

OSP -
V.M.G

~~CONFIDENTIAL~~

Note: Sully sent copy on
23 February 1960
03/31/60

MEMORANDUM FOR: Chief, Records Management Staff, DD/S
RMOs, CS Staffs and Divisions

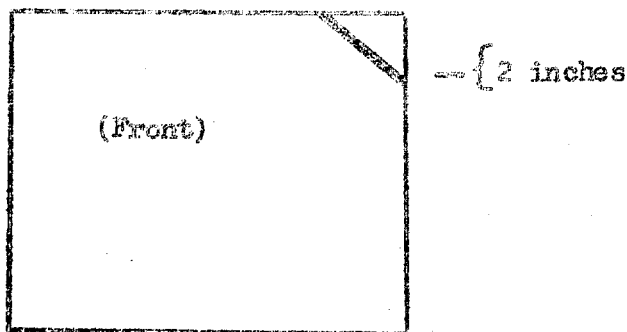
SUBJECT : Identification and Processing of Extremely Sensitive Documents (b)(3)
(b)(6)

REFERENCES : A. CSI [redacted] Vital Materials Program (b)(3)
B. CS Records Management Memorandum [redacted] (b)(6)
[redacted] (b)(6)
C. CSN [redacted] Records Retirement Procedures (b)(6)
(b)(6)

1. Vital Materials

Para. 2.c.(2) of Reference B provides that extremely sensitive documents of the CS may be processed to the VMR by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of [redacted] (Branch), [redacted] (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

a. Envelopes and Small Packages -- Black tape is placed diagonally on front, two inches down from upper right hand corner. Tape extends around envelope or package.



b. Boxes -- Black tape is placed horizontally in center around four sides of box.

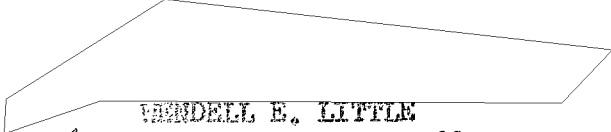
2. Retirement

a. Where extremely sensitive material is retired in accordance with CSN [redacted] and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage. (b)(3)
(b)(6)

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C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RID is completed.



VERDELL E. LITTLE
DD/P Records Management Officer

(b)(3)

NOTE FOR RMOs: A supply of black scotch tape, one inch wide, is available in RID/PPS, Room 1104 L Building, phone Ext. 8223.

C O N F I D E N T I A L

23 February 1960

MEMORANDUM FOR: Chief, Records Management Staff, DD/S
RMOs, CS Staffs and Divisions

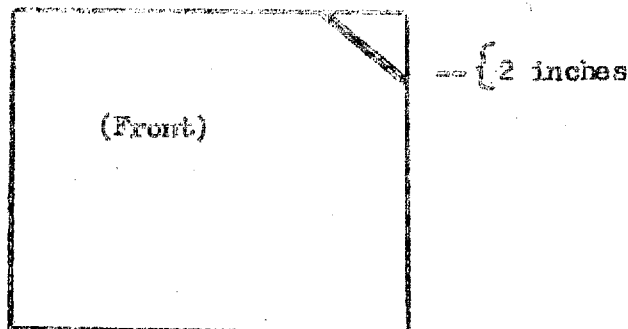
SUBJECT : Identification and Processing of Extremely Sensitive Documents

REFERENCES : A. CSI 43-2, Vital Materials Program
B. CS Records Management Memorandum #3, dated
6 February 1960
C. CSN 43-39, Records Retirement Procedures

1. Vital Materials

Para. 2.a.(2) of Reference B provides that extremely sensitive documents of the CS may be processed to the VMR by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of _____ (Branch), _____ (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

- a. Envelopes and Small Packages -- Black tape is placed diagonally on front, two inches down from upper right hand corner. Tape extends around envelope or package.



- b. Boxes -- Black tape is placed horizontally in center around four sides of box.

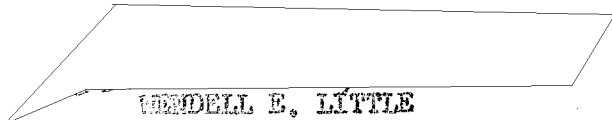
2. Retirement

- a. Where extremely sensitive material is retired in accordance with CSN 43-39 and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage.

C O N F I D E N T I A L

C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RED is completed.


WEDDELL E. LITTLE
DD/P Records Management Officer

(b)(3)

NOTE FOR RMOs: A supply of black scotch tape, one inch wide, is available in RED/PPS, Room 1104 L Building, phone Ext.

(b)(3)

C O N F I D E N T I A L

23 February 1960

MEMORANDUM FOR: Chief, Records Management Staff, DD/S
 RMOs, GS Staffs and Divisions

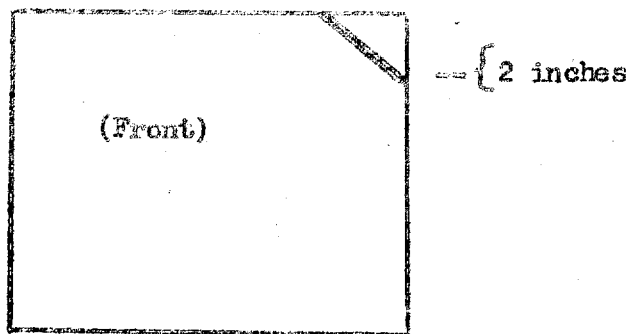
SUBJECT : Identification and Processing of Extremely Sensitive Documents

REFERENCES : A. CSI 43-2, Vital Materials Program
 B. GS Records Management Memorandum #3, dated
 6 February 1960
 C. CSN 43-39, Records Retirement Procedures

1. Vital Materials

Para. 2.e.(2) of Reference B provides that extremely sensitive documents of the GS may be processed to the WMI by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of _____ (Branch), _____ (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

- a. Envelopes and Small Packages -- Black tape is placed diagonally on front, two inches down from upper right hand corner. Tape extends around envelope or package.



- b. Boxes -- Black tape is placed horizontally in center around four sides of box.


2. Retirement

- a. Where extremely sensitive material is retired in accordance with CSN 43-39 and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage.

C O N F I D E N T I A L

C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RID is completed.



WENDELL E. LITTLE
DD/P Records Management Officer

NOTE FOR RMOs: A supply of black scotch tape, one inch wide, is available in RID/PPS, Room 1104 E Building, phone Ext.

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INTERNAL USE ONLY

Approved for Release: 2022/07/20 C02280177

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SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Identification and Processing of Extremely Sensitive Documents

FROM:

DD/P Records Management Officer

NO.

DATE

23 February 1960

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMS - [redacted]
604 1016 16th Street

[Handwritten signature]

1 copy to [redacted]
1 copy to [redacted]

2. File - DD PVM

(b)(3)
(b)(3)

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