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SECURITY VIOLATION REPORT

1. DETAILS OF VIOLATION

On 11 April 1961 at 7:30 P.M., charwoman Edna Williams found a bag of classified waste in Room 2510, Quarters Eye, and so advised Guard Cooper, who reported the finding to the Night Security Office. Night Security Officer [redacted] went to Room 2510 and noted that the waste bag, which contained waste material classified through SECRET, had been found exposed on top of Safe No. 5522. He also noted that he impounded the waste bag at 8:45 P.M.

2. INDIVIDUAL(S) RESPONSIBLE	OFFICE	DIVISION	BRANCH
A. David A. Phillips	DD/P	WH	4
B.			
C.			

3. DESCRIPTION OF HOW VIOLATION OCCURRED
Mr. Phillips, the custodian of the waste bag and the last occupant of Room 2510, stated that he was responsible for the violation in that when he left the office at 6:10 P.M. he failed to realize that he had not secured his waste bag.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE
Mr. Phillips has been employed by the Agency since March 1960. A review of his record indicates an Exposed Classified Material security violation which occurred on 22 April 1960.

SIGNATURE: CHIEF, SURVEY BRANCH [redacted] 03 APR 1961	SIGNATURE, SECURITY INVESTIGATOR [redacted] 03 APR 1961
ENDORSEMENT	

TO : DIRECTOR OF SECURITY

FROM: _____ (Area Security Officer)

ACTION TAKEN:

DATE	SIGNATURE
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