

Top Secret Control
Procedure 5-C

CONFIDENTIAL

RESTRICTED

TS - file

SERIAL NO. 506

June 2, 1947

MEMORANDUM FOR

Mr. James J. Kelly, Jr.
Security Officer
National Advisory Committee
for Aeronautics

Subject:

Top Secret Control Procedure

Enclosures:

- a. Instructions for Use of Sample Forms
- b. Sample Receipt
- c. Signature Record and Cover Sheet
- d. Top Secret Registry

1. Pursuant to our previous announcement, and to Serial No. 393, enclosed herewith are copies of sample forms to be used in certain phases of Top Secret Control Procedure. Should you wish to use these forms without change, the Security Advisory Board will be able to furnish you with a limited number of each one. Any changes in the details of these forms which are needed to conform with internal administrative procedure in the Committee may, of course, be made.

2. Some plan of control for outgoing Top Secret material should be formulated within your agency. Copies of the latest lists of control officers for the War and Navy Departments will be sent to you at a later date in order that your outgoing documents will be addressed to proper recipients in the military departments. All offices in the National Advisory Committee for Aeronautics should be requested to inform your office when a Top Secret document is delivered directly and notification should be made to the Security Advisory Board of the incident.

For the Security Advisory Board:

Shanette G. Blake
Secretary

RESTRICTED

RESTRICTED
Serial No. 466

April 22, 1947

MEMORANDUM FOR Mr. John C. Green
Security Officer
Department of Commerce

Subject: Top Secret Control Procedure

Enclosures: a. Instructions for Use of Sample Forms
b. Sample Receipt
c. Signature Record and Cover Sheet
d. Top Secret Registry

1. Reference is made to a letter of April 14, 1947, from the Under Secretary of Commerce, Mr. William C. Foster, in which he designated you and Mr. Burke as Top Secret Control Officers for the Department of Commerce.

2. Pursuant to our previous announcement, enclosed herewith are copies of sample forms to be used in certain phases of Top Secret Control Procedure. Should you wish to use these forms without change, the Security Advisory Board will be able to furnish you and Mr. Burke with a limited number of each one. Any changes in the details of these forms which are needed to conform with internal administrative procedure in the Department of Commerce may, of course, be made.

3. Some plan of control for outgoing Top Secret material should be formulated within your Department. Copies of the latest lists of control officers for the War and Navy Departments will be sent to you at an early date in order that the Commerce Department may address outgoing Top Secret documents to proper recipients in the military departments. All offices in the Department should be requested to inform your office when a Top Secret document is delivered directly and notification should be made to the Security Advisory Board of the incident.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

RESTRICTED

RESTRICTED
Serial No. 501

RESTRICTED

April 22, 1947

MEMORANDUM FOR

Mr. John S. Lucas
Security Officer
Department of Agriculture

Subject:

Top Secret Control Procedure

Enclosures:

- a. Instructions for Use of Sample Forms
- b. Sample Receipt
- c. Signature Record and Cover Sheet
- d. Top Secret Registry

1. Pursuant to our previous announcement, and to your telephone call, enclosed herewith are several copies each of sample forms to be used in certain phases of Top Secret Control Procedure. Should you wish to use these forms without change, the Security Advisory Board will be able to furnish you with a limited number of each one. Any changes in the details of these forms which are needed to conform with internal administrative procedure in the Department of Commerce may, of course, be made.

3. Some plan of control for outgoing Top Secret material should be formulated within your Department. Copies of the latest lists of control officers for the War and Navy Departments will be sent to you at a later date in order that your outgoing documents will be addressed to proper recipients in the military departments. All offices in the Department should be requested to inform your office when a Top Secret document is delivered directly and notification should be made to the Security Advisory Board of the incident.

For the Security Advisory Board:

Shanette G. Blake
Secretary

RESTRICTED

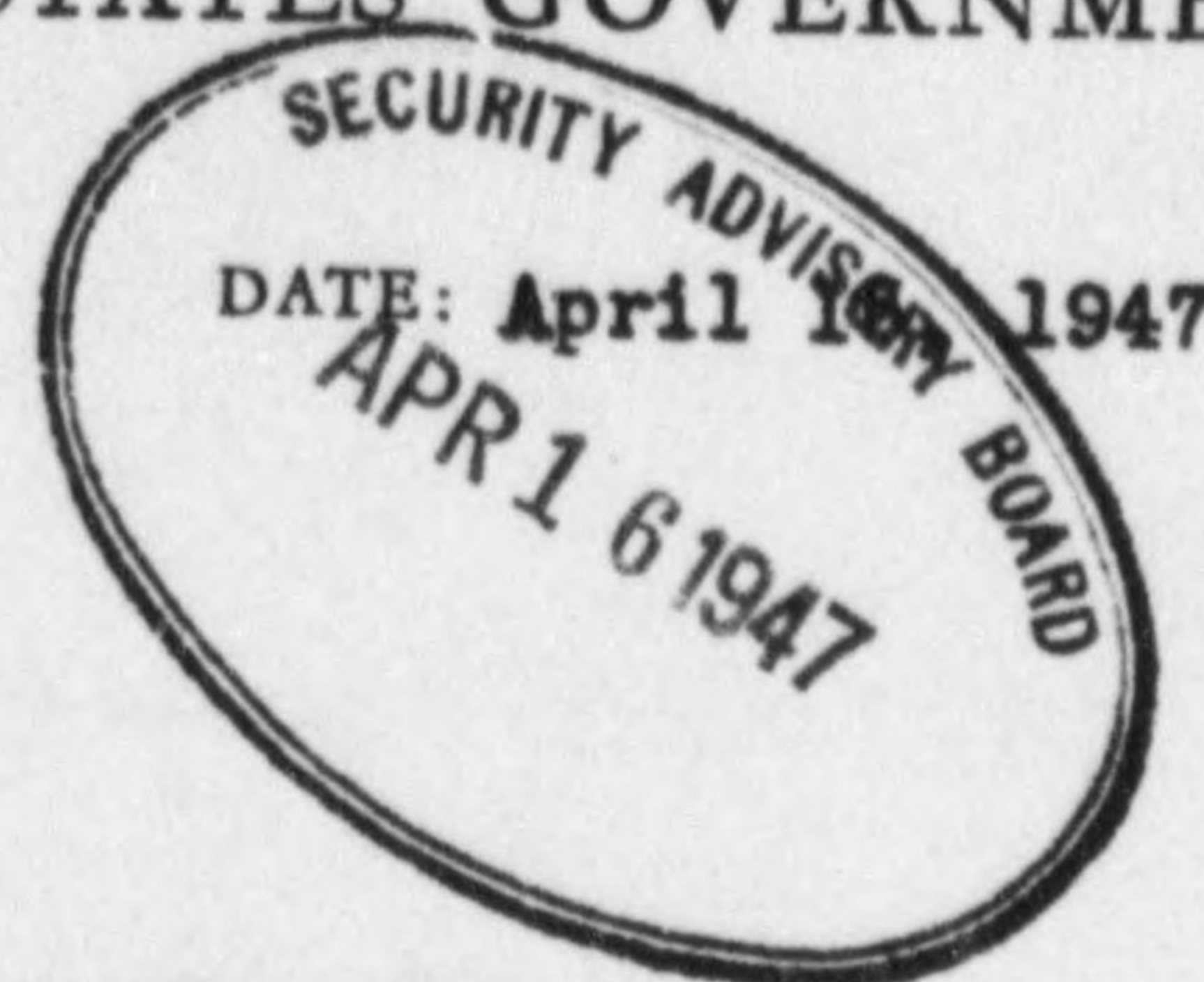
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mrs. Barton, Secretary
Security Advisory Board

FROM : CSA - R. L. Bannerman *RLB*

SUBJECT: Top Secret Control



Reference is made to Serial No. 196 of December 20, 1946, requesting information concerning the volume of TOP SECRET material handled in the State Department. The information obtained is as follows:

A. Approximately 33 items of TOP SECRET material originate in the State Department each month, and approximately 6 copies are reproduced of each item for information purposes and distribution throughout the Department.

Approximately 240 items of TOP SECRET information are received in the State Department each month, and an average of 7 copies of each item are reproduced for information purposes.

B. Outside distribution of TOP SECRET material is confined to approximately 40 or more items a month, and these largely are directed to the intelligence agencies, as CIG, ONI, and MIS.

C. Distribution of TOP SECRET is largely made to the higher offices of the State Department, such as Assistant Secretary level and Director of Office level. There is also, of course, distribution by subject matter to those interested divisions. Those offices or divisions which receive TOP SECRET restrict their distribution to only those top officials who of absolute necessity must have access to TOP SECRET for the conduct of their official duties.

D. In each office level there is a TOP SECRET control officer who handles the distribution of all TOP SECRET documents within his operational area. Each office has established a TOP SECRET control list naming those officials in that area who are permitted to have access to TOP SECRET material. The Security Office reviews and clears each individual from a security standpoint to have access to TOP SECRET. TOP SECRET information is closely controlled from all standpoints.

E. TOP SECRET information is controlled in accordance with Departmental Security Regulations and by TOP SECRET control slips and receipt forms. In each case the distribution must follow through a TOP SECRET control officer to determine those persons who may have access to such material.

F. This Department feels it is vitally necessary to maintain a procedure whereby those persons who have access to TOP SECRET material are so listed, in that the distribution of TOP SECRET material at all times is controlled and is routed to only those persons who, from a security standpoint and a functional standpoint, of necessity are permitted to have access to such material.

CSA:RLBannerman:rnc

RESTRICTED
Serial No. 437

*File TS Control
Correspondence*

April 14, 1947

MEMORANDUM FOR Mr. Elliott Thurston
Security Officer
Federal Reserve System

Subject: Top Secret Control Procedure

Enclosures: a. Instructions for Use of Sample
Forms
b. Sample Receipt
c. Signature Record and Cover
Sheet
d. Top Secret Registry

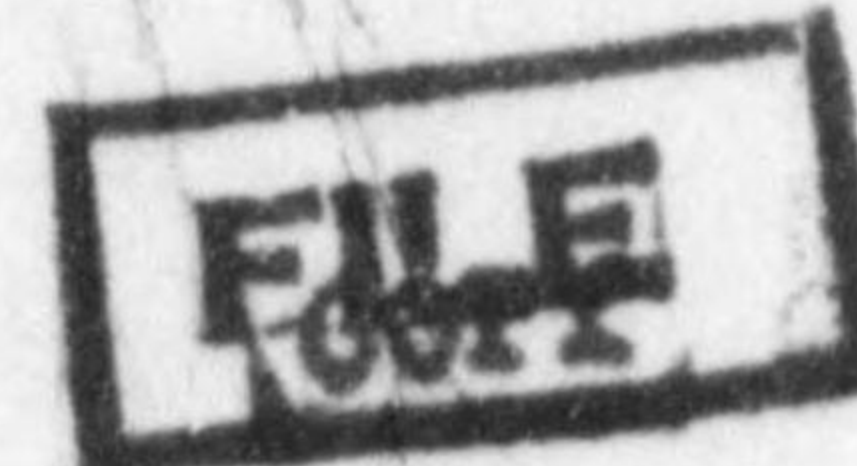
1. Reference is made to your letter of March 27, 1947 in which you informed the Security Advisory Board that Mr. Samuel R. Carpenter, Secretary of the Board of Governors, and Mr. Merritt Sherman, Assistant Secretary of the Board of Governors, were to act as Top Secret Control Officer and alternate, respectively, for the Federal Reserve System.

2. Pursuant to our previous announcement, enclosed herewith are copies of sample forms to be used in certain phases of Top Secret Control procedure. Should the Federal Reserve System wish to use these forms without change, the Security Advisory Board will be able to furnish Mr. Carpenter and Mr. Sherman with a limited number of each one of these forms. Any changes in the details of these sample forms which are needed to conform with internal administration of the Federal Reserve System may, of course, be made.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf



Unclassified
Serial No. 410

Top Secret

March 24, 1947

MEMORANDUM FOR

Mr. John S. Lucas
Security Officer
Department of Agriculture

Subject:

Suggested Forms for Top Secret
Control Procedure

Enclosures:

- a. Top Secret Register
- b. Signature Record and Cover Sheet
- c. Receipt
- d. Explanation of Forms

1. As I promised March 20, 1947, I am enclosing drafts of sample forms for the control of Top Secret material in government departments and agencies for your use in explaining this procedure to interested officials in the Department of Agriculture.

2. As I told you in our telephone conversation, these sample forms have not yet been approved by the Board and consequently, should not be displayed with any official sanction of the Security Advisory Board at this time. The sample forms and suggested procedure will be discussed at the next meeting of the Board and you will be given the final approved copies of both.

3. When these control forms are circulated to government departments, it is not anticipated that the Board will have any objection to changes in these forms. Control forms should in every instance be made applicable to the individual department or agency.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

RCB:ar

Form DS-10 Department of State Date **4-15**
 6-1-45 REFERENCE SLIP

To: *Mrs. Finley*

- | | |
|--|---|
| <input type="checkbox"/> Advise | <input type="checkbox"/> Note & Return |
| <input type="checkbox"/> Approve & Return | <input type="checkbox"/> Note & File |
| <input type="checkbox"/> As You Requested | <input type="checkbox"/> Per Telephone Talk |
| <input type="checkbox"/> Attention | <input type="checkbox"/> Previous Correspon. |
| <input type="checkbox"/> Attach File | <input type="checkbox"/> Priority Action |
| <input type="checkbox"/> Comment & Return | <input type="checkbox"/> Reconsider |
| <input type="checkbox"/> Consider | <input type="checkbox"/> Recommend Action |
| <input type="checkbox"/> Copying | <input type="checkbox"/> Record |
| <input type="checkbox"/> Correct | <input type="checkbox"/> Reply |
| <input type="checkbox"/> File | <input type="checkbox"/> Return to Sender |
| <input type="checkbox"/> Follow-up | <input type="checkbox"/> Rewrite |
| <input type="checkbox"/> Hold | <input type="checkbox"/> Signature Required |
| <input type="checkbox"/> Initials Needed | <input type="checkbox"/> See Me |
| <input checked="" type="checkbox"/> Investigate & Report | <input type="checkbox"/> Take Action |
| <input type="checkbox"/> Instruct | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Justify | <input type="checkbox"/> Type |
| <input type="checkbox"/> Keep Me Advised | <input type="checkbox"/> Verify |
| <input type="checkbox"/> Legal Matter | <input type="checkbox"/> Reply for Signature of |
| <input type="checkbox"/> Memo Required | |
| <input type="checkbox"/> Not Interested | |
| <input type="checkbox"/> Note & Destroy | |
| <input type="checkbox"/> Note & Forward | |

REMARKS:
Could you determine from Mr. B. what the status of this is - particularly para 3 -
dictated - will be rec'd tomorrow

From *Rob* *[Signature]*

RESTRICTED
Serial No. 398

CO
RESTRICTED

X- T.S. Cont. off

March 19, 1947

Mr. Robert L. Bannerman
Security Officer
Department of State
Washington 25, D.C.

Dear Mr. Bannerman:

Reference is made to SAB Serial No. 196, dated December 20, 1946, in which certain information regarding the receipt and origination of Top Secret material was requested from the government agencies.

Although the Board has not received an official reply from you in this connection, it is my understanding that the volume of Top Secret material originated and received by the Department of State continues to be large. With this in mind, the Security Advisory Board requests that the State Department designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

In a discussion of this matter with Mr. Musick of your staff, he suggested that the listing of State Department Top Secret Control Officer for the purposes of the Security Advisory Board might well be limited to the control officers for the various offices, in order that the number thereof might be kept to a minority.

Would you please advise the Security Advisory Board of your wishes in this matter? The list of designations should indicate the name, office address, and telephone extension of each control officer named.

Sincerely yours,

Ruth C. Barton
Secretary

FILE

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 392

RESTRICTED

March 18, 1947

Mr. Carlton Skinner
Security Officer
Department of the Interior
Washington 25, D.C.

Dear Mr. Skinner:

Reference is made to your memorandum of January 2, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the Department of the Interior, that your department originates and receives only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your department at all times. With this in mind, the Security Advisory Board requests that the Interior Department designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of the Interior has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of the Interior, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your department, the control officer should be in that office. He may be the head of the

RESTRICTED

FILE

- 2 -

RESTRICTED

department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of the Interior. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 396

RESTRICTED

March 18, 1947

Mr. John D. Larson
Security Officer
Department of the Treasury
Washington 25, D.C.

Dear Mr. Larson:

Reference is made to your letter of January 29, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the Department of Treasury, that your department originates and receives only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your department at all times. With this in mind, the Security Advisory Board requests that the Department of the Treasury designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of the Treasury has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of the Treasury, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your department, the control officer should be in that office. He may be the head of the department if it is desired.

FILE

RESTRICTED

- 2 -

RESTRICTED

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of the Treasury. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 395

RESTRICTED

March 18, 1947

Mr. Malcolm Kerlin
Security Officer
Export-Import Bank of Washington
Washington 25, D.C.

Dear Mr. Kerlin:

Reference is made to your letter of January 10, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

In your survey of Top Secret material in your agency, you determined that the Export-Import Bank did not receive or originate any Top Secret material. In view of the membership of certain of the officials of your agency on committees which handle Top Secret material, however, it is considered advisable to be prepared for the receipt and origination of Top Secret material in your agency at all times. With this in mind, the Security Advisory Board requests that the Export-Import Bank of Washington designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your agency.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your agency. If the Export-Import Bank of Washington has designated certain individuals who may receive Top Secret information, or it is the policy of your agency that such information should at all times be directed to the attention of the head of the agency, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Export-Import Bank of Washington, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your agency, the control officer should be in that office. He may be the head of the agency if it is desired.

FILE

RESTRICTED

- 2 - RESTRICTED

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of agency procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your agency and that an announcement of these designations be made within your agency where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Export-Import Bank of Washington. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 392

RESTRICTED

March 18, 1947

Mr. Carlton Skinner
Security Officer
Department of the Interior
Washington 25, D.C.

Dear Mr. Skinner:

Reference is made to your memorandum of January 2, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the Department of the Interior, that your department originates and receives only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your department at all times. With this in mind, the Security Advisory Board requests that the Interior Department designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of the Interior has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of the Interior, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your department, the control officer should be in that office. He may be the head of the

FILE

RESTRICTED

- 2 -

RESTRICTED

department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of the Interior. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 393

RESTRICTED

March 18, 1947

Mr. James J. Kelly, Jr.
Security Officer
National Advisory Committee for Aeronautics
Washington 25, D.C.

Dear Mr. Kelly:

Reference is made to your letter of January 9, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the National Advisory Committee for Aeronautics, that your agency originates and receives only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your agency at all times. With this in mind, the Security Advisory Board requests that the National Advisory Committee for Aeronautics designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your agency.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your agency. If the National Advisory Committee for Aeronautics has designated certain individuals who may receive Top Secret information, or it is the policy of your agency that such information should at all times be directed to the attention of the head of the agency, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the National Advisory Committee for Aeronautics, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your agency, the control officer should be in that office. He may be the head of the

RESTRICTED



RESTRICTED

- 2 -

department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of agency procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your agency and that an announcement of these designations be made within your agency where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the National Advisory Committee for Aeronautics. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRI ED
Serial No. 397

RESTRICTED

4208
Chief
Mr. Diamond
March 18, 1947

Mr. A. Devitt Vanech
Security Officer
Department of Justice
Washington 25, D.C.

Dear Mr. Vanech:

Reference is made to SAB Serial No. 196 dated December 20, 1946, in which certain information regarding the receipt and origination of Top Secret material was requested from the government agencies.

The majority of the government agencies have determined that their agencies do not receive or originate any sizable volume of Top Secret material. The Board believes that it is well in all these departments and agencies to be prepared for the receipt and origination of Top Secret material at all times. With this in mind, the Board is requesting from these departments the designation of certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material. In view of the interest of your department in this question, it is hoped that you may see fit to make such designations in the Department of Justice.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of Justice has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of Justice, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head

RESTRICTED

FILE

- 2 - **RESTRICTED**

of your department, the control officer should be in that office. He may be the head of the department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of Justice. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RESTRICTED

RCB:ar

RESTRICTED
Serial No. 394

RESTRICTED

March 18, 1947

Mr. Elliott Thurston
Security Officer
Federal Reserve System
Washington 25, D.C.

Dear Mr. Thurston:

Reference is made to your letter of January 7, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the Federal Reserve System that your agency does not originate any Top Secret material and receives comparatively few documents of this classification. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your agency at all times. With this in mind, the Security Advisory Board requests that the Federal Reserve System designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your agency.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your agency. If the Federal Reserve System has designated certain individuals who may receive Top Secret information, or it is the policy of your agency that such information should at all times be directed to the attention of the head of the agency, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Federal Reserve System, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your agency, the control officer should be in that office. He may be the head of the agency if it is desired.
- b. The control officer(s) should be a person of

FILE

RESTRICTED

- 2 -

RESTRICTED

known integrity and trustworthiness with an adequate knowledge of agency procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.

- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your agency and that an announcement of these designations be made within your agency where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Federal Reserve System. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

RESTRICTED

RESTRICTED
Serial No. 390

RESTRICTED

March 17, 1947

Mr. John S. Lucas
Security Officer
Department of Agriculture
Washington 25, D.C.

Dear Mr. Lucas:

Reference is made to your letter of January 21, 1947, in which you replied to SAB Serial No. 196, regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the Department of Agriculture, that your department originates and receives only a few pieces of Top Secret Material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your department at all times. With this in mind, the Security Advisory Board requests that the Agriculture Department designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of Agriculture has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of Agriculture, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret material is originated or received by the head of your department, the control officer should

RESTRICTED

FILE

- 2 - RESTRICTED

be in that office. He may be the head of the department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedure to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of Agriculture. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RESTRICTED

RCB:ar

RESTRICTED
Serial No. 391

RESTRICTED

March 17, 1947

Mr. John C. Green
Security Officer
Department of Commerce
Washington 25, D.C.

Attention: Mr. Jerome Burke

Dear Mr. Green:

Reference is made to a letter of January 29, 1947 from Mr. Jerome E. Burke, in which he transmitted to the Security Advisory Board the results of a survey of incoming and outgoing Top Secret material in the Department of Commerce.

Mr. Burke determined, as a result of this survey, that the Department of Commerce receives and originates only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your department at all times. With this in mind, the Security Advisory Board requests that the Commerce Department designate certain administrative personnel who will have the responsibility for receiving, recording, routing, and supervising Top Secret material in your department.

It should be pointed out here that designation of Top Secret Control Officers is differentiated from and in no way limits the list of recipients or users of Top Secret material in your department. If the Department of Commerce has designated certain individuals who may receive Top Secret information, or it is the policy of your department that such information should at all times be directed to the attention of the head of the department, the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the Department of Commerce, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located i.e., if the main bulk of Top Secret

FILE

RESTRICTED

- 2 -

RESTRICTED

material is originated or received by the head of your department, the control officer should be in that office. He may be the head of the department if it is desired.

- b. The control officer(s) should be a person of known integrity and trustworthiness with an adequate knowledge of departmental procedure and channels. The control of Top Secret material should not be delegated from him to anyone except his designated alternate.
- c. The control officer(s) should be informed of security regulations applicable to the handling of Top Secret material. (Upon your announcement of these designations, the Security Advisory Board will forward to you a list of detailed suggestions on procedures to be followed in this control system.)
- d. The control officer(s) should in all cases be certified by you as to security eligibility.

The Board realizes that some agencies and departments will find it necessary to designate more than one control officer. Provided the above qualifications are considered in these instances, the Security Advisory Board interposes no objection to as many such designations as you may feel are necessary to promote efficiency in this system. In making designations for this purpose, suitable provision should be made to handle situations arising from the absence of the control officer or other emergencies.

May we further suggest that your list of designations be approved by the head of your department and that an announcement of these designations be made within your department where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the Department of Commerce. Notification of these designations to the Security Advisory Board should give the name of the control officer, together with his office address and telephone extension, in order that the complete list may be circulated to government agencies in Washington.

Sincerely yours,

Ruth C. Barton
Secretary

RESTRICTED

RCB:ar

RESTRICTED
Serial No. 375

RESTRICTED

12 March 1947

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

Subject: Top Secret Control Officers

Reference: a. Serial No. 23
b. Serial No. 188
c. Serial No. 196

1. The enclosure to Serial No. 23 describes the misinterpretation which is generally given to the term "Top Secret Control Officer" by civilian agencies. During wartime the Security Advisory Board maintained a list of Top Secret Control Officers in civilian agencies. The list in actuality became a list of government officials to whom Top Secret material ordinarily would be addressed, and in no sense represented a list of control officers.

2. Recently the Security Advisory Board queried the various government agencies as to their opinion on the advisability of listing responsible employees who would act as control officers in the intended sense. Although some of the agencies agreed that such a procedure would be advisable, the agencies originating and receiving Top Secret information seemed to believe that the wartime procedure was preferable.

3. It is my belief that none of the agencies feel too strongly about the method in which these control officers are listed. The reluctance which some of the agencies have expressed toward a change in listing is occasioned by a belief that the designation of control officers would prevent the top officials in that agency from having access to such documents. An attempt has been made in the enclosure to correct this impression and to describe the work of the control officer as the administrative position it should be.

4. It is proposed that for the time being this letter be

RESTRICTED

RESTRICTED

sent only to the following agencies and departments of the federal government:

- a. Department of Agriculture
- b. Department of Commerce
- c. Department of Interior
- d. Department of Justice
- e. Department of State
- f. Department of Treasury
- g. Export-Import Bank of Washington
- h. Federal Reserve System
- i. National Advisory Committee for Aeronautics

Other agencies could be added as needed.

5. It is requested that the members of the Security Advisory Board indicate their approval of the enclosure to the Secretary by telephone, if possible.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RESTRICTED

RCB:ar

RESTRICTED

RESTRICTED

Dear Mr. _____:

Reference is made to your letter of _____ in which you replied to SAB Serial No. 196 regarding Top Secret Control Procedure.

You have determined, as a result of your survey in the _____, that your department (agency) originates and receives only a few pieces of Top Secret material at the present time. It is the belief of the Security Advisory Board, however, that it is well to be prepared for the receipt and origination of Top Secret material in your agency at all times. With this in mind, the Security Advisory Board is requesting that the _____ designate certain administrative personnel who will have the responsibility for receiving, recording, routing and supervising Top Secret material in your department (agency).

It should be pointed out here that designation of Top Secret Control Officers in no way limits the list of recipients in your department (agency). If the _____ has designated certain individuals who may receive Top Secret information or if it is the policy of your agency that such information should be directed at all times to the attention of the head of the department (agency), the control officer should be informed of this preferred list and directed that any deviation therefrom may be made only with the sanction of proper authority.

In the designation of Top Secret Control Officer(s) in the

RESTRICTED

- 2 -

RESTRICTED

_____, the following facts should be kept in mind:

- a. The control officer(s) should be strategically located--
i.e., if the main bulk of Top Secret material originates
or is received by the head of your agency (department), the
control officer should be in that office.
- b. The control officer(s) should be a person of known integrity
and trustworthiness with an adequate knowledge of depart-
mental procedure and channels. The control of Top Secret
material should not be delegated from him to anyone except
his designated alternate.
- c. The control officer(s) should be informed of security regu-
lative lations applicable to the handling of Top Secret material.
(Upon your announcement of these designations, the Security
Advisory Board will forward to you a list of detailed sug-
gestions on procedure to be followed in this control
system.)
- d. The control officer(s) should in all cases be certified by
you as to security eligibility.

The Board realizes that some agencies and departments will
find it necessary to designate more than one control officer. Pro-
vided the above qualifications are considered in these instances,
the Security Advisory Board interposes no objection to as many such
designations as you may feel are necessary to promote efficiency in
this system. In instances where only one designation is made, it
is in all cases advisable that an alternate be designated.

May we further suggest that the list of designations within

RESTRICTED

- 3 -

RESTRICTED

your department be approved by the head of your agency and that an announcement of these designations be made within your agency where feasible?

It would be appreciated if you would take immediate steps to secure these designations within the _____. Notification of these designations to the Security Advisory Board should include name, address and telephone extension of each control officer.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RESTRICTED

RESTRICTEDRESTRICTEDJOINT SECURITY CONTROL
Washington, D.C.RESTRICTEDJSC/A8-6
Serial 2135

21 February 1947

MEMORANDUM FOR: Secretary, Joint Chiefs of Staff
War and Navy Department Agencies
(See Distribution)

Subject: TOP SECRET Control Procedure

References: (a) AR 380-5, current, and Section VI, WD Circular No. 7,
dated 8 January 1947
(b) U.S.N. Reg., Article 76, current, and CNO Letter, Serial
No. 856016, 31 March 1944
(c) Combined Security Classifications Agreement, CCS 210/4,
21 February 1944

1. RESCISSION. Joint Security Control Memorandum, Serial 2992, File No. JSC/C15 dated 28 February 1944, subject same as above, is rescinded, and the following substituted therefor.

2. TOP SECRET CONTROL PROCEDURE. Measures necessary to safeguard all matters falling within the TOP SECRET category are contained in the references listed above. Certain of these measures, plus additional precautionary ones relating to handling and transmission of TOP SECRET matters are laid down herein, and will be referred to as TOP SECRET Control Procedure.

3. TOP SECRET CONTROL OFFICERS AND CHANNELS. a. Directors or chiefs of organizations who initiate, receive, or process TOP SECRET documents will maintain a system for handling such documents by the selection and appointment of TOP SECRET Control Officers, defined as those officers of highest integrity and proven discretion specifically designated to represent their organization in the processing of TOP SECRET matters. The duties of a TOP SECRET Control Officer include receiving, controlling distribution within the organization, accounting for and transmitting outside the organization, all TOP SECRET documents.

b. The means of processing TOP SECRET documents through TOP SECRET Control Officers is referred to as the TOP SECRET Control Channel.

4. JOINT SECURITY CONTROL, WAR AND NAVY DEPARTMENT TOP SECRET CONTROL OFFICERS AND CHANNELS IN WASHINGTON. a. Joint Security Control, the agency established by the Joint Chiefs of Staff to safeguard the security of military information, has been authorized by the War and Navy Departments to exercise over-all control of the transmission of TOP SECRET matters between the Joint Chiefs of Staff Organization and the offices of the War and Navy Departments in Washington.

b. The control exercised by Joint Security Control consists of the issuance of TOP SECRET Control Procedure instructions and the maintenance of a consolidated roster of TOP SECRET Control Officers of all appropriate organizations in Washington.

c. Each organization, agency or office in Washington which handles TOP SECRET documents will maintain an accurate current roster of its TOP SECRET Control Officers and furnish a copy of same to Joint Security Control. Joint Security Control will maintain a current consolidated roster of TOP SECRET Control Officers of these organizations, and will furnish copies to each organization for convenience and aid in handling TOP SECRET documents.

RESTRICTED

RESTRICTEDRESTRICTED

5. DETAILED PROCEDURE. a. Marking and Enveloping. All TOP SECRET documents will be enclosed in two sealed envelopes when transmitted by courier. The inner envelope will be marked TOP SECRET and the addressee specified by title; however, where desirable for reasons of additional security, the inner envelope may be addressed to a particular individual by name. The outer envelope will be addressed to the addressee by title. In addition, in every case where such information is available, the address will also include - "Attention: _____" with the name of the receiving TOP SECRET Control Officer shown. Alternate TOP SECRET Control Officers may be indicated in order to insure delivery. The words "TOP SECRET" will not appear on the outer cover.

- b. Transmission. (1) TOP SECRET documents will be transmitted in accordance with the provisions of paragraph 27, AR 380-5 and Section VI, WD Circular No. 7, 1947 or Article 76, U.S. Navy Regulations, or as permitted in (2) or (3) below.
- (2) TOP SECRET documents may be transmitted from one TOP SECRET Control Officer directly to another.
- (3) Whenever practicable, TOP SECRET documents may be transmitted by direct contact between personnel authorized access to such information, provided the proper TOP SECRET Control Officers are appropriately notified.

c. Handling. When the document is not in use it will be kept in a suitable safe as prescribed in referenced regulations. When not actually being referred to, it will be kept face down or closed whenever personnel are present who are not authorized to see it. In addition to the prescribed security markings, each document will have a cover sheet which will be blank except for the phrase "TOP SECRET" and the document or file number.

d. Distribution. Distribution of each document will be confined to specific addressees, their deputies, or to the TOP SECRET Control Officer.

e. Persons Having Access to TOP SECRET Matter. In the processing of TOP SECRET documents, certain officers and clerks in a headquarters must see and work with these documents. THIS GROUP MUST BE KEPT TO A MINIMUM. All must be individually warned about disclosing such matter to personnel whose duties do not require it. Both military and civilian personnel in this group must be specifically selected and approved. The TOP SECRET Control Officer for each office handling TOP SECRET material will maintain a register of individuals to whom such information may be released. Such individuals are not to be considered TOP SECRET Control Officers, nor required to be designated as such. Only personnel who absolutely need to possess whole or partial knowledge of the contents of the document will be permitted to see the necessary portions which pertain to their particular interests.

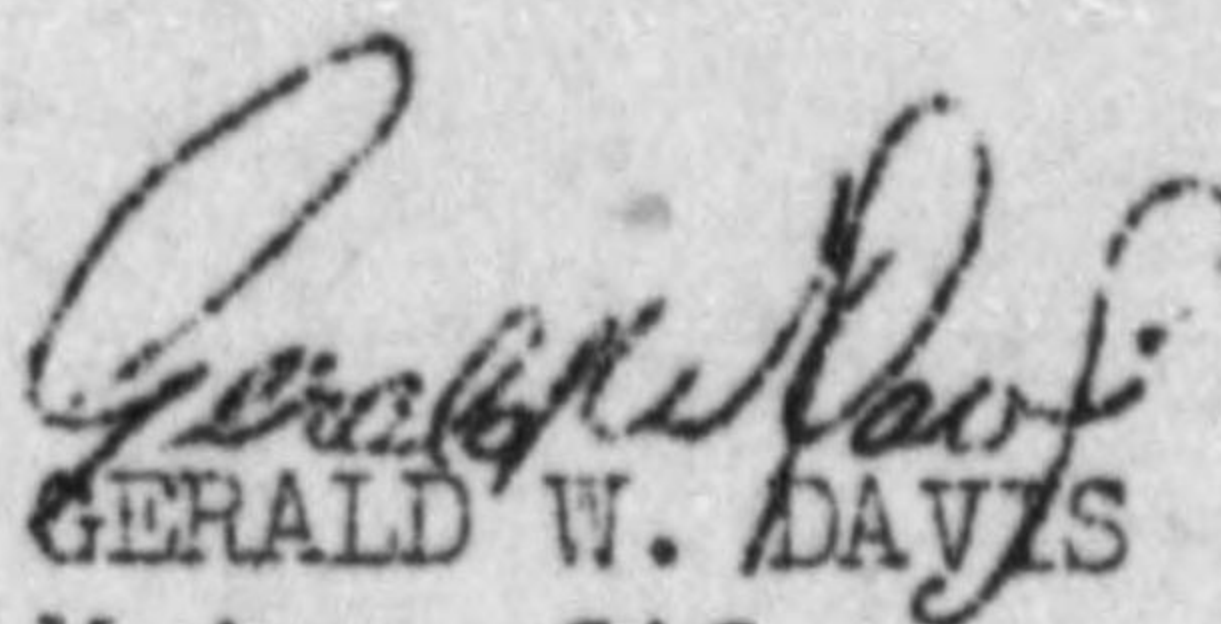
6. CLASSIFICATION OF ADMINISTRATIVE DETAILS. Administrative details growing out of TOP SECRET matter will be classified in accordance with their own contents when they do not of themselves reveal, in fact or by inference, information requiring TOP SECRET classification. Such administrative matters include movement orders for personnel, equipment, or materiel which, when properly prepared, can be sent through usual channels in the appropriate category of SECRET, CONFIDENTIAL, RESTRICTED or unclassified. Such communications should be prepared so that they do not disclose the projected operation or project for which the personnel, equipment, or materiel is intended, nor contain vital parts of the plan proper, nor references to special equipment the nature of which would divulge the plan or project. It is essential that all matters relating to TOP SECRET information be examined prior to release from TOP SECRET channels to insure that there is no compromise of information through comparison with other communications.

RESTRICTED**RESTRICTED**

RESTRICTEDRESTRICTED

7. TOP SECRET CONTROL PROCEDURE OUTSIDE OF WASHINGTON. Outside of Washington it is suggested that these instructions be used as a guide for TOP SECRET Control Procedure inasmuch as such procedure is a function and responsibility of the individual Services concerned.

For Joint Security Control:


GERALD W. DAVIS
Major, CAC
Secretary

DISTRIBUTION LIST

Secretary of War
Secretary of Navy
Joint Chiefs of Staff
Chief of Staff, U.S. Army
Deputy Chief of Staff, U.S. Army
Secretary, War Department General Staff
War Department General Staff Divisions
War Department Special Staff Divisions
Commanding General, Army Ground Forces
Commanding General, Army Air Forces
Chief of Naval Operations
Chiefs of the Bureaus of the Navy Department
TOP SECRET Control Officers
Security Advisory Board of the State-War-Navy
Coordinating Committee

RESTRICTED

- 3 -

RESTRICTED

DEPARTMENT OF COMMERCE
OFFICE OF TECHNICAL SERVICES
WASHINGTON 25, D. C.

January 29, 1947

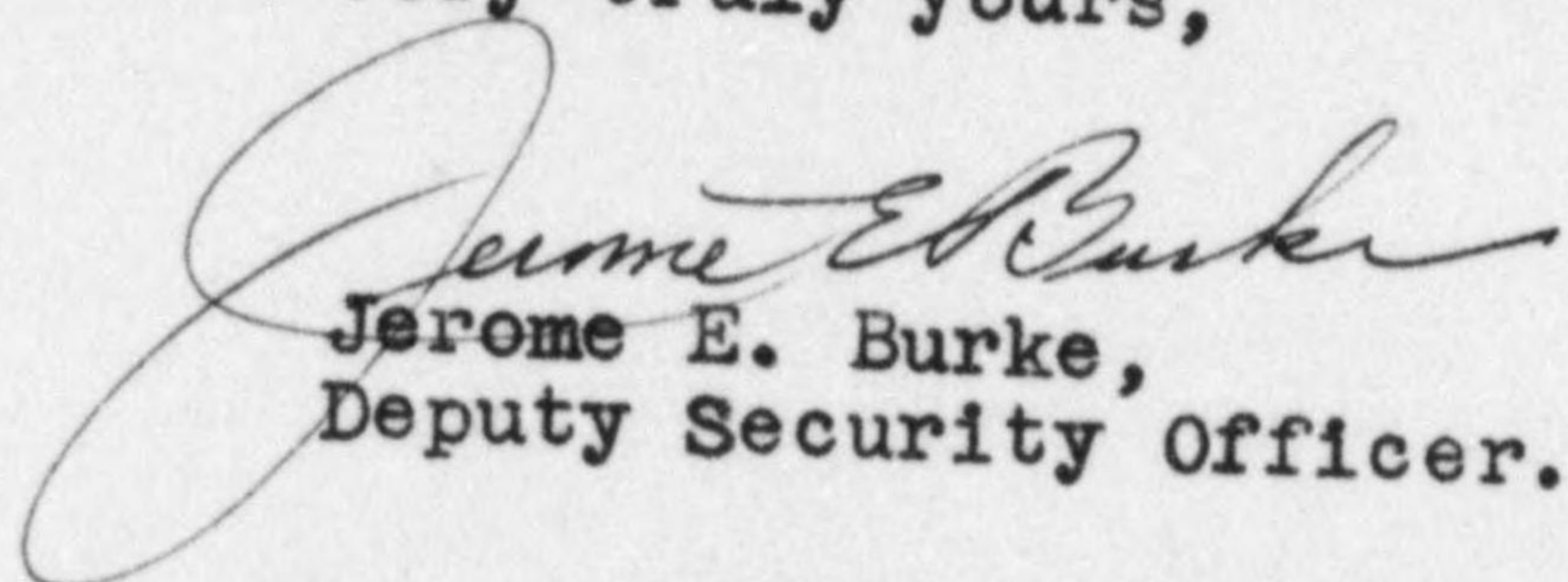
Mrs. Ruth C. Barton, Secretary,
Security Advisory Board,
State War Navy Coordinating Committee,
Room No. 711 - 511 22nd Street, N.W.,
Washington, D.C.

Dear Mrs. Barton:

Attached, is a resume of the reports concerning SWNCC Questionnaire No. 196, which we have received from the various Bureaus in the Department of Commerce. Some Bureaus were quite late in returning their answers to this Office, hence the delay in our forwarding the full report to the Board at the designated time.

I wish to call your attention to the figures for the Patent Office. These, as I told you by phone, do not represent Top Secret cases only, but all cases which receive special handling. Also for your information and interest, we attach copies of the forms used by the Patent Office in carrying out the directives made under provisions of Public Law 700.

Very truly yours,


Jerome E. Burke,
Deputy Security Officer.

Attachments

U.S. Patent Office Forms

U. S. Patent Office Forms

FORM D-1 Feb '44

DIVISION _____ CLASS _____ REC'D IN WAR DIV. _____
(Examiner Leave Blank)

FILING DATE _____ SERIAL NUMBER _____

INVENTION _____

INVENTOR _____

ATTORNEY _____

ASSIGNEE _____

DRAWINGS _____ SHEETS _____ EXAMINER _____

DISAPPROVED BY PATENT OFFICE WAR COMMITTEE

SUBMITTED TO ADVISORY AGENCIES

SECREC Y (DISAPPROVED
(
(RECOMMENDED
(
(

RECOMMENDATION, SIGNATURE, AGENCY & DATE

Every expert examining the indicated application must sign this form, and should indicate an express recommendation as to secrecy.

Submitted for:

A & N P A B
A

N

O S R D

P A W

W P B

Form D-9 May 44

DEPARTMENT OF COMMERCE
UNITED STATES PATENT OFFICE
WASHINGTON

Serial No.

Filed

Division

For

Applicant

Assignee

RESCINDING ORDER

The Secrecy Order dated _____, prohibiting disclosure or publication of the subject matter of the above entitled application under the provisions of Public No. 700, as amended, 35 U. S. C. 42, is hereby rescinded. Normal prosecution is continued and any suspension thereof because of the secrecy order should now be removed. This rescinding order does not affect the provisions of any classified government contract or existing laws relating to espionage and national security.

Commissioner.

Form D-3 I AUG '43

PERMIT

DEPARTMENT OF COMMERCE
UNITED STATES PATENT OFFICE
WASHINGTON

Petition No.

This permit is granted in relation to orders of secrecy issued under the provisions of the Act of October 6, 1917 (Public No. 80), as amended July 1, 1940 (Public No. 700), August 21, 1941 (Public Law 239) and June 16, 1942 (Public Law 609), and may be revoked in whole or in part by appropriate notice. Any disclosure herein authorized is subject to: the prohibitions of any classified government contract, existing laws relating to espionage and national security, the consent of the owner of the subject matter, and the safeguarding of the invention against publication or unauthorized disclosure in this country or elsewhere by all reasonable and due precautions, ordinarily including a notice to each disclosee of the fact of secrecy and the law regarding penalties for unauthorized disclosure.

Authority to disclose by filing a corresponding application in an allied nation includes the authority to make such reasonable disclosures as may be authorized by the head of the patent office or other appropriate authorities in that nation, but publication must be prevented by any necessary means including abandonment.

In response to the petition
the subject matter of application:

Serial Number

Filed

Div.

For

Applicant

Assignee

Commissioner

Form D-2-m

DEPARTMENT OF COMMERCE

UNITED STATES PATENT OFFICE

WASHINGTON

Serial No.

Filed

Division

For

Applicant

Assignee

SECRECY ORDER

NOTICE:- To the applicant above named, his heirs, and any and all his assignees, attorneys and agents, hereinafter designated principals.

You are hereby notified that your application as above identified has been found to contain subject matter, the unauthorized disclosure of which might be detrimental to the public safety or defense, and you are ordered in nowise to publish or disclose the invention or any material information with respect thereto, including hitherto unpublished details of the subject matter of said application, in any way to any person not cognizant of the invention prior to the date of the order, including any employee of the principals, but to keep the same secret except by written permission first obtained of the Commissioner of Patents, under the penalties of the act of October 6, 1917 (Public No. 80), as amended July 1, 1940 (Public No. 700), as amended August 21, 1941 (Public Law 239), and June 16, 1942 (Public Law 609), 35 U.S.C. 42; 40 Stat. 394, 54 Stat. 710, 55 Stat. 657; 540 O. G. 233, 248.

Any other application which contains any significant part of the subject matter of the above identified application falls within the scope of this order. If such other application does not stand under a secrecy order, it and the common subject matter should be brought to the attention of the Patent Office War Division.

If prior to the issuance of the secrecy order any significant part of the subject matter has been revealed to any person, the principals shall promptly inform such person of the secrecy order and the penalties for improper disclosure set out in Public No. 700, 76th Congress, and Public Law 239, 77th Congress.

This order should not be construed in any way to mean that the Government has adopted or contemplates adoption of the alleged invention disclosed in this application; nor is it any indication of the value of such invention. In order to make the details of your invention available for inspection by various governmental agencies concerned therewith for consideration of its possible use in the war program and at the same time to preserve your rights under the Act, it is suggested that you promptly tender this invention to the Government of the United States for its use. Such tender may be effected by a communication addressed to the Secretary of War or the Secretary of the Navy and should be accompanied by a power to inspect and make copies of the application.

Commissioner.

Form D-2-n

DEPARTMENT OF COMMERCE

UNITED STATES PATENT OFFICE

WASHINGTON

Serial No.

Filed

Division

For

Applicant

Assignee

SECRECY ORDER

NOTICE:- To the applicant above named, his heirs, and any and all his assignees, attorneys and agents, hereinafter designated principals.

You are hereby notified that your application as above identified has been found to contain subject matter, the unauthorized disclosure of which might be detrimental to the public safety or defense, and you are ordered in nowise to publish or disclose the invention or any material information with respect thereto, including hitherto unpublished details of the subject matter of said application, in any way to any person not cognizant of the invention prior to the date of the order, including any employee of the principals, but to keep the same secret except by written permission first obtained of the Commissioner of Patents, under the penalties of the act of October 6, 1917 (Public No. 80), as amended July 1, 1940 (Public No. 700), as amended August 21, 1941 (Public Law 239), and June 16, 1942 (Public Law 609), 35 U.S.C. 42; 40 Stat. 394, 54 Stat. 710, 55 Stat. 657; 540 O. G. 233, 248.

Any other application which contains any significant part of the subject matter of the above identified application falls within the scope of this order. If such other application does not stand under a secrecy order, it and the common subject matter should be brought to the attention of the Patent Office War Division.

If prior to the issuance of the secrecy order any significant part of the subject matter has been revealed to any person, the principals should promptly inform such person of the secrecy order and the penalties for improper disclosure set out in Public No. 700, 76th Congress, and Public Law 239, 77th Congress.

This order should not be construed in any way to mean that the Government has adopted or contemplates adoption of the alledged invention disclosed in this application; nor is it any indication of the value of such invention. In order to make the details of your invention available for inspection by various governmental agencies concerned therewith for consideration of its possible use in the war program and at the same time to preserve your rights under the Act, it is suggested that you promptly tender this invention to the Government of the United States for its use. Such tender may be effected by a communication addressed to the Secretary of War or the Secretary of the Navy and should be accompanied by a power to inspect and make copies of the application.

This order is modified by the provisions of accompanying permit A (form D-3n).

Commissioner.

Form d-42 Sep'45

DEPARTMENT OF COMMERCE
UNITED STATES PATENT OFFICE
WASHINGTON

Serial No. Filed Divison

For

Applicant

Assignee

SPECIAL ORDER

The secrecy order of record in this application is
excepted from the provisions of the General Rescinding
Order dated August 30, 1945 effective November 30, 1945,
and is to be continued in full force and effect.

Commissioner

Form D-23 Nov. '44

DEPARTMENT OF COMMERCE

UNITED STATES PATENT OFFICE

WASHINGTON

Serial No.

Filed

Division

For

Applicant

Assignee

SECURITY ORDER RECEIPT

The Security Order dated _____ with Permit
in the above entitled application is hereby acknowledged.

Signature _____

Date _____ City _____ State _____

Return only this receipt to:

Commissioner of Patents
Attention of Patent Office War Division
Washington 25, D. C.

(detach here)

Form D-23 Nov. '44

To the applicant above named or his heirs, and any and all his
assignees and attorneys or agents.

Enclosed is your copy of a Security Order under Public No. 700,
76th Congress. You are required to fill out and personally sign the
receipt form above and return it to the Commissioner of Patents. If
the acknowledgement is not received within a reasonable time it will
be necessary to take other steps to establish service of this order
on you.

E. G. Haggett Jr.
Patent Office War Division

Please advise this Office of change of address.

ADDRESS ONLY
THE COMMISSIONER OF PATENTS
WASHINGTON, D. C.

DEPARTMENT OF COMMERCE
UNITED STATES PATENT OFFICE
WASHINGTON

REGULATIONS FOR FILING APPLICATIONS FOR PATENTS AND AMENDMENTS IN
FOREIGN COUNTRIES UNDER PUBLIC LAW 239 -- 77th CONGRESS

1. PETITION FOR LICENSE. Licenses will be issued on petition addressed to the Commissioner of Patents. One petition completely filled out in duplicate must be filed for each application and for each amendment to be filed in each foreign country. Petitions must be filed on forms DL1 (applications) and DL2 (amendments), except that applications for licenses made on A. E. C. form 16, filed and completed in the Office of the Administrator of Export Control before September 20, 1941, and not granted or denied by the Administrator will be considered by the Commissioner of Patents.
2. DEFINITIONS. The term "application" as used in these regulations, includes applications, and any modifications, amendments, or supplements thereto or continuances thereof, and in the petition for license, includes the usual application for patent or for the registration of a utility model, industrial design, or model, or for a patent of addition, and also includes each and every communication, drawing, document, or paper containing technical information, whether or not in the English language, which shall furnish in whole or in part the basis of such application or which shall assist, cause or authorize the filing of such application in any foreign country. The term "amendment", as used in the petition for license, is used in its usual sense and also includes each and every communication, document, or paper which relates to any foreign application for patent, or for the registration of a utility model, industrial design, or model and contains any technical data or information whether or not in the English language which upon translation, if necessary, or other modification is intended to be used as an amendment or as a basis for preparing an amendment, argumentative letter or supplement of any kind to such foreign application already filed. If the supplement is in the form of an application, such, for example, as an application of addition to a foreign patent or application, it is not an amendment, and form DL1 should be used.
3. INVENTION NOT MADE IN THE UNITED STATES. No license from the Commissioner of Patents is required if the invention was not made in the United States. Before filing an application or an amendment abroad relating to such an invention, however, it should be determined whether a license is required by any other Government agencies.
4. ACCOMPANYING DOCUMENTS. The application or the amendment sought to be exported or filed in a foreign country must accompany the petition. All documents enclosed which are in a foreign language must be accompanied by the original English text and a translator's affidavit to the effect that the foreign document is a true, faithful, and exact translation.
5. NO CORRESPONDING UNITED STATES APPLICATION. If the application to be filed in a foreign country does not contain the disclosure of any United States application whatsoever, a complete and properly identified copy in English must be filed for use and record of the Patent Office.

page..2

6. "NEW MATTER" IN AMENDMENT. If the amendment contains any matter or disclosure which is not in the original specification or in any of the amendments or the supplements filed abroad, or already contained in any printed publications the petition must point out in detail all of this new matter.

7. COPIES OF FOREIGN APPLICATIONS. Petitioner may be required to file verified copies of the foreign application to be amended, together with all amendments and supplements already filed in the foreign country.

8. AFFIDAVIT. The affidavit in the petition will be executed by applicant, his or his assignee's attorney or agent.

9. ENCLOSURES. Necessary covering letters and other enclosures to accompany the application or the amendment should be attached by clips to the petition. No responsibility can be assumed by the Government as to enclosures in the form of drafts, checks, or funds in any form. A list of all papers filed must be included in the petition.

10. ENVELOPE. The petition must be accompanied by a strong, flat, unsealed envelope of sufficient size to enclose the application or amendment and all of the accompanying material. This envelope must be properly addressed to the consignee in the foreign country of destination.

11. INFORMAL PETITIONS RETURNED. Each petition which is informal, incomplete, or not accompanied by required copies of applications, a proper affidavit or a suitable unsealed, properly addressed envelope will be returned with a check list indicating the deficiencies.

12. LICENSE. When the petition is countersigned by an authorized officer of the Licensing Division and impressed with the seal of the Patent Office it becomes a license.

13. ALTERATION OF LICENSE. Any attempt to export any application or amendment differing in any manner from that licensed or any alteration of the license except by a duly authorized officer of the Government is punishable under appropriate acts of Congress.

14. LICENSES REVOCABLE. All licenses are subject to revocation without notice and are not transferable.

15. APPLICATION MAILED, LICENSE PRESENTED AT POST OFFICE. The application or amendment must be mailed at the designated post office within one year from the date of the license. The license must accompany the letter package containing the application or the amendment and must be surrendered to the Postmaster for endorsement and forwarding to the Commissioner of Patents.

COMMENT: The above regulations were initially prescribed by the Commissioner of Patents and approved by the Secretary of Commerce September 22, 1941. These have been augmented from time to time by the following regulations

16. OPTIONAL PROCEDURE. When a proposed foreign application is substantially identical with one or more applications filed in the United States Patent Office, the petition for license to file the application and any amendments thereto in certain foreign countries designated by the Commissioner of Patents may be made on Form 01. Such petition will not be accompanied by the material specified in Regulations 4, 9 and 10. The license need not be presented at the post office but the licensed material may be mailed or forwarded at option of licensee. The Commissioner of Patents will designate the foreign countries to which this optional procedure will apply by notice in the Official Gazette.

17. EXTENSION OF LICENSES. Whenever a license to file an application in a foreign country has heretofore been granted by the Commissioner of Patents, under the provisions of Public Law 239, 77th Congress, Approved August 21, 1941 (55 Stat. 657: 35 U.S.C. 42a), the license is, in each case, hereby revived,

renewed and extended to additionally empower the licensee under authority of said license, to forward all duplicate and formal papers to the foreign country and to make all amendments necessary for the prosecution of such application, excluding supplements and continuances originating in this country which disclose inventions, modifications or variations not disclosed in the application authorized under the license. Licensee should apply to the envelope in which material is forwarded to the foreign country under this additional authority, "License No. Commissioner of Patents", inserting the number of the license.

18. OPTIONAL PROCEDURE. In addition to the optional procedure specified in Regulation 16, a petition for license to file an application for patent and any amendments thereto in any foreign country may be in the form of a letter addressed to the Commissioner of Patents, and need not be accompanied by the material specified in Regulations 3, 9 and 10. Such petition must, however, contain the statement that the proposed foreign application is substantially identical with an application on file in the United States Patent Office, which latter application must be identified by the names of the inventor, serial number, title of the invention and date of filing. The issued license will permit filing in all countries except Germany and Japan. Licensed material destined for Bulgaria, Italy, Austria, Roumania and Hungary must be forwarded to the Technical Data Licensing Section of the Foreign Economic Administration for transmission abroad. In all other cases, the licensed material may be mailed or forwarded direct by the licensee without presentation to the Post Office Department.

19. FURTHER OPTIONAL PROCEDURE. In addition to the optional procedure heretofore provided for, whenever an application for patent is filed in the United States Patent Office the Commissioner of Patents may on his own motion issue a license under 55 Stat. 657 (35 U.S.C. 42a) to file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design, or model, and amendments thereto, on the invention corresponding to the application so filed in the United States Patent Office.

Such license will not empower the filing of supplements and continuances originating in this country which disclose inventions, modifications or variations other than those in the United States application.

The grant of such a license by the Commissioner of Patents will not in any way avoid other laws or lessen the responsibility of the licensee for the security of the subject matter as imposed by any Government contract or the provisions of existing laws relating to espionage and national security. At the present time no applications may be filed in Japan or Germany and materials destined to Bulgaria, Austria, Roumania, Hungary, Spain and Argentina, must, be forwarded to the Technical Data Licensing Division, Office of International Trade operation, Department of Commerce, for transmission abroad.

Licensees should apply to the envelope in which material is forwarded to the foreign country the legend "Licensed under Regulation No. 19, Commissioner of Patents, Serial No.", with the serial number inserted.

Commissioner of Patents' notice re. Regulation 19.

Under the provisions of the above order the filing receipt for all applications for patent hereafter filed will include a license in substantially the following terms:

Effective sixty days after the filing date of this application, or at such other date as may be prescribed by written to the addressee hereon, license is hereby granted under authority of 55 Stat. 657 (35U.S.C 42a) and Commissioner's Order No. 4025 (F.R. title 37, Ch. 1, sec. 3.19) subject to the

page..4

conditions of such order and any secrecy order as modified from time to time, to file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design or model, and amendments thereto, on the invention corresponding to the application identified hereon. Petitions for license may be made under previous regulations if the above license does not meet your requirements. This license may be ignored if the invention does not come under the provisions of the License Law (invention not made in the U. S.).

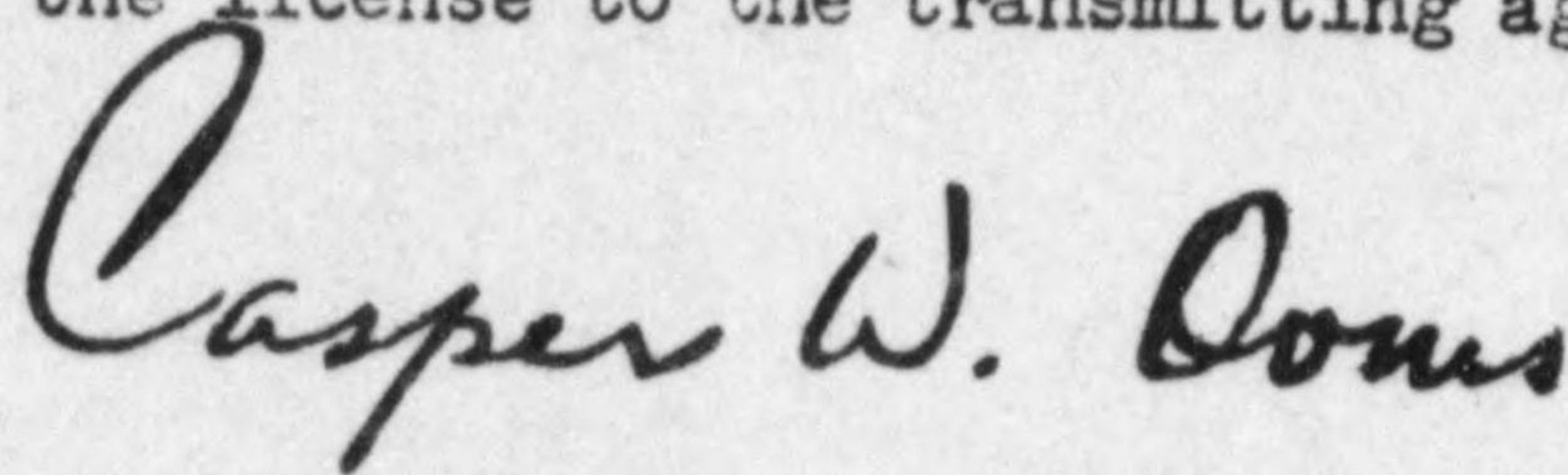
January 31, 1946

CASPER W. OOMS
Commissioner

20. EXTENSION OF LICENSES. Whenever a license to file an application in a foreign country has heretofore been granted by the Commissioner of Patents, under the provisions of Public Law 239, 77th Congress, the license, subject to the provisions of any secrecy order as modified from time to time and the regulations of other agencies, is, in each case, hereby revived, renewed and extended to additionally empower the licensee under authority of said license, to file in any foreign country an application the subject matter of which is contained in the application identified therein. Licensee should apply to the envelope in which material is forwarded to the foreign country under this additional authority, the legend "License No. Commissioner of Patents", inserting the number of the license.

21. OPTIONAL PROCEDURE. A single petition in letter form may contain a request for one or more licenses to file in foreign countries applications and amendments thereto which include only the subject matter of one or more applications on file in the United States Patent Office and each of the latter applications must be identified by serial number, inventor, title of invention and date of filing. The data of each identified application must be on separate lines double spaced from the data of each other application with a wide margin on each side of the paper for any necessary entries. Each application identified will be separately licensed to permit filing in all countries subject to secrecy orders and regulations of other agencies. Licensee, in filing abroad, may combine or divide any licensed subject matter provided such action does not involve further invention.

COMMENT: Regulations of other agencies at this time (April 12, 1946.) prevent filing in Germany and Japan and require the technical data destined for Bulgaria, Roumania, Austria, Hungary, Spain and Argentina be forwarded to the Technical Data Licensing Section, Office of International Trade, Department of Commerce for transmission abroad. In all other cases the licensed material may be mailed or forwarded direct by the licensee without presentation of the license to the transmitting agency.



COMMISSIONER OF PATENTS

Form D-17, Dec'45

PATENT OFFICE WAR DIVISION

Memorandum in Regard to Security Procedure

The procedure set forth below will apply to security matters. The items have been arranged in substantially the order used in the previous Memorandum (D-17, June 30, 1944), and are intended to include all the currently applicable material from previous memoranda issued by this Division, but may not include all related matters issued by the Chief Clerk or others.

The War Clerk serves as a connecting link between the Richmond Office and the War Division in Washington, and it is absolutely essential that all matters intended for that Division should be sent to her for transmission. This insures that the material shall reach the proper destination promptly, and also provides for the maintenance of records which are important in the tracing of all applications.

The War Division handling requests for Secrecy Orders and Special Handling and the Docket Division handling Three Year Certificates are herein referred to jointly as the Security Divisions.

New items are marked in the margin with an asterisk (*)

1. Security Divisions correspondence.

- a. Papers relating to the administration of the security laws should be referred to the Security Divisions without delay, and should not be entered in the application file, unless so required because of other matters included in the same letter. Requests for Secrecy Orders or Three Year Certificates are received and recorded by the Security Divisions and prepared for approval of record by the Commissioner; requests for Special Handling are merely recorded and initialed or stamped to show that the record has been made. Photocopies can be made of correspondence containing both information pertaining to secrecy and other matters. Examiners are urged to check their files and report any correspondence of this nature.

2. Entries in Application Files.

- * a. In applications under Special Handling or Three Year Certificate the Security Divisions should be advised before allowance.

In applications under Secrecy Order allowability of all claims is reported on form D-10, one copy to the person prosecuting and one in the application file. Form D-10 is not a "Notice of Allowance" of the application. For purposes of uniformity, it is recommended that in all divisions the file wrapper be completed except the entry for notice of allowance.

- b. Hereafter Commissioner's Orders not entered at the War Division will be distributed by the Mail Room for entry by the Examiners' Clerks; secrecy orders or other restricting orders will be accompanied by a copy to be endorsed by the person making the entry and returned through the War Clerk. A "Rescinding Order" should be so entered on the file wrapper, all other modifications of the secrecy status (secrecy or restricting order; individual, group or general permit) should be entered as "Commissioner's Order". The date of the order should also be entered on the file wrapper; the "notice" date on general permits may be included parenthetically. All Commissioner's Orders should be kept in the middle section of the file, on top of application and amendments including inserts, until the Rescinding Order issues and is of record. Apparent errors in applicability of permits should be referred to the War Clerk.

- c. In view of the fact that the General Rescinding Order would not otherwise appear of record in the file, the first office action after November 30, 1945 in appropriate applications should be entered on the file wrapper as including a "rescind Notice", and should refer to the above Order substantially as follows:

"The Secrecy Order of record in this application has been rescinded by the General Rescinding Order dated August 30, 1945, effective November 30, 1945, 578 O.G. 281".

To facilitate such entry a supply of appropriate forms such as examiner's action and notice of allowance have been prepared including the above statement, and samples distributed; these are available at the stock room. In the case of other forms the same statement may be typed in.

In the case of applications in which no action would appear, such as suspended interferences in which the next action would be in the interference file, a supply of copies of the General Rescinding Order will also be provided for entry in the application file; if desired a duplicate may be forwarded with the action from the Examiner of Interference. If there is an individual rescission (form D-9) in the application these forms would not apply.

Applications in Interference should be returned with appropriate entry (copy of General Rescinding Order); as a check it might be desirable to send a memorandum to Interference Division for applications continued in secrecy.

It is suggested that the applications be removed from the secret files to non-secret files as these notices are entered, and that a separate place be provided for those * applications including the "Special Order" continuing secrecy; when revising for issue, this should be rechecked. In this way the inclusion of a proper notice in every file may be assured.

* d. Upon termination of the License Law it is probable that the license index cards will be forwarded for entry in the application files. The plan is to enclose these in a window envelope showing Serial Number and Division Number (upper left corner of cards). Since failure to obtain proper license is a bar to a patent search of these cards is desirable when the examiner knows of the filing of a foreign application during the existence of the law (Approved 8/21/41, effective 30 days thereafter).

3. Requests by Security Divisions.

a. Forms requesting application files should be returned with the files. Requests for applications found to be patented should be answered, giving the patent number. Requests for applications found to be in Washington should be answered by a mere notice to that effect to avoid delay and unnecessary transportation, but adequate data should be given; if in issue promptly advise as to patent date and number.

4. Requests by Examiner.

a. Jurisdiction of applications remains in the examiner during consideration as to secrecy and it is proper to request their return for the necessary actions in the regular * prosecution. All applications at the War Division will be returned by December 15, 1945 or new charge cards sent to the War Clerk for distribution. Any applications not accounted for should be promptly reported, so searches can be made and all old records cleared before the end of December.

5. Security Requirements.

a. Applications under security status should be kept in the most secure location available, even though in a status normally resulting in some particular place of filing. Such applications in interference should be kept in the examining division. Charges for such applications should be carefully preserved as well as receipts for their return. Deliveries should be to the person in charge of the Division.

b. The Security Divisions should be advised of transfers and abandonments of applications under security status.

c. After issuance of a secrecy order the only changes in normal prosecution should be those necessary to prevent violation of secrecy, for example: suspensions in appeals, interferences, and allowance on the usual form, Notice of Allowance, rule 164, referring to fee payments and issuance of a patent. Restrictions on appointment of new attorneys and delivery of photocopies also result from the imposition of secrecy orders.

Upon rescission of the secrecy order the suspension should be terminated.

d. Appeals are ordinarily suspended before decision.

e. Interferences involving one or more applications in which secrecy orders are standing when the interference is declared will usually be suspended at the end of the preliminary statement stage.

When an application in interference is placed under a secrecy order the primary examiner shall give written notice of this fact to the examiner of interferences who shall suspend the interference at the end of the preliminary statement stage or if that is past shall suspend the interference immediately.

When the secrecy order in an application in interference is modified or rescinded, the primary examiner shall so notify the examiner of interferences and return the application file.

Access should not be given to a secret application on the ground that it is referred to in a motion or other paper filed by an opponent in an interference, unless the secrecy order gives the party seeking access the right to see the application. If he does not have such right, the matter should be brought to the attention of the examiner of interferences, who should take such action as the circumstances require, suspending proceedings if necessary. When a modification of the secrecy order or other written decision of the War Division allows disclosures which are necessary for further proceedings in the interference, the examiner of interference may take suitable action to permit such further proceedings.

f. An appointment of a new attorney should not be approved unless it appears that disclosure was made to such attorney prior to the secrecy order or that an appropriate permit is of record.

g. Orders for copies to be made in the Patent Office are approved in Div. E; sent to the examining division to obtain the application file and drawing if necessary, which may properly be delivered to the Div. E messenger on the basis of such approval; presented to a member of the War Committee with the application for approval and endorsement; and entered in the file as part of the record if approved.

Orders for copies of drawings of secret cases to be made by reproduction companies outside the Office are handled in a parallel way to those for copies to be made in the Office but require for final approval by a member of the War Committee that the particular reproduction company be cleared by general permit and that the application itself have standing therein a permit modifying the secrecy order for filing abroad. If these conditions are met the War Clerk affixes a sticker to the permit for foreign filing, which sticker serves as the authorization for delivery of the drawings to the reproduction company.

6. Selection of Applications, Review of Secrecy, Violations.

- * a. No forms D-1 are to be used by the examiner (extra supplies may be returned to the stock clerk).
- * b. Further consideration of security will apply only to applications relating to atomic energy and possibly other subject matter of which you will be advised. These applications are not to be referred to the advisory agencies, but the Commissioner may make the applications secret if the comments of the examiner appear to justify such action.
- * c. Security Divisions index cards for applications being considered for Secrecy Order, or now remaining under Secrecy Order or Special Handling will be forwarded to the Examiners as they are completed. Comments as to the need of security on the subject matter disclosed (not necessarily claimed) should be entered on the back of these cards (typed if extensive), and the cards returned. In general the Security Divisions records have already been searched regarding this matter, but the examiner's opinion on importance of the subject matter and knowledge of publications not of record are important in reducing the number of applications under security. A similar reconsideration may be initiated for applications under Three Year Certificate, which duplicate many of the applications here involved.
- * Examiners should forward similar comments whenever inconsistencies are noted or security status appears unnecessary.
- * d. Violations should be reported whenever discovered, the penalties may outlast the statute, or the pendency of the application, or both.

Enclosure D-18

Edward G. Haggett Jr.
Edward G. Haggett, Jr.
Chief, Patent Office War Division

THE STATUTES

[PUBLIC—No. 700—76TH CONGRESS]

[CHAPTER 501—3D SESSION]

[H. R. 10058]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of Congress approved October 6, 1917 (40 Stat. 394, ch. 95, U. S. C., title 35, sec. 42), be amended to read as follows:

"Whenever the publication or disclosure of an invention by the granting of a patent might, in the opinion of the Commissioner of Patents, be detrimental to the public safety or defense he may order that the invention be kept secret and withhold the grant of a patent for such period or periods as in his opinion the national interest requires: *Provided*, That the invention disclosed in the application for said patent may be held abandoned upon it being established before or by the Commissioner that in violation of said order said invention has been published or disclosed or that an application for a patent therefor has been filed in a foreign country by the inventor or his assigns or legal representatives, without the consent or approval of the Commissioner of Patents.

"When an applicant whose patent is withheld as herein provided and who faithfully obeys the order of the Commissioner of Patents above referred to shall tender his invention to the Government of the United States for its use, he shall, if and when he ultimately receives a patent, have the right to sue for compensation in the Court of Claims, such right to compensation to begin from the date of the use of the invention by the Government: *Provided*, That the Secretary of War or the Secretary of the Navy or the chief officer of any established defense agency of the United States, as the case may be, is authorized to enter into an agreement with the said applicant in full settlement and compromise for the damage accruing to him by reason of the order of secrecy, and for the use of the invention by the Government."

SEC. 2. This Act shall take effect on approval and shall remain in force for a period of two years from such date.

Approved, July 1, 1949.

[PUBLIC LAW 239—77TH CONGRESS]

[CHAPTER 393—1ST SESSION]

[H. R. 4784]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of Congress approved July 1, 1949 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), be amended by adding the following sections:

"SEC. 3. No person shall file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design, or model in respect of any invention made in the United States, except when authorized in each case by a license obtained from the Commissioner of Patents under such rules and regulations as he shall prescribe.

SEC. 4894. R. S. (U. S. C., title 35, sec. 37. All applications for patents shall be completed and prepared for examination within six months after the filing of the application, and in default thereof, or upon failure of the applicant to prosecute the same within six months or such shorter time, not less than thirty days or any extensions thereof, as shall be fixed by the Commissioner of Patents in writing to the applicant after any action therein, of which notice shall have been given to the applicant, they shall be regarded as abandoned by the parties thereto, unless it be shown to the satisfaction of the Commissioner of Patents that such delay was unavoidable:

"SEC. 4. Notwithstanding the provisions of sections 4886 and 4887 of the Revised Statutes (35 U. S. C., secs. 31 and 32), any person and the successors, assigns, or legal representatives of any such person shall be debarred from receiving a United States patent for an invention if such person, or such successors, assigns, or legal representatives shall, without procuring the authorization prescribed in section 3 hereof, have made or consented to or assisted another's making application in a foreign country for a patent or for the registration of a utility model, industrial design, or model in respect of such invention where authorization for such application is required by the provisions of section 3, and any such United States patent actually issued to any such person, successors, assigns, or legal representatives so debarred or becoming debarred shall be invalid.

"SEC. 5. Whoever, during the period or periods of time an invention has been ordered to be kept secret and the grant of a patent thereon withheld pursuant to the Act approved July 1, 1940 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), shall, with knowledge of such order and without due authorization, willfully publish or disclose or authorize or cause to be published or disclosed such invention, or any material information with respect thereto, or whoever, in violation of the provisions of section 3 hereof, shall file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design, or model in respect of any invention made in the United States, shall, upon conviction, be fined not more than \$10,000 or imprisoned for not more than two years, or both.

"SEC. 6. If any provision of this Act or of any section thereof or the application of such provision to any person or circumstances shall be held invalid, the remainder of the Act and of such section and application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

"SEC. 7. As used in this Act—

"The term 'person' includes any individual, trustee, corporation, partnership, association, firm, or any other combination of individuals.

"The term 'application' includes applications, and any modifications, amendments, or supplements thereto or continuances thereof.

"SEC. 8. The prohibitions and penalties of this Act shall not apply to any officer or agent of the United States acting within the scope of his authority."

SEC. 2. This Act shall take effect thirty days after its approval.

Approved, August 21, 1941.

[PUBLIC LAW 609—77TH CONGRESS]

[CHAPTER 415—2D SESSION]

[S. 2427]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act of Congress approved July 1, 1949 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), be amended to read as follows:

"SEC. 2. This Act shall take effect on approval and, together with the provisions of the Act of August 21, 1941 (Public Law 239, Seventy-seventh Congress, first session, ch. 393), shall remain in force during the time when the United States is at war."

Approved, June 16, 1942.

Provided, however, That no application shall be regarded as abandoned which has become the property of the Government of the United States and with respect to which the head of any department of the Government shall have certified to the Commissioner of Patents, within a period of three years, that the invention disclosed therein is important to the armament or defense of the United States: *Provided, further*, That within ninety days, and not less than thirty days, before the expiration of any such three-year period the Commissioner of Patents shall, in writing, notify the head of the department interested in any pending application for patent, of the approaching expiration of the three-year period within which any application for patent shall have been pending.

D-18 Oct. '44

Information for Persons Affected by Secrecy Orders under Public, No. 700, 76th Congress, as amended by Public Laws 239 and 609, 77th Congress, printed below.

This form is forwarded to accompany each secrecy order, or as a notice that the sections marked have not been properly followed in a petition for modification or rescission of the secrecy order:

<i>Your Petition No.</i>	<i>Date</i>	<i>Ser. No. of Application</i>	<i>Petition Filed</i>	<i>Our No.</i>
--------------------------	-------------	--------------------------------	-----------------------	----------------

1. RECEIPTS:

The secrecy order is directed to the applicant, his heirs, and any and all his assignees, attorneys, and agents, hereinafter designated principals. Each principal receiving an order should personally sign a receipt (D-23) and return it without delay to the Commissioner (attention of the Patent Office War Division).

2. TENDER:

The order of secrecy recommends that the invention be tendered to the United States Government. The tender (in any field of invention) may be made to the Secretary of War or the Secretary of the Navy, attention of the Judge Advocate General in each case, who will forward to appropriate offices. Such tender should be "to the Government of the United States for its use" as specified by the Statute, and should not be limited to "war use," "defense use," or the like. No modification of the secrecy order is required for this tender, which should include a power to inspect and make copies, and preferably should include a copy of the application and an offer to furnish further copies if duplicating machine copies are available.

3. PROSECUTION:

A secret application must be prosecuted under the Rules of Practice until a notice is received from the Examiner that all the claims then in the case are allowable. The prosecution of the case is closed by such a notice (or by any ordinary notice of allowance followed by a withdrawal from issue because of a secrecy order), but the application will be withheld from issue during such period as the national interest requires (Public, No. 700 and Rule 77). No final fee is due in a secret application because no "notice of allowance" (Rule 164) stands therein; if already paid the fee will be refunded.

Before or at the time of allowance of a nonsecret application containing any significant part of the subject matter of a secret application, it is the duty of the applicant to call such applications and the common subject matter to the attention of this Office. Such a notice should include any known data as to the possible futility of a secrecy order in the nonsecret application, including such facts as would appear in a petition to rescind. If in such an application, the final fee is due it should be paid, but to give the War Division time for a decision as to secrecy the applicant should request a deferred issue, either for the full statutory period or until approved by this Division.

Appeals to courts and interferences must not involve violation of secrecy orders. Maximum effort will be made in this Office to treat all applications in a manner to preserve the rights of the parties.

4. MODIFICATION OR RESCISSION

If for any reason it appears that a secrecy order should not be maintained, or that it is necessary to make a disclosure not previously authorized, a petition to withdraw or modify the order should be addressed to this Office. A modification or rescission of the secrecy order in one application permits disclosure of the subject matter of that application although covered in part by secrecy orders in other applications.

Petitions may be in letter form (preferably on legal size paper), but should be identified as petitions in the heading of the letter and should clearly express what is being requested, although several separable requests may be included. A brief statement of the novel subject matter of the secret application will aid in the prompt consideration of each petition. Requests for especially prompt action should be very briefly stated at the foot of the first page and should include any pertinent dates involved. The requirements include:

(1) Copies.—In view of the fact that consideration of the material is given by more than one agency, each exhibit, unless very extensive, affidavit, and petition to modify or withdraw should be accompanied by a duplicate copy (such copy need not be executed, a typed or stamped signature is adequate). Particularly in the case of a petition which applies to more than one application, further copies may be required (not more than a total of five copies as now advised). The requirement for duplicate copies does not apply to mere notices, such as those required for applications involved in general permits.

(2) Verification.—All statements made must be verified by an affidavit of a competent person aware of the facts, properly signed, notarized, and sealed.

(3) Interest.—Petitioner must expressly state the right, title, or interest under which he claims authority to disclose the subject matter covered by the petition.

(4) Government contracts involved.—The petition should be supported by a statement by one having personal knowledge of all the facts (or a statement setting forth that a diligent investigation has been made in places where information relating to contracts should be found and to the best of the knowledge and belief of the person making the affidavit) that neither the invention of the application nor any material part thereof was developed under or is otherwise related to any Government contract with the principals except as follows:

4A. RESCISSION:

In addition to the above general requirements a petition to rescind must set forth substantial reasons therefor, including:

(1) Publication.—Complete data as to any issued patents or other publications disclosing the invention, and copies thereof.

(2) Public Use.—Any known data as to public use at any time.

(3) Disclosure.—Complete data as to any foreign applications or other foreign disclosure of the invention, including the names of the consignees and the secrecy status. The mere *fact* that foreign secrecy orders have been refused or rescinded is of much less importance than the *reasons* for such action. The importance of foreign filing as a ground for rescission depends particularly on the war status of the country involved as enemy, neutral, or allied.

(4) Completeness.—The allegation that the prior patents or publications or the foreign applications disclose everything disclosed in the United States application.

4B. MODIFICATION:

The secrecy order provides "_____ you are ordered in nowise to publish or disclose the invention or any material information with respect thereto, including hitherto unpublished details of the subject matter of said application, in any way to any person _____." In certain instances, this order is modified by a permit issued by the Commissioner at the same time as the secrecy order. The secrecy order prohibits disclosure of the subject matter of the particular application and that part of the subject matter of all other applications which also exists in the secret application; accordingly, keeping others informed of the progress of an invention or patent application, or the preparation and filing of any subsequent application relating to the secret application, requires a modification of the secrecy order only if it is necessary to *disclose* the secret subject matter to any person not having knowledge of the subject matter of the secret application.

The Patent Office and other agencies wish to avoid any action leading to possible violation of secrecy orders. Therefore the principals should inform all their agents that where papers are filed (a) by a person not of record, or (b) relating to such matters as: (1) issuance of a license under Public Law 239 for transmitting subject matter to foreign patent offices or other consignees; (2) appointment of a new attorney; (3) recording of an assignment to persons not of record, dated after the secrecy order; or (4) mailing of photostats to persons not of record, it should appear of record that the subject matter of the particular application was (or will be) properly disclosed to such person, i. e., prior to the issuance of

the secrecy order or under a modification and with notice of the secrecy order. If, for any reason, it appears necessary to make a disclosure not coming within the provisions of a previously granted permit, a petition for modification of the order should be submitted and in addition to the above general requirements must set forth:

- (1) Any known data as to the possible futility of the secrecy order, including such facts as would appear in a petition to rescind.
- (2) The name, address, business, and citizenship (if a naturalized citizen, the name of his native country and the date of his naturalization) of each person to whom it is desired that the disclosure be made.
- (3) The purpose of the proposed disclosure.
- (4) A statement vouching for the reliability and integrity of the proposed disclosees.
- (5) In special types of petitions:

Disclosure to employees.—Additional verified information may be required including (a) the duties, in relation to the invention, of each of the proposed disclosees; (b) the length of employment of such persons in the present company; (c) a statement by a responsible officer of the company employing the persons to verify their integrity and loyalty; (d) a statement of assurance by a responsible officer of the company employing the proposed disclosees that the disclosure is not detrimental to the war effort and that the number of such persons is the minimum number necessary.

Disclosure by foreign filing.—The requirements of the secrecy and license laws are separate and distinct, but petitions under these requirements may be co-pending. A permit (or modification) is required to provide for any disclosure of secret subject matter. Consignees should be considered on the same basis as any other disclosees (see (4) above). If the permit is granted, designated consignees and appropriate personnel of the foreign patent office and other necessarily involved foreign government agencies are the only proper disclosees. If no consignee is named the papers can only be sent directly to the foreign patent office. Foreign secrecy as implied or required in every foreign filing permit requires either that secrecy be imposed by the country of filing or that petitioner can (under usual patent practice of the country, or as a condition on the filing of the application) prevent publication or opening to public inspection, and will do so by any necessary means, including abandonment. The law requires a license from the Commissioner of Patents under Public Law 239 for filing a foreign application on an invention made in the United States (from Foreign Economic Administration for export of technical data under most other circumstances) whether or not secrecy and disclosure are involved, but such license will be denied if violation of secrecy appears probable. The petition for such a license must be made on printed Form DL-1 which includes all necessary instructions for its use. The license petition should be clear on its face as to the scope of the subject matter and the secrecy status of each application cited therein. In particular, it should accurately show (1) the relation of the subject matter to be licensed to the subject matter of the United States applications cited in the petition for license, and (2) that any modifications of secrecy orders provide for disclosure of these United States applications to the consignees named in the license petition.

Disclosure under General Permits.—In certain instances "general permits" can be obtained. These permits are limited to patent applications of specified subject matter, ownership, or both, according to the form of the permit. A petition for a general permit (to include future secrecy orders) should list all applications now secret to be covered by the permit and should be definite as to the class of persons and subject matter involved; unnecessary breadth may result in delay or denial. A copy of the general permit will be entered in each application file listed either in the petition or in a later notice as required by the permit; the notice will be filed in this division. General permits and amendments thereto are open to inspection by anyone who may disclose under their authority.

October 2, 1944.

H. H. JACOBS,
Chief, Patent Office War Division.

THE STATUTES

[PUBLIC—No. 700—76TH CONGRESS]

[CHAPTER 501—3D SESSION]

[H. R. 10058]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of Congress approved October 6, 1917 (40 Stat. 394, ch. 95, U. S. C., title 35, sec. 42), be amended to read as follows:

"Whenever the publication or disclosure of an invention by the granting of a patent might, in the opinion of the Commissioner of Patents, be detrimental to the public safety or defense he may order that the invention be kept secret and withhold the grant of a patent for such period or periods as in his opinion the national interest requires: *Provided*, That the invention disclosed in the application for said patent may be held abandoned upon it being established before or by the Commissioner that in violation of said order said invention has been published or disclosed or that an application for a patent therefor has been filed in a foreign country by the inventor or his assigns or legal representatives, without the consent or approval of the Commissioner of Patents.

"When an applicant whose patent is withheld as herein provided and who faithfully obeys the order of the Commissioner of Patents above referred to shall tender his invention to the Government of the United States for its use, he shall, if and when he ultimately receives a patent, have the right to sue for compensation in the Court of Claims, such right to compensation to begin from the date of the use of the invention by the Government: *Provided*, That the Secretary of War or the Secretary of the Navy or the chief officer of any established defense agency of the United States, as the case may be, is authorized to enter into an agreement with the said applicant in full settlement and compromise for the damage accruing to him by reason of the order of secrecy, and for the use of the invention by the Government."

SEC. 2. This Act shall take effect on approval and shall remain in force for a period of two years from such date.

Approved, July 1, 1940.

[PUBLIC LAW 239—77TH CONGRESS]

[CHAPTER 393—1ST SESSION]

[H. R. 4784]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of Congress approved July 1, 1940 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), be amended by adding the following sections:

"SEC. 3. No person shall file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design, or model in respect of any invention made in the United States, except when authorized in each case by a license obtained from the Commissioner of Patents under such rules and regulations as he shall prescribe.

"SEC. 4. Notwithstanding the provisions of sections 4886 and 4887 of the Revised Statutes (35 U. S. C., secs. 31 and 32), any person and the successors, assigns, or legal representatives of any such person shall be debarred from receiving a United States patent for an invention if such person, or such successors, assigns, or legal representatives shall, without procuring the authorization prescribed in section 3 hereof, have made or consented to or assisted another's making application in a foreign country for a patent or for the registration of a utility model, industrial design, or model in respect of such invention where authorization for such application is required by the provisions of section 3, and any such United States patent actually issued to any such person, successors, assigns, or legal representatives so debarred or becoming debarred shall be invalid.

"SEC. 5. Whoever, during the period or periods of time an invention has been ordered to be kept secret and the grant of a patent thereon withheld pursuant to the Act approved July 1, 1940 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), shall, with knowledge of such order and without due authorization, willfully publish or disclose or authorize or cause to be published or disclosed such invention, or any material information with respect thereto, or whoever, in violation of the provisions of section 3 hereof, shall file or cause or authorize to be filed in any foreign country an application for patent or for the registration of a utility model, industrial design, or model in respect of any invention made in the United States, shall, upon conviction, be fined not more than \$10,000 or imprisoned for not more than two years, or both.

"SEC. 6. If any provision of this Act or of any section thereof or the application of such provision to any person or circumstances shall be held invalid, the remainder of the Act and of such section and application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

"SEC. 7. As used in this Act—

"The term 'person' includes any individual, trustee, corporation, partnership, association, firm, or any other combination of individuals.

"The term 'application' includes applications, and any modifications, amendments, or supplements thereto or continuances thereof.

"SEC. 8. The prohibitions and penalties of this Act shall not apply to any officer or agent of the United States acting within the scope of his authority."

SEC. 2. This Act shall take effect thirty days after its approval.

Approved, August 21, 1941.

[PUBLIC LAW 609—77TH CONGRESS]

[CHAPTER 415—2D SESSION]

[S. 2427]

AN ACT

TO AMEND THE ACT RELATING TO PREVENTING THE PUBLICATION OF INVENTIONS IN THE NATIONAL INTEREST, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2 of the Act of Congress approved July 1, 1940 (Public, Numbered 700, Seventy-sixth Congress, third session, ch. 501), be amended to read as follows:

"SEC. 2. This Act shall take effect on approval and, together with the provisions of the Act of August 21, 1941 (Public Law 239, Seventy-seventh Congress, first session, ch. 393), shall remain in force during the time when the United States is at war."

Approved, June 16, 1942.

No date
 A. Approximately what volume of Top Secret material is originated in or received by your agency:

Office of International Trade: Has not originated any Top Secret material.
 "Apparently very little Top Secret material is now handled".

Civil Aeronautics Administration: None

Census: None

Coast and Geodetic Survey: "Neither received nor originated any Top Secret material since the cessation of hostilities, and has no such material on file at the present time".

Weather Bureau: Since V-J Day, very little Top Secret material has been received from any agency, while no documents containing this classification have originated in the Bureau.

Office of Business Economics: None

Office of Domestic Commerce: None

National Bureau of Standards: "During past year only two or three reports and one small sample of material classified Top Secret were received by the Bureau.

Patent Office: 1,888 cases.

Broken down as follows:

1. Secret under Public Law 700 (Made Secret upon recommendation of Advisory Experts).	1121
2. Cases under special handling. (Handled only by specially designated employees).	697
3. Secret cases under Public Law 700, also subject to special handling.	70
	<hr/> 1888

Office of Technical Services: None

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

According to reports received, no Top Secret material is now originating in any of the Bureaus of the Department of Commerce.

- C. What officials or offices in your agency receive Top Secret material and from what sources?
- D. Does any one official or office control the distribution of Top Secret material within your agency?

Office of International Trade: Three or four documents are received each week from National Advisory Council which are delivered to Mr. Blau of the Legal Staff, who represents the Director in this matter; on rare occasions, Top Secret material from Department of State. This is handled by Foreign Service Liaison Staff which controls distribution and disposal in such cases.

Civil Aeronautics Administration: On several occasions during the past year, certain members in connection with their assignments as Subcommittee members of the Air Coordinating Committee have received Top Secret documents. In the past three or four months, one Top Secret document of this nature was received, but this document was later reclassified Secret.

Weather Bureau:

1. Top Secret material dispatched to this Bureau by other agencies are received by the Chief of Bureau or his Secretary, Mr. Vernon N. Wolff.

2. No distribution list for Top Secret material to go to other officials in the Weather Bureau.

National Bureau of Standards:

Material referred in Part A, was transmitted directly by courier from the Manhattan District to Mr. C. J. Rodden of the Bureau's Chemistry Division.

(Question C. and D. Continued)

Patent Office:

There is in the Patent Office a division called the War Division which handles applications being considered for secrecy classification. This Division notifies all interested parties as to the Secret status. The imposition of an order of secrecy is made by the Commissioner upon recommendation of an Advisory Agency. These cases do not leave the War Division while being inspected. All persons making such reviews are first sworn that they will not disclose except to authorized persons.

Coast & Geodetic Survey:

Lt. Comdr. Robert W. Knox is now acting as Security Officer for the Bureau.

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

Office of International Trade: See answer to "D".

Weather Bureau:

When dispatch of Top Secret material is necessary it is accomplished by delivery of sealed packages via special messenger, and receipt/s are obtained. These signed receipts are returned to the Office of Chief of Bureau in sealed envelopes by special messenger.

National Bureau of Standards:

No uniform procedure because very little Top Secret material is received.

Patent Office:

See attached circular.

Attachment: circular

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

Office of International Trade: Favor a central accounting point for the handling of Top Secret material. Found in the handling of FEA Records Retirement program they have run across a quantity of Top Secret material which would indicate that delivery of such information to addressees, as was the case in F.E.A. lead to improper handling or loss.
On the other hand, the need of effecting rapid distribution, particularly on such items as the National Advisory Council material, which must be used in connection with committee meetings involving short deadlines, is a matter of top ranking importance and any central control procedure which might be adopted should certainly take this into consideration.

Civil Aeronautics Administration:

"Consider it highly desirable that certain individuals be designated within an agency to receive Top Secret material and account for its inter-agency and intra-agency distribution".

Weather Bureau:

"Prefer the procedure by which the Chief of Bureau or his Secretary receive all Top Secret material and also assume the responsibility for its distribution and accounting".

National Bureau of Standards:

In view of the small amount of Top Secret material received, it seems advisable to continue the policy of letting the transmitting authority transmit the material directly to the person authorized to receive it.

Patent Office:

"It is agreed that a procedure whereby only certain individuals would be designated to handle Secret material and act for its inter-agency and intra-agency distribution would be the more preferable".

(See attached circulars)

A. Approximately what volume of Top Secret material is originated in or received ^{no date} by your agency:

Office of International Trade: Has not originated any Top Secret material.
"Apparently very little Top Secret material is now handled".

Civil Aeronautics Administration: None

Census: None

Coast and Geodetic Survey: "Neither received nor originated any Top Secret material since the cessation of hostilities, and has no such material on file at the present time".

Weather Bureau: Since V-J Day, very little Top Secret material has been received from any agency, while no documents containing this classification have originated in the Bureau.

Office of Business Economics: None

Office of Domestic Commerce: None

National Bureau of Standards: "During past year only two or three reports and one small sample of material classified Top Secret were received by the Bureau.

Patent Office: 1,888 cases.

Broken down as follows:

1. Secret under Public Law 700 (Made Secret upon recommendation of Advisory Experts).	1121
2. Cases under special handling. (Handled only by specially designated employees).	697
3. Secret cases under Public Law 700, also subject to special handling.	<u>70</u>
	1888

Office of Technical Services: None

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

According to reports received, no Top Secret material is now originating in any of the Bureaus of the Department of Commerce.

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

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

Office of International Trade: Three or four documents are received each week from National Advisory Council which are delivered to Mr. Blau of the Legal Staff, who represents the Director in this matter; on rare occasions, Top Secret material from Department of State. This is handled by Foreign Service Liaison Staff which controls distribution and disposal in such cases.

Civil Aeronautics Administration: On several occasions during the past year, certain members in connection with their assignments as Subcommittee members of the Air Coordinating Committee have received Top Secret documents. In the past three or four months, one Top Secret document of this nature was received, but this document was later reclassified Secret.

Weather Bureau:

1. Top Secret material dispatched to this Bureau by other agencies are received by the Chief of Bureau or his Secretary, Mr. Vernon N. Wolff.

2. No distribution list for Top Secret material to go to other officials in the Weather Bureau.

National Bureau of Standards:

Material referred in Part A, was transmitted directly by courier from the Manhattan District to Mr. C. J. Rodden of the Bureau's Chemistry Division.

(Question C. and D. Continued)

Patent Office:

There is in the Patent Office a division called the War Division which handles applications being considered for secrecy classification. This Division notifies all interested parties as to the Secret status. The imposition of an order of secrecy is made by the Commissioner upon recommendation of an Advisory Agency. These cases do not leave the War Division while being inspected. All persons making such reviews are first sworn that they will not disclose except to authorized persons.

Coast & Geodetic Survey:

Lt. Comdr. Robert W. Knox is now acting as Security Officer for the Bureau.

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

Office of International Trade:

See answer to "D".

Weather Bureau:

When dispatch of Top Secret material is necessary it is accomplished by delivery of sealed packages via special messenger, and receipt/s are obtained. These signed receipts are returned to the Office of Chief of Bureau in sealed envelopes by special messenger.

National Bureau of Standards:

No uniform procedure because very little Top Secret material is received.

Patent Office:

See attached circular.

Attachment: circular

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

Office of International Trade: Favor a central accounting point for the handling of Top Secret material. Found in the handling of FEA Records Retirement program they have run across a quantity of Top Secret material which would indicate that delivery of such information to addressees, as was the case in F.E.A. lead to improper handling or loss. On the other hand, the need of effecting rapid distribution, particularly on such items as the National Advisory Council material, which must be used in connection with committee meetings involving short deadlines, is a matter of top ranking importance and any central control procedure which might be adopted should certainly take this into consideration.

Civil Aeronautics Administration:

"Consider it highly desirable that certain individuals be designated within an agency to receive Top Secret material and account for its inter-agency and intra-agency distribution".

Weather Bureau:

"Prefer the procedure by which the Chief of Bureau or his Secretary receive all Top Secret material and also assume the responsibility for its distribution and accounting".

National Bureau of Standards:

In view of the small amount of Top Secret material received, it seems advisable to continue the policy of letting the transmitting authority transmit the material directly to the person authorized to receive it.

Patent Office:

"It is agreed that a procedure whereby only certain individuals would be designated to handle Secret material and act for its inter-agency and intra-agency distribution would be the more preferable".

(See attached circulars)



OFFICE OF THE ADMINISTRATIVE
ASSISTANT TO THE SECRETARY

TREASURY DEPARTMENT

WASHINGTON 25

January 29, 1947

Captain Ruth Catlett Barton
Secretary, Security Advisory Board
State-War-Navy Coordinating Committee
Rm. #711, State Department Building
515 22d Street, Northwest
Washington, D. C.

Dear Captain Barton:

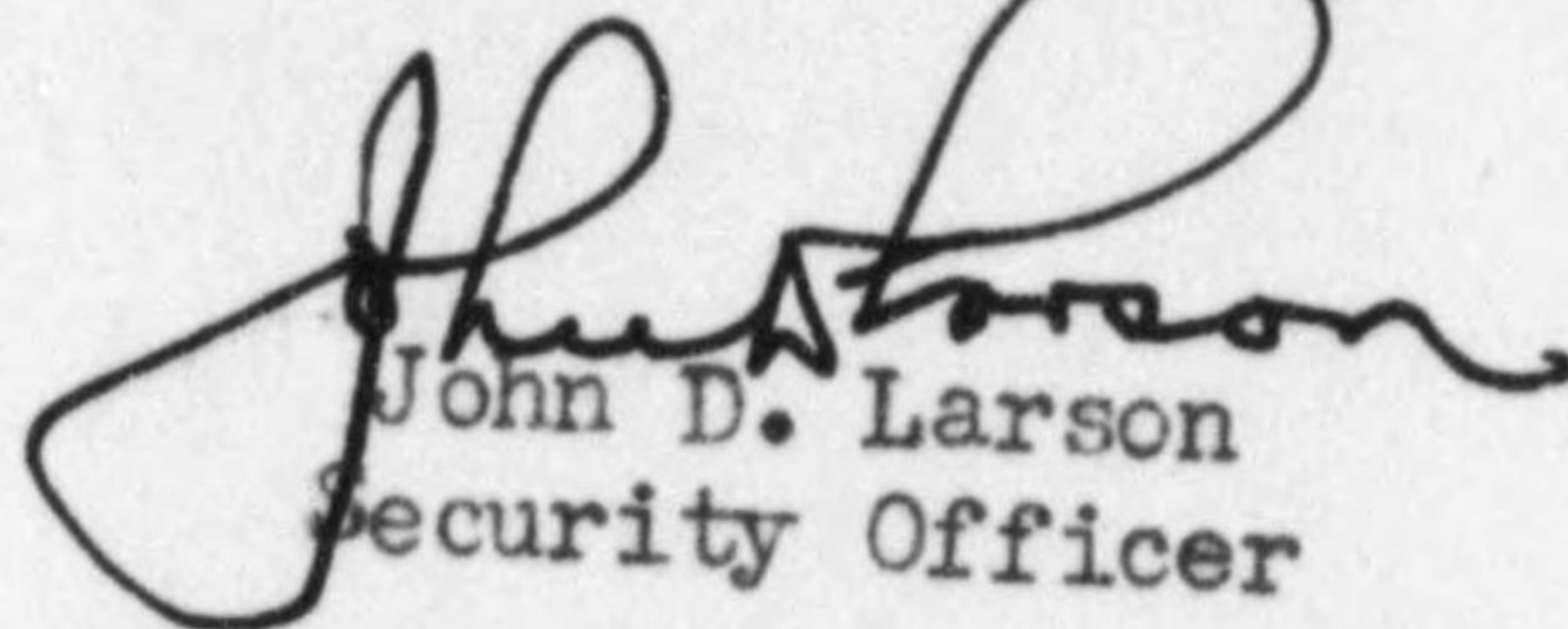
Attached are answers (Exhibits 1-6) to your questionnaire dated 20 December 1946 (symbolized "Unclassified Serial No. 196 - Copy No. 15") covering the subject of the formulation of Top Secret Control Procedure for nonmilitary Federal departments and agencies.

It is the opinion of the Treasury Department that the procedure now installed and used in the Department should not be changed; to wit, certain individuals should be designated to receipt for Top Secret material and account for its inter- and intra-agency distribution.

You will note that the Monetary Research Unit distributes Top Secret material to members of the NAC and their alternates (see Exhibit 1A - 2 pages). The officials of the Treasury Department have been investigated. As the other members of the NAC have not been investigated by the Treasury Department due to the fact that they are not officials of this Department, it is suggested that you check your files as to the propriety of these members receiving Top Secret material.

Please return the exhibits when you are through with them, as no copies have been made.

Very truly yours,


John D. Larson
Security Officer



STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. John D. Larson, Security Officer

DATE: January 10, 1947

FROM : Mr. Orvis A. Schmidt, Acting Director of Monetary Research

SUBJECT:

In accordance with your request, dated December 31, we submit the following information in answer to your questions concerning the handling of Top Secret material in this Division:

- A. Volume of Top Secret material -
We handle an average of three such documents a week, ranging from 15 to 20 pages each.
- B. Distribution of Top Secret material -
It is distributed to all members of the NAC and their alternates.
- C. Receipt of Top Secret material -
This material is received by the Secretary of the NAC and may come from any of the agencies and any of the people in the NAC including the U.S. Executive Directors of the International Monetary Fund and the International Bank.
- D. Control of distribution of Top Secret material -
Control is exercised by the NAC Secretariat.
- E. Control procedure for Top Secret material -
 1. All Top Secret documents are numbered.
 2. If a Top Secret document is mimeographed, someone delegated by the Secretariat remains with the material until distribution is made.
 3. Reproduction of Top Secret documents is restricted to a maximum of 30 copies, and distribution of these is kept to a minimum.



NATIONAL ADVISORY COUNCIL ON
INTERNATIONAL MONETARY AND FINANCIAL PROBLEMS

Established

By Act of Congress "to provide for the participation of the United States in the International Monetary Fund and International Bank for Reconstruction and Development" approved July 31, 1945.

Terms of Reference

To coordinate the policies and operations of the representatives of the United States on the Fund and the Bank and of all agencies of the Government which make or participate in making foreign loans or which engage in foreign financial, exchange or monetary transactions.

Persons in Regular Attendance

Department of the Treasury

John W. Snyder (Chairman)
Andrew N. Overby (Alternate)
Joseph J. O'Connell, Jr.
William W. Parsons
Joseph B. Friedman

Department of State

George C. Marshall
W. L. Clayton (Alternate)
Norman T. Ness
J. J. Stenger
Chester M. Carre' (O.F.L.C.)

Department of Commerce

W. Averell Harriman
Thomas C. Blaisdell, Jr., (Alternate)
Clarence I. Blau

Federal Reserve Board

Marriner S. Eccles
J. Burke Knapp (Alternate)

Export-Import Bank

Wm. McChesney Martin, Jr.
Herbert E. Gaston (Alternate)
August Maffry

International Monetary Fund

Harry D. White
George F. Luthringer

International Bank

Emilio G. Collado
John S. Hooker

17

- 2 -

Securities and Exchange Commission
Walter C. Louchheim, Jr.

NAC Secretariat

Harold Glasser (Secretary)
Orvis A. Schmidt (Acting Secretary)
Andrew M. Kamarck (NAC Staff)
Allan J. Fisher

Staff Committee

Department of the Treasury

Harold Glasser (Chairman)
Orvis A. Schmidt
Andrew M. Kamarck
Melville E. Locker (Office of General Counsel)
Clifford Hynning (Office of General Counsel)
Allan J. Fisher (Secretary)
Philip P. Schaffner (Asst. Secretary)

Department of State

Norman T. Ness
Hubert F. Havlik (Alternate)
Clifford C. Matlock (Alternate)
Harold R. Spiegel (Alternate)
Jerome J. Stenger (Liaison)
John P. Young
Chester M. Carre' (O.F.I.C.)

Department of Commerce

Clarence I. Blau

Federal Reserve Board

J. Burke Knapp
Lewis N. Dembitz (Alternate)
Alexander Gerschenkron

Export-Import Bank

August Maffry
Hal B. Lary (Alternate)

Securities and Exchange Commission

Walter C. Louchheim, Jr.

International Monetary Fund

George F. Luthringer

International Bank

John S. Hooker

2
UNITED STATES TREASURY DEPARTMENT
OFFICE OF COMMISSIONER OF ACCOUNTS AND DEPOSITS

Memorandum

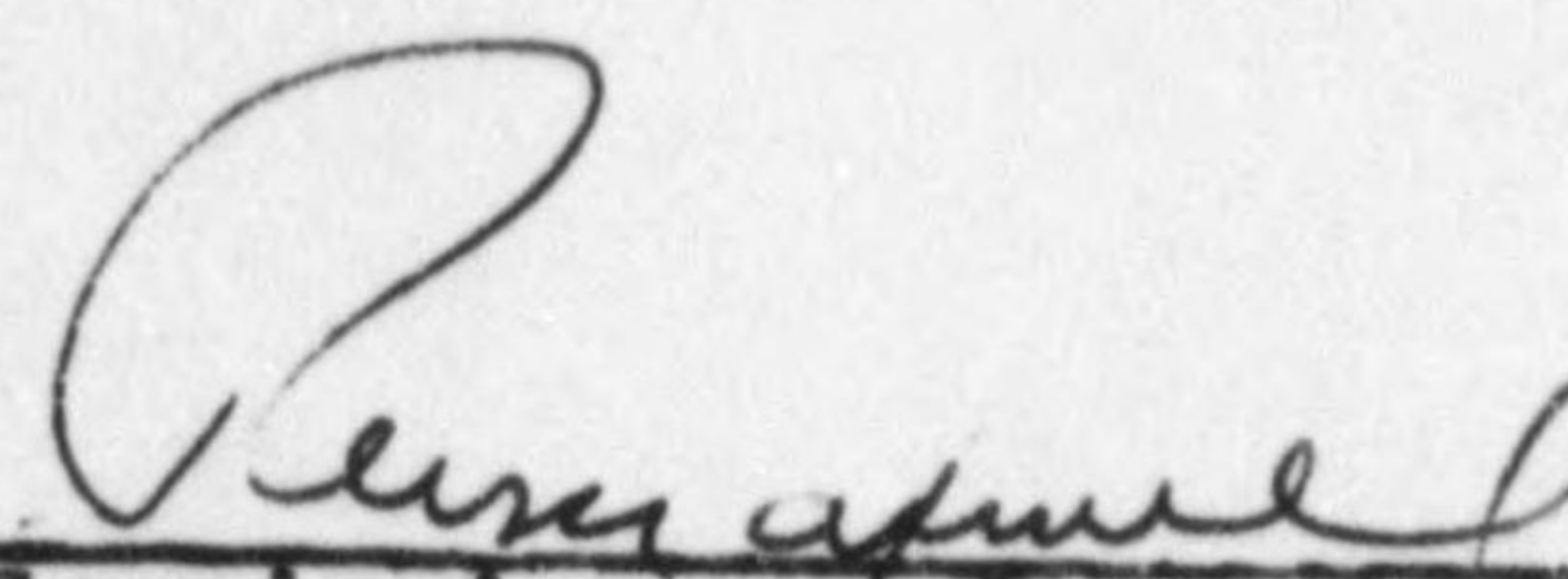
Date January 9, 1947To Mr. John D. LarsonFrom Mr. R. W. MaxwellSubject Request for Information on Top Secret Material

GPO 2-16936

Reference is made to your memorandum of December 31, 1946 requesting information on Top Secret Material in the bureau in order that you may reply to a communication from the Security Advisory Board of the State-War-Navy Coordinating Committee.

The replies to your several questions are stated in the same sequence as they appear in your memorandum.

- a. No Top Secret Material originates in the bureau. However, we have received two legal size filing drawers of this material, occupying four cubic feet.
- b. None originates in the bureau.
- c. The Commissioner, Associate Commissioner, Assistant to the Commissioner, and Chief Accountant. This material is received from the War Department, Navy Department, Foreign Economic Administration, and the Department of State.
- d. Yes.
- e. We have no written procedure for the control of Top Material. However, the material is under the custody of one employee and is maintained under lock and key. This employee is advised of the staff members who should have access to the material.



Commissioner of Accounts

3
TREASURY DEPARTMENT

INTER OFFICE COMMUNICATION

DATE January 2, 1947

TO Mr. John D. Larson

FROM V. L. Shelly *VLS*

Replying to your memo of December 31, 1946, I wish to report the receipt by Assistant Secretary Foley of only one top secret case. No top secret material has originated in his activity, but if and when it does, no distribution will be made except to persons responsible for top secret material. Mr. Foley only has control of the distribution of top secret material. No procedures other than immediately placing the top secret material in his safe, and no forms, have been used to date in the handling of top secret material by Mr. Foley.



OFFICE OF THE DIRECTOR


TREASURY DEPARTMENT
BUREAU OF FEDERAL SUPPLY
WASHINGTON 25

JAN 9 1947

MEMORANDUM TO: Mr. John D. Larson
Security Officer

Reference is made to your memorandum of December 31, 1946, requesting answers to several questions to provide information for the Security Advisory Board with respect to Top Secret material.

In view of the fact that the Bureau of Federal Supply has not originated nor received any Top Secret material a negative answer applies to each question posed.


Clinton E. Mack
Director, Bureau of Federal Supply

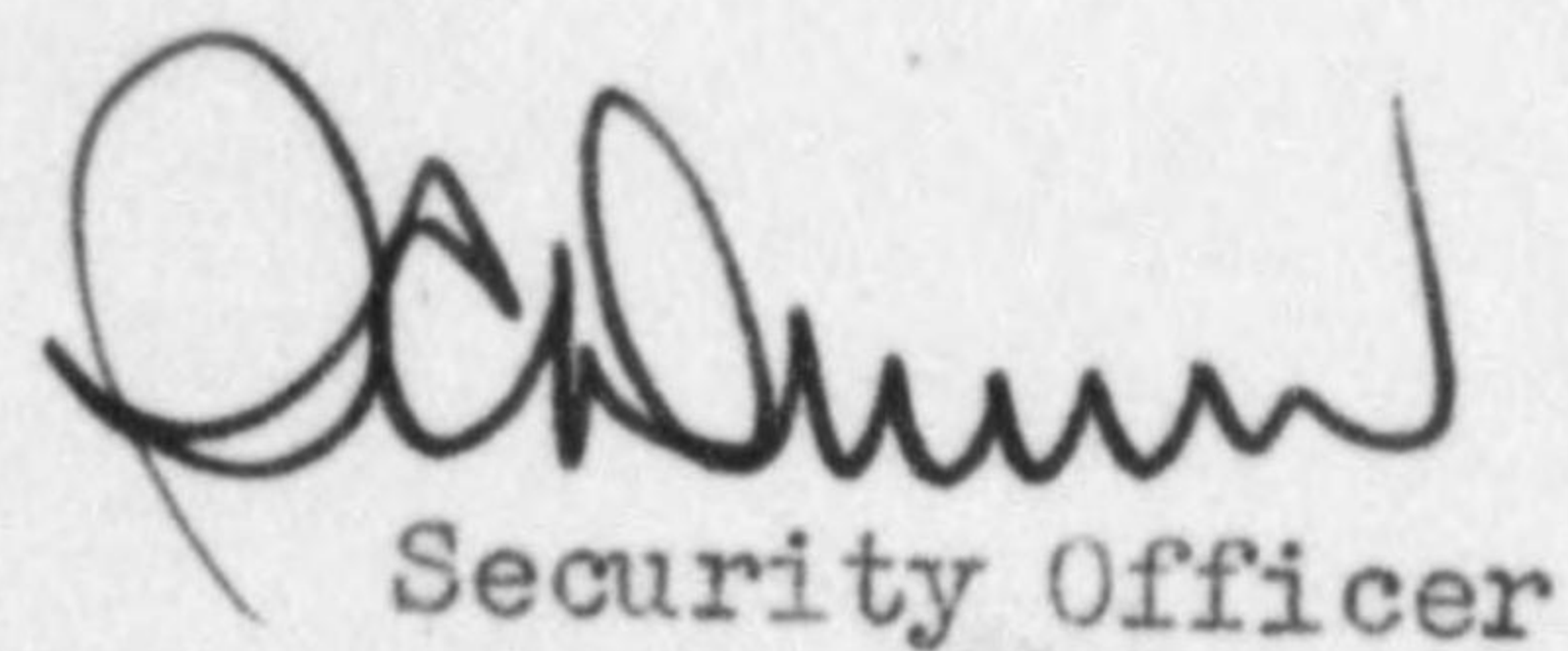
Office Memorandum • UNITED STATES GOVERNMENT

TO : John D. Larson, Security Officer
FROM : S.-C. Dunn, Foreign Funds Control
SUBJECT: Top Secret Material

DATE: January 23, 1947

This has reference to your memorandum of December 31, 1946 relative to Top Secret Control Procedure for non-military federal departments and agencies. The answer to all 5 questions of the first paragraph of this memorandum is as follows:

No Top Secret material is originated in, or received by this activity and no control procedure is in effect.


Security Officer

FORM 7928-A
TREASURY DEPARTMENT
BUREAU OF ENGRAVING AND PRINTING

TREASURY DEPARTMENT
BUREAU OF ENGRAVING AND PRINTING
OFFICE OF THE DIRECTOR
MEMORANDUM



January 10, 1947

To: John D. Larson, Security Officer

From: A. W. Hall, Director

Reference is made to your circular memorandum of December 31, 1946 requesting information concerning the receipt and distribution of Top Secret material.

In this connection you are advised that the Bureau of Engraving and Printing did not originate any Top Secret material. Occasionally, during the early period of the war, a few Top Secret documents were received from the War and Navy Departments. However, none was received in 1946 and we do not anticipate any in 1947.

All Top Secret documents transmitted to this bureau were received by the Director and the distribution of such material was controlled directly by him.

A copy of the procedure prescribed for the internal handling of Top Secret and other classified material in the Bureau of Engraving and Printing is attached.

A. W. Hall

FORM 7928-A
TREASURY DEPARTMENT
BUREAU OF ENGRAVING AND PRINTING

TREASURY DEPARTMENT
BUREAU OF ENGRAVING AND PRINTING
OFFICE OF THE DIRECTOR
MEMORANDUM



January 13, 1945

To: Superintendents of Divisions and Other Officials and Employees
Who May Be Required to Handle Classified Information

From: A. W. Hall, Director

In order that uniform practices may be established in connection with the handling of communications and other documents containing information which might give aid or comfort to the enemy, the following procedure is hereby prescribed in conformity with regulations promulgated from time to time by the Office of War Information and the Treasury Department:

Incoming Communications

- (1) Incoming letters and other documents which are marked "Top Secret," "Secret," or "Confidential" must not be transmitted between offices as ordinary open mail. Such papers must be personally transmitted by an official or his authorized representative.

Outgoing Matter

- (2) Replies to classified correspondence shall be marked "Top Secret," "Secret," "Confidential," or "Restricted" on the original and on all copies to conform to the classification indicated on the incoming matter.
- (3) The appropriate markings shall be rubber stamped at the top and bottom of each page of all classified communications prior to the submission for signature. "Top Secret," "Secret," or "Confidential" correspondence for signature shall be transmitted personally to this office by an official or his authorized representative. After being signed, such correspondence will be returned in a similar manner. "Restricted" correspondence may be transmitted through the messenger service in the usual manner.

2 - Superintendents of Divisions, etc. - January 13, 1945

- (4) Other outgoing correspondence, statements, purchase orders, specifications, drawings, models, etc., which originate in this bureau, particularly information and material relating to new orders placed or contemplated, and which reveal areas of military activity or indicate total quantities or values, shall be marked "Secret" on the original and on all copies. All classified matter furnished to persons other than those in the Federal service shall, in addition to the classification marking, bear the following notation:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission to or the revelation of its contents in any manner to an unauthorized person is prohibited by law."

- (5) "Top Secret" matter must not be dispatched through the mails, but must be transmitted personally by an official or his authorized representative and a receipt secured for same. The matter must also be enclosed in inner and outer envelopes, the inner one to be addressed, sealed, and marked to correspond with the marking on the document, and the outer one to be addressed and sealed, but without any indication as to the classification of the contents.
- (6) "Secret" or "Confidential" papers may be delivered by specially authorized personnel or dispatched by registered mail. In either case inner and outer envelopes shall be used.
- (7) "Restricted" matter may be dispatched by any authorized messenger or by ordinary mail.

Filing of Papers and Records

- (8) Letters, file copies, etc., which are marked as hereinbefore described, shall be kept in a safe or other secure container when not being used by authorized persons. Obviously, it will be impracticable to indicate a particular classification on each of the numerous internal forms required in connection with the processing of jobs through this bureau. Therefore, all records, schedules, work orders, and other routine documents relating to classified matter shall be kept in locked containers when not in authorized hands.

3 - Superintendents of Divisions, etc. - January 13, 1945

- (9) Commercial firms engaged under contracts with this bureau in the production of work of a secret character are being reminded of their responsibilities to insure that every precaution is taken to safeguard all information and records pertaining to such matters.

Assured

cc: Mr. Ashburn
Mr. Duncan
Miss Harbaugh
Mr. Holtzclaw
Miss Hudson
Mr. Klose
Mr. Long
Mr. McLeod
Mr. Moreland
Mr. Ruth
Mr. Shreve
Miss Sible
Mr. Slattery
Mr. Smith
Mr. Tucker



OFFICE OF
ASSISTANT ADMINISTRATOR

VETERANS ADMINISTRATION

WASHINGTON 25, D. C.

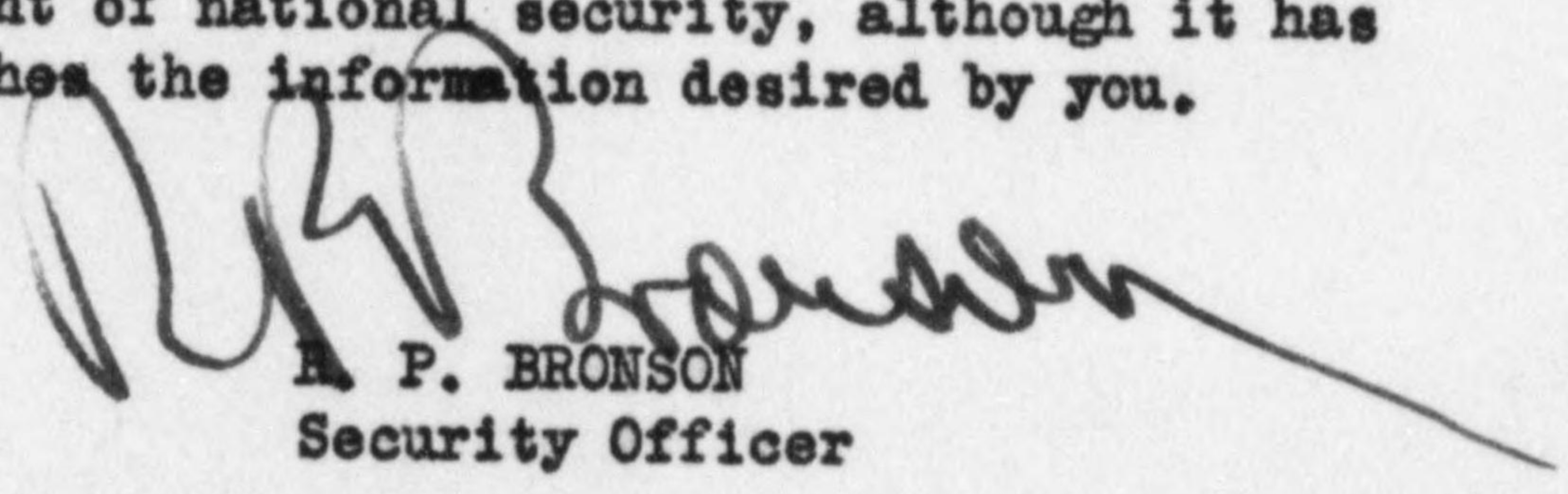
JAN 23 1947

Mr. E. T. Anderson
Acting Chairman, Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515--22nd Street, N. W.
Washington 25, D. C.

Dear Sir:

This has reference to your memorandum dated December 20, 1946, identified as Unclassified, Serial No. 196, concerning the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies.

It is believed that the letter from this office dated December 30, 1946, which stated that the Veterans Administration did not have records which were classified from the standpoint of national security, although it has many confidential records, furnishes the information desired by you.


H. P. BRONSON
Security Officer

JAN 23 1947

Mr. E. T. Anderson
Acting Chairman, Security Advisory Board
State-War-Navy Coordinating Committee
Room 711, 515—22nd Street, N. W.
Washington 25, D. C.

Dear Sir:

This has reference to your memorandum dated December 20, 1946, identified as Unclassified, Serial No. 196, concerning the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies.

It is believed that the letter from this office dated December 30, 1946, which stated that the Veterans Administration did not have records which were classified from the standpoint of national security, although it has many confidential records, furnishes the information desired by you.

R. P. BRONSON
Security Officer

.Wtakj

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON

January 21, 1947.

OFFICE OF PLANT AND OPERATIONS

To: Ruth Catlett Barton, Secretary, Security Advisory Board

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

Subject: Unclassified Memorandum - Serial Number 196

In response to your unclassified memorandum, serial number 196, dated December 20, 1946, we find, after checking with some of the larger offices of the Department, the following information:

- 1 a. Insofar as we have been able to determine, top secret material is not originated in, nor received by, this Department in any volume at the present time.
 - b. None, insofar as we have been able to ascertain.
 - c. Only the Secretary of Agriculture receives top secret material from outside sources, and in checking with the custodian, he assures me that he has received approximately six pieces of top secret material during the past year.
 - d. No.
 - e. There is not any control procedure on top secret material.
 - f. Yes.
2. From the answers to questions 1a through 1f, it is apparent that practically no top secret material is received or handled in this Department. It is always well to prepare for the maximum rather than the minimum. Therefore, it might be well to establish the machinery for receiving or preparing top secret material and if it is never used, no damage is done.

John S. Lucas



UNITED STATES GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C.

OFFICE OF
THE PUBLIC PRINTER

New address:
WASHINGTON • 25 • D. C.

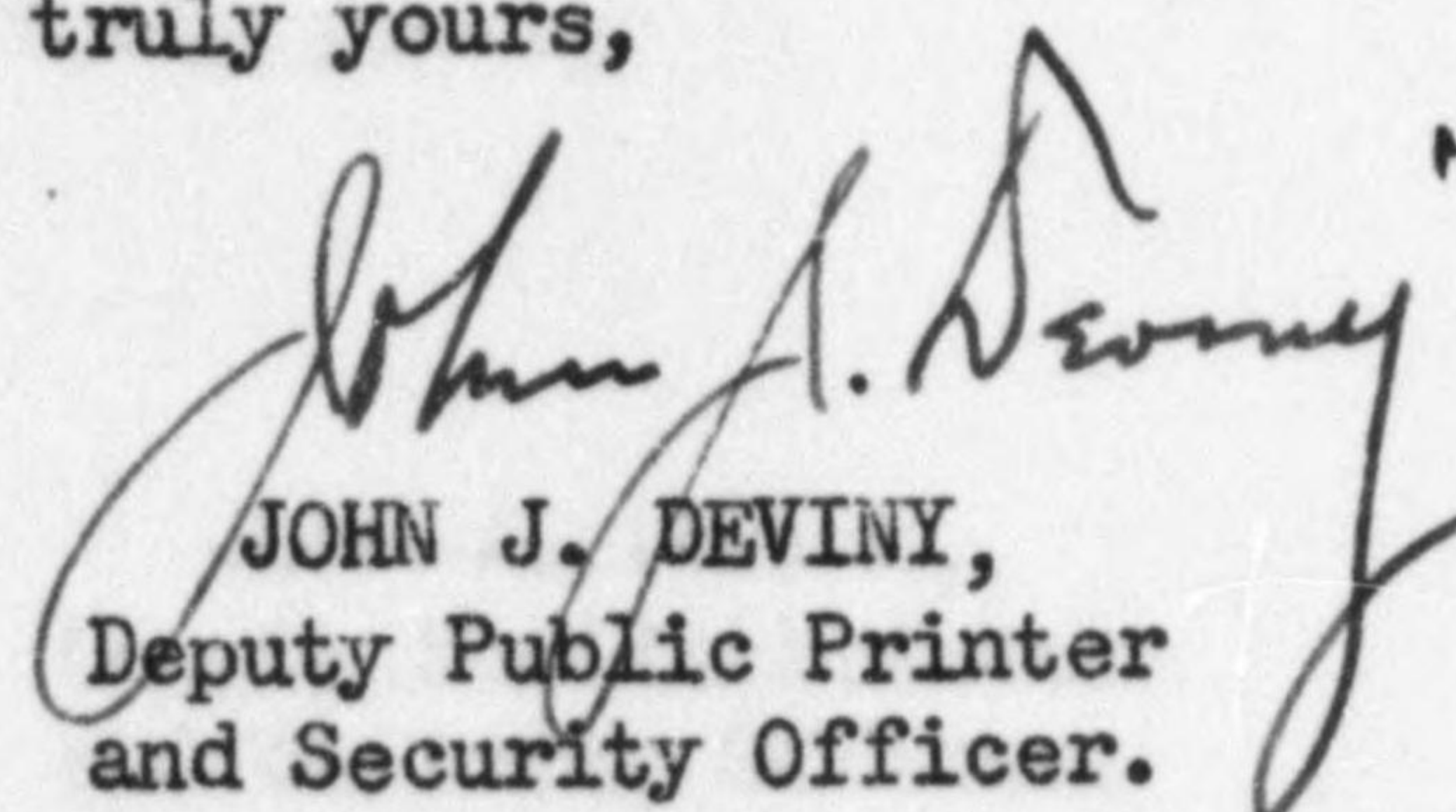
January 21, 1947.

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

Dear Mrs. Barton:

Relative to unclassified memorandum (Serial No. 196), dated December 20, 1946, this is to advise that the Government Printing Office does not of itself receive or make intra-agency distribution of classified documents. We do, however, handle such matter when it is presented to us for printing or reproduction. The number so handled is few as no more than five documents classified as Top Secret have been received in this Office during the past several years.

Very truly yours,


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

JJD/pps

January 21, 1947.

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

Dear Mrs. Barton:

Relative to unclassified memorandum (Serial No. 196), dated December 20, 1946, this is to advise that the Government Printing Office does not of itself receive or make intra-agency distribution of classified documents. We do, however, handle such matter when it is presented to us for printing or reproduction. The number so handled is few as no more than five documents classified as Top Secret have been received in this Office during the past several years.

Very truly yours,

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

Post Office Department

OFFICE OF THE CHIEF CLERK AND DIRECTOR OF PERSONNEL

Washington

January 16, 1947

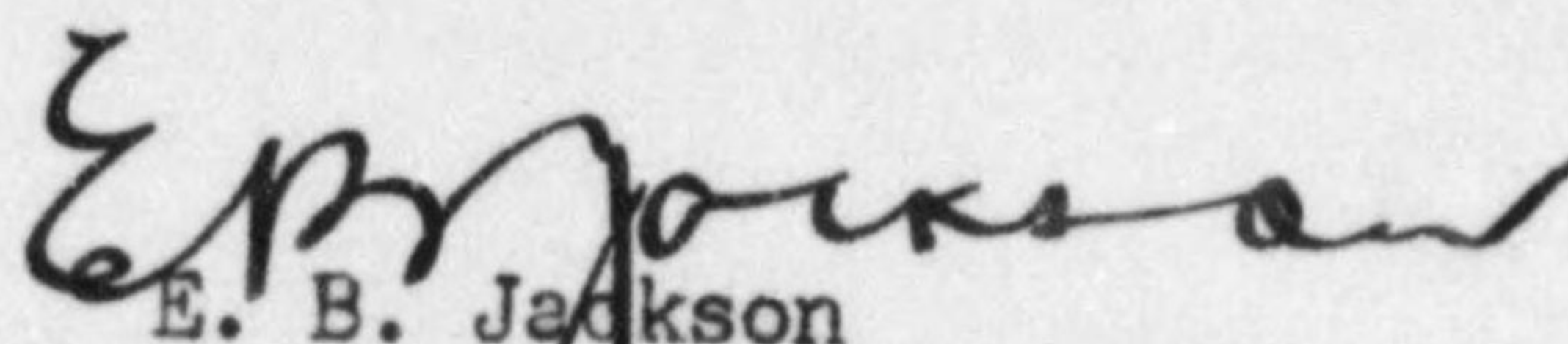
Security Advisory Board,
State-War-Navy Coordinating Committee,
Room 711, 515 - 22nd Street, N. W.,
Washington 25, D. C.

Gentlemen:

Your communication of December 20, 1946, Serial No. 196 has been received, relative to the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies.

Since this Department does not receive, neither does it originate Top Secret material, the questions do not apply to the Post Office Department.

Sincerely yours,


E. B. Jackson
Security Officer

EBJ:as

DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

January 14, 1947

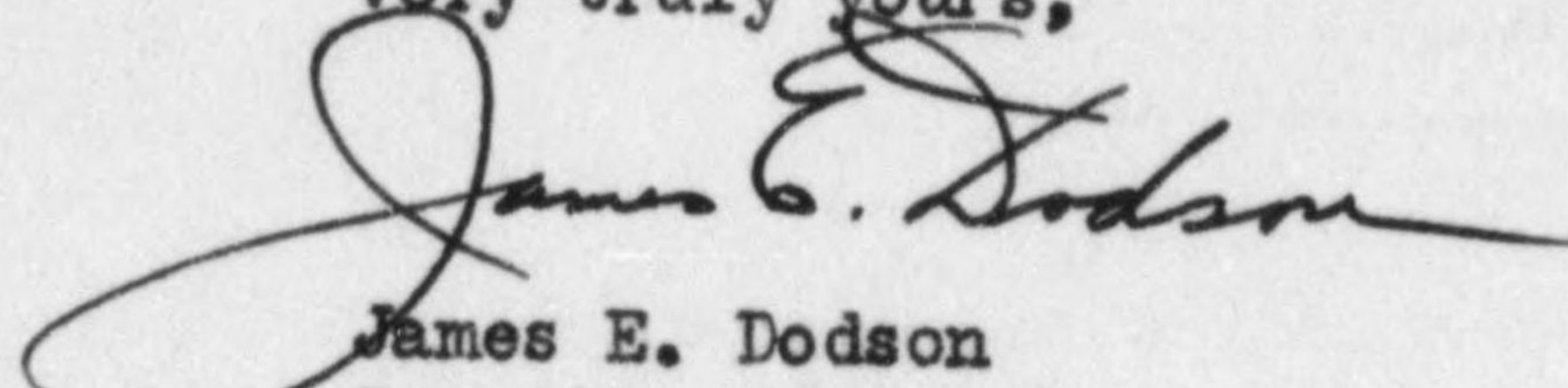
Security Advisory Board
State-War-Navy Coordinating Committee
Washington 25, D. C.

Dear Sirs:

As requested in your memorandum of December 20, 1946, Serial No. 196, I wish to report that the Department of Labor does not have any Top Secret material on hand.

In connection with your request, Serial No. 99, concerning the volume of other classified material, an inventory is being made to determine the volume and type of classified documents on hand and you will be advised in the near future of the results.

Very truly yours,


James E. Dodson
Security Officer

DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

January 14, 1947

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

Dear Sirs:

As requested in your memorandum of December 20, 1946, Serial No. 196, I wish to report that the Department of Labor does not have any Top Secret material on hand.

In connection with your request, Serial No. 99, concerning the volume of other classified material, an inventory is being made to determine the volume and type of classified documents on hand and you will be advised in the near future of the results.

Very truly yours,

James E. Dodson
Security Officer

EXPORT-IMPORT BANK OF WASHINGTON
WASHINGTON 25

OFFICE OF THE CHAIRMAN

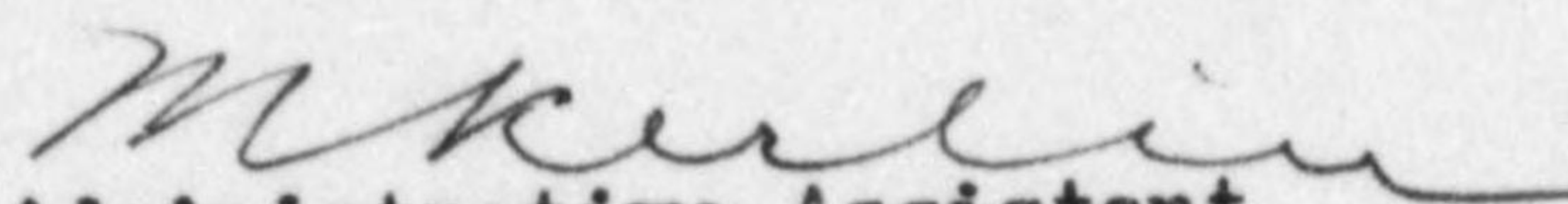
CABLE ADDRESS
"EXIMBANK"

January 10, 1947.

Dear Miss Barton:

Referring to your memorandum, Serial No. 196, of December 20, 1946, the Export-Import Bank of Washington does not originate or receive any Top Secret material and therefore has no suggestions to offer regarding the handling of such matter.

Very truly yours,


Administrative Assistant
to the Chairman

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

**NATIONAL LABOR RELATIONS BOARD****WASHINGTON 25, D. C.**

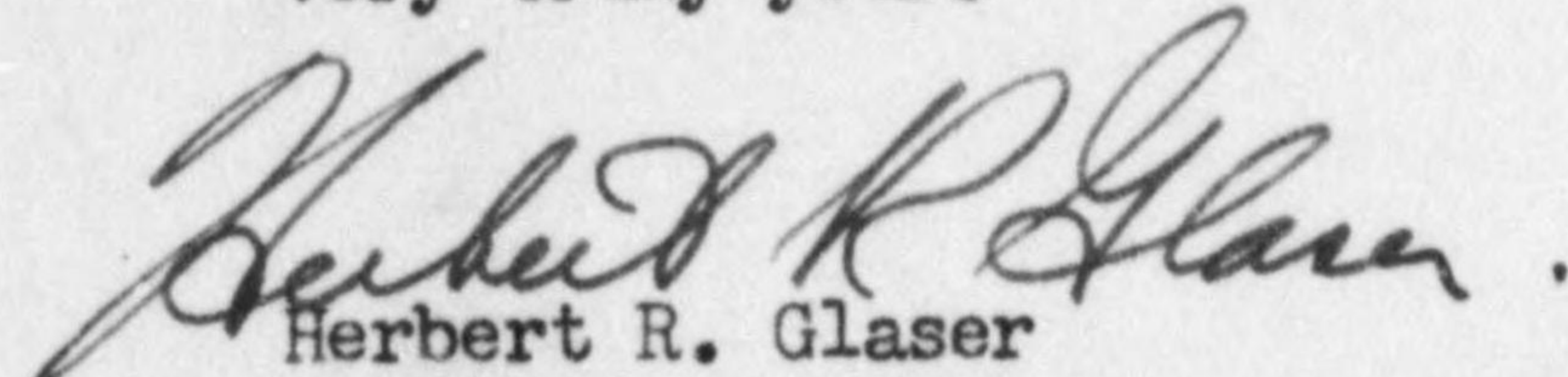
January 10, 1947

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

Dear Mrs. Barton:

In response to your memorandum of 20 December 1946, Serial No. 196, please be advised that no Top Secret material is received or originated by this agency.

Very truly yours


Herbert R. Glaser
Security Officer

January 10, 1947

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

Dear Mrs. Barton:

In response to your memorandum of 20 December 1946, Serial No. 196, please be advised that no Top Secret material is received or originated by this agency.

Very truly yours

Herbert R. Glaser
Security Officer

GWL-MB

Interstate Commerce Commission

OFFICE OF THE SECRETARY

Washington 25

January 9, 1947

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

My dear Miss Barton:

Referring to your memoranda for Security Officers,
Serial Nos. 196 and 198, dated December 20, and December
23, respectively:

In our letter of December 20, referring to memorandum
in re declassification, Serial No. 99, dated October 7, 1946,
we advised you fully with respect to material issued by the
Commission and on file with the Commission in connection
with the subject of declassification. We have no further
reply to make in connection with Serial Nos. 196 and 198.

Very truly yours,

W. P. Bartel
Secretary.

THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

Office of the Chief Assistant Librarian

January 9, 1947

Dear Mrs. Barton:

In accordance with the advice in paragraph 2, Unclassified Serial No. 196, (questions concerning Top Secret Control Procedure), I wish to inform you that no Top Secret material is received or originated here.

Very truly yours,

Alvin W. Kremer
Alvin W. Kremer
Keeper of the Collections

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

JEROME C. HUNSAKER, SC. D., CHAIRMAN
 THEODORE P. WRIGHT, SC. D., VICE CHAIRMAN

HON. WILLIAM A. M. BURDEN	ARTHUR E. RAYMOND, M. S.
VANNEVAR BUSH, SC. D.	FRANCIS W. REICHELDERFER SC. D.
EDWARD U. CONDON, PH. D.	REAR ADM. L. B. RICHARDSON, U. S. N.
RONALD M. HAZEN, B. S.	GEN. CARL SPAATZ, U. S. A.
WILLIAM LITTLEWOOD, M. E.	ALEXANDER WETMORE, PH. D.
MAJ. GEN. EDWARD M. POWERS, U. S. A.	ORVILLE WRIGHT, SC. D.
VICE ADM. ARTHUR W. RADFORD, U. S. N.	

NATIONAL ADVISORY COMMITTEE
 FOR AERONAUTICS

1500 NEW HAMPSHIRE AVE., DUPONT CIRCLE
 WASHINGTON 25, D. C.

January 9, 1947

TELEPHONES: EXECUTIVE { 3515
 3516
 3517

LANGLEY MEMORIAL AERONAUTICAL LABORATORY
 LANGLEY FIELD, HAMPTON, VA.

AMES AERONAUTICAL LABORATORY
 MOFFETT FIELD, CALIF.

AIRCRAFT ENGINE RESEARCH LABORATORY
 CLEVELAND AIRPORT, CLEVELAND, OHIO

From NACA
 To State-War-Navy Coordinating Committee
 Security Advisory Board

1. In response to your memorandum Serial No. 196 the following answers are submitted:
 - a. The NACA originates or receives only a very small amount of top secret material.
 - b. Distribution of NACA top secret material outside of the agency is ordinarily limited to the armed forces of the United States and such other persons as the services may request.
 - c. Only those officials and offices in the NACA dealing with the particular subject of the material receive top secret material. Those officials and offices may receive such material from within the NACA or from the military services.
 - d. There is no one official or office controlling the distribution of top secret material within the NACA.
 - e. No procedure or forms are established for intra-agency control distribution of top secret material.
 - f. Your suggestion for a procedure whereby certain individuals would be designated within the NACA to receive top secret material and to account for its distribution would not be desirable in the NACA because of the small volume of top secret material concerned. Such a procedure would tend to broaden rather than limit to the number of persons having access to top secret material.

James J. Kelly, Jr.
 James J. Kelly, Jr.
 Security Officer



FEDERAL COMMUNICATIONS COMMISSION
WASHINGTON 25. D. C.

ADDRESS ALL COMMUNICATIONS
TO THE SECRETARY

January 8, 1947

Security Advisory Board,
State-War-Navy Coordinating Committee,
Room # 711, 515-22nd Street, N. W.,
Washington 25, D. C.

Gentlemen:

In accordance with the request contained in your Serial No. 196 dated 20 December, 1946, we wish to inform you that no Top Secret material is received or originated by the Federal Communications Commission.

Very truly yours,


E. K. Jett
Security Officer



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

OFFICE OF THE CHAIRMAN

January 7, 1947.

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

Dear Mrs. Barton:

In response to your memorandum of December 20, 1946, with regard to Top Secret Control Procedure, the categorical answers to your questions are:

(a) No Top Secret material is originated in this agency. None is received in the domestic field. However, we receive from the Treasury possibly three or four Top Secret documents weekly in connection with National Advisory Council business.

(b) Answered above.

(c) Chairman Eccles and Mr. J. Burke Knapp, Assistant Director of the Division of Research and Statistics, receive the above-mentioned material.

(d) Mr. Knapp exercises a close control over the above material.

(e) Answered above.

(f) We see no occasion for changing present procedure so far as we are concerned.

Sincerely yours,

A handwritten signature in cursive script that reads "Elliott Thurston".

Elliott Thurston,
Security Officer.

UNITED STATES MARITIME COMMISSION
WASHINGTON
25, D. C.

January 3, 1947

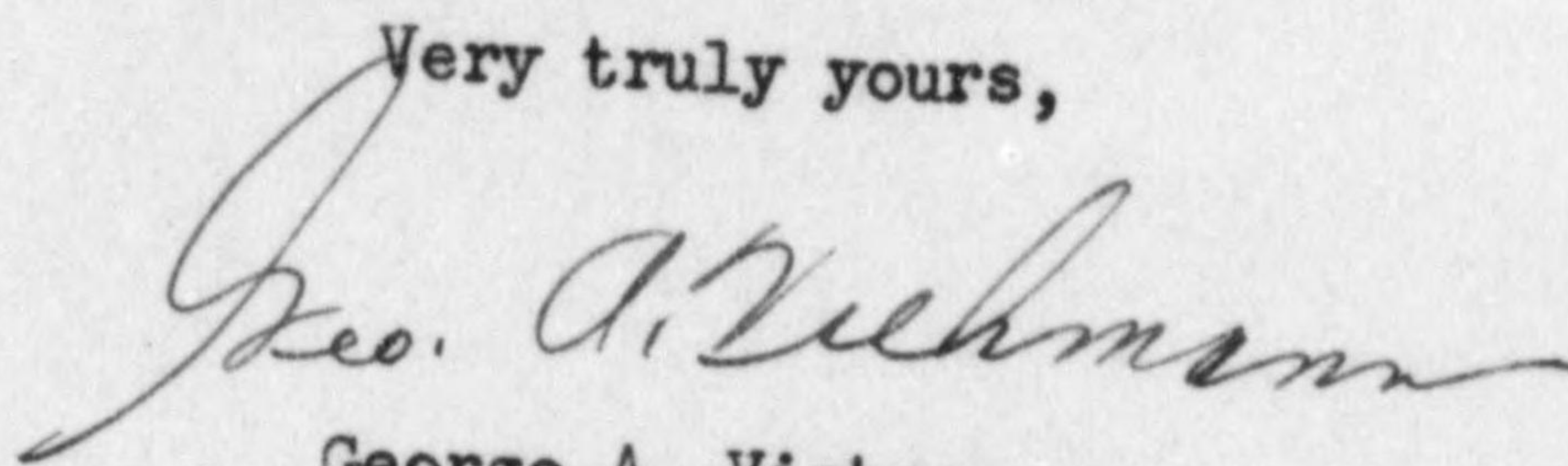
Mrs. Ruth Catlett Barton, Secretary
State-War-Navy Coordinating Committee
Security Advisory Board
Room 711, 515 - 22nd Street, N. W.
Washington, D. C.

Dear Mrs. Barton:

Reference is made to your memorandum dated December 20, 1946 to Security Officers, Nonmilitary Federal Departments and Agencies, concerning Top Secret Control Procedure.

In reply to your request we have to advise that the Maritime Commission does not receive or originate any Top Secret material under present conditions.

Very truly yours,



George A. Viehmann
Security Officer

