

UNCLASSIFIED
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STATE-WAR-NAVY COORDINATING COMMITTEE
SECURITY ADVISORY BOARD

20 December 1946

MEMORANDUM FOR SECURITY OFFICERS
Nonmilitary Federal Departments and
Agencies

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1. The Security Advisory Board is presently considering the formulation of a Top Secret Control Procedure for nonmilitary federal departments and agencies. In conformance with its usual policy of consulting with Security Officers before issuing security regulations which are applicable to all federal agencies and departments, and keeping in mind the varying conditions existing in those agencies and departments, the Board will appreciate your cooperation in submitting answers to the following questions by January 16, 1947, if possible:

- a. Approximately what volume of Top Secret material is originated in or received by your agency?
- b. If Top Secret material originates in your agency, what outside distribution is made?
- c. What officials or offices in your agency receive Top Secret material and from what sources?
- d. Does any one official or office control the distribution of Top Secret material within your agency?

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e. If any Top Secret control procedure is in effect in your agency, what procedure and forms are used to control intra-agency distribution of Top Secret material?

f. Do you agree that a procedure whereby certain individuals would be designated within your agency to receive Top Secret material and account for its inter-agency and intra-agency distribution would be preferable to one in which Top Secret documents are received by addressees with no central accounting for or recording of the documents?

2. If no Top Secret material is received by or originated by your agency, the above-listed questions should be disregarded and a statement to that effect forwarded to the Board.

3. Replies to the above questions should be returned to the Security Advisory Board, State-War-Navy Coordinating Committee, Room 711, 515 22nd Street, N.W., Washington, 25, D.C.

For the Security Advisory Board:

Ruth Catlett Barton
Secretary