

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—