

# MEMORANDUM

28 March 1955

To: All staff members  
From: Executive Secretary  
Subject: SECRET DOCUMENTS

1. I have recently been advised of a serious leakage of information contained in a secret document. This is a very serious matter and I have consequently urged upon governments the importance of strict adherence to the regulations for security of such documents. It goes without saying that the secretariat must be above suspicion in this respect. Whilst there is no reason to believe that in the specific case I have mentioned the secretariat is in any way responsible, I am not at present satisfied that sufficient attention is always paid to security regulations. Secret documents must be given the most limited distribution in the secretariat consistent with efficiency, and only go to the officers who are directly concerned with the subject matter. These officers are personally responsible for the custody of these documents and when they are not in use they must be kept under lock. They must in no circumstances be left unattended in the offices.

2. Any breach of these regulations will render the offender liable to the strictest disciplinary action.

3. When delivering any secret document the messenger should enquire for the official authorized by the delegation concerned to receive and sign for such documents and only hand over the communication upon signature by that official of the written receipt accompanying it.

4. In the case of communication by mail the document should be accompanied by a receipt marked "Please sign and return immediately to the Executive Secretary."

5. The document should, as in the past, be in double envelopes.

Spec/205/55

*English only*