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EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON

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March 5, 1954

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MEMORANDUM FOR THE NSC PLANNING BOARD

SUBJECT: Distribution of NSC Papers

The following rules governing the distribution of NSC papers, agreed on by the Planning Board at its March 3 meeting, are circulated for the information and guidance of the Planning Board:

1. The initial distribution of an NSC paper, outside the NSC staff, is either "Regular", "Limited", or "Special" (ad hoc basis).
2. Distribution of additional copies of an NSC paper beyond the distribution in par. 1 above should be made to the Chief of the requesting agency through the Planning Board Member.
3. No NSC document shall be reduplicated in its entirety by any agency without the express permission of the Executive Secretary, NSC.
4. Agencies concerned will, whenever possible, avoid sending NSC papers outside the United States but shall instead send appropriate extracts to offices with a need-to-know. Such extracts should be identified as national policy approved on a certain date, without reference to the National Security Council. Notification to the NSC Registry is not required where extracts only are transmitted. However, when it is necessary in the opinion of the Chief of the agency that NSC papers be transmitted outside the United States on a need-to-know basis, the NSC Registry shall be notified prior to any such distribution.
5. The NSC Registry will advise the Executive Officer of the OCB, as to each approved NSC paper for which the OCB has been designated as coordinating agency: (1) whether the initial distribution was "Regular", "Special", or "Limited"

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(including distribution to all persons not regularly included in such standard distributions, e.g., the Attorney General or the Secretary of Commerce); (2) of any redistribution of the NSC paper in accordance with par. 4 above to offices outside of the United States.

JAMES S. LAY, Jr.  
Executive Secretary

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