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CLASSIFICATION CANCELLED

BY AUTHORITY OF *DPE*

John L. ... 2/6/95

TO: Walter J. Williams
 Manager, Field Operations, Oak Ridge

FROM: John A. Derry, Acting General Manager, Washington

SUBJECT: ESTABLISHING CRITERIA FOR PROPER CLASSIFICATION OF INFORMATION

DATE: August 9, 1947

There is, as you know, a pressing need for a more nearly uniform system of proper classification of information, material and operations of Commission.

It is recognized that the diversity of activities of the Commission, its contractors, subcontractors and licensees makes it impracticable to present, in a single instruction, particulars and examples of matters which would be classified TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED and which would be applicable for all Commission activities.

Moreover, it is especially desirable that a fresh evaluation be made of information, classifiable TOP SECRET, SECRET, CONFIDENTIAL and RESTRICTED. It would be appreciated if you would take steps to have the following accomplished and the results mailed to the Washington Office by September 15, 1947:

- a. Convene a group consisting of appropriate technical, scientific, research and administrative personnel, representing areas and important facilities in your jurisdiction, to function as a classification board.
- b. Have such board crystallize a draft and forward (in triplicate) particulars and examples under TOP SECRET, SECRET, CONFIDENTIAL, RESTRICTED and UNCLASSIFIED for inclusion in a classification guide appropriate to documents, information, material and operations within your jurisdiction. Such examples should be considered in the light of existing standards contained in the Declassification Guide.

After the proposed guide has been reviewed at Commission Headquarters and correlated with similar guides from other offices, it will be reproduced for proper distribution to authorized individuals at facilities within your jurisdiction.

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TO: Walter J. Williams . DATE: August 9, 1947
 Manager, Field Operations, Oak Ridge
 FROM: John A. Derry, Acting General Manager, Washington
 SUBJECT: ESTABLISHING CRITERIA FOR PROPER CLASSIFICATION OF INFORMATION

In assembling the classification board, it may perhaps be wise to include individuals who would be readily available from time to time to handle local problems on classification and to submit any proposed changes in the classification guide to the Washington Office.

Attached is a proposed instruction covering subject. Also attached is a list of examples under the various categories. Although these examples have been based on suggestions from different sources, it is not presumed that such examples reflect all items that may be classified under the appropriate grades, or that the items listed are irrevocably classified. The examples should be considered as guides only in arriving at a new evaluation of criteria for classification appropriate to operations throughout your jurisdiction. Your board, however, may find it desirable to recommend to Commission Headquarters the issuance of the list of examples appended hereto for general distribution in your jurisdiction, with the understanding that such list will be supplemented by another list of particulars and examples which are peculiarly applicable to your activity and have been approved by the Washington Office. Such supplement should then be given a more limited distribution.

When the instruction is issued, in lieu of the examples under the various grades, reference will be made that the classification guide will be issued separately.

2 Incls.:

1. Proposed Instruction (5 pages)
2. List of Examples (7 pages)

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INSTRUCTION
GM # _____

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SECURITY
CLASSIFICATION OF INFORMATION

ESTABLISHING PROPER CRITERIA FOR CLASSIFICATION OF
RESTRICTED DATA AND OTHER CLASSIFIED MATTER
CONCERNING ACTIVITIES OF OR ASSOCIATED WITH THE
COMMISSION

- REF: GM Instruction # _____, Procedures for Processing Classified Matter; Section 10, Atomic Energy Act of 1946; Espionage Act, 50 U.S.C. 31 and 32, as amended. This instruction supersedes all prior instructions on the above subject.
- SCOPE: All activities of, or associated with, the U. S. Atomic Energy Commission.
1. PURPOSE: This instruction presents procedures designed to effect a uniform system of classifying and grading restricted data and other classified matter.
- a. Proper and Uniform Classification are Essential: Proper and uniform classification and grading of restricted data and other classified matter are essential. Consequently, all official matter should be examined with care. If a classification is required, the least restrictive classification, consistent with proper safeguarding of the matter concerned, should be assigned. Over-classification should be avoided, since it depreciates the importance of classified matter in the minds of handling personnel.
- b. Function of a Classification: It should be borne in mind that a classification, in effect, is a brief label for prescribed procedures to be followed in order to secure continued protection of restricted data and other classified matter, related in varying degree to the National security of the United States, or to activity, knowledge of which should be denied uncontrolled circulation.
- c. Difficulty of Compiling a Comprehensive Guide: The diversity in

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activities of the Commission, its contractors, subcontractors and licensees, makes it impracticable to present, in a single instruction, particulars and examples of matter which should be classified TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED with a view to having such particulars and examples Commission-wide in their application.

- d. Responsibility: Accordingly, each Manager of Operations, or Area Manager, as is the case, has taken steps to effect the following in order to implement this Instruction:
- (1) The setting up and maintenance of a Classification Board to crystallize particulars and examples for TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED applicable to information, material and operations throughout his jurisdiction, and also examples of some information or other matter which is considered unclassified.
 - (2) The proper distribution of a classification guide for his jurisdiction.
 - (3) The consideration and solution of classification problems which arise throughout his jurisdiction.
 - (4) The submission of any proposed changes to the approved classification guide to the General Manager's office for concurrence prior to the adoption of such changes.

2. DEFINITIONS:

- a. Information is defined as knowledge, however given or acquired, and includes all sources from which knowledge may be gained.
- b. Classified Matter: The term "classified matter" as used herein applies to restricted data and to all other information or matter which pertains to the official business of the Commission, its contractors, subcontractors, licensees and other associated agencies.

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and which requires a classification in order to indicate the degree of protection necessary for its proper safeguarding. Thus, classified matter may consist of:

Restricted data as defined in Atomic Energy Act of 1946	or other classified information	Graded
.....	TOP SECRET
.....	SECRET
.....	CONFIDENTIAL
	RESTRICTED

- c. The term "restricted data" as defined in the Atomic Energy Act of 1946 means all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the use of fissionable material in the production of power, but shall not include any data which the Commission from time to time determines may be published without adversely affecting the common defense and security. Restricted data may be classified TOP SECRET, or SECRET, or CONFIDENTIAL, and in no case should it ever be classified lower than CONFIDENTIAL.
- d. Document is defined as, but not limited to, any form of recorded information or data, including printed, mimeographed, typewritten, photostated, and written matter of all kinds, charts, maps, diagrams, photographs, motion pictures, blueprints, all information recorded in voice or in sound, correspondence, plans, notes, etc.
- e. Material (Materiel) is defined as any substance, product, or gas, article, or apparatus, including equipment, supplies, models, dies,

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CLASSIFICATION OF INFORMATION

fixtures, ingredients, components, and accessories to articles, apparatus, equipment, models or supplies.

- f. Down-grading is defined as a determination that a lower classification than that previously assigned provides adequate protection for the information or matter down-graded. When the lowering of classification is complete (i.e., the information becomes unclassified), such a down-grading is referred to as declassification.
- g. TOP SECRET: Certain documents, information or material, the security aspect of which is paramount and the unauthorized disclosure of which would cause exceptionally grave damage to the Nation shall be classified TOP SECRET.
- h. SECRET: Certain documents, information or material, the unauthorized disclosure of which would endanger the National security, cause serious injury to the interests or prestige of the Nation, or any Governmental activity thereof, or would be of great advantage to a foreign nation shall be classified SECRET.
- i. CONFIDENTIAL: Documents, information or material, the unauthorized disclosure of which, while not endangering the National security, would be prejudicial to the interests or prestige of the Nation or any Governmental activity, or individual, or would cause administrative embarrassment, or be of advantage to a foreign nation shall be classified CONFIDENTIAL.
- * → j. RESTRICTED: (Note: This does not refer to restricted data) Documents, information or material, other than TOP SECRET, SECRET or CONFIDENTIAL, which require protection to the extent that it should be denied public circulation, except for official purposes,

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including patent purposes, or denied uncontrolled publication for reasons of administrative privacy.

- k. UNCLASSIFIED: Documents, information or material, other than TOP SECRET, SECRET, CONFIDENTIAL or RESTRICTED which are within the control of the Commission or associated agencies and which relate exclusively to certain fields of science as announced from time to time by the Commission or which relate to other matters of interest to the Commission, its contractors, sub-contractors or licensees and associated agencies, and which, after approval by the Commission, may be made public.

- (1) Caution: All technical information or matter though not marked with a classification is presumed, where restricted data is involved, to be classified no lower than CONFIDENTIAL, until such classification is officially changed.

3. Particulars and examples of TOP SECRET, SECRET, CONFIDENTIAL, RESTRICTED and some information on other matter which is considered UNCLASSIFIED, will be issued separately by responsible Managers of Operations and, where appropriate, by the responsible Area Manager.

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~~TOP SECRET~~

1. THE FOLLOWING ARE GUIDING EXAMPLES OF INFORMATION OR MATTER WHICH SHOULD BE GRADED TOP SECRET:

- a. Production figures, unit costs, inventories, and schedules, both actual and forecast, obtained at, and referring to the production of uranium 235, uranium 233, plutonium and such other special materials which the Commission may designate from time to time as being in this category.
- b. Vital information pertaining to the military use of uranium 235, uranium 233, plutonium and other materials specifically designated by the Commission. This critical information includes details of design, fabrication, time of use, shipping data pertaining thereto, and stockpile information of weapons in existence and under development.
- c. New scientific discoveries believed at the time of discovery to be of potential major military significance.
- d. Quantities (the material itself) of U235, plutonium and such other materials as may be established by the Commission from time to time as TOP SECRET material.
- e. Information concerning the utilization of atomic weapons where recommended by the Armed Forces.
- f. Documents revealing comprehensive future operational plans for the Commission or matters of high overall policy.
- g. Information which would reveal the schedule, route or method of shipment of SECRET and TOP SECRET material.

2. THE FOLLOWING ARE GUIDING EXAMPLES OF INFORMATION OR MATTER WHICH SHOULD BE GRADED SECRET:

- a. Unit costs, inventories and schedules, both actual and forecast, obtained at, and referring to research and/or development

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facilities of the Atomic Energy Commission.

- b. Information regarding specific design details, diagrammatic or descriptive, of the complete basic or key equipment, apparatus, instruments or machinery developed for the Manhattan Project or the Commission and employed in the processing and production of uranium 233, uranium 235, and plutonium. In the electromagnetic plant, the calutron would be classified SECRET and the detailed design drawings of this instrument would be classified SECRET. In the Hanford Pile Plant, the lattice design dimensions of the piles, power levels, and chemical separation plants and the piles themselves would be classified SECRET. In the gaseous diffusion plant, the units and the details of the diffusion apparatus and pumps would be classified SECRET.
- c. Documents prepared from information developed for the Manhattan Project or the Commission containing complete flow sheets, diagrams or reactions including specific pressures, temperatures, voltages, rates, formulae or other operating details specifically related to a critical step in the preparation, processing, chemical separation, purification or metallurgy of uranium and thorium from the ore to the finished metal.
- d. Information developed for the Manhattan Project or the AEC on the nuclear characteristics of fissionable or fertile materials including capture, fission, and scattering cross sections for all energies of neutrons, number of neutrons produced per fission, spontaneous fission rates, fission neutrons spectra, and related information for all fission isotopes of the elements.

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e. Documents containing information on the stocks and reserves of normal uranium, thorium, and such other materials as the Commission may from time to time designate.

Documents pointing out the existence of unique operational or production hazards, their specific characteristics and solution, e. g., precise data involving the severity and quantity of hazardous material released under controlled procedures into adjacent areas and the results thereof.

g. Details pertaining to features of special shipping containers, of SECRET and TOP SECRET material.

h. Information developed for the Manhattan Project or for the Commission, disclosing critical steps in the preparation, processing, separation, purification and metallurgy (if applicable) of beryllium, deuterium, and materials of similar importance to the Project, or information disclosing production figures, production schedules, (either actual or forecast), stocks or reserves of such materials.

i. Specifications of extreme high purity materials such as graphite, thorium, beryllium, etc., that are essential to and have been developed in connection with a self-sustaining chain reaction.

j. Information concerning the utilization of atomic weapons where recommended by the Armed Forces and where such information is not classifiable as TOP SECRET.

k. Unique process information, such as the following:

(1) The overall enrichment achieved by the electromagnetic, thermal diffusion, and the gaseous diffusion processes,

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the enrichment achieved per stage in each plant, and the isotopic constitution of uranium at any stage of the process.

- (2) Methods of manufacturing of the barrier used in the gaseous diffusion plant, the barrier itself, and the research, development, and testing connected with its manufacture and improvement.
 - (3) Experimental, theoretical, and engineering work on converters, breeders, and power piles; data and other information pertaining thereto.
 - (4) Design and efficiency of neutron reflectors and shields for experimental and production piles.
 - (5) Research, design, and operation of chemical processes involving extraction and decontamination of trans-uranic compounds.
 - (6) Research, design, and operation of chemical processes for uranium extraction and decontamination from irradiated thorium.
 - (7) Information pertaining to preparation of metallic uranium and thorium for pile irradiation.
1. Documents showing the meaning of a code, name or symbol connecting documents, material or operations classified as SECRET.
 2. Safe combinations of repositories containing matter classified no higher than SECRET.
3. THE FOLLOWING ARE GUIDING EXAMPLES OF INFORMATION OR MATTER WHICH SHOULD BE GRADED CONFIDENTIAL:
- a. Information revealing specific design details of incomplete

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components of basic or key equipment, apparatus, instruments, or machinery employed in the processing and production of uranium 235, uranium 233, or plutonium.

- b. Incomplete, uncoded flow sheets, diagrams or reactions, or specific pressures, temperatures, voltages, rates, formulae, and other operating details, related to a non-critical step in the preparation, processing, separation or purification of uranium and thorium from the ore, and of the separation of uranium 235, uranium 233, and plutonium, which were developed for the Manhattan Project or for the Commission.
- c. The materials themselves and information revealing physical and chemical characteristics or critical details covering the manufacture thereof (not uranium 233, uranium 235, or plutonium) used to overcome operational problems unique to the Atomic Energy Commission when this material or information was developed for the Manhattan Project or the Commission.
- d. Unique chemical and physical methods of analysis and testing, used as process control or acceptance tests in critical stages of the manufacture of fissionable material.
- e. Details pertaining to features of special shipping containers, routes, and schedules of shipments of confidential materials.
- f. Administrative matter such as personnel investigation reports and the like.
- g. Information concerning the utilization of atomic weapons where recommended by the Armed Forces and where such information is not classified as TOP SECRET or as SECRET.

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h. Documents showing the meaning of a code, name or symbol connoting documents, material or operations classified as CONFIDENTIAL.

4. THE FOLLOWING ARE GUIDING EXAMPLES OF INFORMATION OR MATTER WHICH SHOULD BE GRADED RESTRICTED. (Note: This does not refer to restricted data.)

- a. Documents concerning relatively unimportant administrative, fiscal and personnel matters which should not be disclosed to the general public except on a controlled basis, such as organization charts, and plans, policy-making regulations, working conditions of employees, etc.
- b. Documents concerning technical and operating information which should not be disclosed to the general public except on a controlled basis, such as routine repetitive log sheets concerning non-critical steps in the manufacture of fissionable materials, chemical control forms which refer to a small portion only of a process; technology, design and fabrication of equipment and apparatus where specific application to a process is not indicated.
- c. Information otherwise declassifiable but on which appropriate steps for patent purposes have not yet been taken.

5. UNCLASSIFIED:

- a. Information of a scientific or technical nature which relates exclusively to certain fields of science as announced from time to time by the Atomic Energy Commission. Such information will not be connected with the Atomic Energy Commission in such a way as to disclose the motivation for development or a classified application of the information. Any newly developed information

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in these fields which could have application in plants for the manufacture of classified substances or to military utilization of atomic energy must be given an appropriate classification. It shall be the responsibility of the director of the organization concerned to see that documents issued as "unclassified" under the provisions of this sub-paragraph are properly scrutinized to ascertain that security of information and patent rights of the government are protected. The provisions of this sub-paragraph are applicable to the following:

(1) Instruments, as follows:

- (a) Counters
- (b) Ionization chambers
- (c) Energy-insensitive neutron detectors
- (d) Cyclotrons, van De Graff generators, betatrons, and other particle accelerators
- (e) Electronic and electrical circuits relevant to the above

(2) Fluorocarbon chemistry and manufacture

(3) Fluorine chemistry

- b. Documents relating to unclassified activities of all types, including routine administrative matters and the like.
- c. Information already officially released by the Manhattan District or by the Atomic Energy Commission. Matter which purports to contain only "previously released information" will be carefully scrutinized to insure that no change in meaning or addition of classified facts has been made.

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7. ACCUMULATIONS OF CLASSIFIED INFORMATION:

- a. It must be recognized in assigning appropriate classification to information that it is possible to accumulate, into one report, file, library, or vault, so many facts, each one of a relatively low "classification," that the accumulation gains a resulting classification higher than any of the individual parts. Thus, a library or vault containing a great many SECRET reports and documents might contain so much and so comprehensive an accumulation of such data as to warrant the consideration of the library or vault as TOP SECRET.

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DECLASSIFIED