

THE WHITE HOUSE
WASHINGTON

May 15, 1973

ACTION

MEMORANDUM FOR: HENRY A. KISSINGER
FROM: TOM LATIMER
SUBJECT: NSC Directive Implementing the Executive Order on Classification/Declassification

David Young has sent you and Ehrlichman a memorandum (attached) summarizing the key elements of a draft NSC directive which is needed as a follow-up to the new Executive Order on classification procedures. The purpose of this directive is to provide the bureaucracy with the same sort of guidance and regulations which were contained in detail in the old Executive Order 10501. For reasons of brevity, these details were omitted from the new Executive Order.

There will be two main effects upon our operation as a result of this directive and in both cases the primary impact will be on Jeanne Davis' operation.

-- One effect will be that we will have to put an indicator on classified papers which we send to the bureaucracy indicating either that they will be automatically declassified according to a set schedule (10 years for TOP SECRET, 8 years for SECRET and 6 years for CONFIDENTIAL) or that they are excluded from automatic declassification and can only be declassified upon review, if at all.

-- The other major effect will be that we should set up a computerized data index system for all classified information of permanent record value. This will cost some money but we already have the computer. Once functioning, that system will be invaluable in getting a handle on old classified NSC material. The program will not go into effect until July 1, 1973.

Al Haig, Dick Kennedy and Jeanne Davis have reviewed David's draft and have concurred in its issuance. The draft has also been concurred in by State, Defense and CIA.

RECOMMENDATION: That you approve David's draft directive. See page 2 of David's memo to you for Approve JK Disapprove _____.

THE WHITE HOUSE
WASHINGTON

May 11, 1972

MEMORANDUM FOR: HENRY A. KISSINGER
JOHN D. EHRLICHMAN

FROM: DAVID R. YOUNG *DRY*

SUBJECT: NSC DIRECTIVE IMPLEMENTING EXECUTIVE
ORDER ON CLASSIFICATION/DECLASSIFICATION

Attached at Tab B is a draft of the above captioned Directive which I have worked out with the principle departments involved, namely, State, Defense, CIA, Justice, AEC and the Archives.

There is general acceptance of the Directive's provisions as outlined at Tab A. The only point that has involved extended discussions is the requirement that each department establish a data index system for all classified information of permanent record value (p. 12, Part VII).

The advantages of a computerized data index system coupled with name lists of the individuals with authority to classify material (p. 1, Part I.D.) would be immeasurable from a Presidential point of view. It would enable the President to get a handle on the bureaucracy as no other President has been able to do. It would also provide a mechanism for monitoring the bureaucracy's work product as illustrated by the following:

- it would stop unauthorized classifying
- it would identify the departments or individuals over-classifying material or abusing the exemption criteria
- it would indicate the quantity and subject matter concentration of classified material produced by each department, bureau, office etc.
- it would break out the relative amounts being exempted beyond the General Declassification Schedule of 6, 8 or 10 years
- it would provide a means of identifying what was ready for automatic declassification at the end of each calendar year

- it could be used to get a reading on all the classified material available throughout the Executive Branch on a particular subject.

The system could also be used to list materials after 10 years which have been designated as exempt from declassification. This list could in turn be used to facilitate requests for review for declassification of particular information or material which may no longer warrant protection.

The feasibility of this requirement being met was discussed with OMB and departmental representatives - including their computer experts. The general conclusions were: (1) that the establishment of such a system is not only feasible but desirable, and (2) that the initial expense is marginal in comparison with the long run savings. Furthermore, CIA already has just such a system in operation and State estimates that it would be able to set one up for about \$700,000. Defense even seems willing to go along. The requirement is drafted with lead-in time (information to be covered from January 1, 1973 on) and flexibility on extent of coverage.

Conclusion

- (1) The establishment of such a comprehensive and precise system would go a long way in reducing the quantity of classified material and in restoring credibility in a rational and meaningful classification system.
- (2) It would establish a sound base for any initiative the President might some day wish to take to deal with the obvious inadequacies of our espionage laws.
- (3) If such a system is not set up now it will mean that when the materials which are presently being classified under the new Order become ready for automatic declassification, huge sums of money will again have to be expended for declassification reviews.
- (4) Someone sooner or later is going to have to make the effort to provide a mechanism for automatically declassifying and making such material available to the public. It would obviously be a definite plus for this President to get the credit for such foresight.

Recommendation

That the draft directive be approved.

Agree _____

Disagree _____

OUTLINE OF DIRECTIVE

- I. Authority to Classify
 - A. Personal and Non-delegable
 - B. Observance of Classification
 - C. Identification of Classifier [Individual with authority must be named]
 - D. Record Requirement [Departments must maintain listings of individuals with authority to classify]
 - E. Resolution of Doubts [In favor of less restrictive treatment]

- II. Downgrading and Declassification
 - A. General Declassification Schedule and Exemptions
 - B. Extracts and Compilations
 - C. Material Not Officially Transferred
 - D. Declassification of Material 30 Years Old
 - E. Notification of Expedited Downgrading or Declassification

- III. Review of Classified Material for Declassification Purposes
 - A. Systematic Reviews [Segregation for declassification]
 - B. Review for Declassification of Classified Material Over 10 Years Old [Departmental designation of office to receive requests]
 - C. Departmental Committee Review for Declassification
 - D. Review of Classified Material Over 30 Years Old
 - E. Burden of Proof for Administrative Determinations
 - F. Availability of Declassified Material
 - G. Classification Review Requests

- IV. Marking Requirements
 - A. When Document or Other Material is Prepared
 - B. Overall and Page Marking of Documents
 - C. Paragraph Marking
 - D. Material Other than Documents
 - E. Transmittal Documents
 - F. Wholly Unclassified Material Not Usually Marked
 - G. Downgrading, Declassification and Upgrading Markings
 - (1) Limited Use of Posted Notice for Large Quantities of Material
 - (2) Transfer of Stored Quantities Covered by Posted Notice
 - H. Additional Warning Notices
 - (1) Restricted Data
 - (2) Formerly Restricted Data
 - (3) Information Other Than Restricted Data or Formerly Restricted Data
 - (4) Sensitive Intelligence Information

V. Protection and Transmissi on of Classified Information

- A. General [Appendices A and B]**
- B. Loss or Possible Compromise**

VI. Access and Accountability

- A. General Requirements on Access**
 - (1) Determination of Trustworthiness
 - (2) Determination of Need-to-Know
 - (3) Administrative Withdrawal of Security Clearance
- B. Access by Historical Researchers**
- C. Access by Former Presidential Appointees**
- D. Consent of Originating Department to Dissemination by Recipient**
- E. Dissemination of Sensitive Intelligence Information**
- F. Restraint on Special Access Requirements**
- G. Accountability Procedures**
 - (1) Top Secret Control Officers
 - (2) Physical Inventory of Top Secret
 - (3) Current Accountability
 - (4) Restraint on Reproduction
 - (5) Restraint on Number of Copies

VII. Data Index System [Departments originating classified information shall establish a system for all Top Secret, Secret and Confidential information or permanent record value]

VIII. Combat Operations

IX. Interagency Classification Review Committee

- A. Composition of Interagency Committee**
- B. Meetings and Staff**
- C. Interagency Committee's Functions**
- D. Classification Complaints**

X. Departmental Implementation and Enforcement

- A. Action Programs**
- B. Departmental Committee**
- C. Regulations and Reports**
- D. Administrative Enforcement**

Appendix A [Protection of Classified Material]

Appendix B [Transmission of Classified Material]

B.

**NATIONAL SECURITY COUNCIL
DIRECTIVE GOVERNING THE CLASSIFICATION,
DOWNGRADING, DECLASSIFICATION AND SAFEGUARDING
OF NATIONAL SECURITY INFORMATION**

The President has directed that Executive Order 11652, "Classification and Declassification of National Security Information and Material," approved March 8, 1972 (37 F.R. 5209, March 10, 1972) be implemented in accordance with the following:

I - AUTHORITY TO CLASSIFY

A. Personal and Non-delegable. Classification authority may be exercised only by those officials who are designated by, or in writing pursuant to, Section 2 of the Executive Order 11652 (hereinafter the "Order"). Such officials may classify information or material only at the level authorized or below. This authority vests only to the official designated, and may not be delegated.

B. Observance of Classification. Whenever information or material classified by an official designated under A above is incorporated in another document or other material by any person other than the classifier, the previously assigned security classification category shall be reflected thereon together with the identity of the classifier.

C. Identification of Classifier. The person at the highest level authorizing the classification must be identified on the face of the information or material classified, unless the identity of such person might disclose sensitive intelligence information. In the latter instance the Department shall establish some other record by which the classifier can readily be identified.

D. Record Requirement. Each Department listed in Section 2(A) of the Order shall maintain a listing by name of the officials who have been designated in writing to have Top Secret classification authority. Each Department listed in Section 2(A) and (B) of the Order shall also maintain separate listings by name of the persons designated in writing to have Secret authority and persons designated in writing to have Confidential authority. In cases where listing of the names of officials having classification authority might disclose sensitive intelligence information, the Department

shall establish some other record by which such officials can readily be identified. The foregoing listings and records shall be compiled beginning July 1, 1972 and updated on a quarterly basis.

E. Resolution of Doubts. If the classifier has any substantial doubt as to which security classification category is appropriate, or as to whether the material should be classified at all, he should designate the less restrictive treatment.

II - DOWNGRADING AND DECLASSIFICATION

A. General Declassification Schedule and Exemptions. Classified information and material shall be declassified as soon as there are no longer any grounds for continued classification within the classification category definitions set forth in Section 1 of the Order. At the time of origination the classifier shall, whenever possible, clearly mark on the information or material specific dates or events upon which downgrading or declassification shall occur. Such dates or events shall be as early as is permissible without causing damage to the national security as defined in Section 1 of the Order. Whenever earlier dates or events cannot be determined the General Declassification Schedule set forth in Section 5(A) of the Order shall apply. If the information or material is exempted under Section 5(B) of the Order from the General Declassification Schedule, the classifier shall clearly mark the material to show that it is exempt and indicate the applicable exemption category. Unless impossible, the exempted information or material shall be assigned and clearly marked by the classifier with specific dates or events upon which declassification shall occur. Downgrading and declassification dates or events established in accordance with the foregoing, whether scheduled or non-scheduled, shall to the extent possible be carried forward and applied whenever the classified information or material is incorporated in other documents or material.

B. Extracts and Compilations. When classified information or material from more than one source is incorporated into a new document or other material, the document or other material shall be classified, downgraded and declassified in accordance with the provisions of the Order and Directives thereunder applicable to the information requiring the greatest protection.

C. Material Not Officially Transferred. When a Department holding

classified information or material under the circumstances described in Section 3(D) of the Order notifies another Department of its intention to downgrade or declassify, it shall allow the notified Department 30 days in which to express its objections before taking action.

D. Declassification of Material 30 Years Old. The head of each Department shall assign experienced personnel to assist the Archivist of the United States in the exercise of his responsibility under Section 5(E) of the Order to systematically review for declassification all materials classified before June 1, 1972 and more than 30 years old. Such personnel will: (1) provide guidance and assistance to archival employees in identifying and separating those materials originated in their Departments which are deemed to require continued classification; and (2) develop a list which identifies the materials so separated for submission to the head of the Department with recommendations concerning continued classification. The head of the originating Department will then make the determination required under Section 5(E) of the Order and cause a list to be created which identifies the documentation included in the determination, indicates the reason for continued classification and specifies the date on which such material shall be declassified.

E. Notification of Expedited Downgrading or Declassification. When classified information or material is downgraded or declassified in a manner other than originally specified, whether scheduled or exempted, the classifier shall, to the extent practicable, promptly notify all addressees to whom the information or material was originally officially transmitted. In turn, the addressees shall notify any other known recipient of the classified information or material.

III - REVIEW OF CLASSIFIED MATERIAL FOR DECLASSIFICATION PURPOSES

A. Systematic Reviews. All information and material classified after the effective date of the Order and determined in accordance with Chapter 21, 44 U.S.C. (82 Stat. 1287) to be of sufficient historical or other value to warrant preservation shall be systematically reviewed on a timely basis by each Department for the purpose of making such information and material publicly available in accordance with the determination regarding declassification made by the classifier under Section 5 of the Order. During each calendar year each Department shall segregate to the maximum extent possible all such information and material warranting preservation and becoming declassified at or prior to the end of such year. Promptly after the end of such year the Department responsible, or the Archives

of the United States if transferred thereto, shall make the declassified information and material available to the public to the extent permitted by law.

B. Review for Declassification of Classified Material Over 10 Years Old. Each Department shall designate in its implementing regulations an office to which members of the public or Departments may direct requests for mandatory review for declassification under Section 5(C) and (D) of the Order. This office shall in turn assign the request to the appropriate office for action. This office or the office which has been assigned action shall immediately acknowledge receipt of the request in writing. If the request requires the rendering of services for which fair and equitable fees should be charged pursuant to Title 5 of the Independent Offices Appropriation Act, 1952 65 Stat 290, 31 U.S.C. 483a the requester shall be so notified. The office which has been assigned action shall thereafter make a determination within 30 days of receipt or shall explain the reasons why further time is necessary. If at the end of 60 days from receipt of the request for review no determination has been made, the requester may apply to the Departmental Committee established by Section 7(B) of the Order for a determination. Should the office assigned action on a request for review determine that under the criteria set forth in Section 5(B) of the Order continued classification is required, the requester shall promptly be notified, and whenever possible, provided with a brief statement as to why the requested information or material cannot be declassified. The requester may appeal any such determination to the Departmental Committee and the notice of determination shall advise him of this right.

C. Departmental Committee Review for Declassification. The Departmental Committee shall establish procedures to review and act within 30 days upon all applications and appeals regarding requests for declassification. The Department head, acting through the Departmental Committee shall be authorized to over-rule previous determination in whole or in part when, in its judgment, continued protection is no longer required. If the Departmental Committee determines that continued classification is required under the criteria of Section 5(B) of the Order it shall promptly so notify the requester and advise him that he may appeal the denial to the Interagency Classification Review Committee.

D. Review of Classified Material Over 30 Years Old. A request by a member of the public or by a Department under Section 5(C)

or (D) of the Order to review for declassification documents more than 30 years old shall be referred directly to the Archivist of the United States, and he shall have the requested documents reviewed for declassification in accordance with Part II. D. hereof. If the information or material requested has not been transferred to the General Services Administration for accession into the Archives, the Archivist shall, together with the head of the Department having custody, have the requested documents reviewed for declassification. Classification shall be continued in either case only where the head of the Department concerned makes at that time the personal determination required by Section 5(E)(1) of the Order. The Archivist shall promptly notify the requester of such determination and of his right to appeal the denial to the Interagency Classification Review Committee.

E. Burden of Proof for Administrative Determinations. For purposes of administrative determinations under B., C., or D. above, the burden of proof is on the originating Department to show that continued classification is warranted within the terms of the Order.

F. Availability of Declassified Material. Upon a determination under B., C., or D. above that the requested material no longer warrants classification it shall be declassified and made promptly available to the requester, if not otherwise exempt from disclosure under the Freedom of Information Act or other provision of law.

G. Classification Review Requests. As required by Section 5(C) of the Order, a request for classification review must describe the document with sufficient particularity to enable the Department to identify it and obtain it with a reasonable amount of effort. Whenever a request is deficient in its description of the record sought, the requester should be asked to provide additional identifying information whenever possible. Before denying a request on the ground that it is unduly burdensome, the requester should be asked to limit his request to records that are reasonably obtainable. If none the less the requester does not describe the records sought with sufficient particularity, or the record requested cannot be obtained with a reasonable amount of effort, the requester shall be notified of the reasons why no action will be taken on his request.

IV - MARKING REQUIREMENTS

A. When Document or Other Material is Prepared. At the time of origination, each document or other material containing classified information shall be marked with its assigned security classification, and whether it is subject to or exempt from the General Declassification Schedule.

For marking documents which are subject to the General Declassification Schedule, the following stamp shall be used:

CLASSIFIED BY _____
SUBJECT TO GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652

For marking documents which are to be automatically declassified on a given event or date earlier than the General Declassification Schedule the following stamp shall be used:

CLASSIFIED BY _____
AUTOMATICALLY DECLASSIFIED
ON (effective date or event)

For marking documents which are exempt from the General Declassification Schedule the following stamp shall be used:

CLASSIFIED BY _____
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652
EXEMPTION CATEGORY [§ 5B (1), (2), (3) or (4)]
AUTOMATICALLY DECLASSIFY ON (effective date or event if any)

Unless otherwise indicated, the person who signs or finally approves a document or other material containing classified information shall be deemed to be the classifier. If the classifier is other than the signer of the document he shall be identified on the stamp as indicated.

The "Restricted Data" and "Formerly Restricted Data" stamps are, in themselves, evidence of exemption from the General Declassification Schedule. Such data is subject to a specific declassification schedule under the Atomic Energy Act of 1954.

B. Overall and Page Marking of Documents. The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked or stamped

at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, on the back page and on the outside of the back cover (if any). To the extent practicable each interior page of a document which is not permanently bound shall be conspicuously marked or stamped at the top and bottom according to its own content, including the designation "Unclassified" when appropriate.

C. Paragraph Marking. Whenever a classified document contains either more than one security classification category or unclassified information, each section, part or paragraph should be marked to the extent practicable to show its classification category or that it is unclassified.

D. Material Other Than Documents. If classified material cannot be marked, written notification of the information otherwise required in markings shall accompany such material.

E. Transmittal Documents. A transmittal document shall carry on it a prominent notation as to the highest classification of the information which is carried with it, and a legend showing the classification, if any, of the transmittal document standing alone.

F. Wholly Unclassified Material Not Usually Marked. Normally, unclassified material shall not be marked or stamped "Unclassified" unless the purpose of the marking is to indicate that a decision has been made not to classify it.

G. Downgrading, Declassification and Upgrading Markings. Whenever a change is made in the original classification or in the dates of downgrading or declassification of any classified information or material it shall be promptly and conspicuously marked to indicate the change, the authority for the action, the date of the action, and the identity of the person taking the action. In addition, all earlier classification markings shall be cancelled, if practicable, but in any event on the first page.

(1) Limited Use of Posted Notice for Large Quantities of Material. When the volume of information or material is such that prompt remarking of each classified item could not be accomplished without unduly interfering with operations, the custodian may attach downgrading, declassification or upgrading notices to the storage unit in lieu of the remarking otherwise required. Each notice shall indicate the change, the authority for the action, the date of the action, the identity of the person taking the action and the storage units to which it applies. When individual documents or other

materials are withdrawn from such storage units they shall be promptly remarked in accordance with the change, or if the documents have been declassified, the old markings shall be cancelled.

(2) Transfer of Stored Quantities Covered by Posted Notice. When information or material subject to a posted downgrading, upgrading or declassification notice are withdrawn from one storage unit solely for transfer to another, or a storage unit containing such documents or other materials is transferred from one place to another, the transfer may be made without remarking if the notice is attached to or remains with each shipment.

H. Additional Warning Notices. In addition to the foregoing marking requirements, warning notices shall be prominently displayed on classified documents or materials as prescribed below. When display of these warning notices on the documents or other materials is not feasible, the warnings shall be included in the written notification of the assigned classification.

(1) Restricted Data. For classified information or material containing Restricted Data as defined in the Atomic Energy Act of 1954, as amended:

"RESTRICTED DATA"

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Its dissemination or disclosure to any unauthorized person is prohibited.

(2) Formerly Restricted Data. For classified information or material containing solely Formerly Restricted Data, as defined in Section 142. d., Atomic Energy Act of 1954, as amended:

"FORMERLY RESTRICTED DATA"

Unauthorized disclosure subject to Administrative and Criminal Sanctions. Handle as Restricted Data in Foreign Dissemination Section 144. b., Atomic Energy Act, 1954.

(3) Information Other Than Restricted Data or Formerly Restricted Data. For classified information or material furnished

to persons outside the Executive Branch of Government other than as described in 1. and 2. above:

"NATIONAL SECURITY INFORMATION"

Unauthorized Disclosure Subject to Criminal Sanctions.

(4) Sensitive Intelligence Information. For classified information or material relating to sensitive intelligence sources and methods, the following warning notice shall be used, in addition to and in conjunction with those prescribed in 1., 2., or 3., above, as appropriate:

**"WARNING NOTICE - SENSITIVE
INTELLIGENCE SOURCES AND
METHODS INVOLVED"**

**V - PROTECTION AND TRANSMISSION
OF CLASSIFIED INFORMATION**

A. General. Classified information or material may be used, held, or stored only where there are facilities or under conditions adequate to prevent unauthorized persons from gaining access to it. Whenever such information or material is not under the personal supervision of an authorized person, the methods set forth in Appendix A hereto shall be used to protect it. Whenever such information or material is transmitted outside the originating Department the requirements of Appendix B hereto shall be observed.

B. Loss or Possible Compromise. Any person who has knowledge of the loss or possible compromise of classified information shall immediately report the circumstances to a designated official of his Department or organization. In turn, the originating Department and any other interested Department shall be notified about the loss or possible compromise in order that a damage assessment may be conducted. An immediate inquiry shall be initiated by the Department in which the loss or compromise occurred for the purpose of taking corrective measures and appropriate administrative, disciplinary, or legal action.

VI - ACCESS AND ACCOUNTABILITY

A. General Access Requirements. Except as provided in B. and C.

below, access to classified information shall be granted in accordance with the following:

(1) Determination of Trustworthiness. No person shall be given access to classified information or material unless a favorable determination has been made as to his trustworthiness. The determination of eligibility, referred to as a security clearance, shall be based on such investigations as the Department may require in accordance with the standards and criteria of E. O. 10450 and E. O. 10865 as appropriate.

(2) Determination of Need-to-Know. In addition to a security clearance, a person must have a need for access to the particular classified information or material sought in connection with the performance of his official duties or contractual obligations. The determination of that need shall be made by officials having responsibility for the classified information or material.

(3) Administrative Withdrawal of Security Clearance. Each Department shall make provision for administratively withdrawing the security clearance of any person who no longer requires access to classified information or material in connection with the performance of his official duties or contractual obligations. Likewise, when a person no longer needs access to a particular security classification category, the security clearance shall be adjusted to the classification category still required for the performance of his duties and obligations. In both instances, such action shall be without prejudice to the person's eligibility for a security clearance should the need again arise.

B. Access by Historical Researchers. Persons outside the Executive Branch engaged in historical research projects may be authorized access to classified information or material provided that the head of the originating Department determines that:

(1) The project and access sought conform to the requirements of Section 12 of the Order.

(2) The information or material requested is reasonably accessible and can be located and compiled with a reasonable amount of effort.

(3) The historical researcher agrees to safeguard the information

or material in a manner consistent with the Order and Directives thereunder.

(4) The historical researcher agrees to authorize a review of his notes and manuscript for the sole purpose of determining that no classified information or material is contained therein.

An authorization for access shall be valid for the period required but no longer than two years from the date of issuance unless renewed under regulations of the originating Department.

C. Access by Former Presidential Appointees. Persons who previously occupied policy making positions to which they were appointed by the President, other than those referred to in Section 11 of the Order, may be authorized access to classified information or material which they originated, reviewed, signed or received while in public office. Upon the request of any such former official, such information and material as he may identify shall be reviewed for declassification in accordance with the provisions of Section 5 of the Order.

D. Consent of Originating Department to Dissemination by Recipient. Except as otherwise provided by Section 102 of the National Security Act of July 26, 1947, c. 343, 61 Stat. 498, as amended, 50 U.S.C. sec 403, classified information or material originating in one Department shall not be disseminated outside any other Department to which it has been made available without the consent of the originating Department.

E. Dissemination of Sensitive Intelligence Information. Information or material bearing the notation "WARNING NOTICE - SENSITIVE INTELLIGENCE SOURCES AND METHODS INVOLVED" shall not be disseminated in any manner outside authorized channels without the permission of the originating Department and an assessment by the senior intelligence official in the disseminating Department as to the potential risk to the national security and to the intelligence sources and methods involved.

F. Restraint on Special Access Requirements. The establishment of special rules limiting access to, distribution and protection of classified information and material under Section 9 of the Order requires the specific prior approval of the head of a Department or his designee.

G. Accountability Procedures. Each Department shall prescribe

such accountability procedures as are necessary to control effectively the dissemination of classified information or material. Particularly stringent controls shall be placed on information and material classified Top Secret.

(1) Top Secret Control Officers. Top Secret Control Officers shall be designated, as required, to receive, maintain current accountability records of, and dispatch Top Secret material.

(2) Physical Inventory. A physical inventory of all Top Secret material shall be made at least annually. As an exception, repositories storing large volumes of classified material, shall develop inventory lists or other finding aids.

(3) Current Accountability. Top Secret and Secret information and material shall be subject to such controls including current accountability records as the head of the Department may prescribe.

(4) Restraint on Reproduction. Documents or portions of documents containing Top Secret information shall not be reproduced without the consent of the originating office. All other classified material shall be reproduced sparingly and any stated prohibition against reproduction shall be strictly adhered to.

(5) Restraint on Number of Copies. The number of copies of documents containing classified information shall be kept to a minimum to decrease the risk of compromise and reduce storage costs.

VII - DATA INDEX SYSTEM

Each Department originating classified information or material shall undertake to establish a data index system for Top Secret, Secret and Confidential information in selected categories approved by the Interagency Classification Review Committee as having sufficient historical or other value appropriate for preservation. The index system shall contain the following data for each document indexed: (a) Identity of classifier, (b) Department of origin, (c) Addressees, (d) Date of classification, (e) Subject/ Area, (f) Classification category and whether subject to or exempt from the General Declassification Schedule, (g) If exempt, which exemption category is applicable, (h) Date or event set for

declassification, and (i) File designation. Information and material shall be indexed into the system at the earliest practicable date during the course of the calendar year in which it is produced and classified, or in any event no later than March 31st of the succeeding year. Each Department shall undertake to establish such a data index system no later than July 1, 1973, which shall index the selected categories of information and material produced and classified after December 31, 1972.

VIII - COMBAT OPERATIONS

The provisions of the Order and this Directive with regard to dissemination, transmission, or safekeeping of classified information or material may be so modified in connection with combat or combat-related operations as the Secretary of Defense may by regulations prescribe.

IX - INTERAGENCY CLASSIFICATION REVIEW COMMITTEE

A. Composition of Interagency Committee. In accordance with Section 7 of the Order, an Interagency Classification Review Committee is established to assist the National Security Council in monitoring implementation of the Order. Its membership is comprised of senior representatives of the Departments of State, Defense, and Justice, the Atomic Energy Commission, the Central Intelligence Agency, the National Security Council staff, and a Chairman designated by the President.

B. Meetings and Staff. The Interagency Committee shall meet regularly, but no less frequently than on a monthly basis, and take such actions as are deemed necessary to insure uniform compliance with the Order and this Directive. The Chairman is authorized to appoint an Executive Director, and to maintain a permanent administrative staff.

C. Interagency Committee's Functions. The Interagency Committee shall carry out the duties assigned it by Section 7(A) of the Order. It shall place particular emphasis on overseeing compliance with and implementation of the Order and programs established thereunder by each Department. It shall seek to develop means to (a) prevent overclassification, (b) ensure prompt declassification in accord with the provision of the Order, (c) facilitate access to declassified material and (d) eliminate unauthorized disclosure of classified information.

D. Classification Complaints. Under such procedures as the Interagency Committee may prescribe, it shall consider and take action on complaints from persons within or without the government with respect to the general administration of the Order including appeals from denials by Departmental Committees or the Archivist of declassification requests.

XI - DEPARTMENTAL IMPLEMENTATION AND ENFORCEMENT

A. Action Programs. Those Departments listed in Section 2(A) and (B) of the Order shall insure that adequate personnel and funding are provided for the purpose of carrying out the Order and Directives thereunder.

B. Departmental Committee. All suggestions and complaints, including those regarding overclassification, failure to declassify, or delay in declassifying not otherwise resolved, shall be referred to the Departmental Committee for resolution. In addition, the Departmental Committee shall review all appeals of requests for records under the Freedom of Information Act when the proposed denial is based on their continued classification under the Order or predecessor Orders.

C. Regulations and Reports. Each Department shall submit its proposed implementing regulations of the Order and Directives thereunder to the Chairman of the Interagency Classification Review Committee for approval by the Committee. Upon approval such regulations shall be published in the Federal Register to the extent they affect the general public. Each Department shall also submit to the said Chairman (1) copies of the record lists required under Part I. D. hereof by July 1, 1972 and thereafter quarterly, (2) quarterly reports of Departmental Committee actions on classification review requests, classification abuses and unauthorized disclosures, and (3) provide progress reports on information accumulated in the data index system established under Part VII hereof and such other reports as said Chairman may find necessary for the Interagency Classification Review Committee to carry out its responsibilities.

D. Administrative Enforcement. The Departmental Committees shall have responsibility for recommending to the head of the respective Departments appropriate administrative action to correct abuse or violation of any provision of the Order or Directives there-

under, including notifications by warning letter, formal reprimand, and to the extent permitted by law, suspension without pay and removal. Upon receipt of such a recommendation the head of the Department concerned shall act promptly and advise the Departmental Committee of his action.

Effective Date: This Directive shall become effective June 1, 1972.

Henry A. Kissinger
Assistant to the President for
National Security Affairs

PROTECTION OF CLASSIFIED INFORMATION

A. Storage of Top Secret. Top Secret information and material shall be stored in a safe or safe-type steel file container having a built in three-position dial-type combination lock, vault, or vault-type room, or other storage facility which meets the standards for Top Secret established under the provisions of (C) below, and which minimizes the possibility of unauthorized access to, or the physical theft of, such information or material

B. Storage of Secret or Confidential. Secret and Confidential material may be stored in a manner authorized for Top Secret information and material, or in a container or vault which meets the standards for Secret or Confidential, as the case may be, established under the provisions of (C) below.

C. Standards for Security Equipment. The General Services Administration shall, in coordination with Departments originating classified information or material, establish and publish uniform standards, specifications and supply schedules for containers, vaults, alarm systems and associated security devices suitable for the storage and protection of all categories of classified information and material. Any Department may establish for use within such Department more stringent standards. Whenever new security equipment is procured, it shall be in conformance with the foregoing standards and specifications and shall, to the maximum extent practicable, be of the type designated on the Federal Supply Schedule, General Services Administration.

D. Exception to Standards for Security Equipment. As an exception to (C) above, Secret and Confidential material may also be stored in a steel filing cabinet having a built in, three-position, dial-type combination lock; or a steel filing cabinet equipped with a steel lock bar, provided it is secured by a GSA approved changeable combination padlock.

E. Combinations. Combinations to security equipment and devices shall be changed only by persons having appropriate security clearance, and shall be changed whenever such equipment is placed in use, whenever a person knowing the combination is transferred from the office to which the equipment is assigned, whenever a combination has been subjected to possible compromise, and at least once every year. Knowledge of combinations shall be limited to the minimum number of persons necessary for operating purposes.

Records of combinations shall be classified no lower than the highest category of classified information or material authorized for storage in the security equipment concerned.

F. Telecommunications Conversations. Classified information shall not be revealed in telecommunications conversations, except as may be authorized under Appendix B with respect to the transmission of classified information over approved communications circuits or systems.

G. Responsibilities of Custodians. Custodians of classified material shall be responsible for providing protection and accountability for such material at all times and particularly for locking classified material in approved security equipment whenever it is not in use or under direct supervision of authorized persons. Custodians shall follow procedures which insure that unauthorized persons do not gain access to classified information or material by sight or sound, and classified information shall not be discussed with or in the presence of unauthorized persons.

TRANSMISSION OF CLASSIFIED INFORMATION

A. Preparation and Receipting. Classified information and material shall be enclosed in opaque inner and outer covers before transmitting. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A receipt shall be attached to or enclosed in the inner cover, except that Confidential material shall require a receipt only if the sender deems it necessary. The receipt shall identify the addresser, addressee, and the document, but shall contain no classified information. It shall be signed by the recipient and returned to the sender.

B. Transmission of Top Secret. The transmission of Top Secret information and material shall be effected preferably by oral discussions in person between the officials concerned. Otherwise the transmission of Top Secret information and material shall be by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system especially created for that purpose, over authorized communications circuits in encrypted form or by other means authorized by the National Security Council; except that in the case of information transmitted by the Federal Bureau of Investigation, such means of transmission may be used as are approved by the Director, Federal Bureau of Investigation, unless express reservation to the contrary is made in exceptional cases by the originating Department.

C. Transmission of Secret. The transmission of Secret material shall be effected in the following manner.

(1) The Fifty States, District of Columbia, Puerto Rico. Secret information and material may be transmitted within and between the forty-eight contiguous states and District of Columbia, or wholly within the State of Hawaii, the State of Alaska, or the Commonwealth of Puerto Rico by one of the means authorized for Top Secret information and material, the United States Postal Service by registered mail and protective services provided by the United States air or surface commercial carriers under such conditions as may be prescribed by the head of the Department concerned.

(2) Other Areas, Vessels, Military Postal Services, Aircraft. Secret information and material may be transmitted from or to or

within areas other than those specified in (1) above, by one of the means established for Top Secret information and material, captains or masters of vessels of United States registry under contract to a Department of the Executive Branch, United States registered mail through Army, Navy or Air Force Postal Service facilities provided that material does not at any time pass out of United States citizen control and does not pass through a foreign postal system, and commercial aircraft under charter to the United States and military or other government aircraft.

(3) Canadian Government Installations. Secret information and material may be transmitted between United States Government or Canadian Government installations, or both, in the forty-eight contiguous states, Alaska, the District of Columbia and Canada by United States and Canadian registered mail with registered mail receipt.

(4) Special Cases. Each Department may authorize the use of the United States Postal Service registered mail outside the forty-eight contiguous states, the District of Columbia, the State of Hawaii, the State of Alaska, and the Commonwealth of Puerto Rico if warranted by security conditions and essential operational requirements provided that the material does not at any time pass out of United States Government and United States citizen control and does not pass through a foreign postal system.

D. Transmittal of Confidential. Confidential information and material shall be transmitted within the forty-eight contiguous states and the District of Columbia, or wholly within Alaska, Hawaii, the Commonwealth of Puerto Rico, or a United States possession, by one of the means established for higher classifications, or by certified or registered mail. Outside these areas, Confidential information and material shall be transmitted in the same manner as authorized for higher classifications.

E. Alternative Transmission of Confidential. Each Department having authority to classify information or material as "Confidential" may issue regulations authorizing alternative or additional methods for the transmission of material classified "Confidential" outside of the Department. In the case of material originated by another agency, the method of transmission must be at least as secure as the transmission procedures imposed by the originator.

F. Transmission Within a Department. Department regulations governing the preparation and transmission of classified information within a Department shall ensure a degree of security equivalent to that prescribed above for transmission outside the Department.