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

made, we are not without some form of pre-employment investigation. Moreover, the fingerprints of all employees are forwarded to the F. B. I. at the time of appointment.

In the matter of checking service records or allied papers of ex-service personnel, as proposed in requirement 2c, our manner of handling such personnel, while not as complete as that suggested, is similar in that all veterans must bring their discharge papers with them at time of appointment or upon return to duty.

Besides the safeguards hereinbefore mentioned, it is the established policy of this Office to route work classified as Top Secret and Secret to employees who, like their parents before them, have long been associated with the Government Printing Office. The habits, affiliations, etc., of these employees are matters of personal knowledge to our operating officials. These workers are to be found in every processing unit of our Office, and in each of these units one of these employees is designated as a Security Representative to personally guard and be responsible for work classified as confidential or higher.

These findings and comments concerning certain phases of security regulations in the Government Printing Office are respectfully submitted to the Security Advisory Board for consideration, with the suggestion that this Office be not required to conduct interviews as proposed in requirement 2b for the reasons hereinbefore stated.

Sincerely yours,

John J. Deviny,
Security Officer.

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

TO BE SENT TO THE SECURITY OFFICERS OF THE FOLLOWING DEPARTMENTS:

1. Central Intelligence Group
2. Civilian Production Administration
3. Department of Agriculture
4. Department of Commerce
5. Department of the Interior
6. Department of State
7. Department of Treasury
8. Maritime Commission
9. National Advisory Committee for Aeronautics
10. Office of Scientific Research and Development
11. Office of War Mobilization and Reconversion
12. Reconstruction Finance Corporation
13. Selective Service System
14. Veterans Administration
15. Department of Justice (?)
16. American National Red Cross

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

CONFIDENTIAL

First draft of SAB No. 3

17 June 1946

Pages 1 and 2

COPY NO. 25

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

MINIMUM STANDARDS FOR SECURITY CLEARANCE OF PERSONNEL HAVING ACCESS TO TOP SECRET AND SECRET INFORMATION

Note by the Secretary

1. The enclosure, a proposed memorandum by the Security Advisory Board to the Security Officers of non-military federal departments and agencies, is circulated for consideration by the Security Officers who have been named as liaison to the Security Advisory Board.

2. In order that the Security Advisory Board may take cognizance of your comments and suggestions on the applicability of the proposed memorandum within your agency, it is requested that you submit recommendations which you may consider desirable in this connection to the Secretary of the Security Advisory Board by 24 June 1946. Correspondence in this connection may be addressed to the Secretary, Security Advisory Board, State-War-Navy Coordinating Committee, Room 2027, New War Department Building.

3. The enclosure represents a standard for security clearances which the Board considers an absolute minimum. Any additional requirement, which you consider desirable within your agency could, of course, be incorporated in your implementation of this memorandum.

M. RUTH CATLETT
Capt., WAC
Secretary

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

CONFIDENTIAL

ENCLOSURE

MINIMUM STANDARDS FOR SECURITY CLEARANCE OF PERSONNEL HAVING ACCESS TO TOP SECRET AND SECRET INFORMATION

Memorandum by the Security Advisory Board

1. The necessity for protection of highly classified material is considered of vital importance to the national security of the United States. The end of the war has necessarily decreased the amount of Top Secret and Secret information initiated and received by all agencies and departments of the federal government, but it has not lessened the necessity for giving to such information the protection its classification requires.

2. As a preliminary step in the protection of classified information, it is considered mandatory that personnel having access to such information be selected with care. Standards for clearances of such personnel have differed markedly among the departments and agencies, and in some instances have never been clearly defined. In order to further uniformity in this respect, the Security Advisory Board recommends that the following requirements be adopted as the minimum standard for personnel of non-military federal departments and agencies to have access to Top Secret and Secret information:

a. A check of F.B.I. files, both subversive and criminal, of the individual. This check should be favorably reported before the person is given Top Secret or Secret information for the first time. In the case of persons already working with and handling Top Secret and Secret information, this report should be secured as soon as practicable.

b. An investigative report on interviews with a sufficient number of previous employers or acquaintances of the subject as to provide an adequate knowledge of the subject's personal history, habits, and affiliations. This report can be obtained after the employment of the individual so as to avoid delay in initiation of work but should, wherever practicable, be secured before he is given access to Top Secret and Secret information.

c. A check of the service records or allied papers of any ex-service personnel.

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

3. Final determination of the suitability from a security standpoint of an individual to receive Top Secret and Secret information shall be the responsibility of the Security Officer of the department or agency, or other responsible official heretofore given that responsibility by the agency or department. Such determination should be based on an evaluation of the information secured from para. 2 a, 2 b, and 2 c above.

4. It should be noted that the recommended requirements provide only a minimum standard. It would be advisable for each agency or department to adopt whatever additional requirements needed to:

a. Make more specific the general standard outlined in para. 2 above, in accordance with the requirements of the agency; and

b. Provide for such additional security clearances as are desired for the needs of the particular function or routines of the agency.

5. It is requested that any implementation of this memorandum within the departments or agencies be forwarded to the Security Advisory Board, Room 2027, New War Department Building, for its information.

Enclosure

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

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : FC - Mr. Anderson DATE: June 13, 1946

FROM : CON - R. L. Bannerman

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

CONFIDENTIAL

Clearance for Top Secret officers should consist of persons whose loyalty, integrity, discretion, and trustworthiness are unquestioned.

The investigation required to make a determination of this background should consist of the following items of investigation:

A. Record checks at the appropriate office of each of the following:

1. Federal Bureau of Investigation
2. Military Intelligence Division
3. Office of Naval Intelligence
4. Police Department in each city of employment and residence
5. Credit agencies;

B. Verification of individual's personal history with regard to

1. Birth
2. Citizenship
3. Education
4. Employment for past 15 years;

C. Character investigation by interviews with official references of the individual and with a minimum of 3 persons so interviewed who have a knowledge of the activities of the subject over a period of time sufficient to enable a determination as to his character and integrity;

D. Determination by investigation of whether the subject has a member of his immediate family consisting of husband or wife, father or mother or children, who are subject to the jurisdiction of a foreign power.

NOTE: R. L. B. realizes these standards are rather stringent but it represents what the State Dept. is shooting for especially on TOP SECRET. For SECRET the Dept. would accept a lower standard. ETA

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

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

sab 3

UNCLASSIFIED
Serial No. 31
MRC/hmh

6 June 1946

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

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

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

1. At the first meeting of the Security Advisory Board, 6 May 1946, it was decided that an interim standard for the clearance of civilians in non-military federal departments and agencies to receive classified material should be established pending a later determination by the Board of the policy in this matter. At that time the Board agreed to accept as an interim standard the certification of the Security Officer as sufficient clearance for an individual in his department or agency to receive "Secret" or "Top Secret" information. It was then believed that the Board would be able to establish these standards within the next few weeks.

6-10 Phoned to Borden's office for info. re opinion of CG

2. In view of the fact that there has not to date been any information submitted to the Secretary on which a policy regarding this matter could be prepared and in further view of the continued necessity for establishing such standards, it is respectfully requested that the members of the Security Advisory Board submit to the Secretary their opinions of what should constitute sufficient security clearance for civilian officials to receive "Secret" and "Top Secret" information. This information may be submitted to the Secretary by memorandum or if desired, may be brought to the next meeting of the Security Advisory Board and discussed orally at that time.

3. Determination of such standards will enable the Secretary to prepare a standard policy for security clearances which can be circulated to the Security Officers of non-military departments and agencies and become the criteria for security clearances in the future. It will also enable the Secretary to begin the revision of the list of those individuals in government departments and agencies who are entitled to receive "Top Secret" information.

For the Security Advisory Board:

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

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

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

CONFIDENTIAL
Serial No. 24
MRC/lmm

7 May 1946

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

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

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

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

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

For the Security Advisory Board:

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

CC: MR. ANDERSON

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

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : FC - Mr. Anderson

DATE: April 26, 1946

Rec'd 5-1 ETA

FROM : CON - Mr. Bannerman RLB

SUBJECT: Security Advisory Board

I have recently received a request for security clearance for certain individuals in the State Department to receive material up to and including Secret as distributed by the Civil Affairs Division of the War Department. In the immediate future there will probably be requests for Top Secret clearance of such individuals.

I would appreciate being advised of what standards of investigation the Security Advisory Board requires, in order to determine whether or not an individual qualifies to handle Secret or Top Secret material. It is readily understood that there can be a wide interpretation of investigative findings in determining secret and Top Secret Control Officers, and I feel that this should be carefully outlined in a uniform procedure to apply to all Departments so that a Top Secret Officer of the State Department would have an equal standing with a Top Secret Officer of another Department. The standards should require a certain coverage of investigation and at the same time should specifically state that a person is entirely clear of all derogatory information and a general standard should be set as to what constitutes derogatory information.

I would appreciate any information on this subject.

CON:RLBannerman:gl

5-2 Copy to Capt Catlett

CONFIDENTIAL

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

RESTRICTED

pt 3

SECURITY ADVISORY BOARD

BRIEF

2 May 1946

REQUEST FOR SECURITY CHECKS OF PERSONNEL OF NON-MILITARY AGENCIES AND DEPARTMENTS TO RECEIVE CLASSIFIED MATERIAL
(Ser. #17)

1. The procedure as outlined in Serial No. 17, followed by the Security Advisory Board under the Office of War Information, is admittedly not adequate. All necessary background material was forwarded with Serial No. 17 and it is believed that it is self-explanatory.

2. Standards for receiving SECRET and TOP SECRET information should be outlined by the Board, but they should probably be cautioned that many agencies and departments will not be able to supply complete clearances and will possibly refuse if such is insisted upon.

3. This will simply mean that War and Navy will not be able to send classified material to such agencies and they may thus "cut off their nose to spite their face."

M. Ruth Catlett

M. RUTH CATLETT

RESTRICTED

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

CONFIDENTIAL

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

- -

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

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

For the Security Advisory Board:

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

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

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

CONFIDENTIAL
Serial No. 17
MRC/lmm

29 April 1946

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

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

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

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

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

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

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

CONFIDENTIAL

EXCERPTS FROM MINUTES OF 37th MEETING
SECURITY ADVISORY BOARD, 10 January 1945

* * * * * * * * * * * * * * * * *

3. DERIVATION OF AUTHORITY SECURITY ADVISORY BOARD (continued):

(c) REQUESTS FOR SECURITY CHECK OF PERSONNEL OF NONMILITARY AGENCIES AND DEPARTMENTS TO RECEIVE CLASSIFIED MATERIAL UP TO AND INCLUDING SECRET.

Colonel Winters outlined another example: The War Department is using SAB more as an insuror than an advisory board when requesting security clearances on personnel in nonmilitary agencies and departments to receive classified information up to and including SECRET and in effect would like SAB to certify that a certain individual in a certain office has been completely investigated and is okay to receive classified material. What the SAB has done is transmit to the War Department the advice and comment of the Security Officer in the particular agency or department with whom subject of inquiry is connected.

DISCUSSION: Commander Daly said it is not within the province of the SAB to certify people in other agencies as qualified to receive classified material--the only course SAB could follow is to report the facts as they are for whatever action the agency concerned wishes to take and with full responsibility for such. The authority in the Navy Department who delegates TopSec people acquires his information from Office of Naval Intelligence--ONI does not certify anyone. It is War Department's responsibility as to whom they want to give information. Colonel Winters retorted that what SAB has done is report the facts as we find them and the comment of the Security Officer in the agency concerned is transmitted to JSC--that we are not assuming the role of guarantors.

Commander Houston reported that Censorship has a special department within its own agency which passes on the FBI investigation reports submitted on all Censorship employees, and that perhaps SAB could outline certain standards in that regard. Colonel Winters said that the facts as concern the Office of Consorship are not annalgous, for in this case it would be a third agency and not our own. Mr. Oberdorfer stated that JSC does have a stand in that they can tell an agency that they will no longer furnish it with classified information; that his office did do

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

that with one agency which was not submitting material for clearance prior to release. Commander Daly repeated that all which should be expected of SAB is transmittal of facts and once that is done SAB's responsibility ends. Colonel Winters replied that policy is followed and a cooperative understanding sought at all times; but it certainly is developing into a battle of words. Commander Daly advised spelling everything out so that there wouldn't be any misunderstanding--for if we don't make ourselves clear we are going to perpetuate this vagueness. Captain Belon thinks the Board should be an investigating and fact-finding committee; and that it is only natural for agencies and people to attempt fostering responsibility to others.

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

CONFIDENTIAL

EXCERPTS FROM MINUTES OF 38th MEETING
SECURITY ADVISORY BOARD, 8 February 1945

* * * * * * * * * * * * * * * *

5. PERSONNEL INVESTIGATIONS.
(refer item 3-c, pages 7-8, January 10, 1945 minutes)

During last SAB meeting a discussion transpired as to Board's policy and degree of responsibility in regard to requests made by the War Department for security check of personnel of non-military agencies and departments to receive classified information up to and including SECRET. It was generally agreed that it is not within the province of the SAB to certify people in other agencies as qualified to receive classified material and that the course SAB should follow is the transmittal to the War Department of the facts as obtained from the Security officer in the particular agency or department with whom subject of inquiry is connected.

Today's related matter for discussion, brought before the Board by Colonel Winters, concerns the question as to just what this security check should include. He reported: the SAB has arranged for the placement of names on TOP SECRET lists; also numerous requests are being received from Joint Chiefs of Staff via Joint Security Control for security check of civilians, prior to membership on various committees, who would as such members have access to material classified up to and including SECRET. The names, Colonel Winters said, are supplied to SAB by JSC from various divisions of War Dept. or Chiefs of Staff. Question has arisen several times as to just what this security check should include. Board's practice has been to recommend to the interested agency that a complete investigation is advisable in cases of individuals being considered as recipients of TOPSEC material and in others, involving classified matter up to and including SECRET, a spot check is sufficient. Colonel Winters solicited suggestions of Board members in the matter.

From the discussion which followed on TOPSEC it was evident Board members are in complete agreement that: more than a spot check should be made and advisedly, a complete investigation, on candidates for the receipt of TOPSEC material; TOPSEC regulations stipulate high requirements governing such appointments; the TOPSEC Control Officer should be designated by the head of an agency; and that present list of TOPSEC people in all departments and agencies should be sufficient to preclude any need for emergency requests.

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

In regard to the foregoing statements, Colonel Winters stated the time factor makes prohibitive the suggestion that designation of TOPSEC Control Officers be made by the head of an agency; that there is no getting away from emergency requests for placement of a certain individual on TOPSEC list for even though there are TOPSEC Control Officers in each agency who could receive the material and pass it on to the intended recipient, Joint Security Control would have to know about the recipient. Several of the Board members felt the latter is the TOPSEC Control Officer's responsibility--not SAB's. Mr. Oberdorfer stated he thought when the TOPSEC classification was introduced that it was going to be a narrow and exclusive category--but it seems to be an upgrading. Colonel Winters replied that TOPSEC procedure seems to be pretty much under control and the classification rather exclusive--the large lists being mainly in the State Department and OSRD. Commander Ellis' understanding is that JSC has to be the final authority as to who will be authorized as TOPSEC Control Officer; that objection was voiced by JSC to his additional duty as TOPSEC Control Officer for OP20-K on the strength that TOPSEC Control Officers could only be designated by JSC. Commander Daly pointed out there are two distinctions--TOPSEC Control Officers and TOPSEC Control Recipients. Col. Winters pointed out that JSC has the final word in the services but no jurisdiction in civilian agencies.

In regard to individuals required to handle classified material up to and including the category SECRET, Colonel Winters asked if it could be made a matter of record that members feel the SAB can accept the statement of the Security Officer of an agency as a sort of a de facto agent of the Board; and further, if a uniform guide for such security checks could or should be outlined. He repeated that presently the SAB requests a Security Officer to check for security, to include if possible check with the FBI (many agencies do not use the FBI and in some cases can only review personnel file and make verbal check of individual's office associates), following which he (Security Officer) transmits statement or comment, as the case may be, to the SAB to the effect that the designated person is or is not eligible to receive secret information.

The office has gone on the assumption that the responsibility rests with the Security Officer and the SAB merely acts as a liaison with the War Department and advisory in the transmittal of such data. In reply to question posed by Mr. Oberdorfer, Colonel Winters stated there have been a few turn downs. It has been Commander Ellis' experience, on several occasions, to give an approval based on a

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

preliminary report and then a few weeks later upon receipt of a complete report it has been necessary to reverse the decision.

Mr. Oberdorfer asked why JCS or JSC couldn't stipulate to the agency that before persons are designated there should be a certification. Colonel Winters remarked that the security channel and the appointing channel are very different and secondly JSC has no jurisdiction over nonmilitary agencies. It seemed to Mr. Oberdorfer that what SAB is aiming for is a uniform practice among agencies to insure the proper handling of matter classified SECRET and above; that all SAB can do is draw up recommendations; that Board can advise the agency Security Officer of the best practice to follow but that it cannot underwrite such certifications. He stated the difficulty in setting up a standard for the investigation of personnel is it would entail a lot of work for some agencies which by nature of their work do not necessarily have to have their personnel investigated. As a result of a question raised by Commander Daly, it was brought out that there are presently no provisions in OWI Regulation No. 4 setting forth the investigative requirements necessary on personnel prior to the handling of SECRET and TOP SECRET material. Mr. Oberdorfer suggested that such provisions be included in proposed revision of OWI Regulation No. 4.

A suggestion was made by Commander Ellis that an agency submit a certification to SAB, for transmittal to JSC or JCS, in advance saying that an individual has been cleared by the agency's Security Officer after appropriate check with FBI, etc. SAB would merely certify that the proper Security Officer has cleared that particular agency's appointee, then it would go to JCS or JSC who would accept it or not. This suggestion was retracted by Commander Ellis after discussion among Board members, who concurred in statements by Commander Daly to the effect advice of SAB should be forerunner; that when certification is made by an agency that an individual is all right, then the agency is responsible--this is sent to the SAB for endorsement prior to transmittal to JSC or JCS--by so doing the Board would be going even beyond the basic responsibility--which would point the finger at the SAB.

Commander Daly felt that if present policy of SAB, i.e., SPOT CHECK and certification by agency Security Officer, is enough for the committees which request such check, then nothing more should be done. He considers the responsibility for certification rests with the employing agency of the individual concerned. In regard to standards,

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

CONFIDENTIAL

Commander Daly believes the agencies should be appraised as to what SAB considers the best practice and JSC clearly informed as to how far our responsibility goes. Colonel Winters stated he personally informs JSC about this on an average of once every three months.

CONCLUSIONS REACHED: (1) Security Advisory Board would advise complete investigation in the case of TOPSEC Control Officers and Recipients.

(2) SAB advises that a SPOT CHECK and statement by the agency Security Officer on individuals who will have access to material up to and including SECRET classification is sufficient; that responsibility rests with the agency concerned.

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

SAB 2

~~Eliminate Kenya~~

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

4

UNCLASSIFIED

COPY NO. _____

4 November 1946

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

CORRIGENDUM
TO
SAB 2

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

Note by the Secretary

1. It has come to the attention of the Security Advisory Board that SAB 2 contains no provisions for the transfer of declassified copyrighted documents to the Publication Board. At a recent meeting, the Security Advisory Board approved the incorporation of these provisions in SAB 2.

2. Holders of SAB 2 are requested to substitute the attached pages 2 and 3 for the ones contained therein.

Ruth Catlett Barton
Secretary

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

b. The provisions outlined in 3a (1), (2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. A declassified document which is copyrighted in its entirety will receive a copyright clearance from the copyright owner before being forwarded to the Publication Board. Where certain portions of a declassified document only are copyrighted, a release will be requested from the owner of the copyrighted portions prior to sending it to the Publication Board. The document may be forwarded to the Publication Board at that time with a notice that the document contains copyrighted material for which a release has been requested. When the document contains copyrighted material but the copyright owner is unknown, the document may be forwarded to the Publication Board with a notice to that effect.

7. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a, (1),

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

(2), and (3) above or which might be forwarded to the Publication Board under provisions of para. 4 and para. 5 above, should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D.C. Receipts should be enclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

8. It is realized that much of the classified information in the files of government agencies does not fall into the category of "scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

UNCLASSIFIED
Serial No. 108

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

25 October 1946

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

Subject: Copyrighted Documents

Reference: a. SAB No. 2

Enclosure: Draft of Proposed Corrigendum to SAB No. 2

1. It has been noted in AAF Regulation No. 46-14, dated 15 August 1946, entitled SECURITY, Downgrading of Military Information, that certain provisions to protect a copyright on a declassified document have been added to that section of the AAF Regulations which deals with the Publication Board, Department of Commerce.

2. It would seem advisable to profit by the experience of the Air Corps in this instance and close the loophole in our own regulation regarding the Publication Board. Accordingly, it is suggested that a corrigendum to SAB No. 2, substantially along the lines of the enclosure, be issued.

3. The opinions of the Security Advisory Board members are requested.

For the Security Advisory Board:

Ruth C. Barton
Ruth C. Barton
Secretary

Navy ?
Ground Forces ?

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

NEW PARAGRAPH TO BE INSERTED BETWEEN
PRESENT PARAGRAPHS
5 and 6
of
SAB 2

A declassified document which is copyrighted in its entirety will receive a copyright clearance from the copyright owner before being forwarded to the Publication Board. Where certain portions of a declassified document only are copyrighted, a release will be requested from the owner of the copyrighted portions prior to sending it to the Publication Board. The document may be forwarded to the Publication Board at that time with a notice that the document contains copyrighted material for which a release has been requested. When the document contains copyrighted material but the copyright owner is unknown, the document may be forwarded to the Publication Board with a notice to that effect.

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

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

UNCLASSIFIED
Serial No. 39
MRC/glh

11 June 1946

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

Subject: SAB 2 - Request for Copies of

Enclosures: Copies 78-92 of SAB 2

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

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

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

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

UNCLASSIFIED
Serial No. 30
MRC/mrc

4 June 1946

MEMORANDUM FOR Mr. John D. Larson
Security Officer
Department of Treasury

Subject: SAB 1 and SAB 2 - Request for Copies of

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

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

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

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

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

UNCLASSIFIED
Serial No. 29
MRC/glh

3 June 1946

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

Subject: Declassification and Distribution of Scientific and Technical Data

Enclosures: Copies 46 - 55 of SAB No. 2

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

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

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

4

UNCLASSIFIED

COPY NO. ____

SAB 2

28 May 1946

Pages 1 to 6

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memo to All Government Agencies from Office of Publication Board, 6 March 1946.

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

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

UNCLASSIFIED

E N C L O S U R E

DECLASSIFICATION AND DISTRIBUTION OF SCIENTIFIC AND TECHNICAL DATA

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 (Appendices "A & "B") require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition to such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information as defined in Executive Order No. 9604.

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same, subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

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

b. The provisions outlined in 3a (1), (2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a, (1), (2), and (3) above or which might be forwarded to the Publication Board under provisions of para. 4 and para. 5 above, should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D.C. Receipts should be enclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the

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

category of "scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

APPENDIX "A"

UNCLASSIFIED

June 9, 1945

EXECUTIVE ORDER

- - - 9568 - - -

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION

By virtue of the authority vested in me as President of the United States by the Constitution and Statutes, and as Commander in Chief of the Army and Navy, and in order to provide for the release for publication by individuals or groups, in so far as it may be done without prejudice to the public interest, of certain scientific and technical data now or hereafter withheld from public dissemination for the purpose of national military security, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. For the purpose of determining what portion thereof should be released for publication and making appropriate recommendations therefor to the War and Navy Departments, the Director of War Mobilization and Reconversion (hereinafter referred to as the Director) is hereby authorized to review all scientific and technical information, which (1) has been, or may hereafter be developed by, or for, or with funds of any department or agency of the Government, and (2) is now, or may hereafter be classified as secret, confidential, restricted, or by other comparable designation, or otherwise withheld from the public for purposes of the national military security. This information is hereinafter referred to as scientific information.

2. All departments and agencies shall furnish the Director all information that he may request as essential to the performance of his duties under this order. Any provision of this order notwithstanding, there shall be excluded from the scope of this order any scientific information which the President shall declare to be in a closed field of information, except as the President shall subsequently remove any such information from the closed field.

3. In determining what scientific information may be released, and generally in the performance of his duties under this order, the Director shall proceed in the manner hereinafter outlined and in accordance with such procedures as may be adopted by him, utilizing such governmental and private agencies and personnel as he shall deem appropriate:

(a) Should the Director desire to recommend the release for publication of any scientific information, he shall discuss such a proposed release with the department or agency which has classified it or otherwise withheld it from the public, and with other interested agencies.

(b) Notwithstanding objection on the part of the agency which has classified or otherwise withheld information, the Director may recommend release of such information for publication to the Secretary of War or the Secretary of the Navy, whichever shall have primary interest in such information, or to both the Secretary of War and the Secretary of the Navy when the shall both have a substantial interest in such information. The decision of the Secretary of War or the Secretary of the Navy shall be final as to whether the national military security permits that the scientific information in question be released.

(c) The procedure for removing security classifications in order to effectuate the release for publication of scientific information in pursuance hereof shall be determined by the Director.

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

(d) When it shall be determined that any scientific information may properly be released for publication, the Director shall take such measures as may be appropriate to effectuate the release and publication of such scientific information. In connection with such release and publication, the Director may, in so far as practicable, give, without creating substantive rights, appropriate recognition to the relative professional contribution to such information of those persons or groups of persons who perform for, or at the request of the Government, or with Government funds the research involved in the discovery or development of such information.

4. The director is authorized, in consultation with the Department of State, to deal with duly accredited representatives of those foreign governments with which exchange of classified information has taken place, in order that similar policies and procedure will be observed so far as practicable by such Governments in dealing with the subject of the declassification and publication of scientific information.

5. To assist the Director in the performance of his duties hereunder, there is hereby established an interdepartmental board to be known as the Publication Board, which shall consist of the Director as Chairman, the Attorney General, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Commerce, and the Secretary of Labor, each of whom may designate an alternate to act in his stead. The Director may from time to time designate a member of the Board as Vice Chairman of the Board. The Secretary of War, the Secretary of the Navy, the Director of the Office of War Information, the Director of the Office of Scientific Research and Development, and the Chairman of the National Advisory Committee for Aeronautics may designate one liaison officer each, who may attend the meetings and participate in the discussions of the Board. The function of the Board shall be to bring to the attention of the Director any information within the scope of this order and to advise with him concerning its release for publication.

6. To assist the Board or the Director in carrying out their respective duties, the Director may establish committees composed of civilian employees of the Government or of officers of the Army and Navy, or of both such civilians and officers.

HARRY S. TRUMAN

THE WHITE HOUSE,

June 8, 1945.

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

UNCLASSIFIED

AUGUST 27, 1945

APPENDIX "B"

EXECUTIVE ORDER
9604

- - - - - - - - -

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION (EXTENSION AND AMENDMENT OF EXECUTIVE ORDER NO. 9568)

By virtue of the authority vested in me by the Constitution and Statutes, as President of the United States and Commander in Chief of the Army and Navy, and in order to provide for the release and dissemination of certain scientific and industrial information heretofore or hereafter obtained from the enemy by any department or agency of this Government, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. It is the policy of this Government, subject to the requirements of national military security, that there shall be prompt, public, free and general dissemination of enemy scientific and industrial information. The expression "enemy scientific and industrial information," as used herein, is defined to comprise all information concerning scientific, industrial and technological processes, inventions, methods, devices, improvements and advances heretofore or hereafter obtained by any department or agency of this Government in enemy countries regardless of its origin, or in liberated areas, if such information is of enemy origin or has been acquired or appropriated by the enemy.

2. The scope of the authority vested in the Director of War Mobilization and Reconversion as Chairman of the Publication Board and in the Publication Board by Executive Order No. 9568 of June 8, 1945, is extended to include enemy scientific and industrial information. The procedures outlined in Executive Order No. 9568, insofar as applicable, are extended to the declassification, release and publication of enemy scientific and industrial information.

3. Nothing in this order shall be construed to limit or modify the power of the Secretary of War or the Secretary of the Navy to determine finally whether the national military security permits the release in whole or in part of enemy scientific or industrial information.

HARRY S. TRUMAN

THE WHITE HOUSE
August 25, 1945

- - - - - - - - - - -

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

UNCLASSIFIED

COPY NO. 5

4 November 1946

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

CORRIGENDUM
TO
SAB 2

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

Note by the Secretary

1. It has come to the attention of the Security Advisory Board that SAB 2 contains no provisions for the transfer of declassified copyrighted documents to the Publication Board. At a recent meeting, the Security Advisory Board approved the incorporation of these provisions in SAB 2.

2. Holders of SAB 2 are requested to substitute the attached pages 2 and 3 for the ones contained therein.

SWNCC SECRETARIAT

State Member
Army Member
Navy Member
Ass't State Member
Ass't Army Member
Ass't Navy Member
Executive Secretary
Ass't Exec. Secretary
State Adm. Assistant
Army Adm. Assistant
Navy Adm. Assistant
File

Ruth Catlett Barton
Secretary

NOV 4 1946

3304

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

COPY

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

UNCLASSIFIED
Serial No. 26
MRC/lmm

15 May 1946

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

Subject: Declassification and Distribution of Scientific and Technical Data.

Reference: Minutes 1st SAB Meeting.

Enclosure: First Draft of SAB Regulation No. 2.

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

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

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

For the Security Advisory Board.

M. RUTH CATLETT
Capt., WAC
Secretary

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

UNCLASSIFIED

SAB ~~No.~~ 2
29 May 1946
~~16 May 1946~~

Pages 1 to 3, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memo. to All Government Agencies From Office of Publication Board, 6 March 1946

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

R-3
Asst. Sec. of War

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

UNCLASSIFIED

ENCLOSURE

Subject Here

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 (Annexes "A" and "B") require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition to such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information as defined in Executive Order No. 9604.

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same, subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

SAB 2

Enclosure

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

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

b. The provisions outlined in 3a(1),(2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board, that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a (1),(2) and (3) above or which might be forwarded to the Publication Board under provisions of paragraphs 4 and 5 above,

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

should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D. C. Receipts should be inclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the "category of scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who may have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

UNCLASSIFIED

SAB No. 2

16 May 1946

Pages 1 to 3, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memo. to All Government Agencies From Office of Publication Board, 6 March 1946

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

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

UNCLASSIFIED

E N C L O S U R E

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 (Annexes "A" and "B") require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition to such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information as defined in Executive Order No. 9604.

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

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

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

b. The provisions outlined in 3a(1),(2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board, that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a (1),(2) and (3) above or which might be forwarded to the Publication Board under provisions of paragraphs 4 and 5 above,

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

should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D. C. Receipts should be inclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the "category of scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who may have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

UNCLASSIFIED

SAB No. 2

Date

pages

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memorandum to All Government Agencies From Office of Publication Board, 6 March 1946

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

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

ENCLOSURE

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition, such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information, defined in Executive Order No. 9604 as information relating to "scientific, industrial, and technological processes, inventions, methods, devices, improvements, and advances."

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

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

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

b. The provisions outlined in 3a(1),(2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. Information which is not wholly Government owned, such as that obtained from contractors for the use and information of the Government only, will not be forwarded to the Publication Board, even if there is no objection to its declassification. A list of such information should be sent to the Board, noting the name and address of the

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

contractor who furnished the information and indicating that any requests for such information should be referred to the contractors listed.

5. Information which was prepared in conjunction with or obtained from a foreign nation if declassified should be sent to the Publication Board with a notation that the information was obtained in this manner and should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a (1),(2), and (3) above or which might be forwarded to the Publication Board under provisions of paragraphs 4 and 5 above, should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D.C., Receipts should be inclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the "category of scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in

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

government agencies and departments who may have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

4-16

Capt. Catlett

Note attached memo from Bob Barrow and circular letter from Joe Bowen office of the Publication Board.

How do we stand in relation to this word doctrine on declassification, etc. Please let me have your comments.

ETA

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

Serial No. 06

Subject: Publication Board, Department of Commerce.

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

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

For the Security Advisory Board:

M. RUTH CATLETT
Capt., WAC
Secretary

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

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

Serial No. 06
MRC:lmm

RESTRICTED

18 April 1946

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

Subject: Publication Board, Department of Commerce.

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

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

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

RESTRICTED

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

DEPARTMENT OF COMMERCE
OFFICE OF THE PUBLICATION BOARD
WASHINGTON 25, D. C.

COPY

6 March 1946

MEMORANDUM TO: All Government Agencies

SUBJECT: Declassification Procedures

Executive Orders 9568 and 9604 define the national policy with respect to the declassification and distribution of scientific and technical data previously withheld because of reasons of military security. In addition to the vast fund of information which was prepared for the military or under their general sponsorship, and therefore classified by military authority the several government departments initiated the classification of much independent information which should be promptly declassified and made more widely and conveniently available. Representatives of these departments have hesitated to effect such declassification because of lack of authority.

The Office of the Publication Board has carefully investigated this matter and has obtained the concurrence of the War and Navy Departments to the following general procedures:

Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same, subject to the following conditions:

(a) That the classification was not made by military direction.

(b) That the classification was not made in cooperation with the military.

(c) That neither the Army nor the Navy has any substantial interest in the subject matter.

The War and Navy Departments agree that the above declassification procedures are reasonable and will prevent a compromise of military security if strictly followed. It should be realized that certain doubtful cases will exist where the civilian agency concerned may not be able to determine the extent of military interest. In all such cases the item should be directed to the attention of the Publication Board who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

Yours very truly,

/s/ J. C. GREEN
Executive Secretary

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

AAF REGULATION)
NO. 46-14)

HEADQUARTERS, ARMY AIR FORCES
WASHINGTON, 1 FEBRUARY 1946

SECURITY

Declassification and Downgrading of Military Information

(This Regulation supersedes Hq Office Instruction 46-10, 8 October 1945; AAF Regulation 46-14, 6 June 1945; and AAF Letters 46-40, 17 May 1945; 46-40A, 15 June 1945; and 46-42, 7 June 1945.)

CONTENTS

Paragraph		Page
1.	Definitions	1
2.	Directive	1
3.	Authority	2
4.	Security Regulations	3
5.	Scientific and Technical Information of Value or Aid to Business, Industry, or Science	4
6.	Procedure	5
	a. Priority	5
	b. Coordination and Requests to Other Offices	5
	c. Notice	5
	d. New Military Information	6
	e. Blanket Declassification of Inactive Files.	6
7.	Responsibility	6
8.	References	7

1. Definitions:

a. "Military Information" as used herein is defined to include all publications, circulars, news letters, maps, charts, documents, reports, correspondence, categories of information, films, photographs, photographic negatives, orders, directives (of this or higher headquarters), plans, data, all other forms of recorded information used in the operations of the AAF, projects, equipment and materiel.

b. "Primary Interest." Primary interest in any military information will be considered as being in the headquarters or subordinate division thereof which developed, initiated, requested, or recommended publication or issue of, or currently is charged with, or has succeeded or absorbed an office formerly charged with primary responsibility or jurisdiction over any military information.

c. Declassification. Cancellation of the classification of a document.

d. Downgrading. Assignment of lower classification to a document.

2. Directive:

a. It is directed that all headquarters review continuously all classified military information in their possession or custody.

b. All such information which is not required for current use or for record purposes will be destroyed in accordance with the provisions of paragraph 3b, AR 345-10, 26 April 1944, and AR 380-5. See also War Department TM 12-259, "Disposition of Records." Information required for record purposes will be deemed to include that required for permanent historical file.

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

c. All classified military information retained will be declassified or downgraded when possible.

d. It is directed that the agencies listed below review immediately all classified military information in their possession or custody, take the action indicated in b and c above, and the additional actions indicated in succeeding paragraphs of this Regulation.

(1) All general and special staff offices in Headquarters, AAF

(2) Headquarters, Continental Air Forces

(3) Headquarters, AAF Personnel Distribution Command

(4) Headquarters, Air Technical Service Command

(5) Headquarters, Air Transport Command

(6) Headquarters, AAF Center

(7) Headquarters, AAF Training Command

(8) Headquarters, Army Airways Communication System

(9) Headquarters, AAF Weather Service

(10) Headquarters, Aeronautical Chart Service

(11) Headquarters, First, Second, Third, and Fourth air forces

(12) Headquarters, I Troop Carrier Command

(13) Headquarters, AAF Proving Ground Command

e. The provisions of this Regulation do not apply to previously cryptographed messages, except as provided in ~~AAF Letter 100-65, 17 September 1945, "Handling~~ and Transmission of Literal Plain - Text Copies of Messages." 2

3. Authority:

a. Except as indicated in paragraph 4c, any officer authorized to classify information "SECRET" may declassify or downgrade information in the possession or custody of his headquarters subdivision if it originated in his headquarters or in an echelon subordinate to that headquarters and is of primary interest to his office. Any officer, whether authorized to classify information "SECRET" or not, will take action to declassify or downgrade information in his possession upon receipt of notice that the information has been declassified or downgraded by proper authority.

b. Any officer assigned to any of the agencies listed in paragraph 2d and who is authorized to classify "SECRET" may, except as is indicated in paragraph 4c, declassify or downgrade information of primary interest to his office which originated on or prior to 2 September 1945, in any oversea theater of operations; which originated overseas subsequent to 2 September 1945, provided the originating headquarters is no longer in existence; and information which was originated overseas subsequent to 2 September 1945, by a headquarters still in existence, provided it concerns only U.S. troops or technical reports on U.S. equipment. Coordination with oversea headquarters is not required. The authority delegated herein will not be redelegated to officers outside of the headquarters listed.

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

c. The authority granted in the preceding subparagraph for initiating declassification or downgrading does not extend to military information originated by the following:

(1) War Department

(2) Navy Department

(3) Headquarters, Army Ground Forces or Headquarters, Army Service Forces and elements thereof.

(4) Other zone of interior commands directly under the War Department

(5) Combined or Joint Chiefs of Staff or combined (Allied) or Joint headquarters overseas

(6) Other U.S. Government agencies

(7) Foreign governments

d. Procedure to be followed in declassification or downgrading of matter originating in the above agencies is contained in sec II, Cir 4, WD, 1946.

4. Security Regulations:

a. In effecting the provisions of this Regulation, reference will be made to the following:

(1) AR 380-5, 15 March 1944, as modified by the following:

(a) Paragraph 3b of this Regulation

(b) AAF Regulation 46-18, 30 October 1945, "Relaxation of Security Measures upon Defeat of Japan." (2)

b. AAF Regulations and Letters of the 46 and 47 series will be referred to where applicable. Instructions of probable application in these series and in the 100 and 120 series are:

(1) AAF Reg 46-8, 30 Oct 45, "Publicity of Escape, Evasion, or Internment Experiences." (1)

(2) AAF Reg 46-11, 13 Nov 45, "Aerial Photographs." (1)

(3) AAF Reg 46-13, 6 Jun 45, "Classification of Documents" (except paragraph 4c) (2)

(4) AAF Ltr 46-44, 9 Nov 45, "Establishment of Security Classification of Radar and Radio Equipment (including Counter-measures Equipment) and Information Relative Thereto." (1)

(5) AAF Ltr 46-51, 28 Aug 45, "Instructions for Handling Personal Files Containing Copies of Documents Normally Found in Field 201 Files." (2)

(6) AAF Ltr 46-54, 19 Sep 45, "Classification of VT Fuzes." (1)

(7) AAF Ltr 46-57, 23 Oct 45, "Security Classification of Japanese Free Balloon Information and Equipment." (1)

(8) AAF Ltr 46-60, 23 Nov 45, "Public Release of Information on VT Fuzes." (1)

(9) AAF Ltr 46-62, 10 Dec 45, "Declassification and Release of Information Pertaining to Aviation Fuel and Lubricants." (1)

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

(10) AAF Ltr 46-64, 21 Dec 45, "Security Control of Aeronautical Publications Containing Flight Information." (2)

(11) AAF Ltr 47-22, 21 Sep 45, "Release of Information Concerning Atomic Bomb." (2)

(12) AAF Ltr 47-25, 26 Oct 45, "Policy on Disclosure of Radar Information to the Public." (1)

(13) AAF Ltr 100-68, 25 Sep 45, "Release of Information Concerning Cryptanalytic Activities." (2)

(14) AAF Ltr 100-71, 18 Oct 45, "Declassified Radio Wave Propagation Data." (1)

(15) AAF Ltr 120-9, 22 Oct 45, "Downgrading of Classified POM Inspection Reports." (1)

c. Certain information, regardless of origin or interest, will not be downgraded or declassified unless specifically authorized by the War Department. The following items are furnished as major examples thereof; standing instructions referred to above will provide sufficient additional reference:

(1) Cryptographic or classified signal equipment.

(2) Cover, deception, and camouflage plans, operations, and tactics, or any indication of the success or failure of the same.

(3) Methods employed in the interrogation of prisoners or internees of whatever nationality or results obtained where release of results would compromise secret methods.

(4) Intelligence information including material dealing with the following:

(a) Activities or names of enemy spies or agents and methods used or organizations engaged in combating them.

(b) Material taken from intelligence sources, if declassification or downgrading will compromise the source.

(c) Sabotage, counter-espionage, and secret service organizations, activities, or methods or the name or photograph of any agent, secret service, or intelligence personnel.

(5) Employment of unusual strategy or devices by our troops.

(6) Codes and code names unless officially released.

(7) Details of our security organizations in occupied territories or of the methods taken by us to combat clandestine activities against the Allies or stories purporting to describe any persons engaged in such activities.

(8) Any reference to operational assistance rendered to the Allies by the government of any neutral country.

(9) Operational plans, projected, completed, or cancelled, except that reference to phases of such plans will not prevent declassification of histories or other documents.

5. Scientific and Technical Information of Value or Aid to Business, Industry, or Science:

a. Special attention will be given to scientific and technical information prepared by or for the U.S. Government or financed with Government funds or obtained from

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

the enemy which is of any possible value or aid to business, industry, or science and which was classified prior to the end of hostilities or is still classified. Executive Orders of the President 9568, dated 8 June 1945 (Federal Register, 12 Jun 45, Page 6917), and 9604, dated 25 August 1945 (Federal Register, 28 Aug 45, page 10,960), require that all such information be reviewed and declassified if there is no objection on grounds of military security to the end that such information may be of maximum benefit to the public.

b. Executive Order 9604 defines the information to be reviewed to comprise all information concerning "scientific, industrial and technological processes, inventions, methods, devices, improvements, and advances."

c. Except as indicated in d and e following, information of this description which is declassified by the agencies listed in paragraph 2d will be forwarded immediately and directly to the Secretary, Publication Board, Department of Commerce, Washington, D. C. Receipts will be inclosed with all transmittals and will be kept on file when returned, until further notice. A list of the information forwarded will be retained by each forwarding office.

d. Information which is not wholly Government owned, such as that obtained from contractors for the use and information of the Government only, will not be forwarded to the Publication Board, even if there is no objection to its declassification on grounds of military security. A list of such information only will be sent to the board, noting the name and address of the contractor who furnished the information and indicating that any requests for such information should be referred to the contractors listed.

e. Information obtained from the British under Executive Agreement Series 268, if declassified, will be sent to the board with a notation that it was obtained in this manner and should not be released until the board has cleared the matter with the British.

f. A weekly progress report listing all information forwarded to the Publication Board during the week will be forwarded by agencies listed in paragraph 2d to Headquarters, AAF (ATTENTION: AC/AS-2). In addition, scientific and technical information of possible value or aid to business, industry, or science which must be retained in a classified status for reasons of military security will be reported separately to Headquarters, AAF (ATTENTION: AC/AS-2) with substantiation for such retention.

6. Procedure:

a. Priority. Priority will be given to review of scientific and technical information of value or aid to business, industry, or science. (See paragraph 5.)

b. Coordination and Requests to Other Offices:

(1) Direct coordination will be effected by the agency listed in paragraph 2d which has primary interest and with the other agencies listed which have a major subordinate interest.

(2) Direct communication is authorized in effecting action under (1) above.

(3) Coordination with intelligence agencies in any headquarters is not necessary to declassification or downgrading except where the action affects information in which the intelligence agency has a major interest.

c. Notice:

(1) Whenever an agency listed in paragraph 2d declassifies or downgrades information on its own initiative, it will notify all recipients directly, where practi-

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

cable. When this action is determined to be impracticable, only the other agencies listed in paragraph 2d will be notified monthly of the declassification or downgrading. Notification to all offices of Headquarters, AAF will be accomplished by one notice to Headquarters, AAF. In Headquarters, AAF such letters will be prepared by the office taking the action as letters in the 46 series of AAF Letters and will be submitted to the Air Adjutant General for publication.

(2) All notices will specifically identify and describe the information, its office of origin, date, former classification, and new classification, if any.

(3) The attention of all concerned is directed to notices of declassification and downgrading which frequently appear in War Department directives.

(4) Notices of declassification and downgrading received from agencies subordinate to Headquarters, AAF will be circulated to the necessary extent in Headquarters, AAF by the Air Adjutant General. Notices received from agencies other than those listed in paragraph 2d will be published by the Air Adjutant General in Army Air Forces Letters of the 46 series provided the information covered is widely held in the AAF; otherwise only the headquarters listed in paragraph 2d will be notified.

(5) Notices between headquarters will be addressed to the headquarters being notified rather than to a subordinate subdivision of that headquarters. Within Headquarters, AAF the addressee will be the Air Adjutant General, who will effect the additional distribution required.

d. New Military Information. All classified military information initiated and published henceforth will include, when feasible, a statement of a date or happening of an event when the information may be downgraded or declassified. If not feasible, it will be reviewed every six months by the initiating agency or subsequent office of primary interest and declassified or downgraded as circumstances permit. A suspense file will be maintained by such offices for this purpose.

e. Blanket Declassification of Inactive Files. When documents of the same type which accumulate in bulk have been downgraded, individual documents in the file series need not be stamped as provided in paragraph 15a, AR 380-5, until the document is charged out of file for use. The change or cancellation of security classification will be indicated inside the file drawer.

7. Responsibility:

a. The responsibility for taking final action under this Regulation is assigned to all offices which have possession or custody of or a primary interest in classified military information, to be discharged in accordance with the provisions hereof. This responsibility is only one phase of the always present responsibility of all military personnel to safeguard classified military information.

b. It is desired at this time to reiterate and amplify the principle that safeguarding of classified military information is the responsibility of all military personnel. There are various aspects to safeguarding: first - measures for physical security, second - the assignment of a proper classification when the information is originated, and third - constant review to insure that the classification is warranted and declassification or downgrading when feasible. All of these aspects are charged at all times to offices of primary interest; the first and third are charged at all times to all custodians of classified military information. The responsibility of the office of primary interest does not end with the original assignment of classification nor is it shifted as such to intelligence personnel.

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

c. All offices in the military establishment must have a thorough knowledge of the various aspects of their activities and the information with which they deal in the course of normal operations. Included in these is the security aspect. Possessing such knowledge, an office of primary interest is best qualified to evaluate information for security content and to assign or remove a classification.

d. It should be remembered at all times that failure of any personnel to review and declassify or downgrade information is evidence of inadequate knowledge and enforcement of security regulations. Such failure will not only affect the ability of an office to perform its mission, but may jeopardize the security of the military establishment. The retention of classification when no longer warranted, furthermore, depreciates the importance of all classified information and may frequently place the military establishment in a position of embarrassment.

e. While the emphasis in this Regulation is to review and change classifications no longer applicable, due regard must be given to continuing security requirements. All personnel will familiarize themselves thoroughly with the security aspects of military information for which they are responsible and be prepared to take necessary action whenever required.

f. It will be the responsibility of the Office of the AC/AS-2 in Headquarters, AAF, to assist in the execution of this project by interpreting applicable security regulations, indicating methods by which coordination may be effected, and assigning responsibility for taking final action to a particular agency of those listed in paragraph 2d where agencies which have an interest in the information can not agree on final action. Every attempt will be made by inter-agency coordination to agree on final action without referring the matter to the AC/AS-2 in Headquarters, AAF. However, when it is necessary to refer any problems under this Regulation to Headquarters, AAF, or to the Assistant Chief of Air Staff-2 of Headquarters, AAF, a complete statement of the problem will be forwarded, thoroughly documented by examples of the information in question, together with a record of all action taken with other agencies to reach a decision and reasons for the failure to reach a decision.

8. References. All references to WD and AAF publications cited in this AAF Regulation are current as of the date of this directive. Future amendments, revisions, or other changes to any of the cited publications will be equally applicable. To check currency of directives, refer to annotated file copy of latest numerical indexes.

BY COMMAND OF GENERAL ARNOLD:

HEADQUARTERS ARMY AIR FORCES
OFFICIAL
WASHINGTON, D.C.

IRA C. EAKER
Lieutenant General, United States Army
Deputy Commander, Army Air Forces

OFFICIAL:

H. G. CULTON
Colonel, Air Corps
Air Adjutant General

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

Unclassified

IMMEDIATE RELEASE

June 9, 1945

EXECUTIVE ORDER

- - - 9568 - - -

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION

By virtue of the authority vested in me as President of the United States by the Constitution and Statutes, and as Commander in Chief of the Army and Navy, and in order to provide for the release for publication by individuals or groups, in so far as it may be done without prejudice to the public interest, of certain scientific and technical data now or hereafter withheld from public dissemination for the purpose of national military security, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. For the purpose of determining what portion thereof should be released for publication and making appropriate recommendations therefor to the War and Navy Departments, the Director of War Mobilization and Reconversion (hereinafter referred to as the Director) is hereby authorized to review all scientific and technical information, which (1) has been, or may hereafter be developed by, or for, or with funds of any department or agency of the Government, and (2) is now, or may hereafter be classified as secret, confidential, restricted, or by other comparable designation, or otherwise withheld from the public for purposes of the national military security. This information is hereinafter referred to as scientific information.

2. All departments and agencies shall furnish the Director all information that he may request as essential to the performance of his duties under this order. Any provision of this order notwithstanding, there shall be excluded from the scope of this order any scientific information which the President shall declare to be in a closed field of information, except as the President shall subsequently remove any such information from the closed field.

3. In determing what scientific information may be released, and generally in the performance of his duties under this order, the Director shall proceed in the manner hereinafter outlined and in accordance with such procedures as may be adopted by him, utilizing such governmental and private agencies and personnel as he shall deem appropriate:

(a) Should the Director desire to recommend the release for publication of any scientific information, he shall discuss such a proposed release with the department or agency which has classified it or otherwise withheld it from the public, and with other interested agencies.

(b) Notwithstanding objection on the part of the agency which has classified or otherwise withheld information, the Director may recommend release of such information for publication to the Secretary of War or the Secretary of the Navy, whichever shall have primary interest in such information, or to both the Secretary of War and the Secretary of the Navy when they shall both have a substantial interest in such information. The decision of the Secretary of War or the Secretary of the Navy shall be final as to whether the national military security permits that the scientific information in question be released.

(c) The procedure for removing security classifications in order to effectuate the release for publication of scientific information in pursuance hereof shall be determined by the Director.

SAB 2

Appendix A

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

EXECUTIVE ORDER

9568

- -

(d) When it shall be determined that any scientific information may properly be released for publication, the Director shall take such measures as may be appropriate to effectuate the release and publication of such scientific information. In connection with such release and publication, the Director may, in so far as practicable, give, without creating substantive rights, appropriate recognition to the relative professional contribution to such information of those persons or groups of persons who perform for, or at the request of the Government, or with Government funds the research involved in the discovery or development of such information.

4. The director is authorized, in consultation with the Department of State, to deal with duly accredited representatives of those foreign governments with which exchange of classified information has taken place, in order that similar policies and procedure will be observed so far as practicable by such Governments in dealing with the subject of the declassification and publication of scientific information.

5. To assist the Director in the performance of his duties hereunder, there is hereby established an interdepartmental board to be known as the Publication Board, which shall consist of the Director as Chairman, the Attorney General, the Secretary of the Interior, the Secretary of Agriculture, the Secretary of Commerce, and the Secretary of Labor, each of whom may designate an alternate to act in his stead. The Director may from time to time designate a member of the Board as Vice Chairman of the Board. The Secretary of War, the Secretary of the Navy, the Director of the Office of War Information, the Director of the Office of Scientific Research and Development, and the Chairman of the National Advisory Committee for Aeronautics may designate one liaison officer each, who may attend the meetings and participate in the discussions of the Board. The function of the Board shall be to bring to the attention of the Director any information within the scope of this order and to advise with him concerning its release for publication.

6. To assist the Board or the Director in carrying out their respective duties, the Director may establish committees composed of civilian employees of the Government or of officers of the Army and Navy, or of both such civilians and officers.

HARRY S. TRUMAN

THE WHITE HOUSE,

June 8, 1945.

- - - - - - - - - - - - - -

Appendix A

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

IMMEDIATE RELEASE

AUGUST 27, 1945

EXECUTIVE ORDER
9604

PROVIDING FOR THE RELEASE OF SCIENTIFIC INFORMATION (EXTENSION AND AMENDMENT OF EXECUTIVE ORDER NO. 9568)

By virtue of the authority vested in me by the Constitution and Statutes, as President of the United States and Commander in Chief of the Army and Navy, and in order to provide for the release and dissemination of certain scientific and industrial information heretofore or hereafter obtained from the enemy by any department or agency of this Government, to the end that such information may be of maximum benefit to the public, it is hereby ordered as follows:

1. It is the policy of this Government, subject to the requirements of national military security, that there shall be prompt, public, free and general dissemination of enemy scientific and industrial information. The expression "enemy scientific and industrial information," as used herein, is defined to comprise all information concerning scientific, industrial and technological processes, inventions, methods, devices, improvements and advances heretofore or hereafter obtained by any department or agency of this Government in enemy countries regardless of its origin, or in liberated areas, if such information is of enemy origin or has been acquired or appropriated by the enemy.

2. The scope of the authority vested in the Director of War Mobilization and Reconversion as Chairman of the Publication Board and in the Publication Board by Executive Order No. 9568 of June 8, 1945, is extended to include enemy scientific and industrial information. The procedures outlined in Executive Order No. 9568, insofar as applicable, are extended to the declassification, release and publication of enemy scientific and industrial information.

3. Nothing in this order shall be construed to limit or modify the power of the Secretary of War or the Secretary of the Navy to determine finally whether the national military security permits the release in whole or in part of enemy scientific or industrial information.

HARRY S. TRUMAN

THE WHITE HOUSE
August 25, 1945.

- - -

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

Sub 2

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

UNCLASSIFIED
Serial No. 26
MRC/lmm

15 May 1946

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

Subject: Declassification and Distribution of Scientific and Technical Data.

Reference: Minutes 1st SAB Meeting.

Enclosure: First Draft of SAB Regulation No. 2.

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

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

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

For the Security Advisory Board:

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

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

UNCLASSIFIED

SAB No. 2

16 May 1946

Pages 1 to 3, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

DECLASSIFICATION AND DISTRIBUTION
OF SCIENTIFIC AND TECHNICAL DATA

References: a. Executive Orders 9568, 9604
b. Memo. to All Government Agencies From Office of Publication Board, 6 March 1946

Note by the Secretary

1. In order to clearly establish the administrative channels for the declassification of scientific and technical information which might be in the possession of government agencies, the enclosure is circulated for the information and guidance of Security Officers of nonmilitary agencies and departments.

2. It is requested that Security Officers bring the contents of the enclosure to the attention of those persons responsible for the declassification of scientific and technical information in government agencies.

M. RUTH CATLETT
Capt., WAC
Secretary

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

UNCLASSIFIED

E N C L O S U R E

Memorandum by the Security Advisory Board

1. Executive Orders of the President No. 9568, dated 8 June 1945 and 9604 dated 25 August 1945 (Annexes "A" and "B") require that all scientific and technical information, prepared by or for the U. S. Government, financed with Government funds or obtained from the enemy, which is of any possible value or aid to business, industry, or science, shall be reviewed and declassified if there is no objection on the grounds of military security.

2. In addition to such information as was prepared by the military services, some government agencies initiated the classification of independent information which would fall into the category of scientific and technical information as defined in Executive Order No. 9604.

3. It is realized that the bulk of information classified by government agencies has not been declassified because of personnel inadequacies, the lack of guidance on declassification procedures, or the lack of authority for declassification. Although declassification procedures cannot yet be outlined in detail for government agencies, the Office of the Publication Board, Department of Commerce, has obtained the consent of the War and Navy Departments to the following general procedures:

a. Civilian agencies which classified information on their own initiative for the purpose of protecting national security during the war are authorized to declassify the same, subject to the following conditions:

(1) That the classification was not made by military direction;

(2) That the classification was not made in cooperation with the military;

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

(3) That neither the Army nor the Navy has any substantial interest in the subject matter.

b. The provisions outlined in 3a(1),(2), and (3) should be strictly followed to prevent a compromise of military security.

c. In the event of certain doubtful cases in which the government agency concerned may not be able to determine the extent of military interest, the item in question should be directed to the Publication Board, Department of Commerce, who will take it up with the appropriate military services and obtain their concurrence before declassification and release.

4. It is a matter of policy with the Publication Board, that information which is not wholly government owned, such as that obtained from contractors for the use and information of the government only, will not be distributed through the medium of the Publication Board, even if there is no objection to the declassification of such information.

5. Information prepared in conjunction with or obtained from a foreign nation should be forwarded to the Publication Board with a statement that the forwarding agency has no objection to declassification of the material and a notation that the material should not be released until the Publication Board has cleared the matter with the nation concerned.

6. Information of a scientific or technical nature which may be declassified under the provisions set forth in para. 3a (1),(2) and (3) above or which might be forwarded to the Publication Board under provisions of paragraphs 4 and 5 above,

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

should be sent directly to the Secretary, Publication Board, Department of Commerce, Washington, D. C. Receipts should be inclosed with all transmittals and a list of the information forwarded should be retained by the forwarding agency.

7. It is realized that much of the classified information in the files of government agencies does not fall into the "category of scientific and technical information", and that the lack of personnel available for the review of such documents may still constitute a barrier to the declassification of documents which should logically be made available to the public. It is requested however that the provisions of this memorandum be brought to the attention of those persons in government agencies and departments who may have originated documents in this category with the request that steps to declassify such material be initiated as soon as conditions permit.

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

SAB 1

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

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

Sab 1

UNCLASSIFIED
Serial No. 25
MRC/lmm

14 May 1946

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

Subject: Compilation of Pertinent OWI Security Regulations.

Reference: Item II, Minutes 1st SAB Meeting.

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

1. In line with the discussion at the first meeting of the Security Advisory Board, the enclosed compilation of OWI security regulations has been prepared for consideration by the members of the Board, with a view to eventual circulation to security officers as interim guidance.

2. In preparing the enclosed regulation, no attempt was made to revise principles heretofore incorporated in OWI security regulations. The enclosure represents merely a putting together of appropriate paragraphs from OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Security Advisory Board Memorandum No. 9, and Top Secret Control Procedure. Language changes have been made in various places in order to bring the enclosure into line with peacetime conditions.

3. In considering the first draft of Security Board Regulation No. 1, Board members may wish to make certain policy changes which have already been made in the revision of AR 380-5, Army Air Forces Regulations and others. In this connection your attention is especially invited to provisions for transmission of Confidential information (para. 8f, page 6).

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

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

UNCLASSIFIED

First Draft SAB 1

14 May 1946

Pages 1 to 8, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

SECURITY

References:
a. OWI Reg. No. 4
b. Change No. 1 to OWI Reg. No. 4
c. Top Secret Control Procedure Memo. dtd March 24, 1944
d. SAB Memo. No. 9-1945

Note by the Secretary

1. On September 28, 1942 the Office of War Information Regulation No. 4 was issued to provide for uniform practice within the Government regarding classified information. From time to time other security regulations were issued by the Office of the Director, Office of War Information or the Security Advisory Board, then operating under the Office of War Information.

2. With the recreation of the Security Advisory Board under the State-War-Navy Coordinating Committee, it is deemed advisable to reissue certain security regulations formerly promulgated by the Office of War Information. The enclosure represents merely a compilation of pertinent Office of War Information security regulations and is not in any respect a revision of those regulations. The Security Advisory Board, as presently created, contemplates eventual revision of all Office of War Information security regulations which are appropriate to peacetime conditions. Upon their completion, these revisions will be circulated to the Security Officers of nonmilitary federal departments and agencies.

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

UNCLASSIFIED

3. The enclosure supersedes OWI Regulation No. 4, Change No. 1 to OWI Regulation No. 4, Top Secret Control Procedure Memorandum dated March 24, 1944 and Security Advisory Board Memorandum No. 9-1945, and is circulated to Security Officers as interim guidance in security matters.

4. The Security Advisory Board stands ready to offer any possible assistance in facilitating the work of the Security Officers of nonmilitary federal departments and agencies. The Secretary of the Security Advisory Board may be contacted by calling State 2428, Navy 3157, or War 79707.

M. RUTH CATLETT
Capt., WAC
Secretary

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

UNCLASSIFIED

First Draft

SAB 1

1. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information requiring special provisions for safeguarding, as well as copies thereof obtained by any means of reproduction or transcription.

b. The term "classified information" shall designate information requiring special provisions for safeguarding which is graded Top Secret, Secret, Confidential, or Restricted under one of the following definitions of such categories. Information which needs no special safeguarding shall be referred to as unclassified information.

c. Official matter requiring classification shall be examined and graded under one of the following categories:

Top Secret information is information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

Secret information is information the unauthorized disclosure of which would endanger national security, or cause serious injury to the interests or prestige of the nation or any governmental activity thereof.

Confidential information is information the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity, an individual or would cause administrative embarrassment or difficulty.

Restricted information is information which should not be published or communicated to anyone except for official purposes.

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

2. AUTHORITY TO CLASSIFY

a. The head of each Federal agency or his designated representative shall classify information as Top Secret, Secret, Confidential or Restricted if the character of the information indicates the need for such classification.

b. The authority making the original classification or superior authority within the agency, may cancel or change the classification of a document or may direct such cancellation or change. It is the obligation of responsible officials to keep classified matter under constant review and to downgrade it as soon as conditions permit, notifying recipient of such action.

c. Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

3. DECLASSIFICATION

a. The authority making the original classification or superior authority within the agency may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page of the copy of record, "Classification cancelled or changed to_____," by authority of (name and position of person making change) and date thereof. All custodians and addressees ~~should~~ shall be informed of any change in the classification of documents by letter or circular memorandum or bulletin.

b. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency ~~should~~ shall be made without first consulting the other agency.

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

4. GRADING

a. The designation of persons responsible for grading and regrading will be made by authorities listed in para. 2a.

b. Each document, or extract therefrom, except cryptographic material, shall be graded according to its own content and not necessarily according to its relationship to another document.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

d. In transmitting a group of documents, or attachments or enclosures to a letter, each document, attachment or enclosure will carry its own independent classification or no classification, consistent with the proper safeguarding of the information contained therein.

e. A letter of transmittal or cover letter will be classified no lower than the highest classification of any of the enclosures. It should be noted that in some cases a letter may be deserving of a higher classification than any of its enclosures.

f. Groups of documents will be prepared for transmittal and dispatched according to the highest classification of any document in the group.

5. IDENTIFICATION OF CLASSIFIED MATERIAL

a. Classified documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be plainly marked or stamped Top Secret, Secret, Confidential or Restricted on the cover, title page, first page, back page, and back cover. Classified communications and other material not permanently and securely fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each

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

page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished persons other than those in the Federal service shall, in addition to being marked Top Secret, Secret, Confidential or Restricted, 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 content in any manner to an unauthorized person is prohibited by law."

6. DISSEMINATION OF CLASSIFIED INFORMATION

a. No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Except as provided by subsections (6)(g) and (6)(h) ? below, such information is entrusted only to those individuals in the Federal service whose official duties require such information.

b. The head of each agency, or his duly authorized representatives, shall maintain lists of persons receiving Top Secret, Secret and Confidential information ~~from~~ wither that agency. ?

c. The head of each agency may, by regulation, provide for the registration of Secret or Confidential information.

d. The unnecessary dissemination of Top Secret information will be avoided. Only the minimum information necessary to the proper planning and appropriate action of a subordinate branch will be released to it. Transmission of information in the Top Secret category shall be effected by direct contact wherever practicable.

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

e. The distribution of Secret matter shall be held to the absolute minimum.

f. Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge. ~~except as hereinafter provided~~.

g. Restricted information may be given, when for the good of the Federal service, to any person known to be in that service, provided that the consent of the originating agency is secured; but shall not be released or communicated to the public, the press, or any other agency through which information may be disseminated to the public.

h. Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

i. Classified matters shall not be discussed in personal correspondence. Top Secret and Secret matters shall not be discussed over the telephone. Necessary references made to Confidential matters over the telephone shall be held to the lowest practicable minimum.

j. No Secret or Confidential information shall be sent in clear over leased or private wire, whether telephone, telegraph, or teletype, or in clear over any scrambling device unless the design and installation have been approved by the Signal Corps of the U. S. Army or other appropriate authority. Under no circumstances will Top Secret messages be transmitted by electrical means in the clear.

7. RESPONSIBILITY

a. Each agency shall accord to matter classified by any

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

other agency the type and degree of care in handling that is required by the classification marked thereon. The safeguarding of classified information is the responsibility of all employees of the Federal government. Classified information shall be discussed by persons having access thereto only with other persons authorized to have access to the same information.

8. HANDLING OF CLASSIFIED INFORMATION

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

b. When not in use, documents or other materials containing Confidential information shall be kept in a locked safe or cabinet. ~~container.~~

c. Documents or other materials containing Restricted information shall be stored and handled in such a manner as to insure a reasonable degree of security.

d. Cipher tables, alphabets and keys shall not be kept in the same container as the code books, documents, and devices to which they apply.

e. In all agencies appointed officers ~~should~~ shall make an inspection before the close of business to insure that all classified documents and cryptographic devices have been properly and safely put away.

9 a. Documents or other materials containing Top Secret, Secret, or Confidential information which are to be transmitted from one person authorized to have such information to another, except when personally delivered by specially authorized personnel, shall be enclosed in an inner and outer cover. The inner cover shall be a sealed wrapper or envelope

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

plainly marked Top Secret, Secret, or Confidential, and the outer cover shall be sealed and addressed with no notation to indicate its classification. Top Secret documents will be transmitted only by trustworthy officials designated as couriers and will be opened only by the addressee or his authorized representative. Under no circumstances will such matter be transmitted by registered mail. It is mandatory that transmission and custody of such matter be covered by a receipt system. Secret or Confidential information when delivered by other than specially authorized personnel shall be transmitted by registered mail. The transmission and custody of Secret documents will ~~normally~~ system. be covered by a receipt ~~form only when the sender deems it necessary~~. Restricted information may be delivered by any authorized messenger or transmitted by ordinary mail. In no case shall the outside envelope indicate the classified nature of the contents.

g. Upon direction by competent authority, classified information shall be destroyed in such a fashion as to render it useless and to prevent any possibility of its falling into the hands of an unauthorized person. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes and work sheets containing classified data shall be destroyed by the person responsible for their production immediately after they have served their purpose or shall be given the same classification and safeguarded in the same manner as the material produced from them.

h. Special procedures shall be instituted by each agency in mail rooms and in duplicating and tabulating units which will insure handling of classified information only by specially authorized employees.

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

i. Each agency sending or receiving Top Secret, Secret or Confidential messages in code or cipher shall appoint a cryptographic security officer who shall be the custodian of cryptographic material and shall be responsible for all measures necessary to insure cryptographic security under appropriate regulations issued by the head of the agency.

j. It is the responsibility of the official holding the custody of classified documents to insure that all security precautions are taken to guard such documents at all times.

9. REGULATIONS TO BE ISSUED

a. The head of each agency shall issue such further regulations as he may deem necessary to enforce the provisions of this regulation and shall assume responsibility for their enforcement.

10. ESPIONAGE ACT

a. Attention is directed to the following extract from the Espionage Act concerning unlawful disclosure of military information through willful action or gross negligence.

> "Whoever....being entrusted with any document... relating to the national defense, willfully communicates... the same to any person not entitled to receive it, or willfully fails to deliver it on demand to the officer or employee of the United States entitled to receive it; or through gross negligence permits the same to be removed from its proper place of custody...shall be punished by imprisonment for not more than ten years and may, in the discretion of the court, be fined not more than $10,000."

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

RESTRICTED

RESTRICTED

COPY NO. 1

AM 1

6 May 1946

Pages 1 to 5, incl.

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

ADMINISTRATIVE MEMORANDUM NO. 1

BOARD PAPERS AND PROCEDURE

1. This memorandum is subdivided as follows:

ITEM	TITLE	PAGE
Section I - Board Papers	Terminology	1
	Types	1 & 2
	Processing	2 & 3
Section II - Board Procedure	Channels	4
	Meetings	4 & 5

2. On 6 May 1946, the Security Advisory Board approved Administrative Memorandum No. 1.

M. RUTH CATLETT
Captain, WAC
Secretary

RESTRICTED

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

ENCLOSURE

BOARD PAPERS AND PROCEDURE

SECTION I - BOARD PAPERS

TERMINOLOGY

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

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

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

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

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

TYPES

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

a. Revisions of Security regulations or memoranda. Revisions by the present Security Advisory Board of regulations issued by the OWI Security Advisory Board.

b. Original regulations or memoranda. Regulations or memoranda prepared by a Working Group of the Security Advisory Board as the occasion may demand.

c. Administrative Memoranda. Matters pertinent to the internal administration of the Board.

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

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

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

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

b. Letters to department heads or Assistant Department heads on routine administrative questions shall be prepared by the Secretary for the signature of the Acting Chairman. Where matters of policy are involved, clearance shall be obtained from the Board.

PROCESSING

1. Normal processing of formal Board papers will be as follows:

a. Initial Drafts - Initial drafts of papers will be labelled simply "First Draft", "Second Draft", etc., prepared in sufficient numbers for the Working Group and distributed to them by the Secretariat.

b. Board Numbered Regulations or Memoranda - When the Working Group has approved a draft, the

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

report will be assigned an SAB number and circulated for consideration of Security Officers of non-military agencies and finally by the Board. Successive revisions will then be issued as slants of the original.

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

SECTION II - BOARD PROCEDURE

CHANNELS

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

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

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

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

MEETINGS

1. Meetings of the Board will be held at any time when the Chairman determines that problems before the Board demand consideration by Board members. Board meetings may be limited

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

to attendance from the three departments or may include representatives from any other department or agency considered to be interested in the matter under discussion. Decisions of the Board will require concurrence by all members or their alternates.

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

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

RESTRICTED

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

RESTRICTED

Serial No. 05
MRC:lmm

16 April 1946

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

Subject: Board Papers and Procedure.

Enclosure: First Draft of Administrative Memorandum No. 1.

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

2. The enclosure will be considered at the first meeting of the Board on ~~18 April 1946~~ 6 May at ~~1000~~ 1030, Room 4348, Munitions Building.

For the Security Advisory Board:

M. Ruth Catlett

M. RUTH CATLETT
Capt., WAC
Secretary

Enclosure
First draft

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

FIRST DRAFT
16 April 1946

RESTRICTED

COPY NO. _____

AM 1

Pages 1 to 3

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

ADMINISTRATIVE MEMORANDUM NO. 1

BOARD PAPERS AND PROCEDURE

1. This memorandum is subdivided as follows:

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

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

M. RUTH CATLETT
Captain, WAC
Secretary

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

RESTRICTED

ENCLOSURE

BOARD PAPERS AND PROCEDURE

SECTION I - BOARD PAPERS

TERMINOLOGY

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

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

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

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

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

TYPES

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

a. Revisions of Security regulations or memoranda. Revisions by the present Security Advisory Board of regulations issued by the OWI Security Advisory Board.

b. Original regulations or memoranda. Regulations or memoranda prepared by a Working Group of the Security Advisory Board as the occasion may demand.

c. Administrative Memoranda. Matters pertinent to the internal administration of the Board.

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

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

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

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

b. Letters to department heads or Assistant Department heads on routine administrative questions shall be prepared by the Secretary for the signature of the Acting Chairman. Where matters of policy are involved, clearance shall be obtained from the Board.

PROCESSING

1. Normal processing of formal Board papers will be as follows:

a. Initial Drafts - Initial drafts of papers will be labelled simply "First Draft", "Second Draft", etc., prepared in sufficient numbers for the Working Group and distributed to them by the Secretariat.

b. Board Numbered Regulations or Memoranda - When the Working Group has approved a draft, the report will be assigned an SAB number and circulated for consideration of Security Officers of non-military agencies and finally by the Board. Successive revisions will then be issued as slants of the original.

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

SECTION II - BOARD PROCEDURE

CHANNELS

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

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

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

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

MEETINGS

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

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

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

RESTRICTED

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

Sob 1

RESTRICTED
Serial No. 04

16 April 1946

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

Subject: Tentative Operating Procedure for the Security Advisory Board.

1. The recreated Security Advisory Board cannot be fully operational until such time as it has secured the re-designation of security officers from various non-military departments and agencies to act as liaison officers with the Security Advisory Board. In many cases, the person designated will be the same as the security officer who formerly worked with the Board. In other instances, it will be necessary for the Board to establish relations with a new security officer.

2. In view of this fact, it will probably be several weeks before the channels which the Security Advisory Board will eventually follow can be fully defined. There are already indications that the work of the Security Advisory Board cannot be delayed until preliminary steps toward re-establishment of the Board have been completed. The future usefulness of the Board to various agencies and departments can be seriously impaired by a lack of operating procedure following the announcement of its reestablishment. In addition, the resumption of activity by the Board as soon as possible will begin to fill in the operational hiatus caused by the months of inactivity following October 1945.

3. It is suggested that, until such time as the regulations governing non-military federal departments and agencies have been revised by the Security Advisory Board and until such time as security channels into the non-military federal departments and agencies have been re-established by notification from the proper authorities, such regulations as were in effect at the close of activity of the Security Advisory Board in October 1945 be utilized and that those security officers known to be still actively engaged in security matters in non-military agencies and

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

RESTRICTED
Serial No. 04

Subject: Tentative Operating Procedure for the Security Advisory Board

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

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

For the Security Advisory Board:

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

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

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

Sab 1

RESTRICTED
Serial No. 03

RESTRICTED

16 April 1946

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

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

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

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

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

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

4. This subject will be considered at the first meeting of the Security Advisory Board on ~~18 April~~ 1 May 1946, at ~~1000~~ ?0, Room 4348, Munitions Building.

For the Security Advisory Board:

M. Ruth Catlett

M. RUTH CATLETT
Capt., WAC
Secretary

RESTRICTED

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

Sab 1

UNCLASSIFIED (ROUGH DRAFT) (1ST CHANGE) Maj Larimer

ENCLOSURE

SECURITY

REGULATION BY THE SECURITY ADVISORY BOARD

1. DEFINITIONS

a. The term "information" as used herein shall include documents, maps, charts, blueprints, photographs, models or other materials which convey information requiring special provisions for safeguarding, as well as copies thereof obtained by any means of reproduction or transcription.

(~~b. The term "classified information" shall designate information~~)
(~~requiring special provisions for safeguarding which is graded Top Secret,~~)
(~~Secret, Confidential, or Restricted under one of the following definitions~~)
(~~of such categories. Information which needs no special safeguarding shall~~)
(~~be referred to as unclassified information.~~ ~~D E L E T E~~)

b. "Classified information" is official, governmental information which requires classification to indicate the degree of precaution necessary for its safeguarding and will be graded Top Secret, Secret, Confidential, or Restricted under one of the following definitions of the aforementioned categories.

c. Official matter requiring classification shall be examined and graded under one of the following categories:

Top Secret information is information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

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

Confidential information is information, the unauthorized

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

disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, any governmental activity or agency, an individual, or would cause administrative embarrassment or difficulty, or be of advantage to a foreign nation.

Restricted information is information which should not be published or communicated to anyone except for official purposes.

d. UNCLASSIFIED information is information which requires no special safeguarding and, if compromised, would not effect the security of the nation or be prejudicial to the interests of the government.

2. AUTHORITY TO CLASSIFY

a. The head of each Federal agency or his designated representative shall classify information as Top Secret, Secret, Confidential or Restricted if the character of the information indicates the need for such classification.

b. The authority making the original classification or superior authority within the agency, may cancel or change the classification of a document or may direct such cancellation or change. It is the obligation of responsible officials to keep classified matter under constant review and to downgrade it as soon as conditions permit, notifying recipients of such action.

c. Documents or materials requiring classification shall be assigned the least restrictive classification consistent with the proper safeguarding of the information or material. Care should be taken to avoid overclassification, particularly in cases where undue restriction may prevent dissemination of information which should properly be disclosed to the public or to Congress.

3. ~~DECLASSIFICATION~~ CANCELLATION OR CHANGE OF CLASSIFICATION

a. The authority making the original classification or superior

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

authority within the agency may cancel or change the classification of a document by writing or stamping over the mark at the top of the first page of the copy of record, "Classification cancelled or change to _____," by authority of (name and position of person making change) and date thereof. All custodians and addressees shall be informed of any change in the classification of documents by letter or circular memorandum or bulletin.

b. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first consulting the other agency.

4. GRADING

a. The designation of persons responsible for grading and regrading will be made by authorities listed in para. 2a.

b. Each document, or extract therefrom, except cryptographic material, shall be graded according to its own content and not necessarily according to its relationship to another document.

c. The grading of a file or group of physically connected documents shall be that of the highest graded document therein.

d. In transmitting a group of documents, or attachments or enclosures to a letter, each document, attachment or enclosure will carry its own independent classification or no classification, consistent with the proper safeguarding of the information contained therein.

e. A letter of transmittal or cover letter will be classified no lower than the highest classification of any of the enclosures. It should be noted that in some cases a letter may be deserving of a higher classification than any of its enclosures.

f. Groups of documents will be prepared for transmittal and dispatched according to the highest classification of any document in the group.

5. IDENTIFICATION OF CLASSIFIED MATERIAL

a. Classified documents, such as books or pamphlets, the pages

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

of which are permanently and securly fastened together, shall be plainly marked or stamped Top Secret, Secret, Confidential or Restricted on the cover, title page, first page, back page, and back cover. Classified communications and other material not permanently and security fastened together, shall be marked or stamped with the appropriate classification at the top and bottom of each page. The marking at the top shall be so placed that it will not be hidden from view when the pages are clipped or stapled together.

Classified maps and photomaps shall be appropriately marked under the scale.

b. Documents containing classified information furnished authorized persons other than those in the Federal service shall, in addition to being marked top Secret, Secret, Confidential or Restricted, 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 content in any manner to an unauthorized person is prohibited by law."

6. DISSEMINATION OF CLASSIFIED INFORMATION

a. No person is entitled solely by virtue of his office grade or position to knowledge or possession of classified information matter. Except as provided by directives of superiors, such information matter is entrusted only to those individuals in the Federal service whose official duties require such information knowledge or possession.

b. The head of each agency, or his duly authorized representatives, shall maintain control lists of persons appointed within that agency to receive Top Secret, Secret and Confidential information within that agency.

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

(c. The head of each agency may, by regulation, provide for the)
(registration of Secret or Confidential information. D E L E T E)

c. Personnel appointed within an agency to receive Top Secret, Secret, or Confidential information shall maintain a receipt record register of such information upon acceptance prior to dissemination of such information within the agency concerned.

d. The distribution of Top Secret information shall be held to the absolute minimum. In addition, only the minimum information in this category necessary to the proper planning and appropriate action of a subordinate branch will be released to it. Transmission of information in the Top Secret category shall be effected by direct contact wherever practicable, or entrusted only to appointed personnel.

(e. The unnecessary dissemination of Secret information shall)
(be avoided. D E L E T E)

e. Dissemination of Secret information shall be limited to personnel whose assigned performance of duty requires knowledge of such information.

f. Confidential information shall be disclosed only to those persons in the service of the United States whose duties require that they have such knowledge to personnel whose knowledge of such is required in an official capacity.

(g. Restricted information may be given, when for the good of)
(the Federal service, to any person known to be in that service, provided)
(that the consent of the originating agency is secured; but shall not be)
(released or communicated to the public, the press, or any other agency)
(through which information may be disseminated to the public. D E L E T E)

g. Restricted information may be disseminated to any person in the Federal service, providing the consent of the originating agency is secured and that knowledge of such information will be for the good of the service and in no way detrimental to national interest.

(h. Under unusual circumstances classified information may be)
(entrusted to persons not in the employ of the Federal Government whose)

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

(special services to the United States require such information for the)
(more effective rendering of such service, provided that the consent of)
(the originating agency is secured. D E L E T E)

h. Classified information shall not be released by any person or agency possessing or having knowledge of such information for public dissemination.

(i. Classified matters shall not be discussed in personal cor-)
(respondence. Top Secret, Secret, and Confidential matters shall not be)
(discussed over the telephone. Necessary references may be made to Con-)
(fidential matters over the telephone but shall be phrased so as not to)
(disclose their confidential nature. D E L E T E)

i. Unclassified information (including information declassified to the extent it no longer retains a classification), when determined to be in the public interest and beneficial thereto, shall be released for dissemination to the public only through the designated public relations channel of the agency effecting the release, and with the coordination of the security officer of the releasing agency.

j. Under unusual circumstances classified information may be entrusted to persons not in the employ of the Federal Government whose special services to the United States require such information for the more effective rendering of such service, provided that the consent of the originating agency is secured.

k. Classified matters shall not be discussed in personal correspondence. Top Secret, Secret, and Confidential matters shall not be discussed over the telephone. Necessary references may be made to Confidential matters over the telephone but shall be phrased as not to disclose their confidential nature.

l. Under no circumstances will Top Secret messages or information be transmitted by electrical means in the clear. No Secret or Confidential