TOP SECRET COLLATERAL DOCUMENTS

WHAT

Top Secret collateral documents, not qualified for control access, distribution, and protection as mandated for sensitive compartmented information (SCI) and other special access programs. Top Secret is the classification assigned to national security information that requires the highest degree of protection. Top Secret classification is based upon the determination that unauthorized disclosure of the information reasonably could be expected to cause exceptionally grave damage to the national security of the United States.

HISTORY

1972 Office of Central Reference transferred the responsibility for controlling collateral Top Secret material to the Office of Security.

1975-1976 Office of Security developed and implemented the Top Secret Control Automated Data System (TSCADS). Information was taken from office log and control cards to build the database.

1977 Office of Security created a Manual For Top Secret Control Officers emphasizing control and accountability of TS documents, identifying TSCADS data entry procedures, and maintenance of TS office documents.
TS collateral document control duties divided between Offices of Security and Information Services.

Processing backlog eliminated

First Inventories conducted based on current information
Development begun for TSCADS upgrade.

WHY

Part 4 of EO 12365, National Security Information, prescribes a uniform system for classifying, declassifying and safeguarding national security information.

In accordance with the requirements, the Agency established

Responsibilities

(1) The D/OS is responsible for development of uniform security policy and standards for the control of collateral classified material.

(2) The D/OIS is responsible for establishing policy and procedures for the management of the Agency Top Secret Control Program and the TSCADS.

(3) Operating Officials are responsible for ensuring that components within their jurisdictions provide the necessary input to TSCADS when such material is received from outside the Agency, created within their components, transmitted between components, dispatched outside the Agency, destroyed, downgraded, declassified, or retired to the Agency Archives and Records Center.
WHEN

A Top Secret collateral document requires control when an:

Office originates Top Secret collateral document

Office receives a Top Secret collateral document from outside the Agency.

WHERE

The Agency has 50 Top Secret control points located throughout offices for control and accountability of these documents. The distribution of control points by directorate is as follows:

DDA - 16
DCI - 13
DDI - 12
DDST - 8
DDO - 1

Each Top Secret control point has one or more designated officers (Reference Area Top Secret Control Officers "directory") for controlling these documents.

HOW

The Form 26 'Control and Cover Sheet for Top Secret Document (Collateral)' is attached atop each document/copy. The current Form 26 is divided into three parts;

1. Green Sheet
2. White Sheet
3. Manila Card
The "Green Sheet" is attached to the document to alert by sight of color, that this is a collateral TS document. The cover sheet is used to record all individuals having seen the document, requiring date and signature. The final document disposition (Destroyed, Downgraded, and Destroyed) is recorded by executing official and forwarded to Agency TSCO for recording in TSCADS.

The "White Sheet" is submitted to Agency TSCO identifying the originators action of creating a document and is entered into TSCADS. The originating information, e.g., office is entered excluding responsible office information. This eliminates the originator from having to record the same information on a Form 3940, TSCADS 'Incoming Top Secret Documents,' whenever a Form 26 is prepared.

The "manila card" is retained by the Area Top Secret Control Officer for office record and may be used in place of Form 516, Top Secret Control Card.

The Form 3940 TSCADS INCOMING TOP SECRET DOCUMENTS is used by TS collateral document recipients to identify receipt of documents and their movement from one office to another among the Top Secret control points of responsibility.

Cy 1  Agency TSCO       Cy 2   Area TSCO
The Form 3940A 'RECORD OF TOP SECRET DOCUMENTS TRANSFERRED TO AGENCY ARCHIVES AND RECORDS CENTER' identifies documents retired by a responsible office to the Agency Archives and Record Center for storage.

1 - 3 AARC
1 - Return ATSCO
2 - Agency TSCO
3 - AARC
4 - Returned by RMO
5 - Extra Copy

The Form 2600 'DOCUMENT/COURIER RECEIPT' is used for recording the transfer of TS collateral documents by way of Agency/government couriers from one office to another. The six form parts are used accordingly;

1 - on document within pack
2 - originating office copy with courier signature
3 - recipient signature
4-6 - additional courier copies

TSCADS

The Top Secret Control Automated Data System (TSCADS) is a centralized data base of information on Top Secret collateral documents. Each TSCADS document is uniquely identified by a Top Secret control and copy number with additional system information providing document description, control point designation or recorded disposition.
The current system provides the following data elements:

**DATE ELEMENTS**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSNO</td>
<td>Assigned Top Secret control number range to each office beginning calendar year 6 digits 1-2 identify year assignment 3-6 identify document number</td>
</tr>
<tr>
<td>COPY NUMBER</td>
<td>document copy number</td>
</tr>
<tr>
<td>ODATE</td>
<td>document origin date</td>
</tr>
<tr>
<td>ODIRECT</td>
<td>directorate of origin</td>
</tr>
<tr>
<td>OOFFICE</td>
<td>office of origin</td>
</tr>
<tr>
<td>PAGES</td>
<td>number of document pages</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>number of document attachments</td>
</tr>
<tr>
<td>TITLE</td>
<td>document title or subject</td>
</tr>
<tr>
<td>OAGENCY</td>
<td>document origin outside of Agency</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDATE</td>
<td>date recipient received document</td>
</tr>
<tr>
<td>RDIRECT</td>
<td>recipient directorate</td>
</tr>
<tr>
<td>ROFFICE</td>
<td>recipient office</td>
</tr>
<tr>
<td>DISPOSITION</td>
<td>recorded status of document</td>
</tr>
<tr>
<td>DISPDATE</td>
<td>date of last document status change</td>
</tr>
</tbody>
</table>
**DISPOSITION**

The Top Secret document dispositions as recorded in TSCADS

30 January 1984 are as follows:

<table>
<thead>
<tr>
<th>RECORDS</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>50588</td>
</tr>
<tr>
<td>Retired</td>
<td>22798</td>
</tr>
<tr>
<td>Destroyed</td>
<td>91416</td>
</tr>
<tr>
<td>Downgraded</td>
<td>41228</td>
</tr>
<tr>
<td>Transferred (dispatched)</td>
<td>26880</td>
</tr>
<tr>
<td>Unaccounted</td>
<td>12554</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>245,464</td>
</tr>
</tbody>
</table>

Top Secret document distributions by responsible Agency Directorate

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Retired</th>
<th>Unaccounted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>DDO</td>
<td>56</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>DDI</td>
<td>27</td>
<td>41</td>
<td>45</td>
</tr>
<tr>
<td>DCI</td>
<td>9</td>
<td>32</td>
<td>12</td>
</tr>
<tr>
<td>DDA</td>
<td>5</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>DDST</td>
<td>3</td>
<td>9</td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

**OFFICE**

Information Control Branch

Document Accountability Section

Terminal/menu  Inputting/changing/deletion
Any one of these last three acts require submission of Form 26 to Agency Top Secret Control Office. OIS is office of record of Form 26 "GREEN SHEETS" for 10 years. Hardcopy files maintained at Office and Record Center in Disposition/TS number order for reference.

INVENTORY

Separate document listings are provided each of the 50 AREA TOP SECRET CONTROL OFFICERS for review and validation with internal holdings or control records.

The ATSCO notes changes to inventory listings and returns to Top Secret Control Office for TSCADS entry. Along with accounting for current office holdings the inventory review identifies documents which had failed to be recorded into the system.

After inventory processing a revised listing is generated and used as reference for performing an office audit of Top Secret collateral document holdings and control procedures.

AUDIT

The audit request physical sighting of documents or control records to support inventory disposition listing.

Active  -  document
Retired  -  Shelf List

A random sample of office documents is selected for review. In addition to fulfilling the office audit requirement document sample sets are selected with emphasizes on viewing documents for which missing information exist in the current TSCADS. In many cases the information is available on documents in file, for example originating date.
Following the audit a memorandum is prepared (addressed to ATSCO office MANAGEMENT), identifying performance of the audit, indication of the complete office document set, the number of documents sighted, and a statement of recommendation (if any) for improving document control procedures.

**SHORT-TERM REMEDIES**

- Provide quarterly reports to "high-volume" offices to facilitate a mini-inventory of internal holdings.
- Maintain form information processing at "current" level.
- Perform internal system reviews to ensure information validity.

**LONG-TERM REMEDIES**

- The upgraded TSCADS will provide an on-line system for offices to record and maintain Top Secret collateral document control (disposition) information. This is not a registry for certain document control system.
- The system will automatically perform validity checks for certain document category entries by users.

The basic information document descriptors, i.e., office, date, title, will require entry only one time by the originating office.

The current office function would progress from data processing (add, delete, change) to office audit of document and control procedures.

Reduce Forms 3940, 3940A activity but not eliminate.