

OS REGISTRY
FILE HR [REDACTED]

SECURITY

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23. STORAGE OF CLASSIFIED MATERIAL

SYNOPSIS:

This regulation prescribes the policies, authority and responsibilities associated with the storage of classified material within the United States.

a. AUTHORITY. Policies promulgated in this regulation are established in accordance with the requirements of Section 4-103 of Executive Order 12065, National Security Information, dated 28 June 1978, and Section IV. F of the Information Security Oversight Office implementing directive, effective 1 December 1978.

b. GENERAL. Classified material in the custody of the Agency shall be stored only in facilities or under conditions that will provide adequate protection and prevent access by unauthorized persons.

c. RESPONSIBILITIES

(1) Employees. Individual employees are responsible for securing classified material in their

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possession in designated equipment and areas when not being maintained under personal control in approved work areas.

(2) Director of Security. The Director of Security is responsible for establishing standards in accordance with the requirements of the Information Security Oversight Office implementing directive, effective 1 December 1978, for the proper storage of classified materials, to include approved criteria for vault and vault-type room construction and for the acceptability of safes, safekeeping devices, and other classified storage equipments.

(3) Director of Logistics. The Director of Logistics will ensure that all requests for the construction of vaults and vault-type rooms and for the purchase or lease of safekeeping storage equipments are approved by the Director of Security and bear the concurrence of the Agency Records Management Officer. The latter must certify to the records management justification for the request.

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GSA-approved Class 1 or Class 5, safe-type, steel file cabinet.

(3) Any exception to the above storage requirements must have the prior approval of the Director of Security.

(4) Specifications for approved vaults and vault-type rooms are available from the Office of Security.

(5) If the bulk, or volume, of classified material presents a storage problem, and it is not possible to comply with the provisions of paragraph d(1) above, the Director of Security must be consulted for guidance.

e. COMBINATIONS. Safekeeping equipment combinations are classified Top Secret; they are not to be carried on a person, recorded in any manner inconsistent with good security practice, or disclosed over the black or red telephone. Supervisors will limit distribution of combinations to the number of persons (custodians) necessary for operating purposes. Supervisors will also ensure that combinations to safekeeping equipments used for the storage of sensitive compartmented information and Restricted Data are

given only to individuals holding the commensurate access approvals or clearance associated with such information or data.

(1) Combination Changes. The Office of Security is responsible for changing combinations to all Agency safekeeping equipment in the Headquarters area. Newly received safekeeping equipment will not be used until a representative of the Office of Security has reset the combination. Thereafter, the Office of Security will arrange for changing combinations at least once every year and when otherwise required. Operating Officials will ensure that combinations to safekeeping equipment are changed: (a) upon separation or transfer of a custodian; (b) when a custodian no longer needs access to the material therein; (c) whenever a combination has been subjected to possible compromise; and (d) whenever the equipment is taken out of service.

(2) Combination Records. The Office of Security maintains a central record of the combinations to all Agency safekeeping equipments in the Headquarters area and of the identities of their custodians.

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tions to safekeeping equipment under their cognizance are changed at least once every year and when otherwise required as specified in subparagraph e(1) above. They will also maintain a record of such combinations and of the identities of the custodians.

f. USE AND CARE OF SAFEKEEPING EQUIPMENT.

Persons entrusted with classified information are responsible for locking classified information in approved security equipment whenever it is not in use or under direct supervision of authorized persons. Custodians shall follow procedures that ensure unauthorized persons do not gain access to classified information. Custodians must know the proper method of locking and checking all safekeeping equipment to which they have access and will report immediately to the Office of Security the improper working order of safekeeping equipment under their care. The Office of Security will correct mechanical defects in the operation of such equipments.

g. TRANSFER OF SAFEKEEPING EQUIPMENT

(1) Before safekeeping equipment is transferred out of an office, the principal custodian and the appropriate supervisor will ensure that the equipment is empty of all material, including any posted record of custodians, and in the Headquarters area will contact the Office of Security to request the equipment be processed for transfer.

(2) Before any furniture or equipments that were used to store classified material within vaults or vault-type rooms are transferred out of an office (including desks, tables, file cabinets, shelving, etc.), the principal custodian and the appropriate supervisor are responsible for checking the furniture and equipment to ensure that it does not contain any classified material. This will include a check to make certain that no classified material has fallen under or behind the drawers of such furniture and equipment.

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