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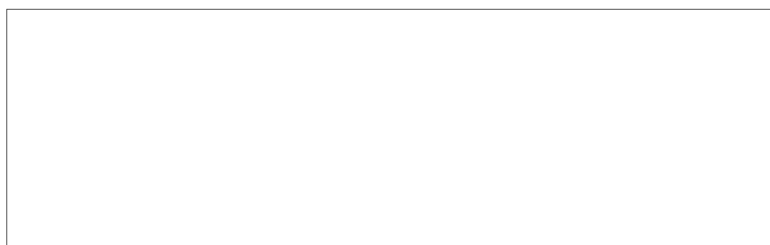
4 February 1974

MEMORANDUM FOR: Chief, Information Systems Security Group

SUBJECT : Top Secret Control: Control and Cover Sheet for Top Secret Document, Form 26

1. Reference is made to your request for background information concerning the Top Secret "Green Sheet", Form 26.

2. In the course of compiling the information, contact was made with;



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3. The first indication of the Green Sheet's use in the Agency was in June 1949. Forms Management files revealed that the Signature Record and Cover Sheet, Form 38-13 was printed at the request of the Office of Collection and Dissemination.

4. [redacted] Regulations Control Staff, conducted a review of old Agency notices and instructions available on microfilm. She was unable to find any information on the use of the Cover Sheet. [redacted] indicated that during those early times many notices and instructions were issued on an intra and inter-office basis and not as "regulations". It is probable that the Office of Collection and Dissemination (OCD), predecessor to Central Reference Service (CRS), responsible for Top Secret Control, having ordered the Form 38-13, had issued instructions as to its use.

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5. In April 1951, the first [redacted] was issued dealing with Security of Classified Documents. This six page regulation covered various aspects of classification, registered documents,

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marking, safeguards and storage. It did not contain any references to the use of a "Green Sheet".

6. a. [redacted] was revised in January 1952 and the controls over classified matter were expanded. In the sections dealing with control, transmission and destruction of Top Secret documents there were a number of references to the Signature Record and Cover Sheet. Specifically it would be used; STAT

(1) as the document destruction certificate; [redacted] STAT
[redacted] STAT

(2) as a cover sheet for all Top Secret documents; [redacted] STAT

b. Completed Form 38-13 would be forwarded to CIA Top Secret Control.

7. In April 1954, a new [redacted] was issued establishing the procedures for the control of National Security Council information which required special handling in the Agency. [redacted] STAT
[redacted] required the use of a new NSC Top Secret Control Form which STAT
would be used concurrently with and cover the "Green Sheet". [redacted] STAT
[redacted] was rescinded in June 1954. STAT

8. a. In April 1961, [redacted] was rescinded STAT
and replaced [redacted] it remains in effect today. Pertinent STAT
sections of [redacted] again refer to the use of the "Green Sheet" as a STAT
destruction certificate, a cover sheet and a record of each individual
who has read or learned the contents of the Top Secret document to
which it is attached. [redacted] Classification of Official Information STAT
and Material, also issued in April 1961, refers to the "Green Sheet"
to record the destruction, declassification or downgrading of a Top
Secret document. Both [redacted] indicate that completed cover STAT
sheets would be forwarded to CRS for record purposes.

Was updated in 1991

9. The original Signature Record and Cover Sheet, Form 38-13 has undergone many printing changes since June 1949. In March 1960 its name was changed to Control and Cover Sheet for Top Secret Document and renumbered, Form 26. The changes were functional in nature to conform to recommendations from TSC/CRS but the basic format was not altered. The last revision was in August 1973 when the Group 1 preprinted control marking was deleted.

10. [] C/TSR/CRS advised that when a Top Secret document is destroyed, downgraded or transmitted externally the completed cover sheet Form 26 is forwarded to her office where she annotates the CSR T. S. control records. Thereafter no control is exercised over the individual cover sheets. They are collected in a standard cubic box which when filled (approximately 2000 per box) are forwarded to the Records Center, [] for storage and ultimate destruction. [] indicated that in the 20 years she has been a T. C. control clerk she has never had a request to recall or check on an executed "Green Sheet".

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11. a. [] Chief, Records Center, [] indicated that TSR/CRS forwards to him approximately 3 cubic boxes (6000 sheets) of completed Form 26 each year. The boxes are dated and filed chronologically; no indexing or list is made of the sheets. Per CRS, General Records Schedule, completed Form 26 is retained for a period of 10 years and then destroyed. Approximately 6,000 sheets are destroyed each year on the anniversary date of the boxes. The [] currently stores 33 cubic feet (66,000 sheets) of completed Form 26's.

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b. [] disclosed that he has been in charge of Agency's record since 1952. During that time there has been no request nor an inquiry made to him concerning a retired/filed "Green Sheet".

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12. a. The General Records Schedule #18 (FPMR 101-11.4, December 15, 1967), Line 4 approved and issued by the Administrator, General Services Administration authorizes the disposal of Top Secret document destruction certificates after 2 years. Line 6b indicates that forms accompanying T. S. documents for control purposes are authorized for disposal when the related document is downgraded, transferred or destroyed. Since Form 26 is both a controlling document and a certificate of destruction, I believe that the 2 year restriction would apply.

b. [] RMO/OS advised that the "Green Sheet" is not included in Security's Record Schedule. He indicated that

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it is within the purview of the CRS/DDI. Since T. S. control is now a function of the Office of Security, control over Form 26 might be transferred to this Office. However, since Form 26 applies throughout the Agency, CRS might wish to have the schedule included in the Agency's general schedule.

c. [redacted] RMO/CRS acknowledged that Form 26 appears on the CRS Records Schedule. He concurred in the applicability of Form 26 to line 4 of the GSA Schedule 18 and its 2 year restriction. [redacted] could not provide any information as to why the Agency applied the 10 year restriction. He speculated that some official in the Agency had placed the 10 year restriction for "security purposes".

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d. [redacted] indicated that CRS's General Schedule was under review and the disposition of Form 26 would be included. He was in agreement that the 2 year restriction should apply to the returned Form 26's and would recommend this change subject to the approval of higher authority in the DDI.

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13. a. The Control and Cover Sheet for Top Secret Document, Form 26 continues to be used by Agency personnel as a multi-purpose form as originally designed. It protects the first page of the T. S. document from exposure, is a routing slip, provides a record of those reading or learning of the contents (provided the individual signs the form), provides a record of downgrading, destruction and transfer outside the Agency. Understandably, these all-inclusive features were required of Top Secret documents years ago for security reasons when Top Secret documents were subject to tighter controls and limited distribution.

b. The retention of completed "Green Sheets" for 10 years may have been for security reasons in the event of an investigation. However, as far as is known, in 22 or more years no retired "Green Sheet" has been recalled or reviewed for any purpose.

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OS/P&M/ISSG/[redacted] (4 Feb 74)

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