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7 OCT 1947

MEMORANDUM TO: Assistant Director, OCD

FROM : Director, CIA

SUBJECT : Security Policy for Dissemination of Written Intelligence Material to Departments and Agencies other than IAB Agencies

REFERENCE : Operations [redacted] dated 14 July 1947, Subject: "CIG Contact Security Policies for Non-IAB Agencies"

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1. The authority to decide the need for the dissemination of Intelligence relating to the national security rests with the Assistant Director, OCD, under the overall policies of the Director and with certain specific exceptions approved by the Director. In carrying out such dissemination it is considered that a general security policy should be established for guidance, and that the facilities of the Executive for Inspection and Security should be utilized as required.

2. CIA Security Regulations prescribe the overall policies and contain detailed procedures and restrictions to prevent the unauthorized disclosure of classified information to IAB members and all other Agencies and individuals. The following supplemental security policy is set forth for general guidance in carrying out the dissemination of written intelligence material to departments or agencies other than IAB members, and other than certain agencies for which special arrangements are provided (see paragraph 2.f. below):

a. Ordinarily, no material classified higher than CONFIDENTIAL will be disseminated. In exceptional cases, when OCD determines the need to disseminate material classified higher than CONFIDENTIAL it may be disseminated only after obtaining specific direction for proper security handling of the material from the Executive for Inspection and Security.

b. Material that is disseminated will ordinarily be delivered to, and signed for by, the Liaison Clearing Authority named in the applicable Contact Security Policy Memorandum issued under authority of the reference.

c. Material classified higher than RESTRICTED will be disseminated to additional individuals in the agency only when cleared to receive it by specific ruling of the Executive for Inspection and Security. In making deliveries of material classified CONFIDENTIAL or higher, the inner envelope will have typed on it, "TO BE OPENED BY ADDRESSEE ONLY."

d. In every dissemination action, extreme care will be taken not to reveal sensitive sources.

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e. Any material which is transmitted should be covered by restrictions worded substantially as follows:

CONFIDENTIAL or SECRET Information

(1) "The enclosed CONFIDENTIAL (SECRET) material is furnished under the assumption that it will be of substantial value to the _____ Department. If, after examination, you feel that your organization does not require this material in the exercise of its official functions, it is requested that you return it to the Central Intelligence Agency. In the event you retain this material, it should be stored in a locked safe when not in use. This material may be disclosed to the following persons if their official duties require knowledge of the material:

_____ _____, _____

_____ _____, _____

_____ _____, _____

If you find that the material should be disclosed to other personnel of your organization, it is requested that such disclosure not be made without first obtaining the concurrence of this office."

RESTRICTED or Unclassified Information

(2) "The enclosed material is furnished under the assumption that it will be of value to the _____ Department. If, after examination, you are of the opinion that your organization does not require this material in the exercise of its official functions, it is requested that it be returned to the Central Intelligence Agency."

(3) All classified material transmitted shall contain thereon a warning notice as follows:

"This document contains information affecting the national defense of the United States within the meaning of the Espionage Act, 50 U.S.C., 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law."

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f. Dissemination to the JRDB (RDB), the AEC and the [illegible] under OCB's existing special arrangements is subject only to the CIA Security Regulations. Subject to concurrence of the Executive for Inspection and Security, similar special arrangements may be made for dissemination to certain other Federal agencies if it is established by surveys provided for in paragraph 3.b. hereof that the agencies' security standards and procedures are equivalent to those of IAB members and if the agencies' requirements for material from CIA are sufficiently voluminous to warrant such special arrangements.

g. Dissemination to departments and agencies outside of IAB members and agencies for which special arrangements are provided (in accordance with paragraph 2.f. above) should not be completely automatic but measures should be instituted to have any material which is in question reviewed from the security viewpoint by appropriate control authority within your office prior to release.

3. The Executive for Inspection and Security will, upon request

a. Take appropriate steps to investigate the loyalty and trustworthiness of proposed recipients of CIA classified information, and approve or disapprove such individuals;

b. Furnish reports of surveys of individual agencies setting forth details regarding personnel, and internal procedures and methods for the safeguarding of classified material.

R. H. HILLENKOETTER
REAR ADMIRAL USN
DIRECTOR OF CENTRAL INTELLIGENCE

Information copy:
Chief, ICAPS
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