

TOP SECRET COLLATERAL DOCUMENTS

WHAT

Top Secret collateral documents, not qualified for control access, distribution, and protection as mandated for sensitive compartmented information (SCI) and other special access programs. Top Secret is the classification assigned to national security information that requires the highest degree of protection. Top Secret classification is based upon the determination that unauthorized disclosure of the information reasonably could be expected to cause exceptionally grave damage to the national security of the United States.

HISTORY

- 1972 Office of Central Reference transferred the responsibility for controlling collateral Top Secret material to the Office of Security.
- 1975-1976 Office of Security developed and implemented the Top Secret Control Automated Data System (TSCADS). Information was taken from office log and control cards to build the data base.
- 1977 Office of Security created a Manual For Top Secret Control Officers emphasizing control and accountability of TS documents, identifying TSCADS data entry procedures, and maintenance of TS office documents.

1981

TS collateral document control duties divided between
Offices of Security and Information Services.

1982

Processing backlog eliminated

1983

[Redacted]
First Inventories conducted based on current information
Development begun for TSCADS upgrade.

STAT

WHY

Part 4 of EO 12365, National Security Information, prescribes a uniform
system for classifying, declassifying and safeguarding national security
information.

In accordance with the requirements, the Agency established [Redacted]

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Responsibilities

(1) The D/OS is responsible for development of uniform
security policy and standards for the control of collateral
classified material.

(2) The D/OIS is responsible for establishing policy and
procedures for the management of the Agency Top Secret
Control Program and the TSCADS.

(3) Operating Officials are responsible for ensuring that
components within their jurisdictions provide the
necessary input to TSCADS when such material is received
from outside the Agency, created within their components,
transmitted between components, dispatched outside the
Agency, destroyed, downgraded, declassified, or retired to
the Agency Archives and Records Center.

WHEN

A Top Secret collateral document requires control when an:

Office originates Top Secret collateral document

Office receives a Top Secret collateral document from outside the Agency.

WHERE

The Agency has 50 Top Secret control points located throughout offices for control and accountability of these documents. The distribution of control points by directorate is as follows;

DDA - 16

DCI - 13

DDI - 12

DDST - 8

DDO - 1

Each Top Secret control point has one or more designated officers (Reference Area Top Secret Control Officers "directory") for controlling these documents.

HOW

The Form 26 'Control and Cover Sheet for Top Secret Document (Collateral)' is attached atop each document/copy. The current Form 26 is divided into three parts;

1. Green Sheet
2. White Sheet
3. Manila Card

The "Green Sheet" is attached to the document to alert by sight of color, that this is a collateral TS document. The cover sheet is used to record all individuals having seen the document, requiring date and signature. The final document disposition (Destroyed, Downgraded, and Destroyed) is recorded by executing official and forwarded to Agency TSCO for recording in TSCADS.

The "White Sheet" is submitted to Agency TSCO identifying the originators action of creating a document and is entered into TSCADS. The originating information, e.g., office is entered excluding responsible office information. This eliminates the originator from having to record the same information on a Form 3940, TSCADS 'Incoming Top Secret Documents,' whenever a Form 26 is prepared.

The "manila card" is retained by the Area Top Secret Control Officer for office record and may be used in place of Form 516, Top Secret Control Card.

The Form 3940 TSCADS INCOMING TOP SECRET DOCUMENTS is used by TS collateral document recipients to identify receipt of documents and their movement from one office to another among the Top Secret control points of responsibility.

Cy 1 Agency TSCO Cy 2 Area TSCO

The Form 3940A 'RECORD OF TOP SECRET DOCUMENTS TRANSFERRED TO AGENCY ARCHIVES AND RECORDS CENTER' identifies documents retired by a responsible office to the Agency Archives and Record Center for storage.

- 1 - 3 AARC
- 1 - Return ATSCO
- 2 - Agency TSCO
- 3 - AARC
- 4 - Returned by RMO
- 5 - Extra Copy

The Form 2600 'DOCUMENT/COURIER RECEIPT' is used for recording the transfer of TS collateral documents by way of Agency/government couriers from one office to another. The six form parts are used accordingly;

- 1 - on document within pack
- 2 - originating office copy with courier signature
- 3 - recipient signature
- 4-6 - additional courier copies

TSCADS

The Top Secret Control Automated Data System (TSCADS) is a centralized data base of information on Top Secret collateral documents. Each TSCADS document is uniquely identified by a Top Secret control and copy number with additional system information providing document description, control point designation or recorded disposition.

The current system provides the following data elements:

DATE ELEMENTS

TSNO	Assigned Top Secret control number range to each office beginning calendar year 6 digits 1-2 identify year assignment 3-6 identify document number
COPY NUMBER	document copy number
ODATE	document origin date
ODIRECT	directorates of origin
OOFFICE	office of origin
PAGES	number of document pages
ATTACHMENTS	number of document attachments
TITLE	document title or subject
OAGENCY	document origin outside of Agency
RDATE	date recipient received document
RDIRECT	recipient directorate
ROFFICE	recipient office
DISPOSITION	recorded status of document
DISPDATE	date of last document status change

DISPOSITION

The Top Secret document dispositions as recorded in TSCADS
30 January 1984 are as follows:

	<u>RECORDS</u>	<u>%</u>
Active	50588	21
Retired	22798	9
Destroyed	91416	37
Downgraded	41228	17
Transferred (dispatched)	26880	11
Unaccounted	<u>12554</u>	5
Total	245,464	

Top Secret document distributions by responsible Agency Directorate

	<u>Active</u>	<u>Retired</u>	<u>Unaccounted</u>
	<u>%</u>	<u>%</u>	<u>%</u>
DDO	56	13	14
DDI	27	41	45
DCI	9	32	12
DDA	5	5	2
DDST	<u>3</u>	<u>9</u>	<u>27</u>
	100	100	100

OFFICE

Information Control Branch

Document Accountability Section

Terminal/menu

Inputting/changing/deletion

Page Denied

Any one of these last three acts require submission of Form 26 to Agency Top Secret Control Office. OIS is office of record of Form 26 "GREEN SHEETS" for 10 years. Hardcopy files maintained at Office and Record Center in Disposition/TS number order for reference.

INVENTORY

Separate document listings are provided each of the 50 AREA TOP SECRET CONTROL OFFICERS for review and validation with internal holdings or control records.

The ATSCO notes changes to inventory listings and returns to Top Secret Control Office for TSCADS entry. Along with accounting for current office holdings the inventory review identifies documents which had failed to be recorded into the system.

After inventory processing a revised listing is generated and used as reference for performing an office audit of Top Secret collateral document holdings and control procedures.

AUDIT

The audit request physical sighting of documents or control records to support inventory disposition listing.

Active - document

Retired - Shelf List

A random sample of office documents is selected for review. In addition to fulfilling the office audit requirement document sample sets are selected with emphasizes on viewing documents for which missing information exist in the current TSCADS. In many cases the information is available on documents in file, for example originating date.

Following the audit a memorandum is prepared (addressed to ATSCO office MANAGEMENT), identifying performance of the audit, indication of the complete office document set, the number of documents sighted, and a statement of recommendation (if any) for improving document control procedures.

Activities
SHORT - TERM REMEDIES

- Provide quarterly reports to "high-volume" offices to facilitate a mini-inventory of internal holdings.
- Maintain form information processing at "current" level.
- Perform internal system reviews to ensure information validity.

Activities
LONG TERM REMEDIES

- The upgraded TSCADS will provide an on-line system for offices to record and maintain Top Secret collateral document control (disposition) information. This is not a registry ~~for certain~~ document control system.
- The system will automatically perform validity checks for certain document category entries by users.

The basic information document descriptors, i.g., office, date, title, will require entry only one time by the originating office.

The current office function would progress from data processing (add, delete, change) to office audit of document and control procedures.

Reduce Forms 3940, 3940A activity but not eliminate.