

CONFIDENTIAL

July 8th, 1968.

MEMORANDUM FOR MINISTERS:

Security Procedures

I. The Cabinet Directive on Security

I am attaching for your attention a copy of Cabinet Directive No. 35 of December 18th, 1963 entitled "Security in the Public Service of Canada" which sets out the policy, procedure and methods in relation to the security of personnel in the Public Service of Canada. The arrangements set out therein continue, until modified, to be the policy of the government, and I would urge that all Ministers, particularly those who have recently joined the Administration, become familiar with them. The only present modification to these procedures is embodied in Section 7(7) of the Financial Administration Act, assented to on March 1st, 1967, which provides that no person shall be dismissed from the Public Service on security grounds without an enquiry having first been conducted in accordance with regulations of the Governor in Council by a person appointed by the Governor in Council at which the employee would be given an opportunity of being heard. Regulations for this purpose are presently under consideration by the Royal Commission on Security, which is expected to make its report in the autumn of 1968.

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II. Security of Ministerial Staff

It is of the utmost importance that Ministers ensure that all members of their immediate staff are cleared for security purposes in accordance with the procedures set out in the attached Directive. I would suggest that all Ministers who have Portfolios consult at an early date with their departmental security officer in order to ensure that these procedures are carried out before any new appointments are made to Ministerial staffs. Ministers without Portfolio are asked to consult with Mr. D. F. Wall of the Privy Council Office, Secretary of the Security Panel, who will provide any necessary assistance in ensuring that security requirements are met.

III. Security of Cabinet and Cabinet Committee Documents and Minutes

Cabinet business, because of its nature, is considered to have special security significance. In most cases Cabinet documents will be classified as Confidential or occasionally Secret, and must be treated accordingly. In the relatively few instances where Cabinet documents are marked Top Secret, extra care must be given to their control; normally they would only be so marked when they contain information of such sensitivity as to warrant the special treatment this classification requires. Documents of a particularly sensitive nature may only be circulated at a meeting of the Cabinet or Cabinet Committee, and will be retrieved at its conclusion.

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The standard security clearance for access to Confidential, Secret or Top Secret papers does not constitute authority to see or use Cabinet documents or minutes. Cabinet documents (as separate from Cabinet minutes) may be seen only in accordance with directions given by the Minister receiving them. If the Minister so directs, Cabinet documents may be included in properly classified departmental files. On the other hand, minutes of the Cabinet and Cabinet Committees may be seen only by Ministers. They are on loan from the Privy Council Office, and should be returned to the Supervisor of Cabinet Documents within sixty days.

IV. Travel to Communist Countries

Ministers planning to travel to Communist countries, whether on government business or for other reasons, are asked to inform the Secretary to the Cabinet of their intentions, in order that an appropriate briefing might be arranged beforehand, to be conducted by the Department of External Affairs.

Prime Minister.

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