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November 6th, 1970.

MEMORANDUM TO DEPARTMENTAL SECURITY OFFICERS:

Personnel Security Records

Treasury Board has been requested to amend paragraph 4.D. of its Management Improvement Policy circular No. M1-3-68 of 8 May 1968 to read as follows:

"SECURITY RECORDS - TRANSFERABILITY

Personnel Security records shall NOT be transferred automatically between departments.

When an employee is transferred from one department to another, the relinquishing department, if it has conducted security clearance procedures, shall, on request from the acquiring department, transfer the Personal History Forms and the fingerprint form which have been checked by the R.C.M.P. and the field investigation report, if one has been provided. If the file contains adverse information, the relinquishing department shall discuss the case with the new parent department before a transfer of documents is made. The discussion shall be held between the Departmental Security Officers and, if necessary, with the Security Panel Secretariat.

When an employee is loaned or seconded, security clearance documents will NOT be transferred. The parent department shall provide a written statement to the employing department certifying the level of clearance currently authorized. If a higher clearance than the one certified is required, the parent department shall have the responsibility of initiating whatever up-grading action may be necessary in light of the requirements of the department to which the employee is loaned or seconded."

The primary purpose of this amendment is to provide some continuity in the security clearance file of an employee and avoid what is very often a useless and senseless repetition of investigation processes.

A secondary aim is to encourage departments, through their security staffs, to make and record security assessments on the basis of their knowledge of the employee in terms of his or her loyalty, reliability and integrity, quality of judgement in relation to official matters, reaction to security requirements, personal habits and deportment within the context of C.D. 35.

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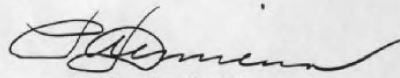
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The advantages to be gained from an exchange of security files, as proposed, should effectively avoid the risks of hasty decisions being taken against an individual based on dated or possibly misconstrued adverse information.



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