

*to [unclear]
chron*

12 January 1952

MEMORANDUM FOR THE RECORD:

1. On 9 and 12 January I spoke with the secretaries and clerks in the Division (see the attached list) on an aspect of security -- the preparation of the outgoing package containing collateral material.
2. On 7 January a package of collateral material, which had been prepared and checked by I/SH, left the Special Center and when opened in St/I/D, was found to contain 3 documents of special intelligence. Fortunately, the package was opened by a courier who is cleared for special intelligence so there was no apparent compromise of the special intelligence channel.
3. It was the consensus of CCI Security, ORR Security and the D/I Security Officer that no violation be given the members of I/SH but that the procedure for preparing the package of collateral material be examined.
4. The following steps in preparing the package of collateral material were presented to the secretaries and clerks of D/I for enforcement immediately:
 - a. The package of collateral material shall be prepared on a cleared desk or table.
 - b. Each piece of mail shall be examined separately.
 - c. The checking and doublechecking of the package shall be done by the secretaries and clerks only. At no time will an analyst be asked to assist in the checking. If the secretary or the clerk is alone, she shall request that a girl from another branch come in and help her. If necessary she may call on the Division Office for help.
5. The subject of preparing the package of collateral material will be included in the briefing of all future clerical help in the Division.

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D/I Security Officer

Attachment:

cc

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