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CENSUS:

Population Division	None 1/3 Army 1/4 Navy Balance U.S.Public Health & Selective Service

WEATHER BUREAU:

21 cases
6 cases Army
3 cases Navy

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A. What is the approximate amount of classified material in your organization?

OFFICE OF INTERNATIONAL TRADE:

1. Background material for trade agreements negotiations scheduled for spring 1947 - approximately 75 4 Dr. Cabinets
2. Commercial Intelligence Division 850,000 records
3. Records Retirement Section, O.I.T., established to handle files of former FEA pending ultimate disposal 1,500,000
4. Program Coordination Staff - Commodities Branch 40 4 Dr. Cabinets
5. Miscellaneous: No physical inventory of the records but are estimated to total SEVERAL HUNDRED 4 Dr. Cabinets; classified material varies with activity and ranges from 2% Commodities Branch to about 50% in files of Policy Staff. These records composed of reports received from U. S. Foreign Service. Current rate of receipt of this material is approximately 8000 DOCUMENTS PER MONTH and several copies of each are distributed through OIT 25% is classified material.

OFFICE BUSINESS ECONOMICS: 4 4 Dr. Cabinets

CENSUS: Geography Division — 3000 aerial photos
Population Division — 1 Dr.
Foreign Trade Division — 80 export declarations; 150 import entries covering shipment of uranium and thorium

International Statistics — 26 pieces

STANDARDS: 36,000 classified considerable material, film records, test data, etc.

PATENT OFFICE: Practically all material in process is handled as secret material; not classified because of military interest, but as an operation condition.

DOMESTIC COMMERCE: 12 4 Dr. Cabinets

COAST & GEODETIC SURVEY: 20 Cubic Feet, consisting of records reports file.
100,000 aerial photos
25,000 aerial negatives
100 confidential charts

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A. What is the approximate amount of classified material in your organization?

CIVIL AERONAUTICS ADMINISTRATION:	2060 File Drawer (515 4 Dr. Cabinets)
OFFICE OF TECHNICAL SERVICES:	
T.I.I.D.	1000 Reports
N. I. C.	1 Cabinet
I.R.D.D.	30 Cabinets
WEATHER BUREAU:	32 4 Dr. Cabinets

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

Q. OFFICE OF INTERNATIONAL TRADE:

Our various divisions all seem to recognize the need for some simplification of the declassification process. The following suggestions have been received:

1. Each government agency should distribute to all agencies lists of its various studies, reports, etc., which have been declassified so that other departments will know that the sources are now unrestricted.

2. Blanket declassification after the lapse of a period of time of documents originated by certain agencies, particularly agencies which no longer exist. Along the same line, the length of time for which material should be considered classified might be determined according to the content, rather than according to the agency which originated it. For instance, studies containing economic information might be considered eligible for automatic declassification after the lapse of one or two years, whereas, documents containing economic policy could be restricted for a greater length of time or perhaps even require individual consideration.

b. CIVIL AERONAUTICS ADMINISTRATION:

This administration as a civil agency has little need to classify its self-initiated documents except in the cases of a few purely administrative matters which have no relation to national security. Practically all our classified material has been or is being classified because the Army or Navy has a substantial interest in the subject matter. Therefore, if a few clear cut and generalized directives could be obtained from the military, our problem of declassification would be greatly simplified, and it would obviate the necessity of carrying on an endless exchange of correspondence on specific projects and minutiae. As our suggestion, the directives could take the following forms:-

(1) Declassification of our civil activities by areas, i.e. Continental United States, Hawaii, Alaska, Aleutians, Caribbean, Etc.

(2) Declassification of certain activities in restricted areas by categories of activities, i.e. airways, airports, radio ranges, communication stations, etc.

(3) Declassification of certain activities in restricted areas by categories of activities after completion of any of the following phases of establishment:

(a) engineering (b) construction (c) flight inspection, final ground inspection, etc.

(4) Declassification of certain activities in restricted

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H. Continued

(4) continued:

areas by categories of activities after facilities have been commissioned and in operation for a certain period of time, i.e. after airways, airports, communication stations, etc. have been in operation three months, six months, etc.

(' COAST AND GEODETIC SURVEY:

Much of the material still under classification in the Bureau consists of charts, maps and reports prepared by the Bureau or by the Army and Navy covering areas and subjects that were important to the conduct of the war. Some of this material has already been declassified by the armed forces, but there still remains a considerable amount which is in a confidential status. As regards data pertaining to triangulation stations, bench marks, etc., the Chief, Seacoast Defense Projects Branch, Planning Division, Army Service Forces, has indicated that such data originally classified as confidential concerning stations within one mile of a military installation should still be so classified. As regards air photographs it is understood that the Combat Intelligence and Training Group of the Army Air Forces will soon issue a map showing the classification of aerial photographs which is likely to remain unchanged for some time.

d. OFFICE BUSINESS ECONOMICS:

Judging from past experiences regular contact with classification authorities in the War and Navy Departments is essential to working out a declassification program.

e CENSUS:

It is suggested that the agencies originally placing a security classification on material make a survey of the classified material which they have distributed according to their records, and reissue a series of notices granting automatic declassification at regular intervals.

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C. What percentage, approximately, of classified materials originated by your organization can now be destroyed?

D. What percentage, approximately, of classified material received from other organizations can now be destroyed?

OFFICE OF INTERNATIONAL TRADE:	Apparently very little material now on hand can actually be destroyed.
BUSINESS ECONOMICS:	C. 5% D. Almost none of classified material receives from other organizations is now eligible for destruction.
CENSUS:	C. None D. None
STANDARDS:	C. 30% D. None
DOMESTIC COMMERCE:	C. None D. 2 Draws Only
COAST & GEODETIC SURVEY:	C. None D. None
CIVIL AERONAUTICS ADMINISTRATION:	C. 23% D. 2%
OFFICE TECHNICAL SERVICES:	
T.I.I.D.	C. None D. None
I. R. D. D.	C. Will decrease about 12% a year
N. I. C.	C. None D. None
WEATHER BUREAU:	C. 21% D. It is estimated that from 25% to 30% can be destroyed when authority for declassification is received from the originating agencies.

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E. Approximately how many documents are currently being calssified in your organization?

OFFICE OF INTERNATIONAL TRADE:	
Program Coordination Staff	120 month
Commercial Intelligence Division	750 month
Other	80 month
BUSINESS ECONOMICS:	
Quarterly report only	1 report
CENSUS:	None
STANDARDS:	200 month
COAST & GEODETIC SURVEY:	All air photos of important harbors and areas within 5 miles of a military or naval reservation.
CIVIL AERONAUTICS ADMINISTRATION:	2140 month
OFFICE OF TECHNICAL SERVICES:	Negligible
WEATHER BUREAU:	There is no appreciable amount of material being classified currently from the military security angle, - possibly two or three communications daily.

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F. What types of classified material are located in the files of your organization?

OFFICE OF INTERNATIONAL TRADE:	Current files are primarily economic in nature; also have political significance.
OFFICE OF BUSINESS ECONOMICS:	Information and data relative to the foreign transaction of the U. S. Government.
CENSUS:	Scientific & Economic
STANDARDS:	Scientific & technical
DOMESTIC COMMERCE:	Statistical or economic
COAST & GEODETIC SURVEY:	Scientific
CIVIL AERONAUTICS ADMINISTRATION:	Administrative, engineering, scientific, pditical, economic.
TECHNICAL SERVICES:	Scientific, industrial, economic technology, engineering.
WEATHER BUREAU:	Scientific

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

OFFICE OF INTERNATIONAL TRADE:	A certain amount of declassification has been attempted. Divisions have made no concrete effort to develop a procedure. A few documents declassified by arrangement with originating agency.
BUSINESS ECONOMICS:	War and Navy gave cooperation when reducing classification of data submitted from "Secret" to "confidential"and "restricted".
CENSUS:	None
STANDARDS:	None, except occasionally as the military services declassify projects.
PATENT OFFICE:	No, except to the extent that some material is declassified by the military; taken from super-secret categories and handled under ordinary operating secrecy.
CIVIL AERONAUTICS ADMINISTRATION:	A declassification undertaking was activated in this administration about 6 months ago through the appointment of Mr. R.D. McCree as CAA Security Officer by the Administrator of Civil Aeronautics. For the greater part, declassification has proceeded in accordance with the general procedures outlined in the Office of the Publication Board's memo of March 6,1946. In a few cases where classification was made by military direction, authorization has been received from the initiating agency to declassify certain correspondence and publications. In a number of other instances, paralleling action was taken by this administration in declassifying certain activities likewise declassified by the Army & Navy.

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

OFFICE OF TECHNICAL SERVICES:

I. R. D. D.	Yes, under Chief of Division and Army Regulation AR-350-5
T. I. I. D.	No declassification actually taking place as TIID relies upon the T.I.O.A., for declassification of documents and reports.
N. I. C.	No.

WEATHER BUREAU: Most of the material which was classified as a requirement of wartime meteorological security is being declassified under authority of our circular letter 64-46 dated July 25, 1946, copy attached. Material from other agencies is being declassified from time to time as authorization is received from them.

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Security Regulations under which Bureaus are now operating:

Weather Bureau

Circular Letter #64-46 (copy attached)

Domestic Commerce

Those prescribed by Bureau of Foreign & Domestic Commerce

Office of Business Economics

Operating under the general security provisions and regulations issued by O.W.I. in 1944.

Census

Security classification issued by Department of Commerce (Copy attached)

Standards

General Security Provisions of Army & Navy regulations.

Office of Technical Services

Army 380-5, Navy, and Department of Commerce.

Office of International Trade

Administrative Order #12 -O.I.T. (Copy attached)

Coast and Geodetic Survey

No specific security regulations under which Bureau is presently operating. Material which Army and Navy or other government agencies desire to be held confidential is so held.

Civil Aeronautics Administration

1. Office of War Information Regulation #4, issued September 1942- Amended November 13, 1942.

2. Army Regulation #880-5 dated March 15, 1944

3. Security Advisory Board Memorandum #9-1945 dated January 31, 1945

4. Memorandum dated March 6, 1946. Subject "Declassification Procedures", from Office of the Publication Board.

Attachments.

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COPY

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

Circular Letter

April 27, 1942

TO HEADS OF BUREAUS:

In order that proper attention and consideration shall be given to and appropriate safeguards provided for secret and confidential communications, the following instructions are issued:

Generally speaking, communications may be grouped in two classifications, "Free Matter" and "Classified Matter".

"Free Matter" includes all documents whose existence or contents are known or may be made known to the general public, and requires no special safeguarding.

"Classified Matter" is grouped into three categories as follows:

(1) Secret: Of such nature that its disclosure might endanger the national security, or cause serious injury to the interest or prestige of the United States or any government activity thereof.

(2) Confidential: Of such nature that its disclosure, while not endangering the national security, would be prejudicial to the interest or prestige of the United States or any government activity thereof.

(3) Restricted: Of such nature that its disclosure should be limited for reasons of administrative privacy, and reasonable effort made to prevent disclosure to persons or agencies either in or outside of the government who have no official interest in the matter.

RESTRICTED: As a general rule replies (original and all carbon copies) to correspondence marked "Restricted" should also be classified where identified in the same manner. However, there may be instances where the replies may be considered as "Free Matter", and it is possible that certain matters may be discussed in the reply which would justify placing the matter in the category of "Confidential", or even "Secret", in which cases the incoming letter and the reply, including all copies, shall be handled in the manner prescribed for those categories. "Restricted" matter may be

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filed in the regular files in the same manner as "Free Matter" and its transmission from one office to another within the Commerce Building by messenger will not require sealed envelopes. "Restricted" matter being transmitted to Commerce offices or to other government departments or offices outside the Commerce building or to the public, either by the regular postal system or by the Post Office mail and messenger service, shall be in a sealed envelope clearly marked "Restricted".

CONFIDENTIAL: Replies (originals and all carbon copies) to correspondence marked "Confidential" should as a general rule be marked "Confidential" unless for certain special reasons the contents of the reply introduces new matter or involves additional factors which would justify classification as "Secret", in which case the incoming letter and the reply, including all copies, shall be handled in the manner prescribed for that category. Confidential matters should not be filed in the cross reference to the general files. Confidential matter being transmitted from one office to another Commerce office, whether in the Commerce Building or in other buildings, must always be in a sealed envelope and accompanied by a routing slip, copy of which should be retained by the transmitting office, and care should be exercized to see that the confidential matter is not opened by or referred to any unauthorized person. The envelope and routing slip should both be conspicuously marked "Confidential". Confidential matter being transmitted to other government departments or offices, or to the public, whether by the regular postal system or by the Post Office mail and messenger service, shall be in a sealed envelope clearly marked "Confidential".

SECRET: Replies (originals and all carbon copies) to all communications marked "Secret" should be identified and clearly marked in the same manner. Secret matter should not be filed in the general files, but a special file should be provided with an appropriate aross reference to the general files. If practical, to do so, the files containing secret documents should be maintained in the office of the head of the bureau and kept under lock and key at all times, with only authorized persons having access thereto. A list should be maintained by the head of the bureau of those authorized to have access to secret files, and the person in charge should be instructed to permit no others to have access thereto. Secret matter being transmitted from one office to another Commerce office, whether in the Commerce Building or in other buildings, must be in a sealed envelope with a routing slip in duplicate, one of which shall serve as a receipt to be returned to the transmitting office. The envelope and routing slip should both be conspicuously marked "Secret". Secret matter being transmitted to other government departments or offices or to the public, whether by the regular postal system or by the Post Office mail and messenger service, shall be contained in two envelopes, the inner envelope to be properly addressed and conspicuously marked "Secret"; and the outer envelope to be

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conspicuously marked "Restricted". No one should be permitted to open an envelope marked "Secret" except the person to whom it is addressed or one designated by him to open such mail.

This grouping of classified matter conforms with practices followe by the War and Navy Departments, and other war agencies. The State Department, however, uses slightly different terminology; replies to communications received from that Department or from any other agency using different terminology should be marked so as to conform to the restrictions or limitations indicated by the incoming letter. There is given below definitions of the additional designations of classified matter used by the State Department which are not generally found in other agencies:

STRICTLY CONFIDENTIAL: Of such nature that its use should be restricted to interested officials of the Government, and should not be communicated in any form to other persons.

FOR GUARDED DISSEMINATION ONLY: Of such nature that material should be disseminated only in confidential bulletin or letter to persons of ascertained reliability, and shall not be published in printed documents or in the public press.

NOT TO BE PUBLISHED AS OFFICIAL INFORMATION: Of such nature that publication or circulation should be permitted only if the source of information is not attributed to any official or Department of the United States Government, either directly or indirectly.

For handling material under these categories within the Department, those documents marked "Strictly Confidential " shall be transmitted within the Department and filed in accordance with the above instructions for confidential matters. Documents or papers marked "For Guarded Dissemination Only", and "Not to be published as Official Information", shall be treated in the same manner as indicated above for restricted material.

For further restrictions not provided by the definitions given and treatment accorded for material classified as "Secret", "Confidential", or "Restricted", it may be advisable to provide additional safeguards by such statements as "Secret,- for the Secretary of Commerce Only" or "Confidential". - for the Director only", in which cases the further dissemination or circulation of the document will be at the personal discretion of the person to whom the information is addressed.

Will you please see that appropriate procedures are established in your organization which will provide the safeguards herein indicated for the transmittal and filing of papers under the several categories?

(signed) M. Kerlin
Administrative Assistant to
the Secretary.

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OFFICE OF THE CHIEF CLERK

DEPARTMENT OF COMMERCE

OFFICE OF THE SECRETARY

ORDER NO. 241 July 30, 1942

RELEASE OF CONFIDENTIAL
DOCUMENTS OR INFORMATION.

Pursuant to the provisions of section 1402 of the Second War Powers Act, 1942 (Public Law No. 507, 77th Congress), and Executive Order No. 9157, dated May 9, 1942 (7 Fed. Reg. 3505-3507), authorizing the Secretary of Commerce to make available documents or information in the possession of the Department to another Government department or agency upon the receipt of a written request therefor from the head of such department or agency and to impose such conditions and restrictions on the use of such documents or information as may be deemed advisable so as to protect any confidential feature that may be imposed by law or regulation on such documents or information, consistant with the purposes of the act and the executive order, it is hereby ordered as follows:

1. On receipt by the Department of a communication from the head of another Government department or agency requesting any documents or information in the possession of the Department which is made confidential by law or regulation, such communication will be referred to the appropriate bureau or division of the Department.

2. The bureau or division to which the communication has been referred will report to the Secretary as soon as possible:

a. Whether it is in a position to furnish the desired document or information, and whether it believes that such document or information should, bonsistant with the purposes of section 1402 of the Second War Powers Act, 1942, be furnished to the requesting department or agency;

b. Whether such documents or information should be accorded secret, confidential, or restricted treatment by the requesting agency, and what specific conditions shouls be imposed on the requesting agency in order to safeguard the document or information against unnecessary disclosure; and

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c. Whether any additional expense to the Department will result from making available the documents or information requested.

3. The report to the Secretary called for by section 2 or this order should be accompanied by the draft of a reply for the signature of the Secretary to the head of the department or agency making the request, in conformity with the recommendation contained in the report.

4. Definitions:

a. Secret: of such nature that its disclosure might endanger the national security or cause serious injury to the interest or prestige of the United States or any Government activity thereof:

b. Confidential: of such nature that its disclosure, while not endangering the national security, would be prejudicial to the interest or prestige of the United States or any Government activity thereof; and

c. Restricted: of such nature that its disclosure should be limited for reasons of administrative privacy, and reasonable effort made to prevent disclosure to persons or agencies either in or outside of the Government who have no official interest in the matter. (See Circular Letter of April 27, 1942)

s/ Wayne C. Taylor
Acting Secretary of Commerce

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DEPARTMENT OF COMMERCE

Office of International Trade

Washington 25, D. C.

ADMINISTRATIVE ORDER NO. 12

SECURITY

Section 1. Purpose

.01 The purpose of this Order is to provide for the safeguarding of classified information originating in or delivered to employees of the Office of International Trade.

.02 Although the active phase of the war has concluded, security regulations and procedures for the protection of classified information are still applicable. Generally speaking, the identical procedures and regulations which were in effect during the war period govern the handling of classified information at this time. The only significant difference in the situation is that with the cessation of hostilities the volume of classified information has naturally declined.

Section 2. Responsibility

.01 The Chief of the Management Services Division is designated as the Security Officer for OIT and shall have access to all offices, desks, and files.

.02 Division chiefs and officials holding positions of higher authority shall be responsible for assuring that classified information within their jurisdictions is afforded the protection prescribed by Security Regulations by carefully indoctrinating employees of their units in the various aspects of security and by establishing such internal precautionary procedures as appear appropriate under the circumstances.

Section 3. Security Definitions

.01 Classified information includes the originals and all copies of letters, memoranda, reports, cablegrams, airgrams, maps, charts, blueprints, photographs, models, books, pamphlets, and any other documents or material containing information of the following nature.

1 TOP SECRET - TOP SECRET information is information of paramount importance, the disclosure of which would cause exceptionally grave danger to the nation.

2 SECRET - SECRET information is information the disclosure of which would endanger the national security or would cause serious injury to the interest or prestige of the nation or a governmental activity.

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3 CONFIDENTIAL- CONFIDENTIAL information is information the disclosure of which, although not necessarily endangering the national security, would be prejudicial to the interest or prestige of the nation or would impair the effectiveness of a governmental activity.

4 RESTRICTED - RESTRICTED information is information the disclosure of which should be limited for reasons of administrative privacy or is information not classified as confidential because the benefits to be gained by lower classification, such as wider dissemination necessary to effect the accomplishment of a particular project, outweigh the value of the additional security obtainable from a higher classification.

Section 4. Classification Procedure

.01 Classified information originating in OIT shall be assigned the least restrictive classification consistent with proper safeguarding. Over-classification shall be avoided since it unnecessarily handicaps the efficient use of the information and depreciates the importance of security in the minds of employees handling classified information.

.02 Division chiefs and officials of higher authority and other persons authorized by them shall be responsible to assure that all classified information originating in the particular organizational unit is properly classified by drafting officials in accordance with the following procedure.

1 Each document or single piece of material containing classified information shall be graded according to its own content as well as according to the source of the classified information contained therein.

2 Documents of two or more pages shall be classified no lower than the highest classification applicable to the highest graded material contained in any part of the document or any of its attachments.

3 Cablegrams containing references to previous cablegrams shall be classified no lower than the classification of any such references.

.03 Classified information received from sources outside OIT shall be handled in accordance with the classification assigned by the source. Where information is of a type which should be classified but has not been classified at the source, responsibility for classification shall rest on the division chief or higher official, or persons designated by them, receiving the material in OIT.

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Section 5. Identification

.01 Division chiefs and officials of higher authority shall be responsible for insuring that classified information is properly identified as such in accordance with the following procedure.

1 Classified information shall be marked or stamped "TOP SECRET", "SECRET", "CONFIDENTIAL", or "RESTRICTED".

2 Classified information of two or more pages not permanently and securely fastened together shall be marked or stamped "TOP SECRET", "SECRET", "CONFIDENTIAL", or "RESTRICTED" on each page.

3 Classified information, such as books or pamphlets, the pages of which are permanently and securely fastened together shall be plainly marked or stamped "TOP SECRET", "SECRET", "CONFIDENTIAL", or "RESTRICTED" on the cover, title page, and first page.

4 All carbon copies shall be marked in the same manner as the original.

Section 6. Duplication

.01 Classified information originating within OIT shall only be duplicated within OIT by the organizational unit responsible for the original draft.

.02 Classified information received from sources outside OIT shall only be duplicated by the OIT unit having custody of the original.

.03 When classified information is duplicated, the office authorizing the duplication shall make a record of the distribution made of each copy. This record shall appear on or be attached to the original document.

Section 7. Distribution

.01 The distribution of classified information shall be held to an absolute minimum. It shall be made available only to persons whose duties make it essential that they have such information. A record of the distribution of a classified document shall appear on or be attached to the original document.

.02 Classified information shall only be transmitted outside OIT by division chiefs or officials of higher authority. Material transmitted shall be accompanied by a letter of transmittal listing the documents enclosed and signed by a division chief or official of higher authority. Classified material received by OIT from various sources shall only be transmitted outside OIT with the consent of the originating agency.

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.03 Copies of State Department cablegrams shall not be transmitted to field employees or to other persons outside the Department of Commerce, Washington. When it is necessary to inform such persons of the contents of such a message, the information shall be summarized and sent in letter form. Direct quotations from and specific references to the serial numbers of cablegrams shall not be disclosed to any person outside the Federal Service and the disclosure in any form of information contained in cablegrams to such persons shall only be made with the consent of the Department of State.

.04 Classified information shall not be disclosed to unidentified persons. It must not be discussed in public or referred to in personal correspondence and necessary references on the telephone must be held to the lowest practicable minimum.

Section 8. Transmission

.01 TOP SECRET information to be transmitted from one person to another shall be delivered by hand or in accordance with special instructions from the Security Officer. It shall only be delivered to the person authorized to handle the TOP SECRET information involved.

.02 Other classified information to be transmitted between offices in the Department of Commerce in Washington shall be delivered in person, by mail in accordance with Paragraph .03 below, or through the Interoffice Messenger Service in accordance with the following procedure.

1 SECRET and CONFIDENTIAL information shall be enclosed in a sealed envelope which shall not indicate the nature of the contents.

2 RESTRICTED information shall be enclosed in an envelope which need not be sealed. However, the envelope shall not indicate the nature of the contents.

.03 Other classified information to be transmitted by mail shall be handled in accordance with the following procedure.

1 SECRET and CONFIDENTIAL information to be transmitted by mail shall be enclosed in an inner and outer envelope and transmitted by registered mail. Both envelopes shall be plainly addressed. The inner envelope shall be plainly marked "SECRET" or "CONFIDENTIAL". The outer envelope shall <u>not</u> indicate the nature of the contents.

2 RESTRICTED information may be enclosed in a single envelope which shall not indicate the nature of the contents and which may be transmitted by ordinary mail.

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Section 9. Storage and Use

.01 Classified information shall never be left exposed to the view of unauthorized persons and shall not be kept in desk drawers overnight even though the desk may be locked. Whenever unattended, classified information shall be stored in accordance with the following regulations.

1 TOP SECRET information shall be stored in a locked safe or safe file cabinet at all times when not actually in use.

2 SECRET and CONFIDENTIAL information shall be stored in a locked steel file cabinet except when actually in use. If at all possible, SECRET information should preferably be stored in a locked safe.

3 RESTRICTED information shall be stored in the most securely locked container available.

.02 The removal of TOP SECRET and SECRET information from the office for use in connection with work after office hours is prohibited. The removal of CONFIDENTIAL and RESTRICTED information under such circumstances may be authorized by a division chief or official of higher authority. Persons removing classified information from the building for use in connection with official conferences or while in travel status shall maintain proper security over it at all times. TOP SECRET information shall be carried on the person at all times. Other classified information shall be carried in a locked container. It shall not be uncovered, read, or discussed in public places or in public conveyances.

.03 At the time that a safe is assigned to a unit or when there is a change in the personnel having knowledge of the combination to a safe, arrangements should be made to have the combination changed. Combinations to safes and keys to cabinets containing classified information shall be entrusted only to those employees authorized to handle classified information.

Section 10. Declassification

.01 The classification of classified information may only be cancelled or down-graded by the authority making the original determination. It shall be the responsibility of OIT officials to keep classified information prepared by them under review and to down-grade it as soon as conditions will permit. It shall also be the responsibility of OIT officials to recommend the down-grading of classified information received from outside sources as soon as conditions will permit.

Section 11. Lost Documents

.01 Any employee who has knowledge of the loss of a document containing classified information shall immediately report the fact to the chief of his division. Division chiefs shall be responsible for initiating, in cooperation with the Security Officer, such action as appears appropriate under the circumstances.

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Section 12. Destruction

.01 Record copies of all classified information shall be disposed of in accordance with the provisions of Administrative Instruction No. 11, entitled "Retirement of Records".

.02 Classified waste (including discarded extra copies, rough drafts, working memoranda, note books, carbon paper and other material containing classified information) shall be disposed of by each operating unit as soon as possible. Such material shall be rendered indecipherable by tearing it into small pieces. The mutilated waste shall be protected in a locked container and when a quantity has accumulated it shall be deposited in the large containers located at various points for this purpose. The Management Services Division will arrange for the disposition of waste from the collection centers.

Section 13. Effective Date

.01 This Order will be effective August 26, 1946.

ARTHUR PAUL
Director

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

FEDERAL WORKS AGENCY
WASHINGTON 25

OFFICE OF THE ADMINISTRATOR

January 2, 1947

Miss Ruth C. Barton
Secretary
Security Advisory Board
Washington, D. C.

Dear Miss Barton:

Reference is made to your memorandums of October 17 and December 9, 1946 regarding the declassification of material.

I have been advised by the Public Buildings Administration and the Bureau of Community Facilities that they do not have in their files any classified material.

The Public Roads Administration has advised that they now have four letter-size file drawers of classified material, three drawers originated in the Public Roads Administration and the other originating in other departments, principally the Office of Civilian Defense. The Public Roads Administration wishes to retain this material but believes that it should be declassified because it is no longer of a confidential nature.

Mr. Fairbanks FWA 4362
Mr. Rogers FWA 4385

Sincerely yours,

Ernest E. Hall

Ernest E. Hall
Executive Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

NOV 6 1946

To: John S. Lucas, General Security Officer, USDA

From: R. L. Webster, Deputy Security Officer, USDA

Subject: Declassification of Material

In response to your memorandum of October 22, the following information is furnished for the Office of Information.

a. Approximately 1 linear foot.

b. All of the material is from the Office of Facts and Figures and Office of War Information.

c. None of the material originated in this Office.

d. All of the material can now be destroyed.

e. No documents are now being classified.

f. All of the material is processed informational material such as Intelligence Reports and Surveys, covering various subjects. (See list attached.)

g. No declassification actually taking place but propose in the near future to dispose by burning.

h. None.

I-

LIST OF SECRET AND CONFIDENTIAL MATERIAL
IN OFFICE OF INFORMATION

Document 000017 Special Memorandum #39 dated 2-13-43
American Women's Opinion on Sugar and Coffee Rationing
Document 000029 Special Memorandum #66 dated 10-27-43
Public Appreciation of the Problem of Inflation
Document 000036 Special Memorandum #67 dated 10-29-43
Public Appraisal of the War News
Document 000024 Special Memorandum #70 dated 11-23-43
Consumer Attitudes Toward Rationing and Related Problems
Document 000090 Special Memorandum #92 dated 11-22-43
Women's Awareness of the Food Campaign
Document 000078 Special Memorandum #93 dated 11-22-43
Willingness of Women to Take War Jobs
Document 000079 Special Memorandum #94 dated 11-23-43
Civilian Support of Food Shipments Abroad

Report from the Nation dated 12-7-42 Copy #40 from Bureau of Intelligence, Office of War Information

Intelligence Reports Nos. 34 and 35, Office of War Information
" " " 38 and 39, " " " " "
" " " 41 to 63, " " " " "
" " " 66 and 67, " " " " "

Weekly Media Reports Nos. 41 to 55, Office of War Information
" " " " 57 to 60, " " " " "

Weekly Media Report No. 16, Office of Facts and Figures

Special Intelligence Reports, Office of War Information, Copy #124
Basic Attitudes Toward the War, dated 4-5-43
Attitudes Toward Peace Planning, dated 3-6-43
Inflation and American Opinion, dated 2-20-43
America and the Post-war World, dated 12-16-42

Intelligence Reports, Office of War Information, Copy #124
Voluntary Participation in the War Effort, dated 11-18-42
Personal Identification with the War, dated 10-28-42
Realism and the Offensive Spirit, dated 10-21-42
Rubber and Nationwide Gasoline Rationing, dated 10-5-42
Rumors in Wartime, dated 9-30-42
Reactions to the Russian Winter Campaign, dated 9-16-42
Trends in American Public Opinion since Pearl Harbor, dated 9-11-42
American Estimates of the Enemy, dated 9-2-42
Mobilizing Manpower for War, dated 8-26-42
White Attitudes Toward Negroes, dated 8-5-42

I-1

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

FOREST SERVICE WASHINGTON 25, D.C.

Office Memorandum • UNITED STATES GOVERNMENT

TO : John S. Lucas, General Security Officer, USDA DATE: November 19, 1946

FROM : Dana Parkinson, Chief, Div. of Information & Education

SUBJECT: I INFORMATION Censorship (Declassification of Material)

Reference is made to your memorandum of October 22.

Following are the data requested:

1. a. Engineering. The classified material includes approximately 185 pieces of mail. Aerial Photography is classified for approximately 100 square miles, and the number of manuals and publications in classified status is estimated at 25.

Forest Products. About 225 classified reports and about one filing drawer filled with classified correspondence.

b. Engineering. The bulk of the mail originated in the Forest Service. Five pieces originated in the Navy and one originated in the War Department.

Forest Products. About 180 reports were originated by the Forest Products Laboratory. Probably 50% of the correspondence was originated by the Forest Service. We have 12 Army reports but no Navy reports. It is estimated that we have a small amount of classified correspondence which originated in the War and Navy Departments.

c. Engineering. Seventy-five percent.

Forest Products Laboratory. The declassification of the Forest Products Laboratory's reports is handled by that institution. It has already declassified many of the reports prepared during the war and it will undoubtedly declassify all or most of the remaining reports before very long.

d. Engineering. All.

Forest Products. Cannot tell without consulting Forest Products Laboratory in Madison, Wisconsin.

e. Engineering. No documents have been classified in recent months, and it is not anticipated there will be any.

Forest Products. None.

II

1

2-John S. Lucas-11/19/46

f. Engineering. Almost wholly of a technical nature.

Forest Products. Mostly scientific and technical.

g. Engineering. None, but will soon.

Forest Products. None, but will soon.

h. No suggestions.

2. We have no security regulations of our own, except those furnished by the Secretary of Agriculture. The Washington Office of the Forest Service and each Region has its own security officer.

Dana Parkinson

II

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

LIST continued

Survey of Intelligence Materials
#15, The Farmer in the War Economy, dated 7-14-42
#16, Attitudes Toward our Allies, dated 3-25-42
#17, The Post-War World, dated 4-1-42
#18, Farm Morale, and other subjects, dated 4-18-42
#19, The Farmer's Machinery and Transportation Problems, dated 7-21-42
#21, Americans Appraise the War, dated 4-29-42
#22, Review of the Findings of the Survey Division, dated 9-12-42
#22a The American Public and Selective Service, dated 8-18-42
#23, Americans and the War, dated 5-13-42
#23a Mobilizing American Manpower, dated 8-14-42
#24, Public Response to Economic Controls, dated 9-8-42
#24, Cost of Living and other subjects, dated 5-20-42
#25, Negroes in a Democracy at War, dated 5-27-42
#28, Elements of Disunity, dated 6-17-42
#33, The Anti-Inflation Program in Operation, dated 7-23-43

Special Report #16, dated 7-21-42
Negroes and the War: A Study in Baltimore and Cincinnati

Special Report, dated 3-5-42
Negro Housing Situation in Detroit

Report, dated 3-9-42
Preliminary Appraisal of the Present Negro Situation

Preliminary Report, dated 8-22-42
Income and Savings in Buffalo

Report #24, dated 8-18-42
Spanish-Americans in the Southwest and the War Effort

I-2x

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Office Memorandum · UNITED STATES GOVERNMENT

TO : John S. Lucas, General Security Officer, USDA DATE: January 27, 1947

FROM : H. E. Allanson, Assistant Chief of Bureau, BPISAE

SUBJECT: Declassification of Material

Dear Mr. Lucas:

Your letter of October 22, 1946 regarding the declassification of material has just come to my attention. I was, therefore, unable to make an earlier reply. I shall give below the answers to your specific questions:

a. What is the approximate amount of classified material in your department? Very little. A number of our men were assigned to confidential work with other Government agencies. Their relationships were direct, and none of their exchanges of information or instructions came to our attention. They were all handled personally and direct. Accordingly, we have none of these files.

b. Approximately how much of the total amount was originated by your agency and how much has been obtained from other sources? All material came from other sources direct to individuals of the Bureau assigned to confidential work.

c. What percentage, approximately, of classified material originated by your department can be destroyed? Upon receipt of a letter from you dated July 29, 1946 enclosing instructions for declassification and disposition of security classified documents, copies of this letter together with the enclosed instructions were furnished to all members of our staff who had been assigned to confidential work with other agencies with the instructions that these be complied with. The individuals concerned contacted the agencies with which they had been cooperating in the disposal of any documents that came within the classification. As we had no information as to the material in their hands, we do not know what action was taken by these men in conformity with instructions from the cooperating agencies.

d. What percentage, approximately, of classified material received from other departments can now be destroyed? This question is answered under c.

e. Approximately how many documents are currently being classified in your department? None.

f. What types of classified material are located in the files of your department? None.

g. Is any declassification actually taking place in your department? None.

h. Are there any specific provisions which would make a declassification procedure more workable in your department? I know of none.

III-

As pointed out above, in each case members of our staff worked in cooperation with other agencies on confidential assignments. When we were asked for the assignment of individuals, we were given no information as to the character of the assignment, nor were we informed at any time as to work under way. Under the circumstances, we had no confidential documents.

Very sincerely,

H. E. Allanson
Assistant Chief of Bureau

III-

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE

~~FEDERAL SURPLUS COMMODITIES CORPORATION~~

WASHINGTON, D. C.

Production and Marketing Administration

JAN 2 1947

John S. Lucas, Security Officer
United States Department of Agriculture

F. J. Hughes, Security Officer
Production and Marketing Administration

Subject: Declassification of Material

Attached are the questions from the Security Advisory Board of the State-War-Navy Coordinating Committee and our replies.

Attachment

IV

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

Answer 750 linear feet.

B. Approximately how much of the total was originated in your agency and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department.)

Answer Originated in P&MA 80%
Obtained elsewhere 20%
War Department 10%
Navy " 10%

C. What percentage, approximately of classified material originated by your department, can now be destroyed.

Answer 50%

D. What percentage, approximately, of classified material received from other departments can now be destroyed.

Answer 50%

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

Answer 1,000 per month (duplicated statistical tables classified restricted)

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

Answer Policy correspondence
Duplicated statistical tables

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

Answer Yes, under a plan issued by Plant & Operations of our department.

IV-1

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

Answer Our Security Officer has inaugurated a declassification program in Washington and in the field in cooperation with the Office of Plant and Operations of the Department that will adequately take care of our classified material.

IV-2

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
C-050

January 29, 1947

To: John S. Lucas, General Security Officer, USDA

From: J. R. Cohran, Business Manager

Subject: Declassification of Material

Reference is made to your memorandum of October 22, 1946, regarding the request of the Security Advisory Board of the State-War-Navy Coordinating Committee for information on the subject of declassification.

The amount of classified material received in this Bureau has been very small, and it is doubted that the information which it is possible for us to furnish will be of much value in setting up the declassification program; however, the following is submitted in reply to the inquiry of the Security Advisory Board:

a. The amount of classified material in our files is approximately one linear foot.

b. Less than 5 percent of this material originated in this Bureau; the balance is from other bureaus and offices of this Department and from other Government agencies.
(Approximately 10 per cent from the War Department, none from the Navy Department.)

c. Of the material originating in this Department, about 50 per cent consists of mimeographed information, which it is believed could now be disposed of as being of no further value.

d. About 50 per cent of the material received from other departments consists of mimeographed information. It is believed that the the greater portion of this material is of little value now, and could be destroyed.

e. None of the material issued by this Bureau is now being classified; a small amount of such material is still being received from other agencies.

f. About 25 per cent policy material; 25 per cent scientific and technical; the balance consists mostly of information on conditions in this country and in foreign countries, obtained as a result of the war, but not released to the general public.

g. No declassification is being done in this Bureau.

IV

(To J. S. Lucas, General Security Officer, USDA - 2)

h. In view of the small amount of such material in our files, we do not know of any specific provisions needed for declassifying this material.

IV

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

January 2, 1947

MEMORANDUM FOR RECORD:

Subject: Declassification Questionnaire

The Security Advisory Board addressed its first declassification questionnaire to civilian agencies on October 17, 1946. A follow-up letter went to these agencies on December 9, 1946. To date, January 2, 1947, answers have been received from fourteen agencies. Twenty-two are still silent. The following have replied to the questionnaire:

1. Interstate Commerce Commission
2. Government Printing Office
3. Civil Service Commission
4. Interior
5. Treasury
6. Tennessee Valley Authority
7. Maritime Commission
8. Federal Reserve Board
9. Securities and Exchange
10. Civilian Production Administration
11. Export Import
12. Office of Scientific Research and Development
13. Library of Congress
14. Office of Price Administration

The following agencies have not been heard from:

~~1. Federal Communications Commission~~ - will check up.
2. Agriculture - making survey - some Bureaus not yet replied.
~~3. Commerce - OK - making compilation of results. On the way~~
4. Labor - ~~WK Monday~~ Dorn McCoy
~~5. State - WIN - [illegible]~~

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

March 20, 1947.

To: Ruth Catlett Barton, Secretary, Security Advisory Board

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

Subject: Declassification of Material

Immediately upon receipt of your memorandum of October 17, 1946, a copy was forwarded to the bureaus of the Department with the request that the pertinent information be furnished to us as soon as possible.

Attached are photostatic copies of the replies from the bureaus containing the information which you requested.

Attachments

John S. Lucas

SECURITY ADVISORY BOARD
MAR 2 4 1947

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : John S. Lucas, USDA Security Officer DATE: FEB 7 1947

FROM : Francis A. Flood, Acting Director, OFAR

SUBJECT: Declassification of Material

Reference is made to your memorandum of October 22 requesting certain information on such classified materials as may be filed in this Office.

Following is a tabulation giving the information requested under items 1 a-h of Miss R. C. Barton's memorandum (Unclassified Serial No. 99, October 17, 1946) to Security Officers, Federal Departments and Agencies, on the subject of declassification.

Question	Division of Foreign Information and Statistics	International Commodities Branch	Regional Investigations Branch	Technical Collaboration Branch	Division of Admin.
1-a	508 cu. feet	62 cu ft.	175	none	none
b	orig. 6 cu. ft.	none	none	none	none
c	none	none	none	none	none
d	none	none	none	none	none
e	200 a month	none	none	none	none
f	For.Serv.Repts.	For.Serv.Repts.	For.Serv.Repts.	none	none
g	no	no	no	no	no
h	no	no	no	no	no

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : John S. Lucas, General Security Officer, USDA DATE: January 30, 1947

FROM : Franklin Thackrey, Director of Economic Information, Bureau of Agricultural Economics

SUBJECT: Declassification of Material

The following information is submitted in response to your recent inquiry as to the materials held by the Bureau of Agricultural Economics, which are still restricted owing to wartime security regulations:

1. None of the Bureau's publications are now classified as restricted for reasons of national security.

2. Three divisions of BAE in Washington are in possession of certain materials obtained from other Government agencies during the war, and which were at that time in the restricted or secret classifications. These divisions include the Division of Statistical and Historical Research, which has a total of about 12 feet of drawer space devoted to such publications; the Division of Farm Management and Costs, 2 feet of drawer space; and the Central Records Unit of BAE, 1 foot.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO: John S. Lucas, General Security Officer, USDA DATE: October 29, 1946
Office of Plant and Operations

FROM: William W. Brown, Head, Administrative Service Section
Office of Personnel

SUBJECT: Declassification of Material

In reply to your memorandum of October 22, 1946 you are advised that the Office of Personnel neither issued or received any material during the war period of a classified nature.

William W. Brown

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : John S. Lucas, General Security Officer, USDA DATE: OCT 23 1947

FROM : F. L. Touton, Head, Information Division and Security Officer, BAIC

SUBJECT: Declassification material

I have given careful consideration to your memorandum of October 22, 1946, and am happy to report that the Bureau of Agricultural and Industrial Chemistry has no material that would fall in the declassification procedure as outlined in Miss Barton's memorandum of October 17, 1946.

(5)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : John E. Lucas, General Security Officer, USDA DATE: January 22, 1947

FROM : C. S. Tenley, Chief, Division of Business Administration, Extension Service

SUBJECT: Declassification of Material

In compliance with your memorandum dated October 22, 1946, addressed to Mr. Lester Schlup, the following information is submitted on classified material in the custody of the Extension Service:

a. Four letters from the War Department and replies thereto.

b. All material obtained from War Department.

c. 100%

d. 100%

e. None

f. Correspondence regarding exchange of information between the Military Intelligence Division, War Department, and the Extension Service, USDA.

g. None

h. None

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

OFFICE OF THE LIBRARIAN

January 22, 1947

To: John S. Lucas, General Security Officer
Office of Plant and Operations

From: Ralph R. Shaw, The Librarian

Subject: Declassification of Material

Apparently your memorandum of October 22 did not reach us until you sent a second copy. The Library has a considerable amount of classified material in its files. However, none of it was classified by the Library and the Library is leaving it to the originating bureaus to request declassification of their own material. Any figures we might give you would be duplicated in figures you obtained from other bureaus. The answer to all of these questions should be omitted so far as the Library is concerned since the Library did not issue any classified material of its own.

RRS

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE

[redacted]

FARMERS HOME ADMINISTRATION
WASHINGTON 25, D. C.

IN REPLY REFER TO

JAN 21 1947

To: Mr. John S. Lucas
General Security Officer
Office of Plant and Operations

From: M. O. Irons, Chief
Administrative Services Division

Subject: Declassification of Material

Your memorandum of October 23, 1946, requesting information relative to the declassification of material apparently was misrouted since a copy was not received here until this morning.

When this subject was first discussed at the time of the promulgation of the security regulations it was determined that none of the material used by the Farmers Home Administration was of a nature which would be classified since the contents of the material were not of the nature to be treated with a degree of confidentiality. Consequently, we have no material which is presently classified and it is believed, therefore, that answers to questions under paragraph 1 are unnecessary.

Our only comment in connection with paragraph number 2 would be that the material accumulated under the Farmers Home Administration does not require the promulgation of any security regulations other than those needed purely for internal administrative purposes such as the protection of confidentiality of examination reports and related correspondence.

It is believed unnecessary, therefore, to develop any specific security regulations except for this type of material.

M O Irons

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : John S. Lucas, General Security Officer, USDA

DATE: Washington, D. C. January 21, 1947

FROM : Gordon K. Zimmerman, Security Officer, SCS

SUBJECT: Declassification of Material

The security problems of the Soil Conservation Service during the war were something less than difficult. The nature of this agency's work and the materials handled by it did not require any comprehensive classification for reasons of security. Indeed, we handled almost no classified material.

Through its Cartographic Division, located at Beltsville, Md., this Service did have a large number of aerial photographs and topographic maps, as well as similar materials, subject to stringent classification. Early in the period of international tension, however, the War Department assigned certain jobs to this part of the SCS organization. Throughout the war, and even yet to a limited extent, classification of materials in the Cartographic Division has been handled by the Provost Marshal of the War Department. My understanding is that virtually all the materials at this location have now been declassified.

In addition, it may be worth reporting that distribution of "Drought in the United States, Analyzed by Means of the Theory of Probability", a Technical Bulletin of the Department prepared in this Service, was handled during the war by the Weather Bureau. Distribution on this publication has now been restored to us and we place no restrictions on it.

During the war we also restricted "Atlas of Climatic Types", Miscellaneous Publication 421, but are now distributing it again.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D132

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D.C.

To: John S. Lucas, General Security Officer

From: M. F. Bawcombe, Executive Assistant to the Solicitor

Subject: Declassification of Material.

Reference is made to your memorandum of October 23, 1946, concerning the declassification of material.

This is to inform you that this office has no classified material.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : John S. Lugas, Chief, Communications Division DATE: November 18, 1946

FROM : E. B. Bryan, Administrative Assistant to Director of Finance

SUBJECT: Declassification of Material - Your Memorandum of October 22,1946

The Office of Budget and Finance has no material in its possession falling within the scope of the security regulations established by the Security Advisory Board of the State - War - Navy Coordinating Committee.

E B Bryan

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO: John S. Lyons, General Security Officer, USDA DATE: November 1, 1946

FROM: V. V. Hemstreet, Farm Credit Administration

SUBJECT: Declassification of material

So far as I am able to determine, the Farm Credit Administration has never reported any material to the Security Advisory Board nor can I find that we have in our files any material of the type which would be classified as "Confidential" by the Security Advisory Board.

This refers to your memorandum of October 2, 1946.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH ADMINISTRATION
BUREAU OF DAIRY INDUSTRY
WASHINGTON 25, D. C.

November 4 1942

To: John S. Lucas, General Security Officer

From: J. M. Kemper, Assistant Chief

Subject: Declassification of Material

This is in reply to your memorandum of October 22. The following replies are submitted to the questions lettered "a" to "h", inclusive, in memorandum from the secretary of the State-War-Navy Coordinating Committee Security Advisory Board.

a. 64 documents.

b. None of the above material originated in this Bureau. All of it was obtained from other sources. 28 documents were received from the War Department and none from the Navy Department.

c. None originated in the Bureau of Dairy Industry.

d. All

e. None.

f. Scientific and technical.

g. No.

h. Answer unnecessary.

13

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : John S. Lucas, Chief, Communications
Division, Off. of Plant & Operations, USDA

DATE: October 25, 1946

FROM : Dwight J. Porter, Chief, Administrative Services
Division, RIA, USDA

SUBJECT: Declassification of Material

This refers to your memorandum of October 22 and to the memorandum from the Security Advisory Board, which appears on the reverse side.

None of the questions asked in the memorandum of the Board are applicable to this agency, since at the moment we have no classified material and therefore, of course, no declassification of material. The [illegible] regulations concerning this subject in effect in this agency are those which outline the identity and functions of the [illegible]. There seems to be, at the moment, no need for [illegible] in RIA.

Dwight J. Porter

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 74D13.2

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF EXPERIMENT STATIONS
WASHINGTON, D. C.

OCT 29 1940

Walworth Brown

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Office Memorandum • UNITED STATES GOVERNMENT

TO

FROM

SUBJECT

DATE

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 244

January 15, 1947

Mr. Donald Sham
Security Officer
Office of Alien Property Custodian
Department of Justice
Washington 25, D.C.

Dear Mr. Sham:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue the declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No. 99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 243

January 15, 1947

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

Dear Mr. Turner:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request. It is understood that Mr. Nathaniel Goodrich, former Security Officer for your agency, has turned this material over to you for action.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded to the Board in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No. 99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Unclassified
Serial No. 242

January 15, 1947

Mr. Sidney Morgan
Security Officer
United States Tariff Commission
Washington 25, D.C.

Dear Mr. Morgan:

On October 17, 1946, the Security Advisory Board addressed a memorandum to all Security Officers (Serial No. 99), requesting that they determine the answers to certain questions regarding the amounts and types of classified information in their agencies. A tracer memorandum (Serial No. 176) was sent out on December 9, 1946, requesting information as to the status of this request.

The Security Advisory Board has received replies to similar queries from the majority of the government agencies and departments, but a complete picture of the declassification program necessary in the federal government cannot be presented until all replies have been received. If there is no classified information in the files of an agency, a statement to that effect should be forwarded in lieu of the requested information.

In view of the fact that the Board hopes to issue a declassification regulation soon after January 20, 1947, would you be so kind as to send us your replies to Serials No.99 and 176 on or before that date? A copy of Serial No. 99 is enclosed for your information.

Sincerely yours,

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

OFFICE OF
COMPTROLLER GENERAL OF THE UNITED STATES
IN REPLY QUOTE INITIALS

JAN 7 1947

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

Dear Madam:

Reference is made to unclassified memorandum, Serial No. 99, of the Navy Coordinating Committee, Security Advisory Board, dated October 17, 1946, requesting certain information on declassification in the General Accounting Office. The following information is submitted in answer to the several questions set forth therein:

(a) The files of the General Accounting Office, located in Washington, D. C., and in three field offices, St. Louis, Mo., Cleveland, Ohio, and Aurora, Ill., contain an estimated total of 181,850 classified documents filed in locked cabinets and on shelves in rooms under lock and key. It is estimated that this material, if reduced to running feet of average shelving, approximates 2,850 linear feet.

(b) No part of the total amount of classified material originated in the General Accounting Office. Of the total indicated in paragraph (a), it is estimated that 150,000 documents were obtained from the War Department, 29,000 from the Navy Department, and 2,850 from other sources.

(c) No classified material has originated in the General Accounting Office.

(d) No classified material in the custody of the General Accounting Office may be destroyed.

(e) No documents are currently being classified in the General Accounting Office.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

GENERAL ACCOUNTING OFFICE
WASHINGTON 25

OFFICE OF
COMPTROLLER GENERAL OF THE UNITED STATES
IN REPLY QUOTE INITIALS

JAN 7 1947

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

Dear Madam:

Reference is made to unclassified memorandum, Serial No. 99, of the Navy Coordinating Committee, Security Advisory Board, dated October 17, 1946, requesting certain information on declassification in the General Accounting Office. The following information is submitted in answer to the several questions set forth therein:

(a) The files of the General Accounting Office, located in Washington, D. C., and in three field offices, St. Louis, Mo., Cleveland, Ohio, and Aurora, Ill., contain an estimated total of 181,850 classified documents filed in locked cabinets and on shelves in rooms under lock and key. It is estimated that this material, if reduced to running feet of average shelving, approximates 2,850 linear feet.

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(c) No classified material has originated in the General Accounting Office.

(d) No classified material in the custody of the General Accounting Office may be destroyed.

(e) No documents are currently being classified in the General Accounting Office.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(f) The type of classified materials in the files of the General Accounting Office is chiefly fiscal, including: original government contracts, paid vouchers and supporting papers, and regulations.

(g) Declassification is taking place on all routine pay, allowance, mileage and travel reimbursement vouchers after the lapse of one year from the date of payment of such vouchers. This declassification is being made pursuant to an agreement with the Secretary of War.

Within recent months, a series of communications has been received from various field offices of the War Department containing notices of declassification or downgrading of classified contracts on file with the General Accounting Office. These communications, however, serve only in the declassification of the contract, amendments, supplements and change orders, and are practically valueless in the declassification of the vouchers paid against such contracts as no voucher citation or reference is furnished and the files of this Office contain thousands of related vouchers in a classified status.

(h) In view of the great number of secret or confidential contracts and open-market purchase vouchers now in locked files and the corresponding amount of detail work involved in handling such documents, it would be a matter of considerable economy if these documents could be placed in the regular files of the General Accounting Office, after the lapse of one year from date of payment, accessible only for official purposes to employees of this Office or duly authorized departmental representatives, as are the vouchers mentioned in the first paragraph of item (g) above.

If this suggestion is not adopted in whole, then it is suggested that with respect to any declassification of contract vouchers of either the Navy Department or the War Department, the General Accounting Office be furnished periodically with notices of declassification showing specifically the name of the disbursing officer, voucher number and period of account.

Very truly yours,

J. C. NEVITT

Assistant to the Comptroller
General of the United States.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

January 2, 1947

MEMORANDUM FOR RECORD:

Subject: Declassification Questionnaire

The Security Advisory Board addressed its first declassification questionnaire to civilian agencies on October 17, 1946. A follow-up letter went to these agencies on December 9, 1946. To date, January 2, 1947, answers have been received from fourteen agencies. Twenty-two are still silent. The following have replied to the questionnaire:

1. Interstate Commerce Commission
2. Government Printing Office
3. Civil Sqrvice Commission
4. Interior
5. Treasury
6. Tennessee Valley Authority
7. Maritime Commission
8. Federal Reserve Board
9. Securities and Exchange
10. Civilian Production Administration
11. Export Import
12. Office of Scientific Research and Development
13. Library of Congress
14. Office of Price Administration

The following agencies have not been heard from:

1. Federal Communications Commission
2. Agriculture
3. Commerce
4. Labor
5. State

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

6. Federal Security Agency
7. Federal Trade Commission
8. Federal Works Agency
9. National Advisory Committee for Aeronautics
10. National Archives
11. National Labor Relations Board
12. Office of Comptroller General
13. Office of Defense Transportation
14. Bureau of the Budget
15. Office of War Mobilization and Reconversion
16. Post Office Department
17. Reconstruction Finance Corporation
18. Railroad Retirement Board
19. Selective Service System
20. Veterans Administration
21. U. S. Tariff Commission
22. Alien Property Custodian
23. Justice

Of the above, some few may be discounted entirely since we know with some certainty at this point that no classified material exists in their files. However, in the interest of record-keeping, it would be well to check at thisttime with all of the above-listed agencies.

Ruth C. Barton

Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. 214

December 30, 1946

MEMORANDUM FOR Mr. Leon M. Fuquay
Security Officer
Federal Power Commission

Subject: Downgrading of Document

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

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

CLASSIFICATION CHANGED
TO RESTRICTED
BY AUTHORITY OF C.J. King
~~Security Officer~~
C.P.A.
DATE ~~May 20, 1946~~
BY Leon M. Fuquay, S.O.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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

For the Security Advisory Board:

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

FEDERAL POWER COMMISSION
WASHINGTON 25

Ruth Catlett Barton, Secretary
Security Advisory Board
Room 2027
New War Department Building
Washington 25, D. C.

NOV -6 1946

Dear Mrs. Barton:

In response to your memorandum (Serial No. 99) of October 17, 1946, on the subject of declassification, the answers to the questions raised therein are as follows:

a. Classified material consists of one file drawer of official reports from the War Production Board entitled "Munitions Production of the United States", classified SECRET; three file cases of data and reports on electric power in foreign countries, classified CONFIDENTIAL; and about 1/4 file drawer of lists and releases from the Combined Production and Resources Board, The Technical Industrial Disarmament Committee, The Technical Industrial Intelligence Committee, and the Joint Intelligence Objectives Agency, of which some are unclassified and others are classified either "RESTRICTED, CONFIDENTIAL or SECRET".

b. Some of the schedules in the reports filed by electric utilities and natural gas companies were originally classified RESTRICTED or CONFIDENTIAL, however these classifications have now been removed entirely. Other classified material originated by the Commission are the reports showing data on electric power supply in foreign countries prepared during the war for the use of the War Department and other war agencies. Data for these reports were obtained from all available sources, including the British Ministry of Economic Warfare, The Office of Strategic Services, Foreign Economic Administration, foreign technical publications, consular reports, and some material from the War and Navy Departments. It is not possible to give an estimate of the amount obtained from the War and Navy Departments actually used in the reports, but it is believed to be a very small part of the total.

c. Reports prepared by the Commission on foreign power should be retained; however, about 50 percent of the source material may now be destroyed.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

d. None of the classified material received from other departments should be destroyed at present, except such of the source material on foreign power as is of no further value, as outlined in paragraph c.

e. No documents are currently being classified by the Commission.

f. The types of classified material in the Commission's files consist of technical and economic data on electric power requirements and supply.

g. No declassification is taking place in the Commission, since the material originally classified has since been declassified. However, the materials classified by others which are still in our files will not be declassified until clearance with the originating agency.

h. The amount of classified material in the Commission's files is so small as to present no problem, and it is not in general use at the present time.

Very truly yours,

Leon M. Fuquay

Leon M. Fuquay,
Security Officer.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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

OFFICE OF CHIEF EXECUTIVE OFFICER

December 31, 1946

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

Dear Mrs. Barton:

This is to inform you, in response to your memorandum of December 20, 1946, that no top secret material is received by, or originated by, this agency. We are therefore disregarding the questions listed in the above-mentioned memorandum.

Yours very truly,

Robert H. LaMotte

Robert H. LaMotte
Chief Executive Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

VETERANS ADMINISTRATION

OFFICE OF
ASSISTANT ADMINISTRATOR

VETERANS ADMINISTRATION
WASHINGTON 25, D. C.
December 30, 1946

Mrs. Ruth C. Barton
Secretary
State-War-Navy Coordinating Committee
Security Advisory Board
Washington 25, D. C.

Dear Mrs. Barton:

This has reference to your letter of December 19, 1946 addressed to the Deputy Security Officer, with which was transmitted Copy No. 66 of the Declassification Questionnaire dated October 17, 1946 (Serial No. 99).

The Veterans Administration did not have records which were classified from the standpoint of National security, although all of its records on individual veterans are confidential.

Casualty lists

Some classified material was received from the War and Navy Departments during the war but the declassification of this material would be the responsibility of the originating department. The Veterans Administration took action to insure that this material was adequately safeguarded and available only to those employees who required access to the information in the performance of their official duties.

It would be appreciated if reports of declassification of this material by the originating department could be furnished to the Veterans Administration for record purposes.

Very truly yours,

B. P. BRONSON
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

December 30, 1946

Mrs. Ruth C. Barton
Secretary
State-War-Navy Coordinating Committee
Security Advisory Board
Washington 25, D. C.

Dear Mrs. Barton:

This has reference to your letter of December 19, 1946 addressed to the Deputy Security Officer, with which was transmitted Copy No. 66 of the Declassification Questionnaire dated October 17, 1946 (Serial No. 99).

The Veterans Administration did not have records which were classified from the standpoint of National security, although all of its records on individual veterans are confidential.

Some classified material was received from the War and Navy Departments during the war but the declassification of this material would be the responsibility of the originating department. The Veterans Administration took action to insure that this material was adequately safeguarded and available only to those employees who required access to the information in the performance of their official duties.

It would be appreciated if reports of declassification of this material by the originating department could be furnished to the Veterans Administration for record purposes.

Very truly yours,

R. P. BRONSON
Security Officer

IW/ne

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Security Advisory Board
Attention: Mr. Anderson

DATE: December 30, 1946

FROM : CON - Mr. Bannerman RBB

SUBJECT: Serial No. 99 (Declassification)

Reference is made to SAB Serial No. 99, dated October 17, 1946, subject, declassification. In accordance with your request the following information is reported concerning the declassification procedures employed by the Department of State:

(a) Approximately 32,000 file drawers, but unclassified material is intermingled and no information upon which to base a more accurate estimate is available.

(b) Classified material in Department's files originate in Department, in Foreign Service establishments abroad and in other agencies--most of this material is reproduced for redistribution by the Department. Reproduced copies are held by recipients for varying lengths of time. No accurate estimate of volume, by originator, is possible.

(c) The Department of State retains, ultimately, only one record copy of each document it originates. The disposition by other agencies of material originating in the Department of State is the concern of those agencies.

(d) The State Department does not retain permanently information copies of material circulated by other agencies, unless this material becomes basis for Departmental action. Other material is destroyed when no longer needed for current reference (usually within 3 years)--not more than 5% (by volume) of all classified material received from other agencies is retained permanently by State Department.

(e) About 1500 items per day, but from 1 to 150 copies are made of each item.

(f) Primarily intelligence source material on international, political and economic affairs and on persons, firms and organizations.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(g) At this moment only one large office of the Department is carrying out an organized effort to declassify documents, namely, Office of Intelligence Coordination and Liaison. This procedure is functioning under OCL office instruction number one, a copy of which is available with SAB. This will be superseded by the Departmental Regulations which will cover the subject of declassification and will take effect early in January.

(h) It is impossible to state definitely what procedure would be "more workable" since there is no organized declassification program affecting the entire Department at this moment. The declassification procedure for the Department is presently under consideration.

Section 2. In view of the fact that the revised Security Regulations of the Department will issue the early part of January it would appear that no useful purpose would be served by furnishing a copy of the existing Security Regulations to SAB. When issued, the revised Security Regulations can be furnished to SAB.

CON:RLBannerman:gl

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES GOVERNMENT PRINTING OFFICE

WASHINGTON, D. C.

OFFICE OF
THE PUBLIC PRINTER

New address:
WASHINGTON·25·D. C.

December 19, 1946.

Mrs. Ruth C. Barton, Secretary,
Security Advisory Board,
Room 2027, New War Department Building,
Washington 25, D. C.

Dear Mrs. Barton:

Re: Serial Nos. 99 (17 October 1946)
and 176 (9 December 1946).

Reference is made to your unclassified memorandums relative to reclassification which are referred to above.

Inasmuch as the Government Printing Office does not originate, use, or retain classified material--but merely manufactures it on requisition from other departments and agencies of the Government--it would not seem that answers could be furnished to those questions which were submitted to this Office.

Very truly yours,

JOHN J. DEVINY,
Deputy Public Printer and
Security Officer.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICE OF THE ADMINISTRATIVE
ASSISTANT TO THE SECRETARY

TREASURY DEPARTMENT
WASHINGTON 25

December 13, 1946

Captain Ruth Catlett Barton
Secretary, Security Advisory Board
State-War-Navy Coordinating Committee
Rm. #216 State Department
1735 New York Avenue, Northwest
Washington, D. C.

Dear Captain Barton:

Attached are answers to certain questions on classified material in the possession of various activities in the Treasury Department which you requested be submitted to you that they may serve as a basis for the approach to the over-all problem of declassification in civilian agencies and Departments. After the papers have served your purpose and you have prepared your draft for the regulations on the down-grading of classified material, it is requested that they be returned to me, as no duplicate copies have been made because of the paper shortage.

The Treasury Department has been and will be operating under the security regulations which have been issued by the Office of War Information and by the State-War-Navy Coordinating Committee.

Very truly yours,

J. D. Larson
Security Officer

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES
DEPARTMENT OF THE INTERIOR
DIVISION OF INFORMATION
WASHINGTON

December 12, 1946

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

From: Frederick Hollowell,
Deputy Security Officer, fh
Department of the Interior

Subject: Serial No. 176 and Serial No. 99

We have been unable to furnish specific answers to the questions raised in Serial No. 99 because we have not yet received answers from all of the Bureaus which were canvassed for such information. The affected Bureaus were again reminded a few days ago of their obligations in the declassification problem.

However, we shall be glad to examine the new draft of regulations mentioned in Serial No. 176, and we anticipate no serious difficulty in our compliance with any reasonable provisions that it may contain.

[redacted]

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE INF:CCH:bel
AND DATE OF THIS LETTER

December 11, 1946

Mrs. Ruth Catlett Barton
Secretary
Security Advisory Board
State-War-Navy Coordinating Committee
2027 New War Department Building
Washington, D. C.

Dear Mrs. Barton:

In reply to your memorandum on the subject of declassification received today and with reference to your memorandum of October 17, 1946, we wish to state there is no classified material in the possession of the Civil Service Commission which would apparently come within the purview of your memoranda.

Very truly yours,

C. C. Hathaway

C. C. Hathaway
Chief, Information Division

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TENNESSEE VALLEY AUTHORITY

KNOXVILLE, TENNESSEE

December 11, 1946

Miss Ruth Catlett Barton, Secretary
Security Advisory Board
Room 2027
New War Department Building
Washington 25, D. C.

Dear Miss Barton:

I am sorry there has been a delay in getting you the information you requested in your memorandum Serial No. 99. Our office delegated authority to classify information during the war to several departments, and it was necessary to get this information from them.

At the present time TVA has about 420 file drawers of classified material. Some 320 drawers of it originated with TVA; the balance with outside agencies, chiefly the Army, though some of it came from the Navy.

The three principal offices having classified material are the Power and Chemical Engineering departments, and the Maps and Surveys Division. The material consists chiefly of scientific, technical, budgetary, financial, and legal documents, and maps.

Very little material is being declassified at the present time. About thirty pieces a month still are being classified by the Power Department. Maps and Surveys is returning classified material to the War Department as soon as it has served its need here. When the last Army assignment is completed, the Division will return or destroy (in accordance with Army instructions) the balance of the material. Power declassified some material at the close of the war, but is declassifying none now. Chemical Engineering has declassified but two out of 120 drawers.

I hope that this will give you the information you want, but if it does not, please let me know. I do not have any suggestions as to how to make the declassification procedure more workable.

I am enclosing a copy of the notice that went to all departments at the close of the war.

Very truly yours,

TENNESSEE VALLEY AUTHORITY

W. L. Sturdevant

W. L. Sturdevant
Director of Information

Enclosure

a.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

INTERDEPARTMENTAL INSTRUCTION
Tennessee Valley Authority
Information Office

II INFORMATION SERVICE
Censorship

WARTIME RESTRICTIONS ON RELEASE OF INFORMATION

Pending declaration by the President of the end of the national emergency (when a clarifying instruction will be issued), the following regulations regarding the release of information and maps are effective:

1. With the exceptions listed in a and b, all censorship of TVA information is lifted.

   a. The Department of Chemical Engineering and the Maps and Surveys Division will continue to restrict specific information which they know from communications with the War Department should be restricted.

   b. No information regarding TVA's relationship to the Clinton Engineering Works, other than that which has been published, is to be disclosed.

2. Almost all restrictions on distribution of maps have been lifted. Requests from outside for maps should continue to be sent to Central Map and Drawing Services, Union Building, Knoxville. That unit is keeping in close touch with the War Department regarding distribution of maps.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. 184

December 11, 1946

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

Subject: Declassification Questionnaire

References: a. Serial No. 99
b. Serial No. 176

Enclosure: Copy No. 59 of Serial No. 99

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

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

For the Security Advisory Board:

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. 173

December 5, 1946

Date:

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

Subject: Declassification Questionnaire

Reference: a. Serial No. 92
b. Serial No. 99
c. Minutes SAB Sixth Meeting

Enclosure: Proposed Follow-up Memorandum to Appropriate Security Officers.

1. On October 17, 1946, the Security Advisory Board addressed a memorandum to the Security Officers of non-military departments and agencies requesting that they submit answers to certain questions regarding classification problems in their agency.

2. To date, only 8 replies to this request have been received. In view of the lapse of time since the date of this request, it is felt that a follow-up memorandum to Serial No. 99 is in order. The enclosed draft is accordingly submitted for approval.

For the Security Advisory Board:

Ruth C. Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNCLASSIFIED
Serial No. _____

Date:_____

MEMORANDUM FOR Security Officer

_____

Subject: Declassification

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

2. The Security Advisory Board has now prepared the first draft of a regulation on the downgrading of classified material, upon which comments from certain interested offices are presently being secured. In order that your declassification problems may be considered in the first revision of this regulation, it is urged that you submit a reply to Serial No. 99, dated October 17, 1946, as soon as possible. If there is no classified material in the possession of your agency, it will be appreciated if you will so notify the Security Advisory Board.

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

For the Security Advisory Board:

Ruth Catlett Barton
Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

OFFICE OF THE CHAIRMAN

November 26, 1946.

Miss Ruth Catlett Barton, Secretary,
State-War-Navy Coordinating Committee,
Security Advisory Board,
Room 2027, New War Department Building,
Washington 25, D. C.

Dear Miss Barton:

This letter is in reply to your memorandum of October 17, 1946, with respect to the declassification of restricted material. The following is in response to the specific questions asked in the memorandum:

1. a. 17 file drawers
   b. No material has been classified by the Board. Approximately 17 file drawers have been received from other agencies, 1-1/2 drawers from the War Department and 14-1/2 drawers from the State Department.
   c. We have no such material.
   d. Material is being used currently and destruction is not contemplated at this time. Question of destruction will be taken up later in connection with the preparation of the annual schedule of material to be destroyed.
   e. None.
   f. The material is of a policy and technical nature.
   g. No.
   h. We have no suggestions.

2. No formal security regulations have been issued but it is clearly understood by all concerned that secret, confidential and restricted material must be housed in locked filing units and the doors of the rooms in which the cases are located are locked at night. Only the employees in the files handling this material have access to the filing units. Classified material may be handed only to persons authorized to request it and it is carefully controlled.

Sincerely,

Elliott Thurston

Elliott Thurston,
Assistant to the Chairman.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES TREASURY DEPARTMENT
OFFICE OF COMMISSIONER OF ACCOUNTS AND DEPOSITS

Memorandum

Date _____

To Mr. John D. Larson, Security Officer

From Mr. R. W. Maxwell, Bureau of Accounts

Subject Declassification of Wartime Material

GPO 2—16936

Reference is made to your circular letter of November 5, 1946, requesting information in connection with secret documents promulgated during the war.

The answers to your several questions are stated in the same sequence as they appear in your letter.

a. Seven legal size filing drawers, 14 cubic feet.

b. None of the material originated in the bureau. The source of the material was as follows:

War Department	5	file	drawers,	10	cubic feet
Navy Department	1	"	"	2	" "
Other	1	"	"	2	" "

c. None originated in the bureau.

d. It is the opinion of this office that none of this material should be destroyed, as most of the information contained therein is detail in support of certain summary accounting records maintained in the bureau.

e. Eleven documents received monthly.

f. See attached list of classified material.

g. We have no declassification program.

h. As the question of declassification is largely one of policy of the agency issuing the documents any change should originate with them. Advice informally received from some agencies indicates that some of the printed reports can be declassified. However, correspondence and miscellaneous items would require clearance of each subject. In view of the limited quantity in our possession, it is not too important that action be taken in the near future.

We trust that the information furnished will suffice; however, if there are questions, we would appreciate hearing from you.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Printed Reports (Two file drawers - four cubic feet)

Cumulative Report on Fiscal Operations of UNRRA - Foreign Economic Administration

Report of Transactions with Continental France and French Colonies - prepared by Lend-Lease Fiscal Division, Office of Foreign Liquidation - Department of State

Foreign Transactions of the United States Government - Foreign Economic Administration

United States Government Cash Transactions Abroad - Foreign Economic Administration

Monthly Progress Reports - Fiscal - published by Army Service Forces - War Department - confidential

Statistics of War Production - published by War Production Board - Statistics Division - confidential

Prencinradio, Incorporated - Annual report - year ending June 30, 1943 (carbon copy) - confidential

Construction Progress Report - War Department Office of Quartermaster General - Construction Division - Confidential

War Contracts - confidential printed reports
Cost-plus-a-fixed-fee
Renegotiation - War Dept. Manual
Joint Renegotiation Manual - Army

Office of Defense Plants - R.F.C. - Summary of Number of DPC Projects by Groups - Operation and Completion - restricted

Correspondence (Five file drawers - ten cubic feet)

Allied Military Government

Clearing Office for Foreign Transactions
Cash Transactions Abroad (regulation #4) War Department

Procurement of Food and Material Abroad (reg. #4 - Sup.#1) War Dept.

Loans, etc. to Foreign Governments and Private Entities in Foreign Countries (reg. #4 - Sup. #2) War Dept.

Facilities and Installations Abroad (regulation #5) War Department

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Personal Property Abroad (regulation #5- sup. #1) War Department

Civilian Supplies and Relief and Rehabilitation Items Furnished for Distribution Abroad (reg. #6) War Department

Disbursing Officers Exchange of Foreign Currency - Confidential

Aid furnished and expenditures, loans, grants, etc. made to Foreign countries (Statement used to prepare letter sent to the Committee on Appropriations (Kenneth McKellar) - confidential)

National Intelligence Authority - confidential

Interdepartmental Committee to Study Reporting and Accounting of Lend-Lease Transactions and Government Expenditures Abroad - Minutes of Meeting

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OFFICE OF
CHIEF CLERK
IN REPLYING QUOTE INITIALS

TREASURY DEPARTMENT

WASHINGTON

November 21, 1946

MEMORANDUM FOR: Mr. John D. Larson
Security Officer

Referring to your circular memorandum of November 5, subject, "Declassification", you are advised that this office has nothing to report under the several categories mentioned in your communication.

F. A. BIRGFELD
Chief Clerk

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

TREASURY DEPARTMENT
COMPTROLLER OF THE CURRENCY
WASHINGTON

ADDRESS REPLY TO
"COMPTROLLER OF THE CURRENCY"

November 19, 1946

MEMORANDUM TO MR. JOHN D. LARSON,
Security Officer: -

Reference is made to your memorandum of November 5 addressed to the Heads of Bureaus, Offices and Divisions and Security Officers regarding Declassification.

You are informed that the Office of the Comptroller of the Currency had no material which it was necessary to classify in accordance with instructions previously given and therefore no action is necessary to declassify same.

R. L. MILLER
Personnel Officer

GA

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

UNITED STATES COAST GUARD

WASHINGTON 25, D. C.

ADDRESS REPLY TO
THE COMMANDANT (CAM)
REFER TO FILE:

22 November 1946

MEMORANDUM FOR Mr. John D. Larson, Security Officer,
3206 Treasury Department

Subj: Declassification

Ref: Your memorandum dated 5 November 1946

1. The reference memorandum is hereby acknowledged.

2. In confirmation of the telephone call of recent date between you and Lt. Comdr. Hammond relative to the subject, it is agreed that your memorandum is intended only for civilian agencies and that the purpose of the Security Advisory Board is being served, insofar as the Coast Guard is concerned, by regulations and procedures which closely parallel those of the Navy.

3. Your cooperation in this matter is very much appreciated.

By direction of the Commandant.

A. C. Richmond

A. C. RICHMOND
Chief, Planning and Control Staff

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

741.4

Office Memorandum • UNITED STATES GOVERNMENT

TO : John D. Larson, Security Officer

DATE: DEC 4 1946

FROM : W. R. Johnson, Commissioner of Customs

SUBJECT: Declassification

In response to your memorandum of November 5, 1946, you are advised that the types of material given security classification during the war in the Customs Service were those pertaining to (1) ownership and description and (2) entrances and clearances, of vessels other than public vessels, as outlined in Bureau of Customs circular letter of May 10, 1943, of which a copy is attached.

Security classification and handling of such documents was discontinued pursuant to Bureau of Customs circular letter of January 3, 1946, copy attached, after approval of the Security Advisory Board as indicated in the copy of memorandum of October 12, 1945, attached, and in letter of December 4, 1945, addressed to Acting Secretary Herbert E. Gaston, by Admiral Inglis, Chief of Naval Intelligence, a copy of which is attached.

In view of the foregoing, it can be stated that no materials are now on hand covered by security classification and that declassification has been accomplished of all materials accorded security classification during the war.

W. R. Johnson

Enclosure

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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In view of the foregoing, it can be stated that no materials are now on hand covered by security classification and that declassification has been accomplished of all materials accorded security classification during the war.

(Signed) W. R. Johnson

Enclosure

EJS:pm 12-3-46

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TREASURY DEPARTMENT

BUREAU OF CUSTOMS

WASHINGTON

May 10, 1943

IN REPLY REFER TO
741.4

BUREAU OF CUSTOMS
CIRCULAR LETTER

TO PRINCIPAL CUSTOMS OFFICERS

Re: Classification and Protection of Information.

Reference is made to unnumbered restricted Bureau circular letter dated January 23, 1943, to which was attached a copy of Office of War Information Regulation No. 4, dated September 28, 1942, prescribing a general procedure for the safeguarding of information which might prove of aid or comfort to the enemy. Such information is of varying degrees of value to the enemy and therefore requires the exercise of a varying degree of precaution for its protection and safety. For the purpose of providing the necessary variations in safeguarding the several types of vital information there have been established three categories for classified information, namely SECRET, CONFIDENTIAL, and RESTRICTED.

In an effort to establish uniform standards throughout the Customs Service in the classification and protection of information which might prove of aid or comfort to the enemy, the Office of War Information classifications shall be applied to specific items of information handled by customs officers as follows:

1. Secret matter.

(a) Information shall be classified as SECRET when disclosure thereof might endanger national security or cause serious injury to the Nation or any governmental activity thereof.

(1) Past, present, or future routing of vessels (i.e., ocean course to be followed).

(2) Present or future itinerary of vessels (i.e., a combination of name

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of vessel, its loading and/or discharging ports and its way ports when used in conjunction with departure or arrival dates.

(3) Current or anticipated departure and arrival dates of vessels (if dates are actual or approximate within one week of actual dates).

(4) Convoy data - assembly ports, time of assembly, destination, number of vessels, composition of convoys, escort vessels.

(5) Any major shift of tonnage from one trade or port to another trade or port.

(6) Any abnormal assembly of shipping in a particular locality.

(7) Troop transport movements.

(8) Current or future position of a ship or group of ships.

(9) Information regarding marine or war risk casualties if it reveals convoys, routes, or positions of ships at sea.

NOTE: Various items of information such as name of vessel, departure or destination ports, nature of cargo, etc., in and of themselves are not necessarily secret, but may be given a SECRET classification if, in conjunction with other items contained within the same paper, they reveal information of a secret nature.

2. Confidential matter.

(a) Information shall be classified as CONFIDENTIAL when the disclosure thereof, although not endangering the national security, would impair the effectiveness of governmental activities in the prosecution of the war.

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(b) Items of information deemed CONFIDENTIAL:

(1) Past itinerary of vessels (if general routing is revealed).

(2) Past convoy data.

(3) Vessel armaments or defensive installations on merchant vessels.

(4) Visual characteristics and camouflage of vessels.

(5) The loss, abandonment, sinking, sabotage, or casualty to any vessel from enemy action or from any other cause.

(6) Statistics of the merchant marine.

(7) Past position of ships or groups of ships.

(8) Marine and war risk casualties involving information as to name of vessel, past convoys, past position of ships at sea, or past itinerary revealing general routing.

(9) Information relative to investigations of violations of export-control provisions.

(10) Information relative to violations of Foreign-Funds-Control provisions.

NOTE: Various items of information such as name or flag of vessel, sailing or destination ports, nature of cargo, etc., in and of themselves are not necessarily confidential but may be given a confidential classification if, in conjunction with other items contained within the same paper, they reveal information of a confidential nature.

3. Restricted matter.

(a) Items of information shall be classified as restricted when the disclosure

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thereof should be limited for reasons of administrative privacy or when it is not classified as CONFIDENTIAL because the benefits to be gained by a lower classification, such as permitting a wide dissemination where necessary to effect the expeditious accomplishment of a particular project, outweigh the value of the additional security obtainable from the higher classification.

No specific items are suggested for this classification. The Office of War Information definition, supra, shall be followed whenever applicable.

Reclassification:

As the timeliness of vital information diminishes, the need for a higher classification of specific items also diminishes. Information shall at all times bear the least restrictive classification consistent with proper safeguarding of the information. Toward this end, whenever feasible, reclassification of information shall be effected in conformity with Office of War Information Regulation No. 4.

Method of Protecting Unclassified Shipping Documents:

Certain types of documents and related papers used in connection with the operation of vessels, such as manifests, dock receipts, certificates of loading, bills of lading, consular invoices, dock books, etc., although containing information which might be of value to the enemy, are deemed impracticable to classify because serious delay in the operation of vessels and handling of cargo would result. However, even though not formally classified, such documents and related papers must be protected. The circulation of such documents and papers shall be restricted to those persons who must have, for essential purposes, the information contained therein. When not in use, such documents and papers shall be kept in a safe place, under lock and key, if possible.

W. R. Johnson

Commissioner of Customs.

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TREASURY DEPARTMENT
BUREAU OF CUSTOMS
WASHINGTON 25
January 3, 1946

IN REPLY REFER TO:

741.4

NOT FOR PUBLIC DISTRIBUTION

BUREAU OF CUSTOMS
CIRCULAR LETTER

TO COLLECTORS OF CUSTOMS AND OTHERS CONCERNED

SUBJECT: Revocation of security classification and handling instructions.

Effective immediately, all instructions heretofore issued requiring security classification and handling of documents pertaining to entrances and clearances and to ownership and description of vessels other than public vessels, are revoked. Security classification heretofore given such documents shall be removed, and security handling discontinued, immediately.

W. R. Johnson
Commissioner of Customs

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

October 12, 1945

MEMORANDUM

At 4:30 p. m. October 12, 1945, Lieutenant Slayton of the Security Advisory Board phoned me that following conferences with Lieutenant Andre (Extension 2155, Navy) and Lieutenant Smith (Extension 2845, Navy), the Security Advisory Board authorized immediate security declassification of all documents pertaining to entrances and clearances of merchant vessels and all documents pertaining to ownership and description of merchant vessels.

Lieutenant Slayton further stated that this authority included immediate complete declassification of SIGNAL LETTERS OF THE UNITED STATES MERCHANT MARINE and MERCHANT MARINE STATISTICS.

(signed) E. J. Shamhart

Deputy Commissioner

EJShamhart:INF

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C O P Y

NAVY DEPARTMENT
Office of the Chief of Naval
Operations

Washington 25, D. C.

4 December 1945

Serial No. 531P23

My dear Mr. Gaston:

The Secretary of the Navy has referred to me for reply your letter of 7 November 1945.

The Navy Department has no objection to revocation by the Bureau of Customs of the security regulations adopted as the result of OWI Regulation #4 and governing the classification and handling of documents pertaining to entrances, clearances, and movement of merchant vessels.

Very sincerely yours,

(s) THOMAS B. INGLIS,
Rear Admiral, USN,
Chief of Naval Intelligence.

The Honorable

Herbert E. Gaston

Acting Secretary of the Treasury

copy/pm

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

FORM 7928-A
TREASURY DEPARTMENT
BUREAU OF ENGRAVING AND PRINTING

TREASURY DEPARTMENT

BUREAU OF ENGRAVING AND PRINTING

OFFICE OF THE DIRECTOR

MEMORANDUM

November 25, 1946

To: John D. Larson, Security Officer

From: A. W. Hall, Director

Reference is made to your memorandum of November 5, 1946, requesting information which might be useful in the study of declassification procedure now being considered by the Security Advisory Board.

In this connection you are advised that this bureau did not originate any classified material. Documents to be treated as top secret, secret, etc., were received from other sources, principally from the War Department and a few from the Navy Department. The material consisted of orders and correspondence pertaining to the printing and shipping of securities for the military forces. Special files occupying approximately 20 cubic feet of drawer space were maintained for safeguarding these papers and they were accessible only to persons designated to handle this particular work.

Since the War, information which previously had been given a classified status, has become public knowledge through the press. There would appear to be no further need, therefore, to maintain the classification restriction in this bureau, particularly since all information for publication and in response to individual inquiries is submitted to the Director of Public Relations for approval.

The documents and records in question are essential for our files, at least for a limited period. Rather than recommend the immediate destruction of this material, it is suggested that it be merged with our regular security records. Some of this material will be destroyed when its period of usefulness expires. Documents of major importance will be retained permanently.

A. W. Hall

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. John D. Larson, Security Officer

DATE: November 19, 1946

FROM : S. C. Dunn, Security Officer
Foreign Funds Control

SUBJECT:

Declassification

1. The Foreign Funds Control Division does not anticipate declassifying any material or documents now in its files. Although the classification of most of our files is not as important now as during the actual period of the war, the information contained is still not that which should be made available to the public.

Upon complete liquidation of the Control certain classified files will be destroyed in accordance with the official records destruction program.

2. We have not originated any security regulations but have complied with O.W.I. Regulation No. 4.

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TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF
DIRECTOR OF THE MINT

IN REPLYING QUOTE INITIALS

November 25, 1946.

John D. Larson
Security Officer,
Treasury Department.

Dear Sir:

Referring to your communication of November 5, 1946, I submit the following answers to the questions you have raised:

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

Eight cubic feet.

b. Approximately how much of the total amount was originated by your activity and how much has been obtained from other sources? (If possible, give separate estimate of amount obtained from War Department and amount obtained from Navy Department.)

Approximately 4 cubic feet originated in the Mint Bureau.

c. What percentage, approximately, of classified material originated by your activity can now be destroyed?

None.

d. What percentage, approximately, of classified material received from other activities can now be destroyed?

None.

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

One cubic foot per year.

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

(1). Investigative reports in connection with Gold Reserve Act.

(2). Instructions to and reports from, Mint Institutions, pertaining to protection.

(3). Details pertaining to certain foreign coinage orders.

(4). State Department dispatches and communications pertaining to subjects of interest to the Mint.

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

No.

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

Yes. To be notified by the office orginating the correspondence, that it is no longer to be classified as confidential material.

Very truly yours,

Director of the Mint

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. John D. Larson, Security Officer DATE: November 22, 1946

FROM : Mr. William H. Taylor, Assistant Director Monetary Research WHT

SUBJECT: Declassification

Reference is made to your circular memorandum of November 5, 1946. The following are the answers to your numbered questions.

1a. Approximately two-thirds of the material in our activity is classified.

1b. Approximately one-quarter of the total amount was originated in the Treasury, one-quarter in the War Department, one-quarter in the Navy Department and one-quarter in the State Department.

1c. None of the material originated by this Division can be destroyed.

1d. None of the material received from other activities can be destroyed.

1e. Approximately two-thirds of the material in our activity is being classified.

1f. Our files consist mostly of technical and policy matters.

1g. No declassification is taking place in our activity.

1h. There would seem to be no specific provisions which would make a declassification procedure more workable in our activity.

2. We have no written security regulations in this activity.

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TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE November 19, 1946

TO Mr. John D. Larson, Security Officer
Room 3206, Treasury Building

FROM Will S. Wood, Deputy Commissioner of Narcotics

SUBJECT Declassification

Referring to your memorandum of November 5, 1946, I have to advise as follows:

a. The classified material in the file of the Bureau of Narcotics is insignificant in quantity and of low or "Restricted" classification.

b. The material was practically all of War and Navy Department origin.

c. d. None of this material should be destroyed. While the occasion for its classification has passed the material is an important though quantitatively insignificant part of the Bureau's records.

e. No material is now being classified and no classified material is being received.

f. The classified material in the file consists of censorship intercepts of correspondence relating to narcotics and matter relating to Army-Navy purchases and government stockpiling of narcotics for war and emergency needs.

g. No formal declassification is being done. The material consists of scattered documents in files which are never made available to the public, not withstanding there is no longer any security hazard involved.

h. For this reason, unless specifically required by some law or regulation, formal declassification is not considered either practical or necessary.

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TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE
December 9, 1946

TO Mr. John D. Larson
Security Officer

FROM Mrs. Marion W. Doyle MWD
Acting Director of Personnel

In response to your memorandum of November 5, 1946, you are advised that the Division of Personnel has nothing to report to the Security Advisory Board regarding declassification procedure.

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TREASURY DEPARTMENT

PROCUREMENT DIVISION

OFFICE OF THE DIRECTOR

WASHINGTON 25

DEC 4 1946

Mr. John D. Larson
Security Officer
Office of the Administrative
Assistant to the Secretary
U. S. Treasury Department
Room 3206
Washington 25, D. C.

Dear Sir:

In compliance with memorandum of November 5, 1946, there is submitted herewith the information requested with respect to classified material within the Procurement Division.

a. Amount of classified material in this activity approximately 9800 pieces.

b. Approximate amount originated by (1) this activity 5800 pieces (2) Price Adjustment Board War Contracts 4000 pieces.

c. None of the classified material originated by this activity can now be destroyed.

d. None of the classified material received from other activities can now be destroyed.

e. Approximately 750 documents are currently being classified per day.

f. The types of classified material located in this activity include correspondence, contracts, specifications, reports, storage allocations and surplus declarations relative to the Strategic and Critical Materials program and technical and policy material of the War Contracts Price Adjustment Board.

g. No declassification is actually taking place within this activity.

h. There are no specific provisions which would make a declassification procedure more workable in this activity.

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2 - Mr. John D. Larson

There is attached a copy of Administrative Order 314 dated June 10, 1946, and Supplement 1 dated July 16, 1946, covering classified materials within this activity.

Very truly yours,

Clifton E. Mack
Director of Procurement

Attachments:

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OFFICE OF THE DIRECTOR

TREASURY DEPARTMENT
PROCUREMENT DIVISION
WASHINGTON (25)

June 19, 1946

ADMINISTRATIVE ORDER 314

TO: All Officials

FROM: Clifton E. Mack, Director of Procurement

SUBJECT: Protection of Confidential Papers

In order that confidential matter in custody of the Procurement Division may be given sufficient protection, officers and employees of the Procurement Division will observe the provisions of a memorandum of August 14, 1940, from the Administrative Assistant to the Secretary, which is quoted as follows:

"All important and confidential correspondence, codes, files and papers should be placed in locked filing cases, cabinets or safes at the close of each work day.

"During the day, precautionary measures should be taken to see that no confidential material is left on desks where it may be subject to the scrutiny of unauthorized persons.

"Keys to locked cabinets, cases, etc., should be in the possession only of officials or thoroughly responsible employees.

"Confidential letters, codes, files, etc., should be sent from office to office in sealed envelopes plainly marked 'CONFIDENTIAL'; ultra-confidential matter should be handled only by the official to whom it is intrusted or by some person in the particular activity specially designated for that purpose.

"Confidential papers, etc., for outside points should be transmitted, under seal, by special messenger. Sealed envelopes for delivery in this manner should bear an 'over-seal'. Arrangements should be made with the Chief Clerk of the Department for the furnishing of these 'over-seals'.

"Confidential waste or other materials will be destroyed by burning. Facilities for this burning are available in Room AA-6, Main Treasury Building, and all such material shall be brought to this point in a sealed container by a representative of the office involved. Such representative shall witness the burning of the material and remain until destruction is complete.

"Doors to all rooms or offices where confidential matters are handled and files maintained, should be locked at the close of each work day or whenever all of the occupants are out of the room.

(over)

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"Generally, this can be accomplished by having the messenger lock the room and turning the key over to the Captain of the Guard to be placed on the keyboard. In outlying buildings necessary special arrangements will be perfected by the respective heads."

Certain offices requiring frequent use of "over-seals" have been provided therewith. Other offices requiring their use may obtain them by request on the Chief, Office Services Division, Washington Office, stating the reason for their need. When mail requires the use of an "over-seal", the outgoing correspondence or documents will be sealed in an addressed envelope, and the "over-seal" will be affixed thereto before it is transmitted to the mailing unit.

Whenever it becomes necessary to destroy confidential matter notice of the requirement will be given to the Chief, Office Services Division, who will take the steps necessary for its destruction in accordance with the instructions quoted above.

In order that the confidential nature of matters connected with national safety may be preserved, officers responsible will cause correspondence, reports and other papers falling within the categories described below to be labeled by notation on the documents and on the transmittal cover with one of the following identifications, according to the character of the content.

1. "Secret" will be indicated on all documents which will disclose information which might endanger national security, cause serious injury to the interest or prestige of the Nation or any Governmental activity, or will be of great advantage to an enemy.

   Documents pertaining to "Strategic and Critical Materials" will be marked and handled as "Secret".

   Under no circumstances will "Secret" material be sent by ordinary mail. It must be forwarded under covering letter by special messenger or Registered Mail, and a receipt for delivery obtained and filed.

   The transmittal letter for such material must be prepared for the signature of the Director, and reviewed and approved by the appropriate Deputy Director and the Assistant Director before submission for signature.

2. "Confidential" will be indicated on documents which are not rigidly secret in that, while they may be used by the staff officials of the Procurement Division, they may not be released generally throughout the organization or to other organizations without specific authority of the Director.

(continued)