

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS	
1	NAME OR TITLE <i>Adjutant General</i>	DATE <i>27 Jan</i>	CIRCULATE
	ORGANIZATION AND LOCATION		COORDINATION
2	<i>Spec Asst</i>		FILE
			INFORMATION
3			NECESSARY ACTION <input checked="" type="checkbox"/>
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS			
FROM NAME OR TITLE <i>W. F. Friedman</i>		DATE <i>27 Jan. 53</i>	
ORGANIZATION AND LOCATION WILLIAM F. FRIEDMAN SPECIAL ASS ST.		TELEPHONE <i>60493</i>	

DD FORM 1 FEB 50 94

REPLACES NME FORM 94, 1 FEB 49, WHICH MAY BE USED.

16-56268-2 \* GPO

27 April 1952

MEMORANDUM FOR: Members of Classification Advisory Panel

SUBJECT: Security Classification and Disposition of Empty  
Tape Reels

1. The Chief, Office of Communications Security has referred to me as Chairman, Classification Advisory Panel (See NSA Memo No. 10-61 of 17 April 1953) the question of the security classification and disposition of reels from which key tape classified SECRET has been removed, leaving no classified material whatever on the reels.

2. The Chief, C/SEC and I agree that there appear to be no security considerations against disposing of the empty reels as unclassified material (it being uneconomical to have them returned to NSA) and it is proposed to have the words "UNCLASSIFIED WHEN EMPTY" embossed on the reels, so that the latter can be discarded as waste matter.

3. Your concurrence is requested in the proposed solution. It is also requested that this be handled as a matter of priority.

*William F. Friedman*

WILLIAM F. FRIEDMAN  
Special Assistant

*Spec Asst*

*Concur*

*[Signature]*  
27 Apr

Members of:

NSA Classification Advisory Panel -

Mr. Friedman (Chairman)

AG (Col. Campbell)

SLE (Col. Wynn)

C/SEC (Mr. Crosskey)

Ch Cryptologic Br, TNG (Mr. Callinich)

NATIONAL SECURITY AGENCY  
Washington 25, D. C.

~~CONFIDENTIAL~~ -- ~~SECURITY INFORMATION~~

NSA MEMORANDUM  
NUMBER 10-61

17 April 1953

EFFECTIVE UNTIL 1 MAY 1954 UNLESS SOONER  
RESCINDED OR SUPERSEDED

ESTABLISHMENT OF CLASSIFICATION ADVISORY PANEL

1. The security of Classified Security Information is dependent, as one of the factors, on the assignment of the correct classification to such information or material. Within the National Security Agency errors in classification may be found; most of these errors involve overclassification, although occasionally errors of underclassification may occur. Such errors defeat the purpose of classification.

2. The established regulations and precedents governing the classification of security information must be constantly reviewed, as must likewise the assignments of classifications to items of security information. Since overclassification is the more frequent fault, care must be taken by the original classifier to assign the correct classification.

3. The subject of the assignment of correct classification is particularly important in those cases where information is to be disseminated fairly widely within the Agency and is especially important where distribution is to be made outside NSA. In this connection, attention is invited to the NSA Manual, Organization and Functions, in which it is stated that the Chief, Training Division... "exercises staff supervision over lectures, presentations, and tours given under NSA auspices. Reviews and makes recommendations concerning release for publication outside the Agency of manuscripts which pertain to NSA's interests."

4. Normally, the rules and precedents governing classification are clear in most cases, and the correct classification may be assigned without difficulty. However, in those exceptional cases in which there is reasonable doubt in the originator's mind concerning the correct classification to be assigned to a particular item, or

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NSA MEMORANDUM  
NUMBER 10-61

17 April 1953

where there is doubt concerning the correctness of a classification already assigned to an item, the problem will be referred to the Adjutant General for appropriate action.

5. To assist the Adjutant General, particularly in the classification of technical material, a Classification Advisory Panel is hereby established to review and pass on problems of correct security classification assignment. The Panel is composed of the following:

- Special Assistant, Chairman
- Technical Director, Production
- Adjutant General
- Chief, Security Control Division
- Chief, Cryptologic Branch, Training Division
- Representative from Office of Communication Security*
- Mr. W. C. G. (New Order 40, 14 May 53)*

*(Change 1  
12 May 53)*

In addition to the foregoing permanent members, members pro tempore may be appointed by the Chairman as may be necessary in specific cases.

BY COMMAND OF REAR ADMIRAL WENGER:

P. P. LEIGH  
Captain, USN  
Acting Chief of Staff

OFFICIAL:

*G. E. Campbell*  
GEO. E. CAMPBELL  
Colonel, AGC  
Adjutant General

DISTRIBUTION I

## MEMO ROUTING SLIP

NEVER FOR APPROVALS, CONCURRENCES, OR SIMILAR ACTIONS.

REF ID: A58109

1	NAME OR TITLE <i>Technical Director, Production</i>	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION <i>06B</i>	DATE	COORDINATION
2	<i>Mr. Friedman</i>		FILE
	<i>S/ASST</i>		<input checked="" type="checkbox"/> INFORMATION
3			<input checked="" type="checkbox"/> NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE
REMARKS			
FROM NAME OR TITLE <i>St</i>		DATE <i>21 Apr. 53</i>	
ORGANIZATION AND LOCATION <i>St</i> WILLIAM F. FRIEDMAN SPECIAL ASSISTANT		TELEPHONE <i>60493</i>	

DD FORM 1 FEB 50 94 REPLACES NME FORM 94, 1 FEB 49, WHICH MAY BE USED. 16-56263-2 ☆ GPO

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*William F. Friedman*  
WILLIAM F. FRIEDMAN  
Special Assistant



RECEIVED  
15 APR 52

*Concurrence given by phone 29 Apr.*

*a. Sinkov*

122 13 33 J2 30

NATIONAL SECURITY AGENCY  
Washington 25, D. C.

S / A S S T  
File

~~CONFIDENTIAL - SECURITY INFORMATION~~

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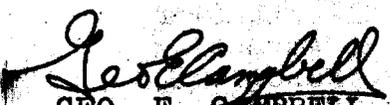
Special Assistant, Chairman  
Technical Director, Production  
Adjutant General  
Chief, Security Control Division  
Chief, Cryptologic Branch, Training Division

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