### MEMO ROUTING SLIP

**NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS**

<table>
<thead>
<tr>
<th>NAME OR TITLE</th>
<th>ORGANIZATION AND LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain George</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CIRCULATE</th>
<th>COORDINATION</th>
<th>FILE</th>
<th>INFORMATION</th>
<th>NECESSARY</th>
<th>NOTE AND RETURN</th>
<th>SEE ME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### FROM

**NAME OR TITLE**

William F. Friedman

**ORGANIZATION AND LOCATION**

SPECIAL ASS ST.

**DATE**

27 Jan. 53

**TELEPHONE**

16042

---

Declassified and approved for release by NSA on 05-14-2014 pursuant to E.O. 13526
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

Concur

27 Apr
Members of:

NSA Classification Advisory Panel

Mr. Frickman (Chairman)
AG (Col. Campbell)
SLC (Col. Wayne)
EFSEC (Mr. Crossley)

Dr. Cryptologic Dr., TNO (Mr. Caldwinton)
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
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

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:

GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION I
<table>
<thead>
<tr>
<th>NAME OR TITLE</th>
<th>INITIALS</th>
<th>CIRCULATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Director</td>
<td>06B</td>
<td>Coordination</td>
</tr>
<tr>
<td>2</td>
<td>Mr. Friedman</td>
<td>File</td>
</tr>
<tr>
<td>3</td>
<td>SF Ass't</td>
<td>Necessary Action</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Note and Return</td>
</tr>
</tbody>
</table>

REMARKS

FROM NAME OR TITLE: WILLIAM F. FRIEDMAN SPECIAL ASSISTANT

DATE: 2/5/85

ORGANIZATION AND LOCATION: 2/5/85

TELEPHONE: 62-3428

DD FORM 94 REPLACES NME FORM 94. 1 FEB 49, WHICH MAY BE USED. 15-00253-2 GPO
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.

Concurrence given by phone 9 April 1952.

A. Sibert
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
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

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 WENGEL:

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

OFFICIAL:

GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION I

CONFIDENTIAL