

## Board for International Broadcasting

## § 1303.3

public, may be changed following the public announcement only if a majority of the Board members determines by a recorded vote that Board business so requires and that no earlier announcement of the change was possible, and the Board publicly announces such change and the vote of each member upon such change at the earliest practicable time.

### § 1302.8 Recordkeeping of closed meetings.

(a) The Board shall maintain a written record of the proceedings of each meeting, or portion of a meeting, closed to the public.

(b) The Board, after review by the Executive Director shall make promptly available to the public in a place easily accessible to the public, the written record of the discussion of any time on the agenda, or any item of the testimony of any witness received at the Board meeting, except for such item or items of such discussion or testimony as the Board determines to contain information which may be withheld under §1302.4. Copies of such record, disclosing the identity of each speaker, shall be furnished to any person at the actual cost of duplication. The Board shall maintain a detailed written copy of the minutes of each meeting, or portion of a meeting, closed to the public, for a period of at least two years after such meeting, or until one year after the conclusion of any Board proceeding with respect to which the meeting or portion was held, whichever occurs later.

## PART 1303—SECURITY INFORMATION REGULATIONS

Sec.

1303.1 Policy.

1303.2 Program.

1303.3 Procedures.

AUTHORITY: E.O. 12065 and E.O. 12356.

### § 1303.1 Policy.

It is the policy of the Board for International Broadcasting (BIB) to act in accordance with Executive Order 12356 in matters relating to national security information.

[48 FR 28984, June 24, 1983]

### § 1303.2 Program.

The Executive Director is designated as the BIB's official responsible for implementation and oversight of information security programs and procedures. He acts as the recipient of questions, suggestions and complaints regarding all elements of this program, and is solely responsible for changes to it and for ensuring that it is at all times consistent with Executive Order 12356. The Executive Director also serves as the BIB's official contact for requests for declassification of materials submitted under the provisions of Executive Order 12356, regardless of the point or origin of such requests. He is responsible for ensuring that requests submitted under the Freedom of Information Act are handled in accordance with that Act and that declassification requests submitted under the provisions of Executive Order 12356 are acted upon within 60 days of receipt.

[48 FR 28984, June 24, 1983]

### § 1303.3 Procedures.

(a) *Mandatory declassification review.* Requests for mandatory review of national security information shall be in writing and addressed to the Executive Director, Board for International Broadcasting, Suite 1100, 1201 Connecticut Avenue, NW., Washington, DC 20036. The request should describe the document or material containing the information with sufficient specificity to enable the Board's personnel to locate it with a reasonable amount of effort. In light of the fact that the BIB does not have original classification authority and national security information in its custody has been classified by another Federal agency, the Executive Director shall refer all requests for national security information in its custody to the Federal agency that classified it for review and disposition in accordance with Executive Order 12356 and that agency's regulations and guidelines.

(b) *Handling.* All classified documents shall be delivered to the Executive Director or his designee immediately upon receipt. All potential recipients of such documents shall be advised of the names of such designees and updated information as necessary. In the

event that the Executive Director or his designee is not available to receive such documents, they shall be turned over to the Budget and Administrative Officer and secured, unopened, in the combination safes located in the file room of the BIB offices until the Executive Director or his designee is available. Under no circumstances shall classified materials that cannot be delivered to the Executive Director or his designee be stored other than in the designated safes.

(c) *Reproduction.* Reproduction of classified material shall take place only in accordance with Executive Order 12065, section 4-4, and any limitations imposed by the originator. Should copies be made, they are subject to the same controls as the original document. Records showing the number and distribution of copies shall be maintained, where required by the executive order, by the Budget and Administrative Officer, and the log shall be stored with the original documents. These measures shall not restrict reproduction for the purposes of mandatory review.

(d) *Storage.* All classified documents shall be stored in the combination safes located in the file room of the BIB offices. The combination shall be changed as required by Information Security Oversight Office (ISOO) Directive No. 1, section IV-F-5-a. The combination shall be known only to the Executive Director and his designees each of whom must have the appropriate security clearance.

(e) *Employee education.* All employees who have been granted a security clearance and who have occasion to handle classified materials shall be advised of handling, reproduction and storage procedures and shall be required to review Executive Order 12065 and appropriate ISOO directives. This shall be accomplished by a memorandum to all affected employees at the time these procedures are implemented. New employees will be instructed in procedures as they enter employment with the BIB.

(f) *Agency terminology.* The use of the terms "Top Secret", "Secret" and "Confidential" shall be limited to ma-

terials classified for national security purposes.

[44 FR 64077, Nov. 6, 1979. Redesignated at 45 FR 17137, Mar. 18, 1980, and amended at 48 FR 28984, June 24, 1983]

## PART 1304—ENFORCEMENT OF NONDISCRIMINATION ON THE BASIS OF HANDICAP IN PROGRAMS OR ACTIVITIES CONDUCTED BY THE BOARD FOR INTERNATIONAL BROADCASTING

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AUTHORITY: 29 U.S.C. 794.

SOURCE: 51 FR 4577, Feb. 5, 1986, unless otherwise noted.

### § 1304.101 Purpose.

This part effectuates section 119 of the Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978, which amended section 504 of the Rehabilitation Act of 1973 to prohibit discrimination on the basis of handicap in programs or activities conducted by Executive agencies or the United States Postal Service.

### § 1304.102 Application.

This part applies to all programs or activities conducted by the agency.

### § 1304.103 Definitions.

For purposes of this part, the term—