

CONGRESSIONAL ARCHIVES ROUNDTABLE NEWSLETTER

MAY 1987

News: SAA, New York. The Roundtable meeting will feature 2 videotapes from the Senate. They are 1) Senate Computer Center Services and 2) CMS. The House has a slide show which will be available also.

Our session "Computers on Capitol Hill: The Changing Nature of the Historical Documentation of Congress" will be on Friday, September 4 at 1:30.

Declassification: For several years the Records Declassification of NARA has offered to assist repositories which may have classified materials in their collections. This past year NARA has also offered to take temporary custody of Congressional papers from retiring Senators and Representatives in order to coordinate the declassification of their materials. After the documents have been reviewed, NARA will forward the collection to the repository as directed by the Congressman. Every effort should be made to attempt declassification determinations on documents before they are made available. Sensitive documents should be stored separately in special areas and serviced by staff with appropriate security clearances. NARA recognizes that not every repository has such an area or staff and so has offered courtesy storage until materials can be declassified.

When classified documents turn up in the collection call the Records Declassification Division 202-523-3165 for instructions. NARA may be able to authorize declassification over the phone, copies may already exist in NARA and only the cover pages will need to be declassified or an authorization for downgrading may be given thus simplifying the transmittal of any reproductions. The following instructions come from the NARA Security Handbook and are intended to serve only as a guide.

Preparation of Material: Whenever classified information is transmitted, it must be enclosed in 2 opaque sealed envelopes or similar wrappings. If the amount of classified material is too large or heavy for envelopes, it should be enclosed in 2 opaque sealed containers, such as boxes or heavy paper wrappings. Materials used for packaging must be of such strength and durability as to provide protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container. Materials recommended for use in packing include Kraft envelopes, jiffy envelopes, archives boxes, heavy brown wrapping paper, strapping tape and brown packing tape. Do not use transparent tape or standard white envelopes.

All classified documents must be transmitted in double envelopes or

containers. Classified written material must be foldered or packed in such a manner that the text will not be in direct contact with the inner envelope or container. If the document contains information on both sides, blank pieces of paper should be inserted between the document and the sides of the envelope. A receipt form or listing of the contents should be attached to or enclosed in the inner envelope or container. The inner envelope or container should show the addresses of the sending and receiving activities (see Addressing below), the highest classification of the contents (including RESTRICTED DATA marking when appropriate and any applicable special instructions. The inner envelope or container should be carefully sealed to minimize the possibility of access without leaving evidence of tempering.

Receipt Systems: Receipt forms or lists of material being transmitted must be unclassified and must contain only such information as is necessary to identify material being transmitted. Generally one should omit the subject or title of the document. If in doubt, call. Receipts are provided by the transmitter of the material and are enclosed inside the inner envelope. A separate package receipt may be used on the outside of the package for use as a courier receipt. Whenever a receipt system is used, the receiver of the classified material should sign a copy of the receipt form and return it to the sender. Document security officers are responsible for tracing all packages for which a receipt has not been promptly received. To facilitate the return of the receipts, it is well for the sender to provide a self addressed envelope.

The Outer Envelope: The outer cover or envelope will show the complete address of both the sender and receiver. It should not bear a classification marking, a listing of the contents or any other unusual data or marks which might invite special attention to the fact that the contents are classified.

Addressing: Classified material must be addressed to an official Government activity and not to an individual. However one may also use office code numbers or such phrases in the address as "Attention Research Branch" or similar aids in expediting internal routing. Addresses must show the complete street address and room number. If you are sending a package to NARA, the address should be as follows

Archives Review Branch (NNDA)
Records Declassification Division, Room 18W
National Archives & Records Administration
8th and Pennsylvania Ave. NW.
Washington, DC 20408

Attention: Jo Ann Williamson

Methods of Transmission:

Top Secret: Because transmission requirements for top secret material are so difficult, we urge you to contact Records Declassification Division before preparing such material for review. Top Secret material may be transmitted only by 1) Direct contact of the individuals concerned; 2) Armed Forces Courier Service; 3) Cleared

and designated personnel on commercial surface transportation when authorized by the agency security officer; 4) Cleared and designated personnel on scheduled commercial aircraft within and between the United States, its Territories and Canada when authorized by the agency security officer.

Secret: 1) Any means approved for the transmission of Top Secret except that Secret material may be placed in the Armed Forces Courier Service only when the control of such information cannot otherwise be maintained in U.S. custody; 2) U>S> Postal Service Registered Mail with return receipt requested, within and between the United States and its Territories.

Confidential: 1) Any means approved for the transmission of Secret. See however the use of the use of the U>S> Postal Service below; 2) U.S. Postal Service registered mail, return receipt requested should be used for a) Confidential NATO material; b) other addresses when the originator is uncertain that their location is within U.S. boundaries; 3) U.S. Postal Service certified mail in most instances will be used for transmittal of Confidential documents between non-federal institutions and NARA.

When in doubt as to how to proceed, call Jo Ann Williamson, 202-523-3165.

ANNOUNCEMENTS: Margery Sly has begun a new position as College Archivist at Smith College. Her address is College Archives, Smith College, Northampton, MA 01063.

The Legislative Archives Division of the National Archives has announced a modification of the rules on access for the records of the United States Senate, Committee on Foreign Relations. Senator Richard G. Lugar opened for public inspection all of the Committee's records at the National Archives from the following series: treaty files, legislative files, executive communications and petitions and memorials. The only materials from these series that will remain unavailable are those records restricted by EO 12356 (national security classified information) and records containing personal privacy information. There is, however, relatively little restricted information among these series. Normal rules of access to Senate records require that they be closed to public inspection for 20 years after their creation. The National Archives has records from the Committee on Foreign Relations from 1816 to the early 1980s. For further information contact: David Kepley, Chief, Reference Branch, Legislative Archives Division, National Archives, Washington, D>C> 20408.

Two guides to records of the Senate and the House of Representatives in the National Archives will be prepared. They will describe the legislative archives from 1789 to 1968 with a target date of 1989. The primary focus of these guides will be to describe the unpublished records of Congressional committees which are in the National Archives. There will also be chapters on records, such as original bills, which were not referred to committees and there will be an introductory chapter for research strategies and finding aids for both printed and unpublished Congressional records.

John Woodard, Wake Forest University, has started to receive the papers of Congressman Charles Whitley, 3rd District, N.C. The papers will be closed until January 1, 1992.

The Senate Computer Center has been publishing Senate Computer Center Update since 1986. Oriented towards Senate staff using the Prime, Honeywell and Data General systems, the Update notes CMS enhancements, the implementation of the Budget Committee Local Area Network and other new systems, Office Automation Service Enhancements (printers, lap-top portable computers, electronic mail etc announcements of training sessions and background on new computer center staff.

Anyone with articles, news, announcements, problems, questions, solutions or answers, please send them to Mary Boccaccio, East Carolina Manuscripts Collection, Joyner Library, East Carolina University, Greenville, N.C. 27858

NARA has offered to assist repositories which may have classified materials in their collections. This first year NARA has also offered to take temporary custody of Congressional papers from retiring Senators and Representatives in order to coordinate the declassification of their materials. After the documents have been reviewed, NARA will forward the collection to the repository as directed by the Congressman. Every effort should be made to attempt declassification determinations on documents before they are made available. Sensitive documents should be stored separately in special areas and serviced by staff with appropriate security clearances. NARA recognizes that not every repository has such an area or staff and so has offered courtesy storage until materials can be declassified.

When classified documents turn up in their collection call the Records Declassification Division (202-512-3155) for instructions. NARA may be able to authorize declassification over the phone, copies may already exist in NARA and only the cover pages will need to be declassified or authorization for downgrading may be given thus simplifying the transmittal of any reproductions. The following instructions come from the NARA Security Handbook and are intended to serve only as a guide.

Preparation of Materials: Whenever classified information is transmitted, it must be enclosed in 2 opaque sealed envelopes or similar wrappings. If the amount of classified material is too large or heavy for envelopes, it should be enclosed in 2 opaque sealed containers, such as boxes or heavy paper wrappings. Materials used for packaging must be of high strength and durability as to provide protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container. Materials recommended for use in packing include Kraft envelopes, jiffy envelopes, archives boxes, heavy brown wrapping paper, strapping tape and brown packing tape. Do not use transparent tape or standard white envelopes.

All classified documents must be transmitted in double envelopes or