

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20502

December 17, 2004

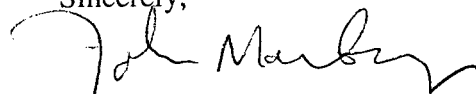
Mr. J. William Leonard
Director, Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, N.W.
Washington, DC 20408

Dear Mr. Leonard:

I am pleased to submit to you, in accordance with Executive Order 12958, as Amended "Classified National Security Information," the Office of Science and Technology Policy's Declassification Plan. This plan outlines OSTP's process for the declassification of information contained in records that have permanent historical value and are more than 25 years old.

I should note that while every effort was made to have an all-inclusive report, this report may not cover all equities originated by OSTP or of interest to OSTP. If you have any questions, please call Ann Mazur, of my staff, at (202) 456-6001.

Sincerely,



John H. Marburger, III
Director

Enclosure

DEC 22 2004

OFFICE OF SCIENCE AND TECHNOLOGY POLICY
DECLASSIFICATION PLAN

The Office of Science and Technology Policy (OSTP), in accordance with Executive Order 12958, as Amended "Classified National Security Information," outlines the process for the automatic declassification of information contained in records that have permanent historical value and are more than 25 years old. This authority is cited in Sections 3.3 and 5.4 of Executive Order 12958, as Amended.

The agency official responsible for overseeing and coordinating agency compliance with Executive Order 12958, as Amended, "Classified National Security Information," is:

Name: Ann Mazur
Title: Assistant Director for Budget and Administration
Address: Office of Science and Technology Policy
Eisenhower Executive Office Building, Room 431
Washington, DC 20502

Phone Number: (202) 456-6001
FAX Number: (202) 456-6022

Update: Declassification authority has been granted to the following individuals within OSTP:

<u>Name:</u>	<u>Position/Title</u>
William Jeffrey	Assistant Director for Space and Aeronautics
George Cravaritis	Information Technology Specialist

Records: OSTP has identified significant quantities of security-classified information originated by or of subject matter interest to this agency. While OSTP has made every effort to find all security classified information under its purview, OSTP cannot guarantee that this report covers all of its equities. The information presented is based upon estimates derived from the information provided by the National Archives and Records Administration, Presidential Libraries, International Point, and the Federal Records Center.

OSTP estimates the aggregate quantity of agency records that are subject to the provisions of Executive Order 12958, as Amended is approximately 635 cubic feet. Listed below are the locations of the OSTP materials:

Archives II, College Park, MD: The Archives II has approximately 634 cubic feet of records at this location. Of the aforementioned total, 612 cubic feet would be subject to the provisions of Executive Order 12958, as Amended in Record Group 359.

Update: OSTP requested that NARA process 23.46 cubic feet (58,650 pages) of records for declassification. The majority of the remaining 604.24 cubic feet of records (1,510,600 pages) are located in an RD/FRD area.

Nixon Presidential Library, Archives II, College Park, MD: The Nixon Library has approximately .48 cubic feet (1,200 pages) of records at this location. These records have also been scanned to International Point as part of the Remote Archive Capture (RAC) project. The Nixon Library records are not included in the International Point records listed below.

Update: The 1,200 pages of OSTP material from the Nixon Presidential Library have not been loaded into the State-of-the Art Inter-agency Referral System (STAIRS) for processing. Therefore no action can be taken at this time.

Remote Archive Capture Project, International Point, Herndon, VA: The RAC Project has approximately one cubic foot (2,251 pages) of records at this location.

Update: All of the OSTP documents from the Kennedy Presidential Library were processed in FY2004. The majority of these documents were referred to other agencies. OSTP currently has 23 pages in STAIRS to review and three referrals from CIA to process.

Federal Records Center, Suitland, MD: Agency holdings at the Federal Records Center are less than 15 years old.

Update: Please see the following attachments for records processed:

1. Pages Reviewed From Fiscal Year 1995 Through Fiscal Year 2004
2. Work Completed During Fiscal Year 2004
3. Estimate of Work to be Completed During Fiscal Year 2005
4. Estimate of Work to be Completed During Fiscal Year 2006
5. Estimate of Work to be Completed During Fiscal Year 2007

Cost Estimate: OSTP plans on initiating a reimbursable agreement with the Central Intelligence Agency (CIA) in order to work with their record declassification contractor (Raytheon). The project manager has determined that OSTP will need to spend \$100,000.00 in FY2004 and FY2005 and \$50,000.00 in FY2006 to meet the December 31, 2006 declassification requirement. These funds will be used to declassify the records located at International Point. Although these funds were not projected in OSTP's budget, OSTP has worked to create the necessary resources and will experience shortfalls in other budget areas to meet the December 31, 2006 deadline.

Update: OSTP will process all classified documents at International Point (IP) and will not use contractors. OSTP was able to process the documents at IP and used the FY2004 funds for the OSTP agency relocation to the NEOB in August, 2004.

Exemption: At the present time, OSTP is requesting a file series exemption from automatic declassification. The following titles within record group 359 (housed at Archives II) will be recommended for a file series exemption due to their sensitive nature:

- Subject Files, 1957-1962 (Special Asst. to Pres. for Sci. & Techn.) – approximately 430 cubic feet.

- Subject Files, 1957-1962 (Special Asst. to Pres. for Sci. & Techn.) – approximately 171 cubic feet.
- Committee Files, 1963-1972 – approximately 3 cubic feet.

These records are a controlled series and may end up being referred to other government agencies to verify any equities they may have within these documents.

OSTP is also completing a Letter of Authority to allow the RAC Project to assist OSTP in declassifying or referring all OSTP equities located at the National Archives II. OSTP is a small agency with limited resources and requires assistance in dealing with classified records.

Update: OSTP will not pursue a file series exemption for the records listed above. It is OSTP's opinion that a file series exemption will only prevent the ultimate goal of record declassification. OSTP has, with ISOO's support, sought assistance from Air Force and Department of Energy (DOE) to process the RD/FRD records listed above. Air Force and DOE both stated that they could not assist OSTP in the declassification of these documents. OSTP has also pursued filing a Letter of Authority with NARA in order to delegate document review authority for OSTP records to NARA. NARA informed OSTP that they did not possess the resources to assist OSTP with document review. Thus, OSTP will ensure that all of its RD/FRD reviewers attend DOE's Historical Records Restricted Data Reviewers Course prior to reviewing documents. OSTP has surveyed the RD/FRD material and will work diligently over the next two years to process all the records before the 31 December, 2006 deadline.

Declassification Guide: OSTP is currently working with the Department of Energy (DOE) to develop a comprehensive Declassification Guide. DOE and OSTP share many subject matter commonalities that facilitate the sharing of information. DOE is currently updating their "Historical Records Declassification Guide" and will assist OSTP once their guide has been completed.

Update: OSTP met with ISOO and discussed the fact that OSTP primarily processes derivative classified documents. Since our last meeting with ISOO, OSTP has begun two new programs that require Classification and Declassification Guides. OSTP will work with DOD and program contractors to develop Classification Guides no later than August, 2005. The Declassification Guides will be created at a later date. The Senior Policy Advisor for National/Homeland Security and Emergency Preparedness will lead this effort.

External Factors: The only external factors that may affect OSTP's ability to complete its record declassification would be budgetary constraints or referrals. If OSTP experiences an unusually large budgetary rescission over the next few fiscal years, the declassification plan will not receive the necessary resources to achieve its goal. Also, OSTP cannot predict the amount of referrals that it may receive. The current OSTP Declassification Plan does not account for the possibility that this organization could be inundated with referrals from other agencies.

Other: OSTP will maintain a listing of all records that are to be declassified. This will ensure that no duplication occurs and assist in public access to the information. OSTP's plan will promote the accomplishment of timely declassification and public access to information.

Update: OSTP will strive to keep members of its staff trained by DOE's Historical Records Restricted Data Reviewers Course. The DOE training will facilitate historical record processing of all current and future OSTP records. In addition, OSTP will provide the necessary resources to complete the required reviews by December 31, 2006.

OSTP believes it can meet the requirements of this plan and Executive Order 12958, as Amended prior to the December 31, 2006 goal.

PAGES REVIEWED FROM FISCAL YEAR 1995 THROUGH FISCAL YEAR 2004

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
a. Total number of textual records reviewed for declassification.	64	36	0	18	4	0	0	0	0	60,901
b. Total number of textual records declassified.	2	3	0	4	4	0	0	0	0	990
c. Total number of textual records exempted from declassification.	0	0	0	0	0	0	0	0	0	0
d. Total number of textual records excluded from automatic declassification.	0	0	0	0	0	0	0	0	0	0
e. Total number of textual records referred for review to other agencies by your agency.	62	33	0	14	0	0	0	0	0	1,239
f. Total number of textual records referred to your agency for review.	0	0	0	0	0	0	0	0	0	0
g. Total number of textual records file series that were file series exempted.	0	0	0	0	0	0	0	0	0	0
h. Total number of special media records reviewed for declassification.	0	0	0	53	20	0	0	0	0	0
i. Total number of special media records declassified.	0	0	0	12	7	0	0	0	0	0
j. Total number of special media records exempted from declassification.	0	0	0	0	0	0	0	0	0	0
k. Total number of special media records excluded from automatic declassification.	0	0	0	0	0	0	0	0	0	0
l. Total number of special media records referred to other agencies for review for declassification.	0	0	0	41	13	0	0	0	0	0
m. Total number of special media records referred to your agency for review.	0	0	0	0	0	0	0	0	0	0
n. Total number of special media records file series that were file series exempted.	0	0	0	0	0	0	0	0	0	0
FY1995-FY1999 - All amounts indicated in documents processed. To research the amount of pages processed would create an undue administrative burden on OSTP.										
FY2004 - All amounts indicated are in pages.										

61023
1003

1348

73
19

54

WORK COMPLETED DURING FISCAL YEAR 2004

	FY 2004
a. Total quantity of textual records that were reviewed in Fiscal Year 2004.	60,901
b. Total quantity of textual records declassified in Fiscal Year 2004.	990
c. Total quantity of textual records exempted in Fiscal Year 2004.	0
d. Total quantity of textual records referred to other agencies in Fiscal Year 2004.	1,239
e. Total quantity of textual records referred to your agency for review in Fiscal Year 2004.	0
f. Total quantity of textual documents excluded from automatic declassification in Fiscal Year 2004.	0
g. Total quantity of special media that were reviewed in Fiscal Year 2004.	0
h. Total quantity of special media declassified in Fiscal Year 2004.	0
i. Total quantity of special media exempted in Fiscal Year 2004.	0
j. Total quantity of special media referred to other agencies in Fiscal Year 2004.	0
k. Total quantity of special media referred to your agency in Fiscal Year 2004.	0
l. Total quantity of special media excluded from automatic declassification in Fiscal Year 2004.	0
* All amounts indicated are in pages.	

PAGES REVIEWED FROM FISCAL YEAR 1995 THROUGH FISCAL YEAR 2004											
	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	
a.	64	36	0	18	4	0	0	0	0	0	60,901
b.	2	3	0	4	4	0	0	0	0	0	990
c.	0	0	0	0	0	0	0	0	0	0	0
d.	0	0	0	0	0	0	0	0	0	0	0
e.	62	33	0	14	0	0	0	0	0	0	1,239
f.	0	0	0	0	0	0	0	0	0	0	0
g.	0	0	0	0	0	0	0	0	0	0	0
h.	0	0	0	53	20	0	0	0	0	0	0
i.	0	0	0	12	7	0	0	0	0	0	0
j.	0	0	0	0	0	0	0	0	0	0	0
k.	0	0	0	0	0	0	0	0	0	0	0
l.	0	0	0	41	13	0	0	0	0	0	0
m.	0	0	0	0	0	0	0	0	0	0	0
n.	0	0	0	0	0	0	0	0	0	0	0
FY1995-FY1999 - All amounts indicated in documents processed. To research the amount of pages processed would create an undue administrative burden on OSTP.											
FY2004 - All amounts indicated are in pages.											

WORK COMPLETED DURING FISCAL YEAR 2004		
		FY 2004
a.	Total quantity of textual records that were reviewed in Fiscal Year 2004.	60,901
b.	Total quantity of textual records declassified in Fiscal Year 2004.	990
c.	Total quantity of textual records exempted in Fiscal Year 2004.	0
d.	Total quantity of textual records referred to other agencies in Fiscal Year 2004.	1,239
e.	Total quantity of textual records referred to your agency for review in Fiscal Year 2004.	0
f.	Total quantity of textual documents excluded from automatic declassification in Fiscal Year 2004.	0
g.	Total quantity of special media that were reviewed in Fiscal Year 2004.	0
h.	Total quantity of special media declassified in Fiscal Year 2004.	0
i.	Total quantity of special media exempted in Fiscal Year 2004.	0
j.	Total quantity of special media referred to other agencies in Fiscal Year 2004.	0
k.	Total quantity of special media referred to your agency in Fiscal Year 2004.	0
l.	Total quantity of special media excluded from automatic declassification in Fiscal Year 2004.	0
	* All amounts indicated are in pages.	

ESTIMATE OF WORK TO BE COMPLETED DURING FISCAL YEAR 2005		
		FY 2005
a.	Estimated quantity of textual records expected to be reviewed in Fiscal Year 2005.	763,250
b.	Total quantity of textual records expected to be declassified in Fiscal Year 2005.	530
c.	Total quantity of textual records expected to be exempted in Fiscal Year 2005.	0
d.	Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2005.	674
e.	Total quantity of textual records expected to be referred to your agency in Fiscal Year 2005.	8
f.	Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2005.	0
g.	Total quantity of special media that are expected to be reviewed in Fiscal Year 2005.	0
h.	Total quantity of special media expected to be declassified in Fiscal Year 2005.	0
i.	Total quantity of special media expected to be exempted in Fiscal Year 2005.	0
j.	Total quantity of special media expected to be referred to other agencies in Fiscal Year 2005.	0
k.	Total quantity of special media expected to be referred to your agency in Fiscal Year 2005.	0
l.	Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2005.	0
	* All amounts indicated are in pages.	

ESTIMATE OF WORK TO BE COMPLETED DURING FISCAL YEAR 2006

	FY 2006
a. Estimated quantity of textual records that will be reviewed by December 31, 2006.	762,038
b. Estimated quantity of textual records that will be declassified by December 31, 2006.	0
c. Estimated quantity of textual records that will be exempted from automatic declassification by December 31, 2006.	0
d. Estimated quantity of textual records that are expected to be referred to other agencies by December 31, 2006.	0
e. Estimated quantity of textual records that are expected to be referred to your agency for declassification or exemption by December 31, 2009.	0
f. Estimated quantity of textual records that are expected to be excluded by December 31, 2006.	0
g. Estimated quantity of special media that can be delayed until December 31, 2011.	1,200
h. Estimated quantity of special media that your agency expects to declassify by December 31, 2011.	0
i. Estimated quantity of special media that your agency expects to exempt by December 31, 2011.	0
j. Estimated quantity of special media that your agency expects to refer to other agencies by December 31, 2011.	0
k. Estimated quantity of special media that you expect to be referred to your agency for declassification or exemption by December 31, 2016.	0
* All amounts indicated are in pages.	

ESTIMATE OF WORK TO BE COMPLETED DURING FISCAL YEAR 2007		FY 2007
a.	Estimated quantity of textual records expected to be reviewed in Fiscal Year 2007.	0
b.	Total quantity of textual records expected to be declassified in Fiscal Year 2007.	0
c.	Total quantity of textual records expected to be exempted in Fiscal Year 2007.	0
d.	Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2007.	0
e.	Total quantity of textual records expected to be referred to your agency in Fiscal Year 2007.	0
f.	Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2007.	0
g.	Total quantity of special media that are expected to be reviewed in Fiscal Year 2007.	0
h.	Total quantity of special media expected to be declassified in Fiscal Year 2007.	0
i.	Total quantity of special media expected to be exempted in Fiscal Year 2007.	0
j.	Total quantity of special media expected to be referred to other agencies in Fiscal Year 2007.	0
k.	Total quantity of special media expected to be referred to other agencies in Fiscal Year 2007.	0
l.	Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2007.	0
* All amounts indicated are in pages.		