

**File #:**

62-116464

**Serial Scope:**

60-73



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

SEP 16 1975

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

M  
9/15

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

*CRABER (info)*  
*RAY*

SUBJECT: House Select Committee Request

Attached is a letter dated September 5, 1975, from the House Select Committee which this Office received on September 12. Please prepare an appropriate response.

EX-108

*Lo*

REC 68

*62-116464-73*

21 SEP 25 1975

cc: Paul Daly

**ENCLOSURE**

*1-10 Hoc*  
*9-17*

*S. A. M.*  
*LEWIS*



84 MAY 17 1976

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RICHARD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
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JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-0751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

SEP 10 10 55 AM '75  
DEPT OF JUSTICE

September 5, 1975

Mr. Michael Shaheen, Jr.  
Special Counsel for Int. Coordination  
Office of the Deputy Atty. General  
Washington, D.C. 20530

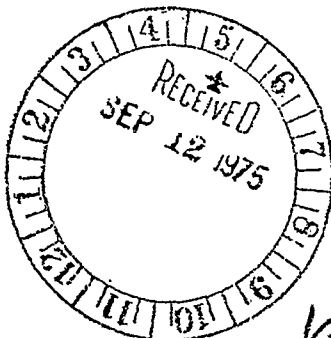
Dear Mr. Shaheen:

In order to facilitate our investigation of the FBI pursuant to House Res. 591, 94th Congress, we request a copy of any files or memoranda pertaining to an investigation into allegations of illegal wiretapping by Baltimore City police and the Chesapeake and Potomac Telephone Company.

Sincerely,

A. Searle Field  
Staff Director

OFFICE OF LEGISLATIVE AFFAIRS



DEPUTY ATTORNEY GENERAL	
DEPARTMENT OF JUSTICE	
21	SEP 10 1975
OFFICE OF LEGISLATIVE AFFAIRS	

C. L. H. D.  
R. U.

62-116461-  
ENCLOSURE

DEPUTY ATTORNEY GENERAL



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

*JHG*

SEP 19 1975

*K*

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

*M 9/14*

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

*Shaheen (info)*

SUBJECT: House Select Committee Request dated September 17, 1975

Attached is a letter dated September 17, from the House Select Committee requesting various materials from the FBI. Please prepare an appropriate response to this request.

cc: Paul Daly

*LD*

EX-108  
REC 68 62-116464-72

21 SEP 25 1975

ENCLOSURE

62-116464

*Legal Counsel*

5- *Mc*



*1-Ad Hoc*

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMM, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MC CLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KARTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

17 September 1975

Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination  
U.S. Department of Justice  
Washington, D.C. 20530

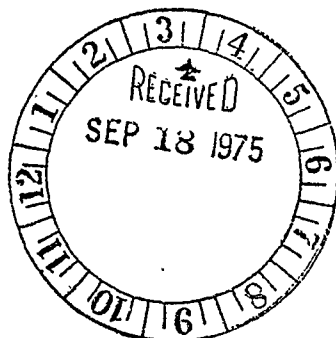
Dear Mr. Shaheen:

In order to facilitate our investigation pursuant to House Resolution 591, 94th Congress, we request delivery of any and all files, memoranda or materials regarding Norma Jean Lodico including but not limited to the investigative report on Norma Jean Lodico transmitted to the Civil Service Commission by the FBI on or about April 27, 1973.

We further request any and all memoranda, files or materials regarding the Michigan Socialist Campaign Headquarters located in Detroit, Michigan; including but not limited to any surreptitious entry of said headquarters in 1971.

Sincerely,

A. Searle Field  
Staff Director



64-116401

72

ENCLOSURE



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

SEP 17 1975

TO: John A. Mintz, Assistant Director  
Legal Counsel Division  
Federal Bureau of Investigation

FROM: Michael E. Shaheen, Jr.  
Special Counsel for Intelligence  
Coordination

SUBJECT: House Select Committee Request Dated September 9, 1975

Attached is a letter dated September 9, 1975, requesting various information from the FBI. Please prepare promptly an appropriate response to this request.

cc: Paul Daly

EX-106

ENCLOSURE

REC-1 62-116404-71

12 SEP 19 1975

File  
5 - TAM

1- Ad Hoc  
9-18-75

LEGAL COUNSEL



OCT 2 1975

OTIS G. PIKE, N. Y., CHAIRMAN

ROBERT N. GIAMMO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DILLIAMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MCCLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 9, 1975

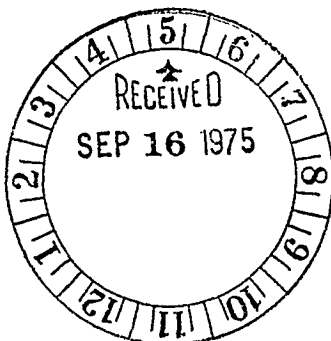
Mr. Michael E. Shaheen, Jr.  
Special Counsel for  
Intelligence Coordination  
Office of the Deputy Attorney General  
Washington, D.C. 20530

Dear Mr. Shaheen:

In order to facilitate our investigation of the Federal Bureau of Investigation, pursuant to House Resolution 591, 94th Congress, we request a copy of any information, reports, or memoranda concerning an illegal wiretap on the phone of Mr. Harry E. Kaplan, Chairman of the Pennsylvania State Milk Marketing Board.

Sincerely,

  
A. Searle Field  
Staff Director



62-116409-71  
**ENCLOSURE**



OFFICE OF THE DEPUTY ATTORNEY GENERAL  
WASHINGTON, D.C. 20530

FBI

SEP 15 1975

TO: Paul Daly, FBI

FROM: Steven Blackhurst  
Assistant Special Counsel  
for Intelligence Coordination

SB

SUBJECT: House Select Committee Request for Briefing

*Cooper (info)*

Attached is a letter from the House Select Committee requesting a briefing with Assistant Director John McDermot. Please arrange for compliance with the request.

*J. McDermot*

P

ENCLOSURE

REC-1 62-116464-70

EX-106

12 SEP 19 1975

*1-Ad Hoc*

62-116464

*S. McDermot*  
LEGAL COUNSEL





SEP 15 1975

TO: Paul Daly, FBI

FROM: Steven Blackhurst  
Assistant Special Counsel  
for Intelligence Coordination

SUBJECT: House Select Committee Request for Briefing

Attached is a letter from the House Select Committee requesting a briefing with Assistant Director John McDermot. Please arrange for compliance with the request.

OTIS G. PARR, N. Y., CHAIRMAN

ROBERT N. GIAMINO, CONN.  
JAMES V. STANTON, OHIO  
RONALD V. DELLUMS, CALIF.  
MORGAN F. MURPHY, ILL.  
LES ASPIN, WIS.  
DALE MILFORD, TEX.  
PHILIP H. HAYES, IND.  
WILLIAM LEHMAN, FLA.

ROBERT MC CLORY, ILL.  
DAVID C. TREEN, LA.  
JAMES P. JOHNSON, COLO.  
ROBERT W. KASTEN, JR., WIS.

A. SEARLE FIELD, STAFF DIRECTOR  
AARON B. DONNER, COUNSEL

TELEPHONE: (202) 225-9751

Select Committee on Intelligence  
U.S. House of Representatives  
Washington, D.C. 20515

September 9, 1975

Mr. Michael E. Shaheen, Jr.  
Special Counsel for Intelligence Coordination  
U.S. Department of Justice  
Washington, D. C. 20530

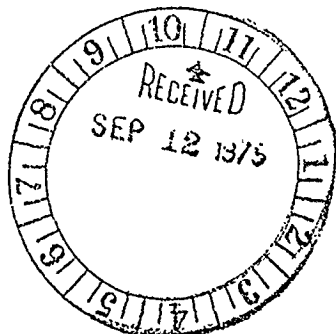
Dear Mr. Shaheen:

In order to facilitate our investigation of the Federal Bureau of Investigation pursuant to House Resolution 591, NK 94th Congress, we request a briefing with Mr. John J. McDermot, Assistant Director, Files & Communications Division of the Bureau, to discuss the files and classification systems of the FBI.

Sincerely,

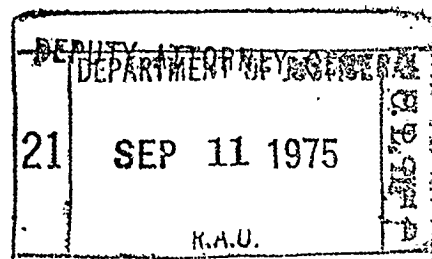
A. Searle Field  
Staff Director

OFFICE OF LEGISLATIVE AFFAIRS



62-116464-70

ENCLOSURE



OFFICE OF LEGISLATIVE AFFAIRS  
DEPUTY ATTORNEY GENERAL

UNITED STATES GOVERNMENT

# Memorandum

TO : Mr J. B. Adams

FROM : Legal Counsel *JA*

SUBJECT: HOUSTUDY *-75*

- 1 - Mr. Mintz
  - 1 - Mr. Wannall
  - 1 - Mr. Cregar
- DATE: 9/15/75
- 1 - Mr. Hotis
  - 1 - Mr. Daly

- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. *JA*
- Dep. AD Inv. \_\_\_\_\_
- Asst. Dir.:
- Admin. \_\_\_\_\_
- Comp. Syst. \_\_\_\_\_
- Ext. Affairs \_\_\_\_\_
- Files & Com. \_\_\_\_\_
- Gen. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Inspection \_\_\_\_\_
- Intell. *JA*
- Laboratory \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Plan. & Eval. \_\_\_\_\_
- Spec. Inv. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

Steven Blackhurst, Deputy Special Counsel for Intelligence Coordination in the Department, telephonically advised on 9/15/75 that the Department had been instructed by Jim Wilderotter, assistant Counsel to the President, not to furnish any classified material to the House Select Committee on Intelligence nor to allow employees to be interviewed concerning classified matters until procedures were established and agreed upon by the Committee for the handling of such materials.

Blackhurst was asked whether the Department intended to ask for the return of classified material which may have been already furnished the House Select Committee. He indicated he had not considered this particular problem but would look into the matter and advise the Bureau.

RECOMMENDATION:

For information.

*WRW/tm*

*JA*

*D*

*not pass*

*DA: [unclear] 9/16*

*[unclear]*

*BA [unclear]*

REC-1

62-116464-69

EX-106

SEP 19 1975

LEGAL COUNSEL

FIVE

PVD:lad  
(7) *AD*



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

*William J. ... CR 9/28*

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

Intelligence Community Staff

DCI/IC-75-2956  
5 September 1975

MEMORANDUM FOR: Policy Steering Group

SUBJECT : Compartmentation Briefings for HSC Staff Members

*Roundtable - 75*

1. This will confirm the comments made by the Director of Central Intelligence at the group's meeting of 30 July 1975.

2. On the basis of consultations with Congressman Pike and senior staff members of the House Select Committee on Intelligence, the DCI had agreed to accept a signed copy of the Employee Agreement which each Staff member signs as a condition of his employment by the Committee in lieu of the compartmented security agreements normally required when an individual is briefed on compartmented intelligence material or activities.

3. Chairman Pike agreed to identify those Staff employees who had a "need-to-know" and who were to be briefed on sensitive material in addition to their Top Secret clearances. We were advised that the initial Top Secret clearance was based on a full FBI background investigation.

4. It should be noted that the Employee Agreement provides that employees of the Committee commit themselves not to reveal information received during the course of the investigation, and this applies to their behavior after the work of the Committee is finished.

5. Attached for your information is a copy of the Employee Agreement and a listing of the current status of HSC clearances.

*see table  
9/19/75 woc*

*62-116464*

NOT RECORDED

18 OCT 31 1975

*Jack E. Thomas*  
*5-11-75*

Jack E. Thomas  
Major General, USAF (Ret.)  
Chief, Coordination Staff, ICS

ENCLOSURE

Attachments: as stated

*62-116464*

84 NOV 4 1975

EMPLOYEE AGREEMENT

1. I have read House Resolution 591, 94th Congress, establishing the House Select Committee on Intelligence, and the Committee's Rules and Security Regulations.

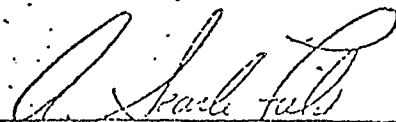
2. I understand that as a condition of employment with the Committee I am required to, and hereby agree to, abide by House Resolution 591, 94th Congress, and by the Committee's Rules and Security Regulations.

3. I agree not to accept any honorarium, royalty, or other payment for a speaking engagement, magazine article, book, or other endeavor connected with the investigation and study undertaken by the Committee.

4. I further agree that I will not divulge to any unauthorized person in any way, form, shape or manner the contents of classified information received or obtained pursuant to House Resolution 591, 94th Congress. I understand that it is my responsibility to ascertain whether information so received or obtained is classified. I further understand and agree that the obligations hereby placed on me by this paragraph continue after my employment with the Committee has terminated.

5. I further agree that until such time as the Committee has made its final report to the House I will not divulge to any unauthorized person in any way, form, shape or manner the work product or memoranda of the Committee or any material or testimony received or obtained pursuant to House Resolution 591, 94th Congress, unless specifically authorized by the Committee.

6. I understand that failure to abide by any of the foregoing will subject me to immediate termination of my employment with the Committee.



(Signature)

July 22, 1975

(Date signed)

ENCLOSURE

62-1164101-1

F. SEARLE FIELD

5 September 1975

List of HSC Staff Members

Cleared for

SI, T-K, BYC

- ✓ FIELD, A. Searle
- ✓ BOOS, John L.
- ✓ WHELDON, Jeffrey
- ✓ OLIPHANT, James B.
- ✓ VERMIERE, Richard
- ✓ STAREK, Roscoe
- ✓ RUSHFORD, Gregory
- ✓ KIRSCHSTEIN, Fred
- ✓ FLINT, Jonathan
- ✓ HESS, Jacqueline
- ✓ SHEKETOFF, Emily
- ✓ DONNOR, Aaron B.
- ✓ ANDRADE, Carolyn M.
- ✓ SCHAFFER, Michal A.
- ✓ ZEUNE, Sandra A.
- ✓ YAMAMOTO, Cheryl
- ✓ MATTOX, Charles W.
- ✓ CARROLL, Roger

ENCLOSURE

62-110/64-

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

Addressee: House Select Committee

LTR  LHM  Memo  Report dated 8/28/75

Caption of Document: FBI Budgetary Information Already  
Provided to the General Accounting Office. Re  
let from SSC 7/30/75.

FBI

Originating Office: \_\_\_\_\_

Delivered by: Dennis Miller Date: Sept. 2, 1975

Received by: C. M. Lovdick

Title: \_\_\_\_\_

Return this receipt to the Intelligence Division, FBI

TO: Intelligence Community Staff  
ATTN: Central Index

FROM:  
**FBI**

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

2. DATE PROVIDED

DOCUMENT     BRIEFING     INTERVIEW     TESTIMONY     OTHER

**8/29/75**

**FOR REVIEW**

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

<input type="checkbox"/>	SSC
<input checked="" type="checkbox"/>	HSC

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

**Memorandum**

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

**HSC letter 7/30/75**

6. CLASSIFICATION OF INFORMATION (enter U, C, S, TS or Codeword)

**U**

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

**Budget and Manpower data**

8. SUMMARY (see reverse side before completing this item)

**FBI Budgetary Information already provided to the General Accounting office**

**62-116464**

**FMK:fmk  
(4)**

**ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX  
IN CONNECTION WITH HOUSTUDY 75**

**TREAT AS YELLOW**

*Handwritten mark: 5-P*



## INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.



# Department of Justice

Assoc. Dir.	_____
Dep.-A.D.-Adm.	_____
Dep.-A.D.-Inv.	_____
Asst. Dir.:	
Admin.	_____
Comp. Syst.	_____
Ext. Affairs	_____
Files & Com.	_____
Gen. Inv.	_____
Ident.	_____
Inspection	_____
Intell.	_____
Laboratory	_____
Plan. & Eval.	_____
Spec. Inv.	_____
Training	_____
Legal Coun.	_____
Telephone Rm.	_____
Director Sec'y	_____

## STATEMENT OF

REX E. LEE  
ASSISTANT ATTORNEY GENERAL  
CIVIL DIVISION

*Handwritten signatures:*  
C. [unclear]  
L. [unclear]  
M. [unclear]  
and [unclear]

Before  
the

62-116464-  
**NOT RECORDED**  
46 SEP 29 1975

① HOUSE SELECT COMMITTEE ON INTELLIGENCE

FRIDAY, SEPTEMBER 12, 1975

*Handwritten:*  
"How to do"  
File 62-116464  
5-Exp

My name is Rex E. Lee. I am an Assistant Attorney General, and I appear this morning on behalf of the Executive Branch.

We understand that this Committee yesterday, acting in executive session and over the protests of representatives of the Department of State, the Department of Defense, and the Central Intelligence Agency, voted to declassify and release to the public, and did in fact subsequently make available to the public, materials properly classified under law. These materials had been provided to the Committee as classified documents pursuant to its requests. The materials released by the Select Committee concerned, among other things, certain foreign communication intelligence activities of the United States Government.

The Committee Chairman also advised the representatives of State, Defense, and the CIA that it was his position that the Select Committee possessed the inherent right to declassify any materials classified by the Executive Branch and that the Select Committee would continue to exercise that asserted inherent right in its sole discretion.

We object strongly to the unilateral and unprecedented action of the Committee in declassifying sensitive information furnished to the Committee by the Executive Branch. The successful and efficient conduct of the work of several

congressional committees depends upon the receipt by those committees of classified information, which has consistently been delivered to those committees on the understanding that the integrity of the classification would be maintained. The action of this Committee yesterday stands as a sharp departure from the traditional manner of handling classified information to accommodate the respective constitutional responsibilities of the Executive and Legislative branches. In addition, the release of classified information such as the Committee has done, and has stated it will continue to do, causes serious and irreparable harm to the national security and foreign relations of the United States. Finally, the Committee's action is contrary to the express policies of Congress concerning the handling of classified information. I refer to the Case Act (1 U.S.C. Sect. 112b) and the Freedom of Information Act (5 U.S.C. Sect. 552). The Committee's action is also inconsistent with the purposes and policies of several statutes enacted by the Congress to prevent and penalize disclosure of properly classified information, except as authorized by the Executive Branch.

The constitutional question raised by the Committee's action is a most serious one. The Executive Branch has endeavored, in a spirit of comity and cooperation, to

work with the Select Committee on Intelligence, but it cannot accept this unprecedented action, which in our view is an unconstitutional act.

The Congress is vested with the powers to legislate and to oversee the administration of the laws passed by it, but this action of the Committee is not a legislative act nor is it oversight. It is a vote by a single Committee to review and overturn an Executive act and, therefore, beyond any power vested in it.

In view of the position expressed by the Committee to our representatives yesterday, the President's responsibilities for the national security and foreign relations of the United States leave him no alternative but to request the immediate return of all classified materials heretofore provided by any department or agency of the Executive Branch and direct all departments and agencies of the Executive Branch respectfully to decline to provide the Select Committee with classified materials, including testimony and interviews which disclose such materials, until the Committee satisfactorily alters its position.

We regret the Committee's action and the consequent necessity for this response. We would prefer the relationship of constitutional accommodation and cooperation that exists between the Executive Branch and other congressional committees.

SECRET

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

Intelligence Community Staff

DCI/IC 75-2620

2 September 1975

MEMORANDUM FOR: Members of USIB Ad Hoc Coordinating Group

SUBJECT: House Select Committee on Intelligence

Attached is a paper from the Chairman, USIB Security Committee, outlining security arrangements made by the House Select Committee on Intelligence.

*Jack E. Thomas*  
Jack E. Thomas  
Major General, USAF (Ret.)  
Chief, Coordination Staff, ICS

Attachment

*62-116464*

NOT RECORDED  
22 SEP 9 1975

*2 - [unclear]*

This Document May Be Downgraded to Unclassified When Removed From Attachment

*Please file  
62-116464*

*5-1578*

CLASSIFIED BY 356793  
EXEMPT FROM GENERAL DECLASSIFICATION SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY: § 5B(1), (2), (3) or (4) (circle one or more)  
AUTOMATICALLY DECLASSIFIED ON  
Date Impossible to Determine  
(unless impossible, insert date or event)

SECRET

SECRET

UNITED STATES INTELLIGENCE BOARD  
SECURITY COMMITTEE

SECOM-D-105

2 September 1975

MEMORANDUM FOR: Chief, Coordination Staff, ICS

SUBJECT : House Select Committee on Intelligence

On 29 August 1975, Mr. Robert Gambino, Director of Security/CIA; Mr. William H. Standiford, Deputy Chief, Physical Security Division, Office of Security/CIA; and I viewed the permanent space of the staff of the House Select Committee on Intelligence at the invitation of Mr. A. Searle Field, Staff Director of the Committee. We believe the security arrangements made and being made are satisfactory for the storage of compartmented information. Attached is a memorandum outlining the security arrangements.

*Donald E. Moore*  
Donald E. Moore  
Chairman

Attachment :

This Document May Be Downgraded  
to Unclassified When Removed From  
Attachment

62-196464-

CLASSIFIED BY <u>356793</u>
EXEMPT FROM GENERAL DECLASSIFICATION SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY: § SE(1), (2), (3) or (4) (circle one or more) AUTOMATICALLY DECLASSIFIED ON Date Impossible to Determine (unless impossible, insert date or event)

SECRET  
ENCLOSURE

2 September 1975

House Select Committee on Intelligence

1. The House Select Committee staff is now located in its permanent space, B-316, Rayburn Building. Ms. Jacqueline Hess is the Security Officer, telephone number 225-9696.

2. The only entrance is through B-316 and the space consists of several adjoining offices all served by an inner walkway. A member of the Capitol Police is stationed at a guard desk inside the door and admits only authorized individuals. Visitors must sign in with the guard, who calls the appropriate staff employee and visitors are allowed access to the space only in the company of staff employees. Interview rooms are located in the staff area but separated from the work area. During non-work hours two guards are on duty in the space.

3. All classified material is kept in a secure area at the rear of the space with one entrance to the secure room. This room is to be locked at all times when specified employees are not on duty in the room. At the present time, Ms. Hess is the only one who will be able to open the secure area and unless circumstances change this arrangement will continue.

4. All classified material is kept in this secure area, and stored in approved safes with three-way combination locks. At present, Ms. Hess is the only person who possesses the combination to these safes.

5. Reading of classified documents is to be in a reading area, consisting of several tables, in the secure area. A staff employee desiring access to a classified document must make a request for it, Ms. Hess then obtains it, the employee reads it in the secure area and it is then returned to Ms. Hess for return to the safe cabinet. Staff employees have been advised that notes taken from classified documents and material prepared from such notes or the documents must respect the original classification and receive corresponding security. Copying of classified documents is to be strictly controlled, is to be done only on a copying device located in staff space, and copies are to receive the same security protection as the original.

62-116464-

CLASSIFIED BY 356793
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E. O. 11352, EXEMPTION CATEGORY:
§ 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
Date Impossible to Determine
(unless impossible, insert date or event)

SECRET

ENCLOSURE



6. The entire space has been swept and plans call for additional periodic sweeping. There is a motion detector in the secure area which rings at the guard desk in the staff area and also at the main office of the Capitol Police in the Rayburn Building. Tests have been made of this device and the response by the Capitol Police was immediate. Two doors which normally serve as access to the secure area from space occupied by other House Committees have been secured from the inside and alarms are to be installed on these doors.

7. Mr. A. Searle Field, Staff Director, and Ms. Hess advised that staff employees have been alerted to telephone security and this will be continually stressed. Also they have tried to instill strong security consciousness among all the staff. Mr. Field indicated that at present it is not expected the staff will total more than 35.

