

USCIB: 5.4/11

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5 May 1954

~~CONFIDENTIAL~~MEMORANDUM FOR THE MEMBERS OF USCIB:

Subject: Procedure for delivery of U.S. Communications Security Board (USCSB) Papers.

1. Unless otherwise notified by individual members, it is the intent of the Secretariat, USCSB to forward all future USCSB papers to USCSB Members whose department or agency is also represented on USCIB through channels now employed for USCIB Members. For the Treasury and AEC Member who have no USCIB counterpart, papers of COMINT nature will be handled through the Director, National Security Agency.
2. Utilization of present USCIB channels not only will insure that USCSB papers (those containing COMINT as well as not) be kept in secure channels at all times, but also will reduce the administrative procedure incident to establishing additional channels together with the attendant increase in the possibility of inadvertent disclosure of matter which should be segregated in most cases.
3. The extra effort required by USCIB Members for administration of this procedure is expected to be negligible. Four officials who are members of USCIB are also members of USCSB and the physical location of the special areas of others is such that performance of this service should not be onerous.
4. Material will be transmitted in appropriately marked double envelopes, the outer bearing the USCIB Member's mailing address and a control number; the inner bearing the USCSB Members address and the identical control number appearing on the outer envelope.
5. Correspondence from USCSB Members to the Secretariat should be routed via COMINT channels using the above procedure in reverse.


RUFUS L. TAYLOR
Captain, U.S. Navy
Executive Secretary, USCIB

Copy furnished:
Members of USCSB

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