

U.S. Department of Justice



Declassification Review & Referral Guide

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U.S. Department of Justice

U.S. DEPARTMENT OF JUSTICE
Declassification Review and Referral Guide
November 2005

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Executive Order 12958, as amended – Classified National Security Information (FR 15315, March 28, 2003), prescribes a uniform system for classifying, safeguarding, and declassifying national security information. The most immediate impact of the Executive Order (E.O.) on all holders of classified records is the requirement to review their 25-year old, permanent records and complete prescribed declassification, review or referral actions by December 31, 2006. This Guide provides the information that Department of Justice Components need to comply with the requirements of E.O. 12958, and its implementing directives.

WHAT ~ ~ ~ ~ ~

A declassification review of Department of Justice (DOJ) permanent, classified records that are *25 years old or older*. It includes all classified textual records that are under a Component's physical control or that have been transferred to either the National Archives or a Federal Records Center.

Review by DOJ Components. All classified, permanent records 25 years old or older *must be reviewed for declassification, exemption, and/or referral to other government agencies (OGA)*. Each Component with such records must establish and maintain an accurate record of the volume and location of material to be reviewed, including records accessioned by the National Archives, and of its progress in completing the reviews.

Temporary and Unscheduled Records. The 25 year automatic declassification process applies to *permanent records only*. Temporary records and unscheduled records need not be reviewed.

Special Media Records. In this category are audio/visual tapes, motion picture film, microforms, magnetic tape, electronic and other media which are more difficult or costly to review. *Please note that special media records do not have to be reviewed or referred at this time.* A five year extension of the automatic declassification date for special media records, to December 31, 2011, authorized by E.O. 12958, as amended, has been approved for DOJ by the Information Security Oversight Office (ISOO).

Exemptions. 25 year old information subject to automatic declassification that requires continued protection as national security information is referred to as an exemption. More specifically, it describes information that is exempt from the 25 year automatic declassification requirement of the E.O. Normally information that qualifies for exemption is identified before-hand and is described in a Component Classification or Declassification Guide. *At this time DOJ has no approved exemptions on record.* Valid exemptions are possible and may be authorized on a case-by-case basis if they meet one of nine precisely defined categories specified in E.O. 12958. (Attachment # 3 lists the nine categories and provides more detailed information on exemption rules.) Proposed exemptions must have the Attorney General's endorsement and the Interagency Security Classification Appeals Panel's (ISCAP) approval. The Justice Management Division (JMD) cutoff date for submitting proposed exemptions to the December 31, 2006 automatic declassification date is April 30, 2006.

File Series Exemptions. Where it can be shown that the information in a particular file series, or in multiple file series, almost invariably falls within one or more of the exemption categories listed in attachment #3, then an exemption for the entire file series may be sought. Upon approval, the entire file series can be considered exempt from the 25 year automatic declassification provision without further review. Currently, DOJ has file series exemption requests pending with ISCAP for both the Federal Bureau of Investigation (FBI) and the Office of Intelligence Policy & Review (OIPR). If and when these are approved, additional instructions will be provided. Final approval of file series exemptions rests with the President

Unmarked Documents. This category refers to documents which have no National Security Information (NSI) marking or other indications that would identify the information contained therein as being either classified or unclassified. *Unmarked documents in classified files need to be reviewed for RD/FRD exclusions or apparent OGA equity.* As a general rule documents with no classification markings should be considered for referral if the subject heading, table of contents scan, or other factors indicate a substantive OGA equity, interest or release restriction.

Unclassified Records. Unclassified records are those marked "UNCLASSIFIED" and those which have been declassified under a previous declassification scheme and are clearly marked as such. Included is obviously unclassified material such as news media articles, public documents, and other such matter. As a rule, unclassified material need not be reviewed or referred.

Continuing Requirements. The 25 year automatic declassification provision of E.O. 12958 establishes a continuing, year-by-year requirement. The declassification review and referral process now in place will apply as well in 2007, 2008, and all future years. Each calendar year brings a new deadline to meet with regard to records that are now more than 25 years old. Components need to assess the impact that this future, continuing workload will have on their organizations and plan accordingly.

WHY ~ ~ ~ ~ ~

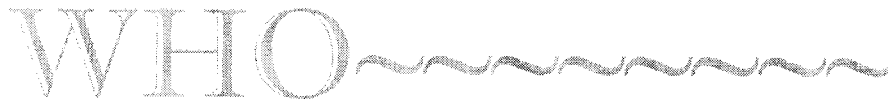
Presidential Order requires agencies to review 25 year old, classified permanent records and take action to exempt, exclude, declassify, and/or refer them to other agencies that have an equity or interest in the information.

25 year Automatic Declassification. E.O. 12958 establishes a deadline by which all classified information, which is 25 years old or older and not covered by an approved exemption, will be automatically declassified, whether or not the records have been reviewed for declassification.

Basic Premise. The basic premise of the Presidential Order is that, with certain exceptions for intelligence, foreign affairs, national defense and security matters, classified information is, and ought to be, declassified after a period of 25 years. The Department of Justice has adopted this premise as the foundation of its declassification review process. This policy will apply to all components with declassification responsibilities, except for the FBI which will establish and implement policies that are consistent with its statutory responsibilities, recordkeeping practices, and internal declassification guidelines.

National Policy Directives. Executive Order 12958, as amended and its implementing instruction, Information Security Oversight Office (ISOO) Directive No. 1, establish the program and requirements for meeting national goals for management of classification and declassification of national security information. Both references are available on-line at www.nara/isoo.gov.

Continuing Declassification Requirements. In addition to the first deadline in 2006, for automatic declassification of 25-year old information, the E.O. imposes a continuing, year after year requirement to review 25 year old classified material for declassification and/or referral to other agencies.



DOJ Components and officials with responsibilities for classified information or classified records in their holdings.

Senior Agency Official. The Department of Justice's Senior Agency Official for Classified National Security Information is the Assistant Attorney General for Administration, Dr. Paul R. Corts.

DOJ Components. Offices, divisions and bureaus have responsibility for the proper management and control of classified material under their control - from creation, safeguarding, systematic review and declassification, to the timely retirement of permanent, historical records to the National Archives. Component responsibility includes timely and accurate reporting on the status of their holdings and the progress of their declassification activities.

Departmental Level Management. The Department is responsible for issuing general policies and standard procedures, where appropriate, to guide and assist components in completing their assigned declassification reviews on schedule. The Attorney General is responsible to the President and his designated compliance officials for DOJ's performance in meeting the National Policy Directives' requirements and providing accurate and timely progress reports.

Office of Primary Responsibility. The Senior Agency Official has designated JMD's Security and Emergency Planning Staff (SEPS) as the Office

of Primary Responsibility for DOJ's Classification and Declassification Management Program. Principal staff contacts in SEPS are:

Glenn R. Bensley, Room 6230 RFK, Telephone 202 514-4798,
Janice Gibbs, Room 6231 RFK, Telephone 202-616-5360.

Declassification Contacts. A list of individuals in components with a major share of the declassification workload who routinely coordinate with other components is included in attachment # 1.

Records Officers. Records Officers, as partners in E.O. 12958 implementation, should be consulted beforehand to identify 25 year old permanent records which need to be reviewed. (Reminder: Temporary and unscheduled records are not subject to the 25 year automatic declassification provisions.) Knowledgeable DOJ sources for information on records transferred to NARA facilities, general information on records disposition schedules, or identification of permanent records are included in the Declassification Contacts list at attachment #1.

Coordinated Effort. Efficient and effective compliance with E.O. 12958 classification and declassification rules requires a coordinated effort by DOJ Records, Security, FOIA, and Program offices.

WHERE

Everywhere DOJ classified records are used or stored, including those at Federal Records Centers or the National Archives.

Record Locations. Refers to places where records are physically located. Includes records in immediate work areas, in GSA approved containers and other local approved storage areas, in any and all Federal Records Centers, and in the U.S. National Archives or any of its branches nationwide. Component Records Officers and Declassification Program Officials must insure that all possible locations have been considered since permanent records, which are 25 years old or older, belonging to a component and maintained at any of the above cited locations, must be reviewed for declassification action by the DOJ target date of September 30, 2006.

Volumes. An accurate record of the volume of records to be reviewed at each location must be determined by components and reported to SEPS. This is an essential first step in developing a workload completion schedule.

Records Disposition Schedules. Records disposition schedules and related records maintained by Records Officers contain information about the identification and organization of the agency's records, their filing systems, and the locations of those that have been "accessioned" to a NARA facility. Component records disposition schedules are also the authoritative source for determining the "permanent" or "temporary" (sometimes referred to as "disposable") status of documents.

WHEN ~ ~ ~ ~ ~

Now. Justice Department deadline for completion of reviews and referrals is September 30, 2006 (214 work days to go as of Dec 1, 2005). The clock is running.

DOJ Review Completion Target Dates.

- ~ 2006 – Using baseline data on volume and locations of records to be reviewed, DOJ establishes workload completion schedules for participating components. Target completion date for 2006 is September 30, 2006.
- ~ 2007 – Subject to adjustments based upon previous years experience, and updated volume estimates, target completion date for 2007 will also be September 30th.
- ~ 2008 and beyond – September 30th will be used as the planning date.

DOJ Referral Target Dates.

- ~ Target date for completing referral notifications to other agencies is tied to the Review process. Therefore the referral notification completion date will be October 30, 2006
- ~ E.O. target date for completion of incoming referrals is December 31, 2009. This provides a three year period in which to complete the review and return of documents to originators. In practice it is anticipated that incoming referrals will be controlled through a central DOJ referral center which will establish suspense dates as material is distributed to the appropriate Components.

Proposed Exemptions. Proposed exemptions must be submitted to JMD no later than April 30, 2006 for records covered by the DOJ completion date of September 30, 2006. Information proposed for exemption shall retain its classification and will not be subject to automatic declassification while the approval action is pending. Attachment #3 provides more specific information on exemption requests.

How ~ ~ ~ ~ ~

Here is the answer to: how to get started, how to review documents, what to look for, how to identify documents for referral, how to record work and how to report progress.

Part 1. Introduction.

DOJ Approach. DOJ's approach to the declassification review and referral process is to apply policies and guidelines in a way that recognizes the unique operating requirements and capabilities of individual components. While the Guide serves to establish, propose, and encourage standard formats and procedures, it is not, by itself, a "one size fits all" solution to meeting Component's E.O. 12958 goals. The Guide serves to present DOJ's interpretation of the declassification process prescribed in the National Policy Directives, by identifying and defining the requirements and by setting consistent DOJ goals, with minimum compliance standards and uniform reporting formats. Implementation and results are dependent upon a full commitment and an adequate level of effort by each Component. The actual, hands-on work of reviewing and referring DOJ records has two essential prerequisites:

- ~ First is a full understanding of the contents and purpose of DOJ's Guide.
- ~ Second is a set of supplementary instructions prepared by each Component describing the process and local procedures by which they will complete their review and referral requirements. Supplemental Component guides, or work plans, should reflect a workable application of DOJ guidelines to a component's organizational environment and constraints, and are to be considered attachments to the DOJ Guide.

Part 2. Declassification Review Policies and Guidelines.

DOJ Declassification Policy. DOJ's policy for activities involved in the review and declassification process is to start with the premise that; absent an ISCAP approved exemption, pending approval exemption request, or specific instructions from other Components; 25 year old DOJ originated information should be considered to be declassified. Questions or issues on this matter should be referred to the component Original Classification Authority (OCA) for resolution.

Review Coverage. *All classified, permanent records 25 years old or older must be reviewed for declassification review and/or referral to other government agencies (OGA).*

Review Level. Reviews are done at the document level. A related set of pages or documents assembled in a single folder, such as a case file, should be considered a single document. (See also tabbing instructions below). Each document in a file or box needs to be looked at for the presence of exemptions, FBI or Other Government Agency (OGA) equities, or RD/FRD markings.

Excluded Material (RD/FRD). Documents marked "Restricted Data", "Formerly Restricted Data", "RD, FRD, or RD/FRD" contain information that is protected under the Atomic Energy Act of 1954, as amended, and as such is *excluded from any DOJ declassification actions*. If such material is encountered, it should be tabbed as such and returned to its place in the file, without further review or referral. RD/FRD marked material is never declassified by DOJ. Review for documents with RD/FRD markings is a continuous, collateral process that accompanies all equity reviews. NOTE: Documents which are suspected of being RD/FRD, but not marked as such, must be referred to DOE.

Equities. An equity is information about an item, a subject or topic, or project, etc. which has been originated or classified by an agency. This information is considered to be their "Equity" and only that agency can declassify it.

Department of Justice Equities. DOJ equities are originated by the components. Questions or issues as to the equity status of information in a component's files should be referred to the component Original Classification Authority (OCA). In the absence of approved exemptions, 25-year old

classified information in a component's files or stored records should be considered declassified. Questions concerning another Component's equities, subject to the December 31, 2006 declassification deadline, should be referred to that Component. Component Supplemental Guides should cover this matter for their Reviewers

Other Parties' Equities. Other party equities are equities held by other government agencies or the FBI. If identified as such in a document, then in the absence of any standing declassification instructions from that party, the document needs to be referred.

Declassification Review Technique. Declassification review at DOJ is done at the document level using the "Pass/Fail" technique. This means that a single piece of DOJ exempt information in a document would cause the entire document to "fail" (be exempt from declassification) and no further review would be necessary. If no DOJ exempt information is found throughout the document, then it is a "pass" and the document may be declassified for DOJ equities. As a special case, Mandatory Declassification Reviews (MDR) may be "redacted" or sanitized, so as to remove only specific words, lines or paragraphs from a classified document.

Declassification vs. Release.

- ~ Declassification is the removal of a level of National Security protection from information. This authorized change in status of information is done by designated classification or declassification authorities. In the absence of any other pertinent instructions, declassification does not carry with it the authority to release the information.
- ~ Release is the process of making information available to selected recipients; e.g., organizations, groups, or to the public at large.
- ~ However, not all declassified or unclassified information is releasable. Information can be subject to legal or administrative barriers which limit release without proper additional authority. The Freedom of Information (FOIA) and Privacy Act (PA) are the sources of most commonly encountered release restrictions.

Part 3. Review Procedures.

General. Classified DOJ documents subject to 25 year automatic declassification review will be located in one of three places:

- ~ In boxes at a National Archives site;
- ~ In boxes at a Federal Records Center; or

~ In approved classified file containers in Component Work Areas or SCIFs.

~ In boxes at a Component classified material storage site.

Although administrative or handling procedures may differ by location, basic *document review* procedures should be applied throughout to ensure that:

- ~ All documents are reviewed for declassification exemptions, the presence of FBI or OGA equities, or RD/FRD marked material;
- ~ Documents identified as such are appropriately tabbed;
- ~ A record of the review results is prepared and properly filed.

Review Task #1. Initial task is to establish a Review Record for the unit being reviewed – i.e., a box of records or a classified container file drawer. The purpose of the Review Report is to:

- ~ Record information that identifies the site location (e.g., Suitland FRC), Record the identity of the review unit (e.g., box number, etc.) and its shelf location, plus other identification elements as appropriate, such as, FRC transfer number, NARA accession number, or NARA MLR entry number,
- ~ Record the results of the review by listing documents which have been tabbed for any reason, along with the ID of the referred-to OGAs. Sample Review Report is shown at Attachment #2,
- ~ Record administrative information associated with the review such as; Component name, date of review, reviewers' ID, total pages or documents, and other measure as applicable.

A completed and approved copy of the Report is to be kept in the box to document, for future OGA reviewers and declassifiers, DOJ actions that were completed on that date. A second copy of the Report is to be furnished to the NARA II Initial Processing and Declassification Division (Neil Carmichael or Jeanne Schauble). Third copy to be furnished to SEPS for use in preparing and transmitting referral notifications.

Review Task #2. The second task is to complete a step by step review of each document in the unit using the review criteria described herein and/or in the Component Supplementary Guide

Step 1. DOJ Letterhead document.

- a. Review for DOJ equities and OGA or FBI equities. If none – declassify and move on to next document;
- b. If only DOJ equities are present, DOJ policy applies and the document is considered to be declassified subject to other instructions in a component Supplementary Guide. If referral is indicated, tab the document, make an entry on the Review Report, and move on;

- c. If only OGA and / or FBI equities are present, tab for referral to either or both. If more than one OGA is involved, record all OGAs on both the tab and the Review Report (indicating which one is the primary referral OGA.)
 - d. If both DOJ and OGA equities are present; complete steps b. and c. above.
- Step 2. Other Agency Letter Head (LH) Documents.
- a. Review for DOJ equities. If none stamp the document " DOJ has No Objection to Declassification", tab and refer to the OGA;
 - b. If FBI or multiple agency equities are present, record all referrals on both the tab and the Review Report (indicating which is the LH OGA.) Refer to the FBI and the LH agency.
- Step 3. Documents of unknown origin.
- a. Follow instructions in Step 2, above except that the OGA referral shall be made to the agency of primary interest as determined from the contents of the document, and to FBI, if its equities are present.
- Step 4. Joint ownership documents. (For example, a joint Air Force and NASA Report)
- a. Tab and refer to all author agencies, and to FBI, if its equities are also present.
- Step 5. When all documents in the unit have been reviewed, complete all applicable entries on the Review Report.

Reviewing at NARA Facilities. To review records at NARA facilities a Component needs to do the following:

- ~ Identify staff members or contractors who will do the reviews at NARA II, National Archives at College Park, MD, and pass their clearance information to the NARA Security Officer. See contact point below (NOTE: Insure that people selected have the level of clearance required to review the records and to obtain access to the NARA vaults)
- ~ For NARA II, access, contact Neil Carmichael of the Initial Processing and Declassification Division at 301-837-3169, or by e-mail at neil.carmichael@nara.gov and arrange for orientation and training sessions.
- ~ For Washington National Records Center (WNRC) at Suitland, MD, contact Mike Waesche at 301-778-1513, or by e-mail at michael.waesche@nara.gov
- ~ Obtain a list of records that have been accessioned to the National Archives or transferred to the FRC from the Component Records Officer, Bernard Berglind, (JMD/ORMP) at 202-514-6283, (or Neil Carmichael at NARA II). For WNRC at Suitland , get a letter of authorization from Berglind for selected staff or contractors to review component's records

Contact point for passing security clearances for either location is Patricia Freeman at 301-837-1720, or by e-mail at patricia.freeman@nara.gov.

Equity Recognition. All DOJ Reviewers should complete basic equity recognition training for both FBI and DOE (RD/FRD) equities. To this end, SEPS is arranging initial equity recognition training from both of these agencies. From real life experience gained during actual reviews and intra-agency exchange of information, additional OGA equity training needs may need to be considered. More information will follow on this subject.

Part 4. Referrals.

Basic Consideration. In determining what should be referred, common sense is a most useful tool. The identification of, or references to, an OGA in a classified document, is not in and of itself, the basis for a referral. Routing slips, personal notes, routine acknowledgements, meeting notices and other such routine or administrative material need not be referred.

Tabbing. Documents identified for referral must be tabbed. Tabs are 1.5 inch wide lengths of paper stock that are folded around a document and stapled to hold it in place. In so doing, when a document is reinserted in the file or folder, it leaves a "tab" sticking up so that documents can be readily located and identified for review by others at a later date. Each tab must contain the:

- ~ Tab number – sequentially numbered for each box,
- ~ Date of review,
- ~ Component ID – e.g., DOJ/CRM,
- ~ Action Taken (exempt, excluded, or referred), and the referral party(s), e.g., FBI, or DOS, or NSC/FBI, etc.
- ~ Additional information, as required.

Document Referral Procedures: Documents identified for referral to OGAs or the FBI are tabbed and returned to their original place in the file or box pending review by the equity owners. Referral action is accomplished by DOJ notification to the OGAs or FBI. Notifications are made by letters to the equity agencies from the information collected on the Review Report, which should provide sufficient details as to enable future reviewers to positively identify the document and its location. . Pending the activation of an adequately staffed referral center, referral notifications will be done by OIP and CRM in accordance with existing procedures, and by SEPS from information it receives from other Components on the Review Reports.

Referral Center. JMD is planning to establish a DOJ Referral Center to provide Departmental level management of E.O. 12958 referrals. The Referral Center concept envisions a central DOJ office which to receive all outgoing and incoming referrals. It is to serve as a distribution and recording station to route incoming and outgoing referrals to intended or appropriate destinations, maintain a database of transactions, make notifications, and monitor response times. It will produce workload tracking reports, and information for use in the annual reports to ISOO. The referral Center will coordinate DOJ participation in RAC program and other established referral systems at NARA and the CIA. The Referral Center will also coordinate and/or schedule component sorties to NARA and OGA sites to complete DOJ review of referred material.

Attachments:

1. DOJ Point of Contact Listing
2. Template for Review Report Form
3. Exemption Categories
4. Official OGA Notification Address List

Comments, corrections or suggested additions are welcome and should be forwarded to SEPS, Room 6233, RFK.

~~~~~

Attachment #1.



## DOJ Declassification Review and Referral Guide Declassification Contacts

|                     |                                                |              |
|---------------------|------------------------------------------------|--------------|
| Allison, Diane      | ATV                                            | 202-514-2407 |
| Auerswald, Steve    | FBI                                            | 202-324-1262 |
| Bensley, Glenn      | JMD, SEPS                                      | 202-514-4798 |
| Berglind, Bernard   | JMD, ORMP                                      | 202-514-6283 |
| Bowman, Spike       | FBI, OGC                                       | 202-324-9358 |
| Branch, April       | CRT                                            | 202-616-9398 |
| Byrd, Regina        | JMD, ORMP                                      | 202-514-6330 |
| Corts, Paul, DR.    | AAG, Administration,<br>Senior Agency Official | 202-514-3101 |
| Delaney, Nick       | OIP                                            | 202-514-4915 |
| Dorsey, Eric        | EOUSA                                          | 202-305-1180 |
| Drerup, Judy        | CRT                                            | 202-514-4044 |
| Evitt, Brent        | OIP                                            | 202-514-5419 |
| Frank, Steven       | NDIC                                           | 814-532-4728 |
| Gibbs, Janet        | JMD, SEPS                                      | 202-616-5360 |
| Hand, Edward        | ATV                                            | 202-514-2464 |
| Hardy, Dave         | FBI, Rec. Mgmt. Div.                           | 202-324-3625 |
| Hooton, Bill        | FBI, Ofc of Rec. Mgmt.                         | 202-324-7234 |
| Jeanette Plante     | JMD, ORMP                                      | 202-514-3528 |
| McDowney, Faye      | CRT                                            | 202-514-3847 |
| Norris, Joe         | ENRD                                           | 202-616-3589 |
| Plavchan, Ronald    | Exec. Sec.                                     | 202-616-0072 |
| Roquemore, Carlos   | CRM                                            | 202-514-4886 |
| Rowe, Les           | CRM                                            | 202-353-0410 |
| Royal, Rhonda       | TAX                                            | 202-616-1324 |
| Sadlowe, Jean       | DEA, RMU                                       | 202-307-7715 |
| Scott, Ken          | DEA                                            | 202-307-4848 |
| Sessoms, Gayla      | OIPR                                           | 202-616-5460 |
| Steward, Nancy      | FBI, Rec. Mgmt. Div.                           | 202-324-2761 |
| Teets, Edward       | JMD, SEPS                                      | 202-514-4511 |
| Tweed, Roger        | CIV                                            | 202-307-5744 |
| Washington, Florita | CRM                                            | 202-353-0409 |
|                     |                                                |              |
|                     |                                                |              |

Attachment # 1 to DOJ's Declassification Review and Referral Guide  
Attachment #2.

**Department of Justice**  
Declassification Review Report Form

1. Component:  
**CRT**

2. Review Location:

3. a. Initial Review Date:

4. Box Number: \_\_\_ of \_\_\_

3. b. Final Review Date:

4. a. Sheet No. \_\_\_ of \_\_\_

5. Box Identification Elements:

- a. Accession Number: \_\_\_\_\_
- b. File Series: \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

6. Box Shelf Location:

7. Tabs

8. Referrals

9. Document Information

| a. Tab # | b. Action | a. FBI | b. OGA #1 | c. OGA #2 | a. Pages | b. Classification |
|----------|-----------|--------|-----------|-----------|----------|-------------------|
| 1.       |           |        |           |           |          |                   |
| 2.       |           |        |           |           |          |                   |
| 3.       |           |        |           |           |          |                   |
| 4.       |           |        |           |           |          |                   |
| 5.       |           |        |           |           |          |                   |
| 6.       |           |        |           |           |          |                   |
| 7.       |           |        |           |           |          |                   |
| 8.       |           |        |           |           |          |                   |
| 9.       |           |        |           |           |          |                   |
| 10.      |           |        |           |           |          |                   |

10. Comments:

11. Reviewer: \_\_\_\_\_ 12. Approved By: \_\_\_\_\_  
13. Total number of tabbed pages in this box \_\_\_\_\_.

Attachment # 2 to DOJ Declassification Review and Referral Guide

Attachment #3.

# DOJ Declassification Review and Referral Guide

## 25-Year Exemption Categories

In considering information for exemption to the 25 year automatic declassification rule, the specific instructions contained in both E.O.12958 and ISOO Directive # 1, should be carefully read and understood. Pertinent extracts from these references are as follows:

### E.O.12958, as amended. Sec. 3.3 Automatic Declassification.

(b) An agency head may exempt from automatic declassification under paragraph (a) of this section specific information, the release of which could be expected to:

- (1) reveal the identity of a confidential human source, or a human intelligence source, or reveal information about the application of an intelligence source or method;
- (2) reveal information that would assist in the development or use of weapons of mass destruction;
- (3) reveal information that would impair U.S. cryptologic systems or activities;
- (4) reveal information that would impair the application of state of the art technology within a U.S. weapon system;
- (5) reveal actual U.S. military war plans that remain in effect;
- (6) reveal information, including foreign government information, that would seriously and demonstrably impair relations between the United States and a foreign government, or seriously and demonstrably undermine ongoing diplomatic activities of the United States;
- (7) reveal information that would clearly and demonstrably impair the current ability of United States Government officials to protect the President, Vice President, and other protectees for whom protection services, in the interest of the national security, are authorized;
- (8) reveal information that would seriously and demonstrably impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, infrastructures, or projects relating to the national security; or
- (9) violate a statute, treaty, or international agreement.

Attachment # 3 to DOJ's Declassification Review and Referral Guide

Attachment #3 - continued

DOJ Declassification Review and Referral Guide  
25 year Exemption Categories

ISOO Dir #1. Sec. 2001.30 Automatic Declassification.

“(j). . . . . the identification of specific information within individual documents, the information to be exempted must be narrowly defined, with sufficient specificity to allow the user to identify the information with precision. Exemptions for general categories of information will not be acceptable. The actual items to be exempted are specific documents. All such declassification [exemptions] . . . . . must be submitted to the Director of ISOO, serving as Executive Secretary of the Interagency Security Classification Appeals Panel, for approval by the Panel.”

“(l) *Exemption from Automatic Declassification.* Agencies may propose to exempt from automatic declassification specific information, either by reference to information in specific records or in the form of a classification or declassification guide, within five years of, *but not later than 180 days before the information is subject to automatic declassification.* The agency head or senior agency official, within the specified timeframe, shall notify the Director of ISOO, serving as the Executive Secretary of the Interagency Security Classification Appeals Panel, of the specific information being proposed for exemption from automatic declassification.”

Attachment # 3 to DOJ's Declassification Review and Referral Guide

## Attachment #4

| Declassification Referral Notification List |                                                                                                                                          |                                                                                                                                                                                                                    |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short Title                                 | Agency Name & Address                                                                                                                    | Contact Information                                                                                                                                                                                                |
| AF<br>(USAF)                                | Department of the Air Force<br>1720 Air Force Pentagon, AF Declassification Office,<br>DSN 664, Washington, DC 20330-1720                | Linda Smith<br>703-604-4665<br><a href="mailto:linda.smith@pentagon.af.mil">linda.smith@pentagon.af.mil</a>                                                                                                        |
| Army                                        | Department of the Army<br>8850 Richmond Highway, Suite 300, IMP Bldg.<br>Alexandria, VA 22309                                            | Mindy Roberts<br>703-617-0073<br><a href="mailto:mindy.roberts@us.army.mil">mindy.roberts@us.army.mil</a>                                                                                                          |
| CIA                                         | Central Intelligence Agency<br>CIA Declassification Center, 1E38-IP<br>Washington, DC 20505                                              | Angela Pugh 703-613-1540<br>Sergio Alciva 703-613-1539<br><a href="mailto:erwg@aol.com">erwg@aol.com</a>                                                                                                           |
| DHS                                         | Department of Homeland Security<br>301 Seventh Street, S.W., Suite 3042<br>Washington, DC 20528                                          | Mike Taylor<br>202-772-5012<br><a href="mailto:mike.taylor@dhs.gov">mike.taylor@dhs.gov</a>                                                                                                                        |
| DISA                                        | Defense Information Systems Agency<br>P.O. Box 4502, Attn: Jeanette Jenkins<br>Arlington, VA 22204-4502                                  | Jeanette Jenkins<br>703-681-2103<br><a href="mailto:jeanette.jenkins@disa.mil">jeanette.jenkins@disa.mil</a>                                                                                                       |
| DOC                                         | Department of Commerce, Office of Security<br>1401 Constitution Avenue, N.W., Room 1067<br>Washington, DC 20230                          | Richard Yamamoto<br>202-482-4371<br><a href="mailto:ryamamoto@doc.gov">ryamamoto@doc.gov</a>                                                                                                                       |
| DIA                                         | Defense Intelligence Agency,<br>DAN-1A, DIAC<br>Bolling AFB, S.E. Washington, DC 20340                                                   | Curtis Stovall<br>202-231-5483<br><a href="mailto:curtis.stovall@dia.mil">curtis.stovall@dia.mil</a>                                                                                                               |
| DOE                                         | Department of Energy,<br>SP-53/Germantown Bldg.<br>1000 Independence Ave., S.W.,<br>Washington, DC 20585-1290                            | Jim Wendt<br>301-903-4199<br><a href="mailto:james.wendt@hq.doe.gov">james.wendt@hq.doe.gov</a>                                                                                                                    |
| DOJ                                         | Department of Justice<br>Security & Emergency Planning Staff, Rm. 6222 RFK<br>950 Pennsylvania Avenue, N.W.<br>Washington, DC 20530-0001 | Glenn R. Bensley<br>202-514-4798<br><a href="mailto:glenn.r.bensley@usdoj.gov">glenn.r.bensley@usdoj.gov</a><br>Janet Gibbs 202-616-5360<br><a href="mailto:janice.j.gibbs@usdoj.gov">janice.j.gibbs@usdoj.gov</a> |
| DOT                                         | Department of Transportation<br>400 Seventh Street, S.W., Room 7404<br>Washington DC 20590                                               | David Meade<br>202-368-8891<br><a href="mailto:david.meade@dot.gov">david.meade@dot.gov</a>                                                                                                                        |
| DPMO                                        | Assistant Secretary Defense for Policy (POW/MIA)<br>2400 Defense Pentagon<br>Washington, DC 20301-2400                                   | Roland Tisdale<br>710-699-1113<br><a href="mailto:roland.tisdale@osd.mil">roland.tisdale@osd.mil</a>                                                                                                               |
|                                             |                                                                                                                                          |                                                                                                                                                                                                                    |

## Declassification Referral Notification List

| Short Title | Agency Name & Address                                                                                                                                                     | Contact Information                                                                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DTRA        | Defense Threat Reduction Agency<br>8725 Kingsman Road,<br>Ft. Belvoir, VA 22060                                                                                           | Lisa Whitley 703-767-7842<br><a href="mailto:lisa.whitley@dtra.mil">lisa.whitley@dtra.mil</a><br>Pamela Gray 703-767-7853<br><a href="mailto:pamela.gray2@dtra.mil">pamela.gray2@dtra.mil</a> |
| ERWG        | External Referral Working Group<br>CIA Declassification Center, iE38-I.P.<br>Washington, DC 20505                                                                         | Nancy Tortorella<br>703-613-1409<br><a href="mailto:erwg@aol.com">erwg@aol.com</a>                                                                                                            |
| FBI         | Federal Bureau of Investigation<br>Assistant Director, Records Management<br>935 Pennsylvania Ave. N.W. , Washington, DC 20535                                            | Bill Hooton<br>202-324-7129<br><a href="mailto:whooton@leo.gov">whooton@leo.gov</a>                                                                                                           |
| FBI         | Federal Bureau of Investigation - RIDS/CU-3<br>Records Information & Dissemination – Rm. 6975<br>935 Pennsylvania Ave. N.W., Washington, DC 20535                         | Ruth Roppel<br>303-324-3090<br><a href="mailto:rerop72@hotmail.com">rerop72@hotmail.com</a>                                                                                                   |
| FEMA        | Federal Emergency Management Agency<br>(Send to DHS address )                                                                                                             | (Mike Taylor - DHS)                                                                                                                                                                           |
| JCS         | The Joint Staff<br>SJS-IMD, Pentagon<br>Washington, DC 20318-0400                                                                                                         | Douglas Richards<br>703-697-6084<br><a href="mailto:michael.johnson@js.pentagon.mil">michael.johnson@js.pentagon.mil</a>                                                                      |
| MDA         | Missile Defense Agency<br>Deputy for Security, Intelligence & Special Programs<br>MDA 7100 Defense Pentagon<br>Washington DC 20301-7100                                   | Kevan Gum<br>703-681-1398<br><a href="mailto:kevan.gum@mda.mil">kevan.gum@mda.mil</a>                                                                                                         |
| NARA        | National Archives and Records Administration<br>Initial Processing/Declassification, NARA II<br>College Park, MD 20740                                                    | Jeanne Schauble<br>301-837-0346<br><a href="mailto:jeanne.schauble@nara.gov">jeanne.schauble@nara.gov</a>                                                                                     |
| NARA        | The National Archives Building<br>Presidential Materials Staff (Presidential Libraries)<br>Washington, DC 20408                                                           | Nancy Smith<br>202-501-5709<br><a href="mailto:nancy.smith@nara.gov">nancy.smith@nara.gov</a>                                                                                                 |
| NARA        | National Archives and Records Administration<br>Interagency Referral Center, NARA II<br>College Park, MD 20740                                                            | Neil Carmichael<br>301-837-3169<br><a href="mailto:neil.carmichael@nara.gov">neil.carmichael@nara.gov</a>                                                                                     |
| NASA        | National Aeronautics and Space Administration<br>Office of Security & Program Protection, 9W85<br>ATTN: Central Registry<br>300 E Street, S.W., Washington, DC 20546-0005 | Steven Peyton<br>202-358-0191<br><a href="mailto:steven.l.peyton@nasa.gov">steven.l.peyton@nasa.gov</a>                                                                                       |
| NAVY (USN)  | Chief of Naval Operations (NO9N2)<br>HQ, Naval Criminal Investigative Service (Code 24E)<br>716 Sicard St., S.E., Suite 2000,<br>Washington Navy Yard, DC 20388-5380      | Shelly Lopez-Potter<br>202-433-3207<br><a href="mailto:lizabeth.lopez-potter@navy.mil">lizabeth.lopez-potter@navy.mil</a>                                                                     |

## Declassification Referral Notification List

| Short Title              | Agency Name & Address                                                                                                                                    | Contact Information                                                                                                                                                                               |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NGA<br><br>(NIMA / NPIC) | National Geospatial-Intelligence Agency<br>4600 Sangamore Road, Mail Stop N-42<br>ATTN: Carroll English, Bldg. 213, Rm. 1C850<br>Bethesda, MD 20816-5003 | Carroll English<br>202-284-3128<br><a href="mailto:englishc@nga.mil">englishc@nga.mil</a>                                                                                                         |
| NRO                      | National Reconnaissance Office<br>14675 Lee Road<br>Chantilly, VA 20151-1715                                                                             | Van Ness Hough<br>703-227-9101<br><a href="mailto:houghv@nro.mil">houghv@nro.mil</a>                                                                                                              |
| NSA                      | National Security Agency<br>9800 Savage Road<br>Fort Meade, MD 20775-6684                                                                                | Linda Huffman<br>301-688-7785<br><a href="mailto:lhuffim@nsa.ice.gov">lhuffim@nsa.ice.gov</a>                                                                                                     |
| NSC                      | National Security Council<br>Access Management Staff, Room 5013, N.E.O.B.<br>Washington, DC 20504                                                        | Rod Soubers<br>202-456-9201<br><a href="mailto:rsoubers@nsc.eop.gov">rsoubers@nsc.eop.gov</a>                                                                                                     |
| OMB                      | Office of Management and Budget<br>725 Seventeenth Street, N.W., Suite 8215<br>Washington, DC 20503                                                      | Andrew McIlroy<br>202-395-3196<br><a href="mailto:andrew_r_mcilroy@omb.eop.gov">andrew_r_mcilroy@omb.eop.gov</a>                                                                                  |
| OSD<br>(+ 10 CCs)        | Office of the Secretary of Defense<br>1777 N. Kent St., Suite 11100<br>Arlington, VA 22209                                                               | Robert Storer<br>703-696-2197<br><a href="mailto:robert.storer@whs.mil">robert.storer@whs.mil</a>                                                                                                 |
| OSTP                     | Office of Science and Technology Policy<br>725 17 <sup>th</sup> Street, N.W., Room 5228, N.E.O.B.<br>Washington, DC 20502                                | Susan Brancato<br>Miriam Eubanks<br>202-456-6120 / 7331<br><a href="mailto:sbrancato@ostp.eop.gov">sbrancato@ostp.eop.gov</a><br><a href="mailto:meubanks@ostp.eop.gov">meubanks@ostp.eop.gov</a> |
| PFIAB                    | President's Foreign Intelligence Advisory Board<br>725 17 <sup>th</sup> Street, N.W., Room 5020, N.E.O.B.<br>Washington, DC 20503                        | Catherine Lotionte Yoran<br>202-456-2352<br><a href="mailto:clotrionteyoran@pfiab.eop.gov">clotrionteyoran@pfiab.eop.gov</a>                                                                      |
| State<br>(DOS)           | Department of State – Systematic Review Program<br>A/RPS/IPS/SRP, Building SA-13,<br>2201 C Street, N.W., Washington, DC 20520                           | Clay Black 703-274-0089<br><a href="mailto:blackhc@state.gov">blackhc@state.gov</a><br>Robert Rich<br><a href="mailto:richrg@state.gov">richrg@state.gov</a>                                      |
| Treasury                 | Department of the Treasury, SSO<br>1500 Pennsylvania Ave., N.W.,<br>Room 3180, Treasury Annex<br>Washington, DC 20220                                    | Bob McMenamin<br>202-622-1120<br><a href="mailto:bob.mcmenamin@do.treas.gov">bob.mcmenamin@do.treas.gov</a>                                                                                       |
| USAID                    | United States Agency for International Development<br>1300 Pennsylvania Avenue, N.W.,<br>Washington, DC 20523                                            | Joanne Paskar<br>202-712-1217<br><a href="mailto:jpaskar@usaid.gov">jpaskar@usaid.gov</a>                                                                                                         |
|                          |                                                                                                                                                          |                                                                                                                                                                                                   |

## Declassification Referral Notification List

| Short Title | Agency Name & Address                                                                                                                       | Contact Information                                                                                  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| USCG        | United States Coast Guard<br>Office of Security Policy & Management, Room 6400<br>2100 2 <sup>nd</sup> Street, S.W.<br>Washington, DC 20593 | Gregg Steele<br>202-267-1990<br><a href="mailto:jgsteele@comdt.uscg.mil">jgsteele@comdt.uscg.mil</a> |
| USDA        | Department of Agriculture<br>1400 Independence Ave., S.W., S-310 South Building<br>Washington, DC 202-9308                                  | Diane Dixon<br>202-260-0106<br><a href="mailto:diane.dixon@usda.gov">diane.dixon@usda.gov</a>        |
| USSS        | United States Secret Service<br>( Send to DHS address)                                                                                      | Mike Taylor - DHS                                                                                    |

Attachment # 4 to DOJ's Declassification Review and Referral Guide

Last Page.