

DECLASSIFIED

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

Trans. of 7-1-47 dr
for comments 1-H

State-War-Navy Coordinating Committee

SECURITY ADVISORY BOARD

July 7, 1947

Serial No. 517

MEMORANDUM FOR: Security Officers

Subject: Proposed "Minimum Standards for the Handling and Transmission of Classified Information"

1. The Chairman of the Security Advisory Board has today sent to heads of agencies for comment and suggestions the Board's preliminary draft of proposed "Minimum Standards for the Handling and Transmission of Classified Information".

2. In view of the expressed interest of many Security Officers in these proposed standards, several additional copies of the preliminary draft are enclosed herewith for review within your agency. Additional copies will be furnished upon request.

For the Security Advisory Board:

Shanette G. Blake
Shanette G. Blake
Secretary

7 July 1947

MEMORANDUM FOR THE SECRETARY, SWCC

SUBJECT: Minimum Standards for Handling and Transmission of Classified Information.

1. There is attached, for your information, copy of the preliminary draft of "Minimum Standards for the Handling and Transmission of Classified Information" prepared by the Security Advisory Board in accordance with Paragraph 2 of Part VI, Executive Order 9835, together with copy of a letter of transmittal sent today to heads of agencies. You will note that heads of agencies have been requested to submit their comments and suggestions on this draft to the Board by July 31.
2. It is the Board's hope that consideration of all comments received and necessary revisions in this draft can be accomplished in time for it to submit final recommendations for Presidential approval before the end of August.

(Signed)
Hamilton Robinson
Chairman

Attachments - 2

7/3
Checked by phone
with Blakeley &
Switzer

SW
CC

7 July 1947

MEMORANDUM FOR THE SECRETARY, SNCC**SUBJECT: Minimum Standards for Handling and
Transmission of Classified Information.**

1. There is attached, for your information, copy of the preliminary draft of "Minimum Standards for the Handling and Transmission of Classified Information" prepared by the Security Advisory Board in accordance with Paragraph 2 of Part VI, Executive Order 9835, together with copy of a letter of transmittal sent today to heads of agencies. You will note that heads of agencies have been requested to submit their comments and suggestions on this draft to the Board by July 31.
2. It is the Board's hope that consideration of all comments received and necessary revisions in this draft can be accomplished in time for it to submit final recommendations for Presidential approval before the end of August.

(Signed)
Hamilton Robinson
Chairman

Attachments - 2

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

July 7, 1947

Pursuant to Executive Order 9835, the Security Advisory Board is charged with responsibility for drafting "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed". The Executive Order provides that, upon approval by the President, such regulations will become minimum standards and will be applicable to all departments and agencies of the executive branch.

Attached is the Board's preliminary draft of rules it considers appropriate as minimum standards and as an approach to the establishment of a uniform pattern of security procedures in the executive branch. Due to the considerable differences existing in the operating problems faced by various agencies, more detailed and specific regulations are deemed impracticable. It is the Board's view that implementation and enforcement procedures supplementing these minimum standards should be developed by each agency to fit its particular requirements.

To permit full consideration of each agency's problems in safeguarding classified information and to preclude the possibility of issuing minimum standards which might adversely affect operations in any agency, the Board would appreciate a careful study of the attached draft within your agency and the submission of any comments or suggestions you care to make. The Board is particularly anxious to be apprised of any problems likely to arise in your agency, which are not covered by the present draft, but which could appropriately be treated under such minimum standards. It is also anxious to have your

views with respect to any provision of this draft which you believe might impose an undue operational or administrative hardship on your agency.

To assure ample time for the Board to give full consideration to your problems prior to the submission of its final recommendations to the President, it is requested that your comments and suggestions be forwarded to the Secretary of the Board not later than July 31, 1947.

Additional copies of the enclosed draft are available through the Secretary, Security Advisory Board, Room 425, 515 Twenty Second Street, N. W., Washington 25, D. C.; telephone: REpublic 5600, Extension 3669.

Sincerely yours,

Hamilton Robinson
Chairman

Attachment - 1

Agency
Executive
 Distribution List - Minimum Standards - E.O. 9835

- * Selective Service, Office of - Maj. Gen. Lewis B. Hersey, Dir.
- * Office of Government Reports - Miss Katherine C. Blackburn, AcDi
- * Board of Governors, FRS - Marriner S. Eccles, Chm.
- * Federal Power Commission - Nelson Lee Smith, Chm.
- * Federal Communications Commission - Chas. R. Denny Jr. - Chm.
- * Commission of Fine Arts - Gilmore D. Clarke - Chm.
- * Federal Works Administration - Maj. Gen. Philip B. Fleming Adm.
- * Federal Loan Agency - Chas. B. Henderson - Act. Admin..tor.
- * Federal Deposit Ins. Corporation - Maple T. Harl, Chm.
- * Smithsonian Institution, Alexander Wetmore, Secy.
- U. S. Atomic Energy Com - David E. Lilienthal, Chm.
- Housing Expediter - Frank R. Creedon
- Bureau of the Budget - James E. Webb - Dir.
- * Philippine Alien Prop. Adm. - James McI. Henderson
- Federal Trade Commission - Garland S. Ferguson, Chm.
- * Federal Security Agency - Watson B. Miller, Admr.
- Secy of Treasury
- Office of Defense Transportation - Col. J. M. Johnson
- National Adv. Com. for Aeronautics - Jerome C. Hunsaker Chm.
- National Mediation Board - Frank P. Douglass Chm.
- Central Intelligence - Rear Adm. Roscoe H. Hillenkoetter, Dir
- U. S. Maritime Com. - Vice Adm. William W. Smith, Chm.
- U. S. Civil Service - Harry B. Mitchell, Pres.
- U. S. Postmaster General.
- * American Battle Monuments Com. - Gen J. J. Pershing, Chm.
- * Veterans Adm. - Gen Omar N. Bradley, Admr. of Vet. Affairs
- Secy of Commerce
- * Philippine War Damage Com. - Frank A. Waring, Chm.
- Secy of Labor
- Atty General
- Secy of Interior
- * Railroad Retirement Board - William J. Kennedy, Chm.
- Indian Claims Com. - Edgar E. Witt, Chief Com.
- Interstate Com. Commission - Clyde B. Aitchison, Chm.
- National Housing Agency - Raymond M. Foley, Adm.
- Secy of Agriculture
- U. S. Tariff Com. - Oscar B. Ryder, Chm.
- War Assets Adm. - Maj. Gen. Robt. McG. Littlejohn, Admr.
- National Labor Relations Board - Paul M. Herzog, Chm.
- Archivist of the United States - Solon J. Buck
- Honorable James M. Landis, Chm. Civil Aeron. Board
- Securities & Exc. Commission - James J. Caffrey, Chm.
- * Office of Scientific R & D. - Dr. Vannevar Bush, Dir.
- * Council of Econ Advisors - Edwin G. Nourse, Chm.
- Exp - Imp Bank, Wm McC Martin Jr. Pres.
- 46 * T. V. A. - Gordon R. Clapp, Chm.

Spec Letters

- * Library of Congress
- Govt Printing Office
- General Acctg. Office
- Secretary of SWCC
- Security Officers as of 7/3/47

740132

My dear Mr. Warren:

Pursuant to Executive Order 9835, the Security Advisory Board is charged with responsibility for drafting "rules applicable to the handling and transmission of confidential documents and other documents and information which should not be publicly disclosed". The Executive Order provides that, upon approval by the President, such regulations will become minimum standards and will be applicable to all departments and agencies of the executive branch.

Attached is the Board's preliminary draft of rules it considers appropriate as minimum standards and as an approach to the establishment of a uniform pattern of security procedures in the executive branch. Due to the considerable differences existing in the operating problems faced by various agencies, more detailed and specific regulations are deemed impracticable. It is the Board's view that implementation and enforcement procedures supplementing these minimum standards should be developed by each agency to fit its particular requirements.

While these regulations are not applicable to your agency, it is hoped that you will review the attached draft and give the Board the benefit of any suggestions and comments you have, particularly with respect to any provisions therein which might affect the interchange of classified information between your agency and agencies of the executive branch.

To assure ample time for the Board to give full consideration to any comments or suggestions you may desire to make, it is requested that they be forwarded to the Secretary of the Board not later than July 15, 1947.

Honorable Lindsay C. Warren
The Comptroller General of the United States
Washington, D. C.

Additional copies of the enclosed draft are available through the Secretary of the Board, Room 425, 515 Twenty Second Street, N. W., Washington 25, D. C. - Telephone: REpublic 5600, Extension 3669.

Sincerely yours,

Hamilton Robinson
Chairman

Attachment - 1