

Restricted
Serial No. 448

Serial File

15 April 1947

MEMORANDUM FOR

The Secretary
State-War-Navy Coordinating Committee

Subject:

Future Operations of the Security
Advisory Board

Reference:

a. SWNCC 252/7/D

Enclosure:

Report by the Subcommittee on Subject

1. The enclosure, a report by the State-War-Navy Coordinating Subcommittee for Security Control, "Security Advisory Board", in response to SWNCC 252/7/D, is forwarded herewith.

2. On 11 April 1947 the War and Navy Members of the Security Advisory Board informally approved the enclosure. The State Member of the Security Advisory Board has approved the enclosure this date.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RESTRICTED**RESTRICTED****ENCLOSURE****FUTURE OPERATIONS OF THE STATE-WAR-NAVY COORDINATING
SUBCOMMITTEE FOR SECURITY CONTROL
(SECURITY ADVISORY BOARD)****Report by the State-War-Navy Coordinating Subcommittee
for Security Control****THE PROBLEM**

1. To present specific recommendations on the future operations of the State-War-Navy Coordinating Subcommittee (Security Advisory Board).

FACTS BEARING ON THE PROBLEM

2. On 4 November 1946 the SWNCC approved SWNCC 252/4 and thus established the following revised terms of reference for the State-War-Navy Coordinating Subcommittee for Security Control (Security Advisory Board:

"a. Formulating policies and procedures relating to the declassification of documents originating in non-military agencies and departments.

"b. Establishing security requirements and procedures for clearance of civilian officials to receive classified material.

"c. Establishing standards for the conversion of security regulations for civilian agencies from a wartime to a peacetime basis, including Top Secret procedures.

"d. Conducting surveys of security measures affecting administrative efficiency and physical security or affecting adversely the security of classified information.

"e. Preparing studies and recommendations on matters referred to it by SWNCC.

"f. Coordinating with other Federal agencies in developing security training programs and other procedures which are designed to promote security of classified information, throughout Federal agencies."

RESTRICTED

3. On 20 December 1946 the Secretariat of the State-War-Navy Coordinating Committee requested additional personnel for assignment to the Security Advisory Board, in order to properly carry out the above-listed functions (SWNCC 252/5). Action on this request was held in abeyance pending the President's action on the Report of the Temporary Commission on Employee Loyalty, as a result of the recommendation by the Navy Member, SWNCC, in SWNCC 252/6.

4. In Executive Order No. 9835, dated 21 March 1947, the President charged the Security Advisory Board of the State-War-Navy Coordinating Committee with drafting "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", which, upon approval by the President, shall become applicable to all department and agencies of the Executive Branch.

DISCUSSION

5. By his establishment of final responsibility for the determination of loyalty of government employees in the heads of government departments and agencies, and the establishment of a Loyalty Review Board in the Civil Service Commission, the President has, by clear inference, removed para. 2h above from the terms of reference of the Security Advisory Board.

6. The Security Advisory Board believes that the intent of the President's directive to the Board makes it advisable to eliminate paragraphs 2d and 2f from the present terms of reference. While Executive Order No. 9835

gives the weight of presidential authority to the rules and regulations of the Security Advisory Board, it does not give executive authority to all the functions of the Board. SWNCC 252/5 stated that the Board had not been able to perform functions d and f in view of inadequate personnel, and because the State-War-Navy Coordinating Committee had no enforcement authority over agencies not represented on it. It is not felt at this time that additional personnel should be justified for these jobs, since the Report of the President's Commission clearly indicates that such functions should be left under the heads of the agencies. If, however, upon completion of the rules and regulations which the Board has been directed to prepare, and at the time of their presentation for presidential approval, it then appears desirable to press for implementation authority on these regulations, SWNCC might give consideration to a suggestion that Executive Order No. 9835 be amended to include implementation authority for the Security Advisory Board on these regulations.

7. Executive Order No. 9835 makes the Security Advisory Board responsible for the drafting of rules applicable to the handling and transmission of confidential information and documents which should not be publicly disclosed. It is the opinion of the Security Advisory Board that this function must be added to the terms of reference under which the Board is to operate. The Board believes that the addition of this function by Executive Order No. 9835 can be construed as covering the activity set forth in para. 2g above, and therefore that para. 2g in the terms of reference should be deleted.

8. It is the opinion of the Board that the presidential directive to the Board provides adequate authority

for the performance of the function set forth in paragraph 2a above and that performance of this function can be continued without further executive authority.

9. Since the Security Advisory Board is a subcommittee of SWNCC, the Board should continue to perform the function set forth in paragraph 2g above.

10. The Security Advisory Board has been given a presidential directive to "draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed, and upon approval by the President, such rules shall constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch." It is anticipated that the numerous problems which arise in the agencies and departments as these regulations are placed in effect will be forwarded to the Security Advisory Board for advisory opinions and that the enthusiasm for adequate security precautions will continue to increase the day-to-day workload of the Security Advisory Board under its new terms of reference. Under a presidential directive, it will no longer be possible for the Board to cloak its inability to service all agencies of the Executive Branch under the excuse of insufficient personnel. It is the opinion of the Security Advisory Board that one official, in addition to the Secretary of the Board and the stenographer presently assigned from the Department of State, must be assigned to the permanent Secretariat of the Board, if it is to properly carry out the presidential injunction.

CONCLUSIONS

II. It is concluded that:

a. The present terms of reference of the Security Advisory Board are made obsolete in view of Executive Order No. 9835 and should be revised;

b. One additional official should be assigned to the permanent Secretariat of the Security Advisory Board in order to insure effective compliance with Executive Order No. 9835;

RECOMMENDATIONS

12. It is recommended that:

a. SWNCC approve the revised terms of reference for the Security Advisory Board set forth in Appendix "A";

b. Upon approval by SWNCC of the Conclusions in paragraph 7 above, action be taken to assign one official, in addition to the present Secretary of the Board, to the permanent Secretariat of the Security Advisory Board.

UNCLASSIFIED
Serial No. 447

April 15, 1947

MEMORANDUM FOR

Mr. Nathaniel Goodrich
President's Scientific
Research Board

Subject:

Transmittal of Regulations

1. Transmitted herewith are copies of the regulations which have been issued from time to time by the Security Advisory Board.

2. In view of Executive Order No. 9835, the Security Advisory Board is recommending that SAB 3 be rescinded. SAB 3 is not presently being used and is therefore not included in this collection.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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Unclassified
Serial No. 446

April 14, 1947

Mr. Cleveland Norcross
Executive Secretary
Office of Scientific Research and Development
1424 16th Street, N. W.
Washington 25, D. C.

Dear Mr. Norcross:

The Patent Office of the Department of Commerce has requested the assistance of the Security Advisory Board in determining the date of declassification of OSRD chemical studies on penicillin. The exact date of declassification in this instance is preferable, if it is possible to obtain.

In conversations with the Administrative Officer of the Committee on Medical Research, OSRD, the Board was informed that the official date of declassification used by your agency was December 28, 1945, although this probably did not represent the exact date of declassification of each document. In further conversations with Mr. Charles Brown of your agency, we were informed that the date of December 28, 1945, represented the date of notification to your contractors of release from secrecy agreements, but that the Joint Security Control had officially declassified these studies, at an earlier date.

The Joint Security Control has informed the Board that after a thorough check of their files, the only indication of such action on their part was found in the minutes of the meetings of the Subcommittee on Publication Policy, CMR, which listed penicillin among certain topics to be withheld from publication on 29 June 1945 and discontinued this listing in the minutes for 15 August 1945. In this connection, Mr. Shepard of the Patent Office believes that the "Coghill Reports" in this series were declassified at a later date than other groups.

Anything which you can do to clarify this picture will be sincerely appreciated.

Sincerely yours,

Ruth C. Barton
Secretary, SAB

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UNCLASSIFIED
Serial No. 445

Serial File

CON - Mr. Hamilton Robinson

Apr. 14, 1947

CON - Mrs. Ruth C. Barton

Meeting with Civil Service Commission Representatives

1. You will recall that representatives of the United States Civil Service Commission requested a meeting of the Security Advisory Board on April 11, 1947, for a discussion of the "interpretation of the Executive Order No. 9835".
2. Mr. James Hatcher, Chief, Investigations Division, United States Civil Service Commission, and Mr. Lawrence Meloy, Assistant Chief Law Officer and Chairman, Loyalty Board, United States Civil Service Commission, attended the meeting at which Mr. Bannerman, Col. Blakeney, and Comdr. Gunther were also present. Mr. Hatcher and Mr. Meloy posed a problem which went beyond any "interpretation" of the Executive Order and into a matter of policy. The Commission is anxious for the Security Advisory Board to include in its security rules for all agencies and departments a provision limiting the right of Congressional committees to request confidential personnel files on a wholesale basis. It was their belief that the dangers to security in turning over numerous files to Congressional committees would justify the Security Advisory Board's including a provision to limit Congressional requests to individual cases.
3. It was the opinion of the Board that some danger to security certainly existed in this instance but there were obvious reasons why the Board should step carefully in including any stringent provision on this matter in its regulations. It was agreed that the Board should query the Attorney General for any legal criteria which might govern these cases and base any further action on the answer to this query. When these criteria have been furnished, the Board at that time could determine whether formulation of this policy was in order.
4. If you approve the attached draft of a letter to the Attorney General, would you please so inform me? This draft has been approved by Col. Mole and Comdr. Gunther.

Unclassified
Serial No. 444

Serial 444

April 14, 1947

Major General Robert McG. Littlejohn
Administrator, War Assets Administration
Washington 25, D. C.

Dear General Littlejohn:

The Security Advisory Board of the State-War-Navy Coordinating Committee has functioned for the past year in an advisory capacity on security matters to the civilian departments and agencies of the federal government. At the time of its establishment under the State-War-Navy Coordinating Committee, no liaison channels were created to your agency since it was believed that War Assets Administration would be handling little classified material.

It now appears necessary that the Security Advisory Board have a liaison officer who may be consulted on all matters of security affecting your agency, in view of the considerable amount of classified material being delivered to the War Assets Administration. Would you please designate some official within the War Assets Administration for this purpose?

Sincerely yours,

Hamilton Robinson
Chairman
Security Advisory Board

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Serial No. 443

Serial File

April 14, 1947

MEMORANDUM FOR

Joint Intelligence Study Publish-
ing Board
Room 2040, Tempo "L" Building
Navy Department
Attn: Mr. L. O. Quam

Subject:

JANIS

References:

- a. JSC/A8-6
- b. MI-6

1. Mr. J. C. Capt, Director of the Bureau of the Census, Department of Commerce, has requested one copy each of the following JANIS studies for use in compiling import and export statistics:

Southwest Japan (Kyushu, Shikoku, SW Honshu)

Southwest Japan Supplement 1

Southwest Japan Supplement 2

Northern Japan (Hokkaido)
Northern Japan Supplement

Central Japan (Central and Northern Honshu)
Central Japan Supplement

2. The Deputy Security Officer of the Department of Commerce has approved this request and has informed the Security Advisory Board that the documents will receive adequate security protection.

3. These documents should be sent directly to Mr. Capt, Director, Bureau of the Census, Suitland, Maryland, Room 2104.

4. It would be appreciated if you would notify us by telephone when this delivery is being made.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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Serial No. 442

April 21, 1947

MEMORANDUM FOR

Miss M. M. Muller
National Advisory Committee
for Aeronautics
Room 203, 415 22nd Street

Subject:

AAF Downgrading Letters

Enclosures:

Supplement AAF Letter 46-30A

1. Transmitted herewith is a copy of an AAF letter regarding downgraded or declassified Air Corps documents, pursuant to our agreement of November 27, 1946.

2. With regard to the downgrading and declassifying letters in this series which have been previously forwarded to your office under dates of November 27 and December 2, 1946, it would be appreciated if you would return these copies to our office since they are needed for use in other civilian agencies.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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UNCLASSIFIED
Serial No. 441

Serial File

April 11, 1947

MEMORANDUM FOR **Joint Intelligence Study Publishing Board**
Room 2040, Tempo "L" Building
Navy Department
Attn: Mr. L. O. Quam

Subject: **JANIS**

References: a. JSC/A8-6
b. MI-6

1. The Security Officer of the Department of the Interior has canvassed the various agencies of the Department as to their desires for copies of the JANIS reports which were listed as being available on our letter of February 12, 1947. The offices of the Department of the Interior wish to request the following copies of JANIS reports for use in their official business:

JANIS STUDIES CLASSIFIED CONFIDENTIAL

2 copies Nansei Shoto (Ryukyu Islands) Short
JANIS - (also revision)
1 copy Kurile Islands
1 copy Kamchatka

JANIS STUDIES CLASSIFIED RESTRICTED

1 copy Bulgaria
2 copies Netherlands New Guinea
2 copies Marianas Islands
2 copies Caroline Islands
2 copies Celebes Sea Area
1 copy Formosa
1 copy Philippine Islands (excluding Mindanao)
1 copy Airfield Supplements

2. In addition, Mr. H. J. Deason, Chief, Office of Foreign Activities, Fish and Wildlife Service of the Department of the Interior states that an official of his office has discussed informally with Major Lyman Lynn of your office the possibility of obtaining certain JANIS studies which will assist his office in the prosecution of the program to rehabilitate and develop the Philippine fisheries. It would be appreciated if you would include the following oceanographic JANIS studies in the delivery to the Department of the Interior:

JANIS No. 87
JANIS No. 154
JANIS No. 150
JANIS No. 155

3. These documents should be sent to Mr. Frederick Hollowell, Deputy Security Officer, Department of the Interior, Room 7216, New Interior Building. Mr. Hollowell has assured us that these documents will receive adequate security protection and will attend to the delivery of the documents to the requesting offices in the Department of the Interior.

For the Security Advisory Board:

Ruth C. Barton
Secretary

~~CONFIDENTIAL~~
Serial No. 440

~~CONFIDENTIAL~~

April 11, 1947

Serial File

MEMORANDUM FOR

Mr. George A. Vichman
Security Officer
Maritime Commission

Subject:

Declassification of Lists of
Paint Manufacturers

Enclosures:

- a. Lists of Manufacturers,
dated 11 February 1946
- b. Supplemental Lists
dated 28 February 1947

1. The Office of the Chief of Transportation, War Department, has recently received from the Materials Section, U. S. Maritime Commission the enclosed lists of paint manufacturers which have been classified as Confidential.

2. It is the belief of the Office of Chief of Transportation that these lists furnish information which can be secured by the general public. In view of the present policy of carefully controlling unnecessary classification, it is recommended that you take steps to re-examine the classification of these documents in coordination with the Materials Section, with a view to declassification of these documents if possible.

3. It would be appreciated if you would inform the Security Advisory Board of the result of this action at the earliest practicable date. Return of the enclosed lists is requested.

For the Security Advisory Board:

Ruth C. Barton
Secretary

THIS DOCUMENT IS DECLASSIFIED
WHEN ATTACHMENT IS REMOVED

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UNCLASSIFIED
Serial No. 439

April 11, 1947

MEMORANDUM FOR

War Member, SAB
Navy Member, SAB

Subject:

Quarterly Reports of the Clearing
Office, Department of Commerce

1. The Deputy Security Officer of the Department of Commerce has requested the assistance of the Security Advisory Board in securing a decision on a problem with which he is confronted.

2. The Quarterly Reports of the Clearing Office for Foreign Transactions, Office of Business Economics, Department of Commerce, covering the period from September, 1944 through March, 1945 were classified as Secret. Reports covering the quarter ended June 30, 1945 were classified Confidential, and reports subsequent to June 30, 1945 have carried a classification of Restricted.

3. War and Navy Department personnel have recently indicated that they would like to use the earlier Clearing Office reports which carried Secret and Confidential classifications in preparing material to use in courses of study at the War College. The use of Clearing Office data for this purpose is seriously curtailed by these reports which are classified Secret; consequently, the War College Staff Members have asked whether or not the restricted classification applicable to current reports could likewise be applied to earlier reports carrying the higher classifications.

4. The Clearing Office for Foreign Transactions states that the current reports contain data comparable to the earlier reports and differ substantially only in the periods covered. The classifications applicable to Clearing Office reports stems from the classification

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applied to War and Navy Department data reported to the Clearing Office, as was previously stated by the Department of Commerce in their query to the Board regarding the International Monetary Fund.

5. It would be appreciated if you would determine whether the currently applicable Restricted classification can be made applicable to the earlier reports, or, in other words, whether or not it is appropriate to reduce the classification of reports prior to September 30, 1945 carrying Secret and Confidential classifications to a Restricted classification. The individuals who were contacted on the matter of the International Monetary Fund request should be similarly able to furnish necessary information to the War and Navy Member on this problem.

For the Security Advisory Boards:

Ruth C. Barton
Secretary

SECRET
Serial No. 438

April 14, 1947

SECRET

MEMORANDUM FOR War Member, SAB

Subject: British Economic Survey of Manchuria, 1931 - 1945

Reference: a. MID 918, dated 6 March 1947

Enclosure: a. Copy No. 52 of "MANCHURIA 1931 to 1945"

1. The Security Advisory Board has discussed with the Security Officer of the Department of Interior the request of the Commissioner of Reclamation for a copy of the subject document. The Security Officer of the Department of Interior was informed that certain security requirements would have to be complied with should the document be made available to the Commissioner of Reclamation for the use of the Chief Engineer of Denver, Colorado.

2. The Security Advisory Board has been informed that the Bureau of Reclamation has decided to cancel its request for these documents. One of the reasons was the fact that the Chief Engineer, Denver, Colorado, Mr. Walker R. Young, had not been aware of the secret character of this document. In addition, the Department of Interior believes that any bearing which this document would have upon the Bureau's work in connection with the Yangtze would in any case be somewhat remote.

3. Copy No. 52 of the subject document is herewith returned.

For the Security Advisory Board:

Ruth C. Barton
Secretary

SECRET

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RESTRICTED
Serial No. 437

April 14, 1947

MEMORANDUM FOR

Mr. Elliott Thurston
Security Officer
Federal Reserve System

Subject:

Top Secret Control Procedure

Enclosures:

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

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

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

For the Security Advisory Board:

Ruth C. Barton
Secretary

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RESTRICTED
Serial No. 426

CON - Mr. Robinson

April 11, 1947

CON - Mrs. Barton

Future Operations of the Security Advisory Board.

Reference is made to the proposed Board reply to SWNCC 252/7/D circulated to the Board members for informal approval on 9 April 1947 (Serial No. 434).

The War Member has indicated that the following changes should be made in the proposed paper if it meets with the approval of the Board members:

Page 2, Serial No. 434, para. 5:

Capitalize the words "Loyalty Review Board."

Page 3, Serial No. 434, para. 6, last sentence of paragraph:

"If however, upon completion of the rules and regulations which the Board has been directed to prepare, and at the time of their presentation for presidential approval, it then, etc."

Page 3, Serial No. 434, para. 7, add a new sentence:

"The Board believes that the addition of this function can be construed as covering the function set forth in para. 2 g above, and that this function should be deleted."

Page 3, Serial No. 434, change para. 8 to read:

"It is the opinion of the Board that the presidential directive to the Board provides adequate authority for the performance of the function set forth in paragraph 2 g above and that performance of this function can be continued without further executive authority."

Page 3, Serial No. 434, para. 10, first sentence:

"The Security Advisory Board has been given a presidential directive to "draft rules applicable to the handling and transmission of confidential

documents and other documents and information which should not be publicly disclosed, and upon the approval by the President, such rules should constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch."

Page 4, Serial No. 434, para. 10, second sentence, fifth line from top of page:

Eliminate the word "present".

Page 4, Serial No. 434, para. 10, last sentence:

Add the words "and the stenographer" after the phrase "in addition to the Secretary of the Board".

APPENDIX "A", last page, Serial No. 434:

Make present a, b and present b, a.

Delete the words "and keeping current" from present b.

Omit c entirely and make present d, c.

It will be appreciated if you will let me know as soon as possible if these changes are agreeable with you and if the paper, as changed, meets with your approval, since it is desirable that the reply to SWNCC 252/7/D be presented to SWNCC as soon as possible, in order that action may be initiated to secure the additional official for duty with the Board.

cc to:

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

Restricted
Serial No. 435

RESTRICTED

Serial File

April 10, 1947

MEMORANDUM FOR

Mr. William C. Hull
Executive Assistant to the Commissioners
U. S. Civil Service Commission

Subject:

History of the Security Advisory Board

1. Pursuant to your telephone request of April 9, 1947, submitted herewith is a brief history of the Security Advisory Board.

2. The Office of War Information was created by Executive Order No. 9182 of June 13, 1942 (See Enclosure "A"). The Director of the Office of War Information issued on September 28, 1942, OWI Regulation No. 4 in order to implement the provisions of paragraph 5 of this Executive Order, which provides: "The Director is authorized to issue such directives concerning war information as he may deem necessary or appropriate to carry out the provisions of this order and such directives shall be binding upon the several departments and agencies." In a covering memorandum to this regulation, Mr. Davis emphasized the fact that each agency should adopt such additional regulations as "would make more specific the general regulations of the Office of War Information in accordance with the requirements of the agency," and provide "for appropriate handling and safeguarding of classified information in accordance with the particular organization and routines of the agency." In the same memorandum he asked that each agency and department designate a "trusted official as a Security Officer" and offered the services of the Office of War Information in facilitating the operations of the Security Officers.

3. The need for a central board in which security problems pertaining to the various agencies could be discussed and solved was *known.* The Security Advisory Board was subsequently created under the Office of War Information and held its first meeting May 5, 1943. At this time, the membership of the Board included representatives from the Bureau of the Budget, the Office of Censorship, War and Navy Departments, and the Office of War Information. The actual work of the Board has always been operational for the most part so the staff assigned to the Board from the War and Navy Departments were occupied with the problems of the agencies and departments and were able to submit completed projects to the Board members for their approval.

4. By Executive Order No. 9608 (see Enclosure "B"), dated

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Serial No. 435 (Ctd.)

August 31, 1945, the Office of War Information, including the office of the Director of the Office of War Information, was abolished. Before the abolition of the Security Advisory Board, a letter had been forwarded from the Board to the Joint Chiefs of Staff recommending that certain functions of the Board be continued under the auspices of some other suitable agency. On November 20, 1945 the Joint Chiefs of Staff proposed that the remaining functions of the Security Advisory Board be taken over by the State Department. Since there was some doubt as to State's authority to handle these functions, the Security Advisory Board was established under the State-War-Navy Coordinating Committee on April 3, 1946. The first action of the Board was to issue SAB # 1, dated May 28, 1946 (see Enclosure "C"), which re-established OWI #4 as the general security regulation.

5. Since the re-establishment of the Board under SWNCC, its operations have been conducted as similarly as possible to the functions of the Board under the Office of War Information, although actual voting membership has been limited to the three members from State, War, and Navy. The present Board has continued the practice of consulting liaison officers in nonmilitary agencies on matters of concern to their agencies.

6. On March 21, 1947, Executive Order No. 9835 directed the Security Advisory Board to "draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", which, upon approval by the President, shall be come applicable to all departments and agencies and departments of the executive branch. These rules are presently being prepared.

For the Security Advisory Board:

Ruth C. Barton
Secretary

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Serial No. 434

Serial File

9 April 1947

MEMORANDUM FOR

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

Subject:

Future Operations of the Security Advisory Board

References:

a. SWNCC 252/7/D
b. Minutes SAB 17th Meeting

Enclosure:

Draft on Subject

1. The enclosure is believed to incorporate the suggestions of the members of the Security Advisory Board at its 17th Meeting 8 April 1947 and is proposed for submission to SWNCC in reply to SWNCC 252/7/D.

2. In view of the delay already encountered in preparation of a reply to the SWNCC directive, it is urged that members of the Board review this paper as soon as possible and inform the Secretary of any changes believed desirable in paper format before the paper is sent to the SWNCC.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RESTRICTED

3. On 20 December 1946 the Secretariat of the State-War-Navy Coordinating Committee requested additional personnel ^{for} for assignment to the Security Advisory Board, in order to properly carry out the above-listed functions (SWNCC 252/5). Action on this request was held in abeyance pending the President's action on the Report of the Temporary Commission on Employee Loyalty, as a result of the recommendation by the Navy Member, SWNCC, in SWNCC 252/6.

4. In Executive Order No. 9835, dated 21 March 1947, the President charged the Security Advisory Board of the State-War-Navy Coordinating Committee with drafting "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", which, upon approval by the President, shall become applicable to all departments and agencies of the Executive Branch.

DISCUSSION

5. By his establishment of final responsibility for the determination of loyalty of government employees in the heads of government departments and agencies, and the establishment of a Loyalty Review Board in the Civil Service Commission, the President has ^{by clear inference} removed para. 2h above from the terms of reference of the Security Advisory Board.

6. The Security Advisory Board believes that the intent of the President's directive to the Board makes it advisable to eliminate paragraphs 2d and 2f from the present terms of reference. While Executive Order No. 9835 gives the weight of presidential authority to the rules and regulations of the Security Advisory Board, it does not give executive authority to all the func-

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tions of the Board. SWNCC 252/5 stated that the Board had not been able to perform functions d and f in view of inadequate personnel, ^{and because the S-W-N com etc.} It is not felt at this time that additional personnel should be justified for these jobs, since the Report of the President's Commission clearly indicates that such functions should be left under the heads of the agencies. If, however, upon completion of the rules and regulations which the Board ^{has} ~~has/directed~~ to prepare, ^{and at the time of presentation for presidential approval,} it then appears desirable to press for implementation authority on these regulations, SWNCC might give consideration to a suggestion that Executive Order No. 9835 be amended to include implementation authority for the Security Advisory Board on these regulations.

7. Executive Order No. 9835 makes the Security Advisory Board responsible for the drafting of rules applicable to the handling and transmission of confidential information and documents which should not be publicly disclosed. It is the opinion of the Security Advisory Board that this function must be added to the ~~terms of reference~~ under which the Board is to operate.

The Board believes that the addition of this function ^{is set out in E.O. 9835} will provide ^{continued a covering the} adequate authority for the performance of the function set forth in paragraph 2 c above and that ^{the latter} this function should be deleted.

8. The Board believes that the functions set forth in paragraph 2a ~~and b~~ ^{continued} above can be ~~established~~ as being covered by the presidential directive to the Board, and that performance of these functions can be continued without further executive authority.

Del from [unclear]

9. Since the Security Advisory Board is a subcommittee of SWNCC, the Board should continue to perform the function set forth in paragraph 2g above.

10. The Security Advisory Board has been given a presidential directive to ^{draft rules applicable to the} ~~issue minimum standards on~~ handling and transmission of confidential documents ~~and other documents~~ ^{and information} which should not ³ be publicly disclosed.

and upon approval by the President, such rules shall constitute the minimum standards for the handling and transmission of such documents and information, and shall be applicable to all departments and agencies of the executive branch." It is anticipated that the numerous problems which arise in the agencies and departments as these regulations are placed in effect will be forwarded to the Security Advisory Board for advisory opinions and that the ~~enthusiasm~~ enthusiasm for adequate security precautions will continue to increase the day-to-day workload of the Security Advisory Board under its new terms of reference. Under a presidential directive, it will no longer be possible for the Board to cloak its inability to service all agencies of the Executive Branch under the excuse of insufficient personnel. It is the opinion of the Security Advisory Board that one official, in addition to the Secretary of the Board, ~~presently~~ ^{and the stenographer} assigned from the Department of State, must be assigned to the permanent Secretariat of the Board, if it is to properly carry out the presidential injunction.

CONCLUSIONS

11. It is concluded that:

a. The present terms of reference of the Security Advisory Board are made obsolete in view of Executive Order No. 9835 and should be revised;

b. One additional official should be assigned to the permanent Secretariat of the Security Advisory Board in order to insure effective compliance with Executive Order No. 9835;

RECOMMENDATIONS

12. It is recommended that:

a. SWNCC approve the revised terms of reference for the Security Advisory Board set forth in Appendix "A";

b. Upon approval by SWNCC of the Conclusions in paragraph 7 above, action be taken to assign one official, in addition to the present Secretary of the Board, to the permanent Secretariat of the Security Advisory Board.

APPENDIX "A"REVISED TERMS OF REFERENCES FOR THE STATE-WAR-NAVY
COORDINATING SUBCOMMITTEE FOR SECURITY CONTROL -
(SECURITY ADVISORY BOARD)

- a. Formulating policies and procedures relating to the declassification of documents originating in non-military agencies and departments.
- b. Drafting ~~and keeping current~~ minimum rules applicable to the handling and-or transmission of all classified documents or information within all departments and agencies of the executive branch of the Government, including the rendering of advisory opinions on the problems arising from the application of these rules.
- omit* [c. Establishing standards for the conversion of security regulations for civilian agencies from a wartime to a peacetime basis, including Top Secret procedure.]
- d. Preparing studies and recommendations on matters referred to it by SWNCC.

Serial No. 433GAO
April 9, 1947

Mr. J. C. Nevitt
Security Officer
General Accounting Office
Washington 25, D. C.

Dear Mr. Nevitt:

Reference is made to your letter of January 7, 1947, in which you submitted certain information regarding declassification problems in the General Accounting Office. In this connection, you outlined the problem of the General Accounting Office with respect to the declassification of vouchers paid against classified contracts of either the War or Navy Department, and suggested that an arbitrary date of declassification for all such vouchers be agreed upon by War and Navy or that notices of declassification to your office show specifically the name of the disbursing officer, voucher number and period of account.

This matter has been discussed at considerable length between representatives of the War and Navy Department, and the Security Advisory Board has just been informed that the two departments have reached an agreement that the most feasible procedure in handling the declassification of vouchers paid against classified contracts would be to have the General Accounting Office furnish the War and Navy Departments with a list of the contracts under which public vouchers have been paid and held as secret. Upon receipt and review of this list, the War and Navy Departments will inform the General Accounting Office which contracts might be downgraded from classified to unrestricted. Authority to declassify the related vouchers paid against these contracts would likewise be given:

approved by *Nichson* —
4-9-47

FILE *Harz*

It would be appreciated if you would advise the Security Advisory Board if this procedure will assist you in the solution of your declassification problem.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:mf

erial No. 432

April 9, 1947

Honorable Luther H. Evans
Librarian of Congress
Washington 25, D. C.

Dear Mr. Evans:

It has come to the attention of the Security Advisory Board of the State-War-Navy Coordinating Committee that the report of the Planning Committee of the Library of Congress contains references to the acquisition by the Library of all material "of value in connection with national security", for use in case of emergency.

In discussions of this matter with representatives of the Library of Congress, the Secretary of the Security Advisory Board was assured that it had not been the intention of the Policy Planning Committee to direct acquisition of material of value in connection with the national security, when that material bore any security classification whatsoever.

It is, however, our belief that certain parts of Section III, B, 2, of this report could be misinterpreted by both government and non-Federal personnel who are unfamiliar with the intent of your program of acquisition, since no differentiation is made between classified and unclassified material in the wording of this section.

If you agree that the wording of this section is subject to possible misunderstanding, it is hoped that you may recommend some change in wording which will clearly indicate that material of value to national security which bears any security classification is excluded from this plan of acquisition.

Your cooperation in this matter will be sincerely appreciated.

Sincerely yours,

Hamilton Robinson
Director, Office of Controls
State Member
Security Advisory Board

Charles C. Blakeney
Colonel, GSC
War Member
Security Advisory Board

L. W. Gunther
Comdr., USN
Navy Member
Security Advisory Board

CONFIDENTIAL
Serial No. 431

CONFIDENTIAL

April 7, 1947

MEMORANDUM FOR

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

Subject:

Security Checks of Personnel of
National Advisory Committee for
Aeronautics Having Access to
Secret and Top Secret Information

References:

- a. Serial No. 408
- b. Serial No. 424

Enclosure:

List of Personnel

1. Name checks have now been completed on all people on whom security checks were requested in your letter of January 17, 1947. You are advised that names mentioned on pages 11-20 inclusive of the enclosure have been checked through the files of certain investigative agencies with no identifiable derogatory results.

2. The list of personnel which was forwarded with your letter of January 17, 1947 is returned herewith.

For the Security Advisory Board:

Ruth C. Barton
Secretary

CONFIDENTIAL

Serial File

UNCLASSIFIED
Serial No. 430

7 April 1947

MEMORANDUM FOR

Transportation Corps
War Department

Attention: Mr. David L. Cohen
Room 3C539, The Pentagon

Subject:

Declassification of Documents in the files
of the Office of Defense Transportation.

1. Reference is made to my conversation with you on 22 January 1947 in which we discussed the possibility of declassification of certain transportation studies in the files of the Office of Defense Transportation. Although these records had been classified by the Transportation Corps, it was your opinion that the Transportation Corps could not declassify any of these records until the various services concerned had approved the declassification. It was agreed that the Board should discuss this matter with representatives of the various services and upon completion of these discussions, should submit the opinions to the Transportation Corps for final decision.

2. You are advised that the Security Advisory Board has discussed this matter with the appropriate security authorities in each interested service with the following results:

a. Signal Corps - Declassified one file folder of a Signal Corps installation but requested that studies be submitted on individual basis for declassification.

b. Army Security Agency - Declassified one file folder of a Signal Corps installation but requested that studies be submitted on individual basis for declassification.

c. Quartermaster Corps - Declassified one file folder of a Quartermaster installation and gave blanket authority to the Security Advisory Board to declassify all studies on Quartermaster Corps installations.

Serial File

d. Ordnance - Declassified several file folders and gave blanket authority to the Board to declassify studies on ordnance installations. Decision on proving grounds and arsenals is still pending.

e. Army Ground Forces - Declassified twenty-two (22) file folders but requested that studies be submitted on individual basis for declassification.

f. Office of Surgeon General - Declassified several file folders and gave blanket authority to the Board to declassify all transportation studies on inactive medical installations. Studies on active installations should be coordinated with Surgeon General.

g. PMGO, POW Division - Declassified all transportation studies of POW installations.

h. Air Corps - No transportation study declassified. All can be reduced to Restricted except those covering Northrup Aviation, Inc., Hawthorne, California, and Norfolk Army Air Base, Norfolk, Virginia.

i. Maritime Commission - Declassified all folders submitted and gave blanket authority to declassify all in the files.

j. Atomic Energy Commission - Declassified all studies submitted with the exception of one map and requested that all studies be submitted on an individual basis for declassification.

k. U. S. Engineers - Declassified all studies submitted but requested that all studies be submitted on an individual basis for declassification.

3. Permission is now requested from the Transportation Corps to declassify all transportation studies of Army installations in the files of the Office of Defense Transportation on the basis of the above decisions. It will be further appreciated if you will expedite action on this matter as much as possible.

For the Security Advisory Board:

Ruth C. Barton
Secretary

UNCLASSIFIED
Serial No. 429

4 April 1947

MEMORANDUM FOR

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

Subject:

Report of Policy Planning Committee
of the Library of Congress

References:

- a. Serial No. 382 dtd March 14, 1947
- b. Minutes SAB 16th Meeting

Enclosure:

Draft of Letter to the Librarian
of Congress

1. The Security Advisory Board at its 16th Meeting approved Serial No. 382, subject to its being cleared with the office of the Special Assistant for Research and Intelligence, Department of State, the office of Foreign Correlation, Department of State, and the Central Intelligence Group.

2. Serial No. 382 has now been discussed with officials in each of the three designated offices. Although neither of the State Department offices had any additional comment on the proposed letter, the Central Intelligence Group liaison officer to the Security Advisory Board regarded the sending of the letter as useless since the present wording of the Report was thought to be entirely clear.

3. I have again discussed the sending of this letter with Mr. Clapp and Mr. Kremer of the Library of Congress and they feel that representations along these lines are in order, if the Board feels that they are necessary. In view of the fact that the report is now out of the hands of Dr. Metcalf, I have addressed the letter to the Librarian and have redrafted it to avoid any suggestion of assumption of authority by the Board. The proposed letter is again submitted to the Board for approval.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

DRAFT

Honorable Luther H. Evans
Librarian of Congress
Washington 25, D.C.

Dear Mr. Evans:

It has come to the attention of the Security Advisory Board of the State-War-Navy Coordinating Committee that the report of the Planning Committee of the Library of Congress contains reference to the acquisition by the Library of all material "of value in connection with national security", for use in case of emergency.

In discussions of this matter with representatives of the Library of Congress, the Secretary of the Security Advisory Board was assured that it had not been the intention of the Policy Planning Committee to direct acquisition of material of value in connection with the national security, when that material bore any security classification whatsoever.

It is, however, our belief that certain parts of Section III,B, 2, of this report could be misinterpreted by both government and non-Federal personnel who are unfamiliar with the intent of your program of acquisition, since no differentiation is made between classified and unclassified material in the wording of this section.

If you agree that the wording of this section is subject to possible misunderstanding, it is hoped that you may recommend some change in wording which will clearly indicate that material of value to national security which bears any security classification is excluded from this plan of acquisition.

Your cooperation in this matter will be sincerely appreciated.

Sincerely yours,

Hamilton Robinson
Director, Office of Controls
State Member, Security Advisory Board

Charles C. Blakeney
Colonel, GSC
War Member, Security Advisory Board

L. W. Gunther
Comdr., USN
Navy Member, Security Advisory Board

RESTRICTED

RESTRICTED
Serial No. 428

4 April 1947

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

Subject: Future Operations of the
Security Advisory Board

References: a. Minutes 16th Meeting, SAB
b. SWNCC 252/7/D

Enclosure: Proposed Paper to SWNCC on
Subject.

1. In accordance with the instruction of the Board at its 16th Meeting, the Secretary has drafted a paper to the State-War-Navy Coordinating Committee asking for confirmation of the Board's interpretation of Part VI, 2, Executive Order 9835, and requesting permission to forward to SWNCC a proposed Executive Order for the Board.

2. In this connection, the War Member and the Secretary of the Board have visited Mr. George Schwarzwald, Liaison Officer to the Board from the Bureau of Budget, and apprised him of the fact that the Board may probably have to request funds for a budget of its own in order to carry out its part of Executive Order No. 9835.

For the Security Advisory Board:

RESTRICTED

Ruth C. Barton
Secretary

Serial File

E N C L O S U R E

FUTURE OPERATIONS OF THE STATE-WAR-NAVY COORDINATING SUB-
COMMITTEE FOR SECURITY CONTROL (SECURITY ADVISORY BOARD)

Report by the State-War-Navy Coordinating Subcommittee
for Security Control

THE PROBLEM

1. To present specific recommendations on the future operations of the State-War-Navy Coordinating Subcommittee for Security Control (Security Advisory Board).

FACTS BEARING ON THE PROBLEM

2. See Appendix "A".

DISCUSSION

3. See Appendix "B".

CONCLUSIONS

4. It is concluded that:
 - a. The presidential directive to the Security Advisory Board, contained in VI, 2, of Executive Order No. 9835, should be interpreted to mean that the work of the Board is not limited to the obvious function of drafting rules and regulations on security, but must necessarily encompass the rendering of opinions on the application of these rules, together with administrative survey and training functions in federal agencies, if coordination of these rules is to be assured;
 - b. The Security Advisory Board possesses certain operational functions which do not belong under the supervision of the State-War-Navy Coordinating Committee;
 - c. The Security Advisory Board should be permitted to submit to the President through SWNCC an

Executive Order for its own establishment as a separate agency or committee.

RECOMMENDATION

5. It is recommended that
SWNCC approve the above conclusions.

A P P E N D I X "A"
FACTS BEARING ON THE PROBLEM

1. On November 20, 1945, the Joint Chiefs of Staff addressed a memorandum to the State-War-Navy Coordinating Committee proposing that the remaining functions of the Security Advisory Board of OWI be taken over by the State Department. Since there was some doubt that the State Department possessed the authority to assume these functions, the Security Advisory Board was established as a subcommittee of SWNCC on 3 April 1946.
2. On 4 November 1946 the SWNCC approved SWNCC 252/4 and thus established the following revised terms of reference for the State-War-Navy Coordinating Subcommittee for Security Control (Security Advisory Board):
 - "a. Formulating policies and procedures relating to the declassification of documents originating in nonmilitary agencies and departments.
 - "b. Establishing security requirements and procedures for clearance of civilian officials to receive classified material.
 - "c. Establishing standards for the conversion of security regulations for civilian agencies from a war-time to a peace-time basis, including Top Secret procedures.
 - "d. Conducting surveys of security measures affecting administrative efficiency and physical security or affecting adversely the security of classified information.
 - "e. Preparing studies and recommendations on matters referred to it by SWNCC.
 - "f. Coordinating with other Federal agencies in developing security training programs and other procedures which are designed to promote security of classified information, throughout Federal agencies. "
3. In SWNCC 252/5, 20 December 1946 , the Secretariat of the State-War-Navy Coordinating Committee requested additional personnel for assignment to the Security

Advisory Board, in order to properly carry out its functions. In para. 5g of the Discussion of this paper, the following opinion was expressed:

"It now appears that the Board's functions could more properly be carried out if it were created by an Executive Order. The present Board is only "advisory" and definitely needs the authority which would derive from an Executive Order. Several civilian agencies have informally questioned the authority of the Board under SWNCC to establish security standards. Moreover, an Executive Order would allow sufficient funds for adequate personnel and equipment. It should be pointed out that the Cryptographic Security Board which covers a special but relatively narrow field in documentary security has been established by an Executive Order."

4. On 21 March 1947, Executive Order No. 9835, the President directed the Security Advisory Board as follows:

"VI.

MISCELLANEOUS

* * * * *

2. The Security Advisory Board of the State-War-Navy Coordinating Committee shall draft rules applicable to the handling and transmission of confidential documents and information which should not be publicly disclosed, and upon approval by the President such rules shall constitute the minimum standards for the handling and transmission of such documents and information and shall be applicable to all departments and agencies of the executive branch."

APPENDIX "B"DISCUSSION

1. Since the Security Advisory Board has not at any time possessed mandatory authority, it has not been possible to issue security regulations with any assurance that they would be obeyed. The success of the advisory policies of the Board has been largely dependent upon the carefully-fostered interest of the agencies and departments in the enforcement of a government-wide security program.

2. Although there have been few instances in which resentment of the activities of the Board have been expressed, the fact that there have been a few such expressions has kept the Board constantly aware that its establishment and authority were nebulous. While police powers are not necessary and possibly not even desirable for a group such as the Security Advisory Board, executive establishment which cannot be challenged offers a solid basic foundation from which tactful operations can be conducted with confidence. Security procedures are obviously most successful when their observation is inspired by a honest desire to make a security program effective, and it is the wish of the Security Advisory Board that its functions continue to be performed in this atmosphere. The use of police powers to enforce security rules issued by the Security Advisory Board will have to be exercised by the head of the agency when such enforcement is necessary, but the creation of the Security Advisory Board under an Executive Order would enable it to make representations to the head of the agency on security matters.

3. Executive Order No. 9835 gives the weight of presidential authority to the rules and regulations of the

Security Advisory Board. It does not, however, touch the Board itself with any obvious executive blessing and leaves the functions of the Board under SWNCC, in addition to any additional functions which might logically accrue as a result of the Executive Order No. 9835, without tangible authority.)

4. It is the opinion of the Security Advisory Board that the directive to the Board from the President in Executive Order 9835 must be interpreted in its broadest sense, if there is to be any coordination of effort among the various departments and agencies of the executive branch in putting these regulations into effect. It is realized, however, that interpretation of this provision in its broadest sense might be subject to attack from any potentially resentful agency and the Board does not presently have sufficient executive authority to withstand these attacks.

5. It is felt that establishment of the Board by executive authority, with little change in its actual functions, would facilitate its entree into government agencies and would give a necessary impetus to observation of security regulations. Although the actual constitution of a central security agency which would most effectively contribute to the success of a security program has not been determined, it is definitely known that the present limited voting membership of the Board has created some resentment of its activities. The constitution of the Board under executive authority would necessarily have to be broadened to include other interested agencies in its actual work.

6. Since the rules and regulations asked for by the President will be sent to SWNCC for approval and

transmittal to the President, it would be a seemingly logical approach to an Executive Order for the Board if it were sought simultaneously.

UNCLASSIFIED
Serial No. 427

April 3, 1947

MEMORANDUM FOR

Major A. M. Dickey
Assistant War Department
Liaison Officer
National Defense Research
Committee
Room 4D823, The Pentagon

Subject:

Classification of Document

Reference:

Serial No. 402

1. Pursuant to our telephone conversation this date I am enclosing herewith carbon copy of a document entitled "Compilation of Optical Abstracts Related to Tropicalization" issued by Tropical Deterioration Information Center, 1945 for declassification by the appropriate security authority.

2. The return of this document is requested as soon as possible.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

UNCLASSIFIED
Serial No. 426

April 3, 1947

MEMORANDUM FOR

Mr. Joseph L. White
Security Officer
Office of Defense Transportation

Subject:

Declassification of WPB Documents

Enclosure:

List of Documents Issued to Members
of War Production Board, April 1,
1945 - July 31, 1945.

1. Pursuant to our visit to your office this date, I am enclosing a list of documents which were reviewed in your office this date and in the offices of the Civilian Production Administration at various interviews during the past month.

2. All documents which have been declassified have been marked with a red check on the enclosed list; all documents which are marked "not WPB" have not been declassified since the War Production Board had no authority to declassify the documents of another agency. Only one WPB document (Document No. 287 - Ferrous Forgings and Castings - Memo March 21, 1944, Donald M. Nelson from W. B. Murphy) cannot be declassified and must retain its present classification, due to the fact that it contains confidential company data.

3. It is assumed you will take the necessary steps to facilitate the declassification of any copies of these documents which may be in your files.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:mf

CONFIDENTIAL
Serial No. 425

3 April 1947

MEMORANDUM FOR

Chief, Civil Affairs Division
War Department
Washington 25, D. C.

Subject:

Security Clearance of Personnel
of U. S. Commercial Company

References:

- a. CAD Memorandum WDSCA-SY
- b. SAB 3
- c. SAB Serial No. 370 dtd 7 March 1947
- d. SAB Serial No. 407 dtd 21 March 1947

1. Further security checks on individuals listed in your memorandum of 22 January 1947 have now been received in this office.

2. The Security Advisory Board is satisfied that the conditions of SAB 3 have been met on the following two people:

Walter Baldwin

Allen Robinson

3. This completes the checks on individuals from the U. S. Commercial Company to attend teleconferences in the War Department.

For the Security Advisory Board:

RCB:mf

Ruth C. Barton ^{Serial File}
Secretary

CONFIDENTIAL
Serial No. 424

April 3, 1947

MEMORANDUM FOR

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

Subject:

Security Checks of Personnel of
National Advisory Committee for
Aeronautics Having Access to
Secret and Top Secret Information

1. Reference is made to my letter of March 21, 1947, (Serial No. 408), in which results of name checks on certain employees of your agency were submitted.

2. Name checks have now been made of the following people and no derogatory information has been revealed:

Nellie M. Apanasewicz

George W. Lewis

Robert E. Littell

3. This completes the checks on the list which was forwarded to the War Department for processing.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf

Serial File

RESTRICTED
Serial No. 423

April 2, 1947

MEMORANDUM FOR

Mr. John D. Larson
Security Officer
Department of the Treasury

Subject:

History of the Security Advisory
Board

1. Pursuant to your telephone request of this date, submitted herewith is a brief history of the Security Advisory Board.

2. The Office of War Information was created by Executive Order Number 9182 of June 13, 1942 (see Enclosure "A"). The Director of the Office of War Information issued on September 28, 1942 OWI Regulation No. 4 in order to implement the provisions of paragraph 5 of this Executive Order, which provides: "The Director is authorized to issue such directives concerning war information as he may deem necessary or appropriate to carry out the provisions of this order, and such directives shall be binding upon the several departments and agencies." In a covering memorandum to this regulation, Mr. Davis emphasized the fact that each agency should adopt such additional regulations as "would make more specific the general regulations of the Office of War Information in accordance with the requirements of the agency," and "provide for appropriate handling and safeguarding of classified information in accordance with the particular organization and routines of the agency." In the same memorandum he asked that each agency and department designate a "trusted official as a Security Officer" and offered the services of the Office of War Information in facilitating the operations of the Security Officers.

3. The need for a central board in which security problems pertaining to the various agencies could be thrashed out became evident. Consequently, the Security Advisory Board was established under the Office of War Information and held its first meeting May 5, 1943.

Serial File

4. By Executive Order 9608 (see Enclosure "B") dated August 31, 1945, the Office of War Information, including the office of the Director of War Information to which the Security Advisory Board was attached, was abolished. Before the abolition of the Security Advisory Board, a letter had been forwarded from the board to the Joint Chiefs of Staff recommending that certain functions of the board be continued under the auspices of some other suitable agency. On November 20, 1945 the Joint Chiefs of Staff proposed that the remaining functions of the Security Advisory Board be taken over by the State Department. Since there was some doubt as to State's authority to take over these functions, the Security Advisory Board was re-established under the State-War-Navy Coordinating Committee on April 3, 1946. The first action of the board was to re-issue OWI Regulation No. 4 and other pertinent regulations as SAB #1, dated May 28, 1946 (see Enclosure "C"), paragraph 3 b of which contains the reference to declassification about which you asked this date.

5. Since the re-establishment of the board under the State-War-Navy Coordinating Committee its operation has been as similar as possible to the operation of the board under the Office of War Information, although actual voting membership was necessarily limited to members from State, War and Navy. The present board has continued the practice of consulting the liaison officers in all federal agencies on matters of interest to them.

6. On March 21, 1947, Executive Order No. 9835 (see Enclosure "D") directed the Security Advisory Board to "draft rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", which, upon approval by the President, shall become applicable to all departments and agencies of the executive branch. These rules are presently being prepared by the Security Advisory Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf

UNCLASSIFIED
Serial No. 422

April 1, 1947

MEMORANDUM FOR

Joint Intelligence Study Board
Room 2040, Temp. "L" Building
Navy Department
Attn: Mr. L. O. Quam

Subject: JANIS

References: a. JSC/A8-6
b. MI-6

1. The Executive Assistant to the Administrator of the Civil Aeronautics Administration has requested one copy each of all enumerated JANIS documents on areas of the Far East and the Pacific. The Civil Aeronautics Administration is charged with the responsibility of encouraging and fostering the development of civil aeronautics and air commerce in the United States and abroad. That responsibility entails a thorough knowledge of the lands and water areas over which, or adjacent to which, United States civil aircraft fly. The areas on which JANIS studies are requested fall within these categories.

2. The Deputy Security Officer of the Department of Commerce has approved this request, and has informed the Security Advisory Board that the documents will receive adequate security protection.

3. These documents should be sent to Mr. F. B. Lee, Executive Assistant to the Administrator, Civil Aeronautics Administration, Room 5800-B, Department of Commerce Building, 15th and Constitution Avenue, N. W.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf

Serial File

UNCLASSIFIED
Serial No. 421

April 1, 1947

MEMORANDUM FOR Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject: Downgraded and Declassified FEA
Documents

Enclosure: Letter from Mr. H. A. Levin,
dated March 28, 1947

Pursuant to our telephone conversation recently,
transmitted herewith is a copy of a letter from
Mr. H. A. Levin of the Intelligence Coordination
Division, in which he lists all FEA documents which
have been downgraded or declassified to date.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf

Serial File

UNCLASSIFIED
Serial No. 420

March 31, 1947

MEMORANDUM FOR

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject:

JANIS Reports

1. The Chief of Transportation and Communications Division, Special Services and Intelligence Branch, OIT, Department of Commerce, has filed a request for certain JANIS studies directly with the Joint Intelligence Study Publishing Board. In view of the fact that their request is for all transportation and communications studies which have been published by the Joint Intelligence Study Publishing Board, it does not fall completely within the established procedure under which these requests are presently being filed.

2. The Joint Intelligence Study Publishing Board has requested, however, that we approve this request. It would be appreciated if you would indicate your approval of this request, both as to the need of the Division for these studies and as to security protection which they will receive.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:mf

Serial File

UNCLASSIFIED
Serial No. 419

March 26, 1947

Serial File

Mr. A. Devitt Vanech
Assistant Attorney General
Department of Justice
Washington 25, D.C.

Dear Mr. Vanech:

Confirming my telephone call to your office, the Security Advisory Board is interested in having you attend a meeting on March 31, 1947, for discussion of Item I on the agenda, enclosed herewith.

During a recent conversation with you regarding the Board, you indicated that certain phases of the operations and membership of the Board had been discussed at length at meetings of the Temporary Commission on Employee Loyalty. Since neither the full Commission Report nor the Executive Order of March 21, 1947, reflected these discussions, it is hoped that you will be able to relate them to the Board at this meeting. Any other recommendations regarding the Board's future, which you may wish to make, will be welcomed, since we are anxious that the operations of the Board be as satisfactory as possible to all concerned.

Your cooperation in this matter is appreciated.

Sincerely yours,

Ruth C. Barton
Secretary

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

Unclassified
Serial No. 418

Serial File

March 27, 1947

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

Subject: Security Advisory Board Meeting

Reference: a. Agenda 16th Meeting SAB

1. Mr. A. Devitt Vanech, Assistant Attorney General and Chairman of the President's Temporary Commission for Employee Loyalty, has stated that he will be happy to attend the meeting of the Board on Monday, March 31, at 1000, Room 704, 515 22nd Street, N. W. In addition, Lt. Col. Field has accepted an invitation to attend the meeting for discussion of Item No. 1 on the agenda.
2. Please note that the room number for Board meetings has been changed for this meeting.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial No. 417

BC - Mr. Arthur Richards

March 28, 1947

CSA - Mrs. Ruth C. Barton
Secretary, Security Advisory Board

Pursuant to your request of March 26, 1947, enclosed herewith for transmittal to the Australian Embassy is a copy of the full report of the President's Temporary Commission on Employee Loyalty.

Serial File

UNCLASSIFIED
Serial No. 416

March 26, 1947

MEMORANDUM FOR

Navy Member, SAB

Subject:

Security Checks of Personnel of NACA

Reference:

a. SAB Serial No. 257 dtd 20 January 1947

In view of the time which has elapsed since the transmittal of Reference a to your office for action, it is requested that the Secretary, Security Advisory Board, be informed of the status of this document in the Navy Department.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

Serial No. 415

Serial File

CON - Mr. Hamilton Robinson

March 27, 1947

CSA - Mrs. Ruth C. Barton, Secretary
Security Advisory Board
Security Advisory Board

1. Enclosed herewith is a folder containing the material for which you asked at our meeting on March 26, 1947. I believe you will find in this folder sufficient material to provide you with an adequate background on the operations of the Security Advisory Board. Should you have any questions on any part of the material in this folder, I will, of course, be glad to discuss it with you.

2. It is believed that the four papers on the agenda for the meeting Monday are self-explanatory, but should you desire any "briefing" on any one of them, please let me know.

3. Mr. A. Devitt Vanech, Assistant Attorney General and Chairman of the President's Temporary Commission on Employee Loyalty, has informed me that he will be happy to attend the meeting on Monday. In this connection, I have reviewed the full report of this Commission and find nothing in it which pertains to the Board, aside from the portion which we discussed yesterday.

4. I have invited LtCol. V. F. Field to attend the meeting Monday, in addition to Mr. Vanech, in order that the State-War-Navy Coordinating Committee, of which he is the Executive Secretary, may be fully informed of the status of Serial No. 414.

RESTRICTED
Serial No. 414

26 March 1947

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

Subject: Future Operations of the Security
Advisory Board

References: a. SWNCC 252/7/D.
b. Executive Order No. 9835.
c. SWNCC 252 Series.

Enclosure: Draft of Reply to Reference a.

1. The SWNCC Secretariat has informed me that a directive will be issued to the Security Advisory Board immediately upon receipt of the Executive Order No. 9835 in that office, which directive will be SWNCC 252/7/D. In order that the Board may be able to transmit its request for additional personnel to SWNCC as rapidly as possible, the enclosure has been prepared in advance of receipt of SWNCC 252/7/D but with full knowledge of its contents.

2. The paper as prepared attempts to request consideration of three (3) issues; namely, the request for additional personnel, the revision of terms of reference of the Board, and the assignment of the Board Secretariat to the SWNCC Secretariat. It is requested that you examine Appendix C of the Enclosure in particular, since there may be further changes or additions which should be made in the Terms of Reference of the Board in light of the recent Executive Order.

3. This paper will be considered at the next meeting of the Board, which will be held in the early part of next week.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

RESTRICTEDE N C L O S U R EFUTURE OPERATIONS OF THE STATE-WAR-NAVY COORDINATING SUBCOMMITTEE
FOR SECURITY CONTROL (SECURITY ADVISORY BOARD)Report by the State-War-Navy Coordinating Subcommittee for
Security ControlTHE PROBLEM

1. To present specific recommendations on the future operations of the State-War-Navy Coordinating Subcommittee for Security Control, (Security Advisory Board).

FACTS BEARING ON THE PROBLEM

2. See Appendix "A"

DISCUSSION

3. See Appendix "B"

CONCLUSIONS

4. It is concluded that:
 - a. The Secretariat of the Security Advisory Board should be provided with certain additional personnel, if the Board is to satisfactorily carry out the functions which it has been assigned under Executive Order No. 9835;
 - b. The present terms of reference of the Security Advisory Board are made obsolete in some respects by this Executive Order and should be revised;
 - c. The Secretariat of the Security Advisory Board should be assigned to the SWNCC Secretariat in

order to facilitate the administrative work of the Board.

RECOMMENDATIONS

5. It is recommended that:

- a. SWNCC approve the above conclusions;
- b. After approval, the SWNCC Secretariat request the State, War, and Navy Departments to assign the additional personnel requested in SWNCC 252/5, in addition to one other clerical person, to the Secretariat of the State-War-Navy Coordinating Committee;
- c. The revised terms of reference set forth in Appendix "C" be approved.

RESTRICTED

A P P E N D I X "A"
FACTS BEARING ON THE PROBLEM

1. On 5 February 1946 an ad hoc committee appointed by SWNCC to make certain recommendations regarding the Security Advisory Board made the following statement in its report (SWNCC 252/2):

"It is further recommended that a separate Secretariat for the Board be provided, inasmuch as its functions will necessitate full-time personal liaison work with federal departments and agencies which operation, it is believed, cannot be assumed by the present SWNCC Secretariat. In this connection, it is recommended that the necessary personnel be furnished by the State, War, and Navy Departments."

2. By informal action on 3 April 1946 the SWNCC approved SWNCC 252/2, and instructed the Security Advisory Board on its establishment to consult with the SWNCC Secretariat for the purpose of submitting to SWNCC joint detailed recommendations as to its secretariat requirements. In this connection, it was directed that the possibility of utilizing the SWNCC Secretariat or at least integrating the two secretariats in order to save personnel should be thoroughly considered.

3. On 4 November 1946 the SWNCC approved SWNCC 252/4 and thus established the following revised terms of reference for the State-War-Navy Coordinating Subcommittee for Security Control (Security Advisory Board):

"a. Formulating policies and procedures relating to the declassification of documents originating in non-military agencies and departments."

RESTRICTED

"b. Establishing security requirements and procedures for clearance of civilian officials to receive classified material.

"c. Establishing standards for the conversion of security regulations for civilian agencies from a war-time to a peace-time basis, including Top Secret procedures.

"d. Conducting surveys of security measures affecting administrative efficiency and physical security or affecting adversely the security of classified information.

"e. Preparing studies and recommendations on matters referred to it by SWNCC.

"f. Coordinating with other Federal agencies in developing security training programs and other procedures which are designed to promote security of classified information, throughout Federal agencies."

4. On 20 December 1946 the Secretariat of the State-War-Navy Coordinating Committee requested additional personnel for assignment to the Security Advisory Board, in order to properly carry out the above-listed functions. (SWNCC 252/5). Action on this request was held in abeyance pending the President's action on the Report of the Temporary Commission on Employee Loyalty, as a result of a recommendation by the Navy Member, SWNCC, in SWNCC 252/6.

5. In Executive Order No. 9835, dated 21 March 1947, the President charged the Security Advisory Board of the State-War-Navy Coordinating Committee with drafting "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed", which, upon approval by the President, shall become applicable to all departments and agencies of the executive branch.

RESTRICTEDA P P E N D I X "B"DISCUSSION

1. At the time of the establishment of the Security Advisory Board as a subcommittee of SWNCC, there had been a period of over five months since the Board ceased to operate as a unit of the Office of War Information. During this five-month period, many of the channels into the various civilian agencies and departments, used by the Board under the Office of War Information, had been disrupted. The carefully-built interest in security regulations and their enforcement which had been fostered by the Board under O.W.I. had in many instances been lost. In view of the lack of obvious manifestations of interest in security at that time, the Board was unable to offer justification for additional personnel.

2. Since the Security Advisory Board had no mandatory authority, it was impossible to issue security regulations without preliminaries and expect that they would be obeyed. The success of advisory policies of the Board has been largely dependent upon the interest of the agencies and departments in the enforcement of security measures. In the last few months of 1946, the Board felt that this interest had been rebuilt where further applications of security regulations would be acceptable. The incoming workload at that time, it was felt, justified the request for additional personnel which was made on 20 December 1946.

3. Since 20 December 1946, the interest in security and problems growing out of the application of security

RESTRICTED

problems growing out of the application of security regulations has been maintained, due in part to a natural interest growing out of unsettled world conditions. There has been, however, an increasing awareness that the Security Advisory Board is unable to give to civilian agencies the services which they expect. With the executive authority given to the Board in Executive Order No. 9835, it is no longer going to be acceptable to cloak the inability of the Board to perform its functions behind the excuse of insufficient personnel. The Board is of the opinion that additional personnel must be assigned to the secretariat if it is to be able to fulfill the presidential directive to the Board. In view of the current keen interest in this activity, it is felt that the assignment of these additional personnel is a matter of urgency.

4. It is likewise the belief of the Security Advisory Board that the operational duties stated in its terms of reference and envisaged as a result of the broader functions assigned by the President can best be performed by a unified administrative staff with adequate background and experience and common location and assignment, who will be provided with sufficient clerical personnel. It is the belief of the Board that the staff for the Security Advisory Board should be assigned to the SWNCC Secretariat, in order that the existing facilities and channels for information and supplies to the three departments may be utilized as much as possible.

5. Executive Order No. 9835 makes it necessary that certain changes be made in the existing terms of reference of the Security Advisory Board. The phase of personnel security with which the Board has been concerned should be eliminated and other functions correspondingly strengthened in view of the presidential directive.

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A P P E N D I X "C"RECOMMENDED REVISION OF TERMS OF REFERENCE OF THE STATE-WAR-NAVY
COORDINATING SUBCOMMITTEE FOR SECURITY CONTROL - SECURITY ADVISORYBOARD

(As set forth in SWNCC Memorandum for Information No. 63)

"2. The State-War-Navy Coordinating Subcommittee for Security Control is responsible for:

- a. Formulating policies and procedures relating to the declassification of documents originating in non-military agencies and departments.
- b. Draft and keep current minimum rules applicable to the handling and/or transmission of all classified documents or information within all departments and agencies of the executive branch of the Government.
- c. Conducting surveys of security measures affecting administrative efficiency and physical security or affecting adversely the security of classified information.
- d. Preparing studies and recommendations on matters referred to it by SWNCC.
- e. Coordinating with other Federal agencies and departments in developing security training programs and other procedures which are designed to promote security of classified information throughout Federal agencies."

UNCLASSIFIED
Serial No. 413

March 24, 1947

MEMORANDUM FOR

IAD - Mr. Bernard F. Dorr
Room 104, 401 23rd Street
Washington 25, D.C.

Subject:

Security Advisory Board
Regulations

Pursuant to your request this date, transmitted herewith are the following Security Advisory Board regulations:

SAB 1

SAB 5

SAB 2

SAB 6

SAB 4/4

SAB 7 (3 copies)

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

UNCLASSIFIED
Serial No. 412 ^{1/2}

March 24, 1947

MEMORANDUM FOR

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject:

Classification of Penicillin
Studies

1. Reference is made to your telephonic request of March 14, 1947, for a statement regarding the present classification of OSRD studies and reports on penicillin.

2. The Security Advisory Board has been informed by the Committee on Medical Research, Office of Scientific Research and Development, that all OSRD reports and studies on penicillin have now been declassified. No information on the chemistry of penicillin, however, is to be published until the release of an official monograph on this subject later this year. There is no information available at this time regarding the exact date of publication.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

Unclassified
Serial No. 412

24 March 1947

MEMORANDUM FOR

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

Subject:

Top Secret Control Procedure

Reference:

a. Serial No. 375 dated 12 March 1947

Enclosures:

- a. Draft of Letter to Security Officers
- b. Instructions for Use of Sample Forms
- c. Sample Top Secret Register
- d. Sample Signature Record and Cover Sheet
- e. Sample Receipt

1. In the enclosure to Reference a., the Secretary announced to various Security Officers of the civilian agencies that a list of detailed suggestions on Top Secret Control Procedure would be forwarded to the agencies upon receipt of their designations of Top Secret Control Officers.

2. In order that these suggested procedures may be available when necessary, it is requested that the Board consider the advisability of offering the enclosed forms and instructions as a general guide to assist the agencies and departments in preparation of a satisfactory Top Secret Control Procedure.

3. This paper will be considered at the next meeting of the Security Advisory Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

FILE

RCB:ar

Mr. _____
Security Officer

Washington 25, D.C.

Dear Mr. _____:

Receipt is acknowledged of your letter of _____, in which you designated certain individuals to act as Top Secret Control Officers for the _____.

In accordance with our letter of March 18, 1947, we are forwarding to you certain suggested forms and procedures for use in establishing a Top Secret Control Procedure in your agency. It should be emphasized that these forms and procedures are forwarded to you only as a general guide in formulating an individual procedure which will best suit your need. The Security Advisory Board will have no objections to any changes which you may desire to make in the enclosed sample forms, if, in your opinion, the needs of your agency are more adequately met by such changes.

Should you desire any additional assistance in establishing this procedure, please let me know.

Sincerely yours,

Ruth C. Barton
Secretary

delete

Enclosure

Unclassified
Serial No. 411

W-411

March 24, 1947

MEMORANDUM FOR

Joint Intelligence Study
Publishing Board
Room 2404, Tempo "L" Building
Navy Department
Attention: Mr. L. O. Quam

Subject:

Request for JANIS

References:

- a. JSC/A8-6
- b. MI-6

1. The Commissioner of Education, Federal Security Agency, has requested two (2) copies of all JANIS studies, listed as available, for the use of the Division of International Educational Relations of that Office in obtaining most recent, accurate and comprehensive information regarding the Far Eastern countries.

2. The Security Officer of the Federal Security Agency has approved this request and has informed the Security Advisory Board that the documents will receive adequate security protection.

3. These documents should be sent to Mr. Kenneth O. Warner, Executive Assistant to the Commissioner, Office of Education, Room 2516, Temporary "M" Building, Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

Unclassified
Serial No. 410

W-410

March 24, 1947

MEMORANDUM FOR

Mr. John S. Lucas
Security Officer
Department of Agriculture

Subject:

Suggested Forms for Top Secret
Control Procedure

Enclosures:

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

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

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

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

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

Unclassified
Serial No. 409

U-409

CSA - Mr. Bannerman

March 21, 1947

CSA - Mrs. Barton

State Department Security Film

The enclosed copy of a memorandum regarding additional showings of the State Department security film by the Treasury Department is forwarded as a matter of interest to your office.

Return of this enclosure is requested. Return of the enclosure to Serial No. 364 forwarded to you on March 6, 1947, is likewise requested.

CSA:RCB:ar

Serial File

Confidential
Serial No. 408

CONFIDENTIAL

March 21, 1947

MEMORANDUM FOR

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

Subject:

Security Checks of Personnel of National
Advisory Committee for Aeronautics Having
Access to Secret and Top Secret Information

1. Reference is made to your letter of January 17, 1947, in which you requested that the Security Advisory Board make an effort to obtain name checks on a list of personnel of the National Advisory Committee for Aeronautics who will have access to highly classified information.

2. You are informed that name checks have now been made of the following people and no derogatory information has been revealed:

Hood, Manley John
Olson, Robert Nels
Ames, Milton B., Jr.
Anschutz, Florence E.
Baylor, Jeanette E.
Burke, Yvonne A.
Butler, Sallie T.
Chamberlin, Edward H.
Chandler, Harrison C., Jr.
Chanes, Ernest R.
Coons, Edith K.
Conover, Ruth A.
Crowley, John W., Jr.
Cushman, Ralph E.
Davis, Emily
Dawson, Dorothy M.
Eveson, Beverly J.
Dibella, Josephine
Ebert, Nancy L.
Fleig, Dorothea P.
Freudiger, Margaret L.

Gilson, Lucy B.
Gingras, Helene M.
Green, Sylvia E.
Hammerley, Edgar N.
Harris, C. Blanche
Helland, Adeline I.
Helms, Charles H.
Hootman, James A.
Johnson, Loretta I.
Keene, Vivian F.
Kelly, James J., Jr.
Kiefer, Melville F.
Klein, Martha L.
Liebman, Elaine D.
Liggett, Mary D.
Luckritz, Bette K.
McCorkle, Terence E.
McReady, Ralph I.
Mecutcheng, Edward T.
Miller, E. Eugene
Venckunas, Regina Anne

Serial File

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CONFIDENTIAL

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CONFIDENTIAL

3. No results have been received on any of the additional requests which were submitted. You will be notified as they are received in this office.

For the Security Advisory Board:

Ruth C. Barton
Secretary

RCB:ar

CONFIDENTIAL

Confidential
Serial No. 407

CONFIDENTIAL

21 March 1947

MEMORANDUM FOR Chief, Civil Affairs Division
War Department
Washington 25, D.C.

Subject: Security Clearance for Personnel
of U. S. Commercial Company

References: a. CAD Memorandum WDSCA-SY
b. SAB 3
c. SAB Serial No. 370 dtd 7 March 1947

1. Further security checks on individuals listed in your memorandum of 22 January 1947 have now been received in this office.

2. The Security Advisory Board is satisfied that the conditions of SAB 3 have been met on the following people:

John J. Cooper
A. Lincoln Green
Robert J. Page
James J. Romeo
Willard E. Unzicker

3. No report has yet been received on Allen Robinson.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

CONFIDENTIAL

UNCLASSIFIED
Serial No. 406

March 21, 1947

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce
Washington 25, D.C.

Dear Mr. Burke:

Reference is made to your letter of March 12, 1947, in which you requested advice as to the possibility of declassification of certain documents in the possession of the Department of Commerce.

This is to confirm the fact that a check of our records has revealed that the document, "Linings for Fuel and Lubricant Containers" by C. W. Tissari, National Defense Research Committee Report, OSRD No. 4762, dated March 3, 1945, was listed as being declassified in OSRD list No. 22, for May 20-24, 1946.

Queries have been submitted to the appropriate security authorities regarding the declassification of the other documents listed in your letter, and you will be advised of the results as soon as they are received in this office.

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

Serial File

Unclassified
Serial No. 405

Serial File

March 20, 1947

MEMORANDUM FOR

Mr. Jerome E. Burke
Deputy Security Officer
Department of Commerce

Subject:

Request of the Civil Aeronautics Administration
Regarding Declassification Recommendations

1. Reference is made to our telephone conversation of March 19, 1947, in which you advised me that the Civil Aeronautics Administration was desirous of having an answer as to the possibility of affecting concurrence of the military departments in certain recommendations which they had made regarding the declassification of material in their files.
2. Confirming our telephone conversation, you are advised that the Board has discussed this matter of general declassification by types at various meetings. There has, to the best of my knowledge, been no general agreement on such a policy. In view of the expressed desire of the Civil Aeronautics Administration for a determination regarding their recommendations, however, I have forwarded the enclosed memorandum to the Board members with the request that they consider the recommendations of the CAA and discuss this matter at the next meeting.
3. Should the Board find it necessary to have a member of the Civil Aeronautics Administration present at that meeting, I will so notify you.
4. It is regretted that an answer to the recommendations of the Civil Aeronautics Administration has not been sent to you before this time, but as I stated in our conversation on this matter, it was not considered that the recommendations of the various units within the departments necessitated an answer from the Board.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Unclassified
Serial No. 404

Serial File

March 20, 1947

MEMORANDUM FOR

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

Subject:

Recommendation by the Civil Aeronautics
Administration Regarding Declassification

References:

- a. SAB Serial No. 99, dtd 17 October 1946
- b. SAB Serial No. 248, dtd 16 January 1947

1. In SAB Serial No. 248, the various recommendations regarding declassification in government, which were made by the various civilian agencies in response to 1 h of Reference a, were summarized for the members of the Security Advisory Board. Although it was not deemed necessary to answer each agency individually regarding its recommendations, the Civil Aeronautics Administration has now indicated to the Deputy Security Officer of the Commerce Department that an answer to their specific recommendations would be desirable.

2. For your information, the recommendations of that agency are again quoted below:

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

- (1) Declassification of our civil activities by areas, i. e., Continental United States, Hawaii, Alaska, Aleutians, Caribbean, etc.
- (2) Declassification of certain activities in restricted areas by categories of activities, i.e., airways, airports, radio ranges, communication stations, etc.

Serial No. 404, Ctd.

Page 2

- (3) Declassification of certain activities in restricted areas by categories of activities after completion of any of the following phases of establishment:
- (a) engineering; (b) construction; (c) flight inspection; final ground inspection, etc.
- (4) Declassification of certain activities in restricted areas by categories of activities after facilities have been commissioned and in operation for a certain period of time, i.e., after airways, airports, communication stations, etc., have been in operation three months, six months, etc."

3. The question of declassification by types has been discussed by the Board at various times and it has seemed to be the consensus of opinion that the resulting danger to security would be so great as to outweigh any benefits which might accrue from the speedy declassification in this procedure. It is my opinion, however, that the recommendations of the Civil Aeronautics Administration must be considered very carefully in view of their expressed desire for a Board determination on the advisability of putting them into effect. It might be that there have been certain announcements of declassification of types of information, particularly within the Air Corps, which might prove of aid to the Civil Aeronautics Administration. It would be appreciated if you would ascertain whether determinations of a general nature have been made in any of the categories set forth in the recommendations of the Civil Aeronautics Administration.

4. In view of the fact that the recommendations set forth in para. 2 above are not completely specific on certain points, it might be advisable to have a representative of the CAA present at the Board meeting at which this will be discussed, in order that he may explain the real problem which that agency is facing in declassification.

5. This matter will be discussed at the next meeting of the Security Advisory Board.

For the Security Advisory Board:

Ruth C. Barton
Ruth C. Barton
Secretary

cc Security Officer, Department of Commerce

UNCLASSIFIED
Serial No. 403

20 March 1947

MEMORANDUM FOR

Mr. M. W. Matthews
Executive Assistant
Military Intelligence
Division
Office of the Chief of
Engineers

Subject:

Classification of Document

1. Reference is made to our telephone conversation this date in which we discussed the classification of the following document:

"First Interim Report - Mildew Resistant Treatment for Optical Instruments", Report No. 917, Project GN 526, March 10, 1945. Engineer Board of Fort Belvoir, Virginia. Classification: Restricted.

2. Confirming this conversation, it would be appreciated if you would determine for the Security Advisory Board whether this document has been declassified.

3. If the classification of the above-listed document has not been removed, would you please determine if it is possible to declassify the document at this time? The Office of Technical Services, Department of Commerce, wishes to make use of some of the data contained therein in answering some inquiries from the general public.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

UNCLASSIFIED
Serial No. 402

20 March 1947

MEMORANDUM FOR Major A. M. Dickey
Assistant War Department
Liaison Officer
National Defense Research
Committee
Room 4D823, The Pentagon

Subject: Classification of Document

1. I have been informed that your office will be able to furnish to the Security Advisory Board information as to whether the following document is still classified:

"Compilation of Optical Abstracts Related to Tropicalization", issued by the Tropical Deterioration Information Center, 1945, by the Army-Navy National Defense Research Committee, Project No. AN-14. Classification: CONFIDENTIAL.

2. If this document has not yet been declassified, would you please advise us if it could be reviewed with an idea of declassification at this time? The Office of Technical Services, Department of Commerce, is anxious to make use of some of the data contained therein in answering inquiries from the general public.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

RCB:ar

Unclassified
Serial No. 401

U-401

March 17, 1947

MEMORANDUM FOR

Joint Intelligence Study Publishing Board
Room 2404, Tempo "L" Building
Navy Department
Attention: Mr. L. O. Quam

Subject:

Request for JANIS

References:

a. JSC/AS-6
b. MI-6

1. The Acting Director, U. S. Coast and Geodetic Survey, Department of Commerce, has requested one copy of the following JANIS studies, designated as available in our general listing, for use in the charting work of the Bureau:

Philippine Islands (excluding Mindanao)

Airfield Supplements

2. The Deputy Security Officer of the Department of Commerce has indicated his approval of the request, and has informed the Security Advisory Board that the documents will receive adequate security protection.

3. These documents should be sent to the Acting Director, Coast and Geodetic Survey, Department of Commerce, Room 2132, Commerce Building, Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Serial File

Unclassified
Serial No. 400

~~SECRET~~

18 March 1947

MEMORANDUM FOR

Army Medical Library
7th and Independence Avenue, S.W.
Washington 25, D.C.
Attention: Mr. Adams

Subject: Declassification

1. Pursuant to our telephone conversation this date, I am enclosing a list of the Security Officers of the nonmilitary agencies of the federal government, who may be consulted on matters of declassification. A copy of SAB 7 is also enclosed, recently issued to all government agencies.

2. A recent memorandum directed to all agencies of the War Department in Washington (AGAO-S 380.01 (3 Jan 47) B-M dtd 10 January 1947) requires that documentary and related security matters, pertaining to any non-military Federal Department or Agency, in which the War Department is concerned, will be referred to the Security Advisory Board. At the present time, however, the Board does not have sufficient personnel to be able to handle this declassification for your office. Accordingly, it is recommended that for the time being, you channel your queries directly to the agency concerned.

For the Security Advisory Board:

Ruth C. Barton
Secretary

Restricted
Serial No. 399

RESTRICTED

Serial File

March 17, 1947

MEMORANDUM FOR

The Commissioner, Bureau of Reclamation
U. S. Department of the Interior
Attention: Mr. Raymond J. Hake

Subject:

Explosive Hose for Drainage Blasting - Forwarding
of Drawings of

Enclosure:

a. Twelve (12) Blueprints BuOrd Dwg. 39445

1. Confirming our telephone conversation this date, you are advised that the Security Advisory Board of the State-War-Navy Coordinating Committee has been asked by the Navy Department to forward to the Commissioner, Bureau of Reclamation, Department of the Interior, twelve (12) blueprints of a Drawing, BuOrd 39445, with the proviso that adequate security protection could be assured these drawings.

2. In further confirmation of our conversation, your attention is invited to the Restricted classification of these documents which prohibits their publication or disclosure to unauthorized individuals. It is requested that you point out this fact to the recipients of these drawings in the Regional Offices and that you require that these drawings receive the protection which is required by security regulations.

For the Security Advisory Board:

Ruth C. Barton
Secretary

cc Security Officer, Department of the Interior

RESTRICTED

RESTRICTED
Serial No. 398

~~RESTRICTED~~

March 19, 1947

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

Dear Mr. Bannerman:

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

RCB:ar

~~RESTRICTED~~

Serial File

RESTRICTED
Serial No. 397

RESTRICTED

March 18, 1947

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

Dear Mr. Vanech:

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

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

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

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

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

RESTRICTED

Serial File

- 2 -

RESTRICTED

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

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

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March 18, 1947

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

Dear Mr. Larson:

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

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

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

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

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

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

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Serial No. 395

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March 18, 1947

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

Dear Mr. Kerlin:

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

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

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

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

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

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

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March 18, 1947

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

Dear Mr. Thurston:

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

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

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

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

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

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

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

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March 18, 1947

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

Dear Mr. Kelly:

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

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

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

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

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

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department if it is desired.

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

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

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

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

Sincerely yours,

Ruth C. Barton
Secretary

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March 18, 1947

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

Dear Mr. Skinner:

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

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

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

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

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

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