

U.S. Department of Homeland Security
Washington, DC 20528



**Homeland
Security**

**DEPARTMENT OF HOMELAND SECURITY
(DHS)
25-YEAR DECLASSIFICATION PLAN**

July 13, 2005

Prepared by:

**Office of Security
Administrative Security Division**

**Dwight Williams
Chief Security Officer/Senior Agency Official
DHS Office of Security**

Introduction: This plan has been prepared pursuant to Executive Order 12958, as amended, hereafter referred to as the Order, and its implementing instructions, ISOO Directive No. 1. The order and the directive require the institutionalizing of a declassification process for Department of Homeland Security (DHS) classified records of permanent historical value and to complete a declassification review for those records that are 25 years or older as of December 31, 2006, and each year thereafter. This plan considers the systematic declassification review of all permanent, classified DHS records, both textual and special media. Furthermore, it outlines the process DHS will follow when records are referred to, or from DHS.

Under the Homeland Security Act of 2002, the Department of Homeland Security (DHS) was created and included the transfer of the following entities, in whole or in part, to DHS:

- U.S. Secret Service (Treasury)
- U.S. Coast Guard (Transportation)
- U.S. Customs Service (Treasury)
- Immigration and Naturalization Service (Justice)
- Federal Protective Service (GSA)
- Transportation Security Administration (Transportation)
- Federal Law Enforcement Training Center (Treasury)
- Animal and Plant Health Inspection Service (Agriculture)
- Office for Domestic Preparedness (Justice)
- The Federal Emergency Management Agency (FEMA)
- Strategic National Stockpile and the National Disaster Medical System (HHS)
- Nuclear Incident Response Team (Energy)
- Domestic Emergency Support Teams (Justice)
- National Domestic Preparedness Office (FBI)
- CBRN Countermeasures Programs (Energy)
- Environmental Measurements Laboratory (Energy)
- National BW Defense Analysis Center (Defense)
- Plum Island Animal Disease Center (Agriculture)
- Critical Infrastructure Assurance Office (Commerce)
- Federal Computer Incident Response Center (GSA)
- National Communications System (Defense)
- National Infrastructure Protection Center (FBI)
- Energy Security and Assurance Program (Energy)

1. DHS Officials Responsible for Overseeing the Declassification Plan

Senior Agency Official

Dwight Williams, Chief Security Officer/Senior Agency Official
Office of Security
301 7th Street S.W.
Washington, D.C. 20528
(202) 358-1427

Primary Points of Contact

John J. Young
Chief, Administrative Security Division
DHS, Office of Security
301 7th Street, SW.
Washington, D.C. 20528
202-358-1438
John.Young@DHS.GOV

Marion (Mike) Taylor
Program Manager, Classification Management Branch
Administrative Security Division
DHS, Office of Security
301 7th Street, SW.
Washington, D.C. 20528
(202) 772-5012
Mike.Taylor@DHS.GOV

2. DHS Officials Designated Declassification Authority

DHS has not exercised its authority, pursuant to Section 6.1(k)(4) of Executive Order 12958, as amended, to delegate declassification authority to officials other than those that have been delegated Original Classification Authority (OCA). Such OCA delegations are memorialized under signature of the Secretary through DHS Delegation Letter 8100.2, "Delegation of Original Classification Authority," and the positions to which they apply are cited below. Additionally, other officials have been granted OCA on a temporary, case-by-case basis, by the Senior Agency Official.

- o Secretary of the Department of Homeland Security
- o Deputy Secretary
- o Under Secretary (Emergency Preparedness & Response)
- o Under Secretary (Border and Transportation Security)
- o Under Secretary (Science & Technology)
- o Under Secretary (Information Analysis and Infrastructure Protection)
- o Chief of Staff

- Chief Security Officer
- Director, U.S. Secret Service
- Commandant, U.S. Coast Guard
- Director, U.S. Citizenship and Immigration Services
- Commissioner, Bureau of Customs and Border Protection
- Assistant Secretary, Transportation Security Administration
- Assistant Secretary, U.S. Immigration & Customs Enforcement
- Assistant Secretary, Information Analysis
- Assistant Secretary, Information Protection
- Chief of Staff, Information Analysis & Infrastructure Protection Directorate
- Assistant Commandant for Operations, U.S. Coast Guard
- Assistant Commandant for Intelligence, U.S. Coast Guard
- Director, Office of National Security Coordination, EP&R
- Director, Operational Integration Staff
- Director, Interagency Incident Management Group
- Counter-narcotics Officer/U.S. Interdiction Coordinator
- General Council
- Inspector General

3. Records Reviewed/Projected

The total estimated amount of DHS records which meet the criteria of Section 3.3 of the Order is: **Approximately 67,536 pages**. Of the total figure, approximately 6,500 pages contain potentially exemptible information based on a past ratio of declassified documents to total documents reviewed. The equities listed below include the following components: United States Coast Guard (USCG), Federal Emergency Management Agency (FEMA), United States Secret Service, and the United States Customs and Immigration Services (USCIS).

Textual Records	1995-2004	2004	2005 (Projected)	2006 (Projected)	Total 1995-2004	Total Projected 2005 - 2006	Total
Reviewed	311,405	10,227	28,944	38,592	321,632	67,536	389,168
Declassified	112,761	9681	10,629	12,868	122,442	23,497	145,939
Exempted ¹	30,719	326	3200	3300	31,045	6500	37,545
Excluded	4,536	-	300	500	4536	800	5336
Referred by other Agencies	-	1428	29,842	21,174	1428	51,016	52,444
Referred to other Agencies	130,209	220	14,515	10,750	130,429	25,265	155,694
File Series Exempted	-	-	-	-	-	-	-
Special Media	1995-2004	2004	2005 (Projected)	2006 (Projected)	Total Actual	Total Projected	Total
Reviewed	13	-	-	-	13	-	13
Declassified	-	-	-	-	-	-	-
Exempted ²	9	-	-	-	9	-	9
Excluded	-	-	-	-	-	-	-
Referred by other Agencies	-	-	-	-	-	-	-
Referred to other Agencies	4	-	-	-	4	-	4
File Series Exempted	-	-	-	-	-	-	-

4. Declassification Processes

Automatic Declassification Reviews

DHS has identified four major holders of classified records meeting the criteria of Section 3.3 of the Order within the Department. They are: FEMA, USCIS, USCG, USSS. DHS Management Directive 11044, "Classification Management," which implements declassification throughout DHS, delegates oversight of this process to the Administrative Security Division (ASD) within the DHS Office of Security. ASD coordinates with the various DHS components to ensure that they have a plan to review their historical classified records. Records are either completely declassified or set aside for exemption consideration in their

¹ Exemptions were processed for FEMA and USSS under legacy agencies. DHS is currently in the process of getting these exemptions revalidated for DHS.

entirety. Due to budget constraints, partial declassification reviews are only facilitated by request.

Unidentified Records

The Department has an active and on-going program to identify records that fall under the provisions of Section 3.3 of E.O. 12958, as amended. ASD has initiated dialogue with the various components to ensure that the components are taking action to determine the nature of their classified holdings, locations, and points of contact.

Exemptions

Prior to their integration into DHS, FEMA and USSS had identified specific categories of information that were to be exempt from automatic declassification. Now that they are under DHS, ASD is currently working with these components to have the exemptions specifically identified and validated in a DHS Declassification Guide for approval by the Interagency Security Classification Appeals Panel (ISCAP). While at this time the exemptions have not yet been approved, FEMA and USSS are conducting declassification reviews to meet the December 31, 2006 deadline.

At least 180 days before information is to be declassified by provision of the Order, the DHS, Chief Security Officer/Senior Agency Official will notify ISOO of any specific information that DHS proposes to exempt from automatic declassification. Once approved by the ISCAP, our guide will be shared with any agency or organizations concerned with the identification of DHS equities.

Implementation Plan: The following actions have been taken to ensure that DHS is in compliance with Section 3.3 of the Order.

All DHS activities - that classify and/or maintain classified holdings are responsible for:

- Identifying records, files, documents, and information which fall under the purview of Section 3.3.
- Providing specific resources, such as manpower and financial support, that will be allocated to identify records and perform declassification reviews.
- Implementing self paced classification/declassification management training.
- Conducting declassification reviews on all records which fall within the purview of Section 3.3 and report the results of their reviews annually to the DHS Office of Security, Administrative Security Division.

6. Declassification Guides and File Series Exemptions

Declassification Guides

Most legacy organizations in DHS have carried over former classification/declassification guides issued prior to the creation of DHS. DHS is actively reviewing, creating, and updating these guides. Since January 2004, 14 new or updated guides have been published, 8 are pending final review for signature, 10 are in review, and another 7 are being updated or created. The DHS Office of Security, ASD, maintains close working relationships with the security components to assess when new or updated guidance is required.

Future exemptions

The TSA's Foreign Airport Assessment Program plans to request future exemptions for certain categories of classified information. However, these requests will not be submitted until 2007 when the records will be 20 years old.

7. Other Factors

Inter-agency Referrals

Information forwarded to DHS by another government organization will be processed as follows:

- The DHS Office of Security, ASD, is the central point within DHS to receive all information referred to DHS for review by another government organization.
- The DHS Office of Security, in turn, will be responsible for facilitating reviews of all referred information stored outside of the National Archives. This includes facilitating the review by the cognizant component for classification/declassification determination, and having the cognizant organization within DHS respond to the government agency that referred the information.
- DHS has a representative on the External Referral Working Group (ERWG) and has coordinated with the Remote Archives Capture Program (RAC) to coordinate with the DHS Office of Security ASD to be the central point of contact for all records referred from the RAC.

Mandatory Review

Mandatory reviews for declassification request shall be sent to the Departmental Disclosure Officer, Privacy Office, 245 Murray Lane, S.W., Building 410, Washington, D.C. 20528.

The Disclosure Office will in turn identify the DHS component with jurisdiction over the information and coordinate the mandatory review.

Other Initiatives

A DHS tracking system will be developed to monitor the declassification program. As records are declassified or retained, they will be listed in a DHS database and made available as requested.