

INFORMATION REPORT INFORMATION REPORT

CENTRAL INTELLIGENCE AGENCY

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COUNTRY USSR

REPORT [redacted]

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SUBJECT Procedure for Handling Classified Materials in the USSR State Scientific-Technical Committee

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DATE OF INFO. [redacted]

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THIS IS UNEVALUATED INFORMATION. SOURCE GRADINGS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

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[redacted] Soviet document entitled "Instruction for persons cleared for secret, top secret, and special importance documents in the State Scientific-Technical Committee of the Council of Ministers USSR". This document was issued in Moscow on 14 November 1959 and was still in force in late 1961.

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[redacted] Comment: This Committee is now called the State Committee for Coordination of Scientific-Research Work.

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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(Note: Washington distribution indicated by "X"; Field distribution by "#")

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APPROVED

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Chairman of the State
Scientific-Technical Committee
of the Council of Ministers USSR

14 November 1959

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Yu. Maksarev

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I N S T R U C T I O N

for persons cleared for secret, top secret, and special
importance documents in the State Scientific-Technical
Committee of the Council of Ministers USSR

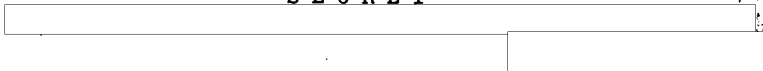
Moscow, 1959

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Secret

Responsibilities of Persons Cleared for Special
Importance, Top Secret, and Secret Work and Documents

1. Every person cleared for special importance, top secret, and secret work and documents may use or familiarize himself only with the work and documents that concern him by virtue of official duties discharged.

2. Top secret and secret documents, as well as special articles (spetsizdeliye), are obtained by the executor (ispolnitel) through the secret section (department) or its authorized representatives. Special importance documents may be obtained in the secret section only by the executor personally, and he can work with them only in specially assigned rooms.

3. Executors are permitted to turn top secret and secret documents over to supervisory personnel, and also, in cases of official necessity, for the temporary use of other workers of a given functional subunit cleared for such documents, against their signature when they are outside the secret section. It is the duty of the executor to get the transmitted documents back.

4. Persons cleared for special importance, top secret, and secret work and documents must:

a. determine correctly, in accordance with the list of information that constitutes a state secret and other information subject to classification, the classification of work and documents, i.e., not to allow classified information to be divulged in unclassified documents, or to classify documents not containing such information;

b. prevent unnecessary reproduction of special importance, top secret and secret documents;



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c. present, at the first request of the secret section personnel, all special importance, top secret, and secret documents and special articles for checking;

d. return in good time special importance, top secret, and secret documents, as well as special articles, which are no longer needed;

e. not to keep, during working hours, special importance, top secret, and secret documents, as well as special articles, in a place that would make it convenient for other persons to observe them, even if they are cleared for such work and documents, but are not directly concerned with them;

f. upon completion of work, special importance, top secret, and secret documents, work folders, or special sealed cases must be turned in for safekeeping to the secret section, which issues a receipt.

In exceptional cases, keeping of top secret and secret documents in the executors' personal safes is allowed by permission of the head of the establishment or the chief of the secret section. Upon completion of work the safes must be sealed with a stamp or seal.

g. maintain strict secrecy in work, suppress actions and deeds of other persons, which may lead to divulging of special importance, top secret, and secret information, and report such facts to the secret section;

h. in case of loss of special importance, top secret, or secret documents or special articles, immediately report this to the secret department (section);

i. when going on leave or departing on official travel, account to the secret section for all special importance, top secret, and secret documents and special articles charged out to them;

j. know well and observe precisely all regulations for registering and safekeeping documents and special articles that are provided for in this instruction and other documents for ensuring the safekeeping of state secrets;

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k. submit; at the request of the chief of the secret section, oral or written explanations of violations of the established procedure for fulfilling secret work, registration, and safekeeping of special importance, top secret, and secret documents and special articles, and their handling, as well as the facts concerning loss of documents and special articles;

1. draw up special importance, top secret, and secret documents only on special writing pads, workbooks, and sheets of paper, registered in the secret department (section).

When getting workbooks the executor must determine the classification and the title according to the nature of the entries to be made in them.

5. Persons cleared for special importance, top secret, and secret work and documents are forbidden to:

a. visit foreign representations (embassies, missions, consulates), and to come into contact with foreigners directly, or through other persons.

Note: Persons who, by virtue of their work, or while discharging their assigned duties, have to have contact with representatives of foreign countries, will be guided by the decrees of the Presidium of the Supreme Soviet of the USSR, resolutions of the Council of Ministers of the USSR, and special instructions.

b. mention unnecessarily special importance, top secret, and secret information and make reference to the urgency and importance of fulfilling government assignments in letters sent to other agencies in regard to supply of component articles, various materials, and the sending out of documentation;

c. use special importance, top secret, and secret information for unclassified articles, reports, and speeches.

d. make known to anyone (including relatives), orally or in writing, special importance, top secret, and secret

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data, and the nature of work being done, production output, location, and the guard and pass system of the enterprise, unless this is called for by official need;

e. make any kind of special importance, top secret, and secret entries, copies, sketches, and calculations, or draw up other similar documents in personal notebooks or on unregistered sheets of paper, nor store unclassified and classified documents together;

f. conduct open conversations by telephone, radio, or telegraph about special importance, top secret, or secret subjects, nor record such matters using magnetic recorders.

Note: Transmission of secret information over government communications telephones is carried out in compliance with the regulations for using these telephones.

g. perform special importance, top secret, and secret work at home, take special importance, top secret, and secret documents, as well as special articles, out of the establishment without special permission from the director of the establishment or the chief of the secret department (section), or keep on the person such documents and special articles while on official trips.

h. make copies of special importance, top secret, or secret documents, or turn over personal workbooks to other subunits without getting permission from the secret department (section);

i. destroy draft and extra typewritten copies of special importance, top secret, and secret documents and defective special articles without the knowledge of the secret department (section);

j. leave unlocked, when departing, the premises and repositories of special importance, top secret, and secret documents and special articles;

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6. Drafts prepared for typing must bear a classification stamp, an indication as to the number of copies required, their distribution, and the name of the executor.

7. When receiving typed documents from the typing office the executor must check them to see if they bear the correct classification and if they bear the registration number of the typing pool, check the number of typewritten copies and sheets against the appropriate notations on the registration card or in the registration book, and sign (indicating the date) for the receipt of the typewritten copies and drafts.

8. Special importance, top secret, and secret documents intended for forwarding are turned over to the secret department (section), together with the draft copies, by the executor, who gets a receipt for them. The executors must turn in, in a timely manner, all spoiled or extra typewritten copies of the documents to the secret department (section) for destruction, and must not allow the accumulation of unnecessary documents, drafts, and workbooks in their own safes (special case, work folder).

Determining the Classification

9. Documents, publications, special articles, and work are divided into the following categories according to the degree of secrecy:

- a. Top secret special importance;
- b. Top secret;
- c. Secret

and are stamped accordingly.

Use of other classification stamps is forbidden.

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10. The classification of documents, as well as of extracts from them, is determined directly by the executor and the person who signs the document on the basis of the list of information that constitutes a state secret and other information subject to security classification by the GNTK USSR, as well as the list of information that is not permitted to be published in the open press or transmitted over radio and television, published by the Chief Directorate of Literature and Publishing Matters of the USSR.

Registration, Safekeeping and Reproduction

of

Special Importance, Top Secret, and Secret Photographic Documents

11. The laboratory technician is responsible for the safekeeping of exposed film, negatives, and photographs during processing.

In those cases when special personnel are assigned to the photo lab to perform individual operations, the films, negatives, and photographs must be signed for as they are transferred from one to another.

12. The completed order and the rejects are turned over by the photo lab to the secret department (section) and a receipt is issued.

Reproduction of Documents and the Registration of Top Secret

and Secret Publications by Printing and Mimeographing

13. Top secret and secret publications may be published only in a strictly controlled number of copies and be sent out only to those establishments where there

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is a real need for them by virtue of the work performed there. The number of copies of such publications and the lists of establishments to which they are to be distributed are approved by the director of the establishments.

Typing of Documents

14. Typing of special importance, top secret, and secret documents is carried out in isolated premises, specially adapted for this purpose (typing office), by typists cleared for this type of work and documents.

15. The handwritten and typewritten drafts of material are received in the typing office by the chief typist, who issues a receipt for them. At the same time, the registration number of the typing office is stamped on the draft copies.

16. The upper right-hand corner of the finished typewritten document must have the classification, the copy number, and, when necessary, serial letter "K" or the notation "Eyes Only" ("Lichno"). On the reverse side of the typed document the typist indicates the number of typed copies, to whom they are being distributed, the name of the executor, the date of typing, the number of sheets in the draft, and her own initials.

17. The fully typed document is registered by the typing office under a new number; at the same time reference is made on the document, and in the registration card, to the number of the document from which it was retyped.

18. Taking dictation of top secret and secret documents directly on the typewriter or in shorthand is done only in isolated premises that exclude the possibility of eavesdropping, and in the absence of persons not directly concerned with such a document.

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19. At the end of the working day all registration books, as well as all documents that have not been finished by the typists and have not been returned to the executors, are turned in by the chief typist to the secret department (section) for safekeeping in a special work folder or a special case.

Conduct of Business

20. Files and references to them are issued only to those executors who are directly concerned with the documents contained in these files. Upon familiarizing himself with the documents the executor signs and dates them.

21. A file issued for work must be returned the same day, without fail, to the secret department (section). Leaving files in special cases or personal safes at the end of the working day by executors is forbidden.

22. Extracts from, and copies of, special importance, top secret, or secret documents are made only with the knowledge of the director of the establishment or the chief of the secret department (section). Extracts from, and copies of, special importance, top secret, and secret documents received from other establishments, if they do not contain information directly related to the production activity of the installation receiving the documents, are made only with the consent of the director of the installation from which the documents came.

23. Making copies of special importance, top secret, and secret government decisions is forbidden.

When it is necessary to make reference in unclassified matter to special importance, top secret, or secret government decisions, only their numbers and dates may be indicated.

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Cipher Telegrams at Establishments Which Do Not Have
Cipher Components

24. Outgoing cipher telegrams are written only on special blanks, in single copy, by hand, in ink, clearly, briefly, without abbreviating words, and without erasures. All corrections of the text are specified and verified by the executor or by the person who signed the cipher telegram.

The cipher telegram must show the name of the executor; a notation is made "Written without a draft" or "...pages of draft attached" and the executor signs it.

25. All draft copies of the cipher telegram are turned in by the executor to the secret department (section), and are destroyed by the section worker, who makes a notation of their destruction on the reverse side of the original copy of the cipher telegram.

26. Persons having contact with enciphered correspondence are categorically forbidden to:

a. make copies of cipher telegrams and conduct open conversations about their contents by telegraph, radio, or telephone, including high frequency (V Ch);

b. transmit the text of the same message both in cipher form and in the clear;

c. use texts of cipher messages in unclassified letters, memoranda, communications, reports, or orders;

d. reveal the contents of cipher messages to persons not cleared for reading cipher telegrams and for writing them;

e. make reference to cipher telegrams in unclassified letters and open telegrams.

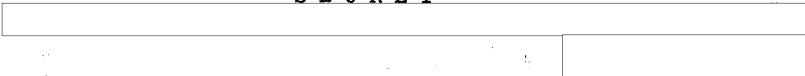
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NO FOREIGN DISSEM/NO DISSEM ABROAD/BACKGROUND USE ONLY

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Using Documents While on Official Trips

27. When on official trips (while traveling), it is forbidden to have special importance, top secret, and secret documents on one's person.

Library of Top Secret and Secret Publications

28. Secret and top secret publications arriving at the State Scientific-Technical Committee of the Council of Ministers of the USSR are stored in the secret part of the library of the State Scientific-Technical Committee of the Council of Ministers of the USSR in steel cabinets. The secret part of the library is under the control of the secret section of the State Scientific-Technical Committee of the Council of Ministers of the USSR.

29. Top secret and secret publications released to readers (subscribers) for use in their work are signed for on a library withdrawal card (form No. 8).

Conferences on Secret Matters

30. Conferences on secret matters in departments and groups may be called for only with the permission of the Committee leadership or a department chief.

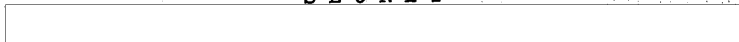
Persons calling a conference on secret matters must, in all cases, notify the chief of the Secret Section in advance.

31. Conferences on secret matters may be attended only by those persons who are directly concerned with the matters under discussion and are cleared for secret work and documents. All participants must have with them their clearance certificates for secret work and documents, with the exception of those who are cleared



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for secret work by status, in accordance with the Instruction for Ensuring the Safeguarding of State Secrets in Establishments and Enterprises of the USSR.

Release

32. Release of persons cleared for special importance, top secret, and secret work and documents is effected only after the secret department (section) confirms that all secret documents charged out to him have been returned.

Penalties for Violating the Instruction

33. Persons guilty of divulging information that constitutes a state secret, losing documents containing such information, or losing articles, information about which constitute a state secret, are subject to prosecution by criminal law.

Persons guilty of divulging secret information, loss of documents containing such information or articles, information on which is classified, or violating this instruction, are subject to disciplinary penalties by the leadership of the establishment, and may also be removed from special importance, top secret, and secret work.

Chief of the Secret Section
of the GNTK USSR

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[Redacted] A. Alferov [Redacted]

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