

SAB Minutes 7-A

SUBJECT OR FILE NO. **LOT-52-M-45 (SWNCC)** DATE DUE

~~CONFIDENTIAL~~

CHARGE TO **Cabinet # 1 drawer 2**

Y. Litalo
(Signature)

Form DS-933a (9-1-51)

DEPARTMENT OF STATE

OFFICE SYMBOL

54

LOT 52M45

Cab # 1

Drawer # 2

OFFICIAL GOVERNMENT RECORD
RETURN TO:
RSC SA-20
DEPARTMENT OF STATE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Informal Meeting
28 May 1947

SAB
mins

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the First in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, May 27, 1947, at 1000.

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman
Mr. Robert L. Bannerman, (State)
Mr. Stanley Goodrich, (State)
Col. Harry H. Mole, (War)
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State) Secretary
Mildred Finley, (State)

The Board discussed and revised Section I, "DEFINITIONS", of the first draft of the regulations, and instructed the Secretary to prepare a second draft of this Section before the next meeting. Consideration of the definition of "Custodian" was deferred until the Board discusses the sections in which the term appears.

It was decided that the Board would meet again at 9:00 a.m. Thursday, May 29, to discuss succeeding sections of the first draft and that further meetings of approximately two hours each would be held, not more than three times a week, for as long as necessary to secure what the Board deems an adequate draft for circulation to civilian executive agencies.

Informal Meeting
28 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

Minutes of the First in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, May 27, 1947, at 1000.

MEMBERS PRESENT

Mr. Hamilton Robinson, (State), Chairman
Mr. Robert L. Bannerman, (State)
Mr. Stanley Goodrich, (State)
Col. Harry H. Mole, (War)
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State) Secretary
Mildred Finley, (State)

SECTION I
DEFINITIONS

1. INFORMATION

Knowledge subject to being communicated.

2. MATERIAL

Document, device or substance by which information is made communicable.

3. DOCUMENT

Any form of recorded information.

The term "document" includes all printed, mimeographed, typed, photographed, photostated, drawn ^{and} written material of all kinds; telegrams, cablegrams, radiograms, and other evidences of material transmitted by electrical means, sound recordings, charts, maps, drawings, and all other material, publications, and information reduced to visual evidence by any means whatsoever.

4. DEVICE AND SUBSTANCE

Any item of equipment or substance other than documents, complete, partial or in process of development and construction, including parts and partial developments that show features and design; models, mock-ups, fixtures, dies, components or accessories associated with subject material.

5. REGISTERED DOCUMENTS OR DEVICE

A Top Secret, Secret or Confidential document^s or device, or ^a Restricted Cryptographic document or device carrying a register number, short title and instructions to account for it periodically. The head of each agency should issue orders or directives ^{to provide} for the registration of Top Secret, Secret or Confidential documents or devices or Restricted cryptographic document^s or device^s for which periodic accountability is appropriate.

6. CLASSIFIED INFORMATION

Classified Information, continued

Official information which requires the assignment of a security classification (Top Secret, Secret, Confidential, or Restricted) in order to indicate the degree of protection necessary for its handling, distribution, and safeguarding.

7. CRYPTOGRAPHIC MATERIAL

All documents and devices employed in changing plain-language messages into unintelligible form and cryptographic messages into plain-language form, by means of codes and ciphers.

8. CRYPTOGRAPHIC SECURITY

The provision of technically sound cryptographic systems, their proper use, and their careful safeguarding. ~~All questions regarding any phase of cryptographic security should be directed to the Cryptographic Security Board, which is established by Executive Order No. _____ and charged with the establishing of cryptographic security standards and policies to achieve the maximum security of government communications.~~

9. CLASSIFICATION OR GRADING

The determination as to the degree of protection necessary for the handling, distribution and safeguarding of classified information. The categories of classification are Top Secret, Secret, Confidential, and Restricted.

10. DECLASSIFICATION

The determination that the necessity no longer exists for maintaining classification of the information.

11. DOWNGRADING

The determination that a lower classification than that previously assigned provides adequate protection for the information.

12. UPGRADING

The determination that a higher classification than that previously assigned is necessary to provide adequate protection for the information.

13. MARKING

The physical act of giving effect to the determination made as to classification, declassification, downgrading or upgrading. Such marking should include the date on which the determination was made.

14. CUSTODIAN

Proposed Change to AR 380-5, "Testimony before Congress"
submitted by the Intelligence Division for approval in
the War Department

22. Testimony before Congress.—a. Whenever a person in the military service appears before a committee of Congress in either executive or public session and is called upon to give testimony which includes information classified top secret, secret, or confidential, he will not divulge the information unless he has been authorized by the Secretary of War to do so. A person who has authority to issue instructions "by order of the Secretary of War" is authorized thereby to give classified information in executive session if he deems that the information will not compromise the national security. If he does not have the authority to give the information he will respectfully state to the committee that he is not authorized to disclose the information desired but he will also inform the appropriate member of the committee that he will endeavor to obtain the necessary authority. Military personnel, when called upon to testify before a committee of Congress, will immediately endeavor to obtain necessary authority of the Secretary of War through the Chief of the Legislative and Liaison Division, War Department Special Staff, in conjunction with the Director of Intelligence, WDGS, to divulge information which they anticipate will be desired.

b. When a person in the military service is requested to give testimony which includes information classified top secret, secret or confidential which he has been authorized by the Secretary of War to give, or information classified as restricted, he will respectfully request that the testimony be given in executive session only, and not appear in the record of hearings, the Congressional Record, or other document open to public inspection.

c. With regard to policies and facts which the public interest does not require to be kept top secret, secret, confidential, or restricted, see AR 600-10.

Informal Meeting
June 6, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

Minutes of the Fourth in a Series of Informal Meetings
of the Security Advisory Board to Prepare a Draft of
Proposed Minimum Standards for the Handling and Trans-
mission of Confidential Documents and Other Documents
and Information which should not be Publicly Disclosed,
Held in Room 701, 515 Twenty Second Street, N. W., on
Friday, June 6, 1947, at 9:30 A.M.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman
Mr. Stanley Goodrich, (State)
Col. C. C. Blakeney, (War)

SECRETARIAT

Shanette G. Blake, (State), Secretary
Mildred Finley, (State)

The State and War representatives agreed to REVISE PARAGRAPH 7, Section VI (as drafted on basis of Board Meeting (3 June) to read as follows:

"In addition to the assigned classification marking or stamp, the record copy of Top Secret and Secret documents shall bear an appropriate indication of the authority for the classification, the identity of the classifying officer and the date of classification."

The Board then proceeded with its revision, covering all of Section VII except a provision governing release of classified information to foreign nationals which was deferred for further consideration at a later meeting.

The next meeting was set for 2:00 P.M., Monday, June 9, at which time the Board is to be furnished with copies of Section VII as redrafted today.

SECTION VII

DISSEMINATION OF CLASSIFIED MATERIAL

1. GENERAL

No person is entitled solely by virtue of his office or position to knowledge or possession of classified information. Such information shall be entrusted only to those individuals whose official duties on behalf of the executive branch require such knowledge or possession.

2. RESPONSIBILITY

The safeguarding of classified information is the responsibility of every individual to whom entrusted. The responsibility for the maintenance of security of classified information rests upon each employee of the executive branch having knowledge thereof, no matter how obtained. Classified information shall not be released for dissemination outside the executive branch by any person or agency having access thereto or knowledge thereof except through prescribed channels established by each agency.

3. LOSS OR SUBJECTION TO COMPROMISE

Any employee of the executive branch who may have knowledge of the loss or subjection to compromise of classified information shall promptly report the fact to his superior officer or to the custodian.

The custodian, with assistance of higher authority where appropriate, shall effect prompt notification to the originating office or agency for investigation and the initiation of such further action as may be appropriate. The originating office or agency will, upon notification as above, also promptly inform all holders of the information that loss or subjection has occurred, in order that any necessary precautionary steps may be taken without delay.

4. DISSEMINATION OF TOP SECRET INFORMATION

The dissemination of Top Secret information shall be held to the absolute minimum. Only that portion of Top Secret information necessary to the proper planning and appropriate action of any organizational unit will be released to such unit.

5. DISSEMINATION OF SECRET AND CONFIDENTIAL INFORMATION.

The dissemination of Secret and Confidential information shall be limited to personnel whose assigned duties require knowledge of such information.

6. DISSEMINATION OF RESTRICTED INFORMATION

Restricted information may be disseminated to anyone in the executive branch for official purposes.

7. UNOFFICIAL CORRESPONDENCE

Classified information shall not be discussed in unofficial correspondence.

8. TELEPHONE CONVERSATIONS

Top Secret, Secret and Confidential information shall not be discussed over the telephone. It is permissible to make reference by telephone to material in these categories if such references do not, in the course of conversation, reveal the substance of those portions of material under discussion which are so classified. Reference to file numbers, dates, and subject (provided the subject itself is not classified higher than Restricted) may be made over the telephone, but great care must be exercised not to reveal substantive matter classified higher than Restricted.

9. INFORMATION DISCLOSED TO THE CONGRESS

The head of each department or agency in the executive branch shall prescribe those rules under which an employee of that agency may disclose to the Congress classified information originating in that department or agency. Classified information originating in another agency will not be disclosed to the Congress without the consent of the originating agency.

Testimony of a classified nature must be given in executive session and should not appear in the record of hearings, the Congressional Record, or other documents open to public inspection.

10. REQUEST FOR OFFICIAL DOCUMENTS IN CONNECTION WITH PENDING OR PROSPECTIVE LITIGATION

When any government official receives a request from any person outside his agency or department for a classified document or copy thereof for use in pending or prospective litigation, every effort shall be made to obtain declassification of the document or such portions thereof as are required in the litigation.

If it is impossible to obtain declassification of the document, it may be furnished for use in pending litigation only in accordance with the rules prescribed by the head of the department or agency concerned. Classified information originating in other departments or agencies will not be disclosed for use in pending litigation without the consent of the originating agency.

11. RELEASE TO FOREIGN NATIONALS

(no decision)

Informal Meeting
3 June 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the Third in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, June 3, 1947, at 900.

MEMBERS PRESENT

Mr. Robert L. Bannermen, (State), Acting Chairman
Mr. Stanley Goodrich, (State)
Col. C. C. Blakeney, (War)
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary
Mildred Finley, (State)

The Board proceeded with its revision of the first draft of the regulations, covering Sections V and VI.

Preliminary agreement only was reached on Section VI, para. 7 (previously numbered 6) on "Additional Marking for Top Secret and Secret Documents. Both War and Navy members desired to have further discussion on this paragraph when going through the regulations the second time, after they had had an opportunity for full discussion of present provisions in their own agencies. Neither service at present requires that authority for classification be shown on Secret material. Next meeting set for 9:30 a.m., Friday, June 6, at which time the Board desires a redraft of Sections V and VI.

SECTION V

DECLASSIFICATION AND DOWNGRADING1. RESPONSIBILITY FOR REVIEW

It is the responsibility and obligation of every government official to keep classified information in his custody constantly under review and to initiate ~~action~~ action toward downgrading or declassification by the originator or higher authority as soon as conditions warrant.

2. RESPONSIBILITY FOR DECLASSIFICATION AND DOWNGRADING

The authority determining the original classification, or higher authority in the same agency or department, may cancel or lower the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to _____ by authority of (official authorized to change), date, by _____ (name and position of person making the change)."

When information is declassified or downgraded, the custodian of the record copy shall be informed, and, when practicable, the other recipients of the information.

3. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first receiving the permission of that agency.

4. Information transmitted by electrical means in cryptographed form is subject to special declassification and downgrading regulations which will be issued by the head of each agency.

SECTION VI

MARKING OF CLASSIFIED MATERIAL1. GENERAL

After determination of the classification to be assigned classified material shall be marked in accordance with the procedures set forth below.

2. UNBOUND DOCUMENTS

The appropriate classification on unbound documents, such as letters, memoranda, reports and other similar documents, the pages of which are not permanently and securely fastened together shall be conspicuously marked or stamped at the top and bottom of each page, in such a manner that the marking will be clearly visible when the pages are clipped or stapled together.

3. BOUND DOCUMENTS

4. The appropriate classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together shall be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover.

4. MAPS, TRACINGS AND DRAWINGS

In addition to the markings at top and bottom, classified maps, tracings and drawings shall carry the classification marking under the legend, title block or scale in such a manner that it will be reproduced on all copies made therefrom.

5. PHOTOGRAPHS, FILMS AND RECORDINGS

Classified photographs, films and recordings and their containers shall be conspicuously and appropriately marked with the proper classification.

6. DEVICES AND SUBSTANCES

The appropriate classification shall be indicated on classified devices or substances, on their containers, or written notification of the assigned classification ~~of the assigned classification~~ shall be furnished to recipients thereof.

7. ADDITIONAL MARKING FOR TOP SECRET AND SECRET DOCUMENTS.

In addition to the appropriate classification, ^{marking or stamp} the record copy of Top Secret and Secret documents shall bear the following information:

- a. Authority for the classification
- b. Initials of the classifying officer
- c. Date of classification

8. ADDITIONAL MARKING FOR DOCUMENTS FURNISHED PERSONS NOT IN FEDERAL SERVICE.

Documents containing classified information furnished authorized persons other than those in the Federal Service, shall, in addition to being marked with the appropriate classification, bear the following notation:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended, or information of vital interest to the Federal Government and is transmitted for official use only."

Informal Meeting
3 June 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the Third in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Tuesday, June 3, 1947, at 900.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman
Mr. Stanley Goodrich, (State)
Col. C. C. Blakeney, (War)
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary
Mildred Finley, (State)

The Board proceeded with its revision of the first draft of the regulations, covering Sections V and VI.

Preliminary agreement only was reached on Section VI, para. 7 (previously numbered 6) on "Additional Marking for Top Secret and Secret Documents. Both War and Navy members desired to have further discussion on this paragraph when going through the regulations the second time, after they had had an opportunity for full discussion of present provisions in their own agencies. Neither service at present requires that authority for classification be shown on Secret material. Next meeting set for 9:30 a.m., Friday, June 6, at which time the Board desires a redraft of Sections V and VI.

SECTION V

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It is the responsibility and obligation of every government official to keep classified information in his custody constantly under review and to initiate action toward downgrading or declassification by the originator or higher authority as soon as conditions warrant.

2. RESPONSIBILITY FOR DECLASSIFICATION AND DOWNGRADING

The authority determining the original classification, or higher authority in the same agency or department, may cancel or lower the classification of a document by writing or stamping over the mark at the top of the first page, "Classification canceled or changed to _____ by authority of (official authorized to change), date, by _____ (name and position of person making the change)." When information is declassified or downgraded, the custodian of the record copy shall be informed, and, when practicable, the other recipients of the information.

3. No change in the classification of a document containing classified information taken in whole or in part from a classified document of another agency shall be made without first receiving the permission of that agency.

4. Information transmitted by electrical means in cryptographed form is subject to special declassification and downgrading regulations which will be issued by the head of each agency.

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In addition to the appropriate classification, ^{marking or stamp} the record copy of Top Secret and Secret documents shall bear the following information:

- a. Authority for the classification
- b. Initials of the classifying officer
- c. Date of classification

8. ADDITIONAL MARKING FOR DOCUMENTS FURNISHED PERSONS NOT IN FEDERAL SERVICE.

Documents containing classified information furnished authorized persons other than those in the Federal Service, shall, in addition to being marked with the appropriate classification, bear the following notation:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended, or information of vital interest to the Federal Government and is transmitted for official use only."

Goodrich

Informal Meeting
29 May 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of the Second in a Series of Informal Meetings of the Security Advisory Board to Prepare a Draft of Proposed Minimum Standards for the Handling and Transmission of Confidential Documents and Other Documents and Information which should not be Publicly Disclosed, Held in Room 701, 515 Twenty Second Street, N. W., on Thursday, May 29, 1947, at 900.

MEMBERS PRESENT

Mr. Robert L. Bannerman, (State), Acting Chairman
Mr. Stanley Goodrich, (State)
Col. C. C. Blakeney, (War)
Comdr. Lawrence Gunther, (Navy)

SECRETARIAT

Shanette G. Blake, (State), Secretary
Mildred Finley, (State)

The Board proceeded with its revision of the first draft of regulations, Sections II, III, and IV, and instructed the Secretary to have the agreed second draft of these sections ready for the next meeting on Tuesday, June 3, at 9:00 a.m.

The Board did not review in detail the previously revised Section I, but did agree to insert in line 1 of paragraph 10 thereof the words "a classification or", so that the paragraph will read "The determination that a classification or a higher classification than than previously assigned is necessary to provide adequate protection for the information."

May 29, 1947

SECTION II
SECURITY CLASSIFICATIONS

1. NEED FOR CLASSIFICATION

Official information is of varying degrees of value to all nations, including any potential enemies of the United States, both internal and external, and, therefore, requires corresponding degrees of protection. Information should be examined and, if protection is required, graded in accordance with the degree of protection necessary.

2. NEED FOR UNIFORMITY

Uniformity of classification is a requirement for the proper safeguarding of classified information. Lack of such uniformity will cause inconsistencies in the handling of such information and a consequent loss of security

3. TOP SECRET INFORMATION

Certain information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

4. SECRET INFORMATION

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

5. CONFIDENTIAL INFORMATION

Information, the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation or any government activity thereof, or would

cause unwarranted injury to an individual, or would cause serious administrative embarrassment or difficulty, or would be of advantage to a foreign nation, shall be classified CONFIDENTIAL.

6. RESTRICTED INFORMATION

Information, other than Top Secret, Secret, or Confidential, which should be classified but should not be published or communicated to anyone outside the Government without adequate clearance shall be classified RESTRICTED.

7. UNCLASSIFIED INFORMATION

Information requiring no protection and therefore not included in one of the aforementioned classifications shall be considered unclassified.

SECTION III

AUTHORITY TO CLASSIFY

1. TOP SECRET OR SECRET

The head of each executive department or agency shall ~~designate-as-authorized-to-classify-information~~ authorize to classify information as Top Secret or Secret only ~~then~~ those officials whose functional requirements are such that they must have that authority. Such authorizations must be held to the minimum number necessary to the performance of required activities and must be maintained at a high level within the agency.

2. CONFIDENTIAL OR RESTRICTED

Information may be classified as Confidential or Restricted by the drafting officer or the officer originating the material.

SECTION IV

CLASSIFICATION OR GRADING1. GENERAL

Information shall be assigned the lowest classification consistent with its proper protection.

Overclassification must be avoided. It causes unnecessary delay in the transmission of documents and depreciates the importance of properly classified information.

Information of a classified nature originated by a foreign government shall be placed in the same or equivalent classification category as that in which it was placed by the originating government.

2. PREPARATION

Wherever practicable, the classifying official will place a notation on a classified document that upon the happening of a specified event or the passage of a named date, the classification of the document will be reduced or cancelled without reference to the originator. An exception to this rule may be made in the case of communications transmitted by electrical means in cryptographed form.

Documents, including extracts from classified documents, shall be graded according to their own content and not necessarily according to their relationship to other documents. Documents referring to classified information but not in themselves revealing any classified information should not be classified. Exceptions may be made to the foregoing in the case of communications transmitted by electrical means in cryptographed form.

The head of each agency shall issue supplementary regulations concerning the handling of communications transmitted by electrical means in cryptographic form and references thereto in other documents.

The classification of a file or group of physically connected documents shall be that of the highest graded document therein. Documents separated from the file or group revert to their individual classifications.

A document or article of material will bear a classification at least as high as that of any of its components. Pages, paragraphs, sections, or components may bear different classifications, but the document or article of material will bear only one overall classification.

3. LETTERS OF TRANSMITTAL

A letter of transmittal shall be given the highest classification carried by any of its enclosures unless the letter of transmittal contains information warranting a higher classification.

A classified letter of transmittal which does not in itself reveal any classified information may be declassified when the enclosures are removed. Such letters of transmittal should always bear a notation that they become declassified when the enclosures are removed. Such notation may be a part of the body of the transmittal letter or it may be typed or stamped on the letter itself.

4. UPGRADING

If the recipient of information believes that that the information is not sufficiently protected, he shall safeguard it in accordance with the classification he deems appropriate and shall bring his reasons for such

belief to the attention of the originator. When information is upgraded, the originator shall so notify all recipients of the documents.

5. REVIEW OF SECURITY CLASSIFICATIONS

The head of each executive department or agency shall be responsible for having a continuing review of the use of security classifications made throughout his agency or department in order to insure uniform and proper usage.

24th Meeting
November 7, 1947

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of a Meeting Held in Room 421, 515 22nd St.,
on the 27th of October, 1947, at 1130.

MEMBERS PRESENT:

Mr. Hamilton Robinson, (State), Chairman

Col. C. C. Blakeney, (War)

Lt. Comdr. Leroy L. Lichliter, (Navy)

SECRETARIAT:

Mrs. Mildred C. Finley, (State)

Mr. Robinson explained to the members of the Board that he called this meeting to discuss the advisability, in view of the fact that the press has placed an interpretation upon the Minimum Standards which was not intended in the current draft of definitions, of taking some action to revise the definitions in such a way as to preclude misinterpretation. All agreed that it was never intended that the definitions be interpreted as outlined in recent news articles, that inasmuch as this misinterpretation has been made the Board should consider the probability that further misinterpretations will be made, and that careful scrutiny should be given the Minimum Standards as now written to determine whether the present language might be misconstrued.

After considerable discussion, the Board decided to recommend to SANACC amendment of the definitions in the Minimum Standards and drafted a press release thereon. (Exhibit "A".)

Mr. Robinson telephoned Mr. McDermott of the State Department's Public Relations staff to ask his advice as to the desirability of releasing to the press an announcement of these amendments. Mr. McDermott advised the Board that he considered such action advisable and agreed to issue the release through the Department's Public Relations office.

Mr. Robinson then telephoned Mr. Moseley of the SANACC Secretariat to determine whether the Security Advisory Board is empowered to release an announcement of the amendments to the press, whether SANACC desired to make the announcement, or whether a formal clearance of such release is necessary. The Board was advised by Mr. Moseley that such announcement could well be made by the Board, and that clearance on such action is not necessary.

The Board adjourned at 1230.

C O P

Exhibit "A"P R E S S R E L E A S E

The Security Advisory Board of the State-Army-Navy-Air Force Coordinating Committee (formerly the State-War-Navy Coordinating Committee) announced today that it has recommended that the draft of the Minimum Standards for the Handling and Transmission of Classified Information which it has prepared for adoption pursuant to Executive Order 9835 be amended to provide the following definitions pertaining to classified information:

"6. CLASSIFIED INFORMATION. The term 'classified information' as used herein means official information, the security protection of which is necessary for the national welfare. Classified information may be Top Secret, Secret, Confidential or Restricted, depending upon the degree of protection necessary for its safeguarding.

"7. TOP SECRET. The term 'Top Secret' as used herein means information, the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation.

"8. SECRET. The term 'Secret' as used herein means information, the unauthorized disclosure of which would endanger national security, or would cause serious injury to the interests or prestige of the nation, or would be of great advantage to a foreign nation.

"9. CONFIDENTIAL. The term 'Confidential' as used herein means information, the unauthorized disclosure of which, although not endangering the national security, would be prejudicial to the interests or prestige of the nation, or would cause unwarranted injury to an individual, or would be of advantage to a foreign nation.

"10. RESTRICTED. The term 'Restricted' as used herein means information which requires security protection, other than that information which has been determined to be Top Secret, Secret, or Confidential. The term 'Restricted' as used herein is not to be confused with the term 'restricted data' as defined in the Atomic Energy Act of 1946 (Public Law 585, 79th Congress, 2nd Session). The Atomic Energy Act defines 'restricted data' as follows:

The term 'restricted data' as used in this section means all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the use of fissionable material in the production of power, but shall not include any data which the Commission from time to time determines may be published without adversely affecting the common defense and security.

"11. UNCLASSIFIED INFORMATION. The term 'unclassified information' as used herein means information requiring no security protection and therefore not included in one of the aforementioned classifications."

Minutes

24th Meeting

October 28, 1947

STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of a Meeting Held in Room 421, 515 22nd St.,
on the 27th of October, 1947, at 1100.

MEMBERS PRESENT:

Mr. Hamilton Robinson, (State), Chairman

Col. C. C. Blakeney, (War)

Lt. Comdr. Leroy L. Lichliter, (Navy)

SECRETARIAT:

Mildred Finley

Mr. Robinson explained to the members of the Board that he called this meeting to discuss the advisability, in view of the fact that the press has placed an interpretation upon the Minimum Standards which was not intended in the current draft of definitions, of taking some action to revise the definitions in such a way as to preclude misinterpretation. All agreed that it was never intended that the definitions be interpreted as outlined in recent news articles, that inasmuch as this misinterpretation has been made the Board should consider the probability that further misinterpretations will be made, and that careful scrutiny should be given the Minimum Standards as now written to determine whether the present language might be misconstrued.

After considerable discussion, the Board decided to recommend to SANACC amendment of the definitions in the Minimum Standards and drafted a press release thereon (Exhibit "A").

Mr. Robinson telephoned Mr. McDermott of the State Department's Public Relations staff to ask his advice as to the desirability of releasing to the press an announcement of these amendments. Mr. McDermott advised the Board that he considered such action advisable and agreed to issue the release through the Department's Public Relations office.

Mr. Robinson then telephoned Mr. ^{Moseley}~~Gardiner~~ of the SANACC Secretariat to determine whether the Security Advisory Board is empowered to release an announcement of the amendments to the press,

whether SANACC desired to make the announcement, or whether a formal clearance of such release is necessary. The Board was advised by Mr. ^{Mosley}~~Gardiner~~ that such announcement could well be made by the Board, and that clearance on such action is not necessary.

Informal MeetingOctober 27, 1947STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEESECURITY ADVISORY BOARDMinutes of an Informal Meeting Held in Room 421,515 Twenty-second Street,on the 21st of October, 1947, at 1200.

MEMBERS PRESENT:

Mr. Hamilton Robinson, (State), Chairman

Col. C. C. Blakeney, (War)

Lt. Comdr. Leroy L. Lichliter, (Navy)

OTHERS PRESENT:

Mr. John P. Gardiner, (State)

SECRETARIAT:

Shanette G. Blake

Mr. Robinson outlined to those present the developments since Friday when he had a discussion of security regulations with a representative (Mr. Finney) of the Des Moines Register. Mr. Finney had received a copy of the Veterans Administration security regulations which stated "Pursuant to the request of the Security Advisory Board, the Administration has designated a Security Officer....." and outlined certain other regulations in effect in VA including a definition of "Confidential" information; he stated that these regulations amounted to imposing a gag rule on civilian agencies; that under such rules an officer in any government agency could classify information and thus prevent its being made available to the press and the public.

The story published by Mr. Finney was followed by another in the Minneapolis Journal to the same effect.

Mr. Robinson had been in close touch with Mr. McDermott and at Mr. McDermott's request had been on hand at Monday's press conference to answer any questions which might arise. Questions were asked, in response to which Mr. Robinson made a short factual presentation of the establishment of the Board under OWI, its reinstatement under SWNCC and its activities under Executive Order 9835.

In these and subsequent discussions, Mr. Robinson was anxious to have those present fully informed of developments. All agreed that he had no alternative but to discuss the matter with the press along the outlines he presented and that probably the best procedure was to let 252/9&10 lie quietly in SWNCC until there was further indication of the extent of press interest in the matter.

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*Minutes*23rd MeetingOctober 22, 1947STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARDA D D E N D U M

Minutes of Meeting Held in Room 2C714,

The Pentagon,

on Thursday, October 2, 1947, at 0915.

By informal action subsequent to the October 2 meeting, the Board agreed to the following additional changes:

Para. 36,C(2). Change to read as follows:

Material Furnished Persons not in Federal Service. When classified material which contains information affecting the national defense is furnished authorized persons other than those in the Federal Service, the following notation, in addition to the assigned classification marking, shall be placed on the material, on its container or on the written notification of its assigned classification:

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

Para. 39,B(1). Add the following sentence at the end of this paragraph:

Under the most unusual circumstances outside the Continental United States, the head of an agency may authorize destruction of documents other than by burning, provided the resulting destruction is equally complete.

23rd MeetingOctober 20, 1947STATE-WAR-NAVY COORDINATING COMMITTEESECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 2C714,
The Pentagon,
on Thursday, October 2, 1947, at 0915.

MEMBERS PRESENT

Mr. Hamilton Robinson, Chairman, (State)
Col. C. C. Blakeney, (War)
Comdr. L. W. Gunther, (Navy)
Lt. Comdr. Leroy L. Lichliter, (Navy)

OTHERS PRESENT

Mr. John S. Arcana, (AAF)

SECRETARIAT

Shanette G. Blake, Secretary, (State)

The Board met to discuss with Mr. John Arcana of the Army Air Force proposed changes which the AAF desired in the Minimum Standards, as submitted to SWNCC. After discussion of the AAF proposals the Board agreed, subject to a check as to their effect on current State Department regulations, that they would interpose no objections to the following suggested changes:

Paragraph 10 - Substitute "security" for "special" before the word "protection" in the second line.

Paragraph 11 - Substitute "security" for "special" before the word "protection" in the second line.

Paragraph 20 - Change the words "the head of an agency" in the second line to read "the head of the originating agency".

Paragraph 34,A,2 - Change to read as follows: "Secret, Confidential and Restricted. The dissemination of Secret, Confidential and Restricted information shall be limited to personnel whose official government duties require knowledge of such information."

Paragraph 34,A,3 - Eliminate.

Paragraph 34,D - Following the first sentence and before the second sentence insert the following: "Telegrams classified Restricted must be paraphrased unless the notation 'paraphrase not required' appears on the telegram."

Paragraph 36,C,2 - Change to read as follows:

When classified material is furnished authorized persons other than those in the Federal Service, one of the following notations, in addition to the assigned classification marking, shall be placed on the material, on its container or on the written notification of its assigned classification by the agency furnishing the material:

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

"(b) This material contains information the safeguarding of which is necessary for the national welfare and the transmission of which is for official use only."

The determination as to which notation shall be placed on the material shall be made by the originating agency.

Paragraph 36.C.3 - Change the second unnumbered paragraph to read: "The above notation will be made on the first page of unbound documents or on the cover, title page or first page of a bound document."

Paragraph 37.A.(1).(b).(ii) - Eliminate.

Paragraph 37.A.(1).(b).(iii) - Change to (ii).

Paragraph 37.A.(1).(a).(ii) - Place a period after the word "addressed" in the third line, and strike out the words "if the receipt is enclosed."

Paragraph 37.B.(2) - Change to read as follows: "Secret Material shall be delivered by one of the means established for Top Secret material, by a messenger system specifically authorized for the purpose by the head of the agency, by registered mail within the continental United States and to and from U. S. Government installations in Canada, or by registered U. S. mail through Army or Navy postal facilities outside the continental United States, provided the material does not pass through a foreign postal system."

Paragraph 37.B.(3) - Change to read as follows: "Confidential Material shall be delivered by one of the means established for Top Secret or Secret material, or by ordinary mail within the continental United States when in the opinion of the forwarding agency no serious consequences would be entailed by its loss; provided, however, that whenever single envelopes or wrappers are used as permitted in Paragraph 37.A.(1).(b).(ii), transmission shall be by registered mail.

Paragraph 37.B.(4) - Strike out the words "Canada and Alaska" at the end of the paragraph and add the following words: "or by registered mail to and from U. S. Government installations in Alaska through the Canadian postal service."

Paragraph 38.C.(3) - Between the words "material" and "contained" in the second line add "authorized by these regulations to be".

Paragraph 39.B.(1) - Change to read as follows: "Top Secret, Secret and Confidential documents will be destroyed by burning; products and substances by an equally complete method of destruction; in each case in the presence of an appropriate official."

Paragraph 39.C - Change to read as follows: "A signed certificate indicating date of destruction and specifically identifying the material will be executed and signed by both the destroying and witnessing officials in the case of all Top Secret and Secret material.

It was agreed that the AAF proposals outlined above would be presented to SWNCC through either the War or Air member as a condition to their concurrence and that if referred to the Board for comment by SWNCC, the Board would advise SWNCC it had no objection to the suggested revisions.

463-7
BlakeUNITED STATES
ATOMIC ENERGY COMMISSION
WASHINGTON 25, D. C.

Sept. 5, 1947

*File
minutes*

Mr. Hamilton Robinson, Chairman
State-War-Navy Coordinating Committee
Security Advisory Board
515 22nd Street NW.
Washington, D. C.



Attention Shanette G. Blake

Dear Mrs. Blake:

On August 12, 1947 Mr. Nicholas Del Genio of this office communicated over the telephone certain amendments to the Minutes of the Security Advisory Board which he and Mr. Bennett Boskey of the Commission's legal staff attended. Those minutes were sent on August 8, 1947.

In reviewing the revised Minutes forwarded by your office on August 21, 1947 Mr. Del Genio has noticed some discrepancies therein which, for the sake of the record, are noted herein.

The second section under paragraph 10 on page 3 of the Minutes should, it is believed, read:

The representatives of the Atomic Energy Commission suggested the following addition to the definition of "Restricted": "The Commission has determined that restricted data is classifiable "Top Secret", "Secret", or "Confidential", and that in no case should restricted data be classified lower than "Confidential".

Then, on page 4 of the Minutes after the word "thereof" in in section 1. C (1), inclusion of the following language was requested:

It was the view of the Security Board that, as to secret documents, the requirement specified above would be adequately met if, in accordance with the practice of the Agency, the file copy of the document contained information showing the originator or other person authorized to make the classification.

The rest of the revised Minutes appear in order.

Yours very respectfully,

A handwritten signature in dark ink, appearing to be "T. O. Jones".

T. O. Jones
Office of Security and Intelligence

20th Meeting
Aug. 7, 1947
Amended Aug. 14, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 425,

515 22nd Street, N. W.

on Thursday, 8 August 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson (State), Chairman

Colonel C. C. Blakeney (War)

Commander L. W. Gunther (Navy)

OTHERS PRESENT

Mr. Nicholas Del Genio (Atomic Energy Commission)

Mr. Bennett Boskey (Atomic Energy Commission)

SECRETARIAT

Shanette G. Blake, Secretary (State)

Mr. Del Genio and Mr. Boskey of the Atomic Energy Commission met with the Board to discuss questions which had arisen in connection with the examination by the Commission staff of the preliminary draft of "Minimum Standards for the Handling and Transmission of Classified Information".

The Board agreed that some clarification or recognition of the authority of agency heads to delegate authority for effectuating the provisions of the proposed standards was probably desirable, but felt that it should be made clear that the responsibility remained with the head of the agency. It was agreed that an additional provision along the above lines would be included in the revised draft.

Mr. Boskey and Mr. Del Genio thought it might be advisable under "Purpose" to use the term "classified documents" instead of "confidential documents". It was explained that the language of the Executive Order was the basis for this section but the Board agreed to explore the possibility of using direct quotations from the Executive Order in order to meet the point raised by the Atomic Energy Commission.

SECTION I - Definitions

Paragraph 9. There was some discussion of the use of of the word "serious" in the definition of "Confidential". Mr. Del Genio and Mr. Boskey were satisfied with the Board's explanation that this was used to preclude the necessity for classifying as "Confidential" information which, if released, might be embarrassing to only a slight degree and agreed that each agency could determine for itself what constituted "serious administrative embarrassment or difficulty" in terms of its own operations.

Paragraph 10. It was suggested that, because of the confusion which has arisen between "restricted data" as used in the Atomic Energy Act and "Restricted" to describe a classification, it might be advisable to expand the definition to include the definition of "restricted data" as it appears in the Atomic Energy Act. This the Board agreed to do.

The representatives of the Atomic Energy Commission suggested the following addition to the definition of "Restricted": "The Commission has determined that only Top Secret, Secret and Confidential information is classifiable as 'restricted data', and that in no case will 'restricted data' be classified lower than Confidential". The Board did not agree to do this.

Paragraph 20. It was agreed to revise this paragraph to read as follows :

The term "classifying authority" as used herein includes the head of an agency, those he has authorized to classify, downgrade or declassify Top Secret and Secret information, and in addition, in the case of Confidential and Restricted information the originating or drafting officer or higher authority.

SECTION III - Rules Governing Classification, Upgrading, Downgrading and Declassification.

Section 3A It was agreed to insert the words "or higher" between "classifying" and "authority" in the sixth and seventh lines of this paragraph.

SECTION IV - Dissemination of Classified Information

Section 1 The Board agreed to eliminate the words "on behalf of the executive branch" in the last two lines of the first paragraph.

Section 2 C The Board agreed to eliminate present section 2 C(2); to substitute a comma for the period at the end of present section 2 C(1); and to add thereafter "even though such person or agency may have been solely or partly responsible for its production.

Section 2 D It was agreed that this section would be revised to read as follows: "The head of each agency shall prescribe suitable regulations to govern discussion of classified information in unofficial correspondence."

SECTION V - Rules Governing Handling of Classified Material.

Section 1 C(1) It was agreed that this section would be revised along the following lines:

In addition to the assigned classification marking or stamp, the originating agency's record copy of Top Secret and Secret documents shall bear such appropriate indication of authority for the classification, the identity of the classifying officer and the date of classification as the head of the agency may prescribe. Further, the record copy of a Top Secret document shall carry the signature or initials of the classifying officer and the prescribed notation shall appear on all copies thereof.

Section 2 A The Board agreed to revise this section
(1) a. 4 to read as follows:

There shall be attached to the inner cover a receipt form containing no classified information but identifying the addressor, addressee and the document; such receipt will be signed by the proper recipient and returned to the sender.

Section 2 A The Board agreed to eliminate the word
(1) b. 2 "complete" from this section.

With the changes outlined above, Mr. Del Genio and Mr. Boskey stated that the draft appears to meet the requirements of the Atomic Energy Commission, and that the Commission would appreciate receiving copies of the revised draft as soon as it is prepared.

Serial No. 556

August 21, 1947

Mr. Nicholas Del Genio
Chief of Security Education
Office of Security
U. S. Atomic Energy Commission
Washington, D. C.

Dear Mr. Del Genio:

Reference is made to our recent telephone conversation in which you requested certain amendments to the Minutes of the Security Advisory Board meeting on August 7.

Your suggested changes were presented to the Board for consideration at its meeting on August 14. Those to which the Board agreed have been incorporated in the amended minutes, two copies of which are attached for your information.

For the Security Advisory Board:

Shanette G. Blake
Secretary

22nd Meeting
August 15th & 19th, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 417,

515 22nd Street, N. W.

on the 15th and 19th of August, 1947

at 9:15 a.m. both dates.

MEMBERS PRESENT

Mr. Hamilton Robinson (State), Chairman

Colonel C. C. Blakeney (War),

Commander L. W. Gunther (Navy), and

Lt. Comdr. Leroy L. Lichliter, (Navy)

SECRETARIAT

Shanette G. Blake, Secretary

On the basis of information received subsequent to the meeting yesterday with respect to possible conflict with the "Delimitation Agreements", the Board discussed further the extent to which SAB should get involved in the problem presented at yesterday's meeting by Commander Barthelness.

The Board members agreed that no action should be taken by SAB, even to the extent of acting as a channel for presenting the proposal to agency heads, unless and until a written statement was furnished, either signed by the parties to the Delimitation Agreements or by someone speaking for all such parties, to the effect that the investigative agencies concerned were agreed as to the desirability of the proposal and as to using the SAB as a channel for presenting it to agencies for concurrence or non-concurrence. Commander Gunther agreed to speak again today with Commander Barthelness and suggest that he proceed to secure such a written statement before presenting the proposal to the Board.

The Board then proceeded to discuss the specific comments received and to revise the preliminary draft on the basis of such comments.

Transcript.

Commander Barthelmess explained that he was Assistant Intelligence Officer of the Potomac River Naval Command and ~~that the~~ Intelligence Officer of PRNC, Captain Courtney had recently had a conference with Colonel Bliss, Assistant Administrative Officer to the President of the Chesapeake and Telephone Company

*File with
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21st meeting.*

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21st Meeting
Aug. 14, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 421,

515 22nd Street, N. W.

on Thursday, 14 August 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson (State), Chairman

Colonel C. C. Blakeney (War)

Commander L. W. Gunther, (Navy)

Lt. Commander Leroy L. Lichliter, (Navy)

OTHERS PRESENT

Commander Barthelmess, (Assistant Intelligence
Officer of the Potomac River Naval Command),
(Item II only).

SECRETARIAT

Shanette G. Blake, Secretary

ITEM I - REQUEST OF ATOMIC ENERGY COMMISSION FOR AMENDMENTS TO THE MINUTES OF THE 20th MEETING.

Mr. Del Genio of the Atomic Energy Commission telephoned the Secretary on August 12th to request the following changes in the minutes:

1. Page 1, 1st paragraph, line 3 - Insert the words "the examination by the Commission staff" in lieu of "the examination".

The Board agreed to this change.

2. Add under the heading of paragraph 10, to the text of the definition of "Restricted"-

The Commission has determined that only Top Secret, Secret and Confidential information is classifiable as "restricted data" and that in no case will "restricted data" be classified lower than Confidential.

The members of the Board felt it inappropriate to include in the Minimum Standards a ruling or determination made by the Atomic Energy Commission and did not agree to the inclusion of such a statement in the Standards. The Board did, however, agree to having the minutes amended as follows:

The representatives of the Atomic Energy Commission suggested the following addition to the definition of "Restricted": " The Commission has determined that only Top Secret, Secret and Confidential information is classifiable as 'restricted data' and that in no

case will 'restricted' data' be classified lower than Confidential. The Board did not agree to do this.

3. Under the heading paragraph 20, change "and" to "or" in the fourth line of indented paragraph. The Board agreed to this change.

4. Add under the heading paragraph 20 -

It was the view of the Board that as to Secret documents, the requirement specified above would be adequately met if, in accordance with the practice of the agency, the file copy of the document contained a marking showing the originator or other person authorized to make the classification.

The Board did not agree to the inclusion of this statement of the minutes since it felt that the language "shall bear such appropriate indication of the authority for the classification, the identity of the classifying officer and the date of classification as the head of the agency may prescribe" was in itself sufficiently clear and that the Minutes of the Board meeting was not the appropriate place to issue interpretations of proposed minimum standards which have not yet even been submitted for the required Presidential approval.

5. Under the heading, Section 2,A(1)a 47, insert at the end of line 4 of indented paragraph the word "proper" between

"the" and "recipient". The Board agreed to this change.

6. Change the last paragraph to read: "With the changes outlined above, Mr. Del Genio and Mr. Boskey stated that the draft appears to meet the requirements of the Atomic Energy Commission and stated that the Commission would appreciate receiving copies of the revised draft as soon as it is prepared."

The Board agreed to this change.

ITEM II - INVESTIGATION OF TELEPHONE COMPANY PERSONNEL AND
ISSUANCE OF IDENTIFICATION PASSES RECOGNIZED BY ALL
AGENCIES.

Commander Fred C. Barthelmess, Assistant Intelligence Officer of the Potomac River Naval Command appeared before the Board at the invitation of the Navy member to present for the Board's consideration a problem which had arisen in discussions between representatives of the telephone company, ONI, FBI, MDW, and MIS. In a recent conference between Colonel Bliss of the telephone company and Captain Courtney, Intelligence Officer for PRNC, it was brought out that during the war and since, the telephone company has experienced some difficulty in securing access for its employees to buildings covered by a pass control system. Even with identification cards issued from 1941 on on the basis of investigations by the Provost Marshall of the Navy, it was necessary in some instances to hold a crew of anywhere from 50 to 200 men for from 30 minutes to as much as 2 hours awaiting issuance of necessary clearances to enter a building in which the phone company had been ordered to do a large rush installation or change-over job. Subsequent to Captain Courtney's conversation with Colonel Bliss, a meeting of representatives of PRNC, FBI, local police, ONI, MIS, MDW and CIG was held at which it was agreed that an effort should be made to establish procedures to provide for the investigation of telephone company personnel by the Army and Navy and the issuance of one type of pass which would

be sufficient identification to permit entrance to any building housing federal agencies. The contemplated plan envisages bringing up to date the investigations previously made of personnel still on telephone company payrolls and instituting new investigations on employees not previously investigated.

There was considerable discussion about the feasibility of the proposed plan in view of the known backlog existing in most investigative agencies and the forthcoming increase in investigative workload to comply with the loyalty program. Commander Barthelmess asserted that the load was not as great as at first appeared since some 400 of the 600 present employees of the phone company were previously investigated in 1941/42 and that, in those cases, only a check of files in ONI, MIS and FBI would be necessary. With respect to the remaining 200, he felt the phone company could list key personnel numbering about 100 whose investigations should be handled first and that of that 100, PRNC could handle 50 within about 6 weeks without depriving any activity of its legitimate priority. The War Member was dubious of the possibility that MDW with its current backlog and expected increase in activity would be in a position to handle such cases on other than an extremely low priority basis.

Commr. Barthelmess stated that at the meeting of the principal investigative agencies it was agreed that the workload could be handled and it was suggested that SAB be asked to call

security officers in non-military agencies together and feel them out on the proposal and see what their requirements might be.

After further discussion of the types of investigations planned and the reaction of the investigative agencies present at the recent conference, the Board agreed that, if feasible, some such plan was highly desirable, but questioned the jurisdiction of the Board to act other than as a channel for presenting the proposal to non-military agencies for concurrence or non-concurrence.

The Board also felt that before acting as a channel, a letter should be drafted, outlining the plan, specifying the coverage of the investigations envisaged and providing a format of the pass proposed. Such a draft might then be circulated to agencies for concurrence or non-concurrence, but it was felt undesirable to circularize agencies for approval of the plan in principle and then to have to go back to them again to ascertain whether the detailed operations of the proposal would be satisfactory. It was also felt desirable for PRNC to secure informal views from some of the agencies most likely not to be satisfied with the investigation standards proposed so that any objections on their part could be ironed out before presenting the proposal to all agency heads.

Commander Barthelmess agreed to draft a proposed circular letter for issuance by SAB and to present it to the Board for consideration.

ITEM III - CONSIDERATION OF COMMENTS RECEIVED FROM AGENCY HEADS.

The Board took up the general comments received and agreed to handle them as follows:

1. Railroad Retirement Board - To send the Board a reply similar in principal to that presented at the meeting.
2. Veterans Administration - To send reply similar to that for RRB.
3. FDIC - To send reply similar to that for RRB, with the additional suggestion that perhaps those reports containing derogatory information should be classified Confidential, the balance Restricted.
4. OSRD - No action required, except possibly to present question of enforcement in submitting standards for final approval. This question to be discussed more fully at the time the letter of transmittal to the Bureau of the Budget and the President is prepared..
5. CAB - No action required.
6. Department of Labor - No action required. Agreements between Department and labor organizations or management with respect to withholding information from release does not fall within the scope of national security problems.
7. Civil Service Commission - Reply stating that it is apparent from the executive order that special measures must be taken for protection of information developed in carrying out loyalty program and that classifying such information as confidential is perfectly consistent.
8. Department of Justice - Reply already made to Department of Justice; no further action can be taken by the Board.
9. Balance of general comments required no action by the Board.

20th Meeting
Aug. 7, 1947
Amended Aug. 14, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 425,

515 22nd Street, N. W.

on Thursday, 8 August 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson (State), Chairman
Colonel C. C. Blakeney (War)
Commander L. W. Gunther (Navy)

OTHERS PRESENT

Mr. Nicholas Del Genio (Atomic Energy Commission)
Mr. Bennett Boskey (Atomic Energy Commission)

SECRETARIAT

Shanette G. Blake, Secretary (State)

Mr. Del Genio and Mr. Boskey of the Atomic Energy Commission met with the Board to discuss questions which had arisen in connection with the examination by the Commission staff of the preliminary draft of "Minimum Standards for the Handling and Transmission of Classified Information".

The Board agreed that some clarification or recognition of the authority of agency heads to delegate authority for effectuating the provisions of the proposed standards was probably desirable, but felt that it should be made clear that the responsibility remained with the head of the agency. It was agreed that an additional provision along the above lines would be included in the revised draft.

Mr. Boskey and Mr. Del Genio thought it might be advisable under "Purpose" to use the term "classified documents" instead of "confidential documents". It was explained that the language of the Executive Order was the basis for this section but the Board agreed to explore the possibility of using direct quotations from the Executive Order in order to meet the point raised by the Atomic Energy Commission.

SECTION I - Definitions

Paragraph 9. There was some discussion of the use of of the word "serious" in the definition of "Confidential". Mr. Del Genio and Mr. Boskey were satisfied with the Board's explanation that this was used to preclude the necessity for classifying as "Confidential" information which, if released, might be embarrassing to only a slight degree and agreed that each agency could determine for itself what constituted "serious administrative embarrassment or difficulty" in terms of its own operations.

Paragraph 10. It was suggested that, because of the confusion which has arisen between "restricted data" as used in the Atomic Energy Act and "Restricted" to describe a classification, it might be advisable to expand the definition to include the definition of "restricted data" as it appears in the Atomic Energy Act. This the Board agreed to do.

The representatives of the Atomic Energy Commission suggested the following addition to the definition of "Restricted": "The Commission has determined that only Top Secret, Secret and Confidential information is classifiable as 'restricted data', and that in no case will 'restricted data' be classified lower than Confidential". The Board did not agree to do this.

Paragraph 20. It was agreed to revise this paragraph to read as follows :

The term "classifying authority" as used herein includes the head of an agency, those he has authorized to classify, downgrade or declassify Top Secret and Secret information, and in addition, in the case of Confidential and Restricted information the originating or drafting officer or higher authority.

SECTION III - Rules Governing Classification, Upgrading, Downgrading and Declassification.

Section 3A It was agreed to insert the words "or higher" between "classifying" and "authority" in the sixth and seventh lines of this paragraph.

SECTION IV - Dissemination of Classified Information

Section 1 The Board agreed to eliminate the words "on behalf of the executive branch" in the last two lines of the first paragraph.

Section 2 C The Board agreed to eliminate present section 2 C(2); to substitute a comma for the period at the end of present section 2 C(1); and to add thereafter "even though such person or agency may have been solely or partly responsible for its production.

Section 2 D It was agreed that this section would be revised to read as follows: "The head of each agency shall prescribe suitable regulations to govern discussion of classified information in unofficial correspondence."

SECTION V - Rules Governing Handling of Classified Material.

Section 1 C(1) It was agreed that this section would be revised along the following lines:

In addition to the assigned classification marking or stamp, the originating agency's record copy of Top Secret and Secret documents shall bear such appropriate indication of authority for the classification, the identity of the classifying officer and the date of classification as the head of the agency may prescribe. Further, the record copy of a Top Secret document shall carry the signature or initials of the classifying officer and the prescribed notation shall appear on all copies thereof.

Section 2 A
(1) a. 1 The Board agreed to revise this section to read as follows:

There shall be attached to the inner cover a receipt form containing no classified information but identifying the addressor, addressee and the document; such receipt will be signed by the proper recipient and returned to the sender.

Section 2 A
(1) b. 2 The Board agreed to eliminate the word "complete" from this section.

With the changes outlined above, Mr. Del Genio and Mr. Boskey stated that the draft appears to meet the requirements of the Atomic Energy Commission, and that the Commission would appreciate receiving copies of the revised draft as soon as it is prepared.

2 copies of
revised minutes
to Del Genie.

20th Meeting
Aug 7, 1947

STATE-WAR-NAVY COORDINATING COMMITTEE

SECURITY ADVISORY BOARD

Minutes of Meeting Held in Room 425.

515 22nd Street, N. W.

on Thursday, 8 August 1947 at 0915

MEMBERS PRESENT

Mr. Hamilton Robinson (State), Chairman

Colonel C. C. Blakeney (War)

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OTHERS PRESENT

Mr. Nicholas Del Genie (Atomic Energy Commission)

Mr. Bennett Boskey (Atomic Energy Commission)

SECRETARIAT

Shanette G. Blake (State), Secretary

Addendum
cleared by
phone w/
L. W. Gunther
with Blakeney
Robinson

Mr. Del Genie and Mr. Boskey of the Atomic Energy Commission met with the Board to discuss questions which had arisen in connection with their examination ^{by the AEC staff} of the preliminary draft of "Minimum Standards for the Handling and Transmission of Classified Information".

The Board agreed that some clarification or recognition of the authority of agency heads to delegate authority for effectuating the provisions of the proposed standards was probably desirable, but felt that it should be made clear that the responsibility remained with the head of the agency. It was agreed that an additional provision along the above lines would be included in the revised draft.

Mr. Boskey and Mr. Del Genie thought it might be advisable under "Purpose" to use the term "classified documents" instead of "confidential documents". It was explained that the language of the Executive Order was the basis for this ~~provision~~ ^{action but} and the Board agreed to explore the possibility of using direct quotations from the Executive Order in order to meet the point raised by the Atomic Energy Commission.

Section I - Definitions

Paragraph 9. There was some discussion of the use of the word "serious" in the definition of "Confidential". Mr. Del Genie and Mr. Boskey were satisfied with the Board's explanation that this was used to preclude the necessity for classifying as "Confidential" information which, if released, might be embarrassing to only a slight degree and agreed that each agency could determine for itself what constituted "serious administrative embarrassment or difficulty" in terms of its own operations.

Paragraph 10. It was suggested that, because of the confusion which has arisen between "restricted data" as used in the Atomic Energy Act and "Restricted" to describe a classification, it might be advisable

-2-

to expand the definition to include the definition of "restricted data" as it appears in the Atomic Energy Act. This the Board agreed to do. X

Paragraph 20. It was agreed to revise this paragraph to read as follows:

The term "classifying authority" as used herein includes the head of an agency, those he has authorized to classify, downgrade and declassify Top Secret and Secret information and, in addition, in the case of Confidential and Restricted information the originating or drafting officer or higher authority. ok

Section III - Rules Governing Classification, Upgrading, Downgrading and Declassification ~~AA~~

Section 3 A. It was agreed to insert the words "or higher" between "classifying" and "authority" in the sixth and seventh lines of this paragraph.

Section IV - Dissemination of Classified Information

Section 1 The Board agreed to eliminate the words "on behalf of the executive branch" in the last two lines of the first paragraph.

Section 2 C The Board agreed to eliminate present section 2 C (2); to substitute a comma for the period at the end of present section 2 C (1); and to add thereafter "even though such person or agency may have been solely or partly responsible for its production."

Section 2 D It was agreed that this section would be revised to read as follows: "The head of each agency shall prescribe suitable regulations to govern discussion of classified information in unofficial correspondence."

Section V - Rules Governing Handling of Classified Material

Section 1 C (1) It was agreed that this section would be revised along the following lines:

In addition to the assigned classification marking or stamp, the originating agency's record copy of Top Secret and Secret documents shall bear such appropriate indication of the authority for the classification, the identity of the

classifying officer and the date of classification as the head of the agency may prescribe. Further, the record copy of a Top Secret document shall carry the signature or initials of the classifying officer and the prescribed notation shall appear on all copies thereof.

Section 2 A (1) a. 1 The Board agreed to revise this section to read as follows:

There shall be attached to the inner cover a receipt form containing no classified information but identifying the addressor, addressee and the document; such receipt will be signed by the *proper* recipient and returned to the sender.

Section 2 A (1) b. 2 The Board agreed to eliminate the word "complete" from this section.

With the changes outlined above, Mr. Del Genio and Mr. Boskey ^{appears to} stated that the draft meets the requirements of the Atomic Energy Commission. *E. O. 11652, Sec. 3(E) & 5(D)*

Handwritten notes:
4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Handwritten note:
The Comm. has determined that only T.S. Sec & Conf. information is classifiable as "restricted data" & that in no case will "R.D." be classified lower than Confidential.

APPENDIX

After further consideration of Section IV 2 D, subsequent to the meeting, the Board concluded that while the revision agreed upon would meet the objections of the Atomic Energy Commission it appears to give the Board's blessing to a practice which is clearly not in accord with the other provisions of the Standards. The Board has, therefore, decided to eliminate this section from the draft.

On the basis of information received subsequent to the meeting yesterday with respect to possible conflict with the "Delimitation Agreements", the Board discussed further the extent to which SAB should get involved in the problem presented at yesterday's meeting by Commander Barthelness.

The Board members agreed that no action should be taken by SAB, even to the extent of acting as a channel for presenting the proposal to agency heads, unless and until a written statement was furnished, either signed by the parties to the Delimitation Agreements or by someone speaking for all such parties, to the effect that the investigative agencies concerned were agreed as to the desirability of the proposal and as to using the SAB as a channel for presenting it to agencies for concurrence or non-concurrence. Commander Gunther agreed to speak again today with Commander Barthelness and suggest that he proceed to secure such a written statement before presenting the proposal to the Board.

The Board then proceeded to discuss the specific comments received and to revise the preliminary draft on the basis of such comments.

File with Minutes.

DS-10 6-45	Department of State	Date 7-11-47
REFERENCE SLIP		

To: Mrs Blake

Re SAB SN 523

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

REMARKS:
 Col Blakeney called to say he concurs in the minutes of the 9th Jof. 18 + 19 meetings sent to him with SAB 523.

Genetes also called.

From M. Finley

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

Serial No. 523

July 10, 1947

File
370-2
~~MLF~~
~~SRG~~
~~HR~~
Miss Blake

MEMORANDUM FOR

State Member, Security Advisory Board
War Member, Security Advisory Board
Navy Member, Security Advisory Board



Subject:

Minutes, 9th Informal and 18th and 19th Meetings.

1. Attached are the minutes of the last informal meeting of the Board in connection with its drafting of the proposed minimum standards.
2. There are also attached the minutes of the 18th and 19th regular meetings of the Board.
3. Since it is not anticipated that there will be another regular meeting of the Board in the immediate future, it is requested that Board members advise the Secretary as soon as possible of their concurrence or non-concurrence in the minutes of the 18th and 19th meetings as drafted.

For the Security Advisory Board:

Shanette G. Blake
Shanette G. Blake
Secretary

