

**JOINT STAFF  
DECLASSIFICATION  
PLAN**

**EXECUTIVE ORDER  
12958  
CLASSIFIED NATIONAL  
SECURITY  
INFORMATION**

REVISED VERSION OF ORIGINAL 1995 PLAN

CURRENT AS OF:

16 March 2005

Incorporates Amendment to EO 12958, dated 25 March 2003, which extended the suspense date for 25-year Automatic Declassification Review to 31 December 2006; and responds to the requirement to submit a new declassification plan to the Information Security Oversight Office no later than 31 December 2004.

# **JOINT STAFF DECLASSIFICATION PLAN**

Executive Order 12958, as amended,  
Classified National Security Information

## **Objective**

Consistent with the intent of the amended Executive Order and implementing Information Security Oversight Office declassification guidance, the Joint Staff is committed to declassifying all records no longer warranting classification for national security reasons and releasing them to the public in a timely manner.

## **Oversight and Management**

### Oversight:

Vice Director, Joint Staff  
Room 2E936, Pentagon  
Phone: (703) 614-5223, (DSN) 224-5223

### Management/Coordination:

Chief, Information Management Division  
Office of the Secretary, Joint Staff  
Room 2B917, Pentagon  
ATTN: Mr. Douglas G. Richards  
Phone: (703) 697-6084, (DSN) 227-6084

## **Organization**

The Joint Staff Automatic Declassification Project is located in the Directorate of Management, Joint Secretariat, Information Management Division (IMD). Two permanent civilian billets are dedicated to the function and have been delegated authority to make final declassification decisions on Joint Staff documents 25 years old or older. Currently contract assistance is funded until 30 September 2009. The division is also responsible for administering the Joint Staff Freedom of Information and Mandatory Declassification Review Programs.

## Declassification Responsibilities

The Director, Joint Staff, granted IMD the authority to conduct declassification of 25-year records through Action IMD 1-95, 21 April 1995. The following Declassification Specialists are authorized under the provisions of EO 12958 and associated directives to declassify and release information originated by the Joint Staff that is 25 years old or older.

Name	Rank	Clearance	SSN
Richards, Douglas G.	GS-13	(b)(6)	
Johnson, Michael T.	GS-12		

## Scope of Project & Identification and Location of Records

1. Mission of Joint Staff Automatic Declassification Program; total requirement of EO 12958, as amended, as it applies to Joint Staff records, 1942-1948:

a. EO 12958, as amended, requires the automatic declassification of all Federal classified records 25 years or older (up to 1981 inclusive), unless said records are reviewed by the owning agency and judged to endanger national security sufficiently to retain classification. A parallel task, formalized by the Kyle-Lott Amendment to the Defense Act of 1998, is to preserve the security of all Restricted Data/Formerly Restricted Data (which is not subject to review under the EO) in Joint Staff records. The Joint Staff, based on a Presidential amendment of the review suspense, has until 31 December 2006 to complete review of multi-agency records in its own possession.

b. The Joint Staff stores the estimated 1.2M pages of Joint Staff records yet to be reviewed under EO 12958 (as amended) in 3 locations:

- (1) Site R, Room 1E59 (approximately 400K pages)
- (2) Suitland National Records Center (50K pages)
- (3) National Archives and Records Administration (NARA) (600K pages)

2. Estimate of aggregate quantity of Joint Staff records: Total quantity of Joint Staff records (1942-1981) covered by all versions of EO 12958 and its amendments is estimated to be 9.5M pages, of which approximately 1.2M pages remain to be reviewed. The Joint Staff estimation methodology involved the measurement of cubic feet stored at

the locations listed in subparagraph 1b, above and reliance on NARA accounting. Declassification, exemption and referral estimates are based on a survey of Year Groups 1964 and 1966 for these three categories of information, and extrapolating the results across the total number of Joint Staff eligible pages. The Automatic Declassification Review Program estimated special media by projecting the number of audiocassettes, reel-to-reel tapes and microfilm rolls found and reviewed so far across the many Joint Staff records.

- a. Estimated quantity of textual records that will be declassified by 31 December 2006: **3.8M pages**
- b. Estimated quantities of textual records that will be exempted from automatic declassification by 31 December 2006 (includes RD/FRD pages not eligible for declassification review): **3.3M pages**
- c. Estimated quantity of textual records that is expected to be referred to other agencies by 31 December 2006: **2.4M pages**
- d. Estimated quantity of textual records that is expected to be referred to your agency for declassification or exemption by 31 December 2009: **6M pages** (Note: 3.3M pages have already been referred as of 31 December 2003. The Joint Staff estimates an additional 3.7M pages forthcoming from agencies before 31 December 2003).
- e. Estimated quantity of special media that can be delayed until 31 December 2011: **60 audiotape cassettes, 50 reel-to-reel tapes.** (Note: No Joint Staff microfilm is eligible -- all microfilm controlled by the Joint Staff replicates the paper record copies of Joint Staff records either have already been accessioned to the National Archives or are future accessions. The record copy (paper) is the copy reviewed under EO 12958 while the microfilm is kept for research and reference purposes).
- f. Estimated quantity of special media that your agency expects to declassify by 31 December 2011: **40 audiotape cassettes, 35 reel-to-reel tapes.**
- g. Estimated quantity of special media that your agency expects to exempt by 31 December 2011: **10 audiotapes, 5 reel-to-reel tapes.**
- h. Estimated quantity of special media that your agency expects to refer by 31 December 2011: **10 audiotapes, 10 reel-to-reel tapes.**

i. Estimated quantity of special media that you expect to be referred to your agency for declassification or exemption by 31 December 2016: microfilm, 6000 reels; audiotapes, 50; reel-to-reels, 50.

3. Integral File Block Concept: The Joint Staff has very few pages eligible for declassification under the Integral File Block Concept prior to 31 December 2006; most such record blocks in the review queue do not become eligible until 2007 thru 2011. However, the Joint Staff will not wait until those years to begin reviewing those records because the large page count would have to be completed in one year, and resources exist to begin earlier. Instead, the Joint Staff practice will be to begin the year before the integral file blocks, thus ensuring their coverage. The Joint Staff records listed below are integral file blocks that the Joint Staff intends to begin reviewing no later than 1 January 2006:

- a. Chairman of the Joint Chiefs of Staff records: 266K pages
- b. J-5/National Security Council records: 60K pages
- c. Joint History Office records: 50K pages
- d. Miscellaneous records

#### 4. Agency Process

a. Joint Staff Records: The Joint Staff Automatic Declassification Program conducts a page-by-page review, first by a contractor and then a second-tier review by a government employee, of ALL Joint Staff records generated for archiving by the Joint Staff. Reviewers stamp all documents with an appropriate review result: All documents are marked either DECLASSIFIED, REFERRED to another agency, EXEMPTED (either as an Exempt File Series or an individual exemption), or as RESTRICTED DATA/FORMERLY RESTRICTED DATA and requiring review by the Department of Energy. Unless a document is declassified, the Joint Staff then tabs it with its review results, thus ensuring quick identification of status by NARA or subsequent reviewers. The Joint Staff then accessions any records in Joint Staff possession to NARA. Eligible records already accessioned at NARA receive the same two-tier review process are tabbed appropriately and returned to the NARA shelves. The Joint Staff established its review priority based on sensitivity of the collection in terms of its level of classification and by the recentness of the record collection.

b. Referrals to the Joint Staff: Referrals to the Joint Staff will be reviewed under the same page-by-page, tab-and-notify process followed for Joint Staff archival records but may not receive a second-tier review

by a government reviewer, depending on the sensitivity of the record and the urgency of review requirements vis-à-vis other referral collections.

c. Plan for complying with 31 December 2006: The Joint Staff estimates that it has 1.2M pages of pre-1981 (inclusive) Joint Staff records requiring review. The Joint Staff will review 600K pages in 2004, 400K in 2005 and 100K in 2006. The Joint Staff will apply for the extension for referrals in accordance with Section 3.3 (e)(4) of the amended Executive Order. This section provides a suspense of 31 December 2009 for all referrals to the Joint Staff from other agencies. It will also apply for the Special Media Provisions of Section 3.3 (e)(4) of the EO, with a suspense of 31 December 2011.

d. Plan for referral notification: The Joint Staff will notify other agencies with equities in Joint Staff records upon request, but no later than 30 November 2006. The Joint Staff will deliver the referral findings to agencies by e-mail **and** by paper copy delivered by mail or in person. The Joint Staff will track acknowledgement of delivery by phone or e-mail 5 working days after dispatch of the referral report.

5. Total cost estimate to implement the Joint Staff Declassification Plan to meet the 31 December 2006 requirement:

	2004	2005	2006
a. \$	\$418K	\$500K	\$178K
b. Full-time employee*	6	6	4
c. Page Goal	600K	400K	200K

\*Includes 2 government personnel. The funding listed above is for contractors, of which one contractor yearly will have database maintenance duties and will not be a qualified document reviewer.

6. The Joint Staff Automatic Declassification Project will require a significant increase in funds to review the expected 7M pages in referrals expected to be due by 31 December 2009.

### Other Planning Factors

1. Interagency Cooperative efforts: The Joint Staff routinely cooperates with the Office of the Secretary of Defense (OSD) and US European Command in their declassification efforts. All three agencies share the same contractor. At the contractor review site, agencies, through their

mutual contractor, pass referrals to the other two agencies as a matter of standing operating procedures. OSD reviewers also review their referrals in Joint Staff records at the Pentagon before IMD accessions the records to the National Archives.

2. Delegation of Declassification Authority: The Joint Staff assesses its primary equity, conventional and nuclear war plans, as too sensitive to rely on the judgement of non-Joint Staff government employees. Adequate knowledge of Joint Staff equities, even in historical records, comes only through extensive exposure to and experience with war plans and associated documents. Many historical war plans, though dated, contain information and analysis (particularly on certain terrain) still relevant to conduct of operations in the areas of the combatant commands. Judgment on the national security implications of this information should not be delegated to non-Joint Staff declassifiers.
3. Sharing of Declassification Guides: For reasons outlined in paragraph 2, above, declassification guides should not be shared for the purpose of delegating declassification authority to non-Joint Staff employees or other agencies of the Executive Branch. The Joint Staff Automatic Declassification Guide (JSI 5227.01) will be available on the Internet and would be useful in equity education. It could be shared with other agencies with the stipulation that it be used to aid in equity recognition and assisting the referral process.
4. Planned Training Initiatives: The Joint Staff participates in all Equity Recognition Working Group (ERWG) training sessions, held once each year. Internal training occurs as needed but generally on a twice-a-year basis. Specialized training, such as with the Air Force Technical Applications Center and DOE refresher training, occurs as needed.
5. Collateral duties and outside taskings attrite program resources by absorbing the time of the government employees in matters not directly related to the review of documents and supervision of contractors.
6. Implementation of Approved File Series Exemptions (See Appendix B, 1995 Declassification Plan). Exempt File Series will be reviewed no later than **5 years** after the reigning suspense under EO 12958, as amended. This suspense, 31 December 2006, therefore requires the review of Exempt File Series by 31 December 2011.
7. Re-Review of Records: The Joint Staff will re-review exempted records no later than 10 years after their initial exemption as per Para. 3.3 of EO 12958, as amended. This re-review will begin in 2007 and is estimated to account for 250K pages yearly.

## Appendix 1

### File Series Exempt From Automatic Declassification

**General.** Under the current disposition schedule approved by the National Archives and Records Administration, Joint Chiefs of Staff and CJCS, the Joint Chiefs of Staff records are permanent. The records covering the years 1942 through 1975 are subject to the automatic declassification provisions of the Executive Order.

**Declassification Instructions.** The records in these files have been approved as Exempt File Series (see Tab One to Appendix B). They will be systematically reviewed for declassification and release not later than 5 years after any extension date. Therefore, the amendment of EO 12958 extending the Automatic Declassification suspense to 31 December 2006 extends the suspense for systematic review of Exempt File Series to 31 Dec 2011.

**Filing System.** To identify the subject matter within each file, the Joint Staff maintains records in case files utilizing a modified Dewey Decimal System of library classification. The filing system was adopted in 1942 and revised twice, in 1959 and 1967. Both of these revisions resulted in additions or modifications to the original system to provide a better discrimination among the subjects or topics and to accommodate an increased volume of paperwork. The Joint Secretariat Subject Classification Manual identifies all files currently in use. The following 10 major subjective series form the basis of this current filing system:

- 000 Organization
- 100 Manpower and Personnel
- 200 Intelligence and Security
- 300 Operations, Defense, and Forces
- 400 Logistics, Bases, and Services
- 500 Plans, Policy and Budget
- 600 Communications and Electronics
- 700 Nuclear, Disarmament, and Space
- 800 International Organizations and Commands
- 900 Countries and Regions of the World



**File Series Exemptions**

The following sub-element file series within selected major subject areas were proposed for exemption from the automatic declassification provisions of Section 3.4 of Executive Order 12958.

**Intelligence and Security**

- 350.05
- 353
- 371.2
- 2100
- 2300
- 2400
- 2410
- 2420
- 2430
- 202
- 207
- 211
- 212
- 222
- 223
- 224
- 225
- 226
- 230
- 231
- 242
- 622

(b)(2)

**Justification**

(b)(2)

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Declassification Instructions

The records in these 22 file series will be systematically reviewed for declassification and release in collaboration with the Intelligence Community not later than 31 December 2011, or 5 years after any new extension date.

Operations, Defense and Forces

373  
373.11  
381  
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381, 3143  
381, 3146  
346  
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381, 3142  
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381, 3141  
381, 3145  
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381, 3148  
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385  
385.2 3260  
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441.5  
3100, 340  
3105, 339

3120, 510  
3140  
3144  
3149  
3160  
3202, 333  
3330, 310  
3340, 323  
3350, 330

3360+, 311  
304  
312  
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338  
341  
343  
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348.1  
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350.1  
350.2  
350.3  
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354  
  
365  
  
373  
  
390  
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600.6  
  
652  
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6820  
  
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6930, 655

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Justification

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Declassification Instructions

The records in these files will be systematically reviewed for declassification and release not later than 31 December 2011, or 5 years after any new extension date.

File series 700, Nuclear Disarmament and Space

000.94  
000.96  
400.23  
471.6  
471.6  
471.6  
471.6  
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471.6  
471.6  
471.6  
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Justification

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## Declassification Instructions

The Joint Staff intended to systematically review Exempt File Series for declassification and release not later than 5 years after the reigning declassification suspense. Therefore, the amendment of EO 12958 extending the Automatic Declassification suspense to 31 December 2006, extends the suspense for systematic review of Exempt File Series to 31 December 2011.