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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

14 FEB 1983

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office  
General Services Administration (AT)  
18th & F Streets, N.W.  
Washington, DC 20405

Dear Mr. Garfinkel:

We have reviewed the draft of Guidelines for Declassification of White House Information and have two additions to suggest:

1. Add to the final paragraph on page 2 the following: When the identity of the agency having declassification authority over information relating to intelligence matters is not apparent or when the reviewing officials do not possess the requisite expertise, that information should be referred to CIA for review and declassification.

2. Insert in line 4 on page 4 after the sentence ending with the word "present.": When a declassification action pertains only to the transmitting or referencing item, that fact must be clearly noted in marking the item to avoid inadvertent declassification of any classified attachments.

If you have any questions please contact me at

25X1

Sincerely,

25X1

Director of Information Services  
Directorate of Administration

Distribution:

- Orig - Addressee
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February 4, 1983

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[Redacted]

Central Intelligence Agency  
Washington, DC 20505

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[Redacted]

The National Security Council (NSC) has asked me to solicit comments from several of the major classifying agencies on the proposed guidelines for declassification of White House information. A copy of the proposed guidelines is attached and I would appreciate your comments by February 10, 1983. I realize the response time is short, so phone comments will be accepted by Jane Payne on 535-7263 or by me on 535-7251.

Sincerely,

STEVEN GARFINKEL  
Director

Enclosure

GSA Bldg  
Rm 6046

18<sup>th</sup> & F Sts NW

Authority. National Archives and Records Service (NARS) employees especially trained by the Records Declassification Division of NARS and the National Security Council and specifically designated by the Archivist in writing are authorized to use these guidelines in the review for declassification of White House national security classified information in accessioned records and donated historical material in the legal custody of the National Archives, including the Presidential Libraries.

Definition. White House classified information is National Security Information originated in a prior administration by the President, the White House Staff, by committees, commissions, and boards appointed by the President, or others specifically providing advice or counsel to a President or acting on behalf of a President. White House classified information also includes information addressed to or otherwise provided in a prior administration to the President, the White House Staff, etc., by a foreign government or governments, an international organization of governments or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both are to be held in confidence.

Other restrictions. NARS general and specific restrictions will continue to be applied to the accessioned records originated by the White House as in the past. The donor restrictions on donated historical material will be applied before declassification review is undertaken.

Administrative markings. These declassification guidelines are applicable to White House classified information which meets the criteria for classification of Section 1.3 of Executive Order 12356. White House originated documents bearing an apparent national security information marking which do not meet those criteria may be considered to have been marked for administrative purposes rather than national security reasons and should be considered as not classified. When

marked documents are determined not to be classified, the marking will be cancelled and the annotation "Determined to be an administrative marking, cancelled per E.O. 12356, Sec. 1.3 and Archivist memo of \_\_\_\_\_" placed on the first page or cover of the document. Examples include:

1. Press releases, press guidance, questions and answers, and background material prepared for release to the press and other media.
2. Speeches, proclamations, and other public documents, legislation, and executive orders which were released or otherwise publicly promulgated. Also drafts of the above which are substantially the same as the released or promulgated final version or where the portions not released do not concern national security affairs.
3. Public relations and press or other media relations excluding information which might reveal a confidential source, an intelligence activity or an intelligence source or method.
4. Information on public events such as elections results, demonstrations, foreign press coverage, etc., excluding those which might reveal a confidential source, an intelligence activity or an intelligence source or method.
5. Information concerning presidential nominations and appointments and similar personnel related matters excluding those which might reveal a confidential source, an intelligence activity or an intelligence source or method.
6. Information relating exclusively to domestic political issues and problems in such areas as agriculture, commerce, education, the environment, health, housing, justice, labor and social services.

Agency information. Portions of White House classified documents quoting from or paraphrasing classified information originated by a federal agency will be reviewed for declassification in accordance with that originating or responsible agency's declassification review guidelines.

Agency consultation and review guidelines. White House classified information not declassified under these guidelines will be reviewed for declassification in consultation with the agency or agencies which originated or have primary subject-matter interest in the classified information or in accordance with applicable declassification guidelines provided to the Archivist by those agencies.

Excluded agencies of the Executive Office of the President. These guidelines are not intended to be applied to copies of classified records or documents originated by the Executive Office of the President or their predecessors which have "agency" status under the Freedom of Information Act, for example,

- Council on International Economic Policy (1971-77)
- National Security Council
- Office of Management and Budget
- Office of Science and Technology Policy

Declassifiable categories. The following categories of White House classified information may be declassified:

1. Travel and visitor information where the trip or visit was overtly undertaken. Included specifically are proposals for such trips and visits and general planning material, agendas, routes, schedules, itineraries, appointments, travel arrangements, accommodations, manifests, seating plans, and similar administrative details associated with the trip or visit. Excluded is any information concerning protection of the traveler or visitor, emergency communications and continuity of government.
2. Meetings or conference information such as agendas, schedules, administrative arrangements, seating plans and lists of attendees or participants. Excluded from this category are substantive briefing papers, memoranda and correspondence concerning national security affairs (per Section 1.3 of E.O. 12356) and biographical information on foreign leaders and participants.
3. Routine transmittal letters, transmittal memoranda, lists and indices where the document attached, transmitted or referenced can be or has been

declassified; or where the transmitting or referencing item itself contains no national security information (per Section 1.3 of E.O.12356) and can either be separated from the classified attachment or the classified attachment is not present. Excluded are such items which include names of intelligence personnel or reveal titles or references to classified documents which titles or references are themselves classified or otherwise not releasable. Under current procedures such items would routinely be marked "Becomes unclassified upon removal of all classified enclosures."

4. International education and cultural programs and exchange activities and information relating to "Food for Peace" and similar agriculture aid programs unless the declassification and release of the information might impact adversely on current foreign education and cultural exchange activities and programs or on current foreign assistance policy matters or reveal a confidential source.

5. Social exchanges between the President and foreign heads of state or political leaders which are more than 10 years old, including specifically correspondence concerning gifts exchanged and travel plans (but excluding any information concerning protection of the traveller), greetings, birthday, special occasions and congratulatory messages, sympathy and condolences when the information in the document is limited to the sentiment expressed.

6. White House classified information more than 10 years old relating to routine legislative issues including executive-legislative branch relations, comments and reports on proposed legislation, White House relations with individual congressmen and committees, etc. Excluded are legislative issues relating substantively to defense, nuclear matters, intelligence and foreign relations.

7. White House classified information more than 10 years old relating to the federal budget excluding funding for intelligence programs and activities; nuclear weapons development, testing and procurement; and foreign assistance programs not

Declassification marking. The declassification stamp marking to be applied to information which is determined to be declassified pursuant to these guidelines should appear as follows:

DECLASSIFIED  
E.O. 12356, Sec. 3.4(b)  
Archivist Memo (date issued)  
By \_\_\_\_\_ NARS, Date \_\_\_\_\_

Downgrading authority. White House classified information more than 10 years old which was marked TOP SECRET may be downgraded to SECRET when reproduced and transmitted for declassification review unless the document contains RESTRICTED DATA or FORMERLY RESTRICTED DATA or contains sensitive compartmented information (SCI). When transmitting such reproductions as may be downgraded, the "TOP" portion of the marking "TOP SECRET" should be cancelled wherever it appears on the reproduction and a stamp marking as follows will be placed adjacent to the most conspicuous original TOP SECRET marking on the front page or cover of the document:

Downgraded to SECRET  
for Transmittal and Declassification Review  
Per Archivist Memo \_\_\_\_\_ (date issued)

ROBERT M. WARNER  
Archivist of the United States

§ 2002.7 Referral and decision.

(a) When the identity of the agencies having declassification authority over foreign government information is not apparent to the agency holding the information, or when reviewing officials do not possess the requisite expertise, the information shall be referred for review and a declassification determination as follows:

(1) Categories 2002.6 (b) through (d),

Department of Energy or Nuclear Regulatory Commission (as appropriate)

(2) Categories 2002.6 (e) and (f), Central Intelligence Agency.

(3) Categories 2002.6 (g) through (i), Department of State.

(4) Categories 2002.6 (m) through (t), Department of Defense.



- (5) Categories 2002.6 (u) and (w), Department of the Treasury.
- (6) Categories 2002.6 (x) through (bb), National Security Council.
- (b) Referrals to agencies shall include copies of the documents containing the foreign government information. Agencies shall review the referred documents and promptly notify the Archivist of the United States of the declassification determination. Forwarded copies of the documents shall be marked to reflect any downgrading or declassification action and shall be returned to the National Archives.

→ (c)

§ 2002.8 Downgrading.

Foreign government information classified "Top Secret" may be downgraded to "Secret" after 30 years unless the agency with declassification authority over it determines on its own, or after consultation, as appropriate, with the foreign government or international organization of governments which furnished the information, that it requires continued protection at the "Top Secret" level.

(c) Agencies shall declassify information when it is determined after any necessary consultation with other U.S. agencies and, as appropriate, with foreign governments and international organization of governments that the information no longer requires classification protection. If it is determined that classification must be extended, refer to Section 1.4 of Executive Order 12356.

<b>TRANSMITTAL SLIP</b>		DATE
TO: CRD Liaison w/ISOO		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 1 FEB 55' 241	REPLACES FORM 36-8 WHICH MAY BE USED.	

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