

Interdepartmental Committee on Internal Security

2107 Department of Justice, Washington 25, D. C.

TEAL

June 12, 1952

**\*DOJ Declassification/Release  
Decision on File\***

Col. Sheffield Edwards  
Security Officer  
Central Intelligence Agency  
2430 E Street, N. W.  
Washington, D. C.

Dear Col. Edwards:

The ICIS Subcommittee on Executive Order 10290 has completed its review of the CIA regulations for the security of classified documents, forwarded to the Subcommittee with Mr. Wolf's letter of March 13.

While security procedures prescribed in these regulations appear to be in conformance with the Executive Order, we recommend particular attention be given to the following points:

1. Provision for declassification procedure, including effective and continuing review of classified security material for purposes of declassification or downgrading.
2. Provision for orientation and training of employees with respect to security safeguards, unless such provision is made in other rules or directives.
3. Provision for inspection or reporting to insure consistent application of security safeguards and procedures, unless such provision is made in other directives.

With respect to Item 1 above, it is the view of the Subcommittee that sound security practices require a precisely defined procedure for declassification. In order to prevent inadvertent disclosure, which, in effect, amounts to undesirable declassification under certain circumstances, the agency security regulations should state clearly the procedure and the authority necessary for proper declassification action.

With respect to Items 2 and 3 above, the Subcommittee notes that Mr. Wolf's letter of transmittal states these functions are given a great deal of attention in the CIA. Our view is that the activities related to training and inspection should be mandatory and responsibilities assigned in agency-wide directives.


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We would like to make the general observation that the examples cited under each security classification grade might be made more precise in order to provide helpful guidance to the employee working under these regulations. In this connection, we would like to suggest you give some study to the feasibility of developing a classification guide for CIA which would outline the actual areas of information in which a requirement exists for security classifications of specific grades. Such a guide is also of great value for declassification purposes.

The revision of the regulations and their resubmission to the Subcommittee for review should not be delayed pending the development and adoption of guides.

While considerable time has been taken in preparing for effective review by the Subcommittee of agency regulations, we are now prepared to expedite any subsequent review of revised regulations. It is requested that the revised regulations be forwarded for review as promptly as possible and that the Subcommittee be advised at the earliest practicable date as to any other action which the agency may take or comment which you may have on the above suggestions.

For the Subcommittee,



Edward R. Trapnell  
Executive Secretary

ICIS Subcommittee on Executive Order 10290