

8 September 1978

MEMORANDUM FOR: All NFAC Office Directors, Staff Chiefs, and NIOs

STAT FROM : [REDACTED]  
Associate Director-Management  
National Foreign Assessment Center

SUBJECT : Sensitive Document Control

1. The attached memorandum from Mr. Carlucci directs us to establish more effective document control procedures for specific types of documents which have an extreme sensitivity or would result in unacceptable levels of security damage if compromised. The type of document Mr. Carlucci has in mind is defined in his paragraph 3.

2. I would like each of you immediately and on a priority basis to institute a survey of your component to identify by title and document number those documents which you believe meet the test of Mr. Carlucci's memorandum. These lists should be forwarded to the NFAC Security Officer by 22 September.

3. The NFAC Security Officer and I will review your submissions and develop standards for the special handling, accountability and storage procedures applicable to these documents. It seems imperative that each component must have a system of personal accountability for each such document and that these documents must be stored separately from other classified materials. I want to emphasize this last point, particularly in regard to the many vaulted areas in NFAC where it has become the practice for all kinds of documents, classified or unclassified, to be inextricably intermingled. Even within areas which are vaulted, the requirement for segregated storage for materials identified in response to this memorandum must be met.

STAT 4. The NFAC Security Officer, [REDACTED] STAT  
[REDACTED] should be contacted for additional information or if a further definition of types and categories of documents is necessary.

78-3468/1

Executive Registry

78-3534/1

MEMORANDUM FOR: Deputy Director for Resource Management  
Deputy Director for Collection Tasking  
Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT: Sensitive Document Control

1. Because of recent events I have directed a total and comprehensive review of all personnel security, physical security, and information control activities in the Agency. While this review will focus on our entire security program, its final conclusions and recommendations will take some time to develop.

2. Recognizing that the results of this review may produce significant changes in our security policies and procedures, there are certain actions in the security area that are being pursued immediately without waiting for the comprehensive study to be completed. One of these actions involves moving toward positive accountability for those classified documents uniquely and especially deserving of tight security controls due to the breadth of their contents or to their unusual sensitivity.

3. I hereby task each of you to review immediately your classified holdings to identify your extraordinarily comprehensive and sensitive materials, those obviously warranting especially strict controls. I am talking about that classified material, mostly Top Secret including some Sensitive Compartmented Information, which by its nature, if compromised, would be especially revealing, would have extraordinarily adverse impact on our national security or which would deliver a staggering loss of sensitive intelligence capability.

4. Having identified such materials within your purview I would expect you to institute immediately a system of personal accountability and segregated storage for such materials.

5. I also expect you to report to me on the actions you have taken on this matter no later than 15 September 1978.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: GC  
IG  
LC  
A/DCI/PA  
Compt  
D/EEO