

July 9, 1946

RESTRICTED
Serial No. 55
ETA/ris

Serial File

MEMORANDUM FOR

War Member, SAB
Navy Member, SAB

Subject:

Proposed SAB bulletin to Security Officers
regarding restricted mail service between
U.S. and Germany, etc.

The following incident is of interest to the Security
Advisory Board.

Professor Dr. Theodor Stocks of Stenzen, Germany, recently wrote to the United States Coast and Geodetic Survey, Washington, for several nautical charts. A reply was prepared by the United States Coast and Geodetic Survey attaching several charts, some of which are classified, and sent to John H. Hilldring, Assistant Secretary of State, with a covering memorandum asking if the forwarding of such information to a resident of an occupied country would be contrary to established policy. In reply the State Department advised the Coast and Geodetic Survey that in its opinion it would be contrary to the established policy of our Government to transmit a reply in a sense of the letter under reference. It is the State Department's understanding that since the Trading with the Enemy Act is still applicable to Germany, existing regulations governing the restricted mail service between Germany and the United States do not permit the sending of communications relating to other than personal or family matters. Consequently, it appears that both the letter from Dr. Stocks and the proposed reply thereto relate to matters other than those permitted under existing postal regulations. It is therefore assumed that it was only through inadvertence that Dr. Stocks' letter was permitted by Censorship authorities to go forward from Germany. In addition to these considerations it is the State Department's view that the sending to

persons

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Serial No. 55

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July 9, 1946

Subject: Proposed SAB bulletin to Security Officers
regarding restricted mail service between U.S.
and Germany, etc.

persons in Germany of material of the nature requested by
Dr. Stocks would, from a security standpoint, be contrary
to the national interest of the United States.

My attention was called to a memorandum from the
Special Projects Division in the State Department stating
that "this file leads us to inquire whether some government
agency should not undertake to warn all government agencies
that mail to Germany is limited to personal or family
matters. Apparently numerous responsible officials do not
read the newspapers."

This appears to be an instance where the Board could
be used as an implementing agency and if you concur
I will request the Secretary, upon her return, to issue
a bulletin to all Security Officers embodying the above
pertinent information, which would of course apply to all
occupied areas.

E. T. Anderson
Acting Chairman

cc SWNCC Secretariat
SWNCC Subcommittee for MIC

Serial No. 54Serial File

1 July 1946

MEMORANDUM TO Mr. E. T. Anderson
Chairman, Security Advisory Board
State-War-Navy Coordinating Committee

Subject: Future Agenda for the Security Advisory Board

1. The Security Advisory Board is primarily a day to day operational Board. It seems to me that the first duty of the Board is one of making available on a current basis the services of the Board with respect to offering advice to government agencies and departments on security problems which they may have. The future planning of the Security Advisory Board, therefore, is not deemed as of such immediate importance as this day to day operational function. Likewise when a period of time so long as six months has elapsed since the end and beginning of the operations of any outfit it is necessary to utilize a rather lengthy period of time in order to begin a satisfactory current operation. This is especially true regarding a group working on security policies in view of the fact that the end of the war and changing conditions thereafter have occasioned such a noticeable change in security policies throughout government.

2. Future planning for any such outfit must go forward day to day as the indications for revision and supplementation and originations of policies develop. The need for these policies can be indicated only after a thorough knowledge of conditions in government agencies and departments becomes known. Such plans as are indicated in the succeeding paragraphs are therefore subject to change as conditions throughout government indicate the necessity for such changes.

3. Declassification. The main bulk of work which the Security Advisory Board will have to do will concern declassification of documents throughout government agencies and departments. It has not been contemplated that the Board would at any time act as an authoritative group which would pass on the advisability of declassifying such particular documents. It is, however, the intention and purposes of the Security Advisory Board to have the following function regarding declassification in government agencies and departments:

a. The formulation of a workable declassification procedure within government agencies and departments on the basis of recommended procedures on this subject in the War and Navy Departments. The preparation of these procedures in the War and Navy Departments is presently going on and the Board must necessarily await their completion.

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When the necessary research into government agencies and departments to determine what declassification procedures will be workable has been completed, and the preparation of these procedures has been undertaken, the work of the Board in this connection will then be to insure the fact that all agencies and departments enter on a thorough declassification program under the advisory supervision of the Security Advisory Board. Until such time as these declassification procedures are prepared the only course which the Board can follow is to offer advice in this matter on the basis of such regulations as presently exist for handling declassification problems which are coming into the Board on an individual basis.

b. Personnel Security. The Board has been used by the War and Navy Departments from time to time as an insurer of the security of certain personnel in government agencies and departments designated by the War or Navy Departments to receive classified information. It is assumed on the basis of requests which have been coming to the Security Advisory Board since April 1946 that this use of the Security Advisory Board by the War and Navy Departments will continue. The Board has attempted to effect some uniformity throughout the government on the standards necessary for such security clearances and has received assurances of consideration on their minimum standards from the majority of the government agencies and departments. In this connection there is enclosed for your information a copy of SAB No. 3 and a copy of the minutes of the 4th Meeting of the Security Advisory Board at which Security Officers of leading government agencies and departments were present. The work of the Board regarding personnel security will in all probability continue so long as there is classified information being funneled to civilian agencies and departments.

c. Top Secret Control Procedure. During wartime instructions on Top Secret existing control procedure were issued by the Security Advisory Board to federal departments and agencies. The procedure was an unwieldy one and because of the nature of Top Secret documents and the necessity for many top ranking officials to have access to those documents the control of information in this category was never satisfactory. It is my understanding that the War Department and the Navy Department found similar difficulty in enforcing a rigid Top Secret Control Procedure in their respective departments. The present belief of these departments seems to be that the procedure itself was not satisfactory and stands in need of revision. I share this belief. The Board must at some future date revise the present Top Secret Control Procedure but this too must await revision of the War and Navy Department procedures which is presently going forward. In this connection the Board maintained during war time and should continue to maintain during peace time a list of officials in all the departments and agencies to whom material in this category could be consigned. The Board has not to date secured from the departments and agencies a revised list of Top Secret Control officers since it was necessary first of all to establish some standard for the clearance of these individuals and since the establishment of such a list should await the formulation of the procedures themselves. It seems to me that this project is a matter of urgency since there are no instructions at the present time for the departments and agencies regarding those individuals who should receive Top Secret information. Once this procedure and this list is completed the

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Board will have a day to day operational function regarding the enforcement of this procedure and the maintenance of this list on a current basis.

d. Revision of General Overall Security Regulation. As a matter of expediency it was deemed necessary by the Security Advisory Board to issue a temporary overall security regulation. This interim security regulation is enclosed for your information (SAB No. 1). The Board realizes that the standards set forth in this memorandum will necessarily not be the final standards on security. The revision of this regulation will require extensive study and liaison of the Board with War and Navy Departments and other federal departments and agencies before a workable regulation can be issued. The Board must necessarily insure the fact that their regulations are satisfactory and workable in the majority of the agencies and departments to which they apply. The revision of this general overall security regulation will require that certain policies be worked out regarding such matters as destruction of classified waste, disposition of classified records, storage of classified records, and those subjects enumerated in paragraphs a, b, and c above.

e. Surveying Situations in Government Agencies and Departments Which Effect Security. One of the primary functions of the Security Advisory Board as pointed out in paragraph 1 above is to act as a constant source of advice on security problems for government agencies and departments. From past experiences with federal agencies and departments it can be assumed that not all such departments or agencies will take any initiative in the solution of security problems. It was found during the operations of the old Board that very close liaison with Security Officers of government agencies and departments was necessary in order to insure its most effective operations. It has not been possible to establish or maintain close liaison with the newly designated security officers of these departments in the past months because of the fact that the Secretary has had neither the time nor the personnel with which to accomplish such liaison. It is contemplated, however, that under circumstances in which the Secretary would be able to devote her full time to the Board work and have the full time services of an assistant, this liaison, which can be accomplished only by personal visits into departments and agencies, can be satisfactorily initiated and maintained.

f. The setting-up of methods whereby government agencies and departments may be able to store records in a classified state. At the present time there exists no arrangement whereby government agencies and departments may store classified documents of which they possess numerous copies aside from the storage of these documents in much needed space within their own departments or the unsatisfactory method of transferring them to the National Archives. The latter method means that only a record copy of these documents should be transferred to the National Archives and even then the National Archives does not desire to receive too many classified documents. The Library of Congress could act as a storage vault for the classified documents in bulk were some arrangement worked out whereby these documents would be held under lock and key until their declassification was accomplished either by enterprising representatives of the Library of Congress or by a procedural directive to declassify government documents. Some discussion on this subject has already gone forward and it is hoped that the arrangement may be completed at some future date.

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g. The maintenance of close liaison with government historians and record custodians of government agencies. The two groups of individuals in the government who are of more potential use to the Security Advisory Board, aside from the Security Officers themselves, are the historians and the record custodians. In recent meetings with both groups at which the Secretary discussed security and classification problems, it was made evident that the interest in security is paramount. It is contemplated that when the Board has a full time Secretary this individual should be used as a means of particularly close liaison with these two groups. Meetings should be held with these two groups through the already-promised cooperation of the Bureau of the Budget in order to answer any security problems which these groups have. Histories of government agencies are a potential source of security leaks and their close examination before publication must be insured. It is contemplated that the Board can be of invaluable assistance to the Security Officers of agencies and departments in this respect.

h. Use of the Board as an implementing body for security problems for SWNOC. It will probably become necessary that the Security Advisory Board make certain administrative surveys within government agencies and departments for the State-War-Navy Coordinating Committee. Such surveys can of course be accomplished only with the consent of the Security Officer of the department or agency concerned and can follow only as a result of pleasant working relationships between the Board and the Security Officer.

i. Review of prescribed policies and procedures on security as prepared by Security Officers of federal departments and agencies. Any memorandum or policy which the Security ~~Officer~~ Advisory Board may issue will necessarily be implemented within the departments and agencies to set the particular circumstances existing within those agencies. It has been the policy of Security Officers in the past to submit these implementations to the Security Advisory Board for review and recommendations. The Board is already receiving such implementations for review and will continue to receive them in the future. It is hoped that some expeditious means may be devised by which these implementations can be reviewed and returned to the Security Officer for publication. Such policies are only effective within a department or agency when they are a rapid follow-up of a SAB memorandum.

j. Other problems. It is impossible to foresee the nature of other problems that may be brought to the attention of the Security Advisory Board. Any circumstances affecting security within the government come under the provisions of the Security Advisory Board and may in all probability be brought to their attention for advice. Where the Board knows all circumstances existing which are detrimental to security, the Board must on its own initiative prepare policies which will correct these violations.

For the Security Advisory Board

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 53Serial File

July 1, 1946

Hon. M. S. Eccles
Chairman, Board of Governors
Federal Reserve System
Washington, D. C.

Dear Mr. Eccles:

Thank you for your letter of June 25, 1946 in which you stated that the minimum standards for security clearances of personnel having access to Top Secret and Secret information as shown in Security Advisory Board memorandum No. 3 would be satisfactory with the Federal Reserve System.

In view of the pertinent comments from interested agencies, it was necessary to make certain changes in the first draft of SAB No. 3. The approved paper was circulated to your Board on June 26, 1946. The Security Advisory Board will be interested in any implementation of SAB No. 3 which your Board might make.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 5

July 1, 1946

Mr. Taylor H. McCauley
Security Officer
Federal Security Agency
Washington 25, D. C.

Dear Mr. McCauley:

The Security Advisory Board has considered your letter of June 20, 1946 in which you requested that the opinions of the War and Navy Departments be obtained with respect to declassification of the War Area Reports issued by the Federal Security Agency.

In view of the fact that the War Area Reports were not classified at the request of the War or Navy Departments, and in further consideration of the fact that the Office of the Surgeon General, War Department, has recently made available to the public, films regarding subjects listed by you as being covered in these reports, it is the opinion of the Security Advisory Board that these reports may be declassified at the direction of officials of the Federal Security Agency.

For your information, the Security Officer of the Office of the Surgeon General has informed the Security Advisory Board that the methods of control of venereal disease is no longer considered classified.

Thank you for your interest in this matter.

Sincerely yours,

M. Ruth Catlett
Capt., WAC
Secretary

Serial No. 51

1 July 1946

Mr. W. L. Sturdevant
Security Officer
Tennessee Valley Authority
Knoxville, Tennessee

Dear Mr. Sturdevant:

The copy of TVA's implementation of SAB No. 3 has been reviewed by the Security Advisory Board. The Board appreciates your expeditious handling of the proposed memorandum.

The Security Advisory Board did not intend that the first draft of SAB No. 3 should necessarily be the final form this memorandum should take. It was the intention of the Board to take into cognizance the suggestions and recommendations of Security Officers of Government agencies and departments and make such revisions in the June 17 draft as were necessary, in view of these comments. On the basis of recommendations from Security Officers of interested agencies and departments, the Security Advisory Board has found it necessary to make certain changes in the first draft of SAB No. 3. These changes are indicated in the final form of this memorandum transmitted to you June 26, 1946.

In order to bring the TVA implementation of SAB No. 3 into line with the final memorandum it is suggested that changes as necessary be made in your memorandum. It is further suggested that the first line of paragraph 1 of your memorandum be changed to read "The Security Advisory Board of the State-War-Navy Coordinating Committee"

The cooperation of the Tennessee Valley Authority with the recommendations of the Security Advisory Board in this matter, as in others, is deeply appreciated.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

CONFIDENTIAL
 Serial No. 50
 MRC/gh

CONFIDENTIAL

28 June 1946

MEMORANDUM FOR The Director, Civil Affairs Division
 Room 3B924, Pentagon Building
 Washington 25, D. C.

Subject: Security Clearance for Information Management Group
 Representatives

References: a. Letter from CAD to SAB dated 16 April 1946
 b. Memorandum from SAB to CAD dated 11 June 1946
 (Serial No. 37)
 c. Letter from CAD to SAB dated 18 June 1946
 (WDSGA 380.01)

Enclosures: Copies of letters from Security Officers of agencies
 and departments concerned.

1. In accordance with requests contained in references a and c, the Security Advisory Board has obtained security clearances on the following officials to receive classified information up to and including SECRET:

<u>State</u>	Mr. Monroe Karasik
	Mr. Rene E. Carroll
	Mr. Henry C. Martin
	Mr. Dale Simmons
	Mr. Edward J. Carroll
<u>Agriculture</u>	Mr. James F. Ferry
	Mr. Edwin F. Jones
<u>Treasury</u>	Miss Margaret Bell
	Miss Marjorie Lichtenberg
<u>Commerce</u>	Mr. Aaron Tollin
	Mr. Leslie Standlee
<u>Labor</u>	Miss Faith M. Williams
<u>USCC</u>	Mr. W. H. Trout
	Mr. Phillip J. Fischer
<u>Federal Reserve System</u>	Mr. Walter R. Gardner
	Mrs. Esther G. Crews

These clearances are being sent to you separately in view of the fact that continued delay in securing clearances on the remaining civilian officials listed is anticipated.

CONFIDENTIAL

CONFIDENTIAL
Serial No. 50

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28 June 1946

Subject: Security Clearance for Information Management Group Representatives

2. It is understood that the Information Management Group of Civil Affairs Division of the War Department has agreed to take steps to remove from their list of representatives the name of Mr. J. E. Hanley of Reconstruction Finance Corporation at the verbal request of the RFC Security Officer. No attempt has therefore been made to secure clearance on Mr. Hanley.

3. Letters in this connection from the Security Officers of agencies and departments concerned are enclosed for your files.

For the Security Advisory Board

M. RUTH CATLETT
Captain, WAC
Secretary

Serial No. 49
KRC/dmg

Serial File

June 26, 1946

Mr. E. K. Jett
Security Officer
Federal Communications Commission
Washington 25, D. C.

Dear Mr. Jett:

Thank you for your letter of June 25, 1946, in which you stated that the Federal Communications Commission would follow the standards outlined in SAB No. 3 in obtaining security clearances on its personnel.

In view of pertinent comments from interested agencies, it has been necessary to make certain changes in the First Draft of SAB No. 3.

The approved SAB No. 3 is now being prepared and will be forwarded to you as soon as possible.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 48
MRC/dmg

June 26, 1946

Serial File

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

Dear Mr. Hathaway:

Thank you for your letter of June 24, 1946, in which you stated that the U. S. Civil Service Commission had no further recommendations to make on SAB 3.

In view of pertinent comments from interested agencies, it has been necessary to make certain changes in the first draft of SAB No. 3. The approved paper is being prepared and will be forwarded to you as soon as possible.

The Security Advisory Board will be interested in any implementation of SAB No. 3 which your department may make.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 47

Serial File

June 26, 1946

Mr. Taylor H. McCauley
Security Officer
Federal Security Agency
Washington 25, D. C.

Dear Mr. McCauley:

Thank you for your letter of June 21, 1946, in which you stated that the proposed minimum standards for security clearances outlined in SAB No. 3, would be satisfactory with the Federal Security Agency.

The Security Advisory Board has considered your request to establish an internal "Security Advisory Board" within your agency to consider problems of personnel security and other security matters. The establishment of an internal security committee within your agency is of course an administrative matter within the Federal Security Agency. The Security Advisory Board, however, believes that the establishment of such a group within your agency would be of substantial aid to you as Security Officer of an agency with so many field offices and diversified functions. While approving the idea of such an internal group, the Board would like to suggest that a designation other than "Security Advisory Board" be given to such an internal group, in order to eliminate any confusion which might result from an internal use of such a designation. Such a group might, for example, be referred to as a "Security Committee".

Your office will be furnished with ten additional copies of Security Advisory Board material in the future.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 46

Serial File

June 26, 1946

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

Dear Mr. Kremer:

Thank you for your letter of June 21, 1946, in which you stated that the Library of Congress would follow the standards outlined in SAB No. 3 in obtaining security clearances on its personnel.

In view of pertinent comments from interested agencies, it has been necessary to make certain changes in the First Draft of SAB No. 3.

The approved SAB No. 3 is now being prepared and will be forwarded to you as soon as possible.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

Serial No. 45

CONFIDENTIAL

Serial File

Serial File

June 26, 1946

Mr. John J. Deviny
Security Officer
Government Printing Office
Washington 25, D. C.

Dear Mr. Deviny:

Thank you for your letter of June 24, 1946, setting forth the comments and recommendations of the Government Printing Office with regard to our proposed memorandum on security clearances of personnel having access to Top Secret and Secret material.

The type of security clearance which is being followed in the GPO seems satisfactory from a security standpoint to the Security Advisory Board. Paragraph 2 b of the proposed draft was not intended to require that investigation should be done by the agency or department where other reliable sources of information were available. The Civil Service Commission clearance, plus the policy of your office to route Top Secret and Secret work to employees of long association with the Government Printing Office seems an adequate substitute from a security standpoint for the "investigative report" required.

For your information, the Security Advisory Board held a meeting recently with Security Officers of agencies and departments originating and receiving the bulk of Top Secret and Secret matter in the Federal government. At that meeting changes were made in SAB No. 3 which will allow the substitution of clearances on the basis of employment records in lieu of the investigative report outlined in paragraph 2 b of the draft of SAB No. 3. It is believed that the present provisions of SAB No. 3 will satisfactorily answer your objections to this memorandum.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

CONFIDENTIAL

Serial No. 44

26 June 1946

Mr. Bice Clemow
Executive Secretary
Office of Economic Stabilization
Washington 25, D. C.

Dear Mr. Clemow:

Reference is made to your letter of June 24, 1946 in which you informed the Security Advisory Board of the resignation of Mr. Berg, formerly designated as the Security Officer for the Office of Economic Stabilization, and requested that consideration be given your opinion that the Office of Economic Stabilization did not require representation on the Security Advisory Board.

It is realized that many agencies and departments do not have an appreciable amount of current classified information. The fact, however, that many documents were classified in war time indicates that most agencies and departments have classified documents in their possession. Since it is the responsibility of every government employee to give to classified information the protection its classification deserves and since every agency is a potential recipient and originator of such information, it is the opinion of the Security Advisory Board that every federal agency and department should have a Security Officer or other responsible official who is aware of approved security regulations.

Liaison between the Office of Economic Stabilization and the Security Advisory Board will not mean that the Board will require representation from your agency at all its meetings. It will mean, however, that you will be advised of current security policies and directives and that the Board would feel free to consult with you should a matter of interest to your agency arise. If this arrangement is satisfactory with you the Board will list your name for liaison purposes for the Office of Economic Stabilization.

Sincerely yours,

M. Ruth Catlett
Captain, WAC
Secretary

CONFIDENTIAL
Serial No. 43
MRC/dmg

CONFIDENTIAL

Serial File

21 June 1946

MEMORANDUM FOR: Mr. Elliott Thurston
Security Officer
Federal Reserve Board

Subject: Security checks.

Reference: a. Draft of SAB No. 3 dated 17 June 1946

1. Mr. Walter R. Gardner and Mrs. Esther G. Crews, International Section, Federal Reserve Board, have been designated to receive classified information from the Civil Affairs Division of the War Department for the Federal Reserve Board.

2. Under date of 30 October 1945, the Federal Reserve System Security Officer cleared Mr. Gardner and Mrs. Crews for receipt of similar material at the request of the Security Advisory Board, then operating under the Office of War Information. In view of the interval of time which has elapsed since then and in view of the fact that the Security Advisory Board has been established under the State-War-Navy Coordinating Committee, it is requested that you confirm for the Board your previous clearance of Mr. Gardner and Mrs. Crews to receive classified military information up to and including Secret.

3. Notification in this connection should be sent to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 2027, New War Department Building.

For the Security Advisory Board:

M. Ruth Catlett
Capt., WAC
Secretary

CONFIDENTIAL

CONFIDENTIAL
Serial No. 42
MRC/dmg

CONFIDENTIAL

21 June 1946

MEMORANDUM FOR: Mr. Leslie Eichel
Security Officer
Department of Labor

Subject: Security check.

Reference: a. Draft of SAB No. 3 dated 17 June 1946

1. Dr. Oscar Weigert, Bureau of Labor Statistics, Department of Labor, has been recently appointed to receive classified information from the Civil Affairs Division of the War Department for the Department of Labor.
 2. It is requested that a security check be made of the above-named individual and notification as to his eligibility from a security standpoint to receive classified military information up to and including Secret be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 2027, New War Department Building, as soon as possible.
- For the Security Advisory Board:

M. Ruth Catlett
Capt., WAC
Secretary

CONFIDENTIAL

Serial File

UNCLASSIFIED
Serial No. 41
RRC/nmh

19 June 1946

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

Subject: List of Security Officers

Reference: a. SAB Memorandum No. 3 (OWI)

Enclosure: Draft of SAB 4

1. From time to time it was the custom of the SAB under OWI to issue a current list of the Security Officers of non-military federal departments and agencies. These memoranda, issued as SAB Memorandum No. 3 and successive revisions thereof, were of substantial aid to the Security Officers and facilitated direct contact among the departments on security matters.

2. It is proposed to issue the enclosed current list of Security Officers as SAB 4, successive revisions to be issued as slants of the original. Members of the SAB are requested to indicate their opinions on this suggestion to the Secretary as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

Approved: P. Blaney - 6-26-46

UNCLASSIFIED

COPY NO. _____

First Draft of SAB No. 418 June 1946Pages 1 to 4STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARDLIST OF SECURITY OFFICERSNote by the Secretary

1. The enclosure, a listing of Security Officers of nonmilitary federal departments and agencies, prepared by the Security Advisory Board, State-War-Navy Coordinating Committee, is circulated for the information of Security Officers in dealing with other agencies and departments in security matters.

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

M. RUTH CATLETT
Capt., WAC
Secretary

LIST OF SECURITY OFFICERS

OF

NON-MILITARY FEDERAL DEPARTMENTS AND AGENCIES

1. AMERICAN NATIONAL RED CROSS
Mr. Louis M. Ream
18th St., Between D and E Sts.
RE 8300, Ext. 539
2. BOARD OF WAR COMMUNICATIONS
(See Federal Communications Commission)
3. BUREAU OF THE BUDGET
(No representative designated)
4. CENTRAL INTELLIGENCE GROUP
Col. T. J. Sands, USA
Rm. 5104, New War Department Building
RE 6700, Ext. 77005

Alternate: Col. R. H. Boberg, USA
Rm. 5104, New War Department Building
RE 6700, Ext. 76684
5. CIVILIAN PRODUCTION ADMINISTRATION
Mr. Clarence J. King
Rm. 1041, Social Security Building
RE 7500, Ext. 73562
6. DEPARTMENT OF AGRICULTURE
Mr. John S. Lucas *Miss Weingarden*
Rm. 113, West Administration Building
RE 4142, Ext. 3535
7. DEPARTMENT OF COMMERCE
Mr. John C. Green
Rm. 1313, Commerce Building
DI 2220, Ext. 2143
8. DEPARTMENT OF THE INTERIOR
Mr. Carlton Skinner *Mrs. Collins*
Rm. 7216, Interior Building
RE 1820, Ext. 3171
9. DEPARTMENT OF THE INTERIOR PETROLEUM ADMINISTRATION FOR WAR
(See Department of the Interior)
10. DEPARTMENT OF JUSTICE
Mr. A. Devitt Vanech *Miss Davis*
Rm. 4109, Justice Building
RE 8200, Ext. 3
11. DEPARTMENT OF LABOR
Mr. Leslie Richel
Rm. 3133, Labor Building
EX 2420, Ext. 24
12. DEPARTMENT OF STATE
Mr. Robert L. Barnerman
Rm. 704, 515 22nd Street
RE 5600, Ext. 2183

13. DEPARTMENT OF THE TREASURY
Mr. John D. Larson
Rm. 4445, Treasury Department Building
EX 6400, Ext. 2700
14. EXPORT-IMPORT BANK OF WASHINGTON
Mr. Malcolm Kerlin
Rm. 1105, Walker Building, 15th St.
RE 7890, Ext. 110
15. FEDERAL COMMUNICATIONS COMMISSION
Mr. E. K. Jett
Rm. 7241, New Post Office Building
EX 3620, Ext. 481
16. FEDERAL POWER COMMISSION
Mr. Leon M. Fuquay
Rm. 818, Hurley-Wright Building
EX 0100, Ext. 34
17. FEDERAL RESERVE SYSTEM—BOARD OF GOVERNORS
Mr. Elliott Thurston
Rm. 2047, Federal Reserve Building
RE 1100, Ext. 206
18. FEDERAL SECURITY AGENCY
Mr. Taylor H. McCauley
Rm. 1723, Social Security Building
EX 6500, Ext. 2314
19. FEDERAL TRADE COMMISSION
Mr. Otis B. Johnson
Rm. 426, Pennsylvania Avenue at 6th Street
EX 6800, Ext. 1
20. FEDERAL WORKS AGENCY
Mr. Ernest E. Hall
Rm. 6125, Federal Works Agency Building
EX 4950, Ext. 4291
21. GOVERNMENT PRINTING OFFICE
Mr. John J. Deviny
Rm. 810, Building No. 3
DI 6840, Ext. 149 or 258
22. INTERSTATE COMMERCE COMMISSION
Mr. W. P. Bartel
Rm. 2215, Constitution Avenue at 12th Street
NA 7460, Ext. 304
23. LIBRARY OF CONGRESS
Mr. Alvin W. Kremer
Library of Congress Building
NA 2722, EXT 363
24. MARITIME COMMISSION
Vice Admiral A. P. Fairfield
Rm. 4039, Commerce Building
EX 3340, Ext. 128
25. NATIONAL ACADEMY OF SCIENCES
Mr. Lewis Jordan
2101 Constitution Avenue
EX 8100, Ext. 46

26. NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS
Mr. James J. Kelly, Jr.
Rm. 105, 1500 New Hampshire Avenue (Dupont Circle)
EX 3515, Ext. 3976
27. NATIONAL ARCHIVES
Mrs. Elisabeth E. Hamer
Rm. 106, Pennsylvania Avenue at 8th Street
DI 0525, Ext. 404
28. NATIONAL HOUSING AGENCY
Mr. Richard O. Niehoff
Rm. 3044, Social Security Building, 4th and Independence Avenue, S. W.
RE 7500, Ext. 71611 or 71940
28. Alternate: Mr. Leonard Johnson
Rm. 3656, Social Security Building, 4th and Independence Avenue, S. W.
RE 7500, Ext. 71028
29. NATIONAL LABOR RELATIONS BOARD
Mr. Herbert R. Glasser
Rm. 442, Rochambeau Building
NA 9716, Ext. 88
30. NATIONAL RESEARCH COUNCIL
(See National Academy of Sciences)
31. OFFICE OF ALIEN PROPERTY CUSTODIAN
Mr. Donald Shan
Rm. 629, National Press Building
DI 8515, Ext. 200
32. OFFICE OF COMPTROLLER GENERAL
Mr. J. C. Nevitt
Rm. 231, General Accounting Office
EX 4621, Ext. 37
33. OFFICE OF DEFENSE TRANSPORTATION
Mr. Joseph L. White
Rm. 5117, Interstate Commerce Commission Building
RE 7500, Ext. 73296
34. OFFICE OF ECONOMIC STABILIZATION
Mr. William Berg, Jr.
Rm. 1220, Federal Reserve Building
RE 7500, Ext. 72120
35. OFFICE OF PRICE ADMINISTRATION
Mr. Morris Seltzer
Rm. 1207, Federal Office Building No. 1
RE 7500, Ext. 5433
36. OFFICE OF SCIENTIFIC RESEARCH AND DEVELOPMENT
Dr. Eugene W. Scott
Rm. 500, 1424 16th Street
RE 7500, Ext. 5363 *Miss Park*
37. OFFICE OF WAR MOBILIZATION AND RECONVERSION
Mr. Nathaniel H. Goodrich
Rm. 1269, Lafayette Building, 811 Vermont Avenue
RE 7500, Ext. ~~4185~~ 4185

38. RAILROAD RETIREMENT BOARD
Mr. Robert H. LaMotte
844 Rush Street
Chicago, Illinois
39. POST OFFICE DEPARTMENT
Mr. E. B. Jackson
Rm. 4406, Post Office Building
DI 5360, Ext. 486
40. RECONSTRUCTION FINANCE CORPORATION
Mr. A. T. Hobson
Rm. 1157-B, Lafayette Building, 811 Vermont Avenue
EK 3111, Ext. 22
41. SECURITIES AND EXCHANGE COMMISSION
Mr. James Hindle
17th and Locust Street, Philadelphia, Pennsylvania
42. SELECTIVE SERVICE SYSTEM
Lt. Col. M. R. London
Room 200-B, 21st and C Streets
RE 5500, Ext. 141
43. TENNESSEE VALLEY AUTHORITY
Mr. W. L. Sturdevant
Director of Information
Knoxville, Tennessee
44. UNITED STATES CIVIL SERVICE COMMISSION
Mr. Carson G. Hathaway
Rm. 132, Tariff Building, 8th and E Streets
RE 5711, Ext. 612
45. UNITED STATES TARIFF COMMISSION
Mr. Sidney Morgan
Rm. 258, Tariff Commission Building, 8th and E Streets
NA 3947, Ext. 1
46. VETERANS ADMINISTRATION
Col. ~~James C. Palmer~~ Mrs. Whalley
Rm. 1015, Veterans Administration Building
EK 4120, Ext. 2556
47. WAR SHIPPING ADMINISTRATION
(See Maritime Commission)

Serial File

UNCLASSIFIED
Serial No. 40
MRC/hmh

17 June 1946

MEMORANDUM FOR Mr. John S. Lucas, Security Officer
Department of Agriculture

Subject: Guide for the Disposal or Declassification of
Classified Records

Enclosure: Proposed Memorandum on Subject to be Issued by the
Department of Agriculture

1. Pursuant to our conversation 13 June 1946, your proposed memorandum regarding the disposal and declassification of classified records was submitted to the Security Advisory Board for their approval at their 3rd Meeting 14 June 1946.

2. It was the opinion of the Security Advisory Board that classified reference material which is no longer of value to your department and does not form an integral part of your records could not be destroyed without the required record-keeping set forth in paragraph 9 b of SAB No. 1. At the direction of the Board, alternative paragraphs to incorporate provisions for the required certifications on destruction of classified material have been prepared and are enclosed for your consideration.

3. Such other changes in wording as are indicated in the enclosure were suggested by the Board members and do not change the substance of your memorandum. According to the agreement reached in our telephone conversation 14 June 1946, paragraph (3) of your memorandum has been omitted.

4. It is requested that the Security Advisory Board be provided with a copy of this memorandum when issued.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

ENCLOSUREDECLASSIFICATION AND DISPOSITION OF SECURITY
CLASSIFIED (TOP SECRET, SECRET, CONFIDENTIAL
AND RESTRICTED) DOCUMENTS

A number of inquiries have been received in this office regarding the procedure to be followed in declassifying and disposing of classified material. It is suggested that the following be used as a guide when disposing of or declassifying classified records.

1. Material classified as Top Secret, Secret, Confidential, or Restricted falls into two categories:

a. Material originating in your office which you have the authority to declassify, provided it does not contain information of a military nature.

b. Material originating outside your office or outside of the Department, which you do not have the authority to declassify until permission is obtained from the source.

2. Classified records may be disposed of or declassified according to the following rules:

a. When classified reference material from another source is no longer of any value nor is an integral part of the important records, it can be burned upon direction from a competent authority, or returned to the originating agency.

(1) Classified material which is to be disposed of must be burned and should under no circumstances be placed in ordinary trash receptacles for disposition.

(2) Classified material should be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret and Secret documents or registered publications and submitted to the authority directing the destruction. Where the custodian and the authority directing the destruction are the same, the certificate of destruction will be filed in the office of the custodian of the classified material, where it will be available for reference and/or inspection.

(3) No certificate of destruction will be required in the case of confidential or restricted documents, destroyed under provisions of paragraph 1 above.

b. When it is desired to declassify or downgrade classified material from some other source, not covered by the definition in paragraph 1 above, approval of a request for such declassification or downgrading must be received from the originating office prior to change or cancellation of classification.

DECLASSIFICATION AND DISPOSITION OF SECURITY
CLASSIFIED (TOP SECRET, SECRET, CONFIDENTIAL
AND RESTRICTED) DOCUMENTS

A number of inquiries have been received in this office regarding the procedure to be followed in declassifying and disposing of classified material. It is suggested that the following be used as a guide when disposing of or declassifying classified records:

- (1) When classified reference material from another source is no longer of value nor is an integral part of important records, it can be burned without making a list of the material destroyed.
- (2) Classified material from some other source which is used or referred to in some manner along with other material should be retained and if it is desired to declassify the material, a request must be made to the originating office before it can be downgraded.
- (3) Material classified during the war period where only one copy is being retained in a file, can be downgraded by the originating office.
- (4) All classified material ^{when} ~~must be disposed of by~~ burning and should ^{should be burned} under no circumstances be placed in ordinary trash receptacles for disposition.

Material classified as top secret, secret, confidential or restricted falls into two categories:

- (1) Material originating in your office which you have the authority to declassify providing it does not contain information of a military nature.
- (2) Material originating outside of your office or outside of the Department which you do not have the authority to declassify until permission is obtained from source.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
Washington 25, D.C.

UNCLASSIFIED
Serial No. 39
MRC/gh

11 June 1946

MEMORANDUM FOR

Mr. E. K. Jett, Security Officer
Federal Communications Commission
Room 7241, New Post Office Building
Attention: Mrs. Durgin

Subject:

SAB 2 - Request for Copies of

Enclosures:

Copies 78-92 of SAB 2

1. Pursuant to telephonic request from your office this date, there are enclosed fifteen (15) copies of SAB 2, in numbers 78 through 92.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

Serial File

~~TOP SECRET~~

STATE-WAR-NAVY COORDINATING COMMITTEE
 SECURITY ADVISORY BOARD
 Washington 25, D. C.

~~TOP SECRET~~
 Serial No. 36
 MRC/lmh

11 June 1946

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

Subject: SWNCC 305

References: a. Serial No. 33 of 7 June 1946
 b. Minutes SAB 2nd Meeting

Enclosure: Copy No. ____ of SWNCC 305.

1. The enclosure, a copy of SWNCC 305, is circulated to the members of the Security Advisory Board in line with discussion previously held on the subject matter contained therein.
2. This paper will be discussed at the next meeting of the Security Advisory Board.
3. This memorandum, Serial No. 36, has been classified in accordance with paragraph 4 e of SAB No. 1 and should be declassified when the enclosure has been removed.

For the Security Advisory Board:

M. RUTH CATLETT
 Capt., WAC
 Secretary

2 Copies turned in
 to Finance 26 Dec 46

~~TOP SECRET~~

Serial File

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 37
MRC/hmh

11 June 1946

MEMORANDUM FOR Director, Civil Affairs Division, War Department
Room 3B924, Pentagon Building
Washington 25, D. C.

Subject: Security Clearance for Information
Management Group Representatives

1. Reference is made to your letter of 16 April 1946, addressed to the Security Advisory Board, State-War-Navy Coordinating Committee, in which security clearance was requested on twenty-two (22) officials in civilian departments and agencies to receive classified information from the Civil Affairs Division.

2. Although the majority of the requested clearances have been received, some are still pending in the departments or agencies where no previous security check had been made on the individual concerned. You will be advised when all requested security clearances have been obtained.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 36
MRC/gh

7 June 1946

MEMORANDUM FOR The Directory Clerk, War Department
 Room 1A275, Pentagon Building

Subject: Telephone Listing

1. It is requested that the listing for Captain Mary R. Catlett be changed as follows:

Catlett, Mary R Capt OCS rm2027 New War Bg. 79707

MARY R. CATLETT
Captain, WAC

State-War-Navy Coordinating Committee
 SECURITY ADVISORY BOARD
 Washington 25, D. C.

UNCLASSIFIED
Serial No. 35
 MRC/gh

7 June 1946

MEMORANDUM FOR The Directory Clerk, Navy Department
 Executive Office of the Secretary
 Room E 216
 Navy Department

Subject: Telephone Listing

1. It is requested that the listings for the Security Advisory Board in the State-War-Navy Coordinating Subcommittee for the Far East, listed in the classified section of the Navy Department telephone directory under "Boards and Committees" be changed as follows:

Security Advisory Board
 Navy Member rm4630. 2340
 Secretary rm2027, New War Bg. 3157

State-War-Navy Coordinating Subcommittee
 For the Far East, rm2027, New War Bg. . 3157

For the State-War-Navy Coordinating Subcommittee for the Far East and the Security Advisory Board

M. RUTH GATLETT
 Captain, WAC

Serial File

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.**SECRET**SECRETSerial No. 34
MRC/gh

7 June 1946

MEMORANDUM FOR

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

Subject:

State-War-Navy Coordinating Subcommittee for Military
Information Control

1. On 5 June 1946, the State Member and the Secretary of the Security Advisory Board made a personal visit to the Office of Mr. Frederick Exton (S-558), Chairman of the State-War-Navy Coordinating Subcommittee for Military Information Control. It had been suggested by the State members of the SWNCC Secretariat that the Security Advisory Board and the Subcommittee for Military Information Control might possibly have common interests and be able to work together on certain problems.

2. In the conversation with Mr. Exton, he stated his belief that the Security Advisory Board could act as an implementing agency to inform government agencies and departments of certain policies and procedures which the Subcommittee for Military Information Control might wish more widely circulated. With regard to SWNCC 206/9, Disclosure of Military Information to Foreign Governments, and the implementing paper SWNCC 206/16, Disclosure of Classified Information to Foreign Governments and their Nationals, Mr. Exton felt that certain provisions of these papers should be brought to the attention of non-military federal departments and agencies. However, in view of the high classification of both documents, he realized that the papers as such could not be made available for the wide distribution which the Security Advisory Board would probably have. It was decided that the most feasible procedure in this respect would be for the Secretary of the Security Advisory Board to prepare a memorandum to the Security Officers of non-military federal departments and agencies describing in brief the channels for a non-military agency to follow in releasing classified information to a foreign government. (Mr. Anderson stated that such a request had been brought to his attention by the Treasury Department recently and that he had referred it to Mr. Exton for the proper disposition.) Upon preparation of such a memorandum, it was decided that the Secretary should clear the paper with Mr. Exton and possibly with SWNCC, provided any pertinent parts of SWNCC papers were used in its preparation.

3. Mr. Exton discussed at some length a bill, introduced by Senator Eastland and Senator Wherry, which would restrict the giving of information,

SECRET

SECRET
Serial No. 34

- 2 -

7 June 1946

Subject: State-War-Navy Coordinating Subcommittee for Military Information Control

classified or unclassified, to a foreign government, unless such information were handled through governmental channels. Mr. Exton pointed out that classified information could be withheld from a foreign government without too much difficulty, but that there were no barriers to the giving or selling of unclassified information from industries in the United States to a foreign government. He showed the State Member and the Secretary of the Security Advisory Board a paper which the Subcommittee for Military Information Control was preparing to request that SWNCC make a thorough investigation of the present and potential arrangements regarding the transfer of "know-how" from this country to foreign countries. In this discussion the question arose as to whether the Publication Board, Department of Commerce, was securing complete clearances on the material which they are listing for sale to industry, here and abroad. The State Member pointed out that it was within the charter of the Security Advisory Board to make "administrative surveys" and that the SAB might be able to go into the Department of Commerce and determine the types of clearances which they were getting on all materials. The Secretary noted that the Board could not go into any department or agency unless they were requested to enter by that department or agency or directed by SWNCC. In the latter case it would still be necessary to obtain clearance from the Security Officer.

4. Mr. Exton said he had hoped that the Security Advisory Board would be able to act as the implementing authority needed to make the investigation required in the SWNCC paper on national security which he had previously mentioned. Mr. Anderson pointed out that the Board was concerned with security in government agencies and departments and that unless SWNCC directed the Security Advisory Board to be such an implementing authority, it would be impossible for the Board to undertake such a study.

5. Mr. Exton agreed that there might be instances when his Subcommittee would discover that certain violations of military security were occurring through leaks in a civilian department or agency and that he would be glad to bring those to the attention of the Security Advisory Board. He asked that the Members of the Board be kept informed regarding the status of the paper which he was forwarding to SWNCC and that, if possible, the Board undertake the study requested in that paper. The Secretary agreed to draft a memorandum to Security Officers describing the procedure to be followed regarding requests from foreign governments for classified information.

For the Security Advisory Board:

M. Ruth Cattlett
M. RUTH CATLETT
Capt., WAC
Secretary

Serial FileSTATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
Washington, 25 D. C.UNCLASSIFIED
Serial No. 33
MHC/lmh

7 June 1946

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

Subject: Cryptographic Security Board

References: a. Paragraph 4 b, Informal Business, Minutes 1st SAB Meeting

1. On 6 June 1946 the State member and the Secretary of the SAB made a personal visit to the office of Captain Lee W. Parke, USN, Chairman of the Executive Committee of the Cryptographic Security Coordinating Committee. The purpose of the visit to the office of the Cryptographic Security Board was to determine whether the Security Advisory Board and the Cryptographic Security Board might work together more closely on matters of general security and to determine if certain security violations which the Cryptographic Security Board had uncovered in inspection visits to government departments and agencies would be of interest to the Security Advisory Board.
2. Captain Parke pointed out that the officials on his staff were making inspections of cryptographic system in non-military federal departments and agencies in accordance with their Executive Order and in accordance with a letter which had been forwarded to the heads of all departments and agencies by the Secretary of State. The letter from the Secretary of State had also requested that the agencies and departments appoint a liaison officer to the Cryptographic Security Board, and Captain Parke felt that many of the individuals named as liaison for his Board would be the same as those designated for liaison with the Security Advisory Board. A comparison of these lists, however, showed little similarity. It was revealed in the discussion that some agencies had not designated liaison officers to the Cryptographic Security Board, and Captain Parke asked if, in these instances, it would be possible for his Board to contact the individuals named as liaison to the Security Advisory Board. The State member assured him that this would be possible and furnished him with a list of security officers designated as liaison with the Security Advisory Board. Captain Parke in turn promised to supply a similar list for the Security Advisory Board.
3. Captain Parke said that very few departments and agencies had a cryptographic system. Many of the departments were using the State Department cryptographic system to forward communications. However, Captain Parke and his staff were making security inspections even within those departments and agencies with no cryptographic systems. When the inspecting officials determined that there was no cryptographic system within the agency, they took cognizance of other common security violations. It was these common security violations which Captain Parke wanted to make available to the Security Advisory Board. The State member and the Secretary of the Security Advisory Board assured

Captain Parke that they would be very interested in receiving these extracts from his inspection reports. Captain Parke asked if it would be possible for future Security Advisory Board security regulations to be coordinated with the Cryptographic Security Board. In the interest of consistency, the Secretary agreed to coordinate future Security Advisory Board regulations with the Cryptographic Security Board.

4. The Secretary showed Captain Parke a copy of SAB No. 1 and Captain Parke questioned the advisability of including specific cryptographic regulations in the regulation. He particularly questioned paragraph 8 d of SAB No. 1, stating that he had never seen such a provision in any security regulation. He advised the Secretary that the State Department, which has the largest cryptographic system of any non-military government department, was not abiding by the provisions of paragraph 8 d and that he had never directed that they should. After some discussion, it was agreed by Captain Parke and the Security Advisory Board representatives that any revision of SAB No. 1 should include a section on general cryptographic security, which should be prepared by Captain Parke. An alternative suggestion was made that a reference in SAB No. 1, referring holders thereof to cryptographic regulations to be issued in the future by the Cryptographic Security Board, would be sufficient mention of cryptographic security.

M. RUTH CATLETT
Capt., WAC
Secretary

~~SECRET~~
 State-War-Navy Coordinating Committee
 SECURITY ADVISORY BOARD
 Washington 25, D.C.

~~SECRET~~
 Serial No. 32
 WAG/gh

6 June 1946

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

Subject: Classification Review of Documents

Reference: a. Your memorandum dtd 21 May 1946 to
 Security Officer, SWNCC

Enclosures: a. Fourteen (14) Russian Protocol Documents

1. Your memorandum, dated 21 May 1946, addressed to Lt. Col. V. F. Field, Security Officer, State-War-Navy Coordinating Committee, requesting classification review of sixteen (16) Russian Protocol documents, was referred to the Security Advisory Board of the State-War-Navy Coordinating Committee for a determination of the action to be taken in this matter.

2. Mr. John H. Hazard, formerly Secretary of the President's Soviet Protocol Committee, was consulted regarding the advisability of declassifying or downgrading the documents forwarded by your agency to the SWNCC. It was the feeling of Mr. Hazard that the documents in this group which indicate the reasons for decisions by the President's Soviet Protocol Committee or which provide interim reports on the performance of the Protocols should not be published. He has accordingly recommended that the fourteen (14) documents which are herewith returned to you be retained in a classification no lower than "Confidential".

3. It was considered by Mr. Hazard that the Protocols themselves, Nos. 8 and 14 on the itemized list contained in your May 21 memorandum, might be part of a general publication program if the consent of the participating countries was obtained. He is consequently endeavoring to obtain the opinion of the appropriate authorities in the Department of State regarding the declassification of these two documents. You will be advised further when the Security Advisory Board has been notified of the decision reached by the Department of State in this regard.

4. This memorandum, Serial No. 32, has been classified "Secret" in accordance with para. 4 g. of SAB No. 1, dated 28 May 1946, and should be declassified when the classified enclosures are removed.

For the Security Advisory Board:

cc: State Member, SAB
 War Member, SAB
 Navy Member, SAB
 Lt. Col. V.F. Field, SWNCC

~~SECRET~~

M. RUTH GATLETT
 Capt., WAG
 Secretary

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
Washington 25, D.C.

UNCLASSIFIED
Serial No. 11
HWL/mbh

6 June 1946

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

Subject: Standards for Security Clearance of Personnel of
Non-Military Agencies and Departments

References: a. Serial No. 17, dated 29 April 1946
b. Minutes 1st SAB Meeting

1. At the first meeting of the Security Advisory Board, 6 May 1946, it was decided that an interim standard for the clearance of civilians in non-military federal departments and agencies to receive classified material should be established pending a later determination by the Board of the policy in this matter. At that time the Board agreed to accept as an interim standard the certification of the Security Officer as sufficient clearance for an individual in his department or agency to receive "Secret" or "Top Secret" information. It was then believed that the Board would be able to establish these standards within the next few weeks.
2. In view of the fact that there has not to date been any information submitted to the Secretary on which a policy regarding this matter could be prepared and in further view of the continued necessity for establishing such standards, it is respectfully requested that the members of the Security Advisory Board submit to the Secretary their opinions of what should constitute sufficient security clearance for civilian officials to receive "Secret" and "Top Secret" information. This information may be submitted to the Secretary by memorandum or if desired, may be brought to the next meeting of the Security Advisory Board and discussed orally at that time.
3. Determination of such standards will enable the Secretary to prepare a standard policy for security clearances which can be circulated to the Security Officers of non-military departments and agencies and become the criteria for security clearances in the future. It will also enable the Secretary to begin the revision of the list of those individuals in government departments and agencies who are entitled to receive "Top Secret" information.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D.C.

UNCLASSIFIED
Serial No. 30
MRC/mrc

4 June 1946

MEMORANDUM FOR

Mr. John D. Larson
Security Officer
Department of Treasury

Subject:

SAB 1 and SAB 2 - Request for Copies of

Enclosures:

Copies 46-65 of SAB 1
Copies 56-75 of SAB 2

1. Pursuant to telephonic request from your office
3 June 1946, there are enclosed twenty (20) copies of
SAB 1 and twenty (20) copies of SAB 2, in numbers 46 through
65 and 56 through 75, respectively.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 29
MRC/gh

3 June 1946

MEMORANDUM FOR Mr. Ernest E. Hall
Security Officer
Federal Works Agency

Subject: Declassification and Distribution of Scientific
and Technical Data

Enclosures: Copies 46 - 55 of SAB No. 2

1. Pursuant to telephonic request from your office 31 May 1946,
there are enclosed copies 46 through 55 of Security Advisory Board
Memorandum No. 2.

For the Security Advisory Board:

M. RUTH GATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 28
MFC/gh

28 May 1946

MEMORANDUM FOR Chief, Army Publication Service, Distribution Branch,
Office of the Adjutant General,
Room 1C959, Pentagon

Subject: Change of Address

1. It is requested that the mailing address of the Security Advisory Board, State-War-Navy Coordinating Committee be changed to Room 2027, New War Department Building, 23rd and Virginia Avenue, N.W., Washington, D. C.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 27
MFC/gth

21 May 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Suggested Navy Department Changes in First Draft of
SAB No. 1

Reference: Serial No. 25 dated 14 May 1946

1. The Navy Department member of the Security Advisory Board has suggested that the following changes be made in the first draft of SAB No. 1, forwarded to SAB members 14 May 1946:

Paragraph 3 g (page 2), line 7 - "All custodians and addresses ~~should~~ will be informed of any change in the classification of documents by letter or circular memorandum or bulletin."

Paragraph 6 f (page 5), line 4 - Delete "except as hereinafter provided"

Paragraph 6 i (page 5), line 2 - "Top Secret, ~~and Secret~~, and Confidential matters shall not be discussed over the telephone. Necessary references made to Confidential matters over the telephone shall be held to the lowest practicable minimum."

Paragraph 8 a (page 6) - "When not in use, documents or other materials containing Top Secret or Secret information shall be kept locked in the most secure files available. Unless such matter is stored in a three-combination safe or its equivalent, ~~it~~ it will be kept in a secure room which is locked when not in use."

Paragraph 8 h (page 6) - "When not in use, documents or other materials containing Confidential information shall be kept in a locked container ~~files~~."

Paragraph 8 g (page 7), line 17 - "The transmission and custody of Secret documents will normally be covered by a receipt form, ~~only when the sender deems it necessary~~. The transmission of Confidential documents will be covered by a receipt form only when the sender deems it necessary."

UNCLASSIFIED
Serial No. 27

-2-

21 May 1946

Subject: Suggested Navy Department Changes in First Draft of SAB No. 1

Paragraph 8 g (page 7), line 1 - "Upon direction by competent authority, classified information shall be destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person Top Secret, Secret, or Confidential documents and registered Restricted documents will be burned by the custodian thereof in the presence of a disinterested official. A certificate of destruction will be signed by both the custodian and the witnessing official in the case of Top Secret or Secret documents and submitted to the authority directing the destruction."

Add new Paragraph 11 - "Nothing contained in this article shall be construed as authorizing the disclosure of any information contrary to custom or the letter or spirit of existing instructions which may be applicable to a particular subject matter."

2. Changes as outlined in paragraph 1 above will be discussed at the meeting of the Security Advisory Board 22 May 1946.

For the Security Advisory Board

M. RUTH GATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 26
MRC/lmm

15 May 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Declassification and Distribution of Scientific
and Technical Data.

Reference: Minutes 1st SAB Meeting.

Enclosure: First Draft of SAB Regulation No. 2.

1. The Publication Board of the Department of Commerce has informed the Secretary of the Security Advisory Board that some civilian agencies and departments seem to be unaware of its functions regarding declassification of scientific and technical information. In order to bring these functions to the attention of various civilian agencies and departments, the Publication Board has requested that the Security Advisory Board act as a medium for transmitting such information.

2. The enclosure, a proposed draft of Security Advisory Board Regulation No. 2, takes cognizance of a memorandum of 6 March 1946, on declassification procedures issued to all government agencies by the Publication Board and of pertinent Army Air Forces Regulations on this matter. The enclosed draft has been personally approved by the Executive Secretary of the Publication Board.

3. It is requested that members of the Security Advisory Board consider the enclosure at their next meeting.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 25
MRC/lmm

14 May 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Compilation of Pertinent OWI Security Regulations.

Reference: Item II, Minutes 1st SAB Meeting.

Enclosure: First draft of Security Advisory Board Regulation No. 1.

1. In line with the discussion at the first meeting of the Security Advisory Board, the enclosed compilation of OWI security regulations has been prepared for consideration by the members of the Board, with a view to eventual circulation to security officers as interim guidance.
2. In preparing the enclosed regulation, no attempt was made to revise principles heretofore incorporated in OWI security regulations. The enclosure represents merely a putting together of appropriate paragraphs from OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Security Advisory Board Memorandum No. 9, and Top Secret Control Procedure. Language changes have been made in various places in order to bring the enclosure into line with peacetime conditions.
3. In considering the first draft of Security Board Regulation No. 1, Board members may wish to make certain policy changes which have already been made in the revision of AR 380-5, Army Air Forces Regulations and others. In this connection your attention is especially invited to provisions for transmission of Confidential information (para. 8f, page 6).

M. RUTH CATLETT
Capt., WAC
Secretary

CONFIDENTIAL

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

CONFIDENTIAL
Serial No. 24
MRC/lmm

7 May 1946

MEMORANDUM FOR Mr. R. L. Bannerman, Security Officer
Department of State

Subject: Standards of Investigation for Individuals
Receiving Secret and Top Secret Information.

1. Your memorandum of April 26, 1946, addressed to Mr. E. T. Anderson, Acting Chairman, Security Advisory Board, was discussed at the 1st Meeting of the Board 6 May 1946 in connection with the problem of determining standards of investigation for individuals in nonmilitary federal departments and agencies to receive Secret and Top Secret information.

2. The Security Advisory Board was informed that investigative standards for such purposes were presently under consideration in the Military Intelligence Division, War Department, and would be available for study by the Board at its next meeting, at which priority will be given to the problem outlined in your memorandum of April 26, 1946. As a temporary expedient, the Board agreed that such standards as determined by the Security Officers of nonmilitary federal departments and agencies to be satisfactory for such clearances should be acceptable by the Board. You will be informed of the decision reached by the Board at its next meeting.

3. Copies of the minutes of the 1st meeting of the Security Advisory Board are enclosed for your information.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

CONFIDENTIAL

RESTRICTED**State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.****RESTRICTED
Serial No. 23
MRC/lmm**

7 May 1946

**MEMORANDUM FOR STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB****Subject: Top Secret Control Procedure.
Reference: Minutes 1st SAB Meeting.
Enclosure: Minutes Top Secret Control Meeting
(April 2, 1945)**

1. The enclosure, a copy of the Minutes of a meeting of Security Officers of nonmilitary federal departments and agencies held on April 2, 1945, in connection with a proposed revision of Top Secret Control Procedure, is forwarded herewith for the information of Security Advisory Board members.

For the Security Advisory Board:**M. RUTH CATLETT
Capt., WAC
Secretary**

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 22
MRC/iam

7 May 1946

MEMORANDUM FOR Director of Intelligence, Army Service Forces,
Room 50542, The Pentagon, Washington 25, D. C.

Subject: Classification of Interim Progress Report of
Division 14, NDRC, Office of Scientific Research
and Development.

1. The enclosure, copy of a report prepared by Division 14 of the National Defense Research Committee, Office of Scientific Research and Development, has been submitted to the Security Advisory Board, State-War-Navy Coordinating Committee, with a request that OSRD be informed as to whether the report has been properly classified and whether it should properly be submitted to the British Commonwealth countries. The Security Advisory Board has been informed that the postwar research project under which the enclosure was prepared was an unclassified project.

2. It is requested that the War Department consider the enclosure with regard to its proper security classification and with regard to the propriety of circulating the report to the British Commonwealth countries. Comments in this connection should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340 Inventions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

Enc. Division 14, NDRC,
Progress Report for 15 March 1946

72810

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 21
mRC/lmm

7 May 1946

From: Secretary, Security Advisory Board
State-War-Navy Coordinating Committee

To: The Chief of Naval Intelligence
Room 4630, Navy Department
Washington 25, D. C.
Attn: Op-23 D-2, Lt. Comdr. T. CROUCH

Subject: Classification of Interim Progress Report of
Division 14, NDRG, Office of Scientific Research
and Development.

Enclosure: Division 14, NDRG, Progress Report for 15 March 1946.

1. The enclosure, copy of a report prepared by Division 14 of the National Defense Research Committee, Office of Scientific Research and Development, has been submitted to the Security Advisory Board, State-War-Navy Coordinating Committee, with a request that OSRD be informed as to whether the report has been properly classified and whether it should properly be submitted to the British Commonwealth countries. The Security Advisory Board has been informed that the postwar research project under which the enclosure was prepared was an unclassified project.

2. It is requested that the Navy Department consider the enclosure with regard to its proper security classification and with regard to the propriety of circulating the report to the British Commonwealth countries. Comments in this connection should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
MUNITIONS BUILDING
WASHINGTON, D. C.

UNCLASSIFIED
Serial No. 20
MRC/lmm

2 May 1946

MEMORANDUM FOR: Building Superintendent
Room 1056, Munitions Building

Subject: Requisition for Door Sign

Enclosure: Sample Door Sign

1. It is requested that a door sign for the following Board member be provided for the Security Advisory Board, State-War-Navy Coordinating Committee:

COMDR. F. C. BARTHELMESS , USNR

2. A sample sign is enclosed for size of sign and lettering.

3. Completed sign should be sent to the State-War-Navy Coordinating Committee, Security Advisory Board, Room 4344, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 19
MRC/lmm

1 May 1946

MEMORANDUM FOR Chief, Army Publication Service, Distribu-
tion Branch, Office of the Adjutant General,
Room 10959, Pentagon.

Subject: Mailing List - Request to be placed on

1. It is requested that the Security Advisory Board of the State-War-Navy Coordinating Committee be placed on the mailing list to receive regular distribution of War Department circulars, bulletins, memoranda, and Army regulations and changes thereto.

2. Copies of the above should be sent to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 18
MRC/lmm

30 April 1946

MEMORANDUM FOR Publication Division, Office of Air Adjutant
General, Headquarters, Army Air Forces,
Washington, D. C.

Subject: Security Regulations - Request for.

1. It is requested that the Security Advisory Board
of the State-War-Navy Coordinating Committee be supplied
with the listed number of copies of the following Army Air
Forces Regulations:

No. Copies	
2	AAF Regulation 46-18, 30 October 1945, "Relaxation of Security Measures upon Defeat of Japan."
1	AAF Reg 46-8, 30 Oct 45, "Publicity of Escape, Evasion, or Internment Experiences."
1	AAF Reg 46-11, 13 Nov 45, "Aerial Photographs."
2	AAF Reg 46-13, 6 Jun 45, "Classification of Documents".
1	AAF Ltr 46-44, 9 Nov 45, "Establishment of Security Classification of Radar and Radio Equipment (including Counter-measures Equip- ment) and Information Relative Thereto."
2	AAF Ltr 46-51, 28 Aug 45, "Instructions for Handling Personal Files Containing Copies of Documents Normally Found in Field 201 Files."
1	AAF Ltr 46-54, 19 Sep 45, "Classification of VT Fuzes."
1	AAF Ltr 46-57, 23 Oct 45, "Security Classi- fication of Japanese Free Balloon Information and Equipment."
1	AAF Ltr 46-60, 23 Nov 45, "Public Release of Information on VT Fuzes."
1	AAF Ltr 46-62, 10 Dec 45, "Declassification and Release of Information Pertaining to Aviation Fuel and Lubricants."

UNCLASSIFIED

Subject: Security Regulations - Request for.

No. Copies

2	AAF Ltr 46-64, 21 Dec 45, "Security Control of Aeronautical Publications Containing Flight Information."
2	AAF Ltr 47-22, 21 Sep 45, "Release of Information Concerning Atomic Bomb."
1	AAF Ltr 47-25, 26 Oct 45, "Policy on Disclosure of Radar Information to the Public."
2	AAF Ltr 100-68, 25 Sep 45, "Release of Information Concerning Cryptanalytic Activities."
1	AAF Ltr 100-71, 18 Oct 45, "Declassified Radio Wave Propagation Data."
1	AAF Ltr 120-9, 22 Oct 45, "Downgrading of Classified POM Inspection Reports."
2	AAF Ltr 100-65, 17 Sep 45, "Handling and Transmission of Literal Plain - Text Copies of Messages."

2. Regulations should be sent to:

Secretary, Security Advisory Board
 State-War-Navy Coordinating Committee
 Room 4340, Munitions Building
 Washington 25, D. C.

For the Security Advisory Board:

M. RUTH CATLETT
 Capt., WAC
 Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

CONFIDENTIAL
Serial No. 17
MRG/lmm

29 April 1946

MEMORANDUM FOR STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Request for Security Checks of Personnel of
Non-military Agencies and Departments to
Receive Classified Material.

Enclosures: Excerpts from minutes of 37th and 38th meet-
ings of the Security Advisory Board (OWI).

1. The Security Advisory Board, while operating under the Office of War Information, was called upon from time to time to provide security clearances of personnel in non-military federal agencies and departments at the request of the War or Navy Departments or certain committees of the Joint Chiefs of Staff. During the life of the Board, 195 such security clearances were requested from the Board in order that individuals might receive certain classified material from the War or Navy Departments.

2. Although the Board realized that an advisory board cannot act as an investigating body or accept the responsibility of insuring eligibility from a security standpoint, the handling of such requests was nevertheless undertaken by the Security Advisory Board. It was felt that the liaison which the Board had with federal agencies and departments would provide efficient and expeditious service on clearances for the War and Navy Departments.

3. Such security clearances were generally secured through a request to the Security Officer of the agency or department concerned. Following the notification of clearances from the Security Officer, the Board transmitted to the department concerned the comments of the Security Officer, thus acting as a channel but not as an insurer. Since it is apparent that the Board will again be requested to provide security clearances of individuals in non-military departments and agencies, approval of the procedure in handling such requests as followed by the Board in the past is hereby requested from the Security Advisory Board.

CONFIDENTIAL

Subject: Request for Security Checks of Personnel of Non-military Agencies and Departments to Receive Classified Material.

4. The security standards for personnel of federal departments and agencies to receive classified material from the War or Navy Departments were not at any time clearly defined to the Security Officers of the agencies and departments concerned, although the Security Advisory Board did reach an agreement on investigative requirements on 8 February 1945. As a general rule the Security Officer concerned was advised informally that a spot check and certification by the agency's Security Officer would be sufficient but that a complete investigation would be necessary if the individual were to receive TOP SECRET material. Because of the fact that some committees, commissions or agencies do not require even a spot check investigation before employment some security clearances necessarily consisted of review of personnel files and verbal check of the individual's office associates.

5. In order that the Board may have a definitive stand on the type of clearances necessary for receiving SECRET and TOP SECRET material, and in order that such standards may be recommended to the Security Officers of non-military federal agencies and departments, it is suggested that members of the Board consider the problem as outlined herein at its first meeting.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 16
WRC/lmm

24 April 1946

MEMORANDUM FOR Lt. Col. V. Field

Subject: Rubber Stamps - Request for.

1. The following rubber stamps are requested for the Security Advisory Board:

"RESTRICTED" stamp
"CONFIDENTIAL" stamp
"SECRET" stamp
"TOP SECRET" stamp
"REGISTERED" stamp
Serial File
COPY
Arrow stamp

2. The sizes of the stamps should be the same as those owned by SWNCC.

3. A red and a black stamp pad are also requested.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

UNCLASSIFIED
Serial No. 15
MRC/lmm

24 April 1946

MEMORANDUM FOR Lt. Col. V. Field

Subject: Letterheads - Request for.

Enclosure: Sample Letterhead.

1. In accordance with our telephone conversation today with Mr. Robert Olson of SWNGO, it is requested that letterheads be requisitioned according to the following specifications:

- a. 2,000 sheets - letterhead - 8 x 10-1/2 - bond
- b. 8,000 sheets - letterhead - flimsy
- c. 1,000 - envelopes - plain white (no letterhead or franc stamp; for mailing classified material) 3-1/2 by 9

2. This stationery is requested in accordance with the needs of the Security Advisory Board after its recent re-organization with new offices in the Munitions Building.

3. Enclosure a is forwarded for guidance.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 14
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Dept. of Justice, Room
4109 Justice Building.

Subject: Security Checks.

1. The following people of the Department of Justice have been designated to receive classified military information from the Civil Affairs Division of the War Department:

Mr. Irving J. Levy
Mr. Julius Levitch
Mr. Joseph Laufer
Mr. Jacob Abramson

2. It is requested that a security check be made of the above-listed individuals and notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

no reply

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 13
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Department of Labor,
Room 3133, Labor Building

Subject: Security checks.

1. Miss Faith M. Williams, Department of Labor, has been designated to receive classified military information from the Civil Affairs Division of the War Department. R

2. It is requested that a security check be made of Miss WILLIAMS and notification as to her eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 12
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Reconstruction Finance Corporation, Room 1229, Lafayette Bldg. 811 Vermont Avenue.

Subject: Security Checks.

1. The Civil Affairs Division of the War Department has requested that the following people in the Reconstruction Finance Corporation be cleared to receive classified military information from that Division:

Mr. J. E. HANLEY
Mr. W. H. TROUT (USCC)
Mr. Phillip J. FISCHER (USCC)

N/R

2. Confirming telephone calls with your office on this matter, the selection of Mr. J. E. HANLEY was an unofficial and administrative expedient in order to provide a channel for transmitting cables to officials in the USCC. Representatives of the Civil Affairs Division have informed this office that a substitute designation in this instance by the Reconstruction Finance Corporation will be agreeable.

3. It is requested that security checks be made of the above-listed individuals or substitute names as selected by the Reconstruction Finance Corporation and written notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 11
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Department of State,
Room 704, 515 22nd St.

Subject: Security Checks.

1. The following people of the State Department have been designated to receive classified military information from the Civil Affairs Division of the War Department:

Mr. Monroe KARASIK
Mrs. Bonnie F. WILDS
Mr. Rene E. CARROLL
Mr. Henry C. MARTIN
Mr. Steve MORRIS
Mr. Dale SIMMONS
Mr. Charles HAMMOND
State-ORI Mr. Edward J. CARROLL

2. It is requested that a security check be made of the above-named individuals and notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 10
MRG/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Treasury Department,
Room 4445, Treasury Department.

Subject: Security Checks.

1. Miss Margaret BELL and Miss Marjorie LICHTENBERG, Treasury Department, have been designated to receive classified military information from the Civil Affairs Division of the War Department.

2. It is requested that a security check be made of Miss BELL and Miss LICHTENBERG and notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 09
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Dept. of Commerce,
Room 6422, Commerce Building.

Subject: Security Checks.

1. Mr. Aaron TOLLIN and Mr. Leslie STANDLEA, Department of Commerce, have been designated to receive classified military information from the Civil Affairs Division of the War Department.
2. It is requested that a security check be made of Mr. TOLLIN and Mr. STANDLEA and notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

CONFIDENTIAL
Serial No. 08
MRC/lmm

23 April 1946

MEMORANDUM FOR Security Officer, Dept. of Agriculture,
Room 113, W. Administration Building.

Subject: Security Checks.

1. Mr. James F. FERRY and Mr. Edwin F. JONES, Department of Agriculture, have been designated to receive classified military information from the Civil Affairs Division of the War Department.

2. It is requested that a security check be made of Mr. FERRY and Mr. JONES and notification as to their eligibility from a security standpoint to receive classified military information up to and including SECRET be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 4340, Munitions Building as soon as possible.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D. C.

UNCLASSIFIED
Serial No. 07
MRC/lmm

23 April 1946

MEMORANDUM FOR Mail Room, Munitions Building.

Subject: Mail for the Security Advisory Board,

1. Mail addressed to the Security Advisory Board, State-War-Navy Coordinating Committee should be delivered to Room 4340, Munitions Building.

2. The following personnel are on duty with the Board and mail addressed to any of these people in their positions with the Security Advisory Board should likewise be delivered to Room 4340, Munitions Building:

Mr. F. B. Lyon
Mr. E. T. Anderson
Col. C. C. Blakeney
Capt. John S. Phillips, USN
Capt. M. Ruth Catlett
Y3/c Lorraine McQueen

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

RESTRICTED

file

Serial No. 06

Subject: Publication Board, Department of Commerce.

4. The Security Advisory Board should become a definite asset to the Publication Board. The Security Advisory Board will be interested in setting up effective operational procedures for declassification under which expeditious declassification may be undertaken. The Publication Board needs this material (scientific and technical material) when it has been declassified. At the present time they are not even receiving lists of reports and papers which have already been declassified. The functions of the Security Advisory Board will seemingly not conflict with those of the Publication Board and I envisage a pleasant and mutually helpful relationship between the boards.

5. Mr. Frye is meeting with me this afternoon at which time we hope to work out any further difficulties which might be encountered between the boards. You will be informed of any further developments.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

RESTRICTED

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D.C.

Serial No. 06
MRC:lmm

RESTRICTED

18 April 1946

MEMORANDUM FOR Mr. E. T. Anderson, (S-2306) Room 216,
Architects Bldg.

Subject: Publication Board, Department of Commerce.

1. At the time the Publication Board was established within the Department of Commerce, the Security Advisory Board investigated the possibility of a ~~conflict~~ in the respective operations of the boards. The Security Advisory Board at its 43rd meeting, 19 July 1945, concluded that the activities of the Publication Board would not be along the lines of the functions performed by the Security Advisory Board.

2. The Publication Board seems to be primarily interested in preparing stories on scientific material and new developments for release to the public. The term "scientific and technical data" unfortunately does not lend itself to any strict definition. The greater volume of classified information in the files of non-military federal departments and agencies, with the possible exception of the State Department and a few others, would fall within that category. That fact, however, seems to mean only that the Publication Board can request scientific and technical data from these departments and agencies when they feel there is a demand for its publication.

3. I am informed by Mr. Robert Frye, Assistant Executive Secretary of the Publication Board, that the Publication Board has no operational authority over declassification within civilian departments and agencies, although they may effect such declassification if public interest demands it. The declassification memorandum of 6 March 1946 enclosed was issued with the hope that civilian agencies and departments would begin to declassify. It outlines no new procedure since conditions stated in subparagraphs (a), (b) and (c) of the third paragraph have been consistent in declassification procedures. However, it does allow civilian agencies and departments to come to the Publication Board with documents in which the extent of military interest cannot be determined. Mr. Frye says that they are able to handle numerous such requests. If civilian agencies would begin to declassify, the willingness of the Publication Board to assist in this manner should facilitate the declassification procedure a great deal.

RESTRICTED

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington 25, D. C.

RESTRICTED

Serial No. 05
MRC:lmm

16 April 1946

MEMORANDUM FOR THE STATE MEMBER, SAB
WAR MEMBER, SAB
NAVY MEMBER, SAB

Subject: Board Papers and Procedure.

Enclosure: First Draft of Administrative Memorandum No. 1.

1. The enclosure, a proposed outline of procedure for the State-War-Navy Coordinating Committee Security Advisory Board as prepared by the Secretariat, is forwarded for consideration by the Board.

2. The enclosure will be considered at the first meeting of the Board on 18 April 1946 at 1000, Room 4348, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

Enclosure
First draft

RESTRICTED**FIRST DRAFT**
16 April 1946**RESTRICTED**

COPY NO. _____

AM 1**Pages 1 to 3****STATE-WAR-NAVY COORDINATING COMMITTEE**
SECURITY ADVISORY BOARD**ADMINISTRATIVE MEMORANDUM NO. 1****BOARD PAPERS AND PROCEDURE**

1. This memorandum is subdivided as follows:

<u>ITEM</u>	<u>TITLE</u>	<u>PAGE</u>
Section I - Board Papers	Terminology	1
	Types	1 & 2
	Processing	2
Section II - Board Procedure	Channels	3
	Meetings	3

2. On _____, the Security Advisory Board approved
Administrative Memorandum No. 1.

M. RUTH CATLETT
Captain, WAC
Secretary

RESTRICTED*Machowski's*

RESTRICTED

ENCLOSURE

BOARD PAPERS AND PROCEDURE

SECTION I - BOARD PAPERS

TERMINOLOGY

1. The term "Committee" is used to refer to the State-War-Navy Coordinating Committee. The terms "Subcommittee" or "Board" are used to refer to the State-War-Navy Coordinating Subcommittee for Security Control known as the "Security Advisory Board". The term "Working Group" is used to refer to any working group of the State-War-Navy Coordinating Subcommittee for Security Control (Security Advisory Board).

2. In order to indicate clearly the relation of the Board to the parent Committee, letterheads of the Board will read as follows:

State-War-Navy Coordinating Committee
Security Advisory Board
Washington, D. C.

To avoid the confusion which might result in civilian agencies and departments through a change of terminology for the Security Advisory Board, the title "Security Advisory Board" will be used in all Board papers.

3. The abbreviation for the Board, for use in numbering papers, will be "SAB".

TYPES

1. Papers prepared by the Security Advisory Board may fall into the following groups:

- a. Revisions of Security regulations or memoranda. Revisions by the present Security Advisory Board of regulations issued by the OWI Security Advisory Board.
- b. Original regulations or memoranda. Regulations or memoranda prepared by a Working Group of the Security Advisory Board as the occasion may demand.
- c. Administrative Memoranda. Matters pertinent to the internal administration of the Board.

RESTRICTED

- d. Memorandum for Information. Miscellaneous data for circulation to the Board. Security data which might be circulated to the Security Officers of the civilian departments and agencies as a matter of interest would also fall into this category.

2. In addition to the formal papers enumerated in para 1 above, it will be necessary that correspondence be carried on with the Security Officers and other officials of government agencies and departments on security matters. Procedure in handling such correspondence shall be as follows:

- a. Letters to Security Officers or government officials (except a department head or Assistant Department head) on routine administrative questions (security clearances, transmittal memoranda for security regulations, etc.) shall be handled directly by the Secretary. If matters of policy are involved, clearance shall be first obtained from the Board.
- b. Letters to department heads or Assistant Department heads on routine administrative questions shall be prepared by the Secretary for the signature of the Acting Chairman. Where matters of policy are involved, clearance shall be obtained from the Board.

PROCESSING

1. Normal processing of formal Board papers will be as follows:
 - a. Initial Drafts - Initial drafts of papers will be labelled simply "First Draft", "Second Draft", etc., prepared in sufficient numbers for the Working Group and distributed to them by the Secretariat.
 - b. Board Numbered Regulations or Memoranda - When the Working Group has approved a draft, the report will be assigned an SAB number and circulated for consideration of Security Officers of non-military agencies and finally by the Board. Successive revisions will then be issued as slants of the original.

RESTRICTEDSECTION II - BOARD PROCEDURECHANNELS

1. Working Group. When the Board shall determine that the preparation of any regulation or memorandum on security is necessary, they shall direct preparation of such a regulation or memorandum by a Working Group consisting of a representative from each department. In the consideration of regulations in which any other department or agency is deemed to have particular interest, that agency shall likewise be represented on the Working Group.

2. Security Officers of Civilian Departments and Agencies. Upon approval by the Working Group of the regulation or memorandum, the paper shall be given an SAB number and distributed to Security Officers of agencies and departments deemed to have paramount interest in protection of classified material. Suggestions and comments shall be accepted from Security Officers in so far as Working Group members deem advisable. All regulations and memoranda for the Board should be prepared in such a manner as to allow for implementation as is necessary in each department and agency.

3. SAB. Following consideration of the memorandum or regulation by Security Officers and such revision as is necessary in light of their comments by the Working Group, the Board will receive copies for their approval.

4. Distribution. When finally approved, the regulation will be distributed to all Security Officers in Non-Military federal departments and agencies for their information and guidance, to interested agencies in the War and Navy Departments, and to SWNCG for information.

MEETINGS

1. Meetings of the Board will be held at any time when the Chairman determines that problems before the Board demand consideration by Board members. Board meetings may be limited to attendance from the three departments or may include representatives from any other department or agency considered to be interested in the matter under discussion. Decisions of the Board will require concurrence by all members or their alternates.

2. Minutes of the meetings will be prepared by the Secretary and circulated to the Board members.

RESTRICTED

RESTRICTED
Serial No. 04

Subject: Tentative Operating Procedure for the Security
Advisory Board

departments be consulted as necessary. It should, of course, be emphasized in whatever official business the Board conducts in this manner that such channels are temporarily expedient and that future relations with the department or agency in question may be conducted via different channels.

4. It is requested that members of the Security Advisory Board consider the suggestions in paragraph 3 above at the first meeting of the State-War-Navy Coordinating Committee, Security Advisory Board, on 18 April 1946 at 1000, Room 4348, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAG
Secretary

RESTRICTED

RESTRICTED

State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D.C.

RESTRICTED
Serial No. 04

16 April 1946

MEMORANDUM FOR Mr. E. T. Anderson, (S-2306) Room 216
Architects Bldg.
Colonel C. C. Blakeney, (W-2468) Room
2E780, Pentagon.
Captain John S. Phillips, (N-2990) Room
1412, Navy Bldg.

Subject: Tentative Operating Procedure for the
Security Advisory Board.

1. The recreated Security Advisory Board cannot be fully operational until such time as it has secured the re-designation of security officers from various non-military departments and agencies to act as liaison officers with the Security Advisory Board. In many cases, the person designated will be the same as the security officer who formerly worked with the Board. In other instances, it will be necessary for the Board to establish relations with a new security officer.
2. In view of this fact, it will probably be several weeks before the channels which the Security Advisory Board will eventually follow can be fully defined. There are already indications that the work of the Security Advisory Board cannot be delayed until preliminary steps toward re-establishment of the Board have been completed. The future usefulness of the Board to various agencies and departments can be seriously impaired by a lack of operating procedure following the announcement of its reestablishment. In addition, the resumption of activity by the Board as soon as possible will begin to fill in the operational hiatus caused by the months of inactivity following October 1945.
3. It is suggested that, until such time as the regulations governing non-military federal departments and agencies have been revised by the Security Advisory Board and until such time as security channels into the non-military federal departments and agencies have been re-established by notification from the proper authorities, such regulations as were in effect at the close of activity of the Security Advisory Board in October 1945 be utilized and that those security officers known to be still actively engaged in security matters in non-military agencies and

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State-War-Navy Coordinating Committee
SECURITY ADVISORY BOARD
Washington, D.C.

RESTRICTED
Serial No. 03

RESTRICTED

16 April 1946

MEMORANDUM FOR Mr. E. T. Anderson, (S-2306) Room 216,
Architects Bldg.
Colonel C. C. Blakeney, (W-2468) Room
2E780, Pentagon.
Captain John S. Phillips, (N-2990) Room
1412, Navy Bldg.

Subject: Revision of Security Regulations Issued by
Security Advisory Board under the Office of
War Information.

Enclosure: Booklet of Security Regulations Issued by
Security Advisory Board under OWI.

1. The enclosure, a collection of security regulations and memoranda issued by the Security Advisory Board while operating under the Office of War Information is forwarded herewith.

2. Regulations issued by the old Security Advisory Board could be used as a temporary expedient in the operation of the new Security Advisory Board, but it would seem advisable that regulations and memoranda set forth in the enclosure should be revised as rapidly as possible under the guidance of the new Security Advisory Board. In view of the long lapse of time since the cessation of operations of the old Security Advisory Board and the resumption of activity by the new Security Advisory Board many of these regulations are badly out of date and hence ineffective.

3. It is suggested that members of the Security Advisory Board consider means by which the enclosed regulations and memoranda may be most expeditiously revised. In this connection, the procedure set forth in paragraph 1, section II, Channels of First Draft Administrative Memorandum No. 1 is offered as a means of securing a revision which might be satisfactory to all three departments.

4. This subject will be considered at the first meeting of the Security Advisory Board on 18 April 1946, at 1000, Room 4348, Munitions Building.

For the Security Advisory Board:

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M. RUTH CATLETT
Capt., WAC
Secretary

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Serial No. 02
MRC/mrc

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD
Washington, D.C.

RESTRICTED

15 April 1946

MEMORANDUM FOR Mr. Einar T. Anderson, Acting Chairman, Security Advisory Board
Subject: Board Papers and Procedure
Enclosure: Draft No. 1 of Administrative Memorandum No. 1

1. The enclosure, a proposed procedural memorandum for the Security Advisory Board, is forwarded herewith.
2. The memorandum in general describes regular SWNCC Subcommittee procedure, which, it seems to me, would be advisable to follow insofar as possible. Some variations in SWNCC procedure are necessary in view of the fact that the Security Advisory Board will be operationally independent of SWNCC and that SWNCC has stated that it has no desire to be consulted on most problems before the Security Advisory Board.
3. Following your approval of the enclosure, copies will be forwarded to the Army and Navy members on the Security Advisory Board for consideration at the meeting of the Security Advisory Board at 1000, 18 April 1946, Room 4348, Munitions Building.

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

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UNCLASSIFIEDSerial No. 1

MRO/gh

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
MUNITIONS BUILDING
WASHINGTON, D. C.

file

12 April 1946

MEMORANDUM FOR: Building Superintendent
Room 1056, Munitions Building

Subject: Requisition for Door Signs

Enclosure: Sample Door Sign

1. It is requested that door signs for the following names and designations be provided for the Security Advisory Board, State-War-Navy Coordinating Committee:

SECURITY ADVISORY BOARD

F. B. LYON (CHAIRMAN)

E. T. ANDERSON (ALTERNATE)

COL. C. C. BLAKENEY, USA

CAPT. JOHN S. PHILLIPS, USN

SECRETARIAT

CAPT. M. RUTH CATLETT, WAC

2. A sample sign is enclosed for size of sign and lettering.

3. Completed signs should be sent to the State-War-Navy Coordinating Committee, Security Advisory Board, Room 4344, Munitions Building.

For the Security Advisory Board

MARY R. CATLETT
Capt., WAC
Secretary