

records and files not controlled in the interest of the national defense or foreign policy.

The most significant proposals and statements of the United States and other nations on arms control and disarmament are published in the annual publications, Documents on Disarmament. Various specific aspects of arms control and disarmament are also dealt with in other Agency publications. All these publications are widely distributed. They are sent to the persons and institutions, including public and institutional libraries, on a long mailing list. The publications are distributed free on request to the extent that the stockpile permits. They are also distributed through the Government Printing Office, and their availability from that source is announced in GPO catalogs.

The Agency's files also contain the verbatim reports of the Conference of the 18 Nation Disarmament Committee in Geneva. Arrangements are being made to have copies of those reports placed in depository libraries throughout the United States.

It is the Agency's practice to make wide distribution of the reports rendered to the Agency by research contractors and grantees. The procedure is to mail any of those reports not controlled in the interest of the national defense or foreign policy to the names on a mailing list that includes leading academic institutions, research centers, and 20 public depository libraries throughout the United States. The mailing list also includes the Defense Documentation Center, which publishes information about the research reports in the Technical Abstract Bulletin sent to Government agencies and contractors. The procedure then is for the Defense Documentation Center to forward reports to a Clearinghouse for Federal Scientific and Technical Information, maintained by the Department of Commerce. The Clearinghouse publishes information about the research reports in a biweekly catalog to which the public can subscribe. The Clearinghouse, on payment of the costs, will furnish copies of the research reports to the public.

Arrangements are also being made to have the Government Printing Office catalog, which is widely distributed, list all reports mentioned in the catalog issued by the Commerce Department's Clearinghouse.

To the extent that the Agency's stocks will permit, the practice is to give free to the public upon request any research report not controlled in the interest of national defense or foreign policy.

8. In no circumstances are private parties dealing with the Agency required in any manner to resort to organization or procedure not published in the Federal Register.

9. The Agency has had no occasion to refrain from publishing rules where there was involved a function of the United States requiring secrecy in the public interest.

10. The following are illustrative of the types of rules the Agency has refrained from publishing on the ground that they involve only internal management:

(a) Handling of documents, e.g., procedures for signing congressional mail; authorization to sign cables and correspondence; identification of papers and memoranda; clearance of telegrams referring to State Department or White House personnel or functions; procurement of reprints of published articles; distribution of action documents.

(b) Security classification procedures, e.g., automatic, time phased, downgrading, declassification, and decontrol of classified and administratively controlled documents; authorization to originate top secret classification; special rules for access to atomic weapons data.

(c) Duties of certain officers, e.g., duty officer procedures; nonfinal delegations of authority.

(d) Personnel matters, e.g., compensation; attendance and leave; grievances; incentive awards; conduct of employees (including conflicts of interest, outside employment, writing for publication, privilege of joining employee organizations).

(e) Supplies and services, e.g., official long-distance telephone calls; requisitioning procedures.

The Agency has also issued a number of instructions regarding the Agency's contracting program, for example, on the submission of proposals for and administration of research grants. Agency practice has been to make these instructions available to any contractor or prospective contractor that requested them or whom the Agency believed might have an interest in them. These instructions are being reviewed to determine which points, if any, should be incorporated into the forthcoming procurement regulations, which will be published in the Federal Register.