

NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA MEMORANDUM
NUMBER 120-33

14 July 1953

EFFECTIVE UNTIL PUBLICATION OF REVISED
NATIONAL SECURITY AGENCY SECURITY MANUAL

STORAGE OF CLASSIFIED MATERIAL

SECTION

PURPOSE I
INSTRUCTIONS II
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SECTION I - PURPOSE

1. Because of the large number of violations of security which result from the careless storage of classified material in desks throughout the Agency, the following instructions are published pending publication of the revised National Security Agency Security Manual.

2. In RESTRICTED areas, files or cabinets equipped with suitable non-combination locking devices may be used to store security information classified CONFIDENTIAL and below, provided continuous surveillance by armed patrols is maintained during off-duty hours. In no case, except in SECURE and EXCLUSION areas, may security information classified above RESTRICTED be stored in desks. Desks in RESTRICTED areas shall always be subject to inspection; they may be locked or unlocked.

SECTION II - INSTRUCTIONS

1. Each supervisor concerned shall instruct his personnel in accordance with the above and shall take such action as may be necessary to secure compliance. Use of the following statement affixed to each desk is recommended:

THIS DESK CONTAINS NO MATERIAL CLASSIFIED
ABOVE RESTRICTED

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2. To assist in this action and for use as a reminder, NSA Form 1701 has been prepared and is available from the Adjutant General (Code 131, Ext. 60487). Its use is not mandatory, but it is recommended that it be securely affixed where it is clearly visible on each OPEN or RESTRICTED area desk. Desk occupants may complete the indicated signature if they so desire.

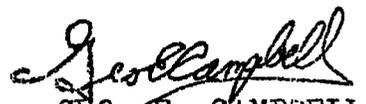
SECTION III - SUPERVISION

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

BY COMMAND OF REAR ADMIRAL WENGER:

L. H. FROST
Captain, US Navy
Chief of Staff

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION III