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USSR

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REISSUE

SECURITY MEASURES IN "ZHAROV'S" OFFICE (1946)

From: SAN FRANCISCO

To: MOSCOW

No: 48

1 Feb. 46

To VIKTOR[1].

Since repeated attempts by BORIS[11] to achieve proper order in ZhAROV's[111] office have not led to satisfactory results, BORIS proposes, and I support him, that the following measures should be carried out through the SYNDICATE.

1. The secret documents from each FIRM[v] which have to be destroyed first, should be kept in appropriate iron boxes in one place. The duty officer who takes over the cupboard containing these documents [2 groups garbled] be given instructions on the order in which to destroy the documents in case of an alarm.
2. The keys of the iron boxes of all the FIRMS (including ours) should be left with the boxes, which should be sealed only, since if the keys were missing it might be impossible to destroy the contents in time.
3. For the same reason, the safes should be sealed but not locked.
4. The duty officer should have a complete inventory showing the number of safes, boxes and [1 group unrecovered] containing secret documents with an indication of the degree of importance of the contents of each to be destroyed.

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5. A [C' signal] system should be introduced permitting the immediate mobilization of all workers within the confines of the PLANT [ZAVOD][vi] in case of an alarm.

6. Instructions should be drawn up for the conduct of the duty officer during hours of duty and particularly in the event of an alarm.

7. In order to avoid the unnecessary accumulation of secret documents the files should be reviewed monthly and documents destroyed the keeping of which

[6 groups unrecoverable]

[58 groups unrecovered]

to make sure there are no incompletely

[18 groups unrecovered]

No. 28

MAY[MAJ][vii]

Comments: [i] VIKTOR : Lt. Gen. P. H. FITIN.
 [ii] BORIS : Cipher officer at the Soviet Consulate-General in NEW YORK, Aleksandr Pavlovich SAPRYKIN.
 [iii] ZHAROV : Unidentified cover-name. *Possibly Nikolaj Gennovich Zharov.*
 [iv] SYNDICATE : People's Commissariat for Foreign Affairs.
 [v] FIRMS : Presumably the different branches of Soviet representation in the Consulate.
 [vi] PLANT : Soviet Consulate.
 [vii] MAY : Stepan Zakharovich APRESYAN, Soviet Vice-Consul in SAN FRANCISCO.

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