

- 2 - **RESTRICTED**

department if it is desired.

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

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

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

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

Sincerely yours,

Ruth C. Barton  
Secretary

RCB:ar

**RESTRICTED**



RESTRICTED  
Serial No. 391

**RESTRICTED**

March 17, 1947

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

Attention: Mr. Jerome Burke

Dear Mr. Green:

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

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

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

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

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

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**RESTRICTED**

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

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

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

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

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

Sincerely yours,

Ruth C. Barton  
Secretary

**RESTRICTED**

RCB:ar



RESTRICTED  
Serial No. 390

**RESTRICTED**

March 17, 1947

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

Dear Mr. Lucas:

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

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

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

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

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

**RESTRICTED**

Serial File



- 2 - RESTRICTED

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

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

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

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

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

Sincerely yours,

Ruth C. Barton  
Secretary

RESTRICTED

RCB:ar



UNCLASSIFIED  
Serial No. 389

March 17, 1947

MEMORANDUM FOR Lt. Col. V. F. Field  
Executive Secretary, SWNCC

Subject: Request for Stamps

It is requested that the Security Advisory Board be furnished with the following stamps, with size as indicated:

$\frac{1}{4}$ " INFORMATION COPY  
2"

$\frac{1}{2}$ " ACTION COPY  
1 $\frac{1}{2}$ "

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



UNCLASSIFIED  
Serial No. 388

March 17, 1947

MEMORANDUM FOR

Mrs. Frances Montgomery  
Administrative Officer  
Committee on Medical Research  
Office of Scientific Research  
and Development

Subject:

Classification of OSRD Studies  
on Penicillin and General  
Information Thereon

1. Reference is made to our telephone conversation this date in which we discussed the question of classification of OSRD studies on penicillin.

2. I would appreciate your confirmation of your statement that there is no longer any necessity for maintaining the classifications on any of these studies. Would you also please inform me whether information of any type on this subject should presently be classified?

3. It is my understanding that no material on penicillin is to be published until the release of a monograph on this subject in June. I would appreciate information on this matter also.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



~~RESTRICTED~~  
Serial No. 387

~~RESTRICTED~~

THIS DOCUMENT IS DECLASSIFIED  
WHEN ATTACHMENT IS REMOVED

17 March 1947

MEMORANDUM FOR           The Adjutant General  
                                  War Department  
                                  Washington 25, D.C.  
                                  Attn: AGAD

Subject:                    Downgrading of Documents

References:                a. SAB Serial No. 366  
                                  dtd 6 March 1947

b. AGAD 313.4 (47-70)  
                                  dtd 12 March 1947

Enclosures:                a. Folder ODT 172-A

b. Folder ODT 334-A

Enclosed herewith are two (2) folders, containing Restricted material from the files of the Office of Defense Transportation, for your review and possible declassification.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

~~RESTRICTED~~

RCB:ar



UNCLASSIFIED  
Serial No. 386

March 14, 1947

MEMORANDUM FOR

The Library  
Department of Agriculture  
Room 1515, South Building  
Attention: Miss Shackhtman

Subject:

Classification, Declassification,  
and Downgrading Procedures

Pursuant to your telephonic request this date,  
enclosed herewith are two (2) copies of SAB #7.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



~~RESTRICTED~~  
Serial No. 385

~~RESTRICTED~~

THIS DOCUMENT IS DECLASSIFIED  
WHEN ATTACHMENT IS REMOVED

R-385

March 13, 1947

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

Subject: Top Secret Control Procedure for  
War and Navy Departments

1. Pursuant to your recent request, transmitted herewith are seven (7) copies of the Top Secret Control Procedure issued by the Joint Security Control for the War and Navy Departments.

2. In transmitting this policy to your security representatives, it should be emphasized that this policy is for information only.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar

~~RESTRICTED~~



**UNCLASSIFIED**  
**Serial No. 384**

u-384

March 14, 1947

MEMORANDUM FOR

Mr. John Lucas  
Security Officer  
Department of Agriculture  
Attention: Miss Weingarden

Subject:

Classification, Declassification,  
and Downgrading Procedures

1. Pursuant to your telephone request this date, transmitted herewith are five (5) copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

RCB:ar

Serial File



UNCLASSIFIED  
Serial No. 383

U- #383

14 March 1947

MEMORANDUM FOR Chief, Transportation Division  
AC/AS-4  
Room 5C1048, The Pentagon

Subject: Classification of Transportation  
Studies

References: a. SAB Serial No. 282 dtd  
6 February 1947

b. SAB Serial No. 328 dtd  
18 February 1947

In order that the Security Advisory Board may complete the declassification program in the Office of Defense Transportation, would you please advise us of the status of References a and b ?

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



**CLASSIFIED**  
**Serial No. 382**

U-382

March 14, 1947

MEMORANDUM FOR

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

Subject:

Report of Policy Planning Committee  
of the Library of Congress

Reference:

a. Minutes 15th Meeting

1. Pursuant to directive from the Security Advisory Board at its 15th Meeting, the Secretary has discussed the report of the Policy Planning Committee of the Library of Congress with the Security Officer and the Assistant Chief Librarian, Library of Congress. In both instances, assurances were given that it was not the intent of the Policy Planning Committee to acquire copies of material relating to national security when that material bore any security classification whatsoever. Mr. Clapp, the Assistant Chief Librarian, advised me that the material would be research studies on mining, metallurgy, sciences, etc., but that the studies would be unclassified.

2. Mr. Clapp further stated that he felt that any comments or recommendations in this connection which the Security Advisory Board would like to make should be made to the Chairman of the Policy Planning Committee.

3. A copy of the latest report by this Committee has been made available to the Board. The report has minor changes and condensations throughout but the section to which the Board objected in the earlier report remains essentially the same.

4. I am enclosing a copy of the section to which the Board objected, extracted from the present draft of this report. Enclosure b contains a suggested draft of a letter to the Chairman of the Policy Planning Committee in this connection.

5. This subject will be discussed at the next meeting of the Board.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



## EXTRACT FROM LIBRARY OF CONGRESS PLANNING COMMITTEE

REPORT DATED February 14, 1947.

\*\*\*\*\*

"III. What material should the Library of Congress acquire in order to maintain properly the relationships and to provide the services proposed for it:

A. The Library of Congress should provide service, first for the Congress, second for the agencies of the Federal Government, and third for non-Governmental libraries and private citizens. To perform these services, it will require a carefully planned acquisition program which should be part of a national acquisition program for all libraries in the United States.

B. The security of the United States requires that Government agencies concerned with foreign affairs and intelligence activities have at their disposal all published materials which may be required in case of emergency. The National plan for acquisition should therefore bring into the libraries of the United States, in such a way as to make them available for Government use and research work, at least two copies of all material of value in connection with national security. One of the copies should be in the National Library in Washington, or in one of the libraries giving National Service in a Special Field, and the other should be outside of Washington, preferably in a non-Federal library, if security permits.

C. The national plan for acquisition should bring into the country at least one copy of all currently published material of interest for research in all fields.

With the above in mind, the Library of Congress should

1. Acquire all the material that it needs in order to provide the best possible service to the Congress, and to supplement the service given to Federal Agencies by other Federal libraries in Washington and elsewhere.

2. Acquire at least one copy of all material of importance in connection with national security, except in the fields of agriculture and medicine (where there should be a copy in the Department of Agriculture Library or the Army Medical Library) and in such other fields as are covered by other libraries which may be recognized later as giving National Service in a Special Field."

\*\*\*\*\*

*Enclosure a*



D R A F T

Dr. Keyes D. Metcalf, Chairman  
Library of Congress Planning Committee  
\* Librarian of Congress  
Washington 25, D.C.

Dear Dr. Metcalf:

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 certain references to the acquisition by the Library of Congress of all material "of value in connection with national security", for use in case of emergency.

The Board was considerably alarmed at the danger to the protection of classified material, implied in the wording of the plan outlined in the Committee Report. At our direction, the Secretary of the Security Advisory Board discussed this matter with the Security Officer and the Assistant Chief Librarian, Library of Congress. In both instances she 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.

While the apprehension of the Security Advisory Board has been considerably lessened by these verbal assurances, it is believed that the <sup>135</sup>rewording of your report, in order

Enclosure 1



that its purpose in this matter may be absolutely clear, is a necessary security measure.

The Board believes that certain parts of Section III of your report may be misinterpreted by both government and non-Federal personnel, as meaning that both classified and unclassified material should be forwarded to the Library of Congress under this plan of acquisition. It is our opinion that security authorities throughout government could never sanction such a plan of acquisition for either the "non-Federal library" mentioned in this report or the Library of Congress, since security regulations limit the distribution and use of classified material to an absolute and necessary minimum.

With this in mind, may we suggest the following changes, as indicated, in certain parts of Section III of your report, provided the paragraphs successfully convey the meaning which we are assured was intended:

"III.....

-----

"B. The security of the United States requires that Government agencies concerned with foreign affairs and intelligence activities have at their disposal all published materials which may be required in case of emergency. The National plan for acquisition should therefore bring into the libraries of the United States, in such a way as to make them available for Government use and research work, at least two copies of all material of value in connection with national security, when that material does not bear a security classification. to indicate the necessity for special safeguarding. One of the copies should be in the National Library in Washington or in one of the libraries giving National Service in a Special Field, and the other should be outside of Washington, preferably in a non-Federal library, if security permits."



-----  
"With the above in mind, the Library of Congress should  
-----

"2. Acquire at least one copy of all material in connection with national security, when that material does not bear a security classification, to indicate the necessity for special safeguarding, etc."

Any alternative wording which will clearly indicate that classified material is excluded from this national plan of acquisition may, of course, be used.

It would be appreciated if you would advise the Security Advisory Board of your action on this letter. Your cooperation in the interest of the protection of classified material will be sincerely appreciated.

Sincerely yours,

*Hamilton Robinson*  
~~Robert L. Bannerman~~  
State Member, SAB

Charles C. Blakeney  
Colonel, GSC  
War Member, SAB

L. W. Gunther  
Comdr., USN  
Navy Member, SAB







SAMPLE RECEIPT

DEPARTMENT OF \_\_\_\_\_  
Washington 25, D.C.

Receipt is acknowledged of Top Secret, Secret, Confidential document from the Department of \_\_\_\_\_, bearing the identifying number \_\_\_\_\_ dated \_\_\_\_\_, abbreviated subject \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Department

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

Please return this receipt immediately to:

\_\_\_\_\_  
\_\_\_\_\_

*Enclosure 2*



TOP SECRET

SIGNATURE RECORD AND COVER SHEET

Description	Registry
Source: Addressed to: Document Date: Document Number: Copy Number:	Date Received: Office or Branch: Logged By:

THE RECEIPTING TOP SECRET CONTROL OFFICER IS RESPONSIBLE FOR THE ATTACHED TOP SECRET DOCUMENT WHILE IT IS CHARGED TO THE \_\_\_\_\_ ON RECEIPT OF THIS DOCUMENT, EACH PERSON WHO SEES THE DOCUMENT OR TO WHOM ITS CONTENTS ARE COMMUNICATED, MUST SIGN WITH DATE AND TIME RECEIVED, AND INITIAL, WITH DATE AND TIME OF RELEASE IN THE SPACES PROVIDED OPPOSITE HIS NAME. THIS DOCUMENT MAY BE SHOWN ONLY TO PERSONS AUTHORIZED TO SEE TOP SECRET DOCUMENTS, AND WHO MUST SEE THE DOCUMENT IN THE PERFORMANCE OF HIS OFFICIAL DUTIES.

Referred to: Name	Received			Released		
	Signature	Date	Time	Initials	Date	Time

The attached Top Secret material will be detached from this form only for the purpose of its downgrading, destruction, or dispatch to an agency or organization outside of \_\_\_\_\_.

Notice of Detachment

TOP SECRET MATERIAL ATTACHED TO THIS FORM WAS DETACHED BY ME FOR THE PURPOSE INDICATED BELOW:

DOWNGRADING \_\_\_\_\_ DESTRUCTION \_\_\_\_\_ DISPATCHED TO \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

TOP SECRET

*Enclosure d*



Unclassified  
Serial No. 381

U-  
#381

CON - Mr. Banneran

March 15, 1947

CON - Mrs. Barton

State Department Security Film

The enclosed copies of memoranda regarding additional showings of the State Department security film in the Treasury Department are forwarded as a matter of interest to your office.

The Security Officer of the Department of Treasury has advised me that he is returning the security film to the State Department this date.

Return of the enclosure is requested.

Serial File



RESTRICTED  
Serial No. 380

**RESTRICTED**

13 March 1947

MEMORANDUM FOR

U.S. Secretary  
Combined Civil Affairs Committee  
War Department

Subject:

Top Secret Control Officers for  
Office of European Affairs (EUR),  
and Divisions Thereof

Reference:

a. SAB Serial No. 372 dtd 10 March 1947

1. Reference is made to our telephone conversation of this date in which you informed me of the impending resignation of Mrs. Ruth Mathieu, named in Reference a as the Top Secret Control Officer for the Office of European Affairs, State Department.

2. You are advised that the following people are authorized as Top Secret Control Officers in the indicated offices:

Office of European Affairs (EUR)

Mr. John H. Morgan  
Room 366, State Building  
Extension 3098

Division of British Commonwealth Affairs (BC)

Mr. Herbert F. Fales \*  
Room 380, State Building  
Extension 2737

Division of Eastern European Affairs (EE)

Walter J. Stoessel, Jr.  
Room 367, State Building  
Extension 2918

\* Change expected in month.

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**RESTRICTED****Division of Central European Affairs (CE)**

Henry P. Leverich  
Room 375, State Building  
Extension 2402

**Division of Southern European Affairs (SE)**

Walter C. Dowling  
Room 362, State Building  
Extension 623

**Division of Northern European Affairs (NOE)**

Same as for Office of European Affairs.

**Division of Western European Affairs (WE)**

Mr. William B. Dunham  
Room 385, State Building,  
Extension 771

3. The above-listed control officers have been cleared by the Security Office of the Department of State for this purpose. Top Secret documents to be handled by individuals in any of the above-listed Divisions may be delivered directly to the Top Secret Control Officer in that Division.

4. A complete list of the Top Secret Control Officers in the Department of State will be forwarded to you at a later date.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

RCB:ar

**RESTRICTED**



UNCLASSIFIED  
Serial No. 379

13 March 1947

MEMORANDUM FOR

Executive Secretary  
State-War-Navy Coordinating  
Committee

Subject:

The Security Advisory Board and  
its Relation to Records Security  
Control

Reference:

a. Minutes SAB 15th Meeting

Enclosure:

a. Report and Chart on Subject

1. Recently Mr. Victor Gondos, Jr., Records Retirement Supervisor, National Archives, was asked by the Director of the War Records Office to submit a report on the relation of the Security Advisory Board to the program of Records Security Control. In compliance with this request, Mr. Gondos prepared the enclosed chart and informational report regarding the Board.

2. At my request, Mr. Gondos supplied me with copies of this material for each of the Board members and the SWNCC Secretariat. Although the material is for the internal use of the National Archives, I believe it will prove of interest to your office. Should there be any comments on the accuracy of the data presented in this material, would you please let me know?

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



**UNCLASSIFIED**  
**Serial No. 378**

13 March 1947

MEMORANDUM FOR

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

Subject:

The Security Advisory Board and  
Its Relation to Records Security  
Control

Reference:

a. Minutes 15th SAB Meeting

Enclosure:

a. Report and Chart on Subject

1. Recently, Mr. Victor Gondos, Jr., Records Retirement Supervisor, National Archives, was asked by the Director of the War Records Office to submit a report on the relation of the Security Advisory Board to the program of Records Security Control in the government. Mr. Gondos compiled certain information relating to the Board, in addition to preparing a chart on the security activities in Washington.

2. Although this report and flow chart are for the internal use of the National Archives, it is believed that they will prove of interest to the members of the Board. To the best of my knowledge, the data contained in the informational report is accurate.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



UNCLASSIFIED  
Serial No. 377

Serial File

u-377

13 March 1947

MEMORANDUM FOR

Col. Lawrence L. Clayton  
Downgrading Committee  
Office of the Adjutant General  
Room 1A909, The Pentagon

Subject:

Downgrading of Documents

Reference:

a. SAB Serial No. 366 dtd 6 March 1947

1. Enclosed herewith is a corrected copy of Reference a, forwarded to you on 6 March 1947.
2. Would you please destroy the present copy of Reference a in your possession?

For the Security Advisory Board:

Ruth C. Barton  
Secretary



Restricted  
Serial No. 376

**RESTRICTED**

Serial File

~~SECRET~~

March 12, 1947

MEMORANDUM FOR

Mr. Carlton Skinner  
Security Officer  
Department of the Interior  
Attention: Mr. Frederick Hollowell

Subject:

British Economic Survey of Manchuria,  
1931-1945

1. Confirming my visit to your office this date, the Security Advisory Board has been informed that Mr. Michael W. Straus, Commissioner of Reclamation, Department of the Interior, requested from the White House on February 25, 1947, a copy of the subject document, for use of the Chief Engineer, Denver, Colorado. This request was forwarded to the War Department on March 3, 1947, since no additional copies were available at the White House.
2. The War Department has taken the necessary steps to secure the agreement of the British Government to the loan of this document to the Department of the Interior, provided certain security conditions are met.
3. It is the belief of the Security Advisory Board that the following conditions represent the minimum security standards which must be assured before release of this document:
  - a. The Commissioner of Reclamation should agree to accept responsibility for the security of the document;
  - b. The Chief Engineer, Denver, Colorado, should be known to have a valid interest in the contents of this document;
  - c. The document should be transmitted to the Chief Engineer, Denver, Colorado, in two envelopes, return receipt requested, by registered mail or by hand;
  - d. When not in use, the document should be maintained in a three combination safe or its equivalent;
  - e. The Commissioner of Reclamation should be informed of the pertinent extracts from the Espionage Act governing the unlawful disclosure of military information, as contained in para. 12 of SAB No. 1.

**RESTRICTED**



**RESTRICTED**RESTRICTEDSerial No. 376 (Ctd.)

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- f. The document must be returned to the Military Intelligence Division, War Department, Washington 25, D.C., by the method prescribed in para. 3 c, at the end of a period of six months.
4. When you have discussed this matter with Mr. Straus, would you be so kind as to inform me if the safeguards set forth in para. 3 can be assured? Upon receipt of this assurance, the document will be personally delivered to Mr. Straus for transmission to the Chief Engineer, Denver, Colorado.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

cc War Member, SAB

**RESTRICTED**



RESTRICTED  
Serial No. 375

RESTRICTED

Serial File

12 March 1947

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

Subject:                    Top Secret Control Officers

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

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

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

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

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

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**RESTRICTED**

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

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

Other agencies could be added as needed.

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

For the Security Advisory Board:

Ruth C. Barton  
Secretary

RCB:ar

**RESTRICTED**



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DRAFT

Dear Mr. \_\_\_\_\_:

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

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

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

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

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\_\_\_\_\_, the following facts should be kept in mind:

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

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

May we further suggest that the list of designations within

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- 3 -

**RESTRICTED**

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

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

For the Security Advisory Board:

Ruth C. Barton  
Secretary

**RESTRICTED**



UNCLASSIFIED  
Serial No. 374

March 11, 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 Commandant of the United States Coast Guard, Department of Treasury, has requested one copy of each of the JANIS studies listed as available on our letter of February 12, 1947. These studies are requested for future reference purposes and in order to maintain current, the Commandant's Confidential Publications Library at Coast Guard Headquarters.

2. The Security Officer of the Department of Treasury has indicated his approval of the request and has informed the Security Advisory Board that the documents will be given adequate security protection.

3. These documents should be sent to the Commandant, U. S. Coast Guard, Registered Publications Section, Attention: Lt. Anthony, Room 7109, Coast Guard Headquarters, Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



~~TOP SECRET~~

Serial No. 30

~~TOP SECRET~~

313

THIS DOCUMENT IS DECLASSIFIED  
WHEN ATTACHMENT IS REMOVED

March 11, 1947

MEMORANDUM FOR Mr. George A. Viehman  
Security Officer  
United States Maritime Commission

Subject: Declassification of Documents

1. Reference is made to your letter of January 29, 1947, with which you enclosed four (4) letters for possible declassification or downgrading by the appropriate security authorities in order that they might be used by the Maritime Commission in Federal Court proceedings.
2. As previously advised by telephone, the Joint Chiefs of Staff have concurred in the declassification and release of these four (4) letters for use by the Maritime Commission in Federal Courts.
3. It is expected that you will take the necessary mechanical steps to declassify these four (4) letters, and any existing copies thereof, before their use as intended.
4. Enclosures a through d are returned herewith as requested.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

• RCB:ar

~~TOP SECRET~~



RESTRICTED  
Serial No. 372

RESTRICTED

372

10 March 1947

MEMORANDUM FOR U. S. Secretary  
Combined Civil Affairs Committee  
War Department

Subject: Top Secret Control Officer  
for Office of European Affairs (EUR),  
Department of State

1. Reference is made to your telephone inquiry of 7 March 1947 regarding the designation of a Top Secret Control Officer for the Office of European Affairs (EUR), Department of State.

2. The Security Office of the State Department informs me that Top Secret material addressed to the Director, Office of European Affairs, should be delivered to Mrs. Ruth E. Mathieu, Room 399, State Department Building, State Extension 3246. Mrs. Mathieu has been cleared by the Security Office for this purpose.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RESTRICTED

RCB:ar



RESTRICTEDSerial No. 370

RESTRICTED

10 March 1947

MEMORANDUM FOR

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

Subject:

Declassification of Documents in  
the Possession of the Office of  
Defense Transportation

1. The Security Advisory Board of the State-War-Navy Coordinating Committee has been engaged in establishing a declassification program in the nonmilitary agencies of the federal government. While establishing a declassification program in the Office of Defense Transportation, it was discovered that a considerable amount of their classified files consisted of transportation studies of Army installations made under Public Law 779 (79th Congress).

2. Although the Transportation Corps of the War Department must act as the declassifying authority in this instance, it has been requested that the arm or service in the War Department affected by the transportation study in each instance be consulted before final presentation to the Transportation Corps.

3. In compliance with this request, I am submitting to you for review as to possible declassification the transportation studies together with related correspondence, concerning the following installations of interest to the Corps of Engineers: (1) Granite City Engineer Depot; (2) Marion Engineering Depot; (3) Lathrop Holding and Reconsignment Point.

4. It is realized that unclassified correspondence is likewise contained in these folders, but it is deemed advisable to retain all materials on these subjects in

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one folder, in view of the size and extent of this project.

5. It is requested that your opinion on the advisability of declassification of the enclosed material and the folders themselves be returned to the Secretary, Security Advisory Board, Room 711, 515 22nd Street, N.W., Washington 25, D.C.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

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CONFIDENTIAL  
Serial No. 371

371

CONFIDENTIAL

March 7, 1947

MEMORANDUM FOR Mr. Alvin W. Kremer  
Security Officer  
Library of Congress

Subject: Security Checks

1. Reference is made to your letter of January 31, 1947, in which you requested that the Security Advisory Board attempt to obtain security checks on two (2) employees of the Library of Congress for the handling of OSRD classified material.
2. As you know, the Board no longer has direct channels to investigative agencies for the purpose of obtaining these checks. As a result, an attempt was made to secure these two (2) checks through other channels.
3. The name of Ethelyn N. SHUNATONA has been checked with the central files of two (2) investigative offices and no derogatory information was revealed. It was possible to check the name of Leander Braxton SMITH with only one (1) investigative office, however, and even though no derogatory information was revealed in that office, this security check should not be considered either complete or conclusive.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar

CONFIDENTIAL



CONFIDENTIAL  
Serial No. 370

**CONFIDENTIAL**

7 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 WDSGA-SY  
b. SAB 3

1. Reference is made to your memorandum of 22 January 1947 in which you requested that CAD be furnished with information on which to base a determination of the suitability of thirteen (13) employees of the U.S. Commercial Company to receive Classified information up to and including SECRET.

2. Because the civilian agency concerned has no channels by which it can receive security check from investigative agencies, it has been necessary for the Security Advisory Board to secure these checks by other methods. The delay which has been occasioned has been unavoidable.

3. On the basis of information received to date, the Board is satisfied that the conditions of SAB 3 have been met on the following people:

Henry N. Bassett  
Walter L. Bossart  
Francis E. Dugan  
Peter A. McDermott  
Floyd B. Moyer  
G. R. Parker

4. When further clearances are received, you will be advised at once.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

**CONFIDENTIAL**

RCB:ar



UNCLASSIFIED  
Serial No. 369

7 March 1947

MEMORANDUM FOR

Office of the Chief Signal Officer  
Plans and Operations Division  
Plans and Intelligence Branch  
Attention: Capt. Vincent Santoro  
Room 4B282, The Pentagon

Subject:

Declassification of Documents in  
the Files of the Office of Defense  
Transportation

1. Confirming my visit to your office this date, you are informed that the Security Advisory Board of the State-War-Navy Coordinating Committee is assisting the Office of Defense Transportation in the declassification of its records before their transmittal to the National Archives.

2. In surveying the classified records in the Office of Defense Transportation, it was discovered that a large bulk of these files consisted of transportation studies made of Army installations by officers of the Transportation Corps. The Transportation Corps has requested that I secure the opinion of the service concerned on the advisability of declassification of these documents, before final submission to the Transportation Corps.

3. It would be appreciated if your office would furnish us with the attitude of the Signal Corps toward declassification of the files relating to the Lexington Signal Depot, Lexington, Kentucky, which I left with you this date. The papers should be returned to Room 711, 515 22nd Street, N.W., when review has been completed.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File



RESTRICTED  
Serial No. 368

368

RESTRICTED

6 March 1947

MEMORANDUM FOR

Office of Chief of Ordnance  
Room 2E368, The Pentagon  
Attention: Mr. J. B. Trainor

Subject:

Declassification of Documents

References:

- a. SAB Serial No. 280
- b. Ltr ORDGA-9, O.C. 313/3324  
dtd 17 February 1947

1. In reference b, permission was granted to the Security Advisory Board to declassify certain reports and studies in the files of the Office of Defense Transportation pertaining to ordnance installations, provided such studies were made during the years 1944 and 1945.

2. It is believed that this permission pertained only to ordnance plants. In order that the authority for declassification may extend to ordnance depots, proving grounds, arsenals, etc., I am enclosing the following typical files for these units for your review with the purpose of granting this overall declassification authority:

Jefferson Proving Grounds, Madison, Ind.

Portage Ordnance Depot, Ravenna, Ohio

Benicia Arsenal, California

3. Anything which you can do to expedite this decision will be appreciated.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RESTRICTED

RCB:ar



Declassified  
Serial No. 367

March 7, 1947

MEMORANDUM FOR

Mr. Verner Clapp  
Director, Acquisitions Department  
Library of Congress

Subject:

Classification of Document

1. Reference is made to your letter of February 26, 1947, in which you requested advice as to whether a report of the American Transit Association was still classified.

2. The Security Advisory Board as an agency of the State-War-Navy Coordinating Committee is charged with the coordinating of policies and regulations on security in non-military agencies of the federal government. The Board does not consult with private firms, business or industrial associations or concerns except in instances when the work of the Board makes it necessary.

3. There is, consequently, no way by which the Security Advisory Board could determine the classification of the document in question, except by direct query to the American Transit Association. If the A.T.A. prepared this document in conjunction with a government agency, the problem would naturally be handled differently. Any additional facts in this case which would place the matter under the jurisdiction of the Security Advisory Board may, of course, be brought to our attention.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial 7123



~~RESTRICTED~~  
Serial No. 366~~RESTRICTED~~THIS DOCUMENT IS DECLASSIFIED  
WHEN ATTACHMENT IS REMOVED

6 March 1947

MEMORANDUM FOR Col. Lawrence L. Clayton  
Downgrading Committee  
Office of the Adjutant General  
Room 1A909, The Pentagon

Subject: Downgrading of Documents

1. The Security Advisory Board of the State-War-Navy Coordinating Committee has been engaged in establishing a declassification program in civilian agencies of the federal government. While establishing a declassification program in the Office of Defense Transportation, it was discovered that a considerable amount of their classified files consisted of transportation studies of Army installations made under Public Law 779 (79th Congress).
2. Although the Transportation Corps of the War Department must act as the declassifying authority in this instance, they have requested that the arm or service of the War Department affected by the transportation study in each instance be consulted before final presentation to that service.
3. In compliance with this procedure, I have submitted to the various services of the War Department numerous transportation studies for determination as to present classification. In the absence of authority on studies of interest to the Army Service Forces, it has been suggested that these folders be submitted to your office for declassification of the classified material contained therein. It is realized that unclassified correspondence is likewise contained in these folders but it is deemed advisable in view of the scope of this program to retain all materials in their respective folders.
4. Since we may discover additional classified studies of this nature, made of ASF installations, would it be possible to give to the Security Advisory Board a ruling on a blanket declassification of such studies?

For the Security Advisory Board:

Serial File

Ruth C. Barton  
Secretary

RCB:ar

~~RESTRICTED~~



Unclassified  
Serial No. 365

March 6, 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 Customs, Department of Treasury, has requested one copy of the following chapters from each listed JANIS studies:

Chapter VI - Ports and Shipping  
Chapter VII - Transportation and Telecommunication  
Chapter VIII - Cities and Towns  
Chapter IX - Aviation

These documents are to be used by the Customs Service in connection with its activities relating to imported merchandise.

2. The Commissioner of Customs has assured the Security Advisory Board that their documents will receive adequate security protection and the Security officer of the Department of Treasury has indicated his approval of the request.

3. These documents should be sent to Mr. William R. Johnson, Commissioner of Customs, Department of Treasury, Room 808, 1512 H Street, N. W., Washington 25, D. C.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



Serial No. 364

#364

CON - Mr. Robert L. Bannerman

March 6, 1947

CON - Mrs. Ruth C. Barton

State Department Security Film

The enclosed copy of a letter from the Security Officer of the Department of Treasury regarding the showings of the State Department security film in the Treasury Department is forwarded as a matter of interest to your office.

The cooperation of Mr. Cooper of your office in making arrangements for the loan of this film to the Treasury Department is appreciated.

Return of the enclosure is requested.

Serial File

CON:RCBarton:ar



Unclassified  
Serial No. 363

#363

March 6, 1947

MEMORANDUM FOR

Mr. John S. Lucas  
Department of Agriculture  
West Administration Building  
Room 113  
Washington 25, D.C.

Subject:

Classification, Declassification,  
and Downgrading Procedures

Pursuant to your telephone request of March 6, 1947, to this office, enclosed herewith are forty-nine (49) copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



Unclassified  
Serial No. 362

362

a  
5 March 1947

MEMORANDUM FOR Security Officer  
Surgeon General's Office  
War Department

Subject: SAB 7

Pursuant to request contained in your letter  
of 3 March 1947, File Reference MEDCA 461 (S.G.O.)  
CG, enclosed herewith are three (3) copies of SAB 7.  
For the Security Advisory Board:

Ruth C. Barton  
Secretary

RCB:ar

Serial File



Unclassified  
Serial No. 361

361

March 5, 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 Chairman of the Federal Communications Commission has requested that he be furnished with a copy of Chapter VII, "Transportation and Telecommunications", included in each of the available JANIS studies. These chapters will be used in connection with the official work of the Commission of regulating domestic and foreign communication by wire and radio.

2. The Security Officer of the Federal Communications Commission has forwarded his approval of this request and has assured the Board that adequate security protection will be afforded the documents.

3. These chapters should be sent to Commissioner E. K. Jett, Security Officer, Federal Communications Commission, Room 7241, New Post Office Building, Washington 25, D. C.

For the Security Advisory Board:

Serial File

Ruth C. Barton  
Secretary

RCB:ar



Unclassified  
Serial No. 360

360

5 March 1947

MEMORANDUM FOR Office of the Surgeon General  
Medical Intelligence Branch  
Attention: Dr. A. R. Turner

Subject: Declassification and Distribu-  
tion of Scientific and Technical  
Data

Pursuant to your telephone request of 4 March  
1947, enclosed herewith are two (2) copies of  
SAB 2, dated 28 May 1946.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



Unclassified  
Serial No. 359

359

March 5, 1947

MEMORANDUM FOR Mrs. Rhea Williamson  
Executive and Foreign Affairs  
Branch  
Room 5E, The National Archives  
Washington 25, D.C.

Subject: Classification, Declassification,  
and Downgrading Procedures

\* Pursuant to your request of March 4, 1947,  
to this office, enclosed herewith are two (2)  
copies of SAB 7.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



UNCLASSIFIED  
Serial No. 358

Serial File

March 3, 1947

MEMORANDUM FOR

Mr. George A. Viehman  
Security Officer  
Maritime Commission

Subject:

Declassification of Transportation  
Studies

1. The Office of Defense Transportation has in its files several transportation studies made of installations of interest to the Maritime Commission. These studies give information as to number of personnel employed at the installations, location, areas covered by the installation, an occasional map of the roads, etc. Some few of the studies are classified Restricted. The majority of the studies were made in 1944 and 1945.

2. Although the responsibility for declassification of these studies rests with the classifying office, which is, in this case, the Transportation Corps of the War Department, the opinion of the agency having interest therein is considered advisable.

3. In a recent telephone conversation with you on this matter, you stated that the Maritime Commission would have no objection to declassification of these transportation studies. I would appreciate your confirmation of this permission, as a matter of record.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 357

March 3, 1947

MEMORANDUM FOR

Mr. Nathaniel H. Goodrich  
President's Scientific Research and  
Development Board

Subject:

Classification, Declassification,  
and Downgrading Procedures

In view of your interest in the declassification procedure of the Security Advisory Board, I am enclosing a copy of the final approved policy on this subject.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File



Unclassified  
Serial No. 356

356

March 3, 1947

MEMORANDUM FOR Mr. Kenneth Heckler  
Division of Administrative  
Management  
Bureau of the Budget

Subject: Classification, Declassifi-  
cation, and Downgrading  
Procedures

In view of your interest in the proposed Security Advisory Board declassification procedure, I am enclosing a copy of the booklet which represents final approved policy of the Board.

For the Security Advisory Board:

Ruth C. Barton  
Secretary

Serial File

RCB:ar



UNCLASSIFIED  
Serial No. 355

Serial File

March 3, 1947

Mr. A. N. Overby  
Special Assistant to the Secretary  
Department of the Treasury  
Washington 25, D.C.

Dear Mr. Overby:

Reference is made to your letter of February 24, 1947, in which you stated that the Department of Treasury had presently no need for available JANIS materials, but would appreciate information on any such materials which deal with financial aspects of Far Eastern problems.

I have been informed that no JANIS studies are available which treat wholly of financial aspects of Far Eastern problems. There is, of course, one chapter on financial problems in each of the JANIS studies, prepared for this series by the Federal Reserve Board.

Your Security Officer, Mr. John D. Larson, has requested a complete set of the JANIS studies for the use of the Secretary and his staff. These studies will be sent to him and will be available in his office should you have need for them.

Sincerely yours,

E. T. Anderson  
Acting Chairman

cc Mr. John D. Larson



UNCLASSIFIED  
Serial No. 354

Serial File

February 28, 1947

MEMORANDUM FOR

Mr. E. T. Anderson  
Acting Chairman, Security Advisory  
Board

Subject:

Security Advisory Board- Work and  
Delinquency Report and Summary of  
Activities

References:

- a. Memo from Mr. Flinn, dtd Oct. 3, 1946,  
to Mr. E. T. Anderson
- b. Serial No. 210
- c. Memo from Mr. Flinn, dtd Nov. 18, 1946,  
to Mr. E. T. Anderson

1. In compliance with reference a, the following information is submitted on the operations of the Security Advisory Board for the month of February, 1947:

Time spent on SAB work as distinguished from work for other SWNCC subcommittees.....	100%
Number of Meetings Attended.....	6
Security Advisory Board meetings.....	1
Group Meetings or Conferences in which SAB had interest.....	5
Number of interviews handled.....	12
Interviews with government officials who requested Board advice or help.....	3
Administrative interviews incident to Board operations.....	3
Exploratory interviews to War or Navy Departments on security matters.....	6
Telephone calls made by Secretary incident to security matters or Board operations.....	85*
Telephone calls received from government agencies and departments on security matters or Board operations.....	75*

\*Figure Approximate only.



Serial No. 724 (Otd.)

The following percentage breakdown of the manner in which the time of the Secretary was used in February is submitted:

Time spent in preparing material for Board members or for Board meetings.....10%

Time spent in conferences, interviews, etc.....25%

Time spent in revision of regulations, preparation of policies and procedures on Security.....40%

Time spent in handling phone calls and matters incident to those phone calls.....10%

Time spent in administrative matters, including supervision of preparation of SAB papers, preparation of reports, summaries, etc.....10%

Time spent in traveling from 515 22nd Street, N.W., to other government buildings.....5%

2. In compliance with reference b, the following progress report on the Board operations is submitted:

WORK COMPLETED

- a. Top Secret procedure survey in federal agencies at request of SAB.....
- b. Security Check on one employee of the National Bureau of Standards.....
- c. Review and declassification of certain classified documents in the library of Interstate Commerce Commission.....
- d. Processing of request from U.S. Geological Survey in Department of the Interior for classified War Department material.....
- e. Final preparation and printing of SAB 7.....
- f. DISTRIBUTION OF SAB 7 THROUGHOUT GOVERNMENT....
- g. Processing of Request for Classified Report from International Monetary Fund.....
- h. Establishment of Channel for the Distribution of JANIS studies from Joint Intelligence Study Publishing Board via SAB to nonmilitary agencies and beginning of distribution.....



Serial No. 354, Ctd.

- f. Showing of State Department Security Film for Benefit of Security Officers of nonmilitary agencies.....
- g. Revision of memorandum in Navy Department pertaining to handling of security matters pertaining to nonmilitary agencies.....

WORK IN PROGRESS (Percentage completed)

- a. Establishment of procedure for declassification of classified aerial photography in civilian agencies...15%
- b. Security Checks through medium of military departments for approximately 100 employees of Washington offices of NACA.....25%
- c. Security Checks for ten employees of the Reconstruction Finance Corporation and one of the Department of Justice.....25%
- d. Declassification of certain correspondence on ship-building for use in legal case in Maritime Commission.50%
- e. Declassification of classified records of the Office of Defense Transportation.....60%
- f. Revision of SAB general security regulations.....25%
- g. Policy on declassification of vouchers paid against classified military contracts at request of GAO.....40%
- h. Declassification of material used in Report of the Clearing Office for Foreign Transactions.....5%

WORK CONTEMPLATED

- a. Revision of Top Secret Control Procedure and List of Officers.
- b. Surveys of security in certain vital government agencies.
- c. Initiation of security training program in certain agencies.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 353

Serial File

28 February 1947

MEMORANDUM FOR Fiscal Director  
Executive Office of the Secretary  
Navy Department

Subject: Procedure for Handling of Security  
Matters Pertaining to Nonmilitary  
Federal Departments and Agencies

Reference: a. CNO Ltr Op-35W1-gw Ser. No. 1P35  
dtd 20 January 1947

1. Your letter of 10 February 1947, EXOS (OPD) A3-1, in which you questioned the application of reference a to certain operations of your office, has been referred to the Security Advisory Board for reply.

2. It was not the intention of the memorandum, which was approved by the State-War-Navy Coordinating Committee for implementation within War and Navy Departments, to change such procedures as you described in your letter. In view of the fact that the letter has proved to be confusing to various offices in the Navy Department, a substitute memorandum was prepared which will rescind reference a. I am informed that this substitute memorandum is presently being mimeographed in the Navy Department, and that you should receive your copy within a few days.

3. It is believed that the procedure as outlined in the substitute memorandum will not affect the operations which you described in your letter of 10 February 1947.

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 352

Serial File

28 February 1947

MEMORANDUM FOR

Navy Member, SAB

Subject:

Classified Map Information  
for U. S. Geological Survey,  
Department of the Interior

References:

- a. Memo for SAB fr Op-32-D2,  
(SC) A-6-8/Release, Serial  
No. 001516P32 dtd 13 Feb 47
- b. Memo for SAB fr Op-32-D2,  
QB/SAB, Serial No. 00507P32,  
(SC) A3-6

1. The Security Officer of the Department of the Interior has informed the Security Advisory Board that the U.S. Geological Survey has withdrawn its request for certain classified maps from the War Department. Maps and correspondence in this connection have been returned to the War Member, SAB.

2. As a matter of information, a copy of Reference a was furnished to the War Member, SAB.

3. The classification of Reference b, which has been discussed with you and other Board members, is believed to be unnecessarily high. You stated, I believe, that you preferred to maintain this classification for your files. Would you please advise this office if there would be any objection to the declassification of the copy in the files of the Board?

For the Security Advisory Board:

Ruth C. Barton  
Secretary



UNCLASSIFIED  
Serial No. 351

Serial File

28 February 1947

MEMORANDUM FOR

Office of the Surgeon General  
Medical Intelligence Branch  
Attention: Dr. A. R. Turner

Subject:

Request for Listing of Active  
Installations Under the Office  
of the Surgeon General

1. Reference is made to your letter of 25 February 1947 (MEDCE 311.5) in which you stated that the Office of the Surgeon General would interpose no objections to the declassification of Transportation Studies held by the Office of Defense Transportation, provided the studies referred to medical installations in the Zone of the Interior which had been inactivated.

2. It would amount to a considerable saving of time for the Office of Defense Transportation in its declassification program if we had access to a list of active medical installations in the Zone of the Interior. Would you be so kind as to furnish us with a listing of these installations for use in this declassification program?

For the Security Advisory Board:

Ruth C. Barton  
Secretary  
Security Advisory Board