1 November 1976

MEMORANDUM FOR: Deputy Director for Administration

THROUGH   : Assistant for Information, DDA

STATINTL FROM : [   ]
                  Acting Chief, Information Systems Analysis
                  Staff

SUBJECT   : Plans for a 30-Year Declassification Program

     1. This memorandum informs you and seeks approval of developmental plans for an Agency 30-Year Declassification Review Program prescribed by Executive Order 11652, 8 March 1972, and the implementing NSC Directive of May 17, 1972.

     2. As you are aware, the Order directs that all classified information which is thirty or more years old shall be systematically reviewed for declassification by the end of the thirtieth full calendar year following the year of origination. Information identified by the Director in writing to require continued classification for a specified period shall be separated and protected as appropriate.

     3. In an effort to get the program underway, the ISAS surveyed the Directorate Records Management Officers for their suggestions on organizational structure, staffing, and implementation. The consensus was for a decentralized program with centralized guidance from the DDA, consistent with Agency management practices. Under the recommended program, ISAS would:

     a. Be responsible to the DDA for the Agency program;

     b. Develop guidelines, procedures, and provide overall direction;

     c. Keep the Director advised, via the DDA, of progress and problems; and

     d. Serve as the focal point for processing requests for the Director's approval to continue security classification beyond 30 years.

- 2 -

4. It is important that we take action now on this proposal in order to launch the Agency program and establish a focal point for centralized coordination. As you know, the DDO has been reviewing OSS records since late 1972. It is now staffing a ten-man Classification Review Branch in the Information Services Staff to be responsible for the declassification review of all DDO records. There is no such activity ongoing elsewhere in the Agency.

5. ISAS welcomes the opportunity for developing the 30-Year Declassification Review Program since every aspect of such a program directly relates to the records management

our Program Manager responsible for developing and implementing the Agency's program as well as overseeing the Directorate of Administration's participation in the program. will enter on duty in approximately mid-December, coincident with the anticipated lifting of the moratorium on destruction of records. The lifting of the moratorium, NARS approval, and Senate Select Committee clearance of our records control schedules will minimize program costs by eliminating the need to review 30-year old records authorized for destruction.

6. Tentative plans for the program are phased as follows. ISAS will:

PHASE 1:

Implement records control schedules to eliminate the review of records identified for destruction.

PHASE 2 (Dec. 1976-June 1977):

In coordination with Directorates, develop organizational structure and staffing plans for central management and decentralized operations;

Publish an Agency program announcement;

Develop and disseminate program procedures;

Assist in the development of Directorate decentralized program implementation procedures and instruction; and

-3-

Develop and implement a continuing training program for personnel involved in the program.

PHASE 3 (July-Sept. 1977):

Establish a schedule for locating 30-year old records and for determining which are to be declassified and which require continuing classification;

Process requests for the Director's approval to continue security classification; and

Serve as the focal point for offering declassified records to the National Archives for their accessioning or rejection.

PHASE 4 (December 1977):

Report to the Director annually for the DDA on the progress and problems of the program.

PHASE 5 (Target: December 1977, but may be tackled as early as Phase 3):

Initiate a feasibility study for an ADP program to identify records deposited in the Agency Records Center and Archival staging area by job number and year of origin of the records contained therein. This will facilitate the identification of records due for review each year.

7.   Aside from the DDO's planned ten-man Classification Review Branch to become operational during FY-1977, and ISAS' commitment of personnel for Program Management in FY-1977, no other resources have been identified for this undertaking. However, ISAS has included in its FY-1978 budget $225,000 to cover the services of 15 WAE contract personnel for this Agency program.

8.   With your approval, we will proceed as outlined in paragraph 6 above.

STATINTL

-4-

CONCURRENCE:

STATINTL

_____   _11/2/7 ___
Assistant for Information   Date

APPROVAL:

_____A. John F. Blake_____   __4 NOV 1976__
          John F. Blake   Date
        Deputy Director
              for
        Administration

DISAPPROVAL:

_____   _____
          John F. Blake   Date
        Deputy Director
              for
        Administration

Distribution:
  Original - DDA to be returned to AC/ISAS
        2 - DDA
        1 - AI/DDA
        1 - ISAS

ROUTING AND RECORD SHEET

DD/A Registry
File _Security_

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
pen AC/ISAS	5220	DATE 1 November 1976

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AI/DDA 7D02 Headquarters	11/2		B	1 to 3 ;
2. ADDA	3 NOV 1976		by	I strongly recommend you approve the attached. This is only a little first step – but we have got to start walking. No problem with the other directorates — they are hungry for leadership on this one..
3. DDA 7D24 Headquarters	4 NOV 1976		5	
4.				
5. AC/ISAS 5B2828 Headquarters				
6.				
7.				
8.				A very good paper. How do you propose
9.				to lessen... if...
10.				this program?
11. STATINTL	NOV 1976			
12.				
13.				
14.				B
15.				