

C.S.

NAVAL & MILITARY
(Miscellaneous.)
POSTAL & TELEGRAPHIC.
(Mails.)

MAI/GEN/3#9

19 41.

No. 68/41.

134

Naval Officer-in-Charge.

SUBJECT.

19 41.

27th July.

Previous Paper.

RECEIPT, DESPATCH AND CLASSIFICATION
OF ~~SECRET~~ OFFICIAL MAIL.

MINUTES.

1-2. Minute from Naval Officer-in-Charge of 27.7.

Col. Rossumaele,

to note.

*W. J. Ed.
C. J. W. / 17/7/41.*

Non. Col. Sec.

Noted. W. J. Ed. 4/8/41

P.A.

3. Telegram from Admiralty, London, 17.10.41.

office

*Please note that in future all secret
despatches must be placed in a separate bag*

*W. J. Ed.
17/10/41.*

Noted.

*W. J. Ed.
18.10.41.*

P.A.

Subsequent Paper.

Sec. Circ. Gen. Saving of 17/1/42

See reds ①-③

7.1
JA.
16/3/42 5.

Circular Telegram No 165 from S. of S. of 28/10/42.

(6)

ACS. Ref: (5) all important secret mails are despatched from this Office through N.O. i/c. in accordance with the instructions contained in reds 1-4 of this mt.

Presumably this practice should continue?

JA.
23/11/42.

JA

- (7) -

ACS.

S. of S. Secret Circ. despatch of 23/2/43

(4)

Telegram No 117 to Secretary of State of 22/5/43. 8.

(9)

H.C.S.,

Re: red (7), the following note sets out briefly the procedure now followed by this Government in transmitting Secret official mail.

In accordance with the arrangement recently made with H.M. Consul in Montevideo, all secret mail is forwarded 'air mail' from Montevideo. It is enclosed in two envelopes, the inside one being fully addressed and marked "Secret", and the outer fully addressed only. The mail is then placed inside a bag which is sealed and addressed to the Chancery, Montevideo. This bag is then handed over to the N.O. i/c., for transmission to Montevideo in Admiralty mail bags which are weighted and carried on the bridge of the vessel. A receipt for this bag is obtained and filed in the Secretariat. I understand that on the arrival of the vessel at Montevideo, all the Admiralty mail bags are collected by the Naval Attache who presumably arranges for the Chancery bag to be collected. A Way Bill, in triplicate, accompanies each bag.

See M.P. 53/41.

JA.
A/A.C.S.
25/5/43.

(10)

ACS

The only extra action we need normally take is

- (1) cable acknowledgement of Secret mails.
- (2) Separate schedules for Secret & Open mails, the Secret schedule also containing supplementary schedule of mail despatched simultaneously by Surface. (e.g. Air-mail Schedules 5-Secret. 5-Open. Surface 5p.)

KB
25/5

Mrs. Laitton

(11)

So note (10) for future action, pl.

(12)

JA.
26/5/43.

A.C.S., Red 10 noted.
E.C.
26.5.43.

P.A.

- 13. Telegram No 131. Secret to Secretary of State of 9/6/43.
- 14. Circ. telegram, No. 53 Secret from S. of S. of 30/6/43.
- 15. Telegram No 146. Secret to Secretary of State of 6th July 1943.
- 16. Telegram No 71. Secret from Secretary of State 19th July 1943.
- 17. Telegram No 171 Secret to Secretary of State 30th August 1943.
- 18. Telegram No 186. Secret to Secretary of State 17th September 1943.
- 19. Telegram No 205 to Secretary of State for the Colonies 4th October 1943.
- 20. Telegram Unnumbered from Secretary of State 5th October 1943.
- 21. Telegram Unnumbered to Secretary of State. 6th October 1943.
- 22. Telegram No 216 to Secretary of State for the Colonies 22nd October 1943.
- 23. Telegram No 231 to Secretary of State for the Colonies 12th November 1943.

BU 5/12/43

24. S. of S. Secret circ. desp. of 23/11/43.
(25)

G.F.

The Security problem here is simplified by the fact that departments have very little, if any, Secret correspondence & practically no files. The latter are more or less centralized in my office and great care is taken there. Apart from making sure that my staff reads (24) I do not think any action is necessary.

KB
18.11.43

(26)

I should stress the quotation from the Prime Minister at the beginning of the pamphlet, & a copy of it might well be sent to all departments.

How is Xep French kept informed of such matters?

19/11/43
[Signature]

27. Minute to all Heads of Departments of 20/11/43.
(28)

A.C.S

The spare copy should be sent to S.G. with a copy of the Circular when the next direct mail goes.

KB
20.11.43

BU 15/12/43
for minute to S.G.

span of 25/10/43

Telegram No 238 Secret to Secretary of State for the Colonies 3/12/43.	29.
Telegram No 242 Secret to Secretary of State for the Colonies 7/12/43.	30
Circular telegram No. 118 from S. of S. of 12. 12. 43.	31.
Minute to Magistrate, South Georgia of 31/12/43.	32.
Telegram No 15 Secret to Secretary of State of 11. 1. 44.	33.
Telegram No 36 Secret to Secretary of State of 3. 2. 44	34
Telegram No 88 Secret to Secretary of State of 23. 3. 44	35
Telegram circular No 31 from S. of S. of 30. 3. 44	36.
Telegram No 120 to Secretary of State of 27. 3. 44.	37.
Telegram circular No 43 from Secretary of State of 29. 4. 44.	38.
Telegram No. 141 to Secretary of State of 23. 5. 44	39.
Telegram No. 181 to Secretary of State of 19. 7. 44.	40.

S. of S. Secret Circ. Despatch of 25/4/44.

Secret Despatch to S. of S. of 22. 7. 44.	41.
Telegram No 200 to S. of S. of 12. 8. 44.	42.
Telegram No 205 to S. of S. of 16. 8. 44.	43.
" No 214 " " " " 5. 9. 44.	44.
" No. 236 " " " " 29. 9. 44.	45.
" No 284 " " " " 30. 11. 44.	46.
	47.

Secret Circ. Telegram Sewing, from S. of S. of 9/10/44.

Telegram No 9 to S. of S. of 6. 1. 45.	48.
" No 22 " " " " of 18. 1. 45.	49.
" No. 77. " " " " of 14. 3. 45.	50.
	51.
	52.

S. of S. Secret Circ. despatch of 1/12/44

Telegram no. 104 to S. of S. of 11/4/45	53.
Telegram No 139 to S. of S. of 16. 5. 45.	54.
" No. 160 " " " " of 11. 6. 45.	55.
" " 184 " " " " " 11. 7. 45.	56.
" " 251 " " " " of 20. 9. 45	57.
" " 13 " " " " of 9. 1. 46	58
" " 180 " " " " " 18. 6. 46.	59.
" " 208 " " " " " 16. 7. 46	60
" " 253 " " " " " 23. 8. 46	61

PA.
PA.
PA.

PA.

PA.

PA.

PA.

PA.

PA.
B.L.
B.L.
B.L.
19/8/46
23/9/46
23/9/46

62. Tel. No. 7 to S. of S. of 7.1.47

B.W. 25/1/47

A.C.S. 4/2/47 (63)

Last mail for 1946 = 62.

Mails not received ~~45, 48, 49~~, 1946:- 55, 56, 57, 61, 62.

1947:- 2, 3, 4, 5,

W.H. 6/2/47.

B.W. 28/2/47

What is position now?

64. S. of S. Conf. linc Resp of 20/12/46

(65)

Mr. Bound

to note red (64) for necessary action.

2. A copy of (64^a) should be filed in the appropriate Col. Reg'n. file and the amendments inserted in the copies of Colonial Reg's Part II held by S.C., H.C.S. and this Office.

W.H. 12.2.47.

66.

Office

Please note & number all future despatches accordingly.

2. Amend your copy of C.R.'s and let me have file back with ~~two~~ ^{three} copies of (64^a) closely typed for insertion in H.C.S. copy & my copy of C.R.'s.

W.H. 23.2.47.

A.C.S.

67.

Office copy amended accordly. pl.

W.H. 11/4/47

Circ Tel Savings
(most in circ)

7-4-47
comes

68

Tel. No. 529 to S. of S of 18. 9. 47.

68

Circ
Secret / Savings from S. of S. of 8. 8. 47

.. Circ .. 17. 9. 47

Bill
69
28/7
18/9
Bill (68)
20/4
Bill
31/12/47
Bill
31/12/47

Circ. Despatch from S. of S of 2. 11. 51 . . . 71.

72
All.
④ we will bring the new system into operation
ref. 1. 1. 52, pl.
4.12.

73
S/F.
④ J. 1. v. a. i. d. c. pl.
H. 12.

74
HCS, Noted by. G.H.
10.12.51

75.
Office
73. The new system will come into
operation on 1/1/52.
10/12/51

76.
All.
Yes - Amendment slip for inclusion in the one copy
C.R.'s (recently revised) we have
11/12/51

Mr. Sound

77

Please remind staff re 77.

W. J. P. 2/1/52.

BW 2/1/52

Mr. Morrison

78

2 K.V. pl.

8

79

ACS.

New system in operation

slms 31

17/1/52

80 Sgm. 165/52 to S of S. of 21/7/52

acs 28/9
bu. 30/8/52
10/11 (man)
267.

81 Circ. Des. No. 953/52 from S. of S. of 1/10/52.

82.

a.c.s. Staff to note 81.

18/11

Offia 83

Acqy. pl

18/11

64

acs

noted. WH. 18/11/52

-- JRM 29/10/52

" VP. 29/11/52.

102

85 Birmingham No. 162 from S of S of 9.10.52

86 " " 186 " " 22.11.52

Savinggram No 236 to SofS of 19.12.52

87

What has been done
about (85)
23/12

A.C.J. 85. Amendments
made. DRY 30/12/52.

122
101

88 Circ No. 186/53 from SofS of 23/12/53 88

89 Circ 528/53 from SofS of 11.6.53 89

90 Circ. 972/53 from S. of S. of 14/10/53. 90.

91 Saving Telegram No. 151 of 21.11.53 91

92 Saving " " 205 of 18.12.53 92

93 " " " Conf from SofS 21/1/54 93

94 " " " 98 Conf from SofS 7/7/54 94

95 Telegram No 225 to SofS of 7/8/54 95

96 Telegram No 147 from SofS of 11/12/54 96

97

Office.

Pl. note 96 and do as requested in para 2
in future please.

(Intld)W.H.
11/8

98
Noted by [initials]
12/1/54
" " L.F.S. 12/1/54
" " W.P. 12/1/54

Bags not containing secret correspondence
do not have a cross? [initials]

yes - X all pl.

BU 10/9 mail

BU 14/8
neg

Bv. 24/10. mail
23/9

97. s/r No. 112 from S of S of 17th August, 1954.

98. ACS Is (97) clear to you? What change in our procedure is required?
23/10

99.

H.C.S.

97b.

- ✓ 1. We comply.
- ✓ ② Two covers are used at the moment - one will be used in future.
- ✓ 3. Bag is made up, sealed and labelled with red cross on reverse of label.

X. Way Bill at 97c will be produced by Consul as we send him one from here?

Yes -
depending on
urgency etc,
etc.

④ Usually by Captain, "Fitzroy" to British Consul, but we have sent by Charter vessel (foreign). The latter should be discontinued unless a responsible British subject is travelling on the vessel?

WA.
23.10.54

100

ACS As regard, way bill at 97(c) should we not now send one to consul in quadruplicate?
23/10

M'sm
J.M. a.p. 99 ②; X as at 100; Kiv. ④.
101
102
WA 23/10

Mrs. Grove
Wd. you pt note 97b. para 2.
WA 23/11/54. bell.

ACS
97b para 2. Note and will co.
103
WA 23/12

104

M.M.

100. Way Bills are now sent in duplicate, p!

del

105

W 23/1/54.

yes, waybills now sent in quadruplicate.

Johny

23/1/54

Part 23/1/54

106. Circ. str. from S of S of 11-11-54.

ACS

108

Page 10/1/54

Classified mail from G.H.

As H.E. on occasions sends letters which he does not wish to be seen by me or anyone except the P.A., it is clearly necessary to prevent a muddle for all Mrs. Braine; classified envelopes to be sealed & addressed by her.

I have accordingly instructed her to do so - as was done in the past before recent instructions were issued without my knowledge.

Please inform Dennis, Butler & Morrison & request them to bring my notice any breach of these instructions.

Mr. Hirst
Mr. Morrison

As above.

28/1.

del.

noted, by W 31/1/55.

" " Jkm 31/1/55

Page 21/1/55

Confidential Savings 39 from S/S of 6.4.55. 11

108.

110.

109. Is not strictly correct - drop reply
wh. is self explanatory s/f.c.

19.5.

111.

Confid. Savings No. 92 to S/S of 23.5.55.

part 23/5

112 Tel to S/S of 7/8/55

part

113 Tel No 116 from S/S of 26/7/56

114 Tel No 161 to S/S of 27/7/56

115. Tel. to Prochome Montevideo of 27/7/56

116 Tel. from Ambassador, Montevideo of
but 31/7/56

117. Tel. No. 146 from O.A.S. to S/S of 30/7/56.

but 8/9/56

118. Letter from Chancery, Montevideo of 30/7/56.

119. Letter to Chancery Montevideo on 28.9.56.



120 Letter from Chancery of 15/10/56.

121 " " " " " " 16/10/56

122. " " " " " " 17/10/56.

123.

BU for met rph
noted return 28/11/56.
D. King

T.M.M

Do you pl. WH 28/12

Let this go to ACS &
then he can call me at
his convenience. D. King
29/12/56

124.

ACS

Somebody had better speak about this. There is no
office note or minute - rather than the cryptic permit note
above (and I don't like permit notes or minute sheets) - to
explain the position or office views. I am left in
the air and haven't much time for guessing at the moment.

D. King
1.1.57.

125.

T.M.M

I, too, am in the air regarding above. Wd. you
please arrange personally with D.H. to speak.

WH 2/1/57

BU 10/1/57

126. Letter to Chancery of 21.1.57

127. " " " " " " 21.1.57.

128

ACS

Are you writing to J.I.C. re X on 127?

WH 23/1/57

all. I will have a word with Capt. White

129. Tel to HM Ambassador 9/5/57.

R. King
28/1

RAH

130. Tel from Admiralty London. 28/6/57.

3/8/57
BU 28/7/57

131. Circ. Sgm. No. 686/57 from S. of S. of 20.6.57.

132. Tel to Admiralty London. 21/8/57.

G.E.

mail at 131

Not. 24/7/57
24.8.57.
131

133.

Books "Security in Govt. Depts" all. pl
See page 18A.

2. We have no official correspondence with
S.M. Missions or Consulates in the countries
concerned nor are we likely to. However
the instruction has been noted.

134

26.8.57

22/6.

135

24.7.57
26.8.57.

Plg
2

136. Circ. Savigram No. 972/57 from S. of S. of 6/9/57.

Plg
Q
20/2

138

100 P.H.J. 20/10/57.

136 J. i - arago reply opposite p.

25/x

139 Sqn to S. of S. of 27.10.57.

140. Tel. to S. of S. of 2.10.58.

Rec. 8 20/1

Rec. 21/10/58

141 letter from British Embassy, Monte of 12.5.59.

142

HCS

141

Draft of c.

25.7.59

There is a letter for this

143 Letter to Chancery, British Embassy of 30.7.59.

for 18/59

144 Letter from Chancery, British Embassy of 5/9/59.

145 3 p.m. from Mail Office, Colonial Office of 20.10.59.

for B.A.59

146 3 p.m. to S. of S. of 25.11.59.

147 Letter from Mail Office, Col. Office of 12.11.59.

148 Letter to mail office, Col. Office of 11.12.59.

NOTE

149

46 mail bags sent to Mail Office, C.O.

F.H. 11.

150 S/T 59 of 15.3.60 to S/S.

151 S/T. 38 of 8.4.60 from S/S.

152

YE.

151 In other words Colonial Office don't want to bother doing up two bags a week. The advantage of 2 mails a week is that at times we would get more up to date mails and might avoid some of the instances of requests for replies coming in after the date by which a reply is required back at the Colonial Office.

John
6.5.60

153 S/T. No. 90 of 7.5.60 to S/S.

PAH
9/5/60

154 Conf. Circ. Sgm. No. 984/60 from S/S.

~~156~~
S.F. *John* 11/11/60
To note 154 p

John
11. 11. 60

~~Office~~
Office 154 To note p.
John
12.11.60

A.C.S.
154 noted +y. JH 12/11/60.
" " " 12/11/60.
" " " 12/11/60.
" " " 12/11/60.

John
14.11.60

Telegram from C.S. of 23.2.62

WASAD

John

For use in
Cypher or
Coding Office
only.

Originators Instructions:
(Indication of Priority,
AIDAC, NOTWT
For Exercise).

INTERCEPT GROUP.

TO:

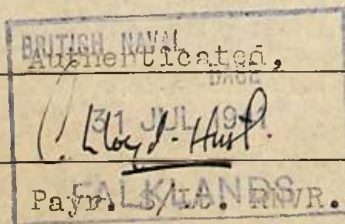
FROM:

on board. Weights should be removed before bags are disembarked and eye-
letted bags retained by Naval Authorities abroad for use in home despatch.

4. Shipping companies are being informed of these arrangements and
requested to instruct Masters with regard to weighting, stowage, destruction
in emergency and delivery.

5. Date of commencement and further details of these arrangements will
be communicated later. Request any necessary local arrangements may be
made.

1232B/27/7.



Book or Table to be used for

Cyphering or Coding.

Recyphering or Recoding.

Initials of Cypherer
or Coder.Time of Receipt
Cypher or Co
Office.

For use in
Cypher or
Coding Office
only.



Originators Instructions:
(Indication of Priority,
AIDAC, NOTWT
For Exercise).

INTERCEPT GROUP.

TO:

All concerned at Home and Abroad 381 A.

FROM:

Admiralty.

For reasons of arrangement it has been decided that Admiralty will take from GPO the responsibility of despatching and responsibility for overseas secret official mail (other than airmail) of all Government Departments.

2. Procedure will be as follows: Government Departments will send bags to Admiralty whence they will be taken in care of Admiralty courier to port of embarkation and handed over to local Naval Authorities. Latter will arrange for custody whilst in his charge, and hand over to charge of master of merchant ship or Commanding Officer of H.M. Ship indicated, supervise stowage on board so as to insure that bags are weighted and stowed in a position where they can jettison immediately in emergency. On arrival at Port of destination Masters or Commanding Officers will deliver bags to NOIC who will signal their arrival to Admiralty and arrange collection by addressees. Similarly for ^{units} messages/dep. Authorities will deliver bags to Naval Authority, who will hand to Masters and supervise weighting, stowage, etc. and signal despatch. Masters on arrival at first port of call in U.K. will hand to local Naval Authorities who will inform Admiralty of arrival and signal. Admiralty will arrange collection by Courier and

3. Secret matters will be carried in eyeletted bags which

Book or Table to be used for

Cyphering or Coding.

Recyphering or Recoding.

Initials of Cypherer
or Coder.Time of Receipt
Cypher or Coding
Office.

in
Cypher or
Coding Office
only.

SECRET

Originators Instructions:
(Indication of Priority,
AIDAC, NOTWT
For Exercise).

INTERCEPT GROUP.

BASEGRAM

TO:

All concerned at Home and Abroad 627A

FROM:

Admiralty

Red 2
My 1232B dated 27th July 1941. Scheme will come into force

forthwith. Secret matter will be divided into 2 categories

'Most Secret' and 'Secret'. Most secret matters will be conveyed

in eyeletted bags marked with a broad RED diagonal stripe. These

bags should be stowed on board so as to enable them to be jettisoned

at FIRST PRIORITY in emergency. This category will be restricted

to a minimum. Private or non-confidential matters must NOT be

included with any secret matters.

1808A/3.

H.C.S. Forwarded with reference to my 381 A as above.
mail when forwarded to my Office may be divided

tion NAVAL

Book or Table to be used for

Initials of Cypherer
or Coder.

Time of Receipt
Cypher or Co

Cyphering or Coding.

Recyphering or Recoding.

Office
Paymaster

NAVAL OFFICE
FALKLANDS



(4)

From the Secretary of State for the Colonies.
To the Officer Administering the Government of
Circular Telegram Saving.
17th January, 1942.

FALKLAND ISLANDS

SECRET.

In the interests of security arrangements have recently been made for the Admiralty to take over from the General Post Office the despatch abroad of such secret mail (other than air mail) of Government Departments in this country as cannot properly be transmitted through normal postal channels. Similar arrangements have been made for dealing with inward secret seaborne official mail from abroad, and Colonial Governments having such mail for despatch to this country should communicate with the nearest British Naval authorities in regard to the arrangements for its despatch. At the first port of call in the United Kingdom the mail will be handed over to the local naval authority for distribution to the addressees.

2. Official mail despatched in this manner must comply with the following requirements:-

(a) Matter for despatch must be enclosed in non-watertight bags, which must be clearly labelled to their final destination and marked with a departmental reference so that they may be readily identified and their movements recorded.

(b) The bags should be accompanied by a receipt form, in duplicate, one copy of which will be retained by the naval authorities and one copy will be signed and returned to the originating authority.

(c) If there is not sufficient matter to warrant the use of a bag a paper cover should be used.

(d) These bags or packages are to be divided into two categories, Most Secret and Secret. As Masters of conveying ships are being informed that bags of the first category are to be jettisoned in an emergency, even at the risk of life, it is essential that nothing but most secret matter should be included in them. In order that the authorities concerned may know which bags contain most secret matter the 15 or covers should be plainly marked with a broad line. Bags of the second category will, if possible, be destroyed in any emergency, but at second after bags of the first category.

See 69

DECODE.

(5)

TELEGRAM.

No 286.

From SECRETARY OF STATE FOR THE COLONIES.

To HIS EXCELLENCY THE GOVERNOR,

Despatched : 28th. October. 19 42. *Time* : 08.17.

Received : 29th. October. 19 42. *Time* :

Circular No 165. SECRET. Repeated to Colonial Supply Liaison No. 777. In view of certain recent incidents it has been decided on security grounds that the practice of sending SECRET or MOST SECRET Official Documents abroad by " Safe hand of the Officer " must cease forthwith save in cases where exception is specially authorized by the permanent head of a department or a chief of staff at home, or abroad by head of a shipper administration , a Commander in Chief, the head of a Diplomatic Mission or a High Commissioner. Please arrange accordingly.

I. D. C. O.

SECRETARY OF STATE.

4

Downing Street,

23rd March, 1943.

CIRCULAR.

SECRET.



Sir,

With reference to my predecessor's secret circular telegram No.165 of the 28th of October, 1942, I have the honour to inform you that further consideration has recently been given to the arrangements for the transmission of most secret and secret official documents "outside the U.K.". I enclose a memorandum embodying certain rules which have been drawn up for the guidance of all Departments of His Majesty's Government and of the Fighting Services both at home and abroad.

2. Much of the correspondence passing between the Colonial Office and Colonial Governments which is marked "Secret" in compliance with Colonial Regulations, falls outside the scope of the rules embodied in the enclosed memorandum which are designed specifically to safeguard, in the light of the special conditions arising out of the war, correspondence containing information which might be of value to the enemy and correspondence which it is not desired should fall into the hands of allied or neutral foreign Governments. The references in the enclosed memorandum to

most

The Officer Administering
the Government of

FALKLAND ISLANDS

most secret and secret correspondence should be interpreted accordingly, and the precautions described should be strictly applied in all cases in which it is necessary to guard against documents falling into enemy hands or becoming liable to foreign censorship.

3. I have to request that with effect from the date of the receipt of this despatch the precautions described in the enclosed memorandum may be adopted forthwith in connection with all most secret and secret correspondence falling into the categories described in the preceding paragraph. In the case of outward correspondence from the Colonial Office the new procedure will be adopted forthwith, with the exception that it is not proposed to commence the telegraphic acknowledgement of mails forwarded in accordance with that procedure until I have received your telegraphic acknowledgement of this despatch. Mails despatched from the Colonial Office will continue to be numbered serially for identification purposes, and an indication will continue to be given in cases in which the previous mail or mails have been despatched by a slower route. It would be appreciated if a similar practice could be adopted in the case of mails addressed to the Colonial Office.

I have the honour to be,
Sir,
Your most obedient, humble servant,

OLIVER STANLEY.

412

MEMORANDUM ON THE ARRANGEMENTS
FOR THE TRANSMISSION OF "MOST SECRET" AND
"SECRET" OFFICIAL DOCUMENTS "OUTSIDE THE U.K."

1. The expression "outside the U.K." is to be regarded as covering all transmissions to and from the U.K. and all transmissions outside the U.K., except transmissions within a British overseas territory. Eire is to be regarded, for this purpose, as non-British territory. "Official documents" include any writing dealing with official matters, whether originating from an official source or from some outside agency engaged in official work.

2. It is important that the classifications "Most Secret" and "Secret" should be correctly applied, as if a mass of correspondence which is not really of a secret nature is thrust on a service of limited capacity, there is always a risk of delay to important secret documents.

3. Exceptional cases of transmission by safe hand.

As indicated in Colonial Office Secret circular telegram No.165 of the 28th of October, 1942, the transmission outside the U.K. of most secret and secret official documents by "safe hand of officer" is forbidden save in the exceptional cases mentioned in that telegram. The only cases in which the method of transmission by safe hand can be justified are those in which the urgency of the transmission of the document outweighs any risk involved in sending it by a non-approved method. In such cases, the following conditions must be satisfied:-

(a) The document shall be placed in a bag.

(b)

Cancelled
See ref
252

- (b) The bag shall be sealed by the despatching authority which, in the case of a journey touching at or over, or close to non-British territory, shall be (wherever available) the Foreign Office or their representative.
- (c) If carried by or over the sea the bag shall be weighted. When the transmission is overland such precautions as are practicable shall be taken to ensure the destruction of the bag in an emergency; whenever possible the officer carrying the bag shall be accompanied by an escort.
- (d) The bag shall when carried in a British ship or aircraft be entrusted to the British captain or pilot, as the case may be, under conditions designed to ensure its destruction in an emergency. At all other times, throughout its transmission the bag shall remain in the custody of a British officer selected by the despatching or carrying authority, who will be responsible to the authority appointing him for ensuring that these rules, and any others that may be laid down for his guidance, are observed.
- (e) A record shall be kept by the authorities concerned sufficient to identify the document and particulars of transmission in case of loss.
- (f) The written consent of the appropriate authority shall be produced to the censorship or other competent authority and (in the case of consents granted overseas) a copy shall be forwarded to the Headquarters of the issuing authority in London.

4. Standard precautions to be observed in the transmission of "Most Secret" and "Secret" documents.

In all other cases of mails containing most secret and secret official documents the following precautions must be observed:-

(1) By the originating authority:-

(a) The document should be enveloped and sealed. It is not essential that double envelopes should be used. The visible envelope should be marked "Most Secret" or "Secret", as the case may be, and should bear in appropriate cases a priority marking, ϕ i. e., "Most Immediate", "Immediate" or "Important".

(b) The envelope, which should also show the originating authority, should be clearly addressed, and should bear an identification number (the shorter the better) by which its subsequent history can be traced.

(c) A register should be kept of the identification number/
number/

ϕ The priority marking "Most Immediate" should be used only with the permission of a responsible officer. Each originating authority should issue instructions as to which officers may grant such permission. In the Service Departments such an officer should not be below a Director, and in other originating/
originating/

number, addressee, and any other particulars required to trace the document.

(d) A receipt should be obtained when it is handed over to a despatching authority.

(2) By the despatching authority:-

(a) Documents should be forwarded in separate bags* according to their priority.

(b) The office of origin, date of receipt, identification number, priority marking, addressee and number of the bag in which the document is forwarded should be registered.

(c) Schedules of all documents in any bag should be prepared, two copies being enclosed in the bag, and another being retained for record. The schedule should show the priority marking, if any, of the bag.

(d) The/

originating authorities an officer equivalent to this rank.

* For small numbers of documents carried by aircraft flying over the sea a weighted receptacle may be used provided it is too large to be placed in the pocket.

- (d) The label should bear a priority marking in appropriate cases.
- (e) The bag should be cycled and (when for transmission over the sea), if possible, weighted.
- (f) The bag should be securely tied and sealed, preferably with a lead seal. Labels should be of tough material with double-string eyelets.
- (g) The bag or bags consigned to each addressee should be entered on a separate way-bill or equivalent document, which should be handed to the carrying authority.
- (h) A receipt should be obtained when the bag is handed over to a carrying authority.

(3) Carriage

- (a) From the moment when a sealed bag leaves the despatching authority it should be continuously in the custody of a British subject answerable to the despatching or carrying authority. During carriage by road or by rail in a foreign country or by sea on a foreign ship, the British subject/
subject/

subject concerned should be escorted by a Security Officer or guard in order that the bags may at no moment be left unattended. During carriage by British ship or British aircraft the British subject concerned may be the Captain of the ship or aircraft.*

- (b) Such precautions as are practicable should be taken to ensure the destruction of the bag in an emergency, and the British subject in whose custody it is placed should be made aware of his duties in such event.∅
- (c) The despatching authority must be satisfied that the carrying authority is in a position to conform with the standards laid down above before entrusting to the carrying authority bags containing secret matter.

(d) The/

* An exception to this rule must temporarily be recognised in the case of the United States Army Air Corps Ferry Service from America to Australia.

∅ Full use should be made of destructor canisters when it is possible to use them on aircraft flying outside the United Kingdom.

- (d) The carrying authority should obtain a receipt when the bag is delivered to the authority to whom it is addressed.

(4) Delivery.

When a bag is delivered at its final destination to the authority to whom it is addressed:-

- (a) Its seals and general condition must be examined for any signs of tampering.
- (b) The contents must be checked against the schedule contained in it and any discrepancy reported by telegraph to the originating authority.
- X (c) The receipt of the bag in good order must be notified to the originating authority by telegraph. One copy of the schedule should also be returned to the originating authority with an indication of the date of the receipt of the documents mentioned therein.
- (d) Each packet must be delivered to the addressee under conditions of proper security, and a receipt obtained. Delivery of "Most Secret" matter must, of course, never be effected through the post.

5. General.

In cases in which most secret and secret documents are transmitted by sea, the method of transmission adopted should be that indicated in Colonial Office secret circular saving telegram of the 17th of January, 1942. In cases in which it is desired that the documents in question are to be forwarded by air, they should be sent by one of the air services operated by the Air Ministry or by the B.O.A.C.

6. Strictly speaking, diplomatic immunity can only be claimed in neutral or allied countries for bags despatched by the Foreign Office or its diplomatic missions. So far as practicable, therefore, most secret matter should not be despatched by any route which passes through a neutral or allied country. It is not possible, of course, especially under war conditions, to guarantee that any method of carriage will be immune from risk. In particular, it should always be borne in mind that, owing to limitation of loads, bags carried by air can seldom be weighted; and that therefore there is an unavoidable risk of bags falling into the hands of the enemy in certain circumstances. For this reason transmission by air must be regarded as less safe than transmission by sea. Against this must be weighed the overwhelming convenience of this speedy form of transport. The solution to this equation cannot be embodied in any
general/

general rule: the risk must be balanced against the advantages of speed in each case by the originating authority, who must indicate to the despatching authority any restrictions in regard to the method of carriage which they wish to impose in any particular case.

7. It has been assumed above that the only documents conveyed by bag are of an official nature, easily recognisable as such. There are cases, however, where official matters, often of the "Most Secret" nature, are dealt with in "private" letters. It is the responsibility of the originating authority to ensure that any such "private" letter, which is in reality semi-official, bears an identification number to indicate that it is of an official nature and to enable it to be traced. Letters not bearing this indication should be treated by the despatching authority as of an entirely private nature.
8. The transmissions of private letters, dealing with private matters, by bag is open to grave abuse. It is admissible only when space permits, and in the case of the Colonial Service the privilege is extended only to Governors, High Commissioners and others of similar status. It is for the originating authority to take steps to ensure that private letters are not included in official packets, and it is the responsibility of the despatching authority to ensure that correspondence of a purely private nature is not forwarded by bag unless

(a) the/

- (a) the requirements of the Censorship have been met;
- (b) space is available after all official matter has been disposed of.

9. Transmission of other correspondence.

The transmission of official documents below the category "Secret" should, whenever possible, be made by one of the approved methods referred to above, subject to priority for secret material, but circumstances may arise when it is necessary for officers to carry such documents with them. So far as departures from and arrivals in the United Kingdom are concerned, such documents will not be impounded by the censorship officers or other competent authorities at the ports provided -

- (a) they are carried in a sealed envelope or bag bearing the recognisable seal of an appropriate originating authority.
- (b) the officer produces a certificate to the effect that the documents in the sealed envelope or bag do not include any of a "Most Secret", "Secret" or "Private" character. Such certificate shall be signed by a responsible authority.

DECODE.

8

TELEGRAM.

From ~~XXX~~ HIS EXCELLENCY THE GOVERNOR. M.P. 68/41.

To SECRETARY OF STATE FOR THE COLONIES.

Despatched : 22nd. May 19 43. Time :

Received : 19 Time :

No. 117. SECRET. Your despatch 23rd. March Secret Circular
Transmission secret mails received.

Governor.

Cypher Office.

[Handwritten signature]
22/1/43

DECODE.

13

TELEGRAM.

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES.

Despatched : 9th June 19 43. *Time* : M.P. 68/41,
Received : 19 *Time* :

No. 131.

SECRET.

Red 7

Your Circular Despatch Secret 23rd March.

Secret documents Mail No. 12 received intact.

GOVERNOR.

I.D.C.O.

DECODE.

14

TELEGRAM.

No. 203.

From SECRETARY OF STATE FOR THE COLONIES.

To HIS EXCELLENCY THE GOVERNOR. M.P.

Despatched: 30th June . 19 43. Time: 18.10.

Received: 1st July 19 43. Time:

Circular No. 53. Secret.

As from July 1st I shall use 4 different prefixes for indicating degree of secrecy attaching my correspondence and consequential degree of security to be observed in handling it. Order of priority prefixes are :-

(a) Restricted (b) Confidential (c) Secret (d) Most Secret.

In general prefixes (c) and (d) will retain their present significance; prefix (b) will indicate information contained would be of some value to the enemy without being gravely dangerous; and prefix (a) will indicate that the correspondence in question should only be published or communicated for official purposes a Despatch follows containing a more detailed description of the objects and purposes of these new prefixes.

2. Similar security classification should be adopted by Colonial Governments forthwith.

3. Above classification is specially designed for security purposes and does not repeat not affect existing numbering or marking of Despatch Secret or Confidential under Colonial Regulations for purposes other than security vis à vis the enemy.

Secretary of State.

C.O. In and Out.

DECODE.

15

TELEGRAM.

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES. M.P. 68/41.

Despatched : 6th July 1943. *Time* :

Received : 19 *Time* :

Red 7.

No. I46. SECRET. Your Circular Despatch Secret 23rd March. Secret documents Mails No. 8, 10, 15 and 17 received intact.

GOVERNOR.

I.D.C.O.

Cypher Office.

Williams
7/7/43

DECODE.

TELEGRAM.

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES.

M.P. 86/42.

Despatched: 30th August 19 43. Time:

Received: 19 Time:

Red 7.

No. 171. Your Circular Despatch Secret 23rd March. Secret documents
Mails No. 48 of 1942 9, 16, 18, 19, 20, 22 and 25 of 1943
received intact.

GOVERNOR.

I.D.C.O.

DECODE.

TELEGRAM.

18

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES.

Despatched : 17th September 19 43. *Time*

Received : 19 *Time*

Red 7.

No. 186.

Your Circular Despatch Secret 23rd March. Secret Documents Mails Nos. 21, 23, 24 and 26 received intact.

Governor.

I.B.C.O.

DECODE.

19

TELEGRAM.

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES.

M.P. 68/41.

Despatched: 4th October 19 43. Time:

Received: 19 Time:

Red 7.

No. 205.

Your circular despatch Secret 23rd March.

Secret Documents Mails Nos. 6, 27, 28, 30, ~~and~~ 31 and 32
received intact.

Governor.

I.D.C.O.

● DECODE.

20

TELEGRAM.

No. 556.

From SECRETARY OF STATE FOR THE COLONIES.

To HIS EXCELLENCY THE GOVERNOR. M.P. 68/41.

Despatched: 5th October 19 43. *Time:* 17.50.

Received: 6th October 19 43. *Time:*

Red 19.

Unnumbered. With reference to your Telegram No. 205. Please
check and repeat between mails and 27.

Secretary of State.

In and Out Code.

DECODE.

(21)

TELEGRAM.

M.P. 68/41.

From HIS EXCELLENCY THE GOVERNOR.

To SECRETARY OF STATE FOR THE COLONIES.

Despatched : 6th October 19 43. Time :

Received : 19 Time :

Ref. Red 20.

Unnumbered.

W R Y 7 5th October Unnumbered fourth to ninth
groups should read 47I75, 6I4I9, I3544, 94549, 74362,
830I2 error regretted.

Governor.

G.T.C.

DECODE.

TELEGRAM.

From HIS EXCELLENCY THE GOVERNOR. M.P. 68/41.

To SECRETARY OF STATE FOR THE COLONIES.

Despatched: 22nd October 19 43. *Time:*

Received: 19 ... *Time:*

Red 7.

No. 216.

Your Circular Despatch Secret 23rd March.

Secret Documents Mails Nos. 33 and 34 received intact.

Governor.

I.D.C.O.

DECODE.

TELEGRAM.

23

From His Excellency the Governor.

To Secretary of State for the Colonies.

M.P. 68/41.

Despatched : 12th November 19 43. Time :

Received : 19 Time :

No. 231.

~~Red 7~~

Your despatch 23rd March Secret Circular.

Secret Documents Mails Nos. 29 and 36 received intact.

Governor.

I.D.C.O.

~~SECRET~~

24

CIRCULAR

SECRET



Downing Street,

23rd July, 1943.

Sir,

With reference to my Secret circular telegram of the 30th June, I have the honour to inform you that from the 1st July, 1943, revised arrangements have been adopted generally in this country for the classification of official documents from the point of view of security, i.e. the safeguarding of information which if disclosed might be of value to the enemy either directly or indirectly. These arrangements are shown in Appendix III of the enclosed Memorandum.

2. You will see that four categories have been introduced, namely "most secret", "secret", "confidential" and "restricted", and that all documents which it is thought should bear a security marking will be classified in one of these categories, in accordance with the definitions contained in the memorandum. The appropriate classification will appear at the head of the document.

3. If the system is to work satisfactorily its adoption must be universal: and I therefore requested in my circular telegram under reference that you would adopt forthwith a similar security classification. The Service Departments have introduced the revised classification throughout their Commands both at home and abroad.

4. In this connection, I would invite reference to Colonial Regulations Nos. 144-154 which relate to the classification of despatches passing between Colonial Governors and the Secretary of State, and the treatment which has to be accorded locally to such despatches. The new classification mentioned above need not, I consider, entail any amendment of these Regulations, which concern primarily the relations between a Governor and his Executive Council and were not framed with the limited question of "security" (in the sense in which it is used in this despatch) in mind. In any case sub-paragraph 4 of Regulation 145 forbids the Governor, without the express authority of the Secretary of State, to communicate secret despatches to any person other than such members of His Majesty's Service as he considers it essential in the public interest to consult or inform. This prohibition would apply a fortiori to documents marked "most secret". I should, however, be glad if you would arrange for any despatches which are addressed to me, and which fall within the category "most secret", as defined in the enclosed memorandum, to bear the marking "most secret". Similarly, any such despatches emanating from me will be so marked.

5. Although the preceding paragraph is written in terms of the classification of despatches between the Secretary of State and Governors, the security treatment to be accorded to the various categories of documents referred to in Appendix III of the memorandum must clearly be applied to all forms of correspondence, not only between the Colonial Government and the Colonial Office, whether by despatch, telegram, semi-official letter or other means, but also to all other correspondence on the subject, e.g. correspondence between one Colonial Government and another, or between the Colonial Government and the local Naval, Military and Air Authorities, or even between different departments of a single Colonial Government. Moreover, care should be taken in all such correspondence to avoid referring in any document to the features of another of a higher degree of security classification. You will no doubt arrange for appropriate instructions to be issued to members of the Colonial Service in regard to the proper treatment of such correspondence from the point of view of security.

6. It will be appreciated from paragraph 1 of this despatch that the arrangements outlined above have been made with security considerations in mind.

The Officer Administering
the Government of

FALKLAND ISLANDS

in mind. It may well be that for other reasons it is desirable to make "secret" or "confidential" certain documents not covered by the definitions in the enclosure to this despatch, e.g. papers regarding proposals for new taxation, political reform or personnel, and it is not intended that the new proposals should interfere in any way with this practice, or with the present practice of numbering despatches where appropriate.

7. I think this is an appropriate place and time to suggest that you might profitably institute a general survey of the security arrangements at present in operation in the offices of the Government which you administer. Now that he has lost the initiative in the general conduct of the war, the enemy may be expected to intensify his efforts to obtain all and any information which may enlighten him on our resources or our intentions. He will no doubt attempt to turn to his own advantage the natural and enthusiastic interest which everywhere is being shown in impending events and developments. I think it is the duty of everyone, then, at this stage of the war to exercise all the restraint he can muster in both seeking and imparting information; and in both the spirit and the letter to observe, respect and, where possible, improve the rules of security which ought to cover the conduct of official business. In view of the widely differing circumstances and conditions of Colonial Governments, I hesitate to offer any detailed recommendations on practical methods of achieving departmental security, although with the help of the Security Panel of His Majesty's Government I should always be glad to advise any Government on any specific problems they might put to me. The rules and general guidance given in Appendix I and Appendix II of the enclosed memorandum, which was prepared for the use of members of the Colonial Office and Dominions Office, may, however, prove of some use to you in instituting, in consultation with your Security Advisers, a general review and perhaps revision of existing arrangements. I expect you have well in mind the fact that all security measures tend to become stereotyped with a consequent loss of efficiency; and you may be able in some measure to prevent this process by periodical revisions and variations in the measures you adopt and in the persons charged with their execution.

I have the honour to be

Sir,

Your most obedient, humble servant,

Oliver Bony

C.O., D.O., S.P.1.

SECURITY PRECAUTIONS

(This notice does not, of course, apply to ordinary domestic Office matters of no interest to the enemy)

The Prime Minister has said: "No one, in whatever position, should regard it as in any sense a reflection on his prudence, if a plan is only communicated to him partially, or not at all. Everyone must be made to realise that the only way to keep a secret is to insist ruthlessly on the rule that only those are told who must be told. Everyone should take pride not in how much knowledge of future plans he can acquire, but in carrying on with his work without asking unnecessary questions or expecting to be told more than is required for the task he is called on to perform."

2. All members of the staff must use the utmost discretion about security matters, since leakage might help the enemy by revealing to him what is intended or what is known, or how it is known. Rules should be observed but the exercise of common sense is paramount. The more important security rules are reproduced as Appendix I to this notice; certain reminders as to correct procedure are attached as Appendix II; and in Appendix III there is reproduced a memorandum issued by the Treasury showing the classification of official documents from the point of view of security.

ESTABLISHMENT BRANCH,
COLONIAL OFFICE AND
DOMINIONS OFFICE,
JUNE, 1943.

APPENDIX I

OFFICE SECURITY RULES

1. Under the Official Secrets Acts, it is an offence for any officer to disclose, otherwise than to an authorised person or in the course of his duty, any matter or information which he has obtained or to which he has access owing to his official position. This covers disclosure in any form, whether orally or in writing, and applies not only during the period of service, but also when that employment has ceased. It is also an offence that an officer should retain any document in his possession or control when it is contrary to his duty to retain it, or that he should fail to comply with official direction with regard to its return or disposal, or should fail to take all reasonable care of it, or so conduct himself as to endanger its safety.

2. Whilst the Joint Establishment Officer as Security Officer is responsible for the security arrangements of the offices generally, a personal responsibility attaches to every member of the staff. Administrative officers and the heads of sections bear a special responsibility in respect of the staffs under their control.

Secret Papers

3. (i) Never take official papers, especially of the MOST SECRET category, out of the office unless it is absolutely necessary to refer to them elsewhere, e.g., at a meeting.

(ii) If you have to take official papers away from the Office, keep them in a locked box or pouch when you are not actually working on them, and keep them with you throughout your absence from the office, unless you can arrange for the box or pouch to be kept in a safe.

(iii) Never read official papers in the public rooms of clubs, crowded railway carriages or other public places.

(iv) On no account leave a locked box or pouch containing official papers in a railway carriage, in a taxi-cab, or in an unattended motor car.

(v) When you leave your room, lock up all secret papers. Do this yourself and do not leave it to someone else.

(vi) Officers should ensure that visitors to their rooms are not in a position to read documents.

(vii) Be sure that documents are so placed that they cannot accidentally fall into the waste-paper basket; blow out of the window; get mixed up with documents of a lower degree of secrecy. Security and tidiness go hand in hand.

(viii) Don't use the backs of secret papers for notes which may get attached to non-secret files or be otherwise circulated.

(ix) Secretaries of committees should ensure that no secret documents are allowed to remain in committee rooms at the close of meetings. Notes made on scribbling pads may contain secret matter.

(x) If secret documents are lost, the matter should be reported at once to the Joint Establishment Officer, even if the document is found before the report has been made, since it may be important to know whether there has been any opportunity for the particular document to be compromised.

(xi) From time to time MOST SECRET documents are circulated to named officers of the department marked "personal." This direction should be scrupulously respected. If the officer concerned wishes to pass the papers to someone else he should first consult the person who originally circulated the papers.

Custody of Boxes and Keys

4. (a) *Boxes.* The security of a set of boxes and keys can be compromised by want of care in the custody of boxes whether empty or containing papers, and by want of care in the custody of keys. Numbered boxes must not be left lying about in empty rooms, at night or at weekends.

Before officers leave the office at night or for a day off, any numbered boxes which may be in their rooms must be locked up in a press or returned. Notices are being provided for officers to place on their desks when they leave the Office for the evening for a day off, or to go on leave, to prevent incoming boxes from being left in their rooms during their absence.

(b) *Keys.*—From the security point of view, the ideal arrangement is that keys should not be taken from the Office but should be locked in a press or safe, the key of which should be securely attached to the holder's person.

The Joint Establishment Officer should be notified immediately in the event of the loss of a key.

Telephones

5. Really secret matters should never be discussed on the telephone. If it is necessary to refer to them, do so in terms which would not be understood by an enemy.

General

6. Be especially cautious in public places where your conversation may be overheard. Even if you wrap up your conversation by veiled allusions, these may reveal something to a stranger who is possibly possessed of some information. Resist the temptation to correct someone who may be talking nonsense.

Secret Waste

7. Secret waste may include spoilt and superfluous copies of secret documents of all kinds including telegrams, spoilt drafts, and blotting paper which may have reflected secret matter; also shorthand notes and carbons.

It should be understood that for the care of any secret waste which may come into his hands, the individual officer is responsible until the waste has been handed over to an authorised messenger; that waste-paper baskets cannot be given any degree of protection; and that until handed over to the authorised messenger, the waste should be kept under lock and key at all times, either in cupboards, presses or desks. Special paper bags may be obtained from the Office Keeper if desired, but these bags must be kept under lock and key and are not convenient for use unless they can be given plenty of space.

The Messengers authorised to collect this waste are, in the case of the main building, the Established Messenger in charge of the particular floor; in the other buildings, the Head Messenger in Charge. Messengers will visit rooms twice a week for collection, or at other times if the individual officer will indicate his convenience. Officers will contribute greatly to the safe custody of the waste if they will tear it into small pieces.

These arrangements do not apply to the Special Care Section in the Colonial Office; the Lock and Key Registry in the Dominions Office; or the Telegraph Sections and the Telegram Copying Sections in both offices, in all of which special arrangements are in force regarding secret waste.

APPENDIX II

REMINDERS AS TO PROCEDURE

1. (a) Keep in touch with the Defence Department and the Military Liaison Staff (Political or Military Departments in the Dominions Office) where matters which may affect or be affected by military operations or secret intelligence are concerned, to ensure, so far as may be, that you do not inadvertently take some action which looks all right to you but may, in fact, be embarrassing.

(b) A point may arise on a particular file, on which the views of one branch of the Office are required, when the file contains much highly secret information of no concern to that branch. You can often get the views of the branch by oral discussion, or by sending a communication containing only such information as is relative to the enquiry.

(c) Do not make passing reference to MOST SECRET matters on other and inappropriate files which have circulation wider and different from the original file relating to the MOST SECRET matters. Vague reference to "certain other factors which can be explained orally," or words to that effect may suffice.

(d) For MOST SECRET copying and shorthand work in the Colonial Office there is a special pool (ext. 266) which should normally be used for such work. In the Dominions Office MOST SECRET copying is done by a permanent officer under the personal supervision of the Superintendent of Copying. Do not send a whole file to the Copying Department or Telegraph Section or give it to your

shorthand typist. Often it is enough to send on the draft only, or to release the last minute sheet on the file. In the Dominions Office MOST SECRET papers intended for the Copying Department or Telegraph Section should be sent through the Lock and Key Registry.

(e) Beware of interdepartmental meetings. If the discussion shows that some present are not conversant with certain secret information bearing on the point under consideration, do not divulge the information to the whole meeting. Leave it normally to the representative of the department whose secret it really is, usually one of the Service Departments. If the discussion shows signs of going off the rails the best plan may be to pass a folded note to the chairman or to the appropriate departmental representative drawing attention to the point.

(f) The circulation of copies of telegrams or correspondence outside the Office should be kept under constant review. If a new point occurs in the course of the correspondence which seems to necessitate a wider distribution of a series of telegrams, consider whether you cannot avoid widening the distribution of the series by dealing with the new point in a separate communication to the person concerned with it. There is no need for another officer to get on the permanent distribution list solely because one telegram in the series once concerned him.

(g) Be cautious about "down-grading" documents and do not place MOST SECRET papers on open files. The originator of a document is the best judge of its secrecy category. Remember that an apparently harmless document may, by implications of which you are (properly) not aware, give away something exceedingly secret. One piece of a jigsaw puzzle does not tell you anything about the whole picture, but if forty or fifty different pieces reach the enemy they can be fitted together. The system of MOST SECRET annexes to ordinary files may be a nuisance to us, but it is probably more of a nuisance to enemy agents.

(h) A MOST SECRET or secret document should be treated with respect from the moment it reaches you until it is safely lodged in its (correct) home. The best way is to take it around yourself. Otherwise send it in a box or an envelope which is properly closed. A pin is quite useless. So are metal clippers. An economy label, with your signature on it is probably fairly secure, but there is no good substitute for a box or personal delivery.

Telephones

2. If you must discuss secret matter on the telephone use one of the specially-fitted private telephones. (Mr. Thornley, Mr. W. A. W. Clark, Mr. Kimber, Mr. Thomas, Mr. Lincoln and Lt.-Col. Rolleston have such instruments in their rooms in the main building.)

APPENDIX III

CLASSIFICATION OF OFFICIAL DOCUMENTS

1. As from 1st July, 1943, the classification of official documents from the point of view of security will be the following four categories: "MOST SECRET," "SECRET," "CONFIDENTIAL" or "RESTRICTED" in accordance with the definitions set out below. The appropriate classification

should appear at the head of all official documents which it is thought should bear a security marking. There is no obligation or need to re-classify official documents issued before that date.

2. These classifications are already in use by the Service Departments and in part by the United States Authorities. They were evolved so as to secure a common system between the two Allies and it is important that all Departments in this country should follow the same system.

3. The main object of the arrangements now proposed is to ensure a reasonable degree of uniformity in the use of Security classifications by all Departments. In particular, the efficacy of the higher Security markings is lost if they are abused, and Departments are asked to ensure that the higher gradings are not unnecessarily employed.

4. Departments have discretion to add words explaining the treatment to be accorded to documents in each category. This will probably be found especially useful in regard to the "RESTRICTED" category, which will be found to include Official Handbooks or Books of Instructions, which are given a wide circulation, but which may not be reproduced in the Press or communicated to the general public. Thus, it may be convenient in these cases to add after "RESTRICTED" the words "Not to be published" or "For Official Use only."

5. There is a considerable volume of official and semi-official correspondence which at present bears no Security marking, although it is clear from the contents that the letters in question are intended only to be read by the persons to whom they are addressed and others concerned, and are not intended for general publication. It is not suggested that correspondence of this type should carry a Security classification in the future if, in the Department's opinion, it is not called for either on Security grounds or for administrative reasons.

Definitions

I. The term "MOST SECRET" should be confined, so far as possible, to the following:—

- (i) Plans of future operations.
- (ii) Papers giving particulars of the dispositions or impending movements of our forces, or of convoys, escorts and ships.
- (iii) Particulars of the present and future strength of our forces and rates of production and stocks of major munitions of war, including critical raw materials.
- (iv) A small, but very important, class of political papers dealing with such matters as negotiations for alliances and the like.
- (v) Information, the disclosure of which would make known the methods relied on by our Intelligence Service, or would imperil our Secret Agents, and information about counter-espionage matters.
- (vi) Information about new secret methods of warfare and munitions of war, including scientific and technical developments in connection therewith.
- (vii) Cyphers and documents relating thereto.

II. "SECRET" documents are documents which, although not warranting the exceptional precautions applied in dealing with "MOST SECRET" documents, are of such a nature that for security reasons they must only be disclosed to persons whose duties make it essential that they should have knowledge of them.

III. "CONFIDENTIAL" documents are documents, other than those covered by categories I and II-above, which are of such a nature that their disclosure to persons other than those whose duty it is to have knowledge of them, would cause administrative embarrassment or difficulty or would be helpful to the enemy, without being gravely dangerous to the national interest.

IV. "RESTRICTED" documents are documents other than those covered by categories I, II and III above, to which it is necessary to give a Security classification, as indicating that they should not be published or communicated to anyone except for official purposes.

No. 68/41.

MINUTE.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

From THE COLONIAL SECRETARY,

Stanley, Falkland Islands.

20th November, 19 43. (27)

Hon. S.M.O. *22 xi 43*

To Legal Adviser. *26 22-11-43*

Executive Engineer & O/C.F.I.D.F. *24/10*

Director of Agric. *24/11/43*

Supr. E. & T. *26-11-43*

Govt. Naturalist. *27 xi 43*

Postmaster *29/11/43*

O. i/c Treasury *30/11/43*

O. i/c Education Dept. *28/11/43*

Chief Constable. *29/12/43*

C O N F I D E N T I A L.

I am directed by His Excellency to circulate for the information of Heads of Departments the enclosed Colonial Office memorandum on Security Precautions

2. These instructions are intended primarily for use in the Colonial and Dominions Offices themselves and can only be applied here, particularly in Departments, in a minor degree. I should, however, be grateful if you would study the memorandum carefully and take any steps which may be necessary to tighten up security control in your departments on the lines indicated. In any case I suggest that the attention of your staff should be drawn to the quotation from the Prime Minister and the first paragraph of Appendix 1.

Kenneth Read
Colonial Secretary.

28**CIRCULAR****SECRET.**

Downing Street,

25th October, 1943.

Sir,

Red 24

With reference to paragraph 2 of Appendix III of the Security Precautions print enclosed in my Secret Circular despatch of the 23rd July, I have the honour to inform you that, with a view to ensuring that the precautions taken in the United Kingdom and the United States in dealing with similar documents shall be of a similar nature, it has been agreed with the United States authorities that, as from the 1st October 1943, the following shall be the equivalent markings of official documents in the respective countries:-

British "Most Secret" and "Secret"
equal American "Secret";

British "Confidential" equals
American "Confidential";

British "Restricted" equals
American "Restricted".

2. It has further been agreed, in order to bring the British and American definitions of "Secret" into line, that the words "reasons of national security" shall be substituted for the words "security reasons" in the definition of British "Secret". The latter appears as definition No. II in Appendix III of the print referred to above.

I have the honour to be,
Sir,
Your most obedient, humble servant,

OLIVER STANLEY

The Officer Administering
the Government of

G 4129

DECODE.

29

TELEGRAM.

From His Excellency the Governor.

To Secretary of State. M.P. 68/41.

Despatched: 5rd December 19 43. *Time:*

Received: 19..... *Time:*

Red 7.

No. 238. SECRET. Your despatch 25rd March Secret Circular. Secret Documents Mail, No. 35 received intact.

Governor.

I.D.C.O.

DECODE.

30

TELEGRAM.

From..... HIS EXCELLENCY THE GOVERNOR.....

To..... SECRETARY OF STATE FOR THE COLONIES.....

_____ M.P. 68/41.

Despatched : 7th December 19 43. Time :.....

Received : 19 Time :

Red 7.

No. 242. SECRET. Your Despatch 23rd March. Secret. Circular.

Secret Documents Mails Nos. 37 and 38 received intact.

Governor.

I.D.C.O.

DECODE.

(31)

TELEGRAM.

No 27.

From Secretary of State

To His Excellency the Governor.

Despatched : 14th December 19 43 Time : 1040

Received : 15th December 19 43 Time : 1030

Red 24 Circular No 118 Secret with reference to my Despatch of July 23rd Secret Circular 1943 Security Prefixes. I should like to emphasis particularly the importance of ensuring security of any telegrams in which shipping movements are reported. All telegrams on the subject of shipping movements should invariably be Prefixed "Most Secret". They should continue to be encyphered preferably in the One Time Pad.

Cancelled by
(38)

SECRETARY OF STATE.

Colonial Office Out Table.

(It is requested that, in any reference to this minute, the above Number and the date may be quoted).

31st December, 19 43.

From The Colonial Secretary,

To The Magistrate,

SOUTH GEORGIA.

Stanley, Falkland Islands.

CONFIDENTIAL.

I am directed by His Excellency to transmit, for your information, the enclosed Colonial Office memorandum on Security Precautions.

2. These instructions are intended primarily for use in the Colonial and Dominions Offices themselves and can only be applied here, particularly in Departments, in a minor degree. I should, however, be grateful if you would study the memorandum carefully and take any steps which may be necessary to tighten up security control in your departments on the lines indicated. In any case I suggest that the attention of your staff should be drawn to the quotation from the Prime Minister and the first paragraph of Appendix 1.

K. G. BRADLEY

Colonial Secretary.

DECODE.

33

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

M.P. 68/41

Despatched: 11th January, 19 44 Time:

Received: 19 Time:

No. 15. SECRET. Your despatch 23rd. March, Secret Circular.

Secret documents mail No. 39 received intact.

GOVERNOR.

I.D.C.O.

DECODE.

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

M.P. 68/41

Despatched: 3rd February, 19 44 Time:

Received: 19 Time:

Red 7:

No 36. SECRET. Your despatch 23rd March, Secret Circular.

Secret Document mails, Nos. 41 and 43 received intact.

GOVERNOR.

I.D.C.O.

●ECODE.TELEGRAM.

From His Excellency the Governor.

To Secretaru of State.

M.P. 68/41.

Despatched: 23rd March, 19 44. Time:

Received: 19 Time:

Recd 7

No. 88. SECRET. Your despatch 23rd March, 1943, Secret Circular. Secret Document Mails, Nos. 40, 42, 44, 45, 46 of 1943 and Nos. 1 and 2 of 1944, received intact.

GOVERNOR.

TELEGRAM.

From Secretary of State.

To His Excellency the Governor.

Despatched: 30th March, 19 44. Time: 2150.

Received: 31st March, 19 44. Time: 1030.

Recd 14. Circular No. 31. Confidential. With reference to my Telegram No. 53
Secret Circular of 1943. Security Prefix.

Agreement has been recently reached between competent Authorities of His Majesty's Government and the United States Government upon a corollary system of Security Prefix to be adopted by the Armed and Civil Services of each country as follows:-

(a) Top Secret. Certain Secret document information and material, the Security aspect of which is paramount and whose unauthorised disclosure would cause exceptionally grave damage to the Nation should be classified Top Secret. (Classification Most Secret is withdrawn).

(b) Secret. Document information or material, the unauthorised disclosure of which would endanger National Security, cause serious injury to the interests of the Nation ~~or~~ Governmental activity thereof would be of great advantage to a Foreign Nation should be classified Secret.

(c) Confidential. Document, information or material, the unauthorised disclosure of which while not endangering National Security would be prejudicial to the interests or prestige of the Nation, any Governmental activity or individual or would cause administrative embarrassment or difficulty or be of advantage to a Foreign Nation should be classified Confidential.

(d) Restricted. Document information or material (other than Top Secret, Secret or Confidential) which should not be published or communicated to anyone except for Official purposes should be classified Restricted.

2. These prefixes will be introduced in the Colonial Office on April 1st and I should be glad if Colonial Government would adopt a similar classification as from that date. A Despatch follows contain more detailed description of the objects and purpose of the new Prefix and definition.

3. Existing practice of numbering and marking Despatches Secret or Confidential as established under Colonial Regulations need not be varied.

SECRETARY OF STATE.

Colonial Office Out Code.

*Extracted to 0533
(E.T.C.)*

DECODE.

37

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

M.P. 68/41.

Despatched : 27th April, 19 44. Time :

Received : 19 Time :

No. 120. SECRET. Your despatch 23rd March, 1943, Secret.

Circular. Secret Document Mails, Nos. 4 and 6 received intact.

GOVERNOR.

DECODE.

38.

TELEGRAM.

From Secretary of State.

To His Excellency the Governor.

M.P. 68/41

Despatched: 29th April, 19 44. Time: 1220.

Received: 30th April, 19 44. Time: 1030.

Circular No. 43. SECRET. Repeated to British Colonies Supply
Mission No. 608. Merchant Shipping falls into three classes of
security viz.

Monster liners and all troop transport. All information about movements of ships falling within this category should be treated as "Top Secret" and communications by telegraph should be so prefixed and encyphered on One Time Pad.

2. All other British and Allied ships together with requested Danish ships and Swedish or other Neutral States which are chartered to the British Ministry of War Transport or United States War Shipping Administration. All communications dealing with the movements of vessels in this category should be treated as Secret, and communication by Telegraph should be so prefixed and encyphered.

3. Other Neutral ships not chartered to the British or United States Government's i.e. Spanish, Portuguese, Swiss, Argentine etc. The Admiralty instruction now in force lays down that messages referring to movements of vessels in this category are to be graded as "Restrict

/Communications

Communications by telegraph may however be sent in plain language.

4. This cancels my Circular Telegram No. 118 December 14th.

SECRETARY OF STATE.

COLONIAL OFFICE OUT CODE.

Recd 31.

DECODE.

39.

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

Despatched : 23rd May, 1944. Time :

Received : 19 Time :

Red 85

No. 141. Restricted. My Telegram No. 88 Secret. Secret Document Mails, Nos. 3, 5, 7, 8 and 10 received intact.

GOVERNOR.

DECODE.

40

TELEGRAM.

From His Excellency the Governor.

To Secretary of State for the Colonies.

M.P. 68/41.

Despatched: 19th July, 1944. Time:

Received: 19... Time:

2 vol 11.

No. 181. RESTRICTED. Your despatch 23rd March, 1943
Secret Circular. Secret Document Mails, Nos. 9, 11, 12,
13, 14, 15, and 17 received intact.

GOVERNOR.

Hi 19/7/44

I. D. C. O.

CIRCULAR

SECRET.



Downing Street,

25th April, 1944

✓
Red 36
Sir,

I have the honour to refer to my confidential circular telegram No. 51 of the 30th of March, on the subject of security prefixes, and to inform you that the arrangements described therein arise from an agreement negotiated in Washington in February, 1944, between British and United States representatives and subsequently endorsed by the Combined Chiefs of Staff.

2. Annex I to this despatch contains specimen definitions of the various kinds of matter intended to be covered by the four prefixes; and Annex II certain rules for your general guidance in maintaining the security of prefixed documents.

3. I would draw your attention to the greater degree of security that should henceforth attach to documents marked "confidential", and to the future inclusion in the secret category of documents to cover certain matter formerly marked "most secret". As you will be aware, however, from my telegram under reference, no alteration is required in the existing practice of numbering and marking despatches secret or confidential in circumstances laid down under Colonial Regulations. It will also be observed that it is generally desirable in so far as possible to keep all classified matter constantly under review and as soon as conditions permit to transfer it to the lowest permissible category of security prefixes.

Red 24
4. I should be interested to learn whether you have been able to conduct the general review of your security arrangements recommended in paragraph 7 of my secret circular despatch of the 23rd July, 1943.

I have the honour to be,
Sir,
Your most obedient, humble servant,

OLIVER STANLEY

The Officer Administering
the Government of

FALKLAND ISLANDS

(41^a)

ANNEX I.

(1) TOP SECRET

Certain secret documents, information, and material, the security aspect of which is paramount, and whose unauthorized disclosure would cause exceptionally grave damage to the nation should be classified TOP SECRET.

The following are some examples of matter which normally will be graded TOP SECRET.

a. Plans or particulars of future major or special operations.

b. Particulars of important dispositions or impending moves of our forces or convoys in connection with a above.

c. Very important political documents dealing with such matters as negotiations for alliances and the like.

d. Information of the methods used or success obtained by our Intelligence Services and Counter-Intelligence Services or which would imperil secret agents.

e. Critical information of new and important munitions of war, including approved scientific and technical developments.

f. Important particulars of cryptography and cryptanalysis.

(2) SECRET

Documents, information, or material, the unauthorized disclosure of which would endanger 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 should be classified SECRET.

The following are some examples of matter which normally will be graded SECRET:

a. Particulars of operations in progress.

b. Plans or particulars of operations not included under TOP SECRET.

c. Instructions regarding the employment of important new munitions of war.

d.

- d. Order of Battle information and locations and moves affecting the Order of Battle.
- e. Knowledge of enemy material and procedure, the value of which depends upon the enemy not knowing that we possess it.
- f. Vital military information on important defenses.
- g. Certain reports of operations containing information of vital interest to the enemy.
- h. Adverse reports on general morale affecting major operations.
- i. Important improvements to existing munitions of war until accepted for service use.
- j. Photographs of vulnerable points or vital installations under our control.
- k. Certain development projects.
- l. Important cryptographic devices unless assigned to a lower category.

(3) 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, any governmental activity, an individual, or would cause administrative embarrassment, or difficulty, or be of advantage to a foreign nation should be classified CONFIDENTIAL.

The following are some examples of matter which normally will be graded CONFIDENTIAL:

- a. Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.
- b. Routine operational and battle reports which do not contain information of vital interest to the enemy.
- c. Routine intelligence reports.
- d. General military radio frequency allocations.
- e. Military call signs, unless so collected together that they reveal the Order of Battle.
- f. Meteorological information of designated areas.
- g. Unit movements of non-operational significance in areas within or adjacent to operational theatres.
- h. Certain technical documents and manuals used for training, maintenance and inspection of important new munitions of war.

h. General tactical lessons learned as a result of operations.

i. Aerial photographs of territories under our control in or adjacent to operational theatres.

(4) RESTRICTED

Documents, information or material (other than TOP SECRET, SECRET, or CONFIDENTIAL) which should not be published or communicated to anyone except for official purposes should be classified RESTRICTED.

The following are some examples of matter which normally will be graded RESTRICTED:

a. Information of moves of non-operational significance in areas remote from theatres of war.

b. Training and technical documents for official use only or not intended for release to the public.

c. Certain routine documents relating to supply and procurement.

d. Aerial photographs of territories under our control remote from operational theatres.

e. Photographs of enemy, enemy occupied or dominated, areas except those which reveal secret sources.

f. Strength returns of units remote from operational theatres.

ANNEX II

GENERAL PRINCIPLES

GRADING

1. The designation of persons responsible for grading and regrading should be a function of the appropriate authorities.
2. Each document should be graded according to its own content and not necessarily according to its relationship to another document. This also applies to extracts from graded documents.
3. The grading of a file or group of physically connected documents should be that of the highest graded document therein.

RE-GRADING.

4. IT IS DESIRABLE THAT ALL AUTHORITIES SHOULD KEEP CLASSIFIED MATTER CONSTANTLY UNDER REVIEW AND TO DOWNGRADE IT AS SOON AS CONDITIONS PERMIT.

HANDLING (TREATMENT)

5. No person is entitled solely by virtue of his rank or position to knowledge or possession of classified matter. Such matter is entrusted only to those individuals whose official duties require such knowledge or possession.

SECRET.

6. SECRET matter should be handled in accordance with the following rules:
 - (a) The highest grade cryptographic systems available should be used for the transmission of SECRET messages.
 - (b) SECRET documents should be transmitted only by officially designated courier in double sealed envelopes, the inner one being marked SECRET, and will be opened only by the addressee or his authorized representative. Where officially designated courier service is not available, SECRET documents may be transmitted by registered mail service or mail service superior to registered mail service, if the service is completely within national control.
 - (c) Transmission and custody of these documents and material should normally be covered by a receipt system and registered documents or material periodically accounted for. It is of importance that registered documents be covered by a receipt system.
 - (d) It is the responsibility of the commissioned officer or equivalent civilian holding custody of SECRET documents to ensure that all security precautions are taken to guard such documents at all times.

TOP SECRET.

TOP SECRET

7. TOP SECRET matter should be handled in accordance with the above rules, with additional safeguards as follows:-

- (a) Under no circumstances should such matter be transmitted by registered mail.
- (b) Under no circumstances should messages so graded be transmitted by electrical means in the clear.
- (c) It is mandatory that transmission and custody of such matter be covered by a receipt system.
- (d) TOP SECRET documents should be handled only by persons specifically designated and may not be disclosed to any person solely by virtue of his rank or office.

CONFIDENTIAL.

8. CONFIDENTIAL matter should be handled in accordance with the following rules:

- (a) CONFIDENTIAL documents, except registered, should be transmitted by approved official means. Registered CONFIDENTIAL documents should be handled in the same manner as registered SECRET documents.
- (b) It is the responsibility of the commissioned officer or equivalent official holding custody of CONFIDENTIAL documents to insure that appropriate security precautions are taken at all times.

RESTRICTED.

9. RESTRICTED matter should be handled in accordance with the following rules:

- (a) RESTRICTED documents should be transmitted by such approved channels as will provide a reasonable degree of security.
- (b) Registered RESTRICTED documents should be transmitted to and from foreign countries in the same manner as registered SECRET documents.

42

FALKLAND ISLANDS.
S E C R E T.

GOVERNMENT HOUSE,
STANLEY,
22nd July, 1944.

Sir,

Red 41

With reference to your Secret Circular Despatch dated 25th April, I have the honour to inform you that the security arrangements in this Colony were reviewed on receipt of your despatch of 23rd July, 1943.

2. The existing routine to ensure the maintenance of security was satisfactory but the opportunity was taken to circularise all departments stressing the necessity for continued greatest discretion in all official matters.

I have the honour to be
Sir,
Your most obedient,
humble servant,

(Sgd.) A. W. CARDINALL

THE RIGHT HONOURABLE
O. F. G. STANLEY, P.C., M.P.,
SECRETARY OF STATE FOR THE COLONIES.

DECODE.

43

TELEGRAM.

From His Excellency the Governor.

To Secretary of State for the Colonies.

Despatched: 12th August, 1944. Time: M.P. 68/44.
Received: 19 ... Time:

Recd 7.

WITHOUT PRIORITY. No. 200. RESTRICTED. Your despatch
23rd March, 1943, Secret Circular. Secret Document Mail,
No. 18 received intact.

GOVERNOR.

DECODE.

44

TELEGRAM.

From His Excellency the Governor.

To Secretary of State for the Colonies.

M.P. 68/41.

Despatched: 16th August, 19 44. Time:

Received: 19 ... Time:

2nd 43.

WITHOUT PRIORITY. No. 204. RESTRICTED. My telegram No. 200.

To mails received please add No. 16.

GOVERNOR,

G.T.C.

DECODE.

45

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

Despatched: 5th September, 19 44. Time:

Received: 19 ... Time:

Red 7.

WITHOUT PRIORITY. No. 214. RESTRICTED. Your despatch
23rd March, 1943 Secret Circular. Secret Document Mails
Nos. 19, 20 and 21 received intact.

GOVERNOR.

DECODE.

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

Despatched: 29th September, 19 41. Time:

Received: 19 ... Time:

Red 71

No. 236. RESTRICTED. Your despatch 23rd March, 1943, Secret Circular. Secret Document Mails Nos. 22 and 23 received intact.

GOVERNOR.

DECODE.

47

TELEGRAM.

From His Excellency the Governor.

To The Secretary of State.

M.P. 68/41.

Despatched: 30th November, 19 44. Time:

Received: 19 ... Time:

Recd 7.

No. 284. RESTRICTED. Your despatch 23rd March, 1943,
Secret Circular. Secret Document Mails, 24 to 31 inclusive
and 33 received intact.

GOVERNOR.

68/41.

SECRET

(48)



From the Secretary of State for the Colonies.

To the Officer Administering the Government of FALKLAND ISLANDS

Circular Telegram Saving.

9th October, 1944.

SECRET

My attention has recently been called to the fact that a number of telegrams originating and received in this Office bear the prefixes Top Secret and Secret although their contents do not fall within the authorized definition. The overgrading of the security of telegrams tends to bring the use of such prefixes into disrepute and to cause carelessness in the handling of secret matter. It also causes congestion in the limited storage available for documents of this class.

Please call the attention of all concerned to the necessity for strict conformity with the rules for the use of security prefixes laid down in my secret circular despatch of 25th of April, 1944.

Red 41

This lays down the following definitions and gives examples of matter appropriate for the grading concerned:-

Top Secret

Certain secret documents, information and material the security aspect of which is paramount and whose unauthorized disclosure would cause exceptionally grave damage to the nation.

Secret

Documents, information and material, the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation or any government activity thereof or would be of great advantage to a foreign nation.

Parallel action is being taken in this Office.

SECRET.

● DECODE.

49

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

Despatched: 6th January, 1945. *Time:*

Received: 19... *Time:*

Recd 7

No. 9. RESTRICTED. Your despatch 23rd March, 1943. Secret Circular. Secret Document Mails No. 32, and 34 to 36 inclusive received intact.

GOVERNOR.

DECODE.

50

TELEGRAM.

From His Excellency the Governor.

To Secretary of State.

M.P. 68/41.

Despatched: 18th January, 1945. Time:

Received: 19 ... Time:

Red 7

No. 22. RESTRICTED. Your despatch 23rd March, 1943,
Secret Circular. Secret Document Mail, No. 38 received
intact.

GOVERNOR.

IN & OUT CODE.

DECODE.

51

TELEGRAM.

From The Governor's Deputy.....

To The Secretary of State for the Colonies.

Despatched : 14th March, 19 45. Time :

Received : 19 ... Time :

Red 7

No. 77. RESTRICTED. Your despatch 25rd March, 1943, Secret Circular. Secret Document Mails, Nos. 37 and 39 of 1944, and 1, 2 and 3 of 1945, received intact.

GOVERNOR'S DEPUTY.

PR

IN & OUT CODE.



COLONIAL OFFICE

22203/2/44

PAGE NO. 1

Colonial Office,
Downing Street,
S.W.1.

CIRCULAR

1st. December, 1944.

SECRET

Sir,

*Red 5:
Red 2*

With reference to Lord Cranborne's secret circular telegram No. 165 of the 28th of October, 1942, and my secret circular despatch of the 23rd March, 1943, I have the honour to inform you that the arrangements for the transmission of most secret and secret official documents outside the United Kingdom have now been re-examined in the light of the changing war situation and that it has been agreed that some relaxation can be allowed in the rules which have hitherto been in force. I shall be grateful, therefore, if you will substitute the following for paragraph 3 of the memorandum enclosed in my circular despatch mentioned above:-

3. Exceptional cases of transmission by safe hand.

Where it is impracticable to arrange for the transmission of top secret and secret documents in accordance with the rules set out in paragraph 4 of this memorandum, personal carriage may be permitted on the written authority of a responsible officer, who should not be below the rank of Captain, R.N., Brigadier, Air Commodore, Councillor in the Foreign Office or Assistant Secretary in the Civil Service, and in accordance with the following principles:-

- (a) The document shall not be carried on the person but carried in a sealed receptacle - preferably a bag.

(b)

The Officer Administering
the Government

6106793

522

- (b) The receptacle shall be sealed by the despatching authority. If there is any risk of examination by non-British officials, the receptacle should be sealed by representatives of the Foreign Office, except where the despatching authority is assured that their own official seal will be respected by any non-British officials into whose hands the receptacle may come.
- (c) In transmissions where there is a risk of hostile interference, the receptacle, if the transmission is over the sea, shall be weighted and if over the land such other precautions as are practicable should be taken to ensure its destruction in an emergency.
- (d) Throughout the carriage, responsibility for the safe custody of the document will be that of the officer to whom the authority is granted. He may entrust the receptacle to the British Captain of a British ship, or other such British authority who is, in his opinion, competent to safeguard it.
- (e) A record shall be kept by the authorities concerned, sufficient to identify the document, with particulars of transmission, in case of loss.

Where documents are carried by personal carriage in accordance with the above recommendations on routes where travellers' censorship remains in force, the written authority for the personal carriage of the documents should be produced to the appropriate authorities to enable the documents concerned to be carried without examination.

I have the honour to be,
Sir,
Your most obedient,
humble servant,

OLIVER STANLEY

6106794

DECODE.

TELEGRAM.

M.P. NO. 68/41.

To ~~XXXX~~ The Secretary of State for the Colonies.

From ~~XXX~~ His Excellency the Governor.

Despatched: 11th April, 1945. *Time:*

Received: 19 *Time:*

No. 104. RESTRICTED. Your Despatch 23rd March, 1943, Secret
Circular. Secret Documents Mails, Nos. 4 and 5 received intact.

GOVERNOR.

DECODE.

54

TELEGRAM.

From His Excellency the Governor.

To Secretary of State for the Colonies.

Despatched : 16th May, 19 45. Time :

Received : 19 ... Time :

Recd 7.

No. 139. RESTRICTED. Your despatch 23rd March, 1943 Secret Circular. Secret Document Mails Nos. 6 to 10 received intact ^{your} including/Secret Circular despatch of 7th March, 1945.

GUVNE.

G.T.C.

DECODE.

55

TELEGRAM.

From His Excellency the Governor.

To Secretary of State for the Colonies.

M.P. No. 68/41.

Despatched: 11th June, 1945. *Time:*

Received: 19... *Time:*

Red 7

No. 160. RESTRICTED. Your despatch 23rd March, 1943,
Secret Circular. Secret Document Mails, Nos. 11 and 12
received intact.

GUVNE.

DECODE.

56.

TELEGRAM.

From His Excellency the Governor,

To Secretary of State for the Colonies.

Despatched: 11th July, 19 45. *Time:* ...

Received: 19 ... *Time:* ...

No. 184. RESTRICTED. Your despatch 23rd March, 1945,
Secret Circular. Secret Document Mails, Nos. 13, 14, 15
and 16 received intact.

GOVERNOR.

G. T. C.

DECODE.

68/41

57.

TELEGRAM.

From His Excellency the Governor.....

To The Secretary of State for the Colonies.

Despatched: September 20th 19 45 *Time:* ..

Received: 19 . . *Time:* ..

Reel 7.

No. 251. RESTRICTED. Your Despatch 23rd March, 1943, Secret Circular. Secret Document Mails Nos. 17 to 25 inclusive received intact.

GOVERNOR.

G. T. C.

DECODE.

TELEGRAM. M. P. 68/41.

58

From His Excellency the Governor.

To The Secretary of State for the Colonies.

Despatched: January 9th 19 46 Time: ..

Received:19 .. Time: ..

Red 7

No. 13. RESTRICTED. Your despatch Secret Circular 23rd March
1943. Secret document mails Nos: 26 to 37, 39 and 42 received intact.

GOVERNOR.

G. T. C.

DECODE.

TELEGRAM.

68/41.

59

From His Excellency the Governor.

To The Secretary of State for the Colonies.

Despatched : 18th June, 1946 Time :

Received : 19 Time :

No. 180. Your Despatch Red 7. 23rd March 1943 Secret Circular.

Following mails received intact:-

1946 - 1 to 12 and 15

GOVERNOR.

G. T. C.

DECODE.

TELEGRAM.

M.P. 68/41.

(60)

From His Excellency the Governor.

To The Secretary of State for the Colonies.

Despatched: July 16th 19 46 *Time:* 11.00.

Received: 19 *Time:*

Recd 59

No. 208. My telegram No. 180. Following mails received intact
13, 14, 16 to 19 and 21.

GOVERNOR.

G. T. C.

DRM.

DECODE.

TELEGRAM.

61

From His Excellency the Acting Governor.

To The Secretary of State for the Colonies.

Despatched : August 23rd 19 46 Time : 12.00.

Received : August 19 Time :

Recd 60

No. 253. My telegram No. 208. Following mails received intact
20, 22, 23, 26.

GOVERNOR.

G. T. C.

DRM.

DECODE.

(62)

TELEGRAM.

M. P. 68/41.

From His Excellency the Governor.

To The Secretary of State for the Colonies.

Despatched : January 7th 19 47 Time : 11.40.

Received : 19 Time :

Red 61 :

No. 7. My telegram No. 253. All mails received up to No. 59 with exception of Nos. 45, 47, 55, 56 and 58.

GOVERNOR.

G. T. C.

DRM.

68/41

(64)



CIRCULAR

Downing Street,

CONFIDENTIAL

20th December, 1946.

Sir,

Red 36
##

I have the honour to refer to Colonel Oliver Stanley's confidential circular telegram, No.31 of the 30th March, 1944, regarding the classification of documents for security purposes, and to inform you that I have recently had occasion to review the decision contained therein that while the new prefixes should be introduced with effect from the 1st April, 1944, it would not be necessary to vary the existing practice of numbering and marking despatches as established under Colonial Regulations.

2. I have now decided that, in order to prevent confusion and misunderstanding, the general rules as to classification set out in the circular telegram under reference should be applied to all communications between the Secretary of State and Colonial Governors which require a security grading. There is, of course, no question of publishing the classification rules and the directions in Colonial Regulation 145, which concern the extent to which a document may be circulated and do not refer to the nature of the contents of the document, do not require alteration, except by the addition of the "restricted" category. I enclose an amendment of the Colonial Regulation to provide for this addition.

3. I shall be obliged if, in future, the prefixing of correspondence may be determined by reference to the approved classification rules. This will involve many communications hitherto marked "confidential" being marked "restricted", while many which under previous practice would have been marked "secret" will be sufficiently graded as "confidential".

4. It will be convenient also if, in future, despatches to the Colonial Office are numbered in three separate series, viz. (a) Open, restricted and confidential despatches in a single series; (b) Secret and top secret despatches in a single series; (c) Staff despatches. Saving telegrams should be similarly numbered in three series. Telegrams, however, should be numbered in one series irrespective of classification.

I have the honour to be,
Sir,
Your most obedient, humble servant,

A. CREECH JONES.

copy

MC
024

The Officer Administering
the Government of

THE COLONIAL OFFICE
HULL AND ISLANDS



64

COLONIAL REGULATIONS

Part II - Public Business

Amendment No. 11 (November, 1946)

Chapter VII - Correspondence

A. Colonial Office.

The present Regulation 145 (3) and (4) shall be renumbered 145 (4) and (5) respectively and the following new sub-paragraph (3) shall be inserted:-

"(3) Restricted despatches, which the Governor may communicate to such persons as he may think fit at his discretion, but which in other respects will be subject to the same restrictions as confidential despatches."

DECODE.

TELEGRAM SENT.

From GOVERNOR to SECRETARY OF STATE.

Despatched: 18. 9. 47 Time: 16.10 Received: Time:

No. 529. Mail Schedule No. 57.

Circular Despatched Confidential of 24th and 27th July not included in mail.

2. Grateful for copies.

GOVERNOR.

G.T.C.

See 125 in 0078/TL

LJH.



69

From the Secretary of State for the Colonies.

To the Officer Administering the Government of

FALKLAND ISLANDS

Circular Telegram Saving. SECRET.

Date 8th August, 1947.

68/41

My secret circular telegram Saving of the 17th January, 1942.

Secret seaborne official mail. I enclose, for your information, a copy of a letter from the Admiralty regarding the termination of the arrangement under which the Admiralty took over from the General Post Office the responsibility for the despatch by surface route to destinations overseas of top secret and secret matter of Government Departments in this country.

The effect of the revised arrangement will be that any top secret or secret matter sent by surface route from the Colonial Office will arrive at Colonial ports in the care of the master of a British Merchant ship. The Colonial Government will be informed by the Admiralty of the despatch of such mail and will have to make arrangements for collection from the conveying vessel.

With regard to secret and top secret matter sent by sea from Colonial Governments to the Colonial Office it will be necessary for Colonial Governments to arrange direct with the masters of British ships for the conveyance of the bags which should be consigned c/o of the Head Postmaster, first port of call, England. I should be informed by telegram of the despatch of such bags.

It will be seen from paragraph 6 of the Admiralty letter that payment for sea conveyance of such bags in both directions will be made to the shipping company by the General Post Office in this country who will formulate an account at regular intervals. The account for mails despatched by Colonial Governments will be presented to the Crown Agents for the Colonies for payment and they will debit the accounts of the Colonies concerned.

The

See 70

4
69a

McC.
by
Doesn't affect us at present.

The new procedure relates only to the conveyance of safe hand mail by sea and does not effect the arrangements where they exist for the transmission of such mail by air. It has been thought desirable however to bring the new procedure to the notice of all Colonial Governments etc., since the need may occasionally arise for the despatch by sea of bulky top secret or secret matter.

A copy of the circular savingram of the 17th January, 1942, is enclosed for convenience of reference.

SECER.

(To Borneo,
Sarawak,
Hong Kong,
Gov. Gen. Malaya,
Singapore and
Malayan Union).

69a

ADMIRALTY, S.W.1.

M.1956/46.

9th June, 1947.



Sir,

I am commanded by My Lords Commissioners of the Admiralty to refer to the arrangement whereby the Admiralty have during the late war been responsible for the collection and despatch by surface route, to destinations overseas, of Top Secret and Secret matter for all Government Departments and to inform you that in view of the return to more normal conditions, and the closing of many war-time Naval Bases, it has been necessary to review the position.

2. The future arrangements for the handling of these bags of Secret matter have been discussed with the Panel on Security Arrangements, the General Post Office, the Ministry of Transport and the Shipping Companies. The Shipping Companies have agreed to comply with the security requirements, and the General Post Office have agreed to undertake the loading and unloading at ports in the United Kingdom. For the present the Admiralty will remain the central collecting office and will arrange for the bags to be transported to and from the ports accompanied by an Admiralty courier.

3. It will in future be necessary for the bags to be collected at their overseas destination direct from the master of the conveying ship by the overseas authority to whom the bags are consigned by the originating Department. Where bags are addressed to authorities to whom there is not a direct sea outlet, the bags will be consigned to the most conveniently situated representative of the originating Department concerned. Authorities to whom bags have been consigned will be notified of despatch by telegram and must arrange to meet the conveying vessel on arrival at the port indicated.

4. In the homeward direction, it will no longer be possible for the Naval Authorities overseas to act as collecting and despatching offices, and authorities overseas wishing to despatch bags to the United Kingdom will have to arrange direct with the masters of British ships for the conveyance of the bags.

5. Attached are copies of a letter to the master and the way bill which will be handed to the master of the conveying ship with the bags; the way bill will be

in/

THE UNDER SECRETARY OF STATE,
THE COLONIAL OFFICE.

See 70a

in triplicate, on one copy the master will obtain the receipt of the receiving authority and the other two copies will be handed over with the bags, one to be receipted and returned to Admiralty. It is necessary that the same procedure should be followed for homeward bags and that they should be accompanied by a similar letter and way bills, wording of course being suitably amended. Authorities overseas despatching bags to the United Kingdom must consign them care of the Head Postmaster, first port of call England, and notify despatch by telegram to Departmental Headquarters in London who in turn should inform the Admiralty.

6. Payment for sea conveyance of the bags in both directions will be made to the Shipping Companies by the British General Post Office, who will formulate an account with the Government Department concerned at regular intervals, for the purpose of recovery of the costs incurred.

7. In agreeing to accept the security requirements, the Shipping Companies have asked that steps may be taken to ensure that ordinary postal matter does not find its way into these special bags. My Lords request that this point may be strongly emphasised in any instruction issued especially in the case of authorities overseas. The Post Office also stipulated that for practical reasons the maximum weight of any bag should not exceed 50 lbs.

I am, Sir,
Your obedient Servant,

(SGD) N. ABERCROMBIE.

698



GENERAL POST OFFICE.

Sir,

It is requested that you will keep in your personal charge the British Government special bags shown on the schedule(s) (3 copies of each) attached.

2. The bags should be stowed in the strong room or other secure lock-up place, preferably in sight of the Officer of the Watch, and the place where the bags are kept should not be opened at any time during the voyage unless a responsible officer is in attendance to ensure that no unauthorised person gains admission and that the bags are not interfered with in any way.

3. If you or your responsible representative is in doubt as to the adequacy of the security afforded by the lock-up accommodation available, you must so inform the Post Office representative, and the responsibility for accepting the accommodation would rest with that authority. You would, however, be expected to take all reasonable precautions.

4. If a risk arises of the bags being compromised, you should arrange for their destruction by fire or have them weighted and thrown into deep water.

5. Such destruction, or any other untoward incident or damage to the bags, should be reported by you as soon as practicable to a British Authority and direct by cable or W/T to the Admiralty, M. Branch (Mails).

6. The bags should be handed over only to the addressee (or his properly accredited representative) who would have been advised by cable of the despatch of the bag. If your ship is not met at the port by the consignee, you should request instructions as to disposal from the nearest British Authority. If your vessel is diverted and does not call at the port concerned, you should make your request to the British Consul or other British Authority at the next port of call.

HEAD POSTMASTER.

The Master
SS "

69c

RECEIPT FROM BRITISH AUTHORITY AT DESTINATION/

M(FM)4



ADMIRALTY

194

To.....

SCHEDULE OF SPECIAL BAGS DESPATCHED

PER S.S. "

"

Number

Officer

Destination

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....Special Bag(s) addressed as above have been duly
received at.....from the Master of the
S.S. "....."

Rank.....

Date.....

The three copies of this Form are to be receipted, one copy supplied to the Master of the S.S. delivering the bags, one copy to be returned to the Admiralty and a copy for retention by the Receiving Authority.

2,716TRB.

68/41

70

22203/2/47.



FROM THE SECRETARY OF STATE FOR THE COLONIES.

TO THE OFFICER ADMINISTERING THE GOVERNMENT OF

CIRCULAR TELEGRAM SAVING.

FALKLAND ISLANDS

17th September, 1947.

SECRET

69

My secret circular savingram of the 8th August.

Secret seaborne official mail.

70a

I enclose for your information a copy of a further letter from the Admiralty on this subject.

Please arrange for action to be taken as indicated in the second paragraph of the letter.

ran.

SECEP.

The
ABC

70a



COPY

Reference M.1956/46

ADMIRALTY,
S.W.1.

2nd August, 1947.

Sir,

69a

With reference to Admiralty letter M.1956/46 of the 9th June about the future arrangements for the despatch of "Top Secret" and "Secret" matter overseas by surface route, I am commanded by My Lords Commissioners of the Admiralty to inform you that certain of the Shipping Companies are asking that guidance may be given to the Masters of their ships as to the nature of the credentials consignees overseas will produce when collecting the bags.

2. I am to suggest that the overseas representatives when collecting the bags should have in their possession the cable from the Admiralty advising despatch of the bags, supported by an officially stamped and signed memorandum from the overseas office to which they are attached, authorising them to collect the bag or bags concerned. Where the official concerned carries an Official identity card or pass identifying him with his office the memorandum would seem unnecessary.

3. Subject to your comments the Shipping Companies will be informed as above and a suitable paragraph added to the instructions to the Masters of conveying ships. It is assumed that you will take the necessary action to instruct your overseas representatives.

69a

4. I am also to inform you that the arrangements contained in Admiralty letter M.1956/46 of the 9th June refer only to bags exchanged between Departmental Head Quarters in the United Kingdom and Overseas Offices. The exchange of bags between one office overseas and another office overseas would have to be arranged locally on an ad hoc basis.

I am, Sir,
Your obedient Servant,

(Sgd.) N. Abercrombie.

The Under Secretary of State,
The Colonial Office,
Whitehall,
London, S.W.1.



71

CIRCULAR DESPATCH

68/41

THE CHURCH HOUSE,

RESTRICTED

GREAT SMITH STREET,

LONDON, S.W.1.

1015/31/51



2nd November, 1951

Sir,

NUMBERING OF OFFICIAL CORRESPONDENCE WITH
THE COLONIAL OFFICE

64

I have the honour to refer to paragraph 4 of my predecessor's confidential circular despatch of the 20th December, 1946, and to inform you that I have decided to revise the system of numbering my despatches, savingrams and circulars addressed to the Officers Administering the Governments of the Colonies and other Dependencies in order to avoid the need to mention the security classification when referring to a previous item of correspondence. The use of the security prefix as a means of identification, which cannot be avoided under the present system, tends to encourage overgrading, complicates the down-grading of a document when the need for the security prefix has passed, and has other disadvantages. It is also intended that despatches and savingrams shall be included in the same numerical series since there appears to be no need for a separate series for each type of communication.

2. I propose, therefore, that both despatches and savingrams, irrespective of their security classifications, shall be numbered in a single annual series for each territory. Correspondence marked "Staff" will, however, be separately numbered in a single series for both despatches and savingrams again irrespective of the security classification.

3. Circular despatches, savingrams, memoranda and notes will all be numbered, whether classified or unclassified, in a single series for each year. The number will be followed by an oblique stroke and the last two figures of the year. The method of referring to a circular communication of any of the above types which is numbered in this way will be "circular 193/52". It will not be necessary to quote either the date or the security classification or to indicate whether it is a despatch, savingram, memorandum, or a note.

4. It is not proposed to alter the present arrangements for numbering telegrams.

5. The new system will come into operation on the 1st January, 1952, and I shall be obliged if you will, from the same date, introduce a similar system for

/numbering

THE OFFICER ADMINISTERING

THE GOVERNMENT OF

THE FALKLAND ISLANDS.

numbering despatches and savingrams addressed to me, i.e. your official correspondence should be numbered as follows:-

- (a) despatches and savingrams, irrespective of security classification, in a single annual series;
- (b) staff despatches and savingrams, irrespective of security classification, in a single annual series.

6. All correspondence bearing the prefix "Top Secret" or "Secret" should of course continue to be forwarded in the diplomatic bag.

7. Copies of Part II of the revised Colonial Regulations were sent to you in my predecessor's circular despatch of the 26th October, and Regulation 147 therein should be amended as from the 1st January, 1952, to read as follows:-

147.(1) The Governor's communications to the Secretary of State shall be numbered in succession commencing annually with a fresh series as follows:-

- (a) despatches and savingrams, except those marked "staff", in a single series;
- (b) "staff" despatches and savingrams in a single series;
- (c) telegrams in a single series.

(2) The Governor's despatches shall be signed by the Governor or an officer deputed by him on his behalf.

8. This circular has been sent to the Federation of Malaya under cover of a separate despatch.

I have the honour to be,
Sir,
Your most obedient,
humble servant,

Omra Syethan

Act

offer to note, a pass & 7 DS offer to note also.

Action as in para 7 to please

ll

25/11/52

F. I. ref: 0051.

C. O. ref:

80

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 21st July, 1952.

No. 165. SAVING. COLONY.

Colonial Office Outward Mail.

Grateful to be informed of subject matter of your Despatches Nos. 87 and 89 dated 14th and 28th December, 1951, respectively.

2. Your Despatch (or Saving Telegram) No. 25 of 1952 has not been received - grateful for copy.

3. Two Saving Telegrams bearing the No. 51 have been received, one dated 17th March 1952, and the other 20th March, 1952.

OFFICER ADMINISTERING THE GOVERNMENT.

Reply at 85.

IRM.



81

68/41

C.O. Ref: EOD 140/09

DESPATCH

CIRCULAR 953/52.

16 OCT 1952

THE CHURCH HOUSE,
GREAT SMITH STREET,
LONDON.S.W.1.

1st October 1952.

Sir,

"STUDENT" SERIES OF DESPATCHES AND SAVINGRAMS.

I have the honour to inform you that it has been suggested that it would be convenient if the growing volume of routine correspondence relating to students and scholars bore a special prefix so that it could be segregated from the rest of the Colonial Office mail.

2. This arrangement would have several advantages and I have therefore decided that as from the 1st October 1952, my despatches and savingrams dealing with individual students and scholars or with groups of such individuals shall bear the prefix "Student" and be numbered separately in a single annual series. I shall be obliged if you will adopt a similar procedure from a convenient date.

3. The prefix "Student" will not be used for telegrams.

4. Colonial Regulation 147 should be amended as from the 1st October, 1952 to read as follows:-

"147. (1) The Governor's communications to the Secretary of State shall be numbered in succession commencing annually with a fresh series as follows:-

- (a) despatches and savingrams, except those marked "staff" or "student", in a single series;
- (b) "staff" despatches and savingrams in a single series;
- (c) "student" despatches and savingrams in a single series;
- (d) telegrams in a single series.

/4.

THE OFFICER ADMINISTERING
THE GOVERNMENT OF
THE FALKLAND ISLANDS.

Extracted to 00314
Col. Regs file.

81a.

-2-

5. This circular has been addressed to all Colonies and Protectorates etc., It has been sent to Malta for the attention of Ministers and to the High Commissioner, Federation of Malaya, under cover of a separate despatch.

I have the honour to be,
Sir,
Your most obedient,
humble Servant,

Oni J. J. J.

85

Saving.

From the Secretary of State for the Colonies.

To the Officer Administering the Government of FALKLAND ISLANDS
(COLONY)

Date 7 October, 1952.

No. 162 Saving.



68/41

80

Your saving telegram No.165 of the 21st July.

- 2. The subject matter of my despatch No.87/51 was place-names to be used on proposed new Australian map of Antarctica, and my despatch No.89/51 sale of Norwegian type skis to Argentine Embassy together with boots, etc.
- 3. My communication No.23/52 has been cancelled. It is regretted that you were not so informed.
- 4. My savingram dated 20th March, 1952, was incorrectly numbered 51 and I should be grateful if it could be re-numbered 51A. This error is regretted.

SECER.

KISS?

J. a. a. p.
12/1/52

GH

MLD/102/9/0

86

ying.

om the Secretary of State for the Colonies.
to the Officer Administering the Government of.....

FAKLAND ISLANDS
(COLONY)

Date 22 November, 1952

No. 186 Saving.



Numbering of Official Communications.

Your Staff Communication No. 16 has been duplicated on Schedules 11/52 and 14/52.

Will you please inform me which of these items should be renumbered.

SECEP.

Reply at 85.

Q

Re. sec. angs nperg
1952

F. I. ref: 63/43.

C. O. ref: MSD/102/9/01.

87

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 19th December, 1952.

No. 256. SAVING. COLONY.

86

Your Saving Telegram No. 166 of 22nd November, 1952. Numbering of
official communications.

No. 16 on Schedule 14/52 should be renumbered 16A.

OFFICER ADMINISTERING THE GOVERNMENT.

88



RESTRICTED

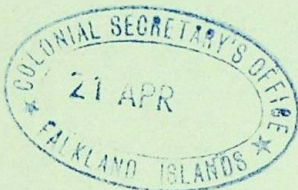
68/41

C.O. Ref: EOD 88/05.

DESPATCH

CIRCULAR 186/53

RESTRICTED



THE CHURCH HOUSE,
GREAT SMITH STREET,
LONDON, S.W.1.
23 February 1953.

Sir,

TRANSMISSION OF MAIL OVERSEAS

88a

I have the honour to transmit to you, for your information, a copy of revised instructions, which, at the request of the Foreign Office, have been circulated to Government Departments in the United Kingdom, regarding the transmission of official mail to certain communist countries and other countries where entry difficulties are encountered.

2. You will no doubt arrange for any official mail which your Government may have occasion to send to Her Majesty's Diplomatic or Consular posts in the countries named to be forwarded either to the Colonial Office for transmission by the Foreign Office diplomatic bag, or to a convenient Foreign Service Post for onward transmission by diplomatic bag.

3. This circular has been addressed to all Colonies and Protectorates etc., and to all Regional Organisations. It has been sent to the High Commissioner, Federation of Malaya under cover of a separate despatch.

I have the honour to be,
Sir,
Your most obedient,
humble Servant,

Onice J. [Signature]

Q

pa.

THE OFFICER ADMINISTERING
THE GOVERNMENT OF THE
FALKLAND ISLANDS.

88a

COPY OF REVISED INSTRUCTIONS.

Transmission of official mail to certain Communist countries and other countries where entry difficulties are encountered.

1. The Foreign Office consider it undesirable that any official material whatsoever, even unclassified material such as that used for information and publicity purposes, should be sent by ordinary post to the Soviet Union or Satellite countries or China, where it would be exposed to interception by the local authorities. As an exception, therefore, to the general rule laid down in paragraph 19, sub-paragraph (c) of Chapter IV of the booklet on "Security in Government Departments" (where it is stated that all material classified Restricted and all un-classified material should be sent by ordinary post), all material, both classified and unclassified, addressed to posts in the following countries will, until further notice, be accepted for transmission by the Foreign Office diplomatic bag:-

- 1 Bulgaria
- 2 China
- 3 Czechoslovakia
- 4 Hungary
- 5 Poland
- 6 Roumania
- 7 Soviet Union

As regards China, the only Foreign Service post there which can at present be reached by diplomatic bag is Peking. Correspondence for other addresses in China cannot therefore be accepted for transmission by the Foreign Office bag at the present time. In addition, since the amount of material which can be conveyed by the Queen's Messenger to Peking is strictly limited, official material for transmission to the Embassy must be confined to light and essential material only.

2. In addition the Foreign Office will, until further notice, accept, besides material classified Confidential and above (which should ordinarily be sent through the Foreign Office diplomatic bag under existing instructions), all classified and unclassified official material for the following countries where postal or entry difficulties or other special considerations at present exist:-

- 1 Austria
- 2 Egypt
- 3 Israel
- 4 Spain
- 5 Yugoslavia

RESTRICTED



C.O. Ref: EOD 88/05.

68/41

DESPATCH

CIRCULAR 528/53.

RESTRICTED



THE CHURCH HOUSE,

GREAT SMITH STREET,

LONDON, S.W.1.

11th June, 1953.

Sir,

TRANSMISSION OF MAIL OVERSEAS

88

I have the honour to refer to my circular No. 186/53 and to inform you that the instructions on the transmission of official mail to certain communist countries and other countries where entry difficulties are encountered, a copy of which was enclosed therein, have been amended by the Foreign Office in the light of comments received from other Government Departments.

89a

2. A copy of the relevant portion of the amended version of the instructions is enclosed for your information.

3. This circular has been addressed to all Colonies and Protectorates etc., and to all Regional Organisations. It has been sent to the High Commissioner, Federation of Malaya under cover of a separate despatch.

I have the honour to be,
Sir,
Your most obedient,
humble Servant,

Oliver Tytton

Q

*Superseded
see 91 m
0618*

See 90.

THE OFFICER ADMINISTERING
THE GOVERNMENT OF THE
FALKLAND ISLANDS.

89a

TRANSMISSION OF OFFICIAL MAIL TO
CERTAIN COMMUNIST COUNTRIES AND
OTHER COUNTRIES WHERE ENTRY
DIFFICULTIES ARE ENCOUNTERED

The Foreign Office consider it undesirable that any official correspondence, whether classified or not, addressed to H.M. Missions or Consulates or members thereof should be sent by ordinary post to the Soviet Union, Satellite countries, China, or certain other countries listed below where postal or entry or other special considerations at present exist. As an exception, therefore, to the general rule laid down in paragraph 19, sub-paragraph (c) of Chapter IV of the booklet on "Security in Government Departments" (where it is stated that all material classified 'Restricted' and all unclassified material should be sent by ordinary post) all official correspondence, both classified and unclassified, addressed to H.M. Missions or Consulates or members thereof in the following countries will, until further notice, be accepted for transmission by the Foreign Office diplomatic bag:-

(a) Communist Countries

1. Bulgaria
2. China
3. Czechoslovakia
4. Hungary
5. Poland
6. Roumania
7. Soviet Union

(b) Countries where postal or entry difficulties
or other special considerations at present
exist:-

8. Austria
9. Egypt
10. Israel
11. Spain
12. Yugoslavia.

2. It will be seen that the above excludes purely "information" material of an unclassified nature such as is regularly sent by the Central Office of Information by ordinary post direct to H.M. Missions in the countries listed above. This class of material should not be sent by the Foreign Office bag.

3. Similarly, correspondence for unofficial or foreign addressees abroad should normally be forwarded through the ordinary public services. In any particular instance in which the use of Foreign Office channels may be considered desirable in the interests of the addressee or otherwise, Departments should be guided by the instructions in paragraphs 5 and 14

of Chapter XXI of the Foreign Office Handbook on Communications. A copy of those instructions is annexed. The foregoing considerations apply particularly to correspondence with private addressees in the Iron Curtain countries listed in paragraph 2 (a) above.

4. As regards China, the only Foreign Service post there which can at present be reached by diplomatic bag is Peking. Correspondence for other addresses in China cannot therefore be accepted for transmission by the Foreign Office bag at the present time. In addition, since the amount of material which can be conveyed by the Queen's Messenger to Peking is strictly limited, official material for transmission to the Embassy must be confined to light and essential material.



90

RESTRICTED

FROM THE SECRETARY OF STATE FOR THE COLONIES.

C.O. Ref: EOD 88/05

SAVINGRAM

CIRCULAR 972/53

14th October, 1953.

RESTRICTED



TRANSMISSION OF MAIL OVERSEAS.

89

My circular despatch No. 528/53 of the 11th June.

90a

Attached for information is a copy of paragraphs 5 and 14 of Chapter XXI of the Foreign Office Handbook on Communications referred to in paragraph 3 of the enclosure to my despatch under reference.

89a

2. This circular has been addressed to all Colonies and Protectorates etc., and to all Regional Organisations. It has been sent to the High Commissioner, Federation of Malaya, under cover of a separate despatch.

SECEP.

90a

COPY

Extracts from the Foreign Office
"Handbook on Communications" - Chapter XXI

x x x x x

"5. Any communications to unofficial or foreign addressees which are accepted for transmission by bag under the provisions of paragraph 14 below should be covered by a letter from the interested department of the Foreign Office to the post of destination authorising and requesting delivery.

A similar procedure should be followed when Foreign Service posts accept such communications (which should ordinarily be unsealed) for transmission by the bag.

United Kingdom Government Departments wishing to send a communication in this category through the Foreign Office bag must forward it, unsealed, to the department of the Foreign Office concerned under cover of a letter explaining the need of, and supporting the request for, the use of the official channel."

x x x x x

"14. The bag services as a general rule are not available to unofficial or foreign bodies and persons and special care should be taken in particular to exclude any articles that are subject to Customs clearance. In exceptional cases, where the national interest is involved or where strong compassionate grounds exist, letters from persons not entitled to bag privilege, such as business firms, Members of Parliament or local British subjects, may be included in air or surface bags as circumstances may require. In such cases Communications Department should, if possible, be consulted in advance or in any event be informed. The following are quoted as examples of such possible exceptions:-

- (a) letters concerned with the promotion of British trade, the contents of which it is desirable to withhold from foreign inspection. In the outward direction such letters should normally be sponsored by the Board of Trade and forwarded by them unsealed to the appropriate department of the Foreign Office under cover of a letter supporting the request for the use of the official channel;
- (b) letters where strong humanitarian reasons exist for withholding the contents from foreign inspection, e.g., where disclosure might act to the serious detriment, or even endanger the lives, of the correspondents."

Saving

MEM. 102/9/01

91

From the Secretary of State for the Colonies

68/4

To the Officer Administering the Government of FALKLAND ISLANDS

Date 21 November, 1953.

No. 151 Saving

X



Numbering of Official Communications.

Your communication No. 156 has been duplicated in Mail Schedules No. 9 (Sea Mail) and No. 13 (Air Mail).

I should be grateful to learn which item should be amended.

SECEP.

be

Reply at 92.

F. I. ref: 68/41.

C. O. ref: MED 102/9/01.

92

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 18th December, 1953.

No. 215. SAVING. COLONY.

91

Your Saving Telegram No. 151. Numbering of Official Communications.

Please cancel Savingram No. 156 appearing on Mail Schedule No. 9 (sea mail).

~~Reply at 9/4~~

GOVERNOR.

CONFIDENTIAL

MED/012/9/01

Your Reference 68/41

93

Saving

From the Secretary of State for the Colonies
To the Officer Administering the Government of

FALKLAND ISLANDS

Date 21ST 14 January, 1954

No. 14 **Saving** CONFIDENTIAL



Numbering of Official Communications.

92
91

Your Colony Savingram No. 215 of 18th December.

Further to my Savingram No. 151 of 21st November, I can confirm that two different items have been received both of which are numbered 156 as follows:-

- (1) Sea Mail 9/53
Savingram 156 of 28th August - Subject; Legislation Order No. 5/53.
- (2) Air-Mail 13/53
Savingram 156 of 31st August - Subject; Strengths of Local Forces.

I have renumbered (2) to No. 156A and will be grateful if you adjust your record accordingly.

Amended
SRM
27/2/54

SEGER.

6

Saving

EOD 97/111/01

94

From Secretary of State for the Colonies

To the Officer Administering the Government of FALKLAND ISLANDS

Date 7 July 1954

No. 98 - Saving

CONFIDENTIAL



Please refer to your Mail Schedule No. 12 in respect of mail forwarded on the 18th June.

2. This mail contained one Top Secret and several Secret items.

3. Grateful if you would ensure that any Top Secret or Secret material is sent by safe hand. (See my Secret circular despatch of the 10th February, 1951).

Not received
Not on schedule

SEGER.

See 95 for reply
Aes P20 despatch
S/T

95

DECODE.

TELEGRAM SENT.

From GOVERNOR to SECRETARY OF STATE

Despatched: 7.8.54 Time: 1200 Received: Time:

94

No 225. SECRET. Your Saving telegram 98/54.
Your secret circular despatch of 10th February, 1951
not received. Grateful you forward copy. Mail
bag in question was sent to British Embassy, Montevideo
by safe hand of Master of s.s. FITZROY following normal
custom and acknowledged by them as received. Pending
receipt your circular quoted above grateful guidance
for future occasions.

GOVERNOR

Reply 96

DECODE.

TELEGRAM SENT.

96

From SECRETARY OF STATE to GOVERNOR

Despatched : 11.8.54 Time : 0900 Received : 11.8.54 Time : 1430

95

SECRET. No 147. Your telegram No 225. Understand mail number 12 was forwarded as air freight possibly because Her Majesty's Embassy Montevideo were not aware it contained secret material.

2. Please arrange labels of bags sent ^{to} Her Majesty's Embassy for onward transmission to be marked with a cross on reverse side.

3. Savingram follows.

SECRETARY OF STATE

Cypher.

SM

97

win
Saving

EOD 97/111/01

From the Secretary of State for the Colonies
To the Officer Administering the Government of FALKLAND ISLANDS

Date 17.8.54

68/40

No. 112 **Saving** SECRET

95
96

Your telegram No. 225 and my reply
No. 147 regarding Secret mail.

94

2. Greatly regret that in my savingram
No. 98 of the 7th July, it was overlooked that
my Secret circular savingram of the 10th
February, 1951 (which is concerned mainly with
air mail) had not been sent to you. A copy,
of the circular is enclosed herewith.

97a



SECR.

No. of copies sent.....3.....

BvF



97a

CIRCULAR SAVINGRAM

SECRET

From the Secretary of State for the Colonies.
To the Officer Administering
the Government of

1272/17/50

10th February, 1951

DIPLOMATIC MAIL

1. Please refer to Section III G 8 of the Revised Colonial Office Security Instructions, a copy of which accompanied my secret circular despatch of the 26th May 1950.

5
in
0618

2. While it is clear that in most territories the prescribed procedure for the despatch of top secret and secret material by diplomatic bag is being followed, complaints are sometimes received that such material has been forwarded through the normal postal channels or, if sent by diplomatic bag, that the usual precautions for safeguarding the security of the contents of the bag, at all stages have not been taken.

97k

3. It would be appreciated therefore if the enclosed note on procedure could be brought to the notice of all officers engaged on mail work.

4. With regard to Paragraph 4 of the note, please ensure that your arrangements for the transit of the diplomatic bag between the airport and Government Headquarters are in all respects satisfactory.

5. This circular savingram is being sent to the Officers Administering the Government of all Colonies, Protectorates and Trust Territories (except St. Helena, Seychelles, Mauritius and the Falkland Islands); and also to the Chairman, East Africa High Commission, the Comptroller for Development and Welfare in the West Indies, and the Chief Secretaries West African Council and Central African Council.

SECEP.

SECRET

NOTE ON DIPLOMATIC MAIL PROCEDURE

1. All top secret and secret correspondence should be sent by diplomatic bag and not in the G.P.O. bag with confidential, restricted and unclassified correspondence.

This is done

2. The security classification should be clearly shown on the envelope or cover of any classified material sent by diplomatic bag. The use of two envelopes is unnecessary.

Two envelopes used

3. The diplomatic bag should be made up in the same way as the G.P.O. bag, sealed and labelled. The label should be addressed in the ordinary way, but marked with a cross on the reverse side, and passed to the appropriate (British) aircraft company with an envelope containing the diplomatic waybill in quadruplicate (specimen attached) for transmission c/o Pilot.

We do

Consulate do this

976

4. From the moment when a sealed bag leaves the despatching authority it should be continuously in the custody of a British subject answerable to the despatching authority or the carrying authority. This would include the British pilot of a British aircraft, but not a pilot employed by a foreign airline. Special care should be taken to ensure the safety of the diplomatic bag between the airport and Government Headquarters.

*c/o Capt
Zitzyroy 12
for Consul*

5. Top secret, secret or confidential material may be accepted from any local Service authority for transmission by diplomatic bag. In such cases the Service authority concerned should be notified of the cost of transmission, with a view to recovery being effected.

970

No.



BULLETIN D'EXPÉDITION OFFICIELLE

It is hereby certified that the Officially Sealed Bags detailed below contain only Official Correspondence.

From	To	Number of Bags	Bag Nos.	Weight in Kgs.
<p>HIS MAJESTY'S SECRETARY OF STATE FOR THE COLONIES, LONDON.</p>	<p>O.A.G.</p>			

Airport of disembarkation.....

To be handed to.....

The above-mentioned.....bags are handed to British Overseas Airways Corporation for conveyance by air to the Airport of disembarkation shown, for disposal as indicated.

(SIGNATURE OF DESPATCHING OFFICER).....

.....
(STAMP OF OFFICE OF ORIGIN AND DATE)

(SIGNATURE OF RECEIVING OFFICER).....

68/41.

106



RESTRICTED

FROM THE SECRETARY OF STATE FOR THE COLONIES.

C.O. Ref: EOD 97/111/07

SAVINGRAM

CIRCULAR 1077/54

11th November, 1954.

RESTRICTED

TRANSMISSION OF MAIL TO THE SUDAN

89

My circular despatch No. 528/53.

I have to inform you that the Sudan has now been added to the list of countries where postal or entry difficulties or other special considerations at present exist (see paragraph 1(b) of the instructions enclosed with the circular under reference). All official correspondence for the Sudan, of the nature described in the instructions, should therefore be transmitted through the Foreign Office diplomatic bag.

2. This circular has been addressed to all Colonies, Protectorates and Regional Organisations (including the Federation of Nigeria and Regional Governments). It has been sent to the High Commissioner for the Federation of Malaya under cover of a separate despatch.

SECEP.

See 131

THE OFFICER ADMINISTERING
THE GOVERNMENT OF THE
FALKLAND ISLANDS.

CONFIDENTIAL

68/41

109



EOD 97/111/02

30 APR 1955

S A V I N G

From the Secretary of State for the Colonies.

To the Officer Administering the Government of the
FALKLAND ISLANDS.

Date.....⁶April, 1955.

No.....³⁹Saving.

CONFIDENTIAL

109a

I enclose a copy of a semi-official letter from the Foreign Office ^{for reading} ~~to~~, a report submitted by H.M. Embassy at Montevideo regarding the carriage of a bag containing classified material from the Falkland Islands.

2. No information is available here as to Mr. Watton and whether he is a suitable person to be entrusted with Top Secret material. I should therefore be grateful for a report on the circumstances in which Top Secret material was entrusted to a non-official travelling on a foreign ship.

Reply at 111

SECEP.

Buf
2/5

COPY

104a
FOREIGN OFFICE, S.W.1.

(Q 110/2)
CONFIDENTIAL

March 4, 1955.

Dear Maynard,

104b I enclose a copy of a self explanatory report submitted by the Administrative Officer of our Embassy at Montevideo about the carriage of a confidential bag from the Falkland Islands.

2. I think you will agree that to send a bag containing Top Secret material by casual courier, and handled in such a casual manner is, to say the least, risky. It also contravenes the security regulations governing the carriage of Confidential bags. The bag had no distinguishing markings on the label apart from being graded Top Secret and was forwarded by Foreign Office confidential bag which left Montevideo on February 18.

3. You may wish to raise the matter with the Secretary's Office at Port Stanley.

Yours sincerely,

(sgd) (A. Dockerill).

P. Maynard, Esq.,
Colonial Office.

BAGS FROM FALKLAND ISLANDS

The object of this minute is to call attention to a (to me) very dangerous practice which the Secretary's Office at Port Stanley has recently adopted. One is aware that some means of communication over and above the "Fitzroy"'s more or less monthly service may, on occasion, be unavoidably necessary; but the practice now adopted of delivering bags to passengers on foreign ships, unless speed is the paramount consideration, is definitely risky. The following case in point tends to confirm this.

On February 9 we received a telegram signed "Secretary" asking us to meet the Danish ship "Nancies" and to collect a bag from a passenger called Mr. Watton. Enquiries at the shipping agents gave the date of arrival of the ship as Saturday morning, February 12. On telephoning their offices early on Saturday, I was informed that the ship had arrived at 10 p.m. the previous night, and the passenger, Mr. Watton, had gone to the Hotel Espana.

The hotel was called at once, but they said Mr. Watton had left the premises. Apparently he had called the Chancery ten minutes earlier and had spoken to our porter who said there was no one in the office at that moment who could take delivery of the bag. Mr. Watton then arranged with our porter for the bag to be collected on the following Monday.

I called Miss Pring, who was on duty, and asked her to do her best to contact Mr. Watton and to ask him to bring the bag in. This he eventually did shortly before 12 noon that morning.

The bag delivered by Mr. Watton had no indication on its label of the grading of its contents, but on opening it in Chancery another bag was found, addressed to the Secretary of State for the Colonies and graded TOP SECRET. Thus Top Secret material had been entrusted to a casual messenger of whom our only knowledge was a name supplied by telegram, and who was not even aware of the importance of his trust. Else why his suggestion that Monday would be early enough to collect the bag?

Do you think we could, rightly, call the attention of the Colonial Secretary, Port Stanley, to this situation? Mr. Watton did not carry any form of receipt for this bag, and one had to be typed for him by Chancery.

*Mr. Watton
was furnished
with a carbon
copy of our mail
receipt which
could have been
used D.W.
3/5/55*

(Signed) G.W. Deakin
14th February, 1955.

F. I. ref: 68/41

C. O. ref: EOD 97/111/02

111

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 23rd May, 1955.

No. 92. SAVING. CONFIDENTIAL. COLONY.

109

Your Confidential Saving Telegram No. 39 of 6th April, 1955.
Carriage of classified material from the Falkland Islands.

Mr. Watton was at the time a Government Official in the employment of the Falkland Islands Dependencies Survey and was well aware of the contents of the bag he carried. He also held a form of receipt which he apparently failed to produce.

2. It was expected that the foreign ship "Nancie S" would be met by an official from Her Majesty's Embassy at Montevideo and the casual way in which the bag was eventually delivered is regretted.

3. Steps have been taken to ensure that classified material will in future be handled in accordance with security regulations governing the carriage of Confidential bags.

GOVERNOR.

DECODE.

TELEGRAM SENT.

From GOVERNOR to SECRETARY OF STATE

Despatched : 7.x.55

Time : 1100

Received :

Time :

No.162. Colonial Office Mail Serial No.67. has not been received. Post Office report that bag of registered mail despatched by G.P.O. London on 14th July arrived bearing signs of having been tampered with and 5 registered items were missing. It is therefore assumed that mail has been stolen. Report was made to G.P.O. London. Grateful for copies of correspondence included in mail No.67.

OFFICER ADMINISTERING THE GOVERNMENT'S DEPUTY.

GTC:JB/IMR

DECODE.

113

TELEGRAM SENT.

From SECRETARY OF STATE to GOVERNOR

Despatched: 26.7.56. Time: 1530 Received: 27.7.56. Time: 0900

PRIORITY

No: 116. Following from Governor begins:-

Colony estimates despatch, Dependencies programme of work and estimates despatches cannot be found here although other Falkland Island airmail has arrived. Please confirm they were sent airmail by "Titzroy" leaving Stanley 14th July.

P/L : FT

GOVERNMENT TELEGRAPH SERVICE

FALKLAND ISLANDS

SENT

114

Number	Office of Origin	Words	Handed in at	Date
--------	------------------	-------	--------------	------

PRIORITY

27th July 1956

To

CHAPELRIE LONDON.

a/c H.O.

161 YOURTEL 116 STOP FOLLOWING FOR GOVERNOR FROM DENTON-THOMPSON BEGINS COLONY ESTIMATES DESPATCH AND DEPENDENCIES PROGRAMME OF WORK AND ESTIMATES DESPATCH WERE FORWARDED BY CLASSIFIED AIRMAIL 17/56 WHICH WAS PUT ON 14TH JULY FITZROY PERSONALLY BY CHIEF CLERK STOP IN ORDER TO ASSIST FURTHER INVESTIGATIONS GLAD IF COLONIAL OFFICE COULD CONFIRM RECEIPT OR OTHERWISE OF DESPATCH 103, ^{Dependencies} SAVINGRAM 29 AND FOLLOWING SAVINGRAMS 86 of 12TH JUNE, 96 2ND JULY, 98 3RD JULY, 99 4TH JULY WHICH SHOULD HAVE BEEN IN SAME MAIL STOP IN MEANTIME I AM PURSUING ENQUIRIES THROUGH EMBASSY MONTEVIDEO STOP FIRST OPPORTUNITY TO GET COPIES TO MONTEVIDEO WILL BE APPROXIMATELY 2ND SEPTEMBER STOP GLAD IF COLONIAL OFFICE COULD NOTIFY ME IMMEDIATELY IF MAIL IS RECEIVED

SUBSEQUENT *ly*

G.A.G.

see 117

GOVERNMENT TELEGRAPH SERVICE

FALKLAND ISLANDS

115

SENT

Number	Office of Origin	Words	Handed in at	Date
--------	------------------	-------	--------------	------

PRIORITY

27th July 1956

To	PRODROME MONTEVIDEO.	a/c H.O.
----	----------------------	----------

I AM ADVISED BY LONDON THAT CERTAIN IMPORTANT DESPATCHES WHICH WERE
FORWARDED BY FITZROY WHICH LEFT HERE 14TH JULY UNDER COVER OF BAG
ADDRESSED SECRETARY OF STATE FOR COLONIES HAVE NOT BEEN RECEIVED STOP
GRATEFUL IF YOU COULD CONFIRM THAT THIS BAG WHICH SHOULD HAVE BEEN
PASSED THROUGH THE EMBASSY WAS IN FACT RECEIVED BY YOU AND SENT ON
TO LONDON

O. A. G.

DECODE.

TELEGRAM.

116

From AMBASSADOR, MONTEVIDEO.

To ACTING GOVERNOR.

Despatched : 28th July 1956 19 Time : 1106
Received : 28th July 1956 19 Time : 1200

Your telegram 27th. Service fortnightly. Next
leaves 31st. Letter follows.

118

P/L : PT

See 118.

see 117

DECODE.

TELEGRAM SENT.

From ^{O.A.G.} ~~GOVERNOR~~ to SECRETARY OF STATE

Despatched : 30.7.56.

Time : 1530

Received : : Time : :

No: 166. Following for Governor. begins:-

My telegram No: ¹¹⁴ 161. I understand from ¹¹⁶
Montevideo that bag in question will leave Montevideo on
31st July. ends.

O.A.G.

GTC : PT



CONFIDENTIAL
(9092/56)

BRITISH EMBASSY,

MONTEVIDEO.

July 30, 1956.

118

Dear Colonial Secretariat,

115
116

Would you please refer to your telegram of July 27 and our reply of July 28 about the transmission of despatches to London which left you by the Fitzroy on July 14.

2. Subject to the weather the Queen's Messenger arrives here from London on every alternate Thursday night, bringing our confidential bag in which yours is normally included.

3. On the return flight, which is scheduled for the immediately following Tuesday, he collects our confidential bag for London, in which we include your bag and any other confidential material from you. Again subject to weather conditions and the normal hazards of air travel, he should arrive in London early on the Thursday morning, and you may be confident that anything addressed to the Secretary of State for the Colonies will be delivered immediately from the Foreign Office.

4. The bag referred to in your telegram just missed the fortnightly Queen's Messenger of July 17 and is being dispatched by the Queen's Messenger on July 31. You will realise that the service must depend on the connexion of the Fitzroy with the schedule of Queen's Messengers. You may like to bear this in mind in calculating the time which it takes your despatches to reach the Colonial Office. We can assure you that no undue delay takes place here, as we collect your confidential material from the Fitzroy at the first opportunity after she arrives (not that we deduced an implication to the contrary from your telegram of July 27)

5. In case you are not already aware of it, the normal means of confidential communication with Buenos Aires and all the other posts south and west of Rio is by the outbound Queen's Messenger on alternate Thursday nights.

Yours ever,

CHANCERY.

W.C.S.

The Colonial Secretariat,
Port Stanley,
FALKLAND ISLANDS.

See 122.

On file.
6/2/57
8.9.56

68/41

119

CONFIDENTIAL

28th September, 56.

Dear Chancery,

118 Thank you for your Confidential letter No. 2092/56 of the 30th July in connexion with the transmission of despatches to London which left the Colony on the 'Fitzroy' on July 14th.

2. We are of course completely satisfied that there is no undue delay in Montevideo and appreciate the position with regard to the arrival and departure schedules of the Queen's Messengers. Our enquiry was prompted by an urgent telegram from the Colonial Office which seemed to indicate that some mail despatched in the Colonial Office Bag in question had been received and some had not. In fact the Colonial Office telegram in question was misleading.

3. We regret any inconvenience caused to the Chancery over the matter.

Yours sincerely,

COLONIAL SECRETARIAT.

The Chancery,
British Embassy,
MONTEVIDEO.

T/MC

120

*I shall want to reply
24/10/56*

UNCLASSIFIED



BRITISH EMBASSY,
MONTTEVIDEO.

(9092/56)



October 15, 1956.

Dear Secretariat,

We have received a rebuke from the Foreign Office for sending by confidential bag three items originating from you for the Attaché for Colonial Affairs in Washington which had no security grading on their outer covers.

2. We assume that everything that you send to us by confidential bag is indeed confidential, and handle it accordingly. Your non-confidential material does not, of course, pass through our hands. However, in order to avoid difficulties in the future in London where, of course, vast quantities of bags have to be handled, we should be grateful if you would ensure that everything has its security grading on the outer cover.

3. We are sending a copy of this to the Communication Department of the Foreign Office.

Yours ever,

CHANCERY.

MPUS

Colonial Secretariat,
Government of the Falkland Islands,
PORT STANLEY.

Reply at 126

Office to note

*These usually go through
P.O. office - at least sent
one last mail through P.O.
29/10/56*

N.Y. um. 3/11/56.

121.



BRITISH EMBASSY,

MONTEVIDEO.

October 16, 1956.

UNCLASSIFIED

(9092/56)



Dear Secretariat,

In mail schedule file

You will notice the endorsement on the receipt for your Secret bag which reached us on the "Fitzroy" on October 15.

Cat cover.

--- 2. We return the bag in question in case you wish to investigate. The inner bag appeared to be undamaged, and there was nothing else in the outer bag.

Yours ever,

CHANCERY.

WERS.

The Colonial Secretariat,
Government of the Falkland Islands,
PORT STANLEY.

*John
Spink*

Supt. P.A.

Long comment?

file

Effie

30/11/56

Reply at 127

122



BRITISH EMBASSY,
MONTEVIDEO.

UNCLASSIFIED

9092/56

October 17, 1956.



118?

Dear Colonial Secretariat,

Please refer to our letter of June 30 in which we explained the position regarding the arrival and departure of Queen's Messengers. The winter timetable having come into force, the schedules have now changed.

The fortnightly bag from London arrives on a Sunday evening. The first one arrived on October 14. The fortnightly bag to London leaves on the following Friday, starting on October 19.

Yours ever,

CHANCERY.

W. M. G.

*A. G. H. T.
30/10/56*

Colonial Secretariat,
Port Stanley,
Falkland Islands.

21st January, 1957.

Dear Chancery,

130 Please refer to your letter of the 15th October, 1956, regarding the transmission of three unclassified covers by confidential bag.

It is regretted that these covers were inadvertently sent by confidential bag and care will be exercised in future to see that no non-confidential material is sent for transmission by Foreign Office Bag.

An additional copy of this letter is enclosed for forwarding to the Communications Department of the Foreign Office.

Yours ever,

SECRETARIAT.

The Chancery,
H.E.M. Embassy,
Montevideo,
URUGUAY.

DRM/MC

21st January, 1957.

Dear Chancery,

Would you please refer to your letter of the
131 16th October, 1956, regarding the receipt of a
damaged bag per "Fitzroy" on the 15th October, 1956.

The bag in question was intact when it left
the Secretariat and it appears that it might have
been damaged by rats or cockroaches. The inner
bag was apparently untouched.

X Arrangements will be made for the more careful
stowage of the bag on board ship in future.

Yours ever,

SECRETARIAT.

The Chancery,
H.B.M. Embassy,
Montevideo,
URUGUAY.

ADT/MC

DECODE.

68/41

129

TELEGRAM.

From GOVERNOR.

To H.M., AMBASSADOR.

Despatched : 9/5/57. 19 Time : 1530.
Received : 19 Time :

JOHN OLIVER ARRIVING HANNE S 14TH WILL DELIVER BAG.

GOVERNOR.

(INTLD) JB. 9/5.

MNG.

DECODE.

TELEGRAM.

From Admiralty, London.....

To Governor. F.I.....

Despatched : 28/6/57.

19

Time : 0005

Received : 28/6/57.

19

Time : 1030.

Special bag M/FM 6019/1 despatched S.S.Darwin

26th June request signal receipt.

Admiralty, London.

271521

P/L.
ING.

Reply at 132.

**RESTRICTED**

FROM THE SECRETARY OF STATE FOR THE COLONIES

C. O. Ref: EOD 97/111/07

SAVINGRAM**CIRCULAR 686/57**

20th June, 1957.

RESTRICTED**TRANSMISSION OF MAILS**106 My Circular Savingram No. 1077/54 of the 11th November, 1954.

The following instruction has been issued to Government Departments in the United Kingdom:-

Do we need? → "Paragraph 20 (g) of Chapter IV of the booklet "Security in Government Departments" sets out the procedure for the transmission of classified and unclassified official documents (with the exception of publicity and information material) addressed to Her Majesty's Missions or Consulates (or members thereof) in certain non-Communist countries where postal or entry difficulties or other special considerations exist.

The Foreign Office have reviewed the countries affected and advise that Austria and the Sudan should now be deleted from the list and that Syria should be added.

The current list of countries where difficulties exist is, therefore, Egypt, Israel, Syria and Yugoslavia, and Departments are asked to note that official material for these countries should be transmitted through the Foreign Office diplomatic bag.

(Her Majesty's Government is not, of course, represented in Egypt at the present time.) "

2. You will no doubt follow this arrangement as regards any official mail which your Government may have to send to any of the countries concerned.

3. The appropriate amendment to paragraph 20(g) of the booklet "Security In Government Departments", will be made in due course.

4. This circular has been sent to all Colonies, (including the Federal and Regional Governments in Nigeria), Protectorates and Regional Organisations. It has been repeated to Antigua, Montserrat, St. Kitts-Nevis, the Virgin Islands, and to the Chairman, Standing

/Federation

Handwritten signature and notes: "on file in d. 5/8"

The Officer Administering
The Government of the
Falkland Islands

Federation Committee at Bay Gardens, Barbados. It has been sent to the High Commissioner for the Federation of Malaya under cover of a separate despatch.

SECR.

GOVERNMENT TELEGRAPH SERVICE

132.

FALKLAND ISLANDS

SENT

Number	Office of Origin	Words	Handed in at	Date
				21/8/57.
To				
ADMIRALTY. LONDON. H.C.A/C.				

130. YOUR 271521 SPECIAL BAG M/FM 6019/1 RECEIVED.

GOVERNOR.

LJA
ENC.

Time



CONFIDENTIAL

FROM THE SECRETARY OF STATE FOR THE COLONIES

C. O. Ref: EOD 97/018

SAVINGRAM

CIRCULAR 972/57

6th September, 1957

CONFIDENTIAL

MARKING OF CLASSIFIED DOCUMENTS

1. It has recently been decided that United Kingdom Government Departments should in future adopt the practice of showing security classification markings at the centre top and bottom of each page of all Top Secret, Secret and Confidential documents; the markings, if possible, to be in red.
2. In following this procedure, the Colonial Office will use foolscap and octavo duplicating paper which has been printed "Top Secret", "Secret", or "Confidential" in red (paper for "Restricted" documents will not be printed, as this classification is not much used). On other paper the markings will be typed or stamped. It is hoped to bring the new arrangements into operation here on the 1st October, 1957.
3. It is desirable that security standards in the Overseas Territories should adhere as closely as possible to the pattern followed in the United Kingdom, and provided that no serious practical or technical obstacles appear - as to which I should like to be consulted - I shall be glad if the new system of markings may be adopted in the Territory under your administration.
4. I should be grateful if you would inform me of the date when the new system will be brought into use.
5. This circular has been addressed to all Colonies, Protectorates and Regional Organisations. It has been repeated to Antigua, Montserrat, St. Kitts-Nevis, and to the Virgin Islands.

SE CER

137.
S/F - 25/9
P/A noted this 20/10/57.
Office
To note - we will start the new system on 1st November, 1957.

The Officer Administering
 The Government of the
 Falkland Islands

20/x

Noted by n.c. 26/10/57.
" " 20/11/57
Reply at 139 28/07/58

F. I. ref: 68/41

D. O. ref: EOD 97/018

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 29th October, 1957.

No.174. SAVING. COLONY.

136 Your Confidential Circular Savingram No.972/57 of 6th September, 1957. Marking of Classified Documents.

New system will be brought into use on 1st November, 1957.

GOVERNOR.

JB/MC

DECODE.

TELEGRAM SENT.

From GOVERNOR to SECRETARY OF STATE

Despatched: 2. 10. 58. Time: 1015. Received: Time:

CONFIDENTIAL.

No. 142. Your Mail No.55 not received. Post Office here report that a Despatch Bag bearing G.P.O. Registration No.1781 together with another registered item No.3682 was missing from G.P.O. London air mail serial No.37 on arrival. G.P.O. mail No.37 was received unsealed but tied at neck of bag with string, labelled in pencil "Islas Malvinas REPUBLICA (sic) Argentina" and enclosed in a sealed Argentine bag. No note of explanation was received from the Argentine postal authorities in accordance with the Universal Postal Convention.

2. Grateful if copies of correspondence contained in your Mail No.55 could be forwarded.

GOVERNOR.

GTC:FH

608/41



141

(9092/59)

BRITISH EMBASSY,
MONTEVIDEO

UNCLASSIFIED

May 12, 1959

Dear Secretariat,

We have not yet received from you the receipted copies of the schedules of contents of our bags S2 (taken by H.M.S. Protector on February 19) and S3 (taken by R.M.S. Darwin on March 2). Would you please confirm that these bags were received?

Yours ever,

CHANCERY

*Reply at
143*

*mb
12/5*

Colonial Secretary's Office,
PORT STANLEY,
Falkland Islands.

143

30th July, 1959.

Dear Chancery,

Please refer to your 9092/59 of the 12th May, 1959, regarding receipted schedules for bags S2 and S3.

On 9th March, 1959, the Secretariat was destroyed by fire and it is thought that the receipts in question were lost. There is no reason to suspect that bags S2 and S3 were not received but we of course have no means of checking.

If there was any correspondence originating from the Chancery contained in either of the bags, it would be appreciated if copies could be forwarded.

Yours ever,

Rec 144

SECRETARIAT.

(Jules) J.S.

The Chancery,
British Embassy,
Montevideo,
URUGUAY.

TR/TW

144



(9092/59)

UNCLASSIFIED

BRITISH EMBASSY,

MONTEVIDEO

August 5, 1959

Dear Secretariat,

143

Please refer to your letter 68/41 of July 30, 1959, regarding our bags S2 and S3.

The only letter originating from us was one dated February 16, 1959, a copy of which, with enclosures, we enclose.

Yours ever,

CHANCERY

Secretariat,
Colonial Secretary's Office,
PORT STANLEY,
Falkland Islands.

145

Encl. to F.I.D.S.

12/8/59

Encl. sent to F.I.D.S.

46

12/8/59

Mail Officer,

20. 10. 59

Falkland Is.
.....



Received mail schedules for the following mails sent during the period

January - June 1959.....

do not appear to have been returned. It would be appreciated if copies of the schedules could be forwarded or confirmation given that the mails have been received in order.

S. Evans.
Mail Officer,
Colonial Office.

Mail No.	Classification	Date
✓ 6	a/c. G.P.O.	28. 1. 59
✓ 7	" "	4. 2. 59
✓ 8	Secret	6. 2. 59
✓ 9	a/c. G.P.O.	11. 2. 59
✓ 10	" "	18. 2. 59
✓ 11	Secret	20. 2. 59
✓ 12	a/c. G.P.O.	25. 2. 59
✓ 13	" "	25. 2. 59

FALKLAND ISLANDS

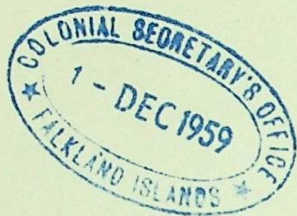
The Colonial Secretary presents his compliments to the Mail Officer, Colonial Office, and with reference to the latter's communication of the 20th October, 1959, has the honour to state that copies of schedules of Colonial Office Mails 10, 12 and 13 are held here. Copies of schedules 6, 7, 8, 9 and 11 were lost in the fire which destroyed the Secretariat on 9th March, 1959.

2. As far as can be ascertained from the numbering of correspondence there is no reason to suppose that any Colonial Office Mails have gone astray.

Colonial Secretary's Office,
Stanley, Falkland Islands.

25th November, 1959.

DRM/FH



147

Overseas Mail Branch

COLONIAL OFFICE,
The Church House,
Great Smith Street,
S.W.1.

12.11.59

Dear Mail Officer,

Would you please be good enough
to arrange for the urgent return of all
Colonial Office mail bags in your
possession.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "S Evans".

(S. Evans)
MAIL OFFICER

Reply at 148

148

68/41

11th December, 1959.

Dear Mail Officer,

147

Please refer to your letter of the 12th November, 1959, regarding the return of Colonial Office mail bags. Unfortunately the bags which had accumulated here prior to 9th March, 1959, were lost in the fire which destroyed the Secretariat on that date. The small number at present held are being returned by surface route on the next mail.

Yours sincerely,

(Sgd.) D. R. Morrison.

Senior Clerk,
SECRETARIAT.

Mail Officer,
Overseas Mail Branch,
COLONIAL OFFICE

B/MF

F. I. ref:

C. O. ref:

150

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 15th March, 1960.

No 52. SAVING. COLONY

Unclassified Colonial Office mail bag posted through
General Post Office.

At present one bag a week is made up in the Colonial Office
for the Falkland Islands. This bag is despatched each Wednesday.

On the 25th January B.C.A.C. commenced their Comet flights
to South America carrying mails from London to Montevideo and
other South American cities, leaving the United Kingdom each
Monday and Thursday, and the General Post Office are now des-
patching two air mail bags a week for the Colony. In the
circumstances the mail section might wish to consider making up
two bags for the Colony each week instead of one.

GOVERNOR.

151

Saving

Ref. EOD 111/020

From the Secretary of State for the Colonies.

To the Officer Administering the Government of FALKLAND ISLANDS

Date 6 April, 1960.

No. 38 Saving



150

Your savingram No. 59 of the 15th March.

Colonial Office Mail bags sent through the General Post Office.

Am not clear what useful purpose would be served by sending two bags a week as the additional bag would presumably wait at Montevideo until collected by R.M.S. Darwin.

SECEP

21/1
30.4.6

Reply at 153

F. I. ref: 68/41

C. O. ref:

153

SAVING TELEGRAM.

From: The Officer Administering the Government of the Falkland Islands.

To: The Secretary of State for the Colonies.

Date: 7th May 1960

No. 90 SAVING. COLONY

51 Your Savingram No. 38 of the 6th April. Colonial Office mails.

The advantage is that a mail that would otherwise wait some time will quite often just catch a Darwin. Certainly this is happening in the case of the ordinary air mails which by arrangement with the G.P.O. are now coming out twice weekly.

Officer Administering the
Government



FROM THE SECRETARY OF STATE FOR THE COLONIES

C. O. Ref: EOD 111/206/01

SAVINGRAM

CIRCULAR 984/60

19th September, 1960

CORRESPONDENCE WITH THE COLONIAL ATTACHE
WASHINGTON

I should be grateful if you would ensure that all correspondence for the Colonial Attache classified "Confidential" and above is sent to me by diplomatic bag for onward transmission.

2. There is no objection to "Restricted" and unclassified correspondence being sent direct to the Attache by ordinary direct mails but it should be noted that such correspondence must be correctly addressed i. e. Colonial Attache, British Embassy, 3100 Massachusetts Avenue, N. W. Washington D. C. , U. S. A.

3. This circular has been addressed to the Governor-General, The West Indies; Governors (except the Northern, Eastern and Western Regions of Nigeria); High Commissioners; Administrators; the British Resident, Zanzibar; the United Kingdom Commissioner, Singapore and the Commissioner for the Southern Cameroons.

SE C E R .

M/S
11/11/60

The Officer Administering
the Government of
the Falkland Islands.

DECODE.

TELEGRAM.

~~1094~~

159.

From Colonial Secretary, Stanley.....

To Ambassador, Montevideo.....

Despatched : 23rd February, 19 62 Time : 14.25

Received : 19 Time :

Am sending small bag classified confidential care
passenger William Nigel Bonner Government Biologist/Sealing
Officer arriving Kista Dan. Grateful you meet and take
over bag. Kista Dan left today 23rd.

Colonial Secretary

G.T.C. : TB

~~KIV~~ ~~1092 B~~

DECODE.

TELEGRAM.

58
160

From Brian, Montevideo.

To Governor, Port Stanley

Despatched : 26th November 19 62 Time : 1526

Received : 26th November 19 62 Time : 2030

PRIORITY 01226

50 in
0604/18 Manders letter of November 19 to Jones
Special bag reached Foreign Office November 19
Letter follows

BRIAN

BRAIN

59.

KIV 57.

H.E. wanted to know

- (a) when that particular bag arrived. He has now noted this information.
- (b) General times of sending special bags. Letter will no doubt tell us. K.I.V. letter (Intld.) DM (Intld.) EPA

P/L
ER



RESTRICTED

73
161

British Embassy

MONTEVIDEO

November 27, 1962

Dear Manders

in 0604/B

50

Thank you for your letter of November 19 about bags.

160

2. You will since have seen our telegram No.12 about your special bag, which was sent in our Confidential bag to the Foreign Office on November 17 (by Queen's Messenger) and was acknowledged as received in the Bag-Room of the Foreign Office on November 19. I do not know what arrangements exist between the Foreign Office and Colonial Office for collection of bags, but I should think that the Colonial Office would have received the bag on the same day.

3. Our Confidential bag service to London leaves fortnightly on Saturdays (closing on Friday evenings). We also send a non-confidential air freight bag (for letters graded up to 'Restricted') by the same flight every Saturday (closing on Friday evenings).

4. Here are the closing dates for confidential bags going by Queen's Messenger for the next two months; (we will let you know at once if there is any change):-

Closing	November	30
"	December	14
"	December	28
"	January	11
"	January	25
"	February	8

Yours sincerely,

(K.H. Jones)

Note carefully 162

with infatid drafts

When here is any question of

how to send in your papers

please make a note of ETA when submitting in future.

e.g. if such a draft was submitted now

the note would be to TA London. Air mail 2/11 Montevideo 7/11. (E. Page 16/11 note re resubmission on 17/1/62.)

R.H.D. Manders, Esq., O.B.E.,
Colonial Secretary's Office,
Stanley,
Falkland Islands.

160

Tel from m v 26. 11. 62

161

letter from Br. Embassy m.v. 27. 11. 62

162.

G. E. 161 for information.

8^{26/12/62}.

~~RA~~ ¹⁶³
24. 12. 62

fa

Closed.

See new volume ii,