriate and shall bring his reasons for such



belief to the attention of the originator. When information is upgraded, the originator shall so notify all recipients of the documents.

5. REVIEW OF SECURITY CLASSIFICATIONS

The head of each executive department or agency shall be responsible for having a continuing review of the use of security classifications made throughout his agency or department in order to insure uniform and proper usage.



Informal Meeting  
28 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the First in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, May 27, 1947, at 1000.

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman  
Mr. Robert L. Bannerman, (State)  
Mr. Stanley Goodrich, (State)  
Col. Harry H. Mole, (War)  
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State) Secretary  
Mildred Finley, (State)



The Board discussed and revised Section I, "DEFINITIONS", of the first draft of the regulations, and instructed the Secretary to prepare a second draft of this Section before the next meeting. Consideration of the definition of "Custodian" was deferred until the Board discusses the sections in which the term appears.

It was decided that the Board would meet again at 9:00 a.m. Thursday, May 29, to discuss succeeding sections of the first draft and that further meetings of approximately two hours each would be held, not more than three times a week, for as long as necessary to secure what the Board deems an adequate draft for circulation to civilian executive agencies.



**SECTION I**  
**DEFINITIONS**

**1. INFORMATION**

Knowledge subject to being communicated.

**2. MATERIAL**

Document, device or substance by which information is made communicable.

**3. DOCUMENT**

Any form of recorded information.

The term "document" includes all printed, mimeographed, typed, photographed, photostated, drawn <sup>and</sup> ~~or~~ written material of all kinds; telegrams, cablegrams, radiograms, and other evidences of material transmitted by electrical means, sound recordings, charts, maps, drawings, and all other material, publications, and information reduced to visual evidence by any means whatsoever.

**4. DEVICE AND SUBSTANCE**

Any item of equipment or substance other than documents, complete, partial or in process of development and construction, including parts and partial developments that show features and design; models, mock-ups, fixtures, dies, components or accessories associated with subject material.

**5. REGISTERED DOCUMENTS OR DEVICE**

A Top Secret, Secret or Confidential documents or device, or Restricted Cryptographic document or device carrying a register number, short title and instructions to account for it periodically. The head of each agency should issue orders or directives <sup>to provide</sup> for the registration of Top Secret, Secret or Confidential documents or devices or Restricted cryptographic documents or devices for which periodic accountability is appropriate.

**6. CLASSIFIED INFORMATION**



**Classified Information, continued**

Official information which requires the assignment of a security classification (Top Secret, Secret, Confidential, or Restricted) in order to indicate the degree of protection necessary for its handling, distribution, and safeguarding.

**7. CRYPTOGRAPHIC MATERIAL**

All documents and devices employed in changing plain-language messages into unintelligible form and cryptographic messages into plain-language form, by means of codes and ciphers.

**8. CRYPTOGRAPHIC SECURITY**

The provision of technically sound cryptographic systems, their proper use, and their careful safeguarding. ~~All questions regarding any phase of cryptographic security should be directed to the Cryptographic Security Board, which is established by Executive Order No. \_\_\_\_\_ and charged with the establishing of cryptographic security standards and policies to achieve the maximum security of government communications.~~

**9. CLASSIFICATION OR GRADING**

The determination as to the degree of protection necessary for the handling, distribution and safeguarding of classified information. The categories of classification are Top Secret, Secret, Confidential, and Restricted.

**10. DECLASSIFICATION**

The determination that the necessity no longer exists for maintaining classification of the information.

**11. DOWNGRADING**

The determination that a lower classification than that previously assigned provides adequate protection for the information.



**12. UPGRADING**

The determination that a higher classification than that previously assigned is necessary to provide adequate protection for the information.

**13. MARKING**

The physical act of giving effect to the determination made as to classification, declassification, downgrading or upgrading. Such marking should include the date on which the determination was made.

**14. CUSTODIAN**



Minutes

18th Meeting  
28 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 704, 515 22nd St. N. W.  
on Tuesday, May 27, 1947 at 1000.

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman  
Mr. Robert L. Bannerman, (State), Alternate  
Mr. Stanley Goodrich, (State)  
Col. Harry H. Mole, (War) Alternate  
Comdr. Lawrence Gunther (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary  
Mildred Finley, (State)



The Board met to begin its preliminary draft of minimum standards for the handling and transmission of classified information in the executive agencies and departments of the Federal Government, pursuant to Executive Order 9835.

After a brief discussion of the problems faced in the preparation of this draft, it was agreed that best results could be accomplished by a series of informal meetings, and the Board adjourned to begin the first of these informal meetings.



UNCLASSIFIED

17TH Meeting

16 April 1947

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STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 704,

515 22nd Street, N. W.

on Tuesday, 8 April 1947 at 1000

MEMBERS PRESENT

Mr. Hamilton Robinson, Chairman (State)  
Mr. Robert L. Bannerman, Alternate (State)  
Col. C. C. Blakeney, (War)  
Comdr. L. W. Gunther, (Navy)

SECRETARIAT

Mrs. Ruth C. Barton, (State), Secretary  
Mrs. Mildred C. Finley, (State), Recorder



UNCLASSIFIEDITEM I, Serial No. 428, (4 April 1947), FUTURE OPERATIONS OF THE SECURITY ADVISORY BOARD.

The Secretary and War Member reported briefly on their visit to the Bureau of the Budget, in which the Budget had been apprised of the fact that the Security Advisory Board might have to request funds to carry out its part of Executive Order No. 9835.

A discussion followed regarding the possibility of a conflict of Board functions with the functions of the Civil Service Commission and the Federal Bureau of Investigation, should the Board be given enforcement power. It was agreed that there was little likelihood of conflict with these agencies in any circumstances.

COL. BLAKENEY stated that he felt the Board should submit a reply to SWNCC 252/7/D on the basis of a literal interpretation of Executive Order No. 9835, with no mention of enforcement powers at this time. He read a paragraph from the full report of the President's Commission on Employee Loyalty which stated: "Existing law imposes the responsibility for the conduct of internal affairs of each department or agency in the head thereof and principles of sound management require that the present arrangement be left undisturbed."

MR. ROBINSON agreed that enforcement powers should not be sought at this time and proposed that the Board should make it clear that the responsibility of the Board under Executive Order 9835 was regarded as being limited to drafting security rules and rendering advisory opinions thereon.

MRS. BARTON described recent conversations which she had had with SWNCC officials and Security Officers in other government agencies and departments. She pointed

17th Meeting



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out that the feeling seemed to be that the functions of the Board as they were approved by SWNCC remained substantially the same and that the Executive Order had merely added another function. MR. ROBINSON suggested that the Board might take this opportunity to relieve itself of other functions which it had thus far been unable to perform through lack of personnel and COMDR. GUNTHER agreed with this suggestion.

COL. BLAKENLY suggested that the Board's reply to SWNCC 252/7/D might be prepared along the following lines:

- a. In Executive Order No. 9835 the President had in effect relieved the Board of the function set forth in para. 3 b of SWNCC 252/4;
- b. The intent contained in the report of the President's Loyalty Commission makes it advisable that paragraphs 3 d and 3 f of SWNCC 252/4 likewise be eliminated;
- c. Executive Order No. 9835 makes the Board responsible for drafting rules on the handling and transmission of classified material. The Board believes that functions contained in paragraphs 3 a and 3 c are covered by this Executive Order;
- d. Since the Board is a subcommittee of SWNCC, the function outlined in para. 3 e should be continued.

MR. ROBINSON agreed that this plan was advisable and suggested that a statement regarding the inability of the Board to perform the survey and training functions in the past should be included as a part of the argument for the deletion of these functions. He proposed further that some statement should be included to the effect that



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if it appeared advisable upon completion of the security rules, SWNCC should give consideration to a suggestion that the implementation factor be included in the Executive Order. These proposals were agreed to by the War and the Navy Member.

A discussion of the advisability of requesting the assignment to the Board of one official, in addition to the Secretary and the stenographer, resulted in an agreement that there would be sufficient work for two officials and that this request should be included in the reply to SWNCC 252/7/D. MRS. BARTON suggested that departmental controversies might be avoided from the Board standpoint if the Board did not specify from which department this official was to be assigned, leaving that decision to the SWNCC Secretariat.

## THE BOARD:

a. Directed the Secretary to prepare a reply to SWNCC 252/7/D, substantially along the lines suggested by COL. BLAKENEY, together with the additions proposed by Mr. ROBINSON, and to clear the paper informally with the Board members.

ITEM II, Serial No. 429, (4 April 1947), REPORT OF THE POLICY PLANNING COMMITTEE OF THE LIBRARY OF CONGRESS.

MRS. BARTON stated that she had cleared the proposed letter to the Library of Congress with the three offices which MR. ROBINSON had named for this purpose at the last meeting and that the two State Department offices had no objection to the sending of this letter. The Central Intelligence Group, however, had regarded the sending of the letter as useless since the intent of the Committee Report seemed to them very clear. COL. BLAKENEY pointed out that the action from the Board was justified since the Military Intelligence Division was apprehensive about the wording of the Report.

17th Meeting



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He stated that the channel of the Military Intelligence Division to the Library of Congress was through the Security Advisory Board.

After some further discussion, THE BOARD:

- a. Approved Serial No. 429 without change.
- b. Directed the Secretary to prepare the letter for the signature of the Board members.

INFORMAL BUSINESS1. DECLASSIFICATION

COL. BLAKENEY reported that the War Department was not ready to present an official opinion as to the advisability of declassifying the material in the Commerce Clearing Office report for the use of the International Monetary Fund.

2. MINUTES OF SAB MEETINGS

After a discussion of the method of presentation of the minutes of the Board, it was decided that the present method of recording the minutes should be continued.

The meeting adjourned at 1135.



UNCLASSIFIED  
16th Meeting  
28 April 1947

COPY NO. 4

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 704  
515 22nd Street, N. W.  
on Monday, 31 March 1947 at 1000

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman  
Mr. Robert L. Bannerman, (State), Alternate  
Col. C. C. Blakeney, (War)  
Col. Harry H. Mole, (War), Alternate  
Comdr. L. W. Gunther, (Navy)

OTHERS PRESENT

Mr. A. Devitt Vanech, (Justice), (Item I only)  
Mr. James Welch, (Justice), (Item I only)  
Lt. Col. V. F. Field, (SWNCC), (Item I only)

SECRETARIAT

Mrs. Ruth C. Barton, (State), Secretary  
Mrs. Mildred Finley, (State), Recorder



UNCLASSIFIEDITEM I, Serial No. 414, (26 March 1947), FUTURE OPERATIONS OF THE SECURITY ADVISORY BOARD,

MR. ROBINSON asked for the opinions of the Security Advisory Board Members as to whether paragraph 2, Part VI, Executive Order No. 9835, entailed only the preparation of minimum security rules and regulations by the Security Advisory Board or whether an additional function of enforcement of these standards was implied. COL. BLAKENEY replied that there was no authority in the wording of the Executive Order for enforcement of the security regulations by the Security Advisory Board, but he added that there was no known existing agency for that purpose. MR. BANNERMAN pointed out that there was an obvious need for some agency to check the application of these standards from time to time if for no other reason than to determine if adjustment of minimum standards were needed.

MR. VANECH described briefly the work of the Commission in drafting the report to the President. He explained that it had been the thought of the Commission that since some agencies did not possess any security regulations or standards, the confidential information on personnel which would accrue to them as a result of the Executive Order might be subject to compromise. He emphasized the fact that some agencies and departments, such as the Department of Justice, were applying what would amount to maximum standards but that some smaller agencies which had never had access to classified information would not have any semblance of security regulations. He stated that he felt the entire program envisaged as a result of the Executive Order would be endangered if adequate security protection were not granted to the confidential information disclosed on certain personnel.



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MR. ROBINSON asked if MR. VANECH felt that the Board's functions contained any enforcement authority under Executive Order No. 9835. MR. VANECH felt that the Board would necessarily have to follow up on the recommendations. MR. ROBINSON pointed out, and COMDR. GUNTHER agreed, that the present directive to the Security Advisory Board could not be construed as giving the Security Advisory Board any right of enforcement of its "minimum standards".

MR. VANECH felt that the Security Advisory Board might well approach the Bureau of the Budget with the idea of obtaining funds for the operations which it planned as a result of the function given to it by the Executive Order. He mentioned the fact that the increased budget estimates for the Civil Service Commission and the Federal Bureau of Investigation were presently being prepared and that the Board's part in the implementation of this Executive Order should be introduced simultaneously, if it were to carry the weight of the Executive Order behind it.

Following a discussion of the interpretation of the Executive Order as it applied to the Security Advisory Board, MR. ROBINSON suggested that the Board should attempt to secure an official interpretation of the exact functions of the Security Advisory Board as soon as possible. MR. VANECH said that this might be advisable, but reiterated his statement that the Security Advisory Board should attempt to present their request for possible future funds to the Bureau of the Budget.

At this point MR. VANECH and MR. WELCH were excused from the meeting.

MR. ROBINSON stated that the interpretation of the Executive Order would seemingly have to come from the State-War-Navy Coordinating Committee in view of the fact that they were the parent organization of the Board. MR. BANNERMAN suggested that the Board draft a paper in answer to SWNCC 252/7/D in which the interpretation of the Executive Order 16th Meeting



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as understood by the Board would be set forth. SWNCC could then be asked to approve this interpretation. If they did approve the interpretation, the Board could then send forward the rules which had been drafted in reply to the presidential directive together with a suggested means of implementing Executive Order No. 9835. This might possibly mean an Executive Order applicable to the Board, removing it from SWNCC control and making it a separate agency. The Board agreed that this suggestion was the most feasible way of handling the problem. MR. ROBINSON stated that it would be a good idea if representatives from the Board were to contact the Bureau of the Budget in this regard and were to go on record as to the possibility of needing funds in the future. COL. BLAKENEY and MRS. BARTON were named to visit the Budget on this matter and report back to the Board.

A discussion of the future recommendation of the Board as to its own constitution, should SWNCC approve its interpretation of the Executive Order, followed. MR. ROBINSON suggested that an interdepartmental committee might be the best idea, with broadening of the membership to include several other agencies and departments. COMDR. GUNTHER felt that this interdepartmental committee might be in the same situation as the present Board with its membership of State, War, and Navy members.

MRS. BARTON pointed out that should the function of the Board be construed under Executive Order No. 9835 to be limited to drafting rules, the role of the Board in fulfilling any part of this Executive Order would be completed when the President had approved the rules. This would mean that there would be no body to interpret the rules or their application. COL. BLAKENEY stated that he could not see that any of the other functions listed in the present terms of reference of the Board could be carried out if the function of the Board was interpreted

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this narrowly. He said that the paper to SWNCC should point out that the Board could well carry out its function, if that function were only to draft rules, with the present Secretariat. If they were construed to be any more than this, the personnel would be insufficient.

LT. COL. FIELD asked if the Board had given any thought to querying the members of the President's Temporary Commission on Loyalty for their interpretation of the paragraph about the Board. MRS. BARTON pointed out that an interpretation by this Commission at this time would have no official weight.

After some further discussion, THE BOARD:

a. Directed COL. BLAKENEY and MRS. BARTON to inform the Bureau of the Budget that at some future date the Security Advisory Board might have need of funds with which to properly carry out the directive from the President in Executive Order 9835;

b. Directed the Secretary to draft a paper to SWNCC in response to SWNCC 252/7/D in which the Board interpretation of the Executive Order was set forth for confirmation by SWNCC;

c. Directed the Secretary to proceed with drafting of the rules as directed in the Executive Order in order that such rules might go forward to SWNCC at a later date.

ITEM II, Serial No. 382, (14 March 1947), REPORT OF POLICY PLANNING COMMITTEE OF THE LIBRARY OF CONGRESS.

MR. ROBINSON stated that he agreed with the intent of the change proposed by the Secretary to the report of the Policy Planning Committee but suggested that the words "to indicate the necessity for special safeguarding" might be deleted from her suggested change. He stated that he felt the use of these words would cause confusion since they indicated that there was some material bearing a

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security classification which did not require special safeguarding. The Board agreed that this deletion should be made.

MR. ROBINSON suggested that the proposed letter should be cleared with the Central Intelligence Group, the office of the Special Assistant for Research and Intelligence, Department of State, and the Division of Foreign Activity Correlation, Office of Controls, Department of State, before being sent to the Library of Congress and the Board agreed with this proposal.

## THE BOARD:

- a. Approved Serial No. 382 subject to changes made at the meeting;
- b. Directed the Secretary to clear the letter with the offices named by the Chairman.

ITEM III, Serial No. 404, (20 March 1947), RECOMMENDATION BY THE CIVIL AERONAUTICS ADMINISTRATION REGARDING DECLASSIFICATION.

MRS. BARTON informed the Board that Mr. Arthur L. Catudal, Airway Engineer, Civil Aeronautics Administration, had waited for a considerable time in order to present this case personally to the Board, but had found it necessary to leave before Item I on the agenda had been completed. She said that she would discuss the entire matter with him personally on the following day and give the Board any further information which he could supply.

COL. BLAKENEY furnished the Secretary with copies of declassification notices which had been issued by the Air Corps and stated that he felt that on the basis of this material, the Civil Aeronautics Administration could apply to the respective services and get approval of similar declassification.

COMDR. GUNTHER stated that the Navy had done nothing on this matter.

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THE BOARD:

a. Directed the Secretary to explore this matter with the Civil Aeronautics Administration and present any further problem in this connection to the Board at its next meeting.

ITEM IV, Serial No. 412, (24 March 1947), TOP SECRET CONTROL PROCEDURE.

MR. BANNERMAN suggested that transmittal of the forms on Top Secret Control Procedure should wait until the rules which the Board was to promulgate had been drafted. MRS. BARTON stated, and COL. BLAKENEY agreed, that the "minimum rules" on security would not go into the detail of forms such as these. She further stated that the Board had already committed itself to the sending of these forms in a previous letter to Security Officers. MR. BANNERMAN withdrew his objection.

THE BOARD:

a. Approved Serial No. 412 without change.

The meeting adjourned at 1230.



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28 February 1947

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

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STATE-WAR-NAVY COORDINATING COMMITTEE  
SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 711,  
515 22nd Street, N.W.  
on Thursday, 27 February 1947 at 0930

MEMBERS PRESENT

Mr. E. T. Anderson, (State-Acting)  
Col. C. C. Blakeney, (War)  
Comdr. L. W. Gunther, (Navy)

SECRETARIAT

Mrs. Ruth C. Barton, (State), Secretary



UNCLASSIFIEDITEM I, Serial No. 276, (3 February 1947), CLASSIFICATION, DECLASSIFICATION, AND DOWNGRADING OF AERIAL PHOTOGRAPHS.

MRS. BARTON said that she had had a letter from the War Member of the Board which stated that the current classification map of the United States, mentioned in Serial No. 276, should serve as the authority and the guide for the future classification of aerial photography as well as the reclassification or declassification of existing aerial photography. She stated further that the brief statement of the Navy Member did not seem to give a full reply to Serial No. 276.

COMDR. GUNTHER described in detail his experiences in the Navy Department while trying to discover if the map had ever been agreed to by the Navy Department. He stated that the Navy Department felt very strongly about the declassification of existing aerial photographs without proper coordination. He said that he had been unable to discover any authority for the understanding that the classification map was an agreement between Army and Navy.

COL. BLAKENEY said that he had been informed by the Map and Photo Branch, G-2, that the classifications of various Naval installations had been agreed to by the Naval District Commandants concerned. He said that it was evident there had been some lack of coordination between the two departments on the map. He agreed to attempt to secure the coordination from the Army office concerned. COMDR. GUNTHER stated that he would be glad to personally take the classification map to the appropriate offices in the Navy Department and attempt to get their approval of it.

MRS. BARTON asked if civilian agencies had the same rights of declassification of aerial photographs in their possession as they had of documents. COMDR. GUNTHER said

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that they did and COL. BLAKENEY agreed with him.

The Board:

- a. Agreed that the War and Navy Members should try to secure coordination of the classification map within their departments;
- b. Postponed any further discussion of the policy on declassification of aerial photographs until the coordination had been effected.

ITEM II, Serial No. 286, PROCEDURE FOR HANDLING SECURITY MATTERS PERTAINING TO NONMILITARY FEDERAL DEPARTMENTS AND AGENCIES.

COMDR. GUNTHER stated that a letter was presently being mimeographed in the Navy Department which would satisfactorily explain the types of security matters which should be sent through the Security Advisory Board. He explained that this memorandum would rescind the paper, the wording of which had caused so much confusion, as well as the original memorandum which had been issued in 1944.

At the request of MR. ANDERSON, COMDR. GUNTHER read a copy of the memorandum which had been finally approved in the Navy Department. He explained that the explanatory paragraph had been originally proposed as a note to the memorandum, but that Admiral Nimitz had thought it was so important to the meaning that it was being included as an integral paragraph of the memorandum itself.

MRS. ERTON stated that she had been asked by the Civil Affairs Division whether they should come through the Security Advisory Board on the declassification of documents which had originated in civilian agencies. She said that she had asked that they go to the agencies directly,

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in view of the lack of personnel of the Board, but that she felt the terms of the AG memorandum issued as a result of SWNCC 335 could certainly be interpreted to mean that the Civil Affairs Division should use the channels of the Board. She asked the Board if she might direct the Civil Affairs Division, and other inquiring offices, that the Board be used only on occasions outlined in the Navy memorandum. The Board agreed that this would be advisable.

ITEM III, Serial No. 320, (14 February 1947), FURNISHING OF RESTRICTED REPORT TO THE INTERNATIONAL MONETARY FUND.

MRS. BARTON received by phone the official expression of opinion from the Fiscal Office of the Navy Department and reported to the Board that the Navy Fiscal Office had no objection to the release of this information to the International Monetary Fund. COL. BLAKENEY said that the War Department objected to furnishing this report in a Restricted classification to the requesting office. He felt that the document should be declassified before being furnished to the International Monetary Fund.

COMDR. GUNTHER said that he agreed with COL. BLAKENEY and would so recommend when the letter from the Fiscal Office came to him for action. Both COMDR. GUNTHER and COL. BLAKENEY felt that the information contained therein could probably be declassified, and when declassified, that the International Monetary Fund could be furnished with copies. It was agreed that the War and Navy members would attempt to find out if the information could be declassified, and the Secretary would inform the Department of Commerce of the decision in this matter.

The Board:

- a. Directed the Secretary to inform the Security Officer of the Department of

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Commerce of the decision of the Board with respect to furnishing the information to the International Monetary Fund and attempting to secure opinions on the declassification thereof.

ITEM IV, Serial No. 333, (19 February 1947), DECLASSIFICATION PROGRAM IN THE FEDERAL GOVERNMENT.

MR. ANDERSON said that he could not see that the Board could take any effective action or make any concrete suggestions on the information contained in the declassification surveys submitted by the Secretary, as long as the present lack of personnel existed. The other members of the Board agreed with this statement.

The Board:

- a. Agreed that Serial No. 333 and previous papers on the same subject should be noted and filed until such time as more personnel were available to the Board.

INFORMAL BUSINESS

1. CLASSIFICATION, DECLASSIFICATION, AND DOWNGRADING PROCEDURES.

MRS. BARTON stated that she had distributed two hundred fifty-two copies of SAB 7, in addition to the original distribution, to various offices and bureaus in government departments. She stated further that the comments which had been received indicated a considerable degree of enthusiasm.

MR. ANDERSON said that he had this date sent a letter of appreciation to the office which had been responsible for the printing of SAB 7 and the Board members agreed that this gesture was in order.

MRS. BARTON stated that she had been advised that there was some controversy in the Department of Commerce regarding one provision of SAB 7 which stated that the office which



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had absorbed another office had the right of declassification on documents originating in the dissolved office. She asked the Board for confirmation of her belief that the office in the Department of Commerce which had absorbed functions of the Foreign Economic Administration had the right of declassification over FEA documents. The Board confirmed this statement.

2. CHARTER FOR THE SECURITY ADVISORY BOARD.

COL. BLAKENEY said that he had been asked for comments on SWNCC 12/13 by the Director of Intelligence and had prepared a reply recommending that the Director should press for deletion of paragraph 4b of the Charter and should recommend the substitution of another function in lieu of paragraph 4c to read, "Draft and keep current minimum rules applicable to the handling and/or transmission of all classified documents or information within non-military Government agencies." After considerable discussion of the proposed charter, the Board agreed that it was to the best interest of the Board that all Board members should press for adoption of SWNCC 12/13 as changed by COL. BLAKENEY.

In the discussion of the personnel situation in the Board, it was brought out by COL. BLAKENEY that once SWNCC had approved the charter of the Security Advisory Board as changed, the Board could ask for the personnel without reference to SWNCC 252/5 and SWNCC 252/6. COMDR. GUNTHER stated that he would make every effort to secure the Navy officer requested for the Board, when the charter (SWNCC 12/13), as changed by COL. BLAKENEY, had been approved by SWNCC.

3. REPORT OF POLICY PLANNING COMMITTEE  
OF THE LIBRARY OF CONGRESS.

COL. BLAKENEY stated that the War Department had been considerably worried about the recommendations made in a report

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by the Policy Planning Committee of the Library of Congress, dated December 10, 1946. He stated that this group had recommended that a national plan of acquisition be put into effect by which at least two copies of all material of value in connection with national security should be secured--one copy to be stored in a National Research Library in Washington and the other outside of Washington in a non-federal library.

MRS. BARTON stated that she had discussed this matter with the Security Officer of the Library of Congress when COL. BLAKENEY had called about it previously and that the Security Officer had informed her that there were later reports in this series and that it was still in draft form. She asked the Board if she should request the latest copy of this report in order to determine if the recommendation in question were still in the latest recommendations. COL. BLAKENEY said that he thought this should be done, and that the Secretary might also determine what was meant by "material of value to national security". He pointed out that there were some instances when the wording of such reports was not specific as to security terms. The Board members agreed that advisory opinions on this matter should be expressed to the Library of Congress if this recommendation were still in effect.

4. SECURITY CHART.

MRS. BARTON informed the Board that a representative of the National Archives had called at the office during the week to present a flow chart of the various security agencies in Washington for approval as to the place of the Board in the picture. She had approved it so far as the Board was concerned and had requested additional copies for the information of the Board.

The Board adjourned at 1145.

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

14th Meeting31 January 1947STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 711,  
515 22nd Street, N.W.  
on Thursday, 30 January 1947 at 1000

MEMBERS PRESENT

Mr. E. T. Anderson, (State-Acting)

Col. C. C. Blakeney, (War)

Comdr. L. W. Gunther, (Navy)

SECRETARIAT

Mrs. Ruth C. Barton, (State), Secretary



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MRS. BARTON stated that Joint Security Control had proposed that the definition for REGRADE be eliminated from the paper as being superfluous. The Board agreed that the definition was unnecessary, since definitions had been included for CLASSIFY, DECLASSIFY, DOWNGRADE, and UPGRADE. Other minor changes in Section I were approved without comment.

An official from a government agency who had reviewed the regulation had pointed out that the wording of one section regarding the use of classifications to expedite handling and the wording of another section regarding overclassification were in direct contradiction. MRS. BARTON proposed that the wording of line 13, paragraph 3, Section II, be changed to read, "Similarly, classifications should not be placed on documents ~~with-any-idea-of-expediting~~ for the purpose of exaggerating their handling importance, etc." The change was approved, with the exception of the word, "exaggerating" which was changed to "overemphasizing" at the suggestion of COL. BLAKENEY.

MRS. BARTON stated that she had been receiving some actual experience in declassification during the past two weeks as she worked with the records of the Office of Defense Transportation. She explained that in view of that actual experience and on the basis of personal conversations with numerous Security Officers, she considered it necessary to include a paragraph regarding records which had misleading classifications and records which could not be declassified from an administrative standpoint. That suggestion had likewise been made by the Security Officers of the Department of Labor, National Labor Relations Board, Veterans Administration, Selective Service

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System, and the Bureau of the Budget. The Board approved the paragraph suggested by the Secretary, after some discussion of the problem which it covered.

The change in paragraph 4 d, Section II, had been proposed by the Navy Member of the Board. COMDR. GUNTHER stated that this change was proposed to eliminate the necessity for notifying all the holders of the document. The change was approved.

The Civilian Production Administration, MRS. BARTON stated, had had the most extensive experience of any of the government agencies in conducting a declassification program. At the suggestion of the Security Officer of that agency, she proposed that new paragraphs be added at two places in the paper to emphasize the fact that declassification precedents could be established quite readily when sufficient documents of one type had been submitted to the security authorities. COL. BLAKENEY felt that this change was advisable and might offer some measure of encouragement to the declassification authorities. The Board approved the addition of the two new paragraphs.

MR. ANDERSON stated that the paragraph which had been included on "State-War-Navy Telegrams and Cables" had been previously cleared within the departments and no comments were necessary on the substance of this paragraph.

MRS. BARTON stated that the failure to include a section on "Indexing" should be remedied in this final draft, and the Board approved her suggested paragraph.

After considerable discussion of the means by which agencies might be able to accomplish notification to all holders of a declassified document, the Board agreed that a paragraph emphasizing the impor-

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tance of such notifications was advisable. It was the general consensus of opinion that the Board might conceivably play a much larger part in this function if it were provided with a staff, but at the present time, it would not be possible to undertake anymore than had been specified in the regulation.

COMDR. GUNTHER proposed that a statement be added at the end of the section on DESTRUCTION that declassified material should be disposed of in the same manner as non-classified data. The Board approved this addition, provided the last part of the paragraph was broken into two paragraphs as suggested by COL. BLAKENEY.

MRS. BARTON stated that the regulation as approved contained no provisions for the declassification of aerial photographs, which would be a considerable problem in some civilian agencies, e.g., Agriculture, Civil Aeronautics, Interior, Tennessee Valley Authority, etc. COL. BLAKENEY stated that the aerial photography map, issued by the Army Map Service on 16 December 1946, provided for the future classification of all aerial photographs. He had discussed the application of the map with the section of MID which had jurisdiction therein and had received the determination that the map could serve as authority for the declassification and downgrading of all existing aerial photographs. COL. BLAKENEY stated that he understood that this map had been agreed to by the Navy also. COMDR. GUNTHER stated that he could not give a ruling on this matter until he had made formal inquiry in the Navy Department. He suggested that MRS. BARTON send a memorandum to him on this subject and he promised to expedite the request when it came over to him.

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COL. BLAKENEY suggested that a paragraph be inserted between subparagraphs e and f, paragraph 3, Section III, of the regulation to the effect that a policy regarding the declassification of aerial photographs would be issued at a later date. This proposal was agreed to by the other members of the Board.

## THE BOARD:

- a. Approved Serial No. 198 subject to changes suggested in Serial No. 269 and approved by the Board at the meeting;
- b. Directed the Secretary to forward the approved copy to a reproduction unit as soon as possible and issue the printed document as SAB 7;

ITEM II, Serial No. 248, (16 January 1947), DECLASSIFICATION PROGRAM IN THE FEDERAL GOVERNMENT.

COL. BLAKENEY proposed that discussion on Serial No. 248 be postponed until the next meeting in view of the fact that there had not been time for the members to work on it.

## The Board:

- a. Agreed to postpone discussion of Serial No. 248 until the next meeting.

INFORMAL BUSINESS

1. REQUEST FROM U.S. GEOLOGICAL SURVEY FOR CLASSIFIED WAR DEPARTMENT MATERIAL.

MRS. BARTON informed the Board that the officials who had requested this material from the War Department had advised the Security Officer for the Department of the Interior that it might not be necessary for them to have the material. Determination in this matter would be made within a few days.

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UNCLASSIFIED2. SHOWINGS OF THE STATE DEPARTMENT SECURITY FILM.

MI-5, subject as above, was discussed by the Board. MR. ANDERSON explained that it was not the purpose of the Board to sponsor the film at all but merely to offer the Security Officers an opportunity to see it. He described an effort which he was making to have certain security material made available to the Security Officers upon requisition. The Board approved this project.

The meeting adjourned at 1140.



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COPY NO. 4

13th Meeting

17 January 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 711,  
515 22nd Street, N.W.  
on Thursday, 16 January 1947 at 1030

MEMBERS PRESENT

Mr. E. T. Anderson, (State-Acting)

Col. C. C. Blakeney, (War)

Lt. Comdr. David H. Nutt, (Navy-Acting)

SECRETARIAT

Mrs. Ruth C. Barton, (State), Secretary

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RESTRICTEDITEM I, Serial No. 182, (10 December 1946), SECURITY CHECKS

MR. ANDERSON stated that action on Serial No. 182 had been postponed from the previous meeting in order that the War and Navy Members might consider the matter further. He reiterated his belief that the matter set forth in Serial No. 182 was of primary concern to the military services.

COL. BLAKENEY said that he had not changed his opinion, as stated at the 11th Meeting of the Board, that no agency of the War Department should furnish classified information to an agency of the federal government which could not offer security clearances for its personnel. He stated that such a position, if taken officially by the War Department, would probably mean that on all classified information furnished to such civilian agencies, a list of the personnel who would have access to the information would have to be furnished for security checks. The mechanics of such a procedure would entail considerable work.

MR. ANDERSON asked LT. COMDR. NUTT if the Navy had reached any conclusion on this matter. LT. COMDR. NUTT stated that he had not been able to check on the status of this paper in view of his recent assignment to the Board.

COL. BLAKENEY suggested that the paper be withdrawn from the agenda in view of the fact that action thereon had become a matter for the Army and Navy to decide. The Board agreed with this suggestion.

MRS. BARTON stated that a function regarding security clearances was still being maintained on the charter of the Board and that SAB 3 was still in effect, even if few agencies could comply with its provisions. She asked if the Board believed that action should be taken to eliminate the stated function from the Board charter and to revoke the provisions of SAB 3. MR. ANDERSON suggested that no action be taken to eliminate the function regarding personnel security clearances until the report of the Commission on Employee Loyalty had been sub-



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mitted to the President. The Board agreed with this suggestion. COL. BLAKENEY said that he believed the Secretary should require from the Security Officer in every case of submission of names to the Board a certification as to the type of classified work the individuals were doing. He stated that the names should then be separated as to whether the classified work was of interest to the Army or to the Navy and then forwarded to that service for checks. MR. ANDERSON inquired whether this procedure had not failed previously, but COL. BLAKENEY explained that no cases had actually been submitted previously and that the results might be different with this approach.

## THE BOARD:

- a. Deleted Serial No. 182 from the agenda;
- b. Directed the Secretary to forward to the appropriate service any requests which she might receive for name checks.

ITEM II, Serial No. 223, (7 January 1947), SECURITY SURVEYS.

MR. ANDERSON stated that the outline for security surveys had been adapted from outline which had been prepared by a representative of the State Department Security Office for use in surveying the security of State Department buildings. He added that the Secretary had cleared the outline with the Public Buildings Administration and the interested office in the Military District of Washington.

COL. BLAKENEY suggested that the name of the Security Officer should be typed on the first page of the survey report as a matter of additional interest. The Board agreed to this addition. COL. BLAKENEY asked if there should not be some reference to the doors of a basement or ground floor. MRS. BARTON replied that para. 2 a (2) would cover this,

With regard to the section on PASS SYSTEM, COL. BLAKENEY felt that there should be provisions to take care of "sign out" procedures in government buildings on nights, Sundays, and holidays. MRS. BARTON suggested that some provision should be incorporated in the outline to ascertain the types of property passes used, and COL. BLAKENEY added a provision to ascertain whether passes were appropriately cancelled



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upon separation of an employee from the agency. The suggestions made on this section were approved.

COL. BLAKENEY questioned the use of the word "proper", pertaining to security measures, as being too indefinite, and LT. COMDR. NUTT suggested the deletion of the word in the paper. This suggestion was approved. COL. BLAKENEY suggested that the Board should be more definite as to what type "alarm" was meant in para. 2 g (4) and the Board agreed that this question should be more clearly stated. A further suggestion by COL. BLAKENEY that provision for the registration of safe combinations should be included was approved.

MRS. BARTON stated that the survey outline, as approved, would become the basis for the work of a Survey Officer, should such an officer be assigned to the Board. If the officer should not be assigned, the outline would be forwarded to Security Officers as a basis for security surveys in their own agencies.

## THE BOARD:

- a. Approved Serial No. 223 subject to changes made at the Meeting;
- b. Directed the Secretary to file the survey outline until such time as eventual determination on the request for additional personnel to the Board was known;
- c. Directed the Secretary to forward corrected copies of Serial No. 223 to recipients of the original document.

ITEM III, Serial No. 232, (9 January 1947), CLASSIFICATION, DECLASSIFICATION, AND DOWNGRADING PROCEDURES.

COL. BLAKENEY stated that he did not agree that the regulations of the Security Advisory Board should be written in such specific detail as had been suggested by a State Department representative. He sketched briefly the situation which might exist in a government agency where bureaus and offices were not on the level which had been the basis for the proposed amendment. LT. COMDR. NUTT agreed that the regulations of the Board should set a high general standard

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