**TOP SECRET**

**On the same basis as encrypted**

**ORDER**

**of the Ministry of State Security of the USSR for 1952**

Contents: Announcing instructions on the covert monitoring of international postal and telegraphic dispatches and intra-union postal correspondence by agencies of the MGB.

№ 001155. 16 December 1952 Moscow

 1. Hereby announced, for the purposes of guidance and implementation, are the “Instructions on Procedures for the Covert Monitoring of International Postal and Telegraphic Dispatches by Agencies of the MGB” and “Instructions on Procedures for the Covert Monitoring of Intra-Union Postal Correspondence by Agencies of the MGB.”

 2. Pursuant to the appended listing, orders, instructions, and circulars previously in effect regarding the covert monitoring of postal and telegraphic dispatches are to be considered null and void.

 3. These instructions are to be distributed to whom it may concern.

**Deputy Minister of State Security of the USSR**

**S. GOLIDZE**

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**TOP SECRET**

**On the same basis as encrypted**

“APPROVED”

Deputy Minister of State Security of the USSR **S. LIALIN**

16 December 1952

**INSTRUCTIONS**

**on Procedures for the Covert Monitoring of International Postal and Telegraphic Dispatches by Agencies of the MGB**

**I. AIMS AND OBJECTIVES**

 1. In order to identify and expose agents of foreign intelligence, nationalist, sectarian, and other anti-Soviet elements, as well as to identify fugitive criminals and suppress the dissemination of enemy documents, the following tasks shall be assigned to the “V” Department of the MGB of the USSR and to “V” departments and divisions of the MGB-UMGB in the course of their covert monitoring of international dispatches:

 a) to select (screen) postal and telegraphic dispatches as assigned by agencies of the MGB;

 b) to identify micrographic writing, secret writing, codes, ciphers, and various agreed-upon signs used in correspondence by agents of foreign intelligence and other hostile elements as a possible channel of communication;

 c) to identify and suppress the shipment of weapons, poisonous substances, bacteriological compounds, documents, and other means that could be used for hostile purposes against the USSR;

 d) to identify and prevent the use of postal and telegraphic communications by hostile elements for the distribution of anti-Soviet literature, leaflets, anonymous letters, or provocative, slanderous, and other politically harmful documents;

 e) to prevent the disclosure of information constituting state and military secrets;

 f) to identify information regarding persons abroad that may be used for operational purposes by agencies of the MGB;

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 g) to identify persons engaged in written communications with persons abroad, to check them according to records of “A” departments of the MGB-UMGB, and, in cases in which wanted state criminals or the like are detected, to report this to investigative units of agencies of the MGB.

 The “V” Department of the MGB of the USSR is to summarize data on methods detected as being used by foreign intelligence agencies to communicate with their agents, and is to inform the Directorate of the MGB of the USSR thereon.

**II. PROCEDURES FOR THE MONITORING OF INTERNATIONAL POSTAL AND TELEGRAPHIC DISPATCHES**

 2. Incoming and outgoing international mail (regular, registered, and insured letters, telegrams, parcels, packages, and money orders) shall be subject to 100 percent covert monitoring, except in the cases specified in these instructions (§ 13).

 3. The “V” Department of the MGB of the USSR is to monitor international postal and telegraphic dispatches of persons residing in Moscow and the Moscow region and of foreign missions located in Moscow.

 4. “V” departments and divisions of the MGB-UMGB are to monitor international postal and telegraphic correspondence of persons residing in the given republic, territory, or region. For this purpose, mail monitoring departments or groups are to be established, so as to:

 a) covertly monitor postal and telegraphic correspondence of the given republic, territory, or region;

 b) keep card files on persons residing in the given republic, territory, or region who maintain postal or telegraphic communications with foreign countries, and on persons located abroad who are in communication with citizens residing in the given republic, territory, or region;

 c) keep card files on all persons residing in the given republic, territory, or region who are in postal or telegraphic communication with foreign missions accredited in the USSR, or with employees thereof;

 d) study the nature of written communications with foreign countries and maintain surveillance files for this purpose;

 e) check records of written communications with foreign countries as assigned by operational agencies of the MGB.

 5. In locations of direct telegraphic exchange with foreign countries (Moscow, Leningrad, Alma-Ata, Tashkent, Odessa, Vladivostok, Lviv, Ulan-Ude, Irkutsk), telegraphic correspondence is to be monitored by “PK” sites of “V” departments of the MGB-UMGB.

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 For the purpose of keeping a card file on communications with foreign countries, “V” divisions, in agreement with heads of communications agencies, are to receive originals or copies of telegrams after their transmission to international telegraphic exchange points.

 In cases in which senders of outgoing telegrams cannot be identified from their contents, they are to be registered on record cards by their recipients (foreign addressees).

 6. All incoming and outgoing international parcels are fully subject to covert inspection by “V” departments of the MGB-UMGB in cities having an international postal exchange (Moscow, Leningrad, Riga, Odessa, Baku, Alma-Ata, Ulan-Ude, Vladivostok, Ashgabat).

 7. International mail in transit through the USSR shall be subject to selective covert monitoring only by the “V” Department of the MGB of the USSR.

 8. Outgoing mail addressed to Soviet diplomatic and trade missions, and to missions abroad and their employees, is to be selected (screened) by “V” departments of the MGB-UMGB and sent to the “V” Department of the MGB of the USSR through postal channels for processing and forwarding to addressees through the Ministry of Foreign Affairs of the USSR.

 9. “V” departments and divisions of the MGB-UMGB are to ensure that international postal and telegraphic dispatches do not bypass the requisite monitoring sites.

 For this purpose, all processed international letters and parcels are to be stamped at monitoring sites with a simulated “International” stamp, to be placed on the front of the envelope, above the address.

 10. In order to prevent mail being sent abroad without being processed by “PK” sites, “V” departments and divisions are to establish standing intelligence surveillance of mail sent from locations of international postal exchange.

 11. As instructed by operational departments, certain international documents may be returned to senders under the cover of postal regulations of the Ministry of Communications of the USSR.

 12. Time limits for processing postal and telegraphic correspondence are to be as follows:

 a) for outgoing and incoming international mail, not more than 24 hours;

 b) airmail, registered, telegraphic, and other urgent correspondence is to be processed immediately.

 13. Not subject to monitoring are all types of international dispatches addressed to:

 a) party and government leaders;

 b) the Central Committee of the Communist Party of the Soviet Union, members and candidate-members of the CC of the CPSU, sec-

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 retaries of the Central Committees of the Communist Parties of union republics, and of territorial and regional committees;

 c) the Presidium of the Supreme Council of the USSR and the Council of Ministers of the USSR;

 d) the chairs of the Presidiums of the Supreme Councils and Councils of Ministers of the union republics, and their deputies;

 e) the chair and secretaries of the AUCCTU.

**III. THE MONITORING OF LETTERS AND TELEGRAMS**

 14. “V” departments and divisions of the MGB-UMGB are to organize their mail monitoring work in line with the counterintelligence work of operational directorates and departments of state security agencies.

 15. In order to identify conspiratorial correspondence, translators and monitors, in addition to checking documents for content, are to select, for examination, documents suspected of containing secret writing, ciphers, and various agreed-upon signs, including:

 a) ambiguities in the text, when the meaning of a phrase seems incomprehensible, or its construction is not typical of the given language;

 b) marks made in the text of a letter: perforations, underlined letters or words, etc.;

 c) excessively detailed narration of insignificant events;

 d) concealed texts and enclosures made under wax seals, postage stamps, envelope linings, under photographs that have been glued to enclosures, under envelope flaps, etc.;

 e) letters that contain an abundance of figures, or mathematical calculations, meteorological observations, riddles, crossword puzzles, etc.;

 f) all manner of drawings and various images that may contain agreed-upon signs, as well as other items that may be glued together and have hidden insertions and texts;

 g) text written on a typewriter as if having a faulty typeface;

 h) arrangements of words or letters in an unusual order or with uneven spacing, which may indicate notations in Morse code or other agreed-upon signs;

 i) large margins and particular blank spaces on the paper that may contain secret writing, as well as blots, stripes, secretly embossed texts, etc.;

 j) references to military facilities, military units, communications with military personnel, military production, armaments, etc.

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 In searching for operationally valuable materials as they read documents, translators and monitors should not limit themselves to the above-mentioned characteristics, but should show initiative and be vigilant. Selected (screened) documents are to be carefully studied for the presence of secret writing, ciphers, codes, and agreed-upon signs.

 16. In the interest of maintaining the cover of “PK” work, forwarding postal correspondence to be processed at other sites is generally prohibited.

 In certain cases, in the absence of requisite translators, outgoing international mail may be forwarded for processing at other sites via postal channels in accordance with international postal exchange routes. Incoming mail may only be forwarded by courier to the nearest “V” department or division, in accordance with lists of available translators.

 17. International documents that contain agreed-upon signs, ciphers, secret writing, or codes that, upon decryption, do not yield undesirable or operationally noteworthy messages, are to be permitted to proceed to their address, with the correspondence of their authors placed under close surveillance.

 18. International mail returned to senders by communications agencies due to unknown addressees (*retour*) or other reasons is to be rechecked at monitoring sites, to prevent the possible transmission of substituted enclosures or undesirable messages on labels affixed to dispatches.

**IV. THE MONITORING OF PACKAGES AND PARCELS**

 19. International parcels and packages addressed to individuals are to be monitored in full, while those addressed to organizations are to be monitored only as assigned by operational directorates and departments of the MGB-UMGB.

 **Note**: Packages and parcels addressed to Soviet organizations included in special list № 1, approved by the government of the USSR, are not subject to inspection.

 20. Incoming international parcels addressed to individuals are typically to be monitored only by the “V” Department of the MGB of the USSR. In cases in which parcels lack the required stamps of the “V” Department of the MGB of the USSR, they are to be monitored on site, or, if this is not possible, returned to the “V” Department of the MGB of the USSR.

 Outgoing international parcels are to be processed by all “V” departments and divisions of the MGB-UMGB.

 21. The unsealing of incoming parcel post is to be performed openly, in accordance with Glavlit processing methods.

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 The unsealing of outgoing parcel post is to be performed covertly.

 22. When inspecting packages, it should be kept in mind that various messages and enclosures may be hidden in mailed items: in double sides of package boxes, in wrapping paper, inside shoes, heels, or insoles, in the lining, folds, or seams of clothing, inside food items, cans, books, balls of thread, etc.

 23. Packages with suspicious contents, or assigned for monitoring by operational departments, are to be X-rayed, while letters, print publications, and fabrics are to be examined using quartz lamps.

 24. “V” departments, which are eligible to monitor packages, and the “V” Department of the MGB of the USSR, which monitors incoming parcels, are to inform the requisite “V” departments and divisions of recipients and senders so that these can be registered in the card file.

 25. “PK” personnel engaged in the monitoring of packages and parcels must identify and prevent attempted transmissions of:

 a) all possible information constituting state and military secrets (see the list published by the USSR Council of Ministers on 8 June 1947);

 b) written and printed enclosures suspected of containing secret writing, various agreed-upon signs, codes, ciphers, or hidden texts;

 c) various chemicals, explosives, poisonous substances, bacteriological compounds, or weapons;

 d) anti-Soviet literature, caricatures, leaflets, etc.

**V. THE CONFISCATION OF POSTAL AND TELEGRAPHIC DISPATCHES**

 26. The following kinds of international postal and telegraphic dispatches are to be confiscated:

 a) letters communicating terrorist or sabotage-related intentions;

 b) letters communicating state or military secrets, as well as operational activities conducted by agencies of the MGB and MVD;

 c) postal dispatches containing various anti-Soviet or other politically harmful publications;

 d) outgoing letters that contain reports of banditry, robberies, or murders;

 e) incoming international mail containing documents or publications of religious propaganda, with the exception of religious literature officially allowed

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in the USSR, the admittance of which is to be coordinated with operational agencies of the MGB;

 f) letters of an anti-Soviet nature and reporting on the activities of Trotskyite, Zionist, or other anti-Soviet organizations;

 g) all incoming and outgoing international postal and telegraphic dispatches (letters, telegrams, parcels) of prisoners, exiles, deportees, and special settlers;

 h) international documents that report the addresses of persons in detention, special camps, or administrative exile, or the fate of persons subjected to repression by the Soviet authorities, and documents containing requests for assistance in the release of such persons;

 i) letters and telegrams sent abroad that report on the resettlement of various population groups or the repatriation of foreign nationals and prisoners of war, unless this information has been published in the Soviet press;

 j) letters and telegrams sent abroad that contain Soviet citizens’ requests for assistance in going abroad and renouncing Soviet citizenship, or that mention interest in enlisting in foreign armies, offer various kinds of services or inventions, contain articles for newspapers and magazines, etc.;

 k) letters that contain messages praising the capitalist system;

 l) letters sent abroad containing complaints about material and living conditions, requests for material assistance in the form of money or parcels, complaints about the actions of the authorities, reports of malfunctions in state institutions or industrial enterprises, public or cooperative organizations, or collective or state farms, which may be used for slanderous or other anti-Soviet purposes;

 m) letters containing messages discrediting the Soviet administration, or the command or personnel of the Soviet Army;

 n) letters and telegrams sent from abroad addressed to libraries, research institutions, or other Soviet organizations or enterprises, as well as to individuals, requesting various information on industrial and defense enterprises or research institutions, biographical and curricular data on scientific and engineering-technical personnel, or other information that could be used by foreign intelligence agencies for purposes hostile to the Soviet Union;

 o) letters containing radio program schedules sent

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by British or American broadcast companies;

 p) letters containing defamatory messages about the economic, social, and political life of people’s democracies;

 q) incoming letters containing offers for subscriptions to foreign publications whose distribution in the USSR is prohibited;

 r) postal dispatches mailed abroad that contain personal documents or various forms or certificates stamped by Soviet institutions or organizations (passports; party, Komsomol, military, or trade union cards; blank forms, etc.), with the exception of copies of documents certified by notary offices;

 s) international dispatches containing stamps that depict coats of arms, emblems, signs, or portraits of former or current rulers of fascist states (stamps pasted on envelopes that have politically harmful inscriptions or undesirable images are to be blacked out with marking ink).

 Partial removal of individual stamps from documents is strictly prohibited.

 International documents that contain offers to exchange postage stamps and that contain no philatelic enclosures are to be permitted to proceed to their address, depending on their content.

 International letters and parcels that contain philatelic enclosures or goods detectable upon external inspection are to be registered in a special log and, upon completion of the monitoring of written enclosures, are to be turned over to communications agencies in closed form.

 In order to maintain the secrecy of the covert monitoring of correspondence, international letters in which philatelic enclosures or goods cannot be detected by external signs, but are discovered upon unsealing, are permitted to proceed to their address, unless their contents are subject to confiscation;

 t) letters mailed abroad that contain Soviet or foreign currency or securities, as well as letters entering the USSR from abroad that contain Soviet currency.

 Foreign currency mailed from abroad to the USSR is to be permitted to proceed to its address without hindrance;

 **Note:** Upon being registered, confiscated Soviet and foreign currency and other valuables are to be turned over to the state through financial departments of the MGB-UMGB; the accounting, registration, and handover of currency and valuables is to be executed pursuant to form № 5; directors of “V” departments and divisions of the MGB-UMGB are to periodical-

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-ly audit the accounting of the confiscation and handover of currency and valuables.

 u) documents indicating numbers of military units and locations in which they are stationed.

 Whether to confiscate other kinds of postal dispatches not included in this list is to be determined by senior officials of the MGB-UMGB.

 33. In cases when it is necessary to confiscate them (if addressed to persons subjected to repression, containing undesirable messages, etc.), incoming certified and registered letters are to be returned abroad through communications agencies under the pretext of inability to locate the recipient’s residence or change thereof, or some other cover story.

 34. At the MGB of the USSR, the right to confiscate international regular letters, telegrams, and parcels shall be granted to operatives from division head and above; at the MGB-UMGB, from the standalone department head and above.

 Packages and other insured and registered mail may be confiscated in exceptional cases with the sanction, in the center, of department head and above, and at the MGB-UMGB, of agency directors and deputy directors.

 35. International documents returned from operational departments marked in the inventory with “Permit to proceed to address” are not subject to content monitoring, and are only to be reviewed by “PK” staff so as to ensure that enclosures being forwarded are intact.

 36. With the consent of or as assigned by agencies of the MGB, international postal dispatches may be permitted to proceed to their address regardless of content.

 37. Correspondence of foreign and Soviet amateur radio operators that has not gone through the Central Amateur Radio Operator Bureau is to be sent to the “R” Department of the MGB of the USSR, or its local offices, according to assigned zones, for a ruling.

**VI. THE REGISTRATION OF PERSONS IN POSTAL AND TELEGRAPHIC COMMUNICATION WITH FOREIGN COUNTRIES**

 38. Persons residing in the territory of the USSR who maintain postal and telegraphic communications with foreign countries are to be registered in the card file using form № 1, while those residing abroad are to be registered using form № 1-a (for letters, telegrams, parcels, packages, money orders).

 Likewise to be registered in the card file using form № 1-a are foreign firms, newspaper and magazine editorial offices, charitable and fellow countrymen’s associations, and other institutions and organizations engaged in correspondence with individuals.

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39. Not subject to registration are:

 a) Soviet students, schoolchildren, or workers of exemplary productivity in industrial enterprises and agriculture who engage in correspondence with citizens and organizations of people’s democracies for the purpose of establishing friendly ties or exchanging best practices;

 b) citizens of people’s democracies enrolled in higher educational institutions, military academies, and officer schools in the Soviet Union who maintain written communications with relatives and acquaintances;

 c) members of foreign delegations (trade union, commercial, scientific, etc.) visiting the USSR for a brief period of time;

 d) Soviet citizens traveling abroad on official business and their family members, and members of the Soviet Army serving abroad;

 e) prominent figures of the Soviet Union who conduct correspondence related to their public activities.

 The correspondence of these persons is to be monitored in accordance with general practices.

 **Note**. The persons listed here may be registered if their correspondence is of operational interest or suspicious.

 40. Persons registered in the card file using form № 1 are to be checked against the operational records of the MGB, and identified per the address bureau, and, where necessary, by their place of residence.

 41. All international dispatches, including those selected (screened) per assignments, are to be registered using form № 1 and № 1-a cards.

 Form № 1 cards are to indicate the types of postal items involved, dates of their processing, order numbers, and addresses, surnames, first names, and patronymics of foreign addressees, in Russian and in the language in which the document is written, and the ruling on it.

 42. All primary international documents, and documents containing data on new communications, must be written up in memoranda, translated, or photocopied.

 43. So as to optimize the study of the nature of written communications, record cards on the persons involved are to be marked with standard notations: UP – correspondence with agreed-upon signs, K – codes, Sh – ciphers, ST – concealed texts, VA – fictitious addresses, VF – fictitious surnames, RP – repatriated persons, RE – re-emigrants, NV - non-returnees, BE – white emigrants, GP – state criminals, NTs – nationalists, SK – sectarians. Correspondence of these persons is to be selected using the card file and carefully processed.

 44. “V” departments are to periodically inform “A” departments of the MGB-UMGB regarding persons identified in the course of monitoring the inter-

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national mail who did not return to the USSR after the Patriotic War of 1941–45, so that they can be checked against the card file and registered, pursuant to Order № 0022 of the MGB of the USSR.

 45. “V” departments are to provide information on the nature of written communications with foreign countries to operational agencies of the MGB, the counterintelligence unit of the MVD, and the personnel departments of the MGB-UMGB and MVD-UMVD. The operational departments of the Police and the MVD are only to be informed of the existence of written communication with a foreign country.

 In cases when the person being checked is not listed in the records, the reverse side of the request is to be stamped: “Not listed in the records of the ‘V’ department-division of (name of the republic, territory, or region).”

 These informational documents are to be signed by the director or deputy director of the “V” department or division and by the assignment personnel.

 46. In the case of persons whose correspondence has been placed on “PK” as instructed by operational agencies, information from records of written communications with foreign countries is not to be issued.

 In such cases, responses should be limited to reference to the department or division that organized the “PK.”

 47. In the case of a change of residence by a person registered as being in written communication with a foreign country, a duplicate card and the surveillance file or correspondence materials are to be forwarded to the relevant “V” department or division only after confirmation has been received that the person has been identified.

 The original card is to be transferred to the archival card file, with a note indicating that relocation.

 Record cards and correspondence surveillance files on persons who have moved to other republics, territories, or regions, who have not been identified, who have died, who have been convicted of crimes, or who have ceased correspondence for other reasons, are to be transferred to the archive with a corresponding note.

 In the case of persons who have moved to join the Soviet Army, the information is to be sent to the counterintelligence department, and a copy of the record card is to be sent to the “V” department of the location where the military unit is stationed. Surveillance files are to be kept on site.

**VII. THE KEEPING OF CORRESPONDENCE SURVEILLANCE FILES**

 48. In order to study the nature of international correspondence, materials from the monitoring thereof are to be accumulated in surveillance files, which are kept for each person registered as being in written communication with a foreign country.

 49. Surveillance files may also be opened on persons residing abroad (foreign addressees) if their correspondence and communications in the Soviet Union may be of operational interest to agencies of the MGB.

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 50. Operational employees of “V” departments and divisions are to systematically analyze records and surveillance files in order to identify correspondence worthy of operational attention.

 51. If the correspondence of certain persons provokes, due to its content, suspicion of the use of postal and telegraphic communications for hostile purposes, then in such cases, surveillance files are to be kept on them, and a thorough examination is to be organized, with the following identification and verification measures to be carried out:

 a) organizing “PK” for international and intra-union correspondence;

 b) compiling a list of the object’s written communications, with the nature thereof indicated;

 c) verifying both the persons engaged in correspondence and their written communications via the address bureau and operational records of the MGB, and, if necessary, identifying them by their place of residence;

 d) reviewing archived operational records;

 e) preparing informational documents; etc.

 52. Directors of “V” departments and operational personnel shall be responsible for the keeping of surveillance files. In some cases, the keeping of surveillance files may be entrusted to the most experienced interpreters and controllers, who should be thoroughly briefed.

 53. If persons in correspondence with foreign countries are on the current register of agencies of the MGB, the interested MGB directorates and departments are to be immediately informed regarding the materials of their correspondence.

 54. Summaries are to be compiled on operationally valuable materials identified in the course of surveillance; these are to be reported to directors of MGB agencies and, per their instructions, transmitted to the relevant directorates and departments for operational use.

 Upon the receipt of new materials on persons about whose correspondence operational departments of the MGB have been notified, these materials are to be sent to the same agency as supplements to previous ones.

 Information regarding persons residing abroad that may be used for operational purposes by agencies of the MGB is to be sent to the 1st Main Directorate of the MGB of the USSR and the first departments of the MGB-UMGB.

 55. Materials obtained via correspondence monitoring that indicate the conduct of espionage, terrorism, sabotage, or other anti-Soviet activities are to be immediately reported to directors of agencies of the MGB.

 56. Files on the surveillance of correspondence of operational interest are to include an informational note explaining the pecul-

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iarities, characteristic techniques of correspondence that led to the suspicion that agreed-upon signs were being used, or other subterfuge detected by the operative in working on the documents.

 57. Surveillance files are to be registered in a special log (form № 4) and assigned a reference number, which is to be entered on the form № 1 card.

**VIII. IDENTIFYING STATE CRIMINALS ON THE ALL-UNION WANTED LIST**

 58. “V” departments and divisions are to assist the investigative agencies of the MGB-UMGB in tracking down state criminals. For this purpose, they are to receive, from operational departments, lists of wanted persons and their contacts, to check them against card-file records and inspect their correspondence.

 59. The results of the monitoring of state criminals’ correspondence (the identification of addresses, contacts, etc.) are to be transmitted to the investigative departments and divisions of the MGB-UMGB.

 On issues pertaining to the maintenance of secrecy, the selection (screening) of documents per assignments of MGB agencies, the search for authors of anonymous documents by their handwriting, and for fugitive criminals, the examination of correspondence for secret writing, technical processing of international correspondence, information on “PK” materials, the fulfillment of particular operational assignments of MGB agencies, and on reporting and accounting, guidance should be taken from the instructions on procedures for the covert monitoring of intra-union correspondence.

**Attachment**: record forms.

**Director of the “V” Department of the MGB of the USSR**

**P. MATVIEVSKY**

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**TOP SECRET**

Form № 1-А

Front side

**RECORD CARD**

(on foreign addressee)

1. Surname

2. Name and patronymic

3. Address

Persons with whom they are in correspondence in the USSR

1. Surname, name, and patronymic

 Address

…

«\_\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_ 195\_ Filled out by (signature)\_\_\_\_\_\_\_\_\_\_

Reverse side

…

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**TOP SECRET**

Form № 1

P/O

Front side

**RECORD CARD**

1. Surname

2. Name and patronymic

3. Year and place of birth

4. Address

5. Place of work and occupation

 In Moscow

 In the USSR

 Abroad:

 1. Surname, name, and patronymic

 Address

«\_\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_195\_\_

**Card filled out by (signature)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reverse side

…

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**TOP SECRET**

Form № 3

To be returned with the next courier.

«\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 195\_\_

\_\_\_\_\_\_\_ hrs. \_\_\_\_\_\_\_\_\_ mins.

**INVENTORY №**\_\_\_\_\_\_\_\_\_\_\_

**of documents sent to Comrade** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| №№  | From where and whomTo where and whom | Special notes | “D” ruling, date, time, and acknowledgement of receipt | Time and date of dispatch of doc. to “A,” and acknowledgement of receipt |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

 **Signature:**

**TOP SECRET**

Form № 4

**LOG**

**of correspondence surveillance files**

| Date file was opened | File no. | Surname, name, and patronymic of the person whose correspondence is being surveilled | Country with which correspondence is being engaged in | File opened by | Circulation of file |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

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**TOP SECRET**

Form № 5

**LOG OF VALUABLES**

| №№  | Surname, name, and patronymic of sender, and address | Surname, name, and patronymic of recipient, and address | Description of valuables (quantity or amount) | “A” or “K” | Acknowledgement of receipt | Note on the handover of valuables to the FINO |
| --- | --- | --- | --- | --- | --- | --- |
| Submitted by  | Received by  |
|  |  |  |  |  |  |  |  |

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**TOP SECRET**

**On the same basis as encrypted**

“APPROVED”

Deputy Minister of State Security of the USSR

**S. LIALIN**

16 December 1952

**INSTRUCTIONS**

**On procedures for the covert monitoring of domestic postal correspondence by agencies of the MGB**

**I. TASKS AND AIMS**

In order to identify and expose foreign intelligence agents and nationalist, sectarian, and other anti-Soviet elements, as well as to identify fugitive criminals and suppress the dissemination of enemy documents, the following tasks are assigned to the “V” Department of the MGB of the USSR and “V” departments of the MGB-UMGB in the process of the covert selective monitoring of intra-union correspondence:

 a) screening postal and telegraphic correspondence as instructed by agencies of the MGB;

 b) identifying, in correspondence, secret writing, ciphers, codes, and various agreed-upon signs used by hostile elements as a possible channel of communication;

 c) identifying and suppressing the use of postal communications by hostile elements for the dissemination of anti-Soviet literature, leaflets, anonymous letters, and provocative, slanderous, and otherwise politically harmful documents;

 d) determining the addresses of state criminals, as well as of authors and disseminators of anonymous anti-Soviet documents and leaflets;

 e) identifying, so as to inform higher authorities on a thematic basis, letters that report or comment on domestic or foreign political events, as well as malfunctions in industry or agriculture.

**II. FUNCTIONS OF “V” DEPARTMENTS AND DIVISIONS**

 2. “PK” is a strictly secret measure, and is to be carried out only by the “V” Department of the MGB of the USSR and “V” departments of the MGB-UMGB of republics, territories, and regions.

 3) The “V” Department of the MGB of the USSR is to:

 a) select correspondence as instructed by operational directorates and departments of the MGB of the USSR;

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 b) determine the addresses of state criminals;

 c) remove correspondence from mailboxes as instructed by operational directorates and departments of the MGB of the USSR;

 d) selectively monitor intra-union correspondence on a covert basis;

 e) check correspondence for secret writing, concealed texts or enclosures, microphotographs, and other subterfuge;

 f) keep surveillance files on postal correspondence;

 g) maintain a centralized register of persons residing in the territory of the USSR who correspond with foreign missions located in the city of Moscow;

 h) provide operational guidance, oversight, and practical assistance in the work of “V” departments and divisions of the MGB-UMGB;

 i) summarize the experience of the work of “PK” sites, and prepare briefings for peripheral “V” departments and divisions of the MGB-UMGB;

 j) analyze and summarize Union-wide thematic informational materials, and use these to inform higher authorities and operational directorates of the MGB of the USSR.

 4. “V” departments of the MGB-UMGB are to:

 a) select correspondence as instructed by operational departments of the MGB-UMGB;

 b) determine the addresses of state criminals and authors and disseminators of anonymous documents and leaflets;

 c) remove correspondence from mailboxes as instructed by operational departments of the MGB-UMGB;

 d) selectively monitor postal correspondence;

 e) check correspondence for microphotographs, secret writing, or concealed texts or enclosures;

 f) keep surveillance files on postal correspondence;

 g) direct, oversee, and provide practical assistance in the work of “PK” sites;

 h) analyze and summarize “PK” materials, and use them to inform the MGB of the USSR, operational departments of the MGB-UMGB, and party organs;

 i) report to the “V” Department of the MGB of the USSR on the work of “PK” sites.

 5. District “PK” sites of “V” departments and divisions of the MGB-UMGB are charged with:

 a) selecting domestic correspondence as instructed by agencies of the MGB;

 b) selectively monitoring correspondence on a covert basis;

 c) determining the addresses of authors and disseminators of anonymous documents by their handwriting.

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 6. The covert monitoring of all postal and telegraphic correspondence of diplomatic missions and their employees located in Moscow is to be carried out solely by the “V” Department of the MGB of the USSR; the correspondence of diplomatic missions located in other cities is to be monitored by the “V” departments of the MGB-UMGB in the territory where these missions are located.

 Other “PK” sites are strictly forbidden to monitor the correspondence of foreign missions.

 7. Not subject to monitoring are postal dispatches addressed to:

 a) party and state leaders;

 b) the Central Committee of the Communist Party of the Soviet Union, members and candidate-members of the CC of the CPSU, secretaries of the Central Committees of the Communist Parties of union republics, and of territorial, regional, municipal, and district committees;

 c) heads of district-level and higher Soviet, Komsomol, and trade union organizations;

 d) deputies of the Supreme Councils of the USSR and of union and autonomous republics, and of territorial and regional councils of workers’ deputies;

 e) the editorial offices of the newspapers *Pravda* and *Izvestiia*.

**III. THE ORGANIZATION OF “PK” SITES**

 8. “PK” sites are to be located in the most operationally important areas—likely places of intrigues on the part of agents of imperialist intelligence and other anti-Soviet elements.

 9. “PK” sites should typically be located in the buildings of railroad postal transportation offices (OPP), city post offices, and postal branches. For the purpose of maintaining cover and the convenience of mail delivery, the premises of “PK” sites should be adjacent to the sorting departments of communications agencies.

 In exceptional cases, with the authorization of the MGB-UMGB leadership, temporary “PK” sites may be organized for special tasks.

 10. In areas without “PK” sites, it is permitted, in exceptional cases and with the authorization of the MGB-UMGB leadership, to intercept letters with the assistance of agents recruited from among postal workers.

 11. In order to obtain authorization to open new “PK” sites, well-founded memoranda are to be submitted to the “V” Department of the MGB of the USSR, indicating the required staffing, the type of intended cover, a chart of postal routes in the coverage area, and a schematic showing “PK” site premises and locations for the exchange of mail. The closure of “PK” sites is likewise to be carried out with the authorization of the “V” Department of the MGB of the USSR.

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 12. Locations for the exchange of mail are to be carefully camouflaged, both on the premises of communications agencies and at “PK” sites, using equipment appropriate to the nature of the cover.

 13. “PK” employees are to use a cover appropriate to the cover of the site premises.

 14. The type of various certificates, identity cards, and other documents issued to “PK” personnel is to be determined by ministers of state security of union and autonomous republics and directors of territorial and regional UMGBs, depending on the site’s cover.

 15. The temporary use of “PK” personnel in non-covert work, as well as the employment of non-covert personnel at “PK” sites, is strictly prohibited.

 16. “V” departments and divisions of the MGB-UMGB are to use agents to periodically check the status of the cover of “PK” sites and personnel.

 17. Heads of municipal district departments of the MGB are to ensure the protection of “PK” sites, using resources of communications branches.

 18. Employees of communications agencies are to be permitted to deliver mail to “PK” sites only upon being fully vetted and having signed the agreement not to disclose the nature of the covert work they are to perform.

 The number of postal workers associated with “PK” sites must be strictly limited.

 19. Issues pertaining to relations between “PK” sites and communications agencies are to be resolved on site, verbally, by directors of “V” departments and divisions and municipal district departments of the MGB with managers of communications agencies.

 20. The exposure of the cover of a “PK” site is to be considered an emergency. Exposed sites are to be closed, with the “V” Department of the MGB of the USSR immediately notified and investigation materials submitted.

 21. Newly recruited “PK” employees are to be permitted to work only upon thoroughly studying instructions and completing their practical training.

**IV. THE MAIN RULES OF “PK” WORK**

**1. The selection of postal dispatches as instructed by agencies of the MGB**

 22. For all operational agencies of the MGB-MVD that make use of “PK” activities, MGB-UMGB directors are to set a limit of tasks for document selection, depending on the capacities of “V” departments and divisions.

 23. “PK” assignments are to be accepted as signed by directors of MGB departments.

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 “PK” tasks assigned by operational and investigative departments and divisions of the police are to be accepted as signed by heads of police departments.

 24. Assignments from agencies of the MVD may be accepted only as signed by republic-level ministers of internal affairs or departmental directors of the MVD.

 25. “PK” assignments are to specify the surnames, names, patronymics, and addresses of the persons whose correspondence is to be screened, the types of mail (letters, parcels, packages, or money orders) involved, and the names of operatives to whom the selected (screened) documents are to be sent.

 Parcels, postal packages, and money orders of individuals may be monitored only in exceptional cases as instructed by republic-level ministers of state security and directors of territorial and regional departments of the MGB.

 26. “PK” assignments are to be written out by hand or typewritten by the assignment executor himself and, without being registered in office recordkeeping, are to be handed personally to directors of “V” departments or directors of municipal district departments of the MGB, registered in separate logs, and reported orally for execution to the head of the “PK” site, with a signed acknowledgement.

 27. Assignments for the screening of domestic correspondence are valid for 3 months; of international correspondence, for 6 months. Upon the elapse of this period, “PK” assignments, in agreement with the relevant operational departments, are to be withdrawn or reissued.

 28. “PK” sites are to detail groups of the most experienced workers or individual controllers for the assigned screening of documents.

 29. Screening is to be carried out in isolated rooms or specially equipped locations to which other employees’ access is prohibited.

 30. Screened documents are to be unsealed and entered into accompanying inventories (form № 3), indicating the names of the recipient and sender, the date and time the documents were sent to operational departments, the number of sheets, and a description of enclosures, as well as specific features of the letter’s positioning in the envelope.

 Inventories are to be compiled in 2 copies, of which the first is to be sent with the documents and the second left for monitoring purposes at the “PK” site.

 31. The time period for reviewing selected documents at operational departments and “PK” sites should not exceed a total of 7 hours from the moment of their selection.

 Local and express (air, registered, etc.) mail assigned to be selected is not to be sent to operational departments (unless so stipulated in the assignment), but is rather to be processed at “PK” sites, with the subsequent notification of interested

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MGB departments regarding the object’s contacts and the nature of their correspondence, in the form of excerpts and photocopies.

 Documents subject to confiscation are to be referred to operational departments for a final ruling.

 32. Operational departments of the MGB are to return inspected documents to “PK” sites together with inventories, which are to indicate rulings on the documents, and the date and time of their return, signed by the operative.

 Returned documents are not to be monitored for content, but should be carefully checked by senior officers of screening groups or “PK” sites solely to ensure that enclosures are proper and intact. The date and time of the documents’ receipt and their forwarding to communications agencies is to be indicated in the inventories.

 33. Operational departments are to assign permanent staff to exchange mail with “V” departments and divisions and “PK” sites.

 34. The exchange of documents with operational departments in republic-level, territorial, and regional centers is to be carried out at “V” departments and divisions.

 In municipal and district centers, the exchange is to be carried out in agreed-upon places or secret apartments, at the discretion of the director of the requisite MGB agency.

 35. In the case of operational agencies located at a great distance from “PK” sites, documents are not to be delivered to these, but should rather be processed on site and, depending on the content, permitted to proceed to their address or confiscated, with excerpts from documents or photocopies thereof subsequently sent to operational agencies. In the case of confiscated documents, originals are to be sent.

 36. Correspondence addressed to foreign missions from persons subject to “PK” is to be sent by courier for processing at “V” departments of the MGB-UMGB of the republic, territory, or region where the foreign mission is located.

 37. Correspondence sent from foreign missions to the addresses of persons subject to “PK” shall, if marked with the conventional stamp of MGB-UMGB “V” departments authorized to monitor this category of correspondence, be permitted to proceed to its address without onsite monitoring. If necessary, operational departments are to inquire of the requisite “V” departments of the MGB-UMGB regarding the contents of such correspondence.

 38. Correspondence of foreign missions that is processed by the “V” Department of the MGB of the USSR is to be postmarked with the agreed upon date stamp of the Main Moscow Post Office, whereas correspondence processed at other sites is to be postmarked with date stamps of local communications offices that have been withdrawn from use and are taken as agreed upon.

 39. Correspondence received from foreign missions without the agreed upon stamps of “V” departments and divisions

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that are authorized to monitor this correspondence is to be detained and returned for monitoring to “V” departments of the MGB-UMGB of the republics, territories, and regions where the foreign missions are located.

**2. Using handwriting to identify foreign intelligence agents, state criminals, authors and disseminators of anonymous anti-Soviet documents, and other hostile elements**

 40. “V” departments and divisions of the MGB-UMGB are to carry out the instructions of operational departments to identify the addresses of foreign intelligence agents, state criminals, authors and disseminators of anonymous anti-Soviet documents, and other hostile elements.

 For this purpose, operational departments are to transmit photocopies of handwriting to requisite “V” departments and divisions, to identify:

 a) particularly dangerous state criminals on the all-Union wanted list;

 b) intelligence officers of diplomatic missions using postal correspondence as a channel of communication with their agents;

 c) persons whose letters or documents are found in the possession of arrested persons, the contents of which attest to their criminal connections;

 d) persons involved in anti-Soviet activities whose written texts may have been obtained in the course of the liquidation of nationalist gangs, sectarian groups, and other anti-Soviet organizations;

 e) authors of anonymous documents with anti-Soviet content, or that inform of terrorist intentions (signaling), espionage, or the organized anti-Soviet activities of persons known to them.

 41. For this work, republic-level, territorial, and regional “PK” sites are to organize groups or allocate staff members, who are to be specially trained.

 In “V” departments and divisions where such staff members cannot be allocated, as well as at district “PK” sites, these duties are to be assigned to the controllers who screen correspondence on the instructions of MGB agencies. In this case, the inspection of correspondence for the purpose of handwriting comparison is carried out simultaneously with the screening of documents according to the list.

 “PK” staff members who have been trained in handwriting analysis are to be employed only for this purpose.

 42. Assignments for the selection of documents based on handwriting are to be filled out by operational departments, to include handwriting samples of the wanted author in the form of clear photocopies executed in full

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size (a full page of the text and the front side of the envelope).

 43. Assignments are to be registered in logs and kept by “V” departments and divisions. Handwriting samples are to be turned over to republic-level, territorial, and regional “PK” sites with a signed acknowledgement, with one copy to be pinned to the wallboard, and the other to be placed, along with the handwriting workup, in a special album.

 The album is also to include samples of paper and envelopes, data on the ink or pencil used to execute the given documents, and an operational profile of the author.

 District “PK” sites are to receive only one copy of the handwriting sample.

 44. The work of identifying authors of anonymous documents is to be carried out in close coordination with local-level operational departments.

**3. Procedures for the covert monitoring of postal correspondence**

 45. “V” departments and divisions are to organize the work of monitoring postal correspondence in coordination with operational directorates and departments.

 46. In organizing selective monitoring, the main principle is the need to inspect correspondence of the greatest operational interest, in terms of protecting state security and as pertains to the local operational situation.

 Particular attention should be paid to correspondence coming from areas where key industrial and defense enterprises and facilities are located, areas where special contingents are settled, etc.

 Letters originating from and addressed to border areas, and post restante letters, must also be monitored on a more frequent basis.

 47. Documents suspected of containing coded, encrypted, agreed-upon, or other conspiratorial correspondence should be selected (screened) during the reading process.

 48. In the case of documents of operational or informational interest, excerpts or translations are to be made; these are to indicate, in full, the addresses, surnames, first names or patronymics of the documents’ senders and recipients, and the dates of their writing or postmark. Annotations to these translations and extracts should indicate what raised the translators’ or controllers’ suspicions and led them to select the documents.

 49. Making excerpts or photocopies of documents selected on the instructions of operational departments of the MGB-UMGB, or using them in special reports without the authorization of the departments involved, is prohibited.

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 50. It is strictly forbidden to reproduce or make copies or excerpts from letters, leaflets, or proclamations of an anti-Soviet, provocative, or slanderous nature.

 51. In cases in which mail-monitoring materials cannot be directly used by operational departments (due to unclear nature, unknown letter addressees, indecipherable agreed-upon signs, etc.), correspondence surveillance files are to be opened on these materials for further study.

 As the nature of correspondence of operational interest is clarified, and addressees are identified, surveillance files are to be transferred to operational departments.

 District “PK” sites are not to keep correspondence surveillance files; rather, persons engaging in suspicious correspondence are to be entered on a temporary monitoring list.

 52. So as to covertly monitor correspondence in the strictest secrecy, the following rules for handling documents must be followed during processing:

 a) check whether the letter is free of marks or agreed-upon signs made deliberately by the sender (dashes, dots, various scraps of paper, hair strands, or other agreed-upon enclosures);

 b) the interpreter or controller is to begin inspecting the next document only after the document just inspected has been enclosed in its envelope, checked, and put aside. All document-handling is to be performed only over the work desk;

 c) the controller’s work desk should be comfortable, tidy, and orderly. There are to be no extraneous objects or documents on the desk;

 d) it is to be strictly ensured that after being checked, the letter is enclosed in the envelope in the same way as it was before it was unsealed, i.e., postmarks on the enclosure and envelope, traces of glue, bends, etc. coincide.

 If agreed-upon signs are detected, the group leader or director is to be immediately notified.

**4. Checking Postal Correspondence for Secret Writing**

 53. Domestic correspondence selected as instructed by MGB agencies, as well as all incoming and outgoing international correspondence, is to be examined in bulk for the presence of secret writing using quartz lamps.

 Particular documents selected in accordance with special instructions of MGB agencies are to be examined for the presence of secret writing using individual chemical analysis.

 54. The mass monitoring of documents using quartz

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lamps is to be entrusted to all republic-level, territorial, and regional “PK” sites of “V” departments and divisions of the MGB-UMGB.

 55. Documents showing signs of secret writing that cannot be identified on location, and documents requiring special examination, are to be sent to “D” divisions of the MGB-UMGB or “D” departments of the MGB of the USSR.

 56. “V” departments of the MGB-UMGB are to submit special reports on the detection of secret writing whose contents merit the attention of the MGB of the USSR to the “V” Department of the MGB of the USSR.

 57. Checking correspondence for secret writing using quartz lamps is to be permitted to staff members who have undergone special training.

**V. THE CONFISCATION OF POSTAL ITEMS**

 58. In operational departments and directorates, the right to confiscate documents assigned to be selected is granted:

 a) in the MGB of the USSR, to department heads and above;

 b) in republic-level, territorial, and regional MGBs-UMGBs, to deputy department heads and above;

 c) in municipal district departments and divisions of the MGB, to department and division heads and their deputies.

 59. In the “V” Department of the MGB of the USSR, the right to confiscate documents processed on site is to be granted to division heads and above; and to heads of “V” departments and divisions of the MGB-UMGB and their deputies; at municipal and district sites, to heads of municipal and district departments and divisions of the MGB and their deputies.

 60. Subject to unconditional confiscation are postal dispatches containing espionage-related, terrorist, sabotage-related, anti-Soviet, provocative, slanderous, or other messages directed against the state interests of the USSR.

 61. Postal dispatches may, regardless of their content, be permitted to proceed to their address on the instructions of operational departments or with the consent thereof, so long as such documents are registered and the person authorizing the pass-through is indicated.

**VI. Procedures for Using “PK” Materials for Information**

 62. The use of “PK” materials is permitted on a par with other letter-coded MGB agency activities.

 63. Materials meriting operational attention that have been identified as a result of mail monitoring are to be transferred for use to relevant MGB-UMGB agencies in the form of original letters or photocopies, excerpts, special reports, and notices.

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 64. The relevant MGB agencies are to be immediately informed of materials identified in the course of reading that are suspected of containing espionage-related information or pertaining to the preparation of acts of terrorism or sabotage, or of other active hostile actions.

 “V” divisions of the MGB-UMGB are to immediately notify the “V” Department of the MGB of the USSR of “PK” materials of operational interest to higher authorities and the MGB of the USSR.

 65. In the case of “PK” materials of informational interest to local party and Soviet agencies, “V” divisions and departments of the MGB-UMGB are to notify the first secretaries of the Central Committees of the Communist Parties of union republics, and of territorial and regional committees, indicating addressees.

 Thematic information is to be submitted to the “V” Department of the MGB of the USSR in cases in which documents give information on major malfunctions in industry or agriculture, as well as on public responses to important domestic and international political events.

 66. Special reports on operational and informational letters submitted to local MGB agencies and to the “V” Department of the MGB of the USSR are to indicate: the full addresses of senders and recipients, the dates letters were sent, the ruling on the given documents, to whom and when these materials were sent, and the number of documents on the given topic that have been recorded.

 67. Operative departments and directorates of the MVD may be notified regarding “PK” materials only through republic-level ministers of internal affairs and the heads of MVD directorates, with instructions that these materials are to be used on a par with operative materials.

 68. “PK” materials are to be sent to police agencies only in cases in which they attest to the commission of serious crimes (large-scale speculation, embezzlement, or bribery, murder, robbery, or the plundering of socialist property).

 The information is to be presented personally (series “OK”) to heads and deputy heads of police directorates of republics, territories, or regions, with an indication of the source and an admonition that these materials are to be used on a par with operative materials.

 69. In militia agencies, the use of “PK” materials is to be entrusted only to directors of municipal and district departments and divisions, and in regional, territorial, and republic-level directorates, to division heads and above.

 70. In the correspondence of MGB agencies, it is forbidden to use the words: perlustration, letter, telegram, confiscate, send to address, secret writing, quartz lamp, or iodization. To be used in place of these words, respectively, are: PK, document, K, A, TS, KL, and I.

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**VII. THE TECHNICAL PROCESSING OF POSTAL CORRESPONDENCE**

 71. Essential to the monitoring of correspondence is the particular thoroughness and precision of its technical processing.

 72. The unsealing and resealing of correspondence is to be performed by trained personnel using special equipment.

 73. As an exception, letters that cannot be unsealed are permitted, with the consent of the MGB agency that directed their selection (screening), to proceed to their address without processing.

 74. Letters damaged during processing are to be repaired and permitted to proceed to their address, with the authorization of the head of the given “V” department or division of the MGB-UMGB.

 In the case of letters received for processing that are damaged, the head of the given “V” department or division of the MGB-UMGB is to be notified, so that a ruling can be made on them.

 75. Before unsealing, all correspondence should be viewed under an illumination lamp, so as to detect photographs, as well as texts and enclosures concealed under stamps, flaps, or stickers.

 76. Before being resealed, all correspondence must be checked for the presence and correctness of the enclosed contents, and so as to detect foreign objects that may have accidentally fallen into the envelope during processing.

 77. A letter is typically to be resealed using an adhesive of the type used by the sender.

 If there is any residue of factory glue or of glue applied by senders on the flaps of envelopes, letters are to be resealed by wetting the glue strips with water.

 78. In order to keep letters showing traces of processing from being forwarded to their addressees, mail is to be subjected to a thorough technical monitoring after being resealed. Any defects detected are to be reported to the head of the given “V” department or division.

**VIII. THE FULFILLMENT OF PARTICULAR OPERATIONAL ASSIGNMENTS OF MGB AGENCIES**

 79. As assigned by operational divisions of the MGB, “V” departments and divisions of the MGB-UMGB are to:

 a) remove correspondence from mailboxes;

 b) arrange identification check at the handover of “post restante” letters;

 c) stamp postal correspondence with stamps of local postal agencies and forward it to addressees;

 d) deliver particular letters to addressees;

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 e) return particular letters to senders, justifying this measure by postal regulations of the Ministry of Communications of the USSR.

 80. These activities are to be carried out in coordination with interested departments of the MGB.

 Operative agents or vetted employees of communications agencies may be used for these tasks.

**IX. RECORDKEEPING AND REPORTING**

 81. The results of the work performed by personnel of “PK” departments, groups, and sites is to be entered daily in a special log.

 82. “V” departments and divisions of the MGB-UMGB of republics, territories, and regions are to submit reports on their work to the “V” Department of the MGB of the USSR, and “PK” sites are to submit reports to “V” departments and divisions of the MGB-UMGB in accordance with the reporting procedures established by the MGB of the USSR.

 83. Valuable enclosures (items, money, state bonds of the USSR, foreign currency, etc.) discovered in the course of mail monitoring are to be registered in the log (form № 5) and permitted to proceed to their address.

 84. Party and Komsomol membership cards found in letters are to be confiscated and sent to the CC of the Communist Party of the Soviet Union or the CC of the Communist Party of the given union republic, the CC of the VLKSM, or the CC of the LKSM of the given republic, while passports of citizens of the USSR are to be sent to the police, and the given letters are to be confiscated.

**Х. PROCEDURES FOR THE STORAGE AND DESTRUCTION OF “PK” MATERIALS**

 85. It is permitted to store the following on the premises of municipal and district “PK” sites:

 a) lists of persons whose correspondence is being screened as instructed by operational departments of the MGB;

 b) photocopies of anonymous letters for use in identifying their authors by handwriting;

 c) recordkeeping logs of “PK” work;

 d) special equipment and other accessories necessary for daily operations.

 It is prohibited to store top secret documents and “PK” materials at municipal and district “PK” sites.

 86. All record sheets, lists, blank forms, and other documents must be in anonymized form.

 87. All documentation and special equipment are to be stored at the sites only in fireproof safes or iron boxes, which are to be locked and sealed with mast-

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ic seals after work. The labeling of the mastic seals should correspond to the type of cover used by the site.

 88. Assignments are to be stored only in MGB buildings along with logbooks.

 89. “PK” materials to be destroyed by burning include:

 a) lists used in the screening process – these are to be burned upon the renewal or elapse of the assignment period;

 b) excerpts for use in thematic special reports, after being kept for three months;

 c) materials from daily recordkeeping on the work of controllers and “PK” sites, after they have been entered in logs or summary reporting;

 d) monitoring inventories of target documents, after being kept for three months; and copies of inventories, upon the return of documents from operational departments;

 e) logs of all types of work records kept during the year, after being kept for three months;

 f) reports on the work of municipal and district “PK” sites, after being kept for six months;

 g) operational departments’ instructions on the screening of documents, upon the elapse of six months after their removal from “PK.”

 90. On the elapse of two months after their confiscation, letters confiscated by “V” departments and divisions are to be destroyed according to regulations approved by directors of “V” departments and divisions. Confiscated registered letters are to be kept for six months.

 In certain cases, confiscated letters may be turned over to operational departments for use.

 91. Copies of special reports and excerpts sent for operational use, summary reports on republic-level, territorial, or regional “PK” work, and miscellaneous correspondence on “PK” are to be kept for one year, after which they are to be destroyed per regulations approved by MGB-UMGB leadership, and, at the “V” Department of the MGB of the USSR, upon approval by the department’s director.

 Correspondence with the MGB of the USSR and the “V” Department of the MGB of the USSR, and orders, directives, reviews, lectures, orientations, and instructions coming from the MGB of the USSR and the “V” Department of the MGB of the USSR are to be kept and destroyed in accordance with instructions on secret recordkeeping extant in MGB agencies.

**Director of the “V” Department of the MGB of the USSR**

**P. MATVIEVSKY**

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**TOP SECRET**

Appendix to MGB USSR Order

№ 001155 of 16 December 1952

**LIST**

**of “PK”-related orders, instructions, and circulars of the NKVD-NKGB-MGB of the USSR to be suspended in connection with the announcement of new instructions on the monitoring of international postal and telegraphic dispatches and intra-union postal correspondence by MGB agencies.**

| №№  | Document № | Date | Document type | Summary |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| 1 | 001042 | 3.IX.1939 | NKVD order |  On the careless processing of “PK” documents. |
| 2 | 0017 | 4.І.1940 | NKVD order |  On procedures for the top secret monitoring of postal and telegraphic correspondence (announcing instructions). |
| 3 | 0074 | 18.І.1940 | NKVD order |  On procedures for the political monitoring of international and domestic postal and telegraphic correspondence. |
| 4 | 00222 | 21.ІІ.1940 | NKVD order |  On the transfer of special “PK” agencies of the NKVD to the jurisdiction of the 2nd Special Department of the NKVD for wartime and peacetime. |
| 5 | 001258 | 5.Х.1940 | NKVD order |  On informational bulletins on “PK” materials. |
| 6 | 17 | 5.V.1941 | NKGB directive |  On the servicing of training camps of Red Army units by the “PK” apparatus. |
| 7 | 19 | 6.V.1941 | NKGB directive |  On the issuance of cover documents to the Main Militia Directorate of the NKVD of the USSR and to militia agencies in the periphery, and on the “PK” servicing of Police. |

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| 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- |
| 8 | 00238 | 26.VI.1941 | NKGB order |  On procedures for carrying out political monitoring of all types of postal and telegraphic correspondence and international communications of the USSR. |
| 9 | 247 | 20.IX.1941 | NKVD directive |  Announcing the regulation on military censorship and covert political monitoring of the correspondence of servicemembers of the Polish Army that is being organized in the territory of the USSR. |
| 10 | 00289 | 16.Х.1943 | NKGB order |  Announcing the “Instructions on the chemical processing of intra-union correspondence for the purpose of detecting secret writing.” |
| 11 | 59 | 13.V.1944 | NKGB instruction |  On organizing unified recordkeeping of persons in written communication with foreign countries at “V” departments of the NKGB-UNKGB. |
| 12 | 60 | 12.V.1944 | NKGB directive |  On procedures for the top secret monitoring of postal and telegraphic correspondence of foreign embassies, missions, consulates and other diplomatic offices. |
| 13 | 75 | 20. VI.1944 | NKGB directive |  On setting the service area for international mail monitoring sites. |
| 14 | 78 | 1.VII.1944 | NKGB directive |  Supplement to NKGB instruction № 59 of 13 May 1944. |
| 15 | 125 | 9.Х.194 | NKGB directive |  On organizing a thorough check of correspondence addressed to Poland after its liberation. |
| 16 | 144 | 15.ХI.1944 | NKGB directive |  On confiscating international letters addressed to US charities. |
| 17 | 91 | 15.VIII.1945 | NKGB directive |  On tightening the monitoring of international postal and telegraphic correspondence. |

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| 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- |
| 18 | 92 | 15.VIII.1945 | NKGB directive |  On preparatory measures for the transition to covert monitoring of postal and telegraphic correspondence. |
| 19 | 008 | 8.I.1946 | NKGB order |  Announcing the “Instructions on the work of the political monitoring (“PK”) agencies of the NKGB.” |
| 20 | 0020 | 14.I.1946 | NKGB order |  Announcing the “Instructions on procedures for the covert inspection (“PK”) of international postal and telegraphic correspondence.” |
| 21 | 39 | 24.IV.1946 | MGB directive |  On providing lists of “PK” (military censorship) workers with knowledge of foreign and domestic languages. |
| 22 | 62 | 22.VIII.1946 | MGB directive |  On taking measures to improve the quality of the technical processing of “PK” documents. |
| 23 | 60 | 28.IХ.1948 | MGB directive |  On preventing persons subjected to repression by agencies of the MGB from engaging in postal correspondence with foreign countries. |
| 24 | 32 | 19.IV.1950  | MGB directive |  On introducing a single agreed upon “International” stamp. |

**Director of the “V” Department of the MGB of the USSR**

**P. MATVIEVSKY**

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**TOP SECRET**

**CORRECTION**

**to instructions announcing MGB USSR Order № 001155 of 16 December 1952**

 On pages 13–17, printed paragraphs 33–59 should be considered paragraphs 27–53.

**Director of the “V” Department of the MGB of the USSR**

**Colonel of State Security P. MATVIEVSKY**

**19 February 1953**