

6 MAR 1959

MEMORANDUM FOR: Assistant to the Director

SUBJECT : Use of Perforated Chain Envelopes for Transmittal of non-~~TOP SECRET~~ Material by the Cable Secretariat within CIA Headquarters

1. Reference is made to General Cabell's note to you on 2 February 1959 regarding the above subject. This inquiry was forwarded to this office by the Cable Secretariat.

2. On 30 January 1959, the Office of Security approved the use of Chain Envelopes (1138, 1138a) by the Cable Secretariat. This approval was granted with the same proviso that approved the use of the envelope by all CIA components, to wit: (a) may be used only for non-~~TOP SECRET~~ material, and (b) may be used only within CIA Headquarters.

3. CIA Regulation [redacted] complies with Executive Order 10501 in regard to transmission of ~~SECRET~~ documents (not registered) within a Department or Agency. These documents "will be enclosed in chain envelopes (no further cover required) and sealed by means of a CIA gummed label, only when delivery is made by couriers or messengers."

4. The above regulation sets a minimum security standard; a sender may always introduce additional precautions if deemed advisable. The Office of Security has felt that the use of plain manila envelopes with scotch tape across the flap accomplishes the same objective as the chain envelope. The use of scotch tape, gummed labels, or a paper sealed "string and button" in courier controlled transmissions within CIA Headquarters are not penetration preventatives but rather, deterrents to unauthorized or accidental openings. It affords the recipient a reasonable degree of assurance that the envelope has not been opened.

5. Although these chain envelopes meet the above security standards, the task of developing and procuring new chain envelopes,

TOP SECRET

*Security*

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affording greater security protection, is being undertaken by  
the Office of Logistics, Management Staff, and this office.

SIGNED

**SHEFFIELD EDWARDS**  
Director of Security

OS:PhySD/SB/[ ]:mlp (26 Feb 59)

Distribution:

- O&l - Addressee
- 1 - ER ✓
- 1 - DD/S
- 1 - Cable Secretariat
- 1 - SB Files
- 1 - Reading

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