

~~SECRET~~~~SECRET~~NATIONAL SECURITY AGENCY
Washington 25, D.CNSA REGULATION
NUMBEREFFECTIVE UNTIL (DATE) UNLESS SOONER
RESCINDED OR SUPERSEDEDSECURITY OF CLASSIFIED INFORMATION
AND MATERIAL

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SECTION I - SUPERSESSION

This Regulation supersedes the following portions of the NSA Security Manual dated 5 November 1952:

Paragraphs 406 through 406.3e.(9)(b)1.c., 406 3e.(10)(a) through 406.3e.(11)(b)4., 406 4 through 406.4K and 832, Appendix I, and Annex A to Appendix I.

SECTION II - PURPOSE AND SCOPE

1. Knowledge or possession of classified defense information shall be permitted only to those persons whose official duties require such access in the interest of promoting national defense. Each Agency employee shall be responsible for insuring that such classified information as he may have knowledge or possession of does not pass into the hands of unauthorized persons.

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2. The purpose of this regulation is to establish within the National Security Agency standard policies and procedures for the safeguarding of classified information received by or originated within all elements of the National Security Agency except that category of information and material to be safeguarded by Communication Security.

3. The basic policies and procedures concerning communications security are contained in ACP 122, Communications Instructions, Security; AFSAG 1210, Cryptographic Operations, Joint; and AFSAG 1248, Fundamentals of Transmission Security, Joint; and will not be covered by this regulation, except that the standards for safeguarding communications security information and material shall not be lower than those established herein.

SECTION III - CLASSIFICATION CATEGORIES

1. General - Information produced by this Agency shall be assigned a category of classification commensurate with the nature and extent of the danger to national security which would result from its unauthorized disclosure. Executive Order No. 10501, dated 5 November 1953, established three categories of classification: TOP SECRET, SECRET and CONFIDENTIAL. In addition to these three categories of classification, the Secretary of Defense has authorized the use of the term "CONFIDENTIAL-RESTRICTED HANDLING AUTHORIZED" for certain defense information classified CONFIDENTIAL and the use of the term "FOR OFFICIAL USE ONLY" for information which requires protection in the public interest, but which is not within the purview of Executive Order No. 10501.

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2. Definitions -

a. **TOP SECRET:** Except as may be expressly provided by statute, the use of the Classification TOP SECRET shall be authorized, by appropriate authority, only for defense information or material which requires the highest degree of protection. The TOP SECRET classification shall be applied only to that information or material the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the nation such as leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its Allies, a war, or the compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

b. **SECRET:** Except as may be provided by statute, the use of the classification SECRET shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could result in serious damage to the nation, such as by jeopardizing the international relations of the United States, endangering the effectiveness of a program or policy of vital importance to the national defense, or compromising important military or defense plans, scientific or technological developments important to national defense or information revealing important intelligence operations.

c. **CONFIDENTIAL:** Except as may be expressly provided by statute, the use of the classification CONFIDENTIAL shall be authorized by appropriate authority, only for defense information or material the

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unauthorized disclosure of which could be prejudicial to the defense interests of the nation.

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d. ~~CONFIDENTIAL~~ - Modified Handling Authorized: ~~CONFIDENTIAL~~ defense information as described below shall be identified by the term "Modified Handling Authorized." Information so designated is that which pertains to combat or combat related operations, actual or simulated and includes, but not limited to, the following:

- (1) Training, Field and Technical Manuals and related material.
- (2) Photographs, negatives, photostats, diagrams or material.
- (3) Defense procurement plans, including procurement contracts and related matters.
- (4) Communications material and messages.
- (5) Certain documents regarding engineering plans and design details, computation, method of processing or assembling, which are essential to the functioning or use of an article of material.
- (6) Military maps and aerial photographs and related material which require dissemination for military purposes.

e. ~~FOR OFFICIAL USE ONLY~~: For certain information, not within the purview of Executive Order No. 10501, which requires protection either in accordance with statutory requirements or public interest,

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The term "FOR OFFICIAL USE ONLY" is authorized to protect from unlawful dissemination the categories of material described below:

- (1) Textbooks, syllabi, language dictionaries, telephone directories, etc., which of themselves do not warrant classification, however, the wide dissemination of which might be detrimental to the security of the Agency's mission.
- (2) Records and information which pertain to individuals such as personnel records, medical records and investigative reports, documents, and proceedings.
- (3) Information as to the identity of confidential informants, and information furnished by them in confidence.
- (4) Information received in confidence from private individuals, firms, or organizations in connection with bids, proposals, "trade secrets", and reports of a financial, technical, or scientific nature.
- (5) Information which is, or may reasonably be expected to be, connected with any pending or anticipated litigation before Federal and state courts or regulatory bodies.
- (6) Advance information on proposed plans to procure, lease or otherwise acquire or dispose of materials,

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real estate facilities, or functions, which would provide undue or discriminating advantage to private or personal interests.

- (7) Preliminary documents relating to proposed plans and policy development when premature disclosure would adversely affect morale, efficiency or discipline.
- (8) Examination questions and answers to be used in training courses or in the determination of qualifications of candidates for employment, entrance to duty and advancement or promotion.

3. Communications Intelligence (COMINT) - The safeguards provided for under the basic classifications established by Executive Order No. 10501, do not provide the degree of protection required for Communications Intelligence. Therefore, in order to provide the degree of protection considered necessary, specific categories of COMINT are identified by the assignment of a distinctive codeword in addition to the classification category. The assignment of the codeword to COMINT does not change the classification thereof, but only restricts its dissemination to those persons authorized access thereto. A detailed description of the categories of COMINT is contained in Appendix A to this regulation.

SECTION IV - CLASSIFICATION OF INFORMATION

1. Authority - The authority to classify, declassify and down-grade or up-grade the classification of defense information for which the

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National Security Agency has responsibility pursuant to Executive Order No. 10501, dated 5 November 1953, and Department of Defense Directive SEC00.1, dated 19 November 1953, and to designate in writing, as may be necessary, officers and employees within the National Security Agency to perform these functions, was delegated to the Director, National Security Agency, by Secretary of Defense Memorandum for the Director, National Security Agency, dated 19 May 1954.

B. Assignment of Classification -

a. Authority and Responsibility:

- (1) Authority is delegated to the Vice Director, Chief of Staff, Deputy Directors, Special Assistants, Inspector General, General Counsel, Historian, Comptroller, Chiefs of Staff Divisions and Offices and Chiefs of NSA Field Activities to classify, declassify, downgrade or upgrade the classification of defense information originated within their jurisdiction. This authority may be further delegated within their organization provided such delegation is in writing by name of individual and the Adjutant General is furnished a copy. Each person having authority to classify shall be responsible for the proper classification of all information classified by him.

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(2) Authority to classify, declassify, downgrade or upgrade the classification of defense information or material for which NSA has responsibility is delegated to the Adjutant General. He shall be responsible for the proper classification of all information or material coming under his jurisdiction.

b. Rules for classification -

- (1) Matter which requires safeguarding shall be assigned the lowest classification consistent with the nature and safeguards needed to protect it. Over-classification tends to undermine our security system as a whole, and unless effectively curbed, may jeopardize the protection required of our most important secrets.
- (2) Unless otherwise directed by competent authority, NSA information and material, including extracts, shall be classified according to content or merit and not according to the relationship to other classified matter, except that the classification of a file or physically connected group shall be that of the highest category included in the file or group.
- (3) Information or documents which refer to classified matter need not bear the classification of the referenced material provided the reference is made by means of file numbers, dates, other ~~classification symbols~~ or subject

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(provided the subjects themselves are not classified or of a lower classification). Such information or documents, except those referring to registered documents by titles other than short titles, may even be unclassified.

- (4) Each document prepared within the Agency will bear the classification of the highest classified information contained therein; and except for inclosures, annexes, appendices, supplements, charts, tables, etc., all pages of a single document will bear that classification.
- (5) A letter of transmittal shall be classified at least as high as the highest classified inclosure thereto, and if the information in the letter is of a lower classification or unclassified, a downgrading or declassifying notation shall be contained therein.
- (6) A cover, whether a blank sheet of paper or one with a title or brief notation of contents, used ^{on} in either front or back of classified papers shall bear the classification of the highest classified paper contained therein.
- (7) Equipment shall be classified in the same manner as documents.

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g. Rule for changing classification: The classification of any item of NSA classified matter shall be changed when the degree and extent of security protection required for the item is no longer the same as when the category of classification was originally assigned or when it is discovered that the item was incorrectly classified.

4. Guide Lines for Security Classification: Appendix A, Guide Lines for Security Classification, is intended as a means of further assistance to NSA personnel in the classification of Agency material, and all persons within the Agency who have any responsibility for classification of information should be familiar with its contents.

SECTION V - MARKING OF CLASSIFIED MATERIAL

1. General - When competent authority directs that NSA material be assigned a security classification, such matter shall be conspicuously marked with the appropriate category of classification and such other additional markings as are required to denote the need for special handling.

2. Classification Markings -

a. Books and Pamphlets: Classified books and pamphlets which are permanently and securely fastened together shall be plainly and conspicuously marked or stamped near the top and bottom on all printed pages which contain classified information, on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover.

b. Letters, Memoranda, Bulletins, Orders, Contracts, Messages and Written Material in General: Classified ~~Letters, Memoranda, bulletins,~~ ~~Orders, Contracts, Messages~~

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orders, contracts, messages and written material in general, whether typed or written in longhand, shall be plainly and conspicuously marked or stamped with the appropriate classification on all pages of the original and all copies thereof. The markings shall be centered at the top and bottom of each page and on the reverse side of any page which contains classified information on that side.

c. Maps, Drawings, Tracings, and Photographs: Classified maps, drawings and tracings shall carry a legend of the proper classification in such position that it will be reproduced on all copies made therefrom. Ordinarily such markings shall appear in the upper left and lower right-hand corner. Whenever practicable, photographic negatives shall be marked in the same manner. Photographs and reproductions made from negatives which do not carry a legend shall be marked at top and bottom on front and conspicuously on the back. When rolled, classified maps, drawings and tracings shall be plainly marked with the appropriate classification on each end of the back.

d. Motion Picture Films and Microfilm: The classification of the highest classified information or document contained within each reel of motion picture film or microfilm shall be conspicuously marked at the beginning and end of the reel. This may be accomplished by using a flash card with the appropriate classification large enough to make an image which can be read without placing the film in a projector or reader or by marking the classification on the film with a permanent type ink. The container used to store the reel of film will also display

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~~the same markings.~~ In addition, it is recommended ^{that} appropriate classification be placed on one side of each reel.

e. Sound Recordings: Classified sound recordings shall be marked ^{on} readily observable portions, preferably at the beginning and end, with appropriate classification and, if stored in a container, the container also will display the same markings. When practicable, the fact that the recording contains information of a particular classification will be announced at the beginning and end of the recording.

f. Special Material and Equipment: The manner of marking special material and equipment shall depend upon the character thereof. However, such special material and equipment shall be conspicuously marked by stamping, etching, attaching a classification plate or other appropriate means.

g. Reproduction Masters: Classified multilith, micrograph, ditto and other reproduction masters shall be either destroyed immediately after they have served their purpose or plainly marked with the appropriate classification.

h. Preliminary drafts, carbons, etc.: Classified preliminary drafts, carbon sheets, stenographic notes, work sheets and other similar items shall either be destroyed by the person responsible for their production immediately after they have served their purpose or be marked and safeguarded in the same manner as the matter produced therefrom.

i. Reproductions: All copies or reproductions of classified material shall be appropriately marked or stamped ^{in the same manner} as the original thereof.

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4. Unclassified Material: Unclassified Material shall not be stamped UNCLASSIFIED unless it is essential to convey to a recipient of such material that it has been examined specifically with a view to imposing a defense classification and has been determined not to require such classification.

3. Marking of Letters of Transmittal - Letters of transmittal classified solely or partially because of classification of inclosures shall have as the final paragraph or be stamped with one of the following or similar notations as appropriate:

Downgraded to _____
when inclosure(s) is (are)
removed.

Downgraded to _____
when inclosure(s) _____
is (are) removed.

Declassified when inclosure(s)
is (are) removed.

Declassified when inclosure(s)
_____ is (are) removed.

4. Marking for Automatic Downgrading - Whenever possible, the originator of classified material, shall indicate on the document or in the text thereof the date or event after which a document may be downgraded. Such authorization shall appear over an authenticating signature if not embodied in the text.

5. Marking for Change in Classification - Regraded documents and material shall be stamped or marked (not typed) with the new classification at the top and bottom on the outside of the ^{front} cover and back cover, title

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page, and first and last pages of text of printed material and conspicuously for other material; and the old classification marked through. If declassified, the classification markings shall be lined through. All Agency activities or individuals holding copies of regraded or declassified documents and material shall promptly mark them as outlined above and mark top of cover, first page if document has no cover, or conspicuous place with a notation substantially as follows: Regraded _____ by authority of (Official or document authorizing change) by (name, grade and organization of person making change and date thereof).

6. TOP SECRET Control Markings -

a. Control Number: All TOP SECRET material, except registered, received or produced by an element of NSA shall be controlled by a number which shall be placed on the bottom in the lower right-hand corner of the cover and title page of each bound document and on a conspicuous part of all other material. To avoid duplication of numbers within the Agency, the number assigned by the TOP SECRET Control Office will be preceded by two digits indicating the year the material is received or originated by the Agency and numbers assigned by TOP SECRET Control Points normally will be preceded by two digits indicating the year and the short title or numerical designation of the Control Point or the activity which it serves. Messages and documents which are assigned other control numbers need not be assigned a TOP SECRET Control number.

b. Number of Copies and Pages: All TOP SECRET material, except registered, produced within the Agency shall be marked as follows:

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- (1) Books and Bound Documents. All pages will be numbered at the bottom and the cover and title page marked with the following notation in the lower left-hand corner:

TOP SECRET Control Number _____
 Copy Number _____
 This Document Contains _____ Pages

- (2) Letters, Memoranda, Bulletins, Orders, Contracts and Written Material in General. All pages will be marked with the following notation in the lower left-hand corner of each page:

TOP SECRET Control Number _____
 Copy Number _____
 Page _____ of _____ Pages

- (3) All Other Materials. All TOP SECRET material not covered by subparagraphs (1) and (2) above will be marked conspicuously with an item number in addition to the TOP SECRET Control Number.

7. Marking of Registered Matter (Non-Cryptographic) - In addition to the other markings required by this section, each registered document will be marked with "Registered" and the register number at the top of the front cover, both long and short title, the number of pages, the office of record to which returns are to be made, and instructions covering the reporting of its custody and for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering disposal of the obsolete document or

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accompany the registered document on a separate sheet. If a registered document consists of more than one volume, each volume will bear a separate sheet title. Each registered document will contain a table of contents, showing effective pages, any maps or inserts not numbered by page and appendices.

3. Special Markings -

a. CONFIDENT Codewords: The applicable codeword shall appear immediately following the appropriate classification on every page of material containing communications intelligence information that requires identification by the assignment of a distinctive codeword. When a cover, or cover sheet is used, such cover shall be marked at top and bottom with the highest classification attached thereto and shall be plainly marked with the notation "Appended Documents Contain CODEWORD Material" or "This Document Contains CODEWORD Material" as appropriate.

b. CONFIDENTIAL - Modified Handling Authorized: CONFIDENTIAL documents and material as defined in paragraph B1 of Section III shall be marked with the term "Modified Handling Authorized" directly below the classification CONFIDENTIAL wherever it appears except that it need appear only on the cover and title page of bound documents.

c. Material not Releasable to Foreign Nationals: Documents and material determined to contain material which should be withheld from foreign nationals and the anticipated distribution, transmission and handling is such that the documents or material will be liable to inadvertent disclosure to foreign nationals shall be marked or stamped

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conspicuously on the cover or first page with the following notation: "SPECIAL HANDLING REQUIRED NOT RELEASABLE TO FOREIGN NATIONALS. The information contained in this document will not be disclosed to foreign nationals or their representatives." In the case of messages, in addition to the markings described above for other material, the abbreviation ~~NOFORN~~ will appear in the internal instructions of the ~~message~~.

d ~~h~~ **FOR OFFICIAL USE ONLY:** Material and Documents containing information as defined in paragraph 2c of Section III shall be marked conspicuously with the term "FOR OFFICIAL USE ONLY". On all matter printed, typed or longhand, the term will appear at the bottom of each page.

e ~~h~~ **Security-Cautions:** When classified material is furnished to individuals not in the Executive Branch of the Government one of the following notations shall be stamped or written on the material, on its container or the written notification of its assigned classification:

- (1) For cryptologic material. - "This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793, 794 and 798,

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e. SPECIAL HANDLING REQUIRED: Size for capital letters will be CC 8 (17 letters to the inch) and size for balance of letters CC 6 10 (24 letters to inch), color red, when practicable, with format as follows:

SPECIAL HANDLING REQUIRED
NOT RELEASABLE TO FOREIGN NATIONALS

The information contained in this document will not be disclosed to foreign nationals or their representatives.

f. FOR OFFICIAL USE ONLY: Size CC 18 (9 letters to the inch). Color red, when practicable, and format as follows:

9. Size, Color and Format of Markings - The size and format of rubber stamps used in marking all matter coming under the provisions of this regulation shall be as follows:

a. Classification Markings: Size III 20 (3 1/2 letters to the inch) and when practicable, red in color.

b. TOP SECRET Control Markings: Size CC 12 (13 letters to the inch) color black, when practicable, with format as follows:

TOP SECRET CONTROL NUMBER _____
COPY NUMBER _____
THIS DOCUMENT CONTAINS _____ PAGES

TOP SECRET CONTROL NUMBER _____
COPY NUMBER _____
PAGE _____ OF _____ PAGES

c. COMINT Codewords: Same size and color as classification.

d. CONFIDENTIAL - Modified Handling Authorized: Size and color of classification same as that for CONFIDENTIAL and size for term "Modified Handling Required". CC 18 (9 letters to the inch) with format as follows:

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the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

- (2) For all other classified material. - "This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

SECTION VI - CONTROL OF TOP-SECRET AND NON-CRYPTOGRAPHIC REGISTERED MATTER

1. General - In addition to specifying measures for the control of TOP SECRET and non-cryptographic registered matter, the provision of this section constitutes the minimum standards for the control of CODEWORD information of any classification, and such other classified matter the Adjutant General places under these controls.

2. TOP SECRET Control Program - Responsibilities -

a. The Adjutant General shall be responsible for the administration of the Agency TOP SECRET Control Program and shall appoint a TOP SECRET Control Officer who is charged with the supervision of the handling of TOP SECRET material except registered within the Agency. The appointment of the TOP SECRET Control Officer will be by General Orders.

b. The Chief of each Staff Division and Office shall be responsible for the administration of the TOP SECRET control program within his activity and shall appoint a TOP SECRET Control Officer and at least one Alternate TOP SECRET Control Officer for his activity. Names of personnel designated TOP SECRET Control Officer and Alternate TOP SECRET

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Control Officers will be reported to the Adjutant General who will maintain a current list of such Officers for the Agency

3. TOP SECRET Control Officers -

a. Selection: TOP SECRET Control Officers shall be selected only from Officers of the Military Services or responsible civilian employees. They shall be of the highest integrity and proven discretion, and they also must be thoroughly indoctrinated in the elements of security prior to appointment as Control Officers.

b. Duties and Responsibilities:

- (1) The duties of the Agency TOP SECRET Control Officer include the receipt, custody, accounting for, and the distribution of TOP SECRET matter received by the Adjutant General and for the transmission thereof outside the Agency. He shall be responsible for the operation of the Agency TOP SECRET Control Office.
- (2) The duties of the TOP SECRET Control Officers for Staff Divisions and Offices include the receipt, custody, accounting for, and distribution of TOP SECRET matter received by or produced within their activity and for the transmission thereof outside their activity. Each Control Officer shall be responsible for the operation of the TOP SECRET Control Point for his activity.

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e. General Rules for TOP SECRET Control Officers:

- (1) Maintain a record showing all TOP SECRET material received, dispatched, or destroyed. This record should indicate the individual responsible for the custody of any TOP SECRET material at any given time.
- (2) Avoid unnecessary dissemination of TOP SECRET information.
- (3) Transmit TOP SECRET information by direct contact when practicable.
- (4) Whenever possible, maintain a procedure whereby TOP SECRET material is covered by a continuous receipt system when not in your immediate custody.
- (5) Where practicable, conduct inventories of TOP SECRET material semi-annually.
- (6) Insure that all sealed envelopes and package seals are examined carefully prior to opening. Have any discrepancy or evidence of tampering indicating possible compromise reported promptly to the addressor, the Adjutant General, or the Chief, Security Division, as appropriate.
- (7) Insure that receipts are signed, dated and returned immediately.
- (8) Report immediately to the Adjutant General or the Chief, Security Division the violation of any of the procedures set forth herein for the control of TOP SECRET material.

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4. TOP SECRET Control Office - The Adjutant General shall maintain the control office for TOP SECRET material other than registered, received from or sent outside the Agency and will receive, check, receipt for, record and assign a TOP SECRET Control Number, maintain a record indicating the disposition of TOP SECRET material, transmit to authorized recipients, and make proper disposition of TOP SECRET material returned for file or destruction.

5. TOP SECRET Control Points - The Chief of each Staff Division and Office shall maintain one control point and as many alternate control points as may be necessary to control all TOP SECRET material passing within his activity. A minimum of one Alternate TOP SECRET Control Officer shall be appointed for each Alternate Control Point maintained. The following control procedures shall be followed in the operation of each TOP SECRET Control Point:

a. Receive, check, receipt for, record, safeguard and transmit to proper recipients all TOP SECRET material referred to the activity by TOP SECRET Control Office or another TOP SECRET Control Office. ^{Point}

b. Assign TOP SECRET Control Numbers to TOP SECRET material originating within the Staff Division or Office and maintain a record indicating its disposition. TOP SECRET material to be signed by the Director or for the Director will be given a TOP SECRET Control Number by the Adjutant General.

c. Scrutinize periodically files of TOP SECRET material to insure that all material not required for operation purposes be promptly

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referred to the TOP SECRET Control Office or appropriate TOP SECRET Control Point for proper disposition.

d. Maintain a roster of all personnel authorized to receive and receipt for TOP SECRET material within the activity.

6: Control of TOP SECRET Material -

a. Receipts: Documents and material classified TOP SECRET shall be covered by a receipt system at all times. Receipt for TOP SECRET material shall be signed by a TOP SECRET or Alternate TOP SECRET Control Officer or by the person to whom it is addressed. Personnel other than the above who in the performance of their duties handle TOP SECRET material are authorized to sign for a package containing TOP SECRET material, but not for the contents therein.

b. Records: A record of all TOP SECRET Material received, or originated within the Agency will be maintained at the TOP SECRET Control Office or a TOP SECRET Control Point. Such records will include the control number, number of copies, sufficient information to identify the material, the disposition of each copy, and destruction certificate for material destroyed. TOP SECRET material received in the Agency with the notation to be opened only by a specifically designated individual shall not be opened but shall be assigned a TOP SECRET control number by the TOP SECRET Control Office and delivered together with NSA ^{Form} Form No. 1866 to the TOP SECRET Control Officer for the activity to which the individual is assigned for further delivery. The individual to whom the material is addressed shall be responsible to the Agency TOP SECRET

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Control Officer for the proper accountability of material so received and will complete NSA Form No. 1286 and return it to the TOP SECRET Control Office. In the event such material is turned over to a TOP SECRET Control Point for control the TOP SECRET Control Office will be so notified.

6. Transmission within the Agency: All TOP SECRET material being placed in the Adjutant General messenger system for transmission to another Agency activity will be single wrapped, addressed, return addressed, sealed, marked with the appropriate classification on front and back, assigned a control number, marked with the phrase "To be Opened Only By" for Codeword material, and package receipted for by the messenger.

4. Use at Conference: TOP SECRET material to be used by an NSA representative at a conference will be logged out at the appropriate control point, packaged in accordance with procedures outlined in Section VIII of this regulation and transmitted in accordance with paragraph 3, Section III of NSA Regulation 102-1. If it becomes necessary to leave this material in the custody of another person, a receipt will be obtained and forwarded to the appropriate Control Point if transfer, within or without the Agency, is permanent.

7. Control of Registered Matter (Non-Cryptographic) -

a. Responsibility:

- (1) The Adjutant General shall maintain the Office of Record for all Registered Matter (non-cryptographic)

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received by or originated within the Agency. He shall appoint a NSA Custodian who is charged with the responsibility for designation of documents originated within the Agency as Registered Matter, the procurement of non-NSA registered documents, and the maintenance of a record of possession, transfer and destruction of all such documents. The appointment of the NSA Custodian will be by General Orders.

- (2) The Chief of each Staff Division and Office shall appoint one custodian and as many alternate custodians as may be necessary for his activity and will report such appointments to the Adjutant General. Each custodian will be responsible for procuring from the NSA Custodian all registered material required by his activity and for maintaining a record of possession of all such documents.

b. Custody and Accounting: The NSA Custodian shall keep a complete inventory of all Registered Matter held by the Agency and shall make or cause to be made on or about 30 June and 31 December of each year a semi-annual report of possession by each custodian of registered material. When a registered document is transferred from one custodian to another a certificate of transfer shall be made in triplicate, the original furnished the Office of Record and a copy retained by each of the two persons concerned in the transfer. Whenever a registered document is issued for temporary use to another person in the same

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activity, the custodian shall require a written receipt. No report of such transaction need be made to the NSA Custodian.

c. **References to Registered Documents:** All references to registered documents in possession or transfer reports, reports of destruction or unclassified correspondence shall be by serial number, date and short title. Any correspondence or paper which refers to a serial document by title other than short title must be assigned a minimum classification of CONFIDENTIAL.

d. **Reproduction:** Reproduction of a registered document wholly or in part is forbidden, except by authority of the office of origin, ^{which} in the case of NSA registered documents is ^{Office of} the Adjutant General. The Adjutant General will be responsible for obtaining authority to reproduce registered documents for which he is not the office of origin and will maintain a record of all reproductions.

e. **Regrading:** When the classification of a registered document is changed, the Adjutant General will notify all holders of the document.

SECTION VII - DISSEMINATION OF CLASSIFIED MATTER

1. **General** - The dissemination of classified information and material within the Agency, unless otherwise specified by the Director or his duly authorized representative in each instance, shall be limited to persons whose clearance status is current, who have been certified by the Chief, Security Division, for access to classified material, who have the necessary "need-to-know" and who have been indoctrinated for access to the classification and type of material concerned.

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2. Authority and Responsibility -

a. Subject to the above concepts, Chiefs of Staff Divisions and Offices, higher authority within the Agency and persons authorized by such officials may disseminate classified information and material, as required for proper performance of their assigned duties.

b. Any person disseminating classified material or authorizing its dissemination shall be responsible for insuring that all applicable portions of this regulation and any other pertinent directives from competent authority are strictly observed and enforced. Such persons shall be responsible for obtaining the information necessary to enable them to discharge their dissemination responsibilities.

3. General Principles - The following principles shall govern the dissemination of classified defense information,

a. The existence, nature, content, or whereabouts of classified matter shall be divulged only to the extent required by the circumstances in each case.

b. In determining the limits of dissemination, due consideration shall be given to the degree of classification, as well as the "need-to-know" and the indoctrination status of the individual recipient with regard to a specific item of such matter.

c. No person is entitled to knowledge or possession of classified information of any kind solely by virtue of his rank, office, or position.

d. Every effort shall be made to keep responsible officials informed.

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e. The need for dissemination of certain types of classified information for training purposes shall be recognized.

4. TOP SECRET Material - The authorized dissemination of TOP SECRET material shall be as follows:

a. To authorized and specifically designated recipients of this Agency, the Armed Forces or other government activities officially associated with the Agency, whose official duties require information on the specific subject under consideration.

b. To authorized and specially designated recipients not in government service, but only under exceptional circumstances when it is determined that such persons must have information on the specific subject under consideration.

5. SECRET or CONFIDENTIAL material may be disseminated to authorized recipients and specially designated recipients in and out of government service where such dissemination is considered by competent authority within the Agency to be in the best interests of the Agency. Competent authority shall specify those persons who may receive such material.

6. FOR OFFICIAL USE ONLY material may be disseminated only upon a determination by a responsible official that the request for such information is based upon a legitimate interest, and that its release will not be prejudicial to the public interest or contrary to law. The arbitrary and unreasonable withholding of such information will be avoided. The identifying term "For Official Use Only" will be removed

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promptly when there is no longer a specific justification for protecting such information.

7. COMINT - Dissemination of COMINT information or material shall be made only on a strict "need-to-know" basis and then only to recipients who have been cleared and indoctrinated for such access.

SECTION VIII - HANDLING, PACKING AND TRANSMISSION OF CLASSIFIED MATTER

1. General - Classified material passing within or being sent outside the Agency shall be handled, packaged and transmitted in such a manner as to insure its remaining out of the hands of unauthorized persons. The standards and procedures outlined in this section are minimum and more stringent safeguards may be established when it is considered necessary to provide greater security. The provisions of this section do not apply to transmission by electrical means which is covered by other regulations and directives.

2. Handling of Classified Matter - The term "handling" as used herein shall be construed to mean all activities pertaining to the use, processing and preparation for dissemination of classified matter.

a. Classified matter shall be safeguarded against loss or unauthorized disclosure at all times to the extent required by the classification of the matter concerned. This shall apply whether or not the matter has been marked with the appropriate classification category.

b. The Chief of each Staff Division and Office shall be responsible for the handling of all classified matter within his activity or coming under his control and for the preparation and publication of

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any additional instructions required for the handling of classified matter under his cognizance.

c. The Adjutant General shall be responsible for providing messenger and courier service for the transmittal of classified material within the Washington area and for the preparation and promulgation of such additional regulations and instructions as are necessary to effectively discharge this responsibility.

2. Packaging of Classified Material - Classified material being sent outside the Agency or Agency installation shall be packaged as outlined below:

a. Type of covering. Each item of classified material shall be wrapped in such a manner to insure that it is received by the addressee in such condition that no possibility of a security compromise exists. The type of covering employed will be dependent upon the security requirement of the item, and its size, weight, nature and destination. opaque or manila envelopes, kraft wrapping paper, corrugated cardboard boxes (bursting point of 200 lbs. per square inch), wooden crates and canvas or duck sacks, secured with tape, cord or wire shall be used as appropriate.

b. Preparation for Transmission:

- (1) General. Classified material shall be inclosed in opaque double-sealed containers. The items of classified material shall be folded or packed in such a manner that the text or other classified characteristics will not be in contact with the ~~inner~~ ^{inner} container.

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- (2) Receipts. A receipt for all classified material, except CONFIDENTIAL - Modified Handling Authorized material not leaving the continental United States, and such other material as the originator desires a receipt for shall be included in the inner package. The receipt form shall identify the addressor, addressee, and the material but shall contain no classified information.
- (3) Inner Container. The inner container shall be addressed, return-addressed, sealed and plainly marked with the classification on the front and back so that the marking will be easily seen when the outer cover is removed. In addition, a control number shall be assigned and placed on the front of the container. In the case of Codeword material, it will bear the notation, "To be Opened Only by (SSO, Name of Person or Title) or Authorized Representative". (Codewords need not appear on either inner or outer envelope.) It shall be sealed in a manner tending to reveal evidence of any tampering.
- (4) Outer Container. The outer container shall be sufficiently opaque to prevent the classification markings on the inner containers from being visible, shall be addressed, return-addressed and carefully sealed and

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shall bear no markings to indicate the classification of its content. In addition, a control number shall be assigned and placed on the front of the container. If it contains TOP SECRET, Codeword or other material requiring officer courier, it shall be so indicated.

3. Methods of Transmission - Classified material being sent outside the Agency or between Agency installations shall be transmitted by one of the methods authorized herein.

a. Between points within the Washington area.

- (1) TOP SECRET and Codeword material may be transmitted by one of the following methods:
 - (a) Armed Forces Courier Service
 - (b) Courier Service furnished by the Adjutant General
 - (c) Couriers of the three Services
 - (d) Appropriately designated cleared and accredited State Department, Atomic Energy Commission, Central Intelligence Agency and Federal Bureau of Investigation Couriers
 - (e) When encrypted by all electrical means and United States mail, including airmail,
 - (f) Officers or civilians of NSA who have been designated as official couriers for a specific trip by Chiefs of Staff Divisions and Offices

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- (2) SECRET and CONFIDENTIAL material may be transmitted by one of the following methods:
- (a) Registered U.S. Mail and registered guard mail
 - (b) Protected commercial express
 - (c) Agency personnel specifically authorized and designated by Chiefs of Staff Divisions and Offices
 - (d) Reliable citizens of the United States, including officials of other Government Agencies
 - (e) Means authorized for TOP SECRET, except that material for the Armed Forces Courier Service and couriers of the three Services must meet their qualifications
- (3) CONFIDENTIAL - Modified Handling Authorized material may be transmitted by one of the following methods:
- (a) Ordinary U.S. Mail
 - (b) Means authorized for SECRET and CONFIDENTIAL
4. Between points inside the Continental United States:
- (1) TOP SECRET and Codeword material may be transmitted by one of the following methods:
 - (a) Means authorized in sub-paragraphs 3.a.(1)(a) through 3.a.(1)(e) above
 - (b) Officers or civilians of NSA who have been designated as official couriers by NSA Letter Orders

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- (2) ~~SECRET~~ and ~~CONFIDENTIAL~~ material may be transmitted by one of the following methods:
- (a) Means authorized in sub-paragraphs 3.a.(2)(a) and 3.b.(1) above
 - (b) Registered Air Mail
 - (c) Officer of reliable crew member of United States military aircraft
 - (d) Protected Commercial express under billing which assures the highest degree of protective handling
 - (e) Commanders of vessels or civil aircraft of United States registry
 - (f) Agency personnel specifically authorized and designated by NSA Letter Orders
- (3) ~~CONFIDENTIAL~~ - Modified Handling Authorized material may be transmitted by methods authorized in sub-paragraphs 3.a.(3) above.
- e. Between Points Inside and Outside the United States'
- (1) ~~TOP SECRET~~ and Codeword material may be transmitted by one of the following methods:
 - (a) Means authorized in sub-paragraph 3.b.(1) above
 - (b) Such other means as may be specifically authorized by the Director

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- (2) SECRET and CONFIDENTIAL material may be transmitted by one of the following methods:
- (a) Means authorized in sub-paragraphs 3.b.(2) above, provided that, except in the case of Canadian Registered Mail, shipment does not at any time pass out of the control of the United States Government. Such material may also be transmitted to and from U.S. installations in Canada and Alaska by Canadian registered mail provided registered mail return receipt is requested.
 - (b) Means authorized in sub-paragraph 3.c.(1) above
 - (c) Unaccompanied State Department diplomatic pouch
- (3) CONFIDENTIAL - Modified Handling Authorized material may be transmitted by one of the methods authorized for SECRET and CONFIDENTIAL material.

d. Between Points Outside the Continental United States:

Classified material may be transmitted by same means as authorized in paragraph 3.b. above.

e. Transmission of Registered Matter: Registered documents shall be transmitted in accordance with the requirements pertaining to the transmission of SECRET unless the document is TOP SECRET in which case the transmission requirement pertaining to TOP SECRET will apply. The transmission and custody of registered documents will be covered at all times by a continuous system of receipts.

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SECTION IX - CUSTODY AND STORAGE OF CLASSIFIED MATTER

1. Custody and Safeguarding - The possession or use of classified defense information or material shall be limited to locations where facilities for secure storage ^{and} protection thereof are available by means of which unauthorized persons are prevented from gaining access thereto. Whenever such information or material is not under the personal supervision of its custodian, whether during or outside of working hours, the following means shall be taken to protect it:
- a. TOP SECRET and Registered Matter shall be stored in the most secure facilities possible. Normally it will be in a safe or a safe-type steel file container having a three-position, dial-type, combination lock, and being of such weight, size, construction, or installation as to minimize the possibility of surreptitious entry, physical theft, damage by fire or tampering.
 - b. SECRET and CONFIDENTIAL matter shall be stored in a manner authorized for TOP SECRET material, or in metal file cabinets equipped with steel lock-bar and an approved three-combination dial-type padlock from which the manufacturer's identification numbers have been obliterated, or in comparably secure facilities approved by the Director.
 - c. CONFIDENTIAL - Modified Handling Authorized matter may be stored in the manner authorized for higher categories of classified matter, but ordinarily shall be stored in a container equipped with a reasonably secure locking device or in any other storage ~~facilities~~ authorized by the Chief, Security Division.

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4. Within RESTRICTED, SECURE and EXCLUSION Areas. The storage of classified defense matter within areas designated as RESTRICTED, SECURE, or EXCLUSION shall be as authorized by the Chief, Security Division, except that desk drawers will not at anytime be used for storage of other than unclassified and CONFIDENTIAL - Modified Handling Authorized matter.

2. Responsibility - Chiefs of Staff Divisions and Offices are responsible for the safe custody of classified material within their jurisdiction and they shall issue such additional directives as may be necessary to provide for safe custody within their activities.

SECTION X - DESTRUCTION OF CLASSIFIED MATTER

1. Authority - Documentary record material made or received by NSA in connection with transaction of public business and preserved as evidence of the organization, functions, policies, operations, decisions, procedures or other activities of any element of the Agency, or because of the informational value of the data contained therein may be destroyed only in accordance with NSA Regulation No. 12-2 or specific authorization from the Adjutant General. Non-record classified material may be destroyed as authorized by responsible Agency personnel.

2. Methods of Destruction - Classified defense material shall be destroyed by burning in presence of a commissioned officer or by other methods authorized by the Director.

a. Destruction of documents: Documents, worksheets, correspondence, and other readily combustible or pulpable material shall be placed in burn bags or whenever too bulky to make use of burn bags, shall be packaged, preparatory to destruction, in a manner which will preclude loss.

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b. Destruction of Material Other Than Paper: Photographic paper, film, composition or treated waterproof tapes, acetate, celluloid, metal of any type, equipments, etc., shall be destroyed as directed by the Chief, Security Division.

SECTION XI - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Security Division.

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