



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



December 20, 2004

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF DEFENSE FOR
COUNTERINTELLIGENCE AND SECURITY (DUSD/CI&S)

SUBJECT: Declassification Plan for Washington Headquarters Services

In accordance with guidance received, attached is the declassification plan for this agency.

My point of contact for this matter is Mr. Richard M. Banks and he may be reached at (703) 601-4722, Extension 117.

Robert Storer
Chief, Declassification and
Historical Research Branch



WASHINGTON HEADQUARTERS SERVICES

DECLASSIFICATION PLAN

In accordance with guidance provided, the following constitutes the declassification plan for the Office of the Secretary of Defense, the Washington Headquarters Services, and the Defense Advanced Research Projects Agency (collectively known as Record Group 330).

A. For the purposes of this plan, any records identified as originating with a Department of Defense Agency that no longer exists should be referred to the Washington Headquarters Services Declassification and Historical Research Branch for appropriate action.

B. Delegation of Authority to the National Archives and Records Administration to declassify, exempt, refer or otherwise process Record Group 330 records: Our declassification plan of action includes a team of government and contractor reviewers at the National Archives to fully implement all provisions of this plan. Where needed or required, we will consult with the National Archives on any declassification issues which may arise for any Record Group 330 records accessioned into the National Archives. We do not grant the National Archives and Records Administration authority to declassify Record Group 330 information.

C. Records Created by Former Government Officials: Under our plan and records management policies, these records are considered to be non-permanent records and are not accessioned into the National Archives. These records will be reviewed on an ad-hoc basis under other programs now in place.

D. Review Process to be utilized: We will conduct a line by line review of all permanent historically valuable records under Record Group 330. All reviews will be on a pass-fail basis. Decisions will be at the document level.

E. Integral File Block Records: Our plan will not utilize this concept of records review.

F. Declassification Plan Update: We will update this plan by December 31st of every year.

G. Delegation of Declassification Authority to Other Agencies: We will not delegate declassification authority to other agencies. The complexity of our records requires expertise only found in our organization. The basis for our decision is based upon the failure of the State Department to identify sensitive OSD information that required continued protection. We also believe that the referral process will adequately address our equities contained in other agency records.

H. Component Official Responsible for Plan Implementation: Mr. Robert Storer, Chief, Washington Headquarters Services Declassification and Historical Research Branch, 1155 Defense Pentagon, Washington, D.C 20301-1155. Telephone Number (703) 601-4722, extension 115.

I. Training Initiatives: We conduct two week initial training for new hires. The first week is classroom training and the second is with a senior reviewer. We conduct monthly refresher training on equity recognition. We conduct quarterly reinforcement training regarding sensitive nuclear weapon information. All government and senior contract staff attend the yearly Equity Recognition Working Group Equity Training.

J. File Series Exemptions: We currently have several files series exemption which has been approved by the President. Although we do have these files series exemptions, we have, over the course of time, reviewed all information within the file series approved for exemption.

K. Re-review of Records: We identified 9.4 million records that were reviewed prior to Public Law 105-261 we will be completed this project by 31 Dec 2006.

L. External Factors: Major factors affecting this program are the high cost of records retrieval at the Washington National Records Center. The transactional billing system instituted is having a high impact on our ability to review records currently stored at Suitland.

M. Failure Points: Referral notification is a critical area. Early notification of equities in other agency records will permit effective resource allocation and facilitate future planning. Adequate funding is fundamental to the success of our program. Any funding resource shortfalls will severely affect the successful implementation of this plan.

For any question concerning this plan, please contact Mr. Robert Storer, Chief, Washington Headquarters Services Declassification Branch, (703) 601-4722, extension 115.

Robert Storer
Chief, Declassification and
Historical Research Branch

Attachments
Estimate of Component Records
Cost Estimate

Guidance for Agency Declassification Plans, FY 2005

Requirement: No later than December 31, 2004, each agency shall provide to the Director of the Information Security Oversight Office (ISOO) an updated plan, a new plan, or a negative response that addresses the application of the automatic declassification provisions of Executive Order 12958, as amended. This plan shall encompass all agency classified records that have permanent historical value and that are more than 25 years old. Please consult your agency records officer for assistance in identifying the quantity and location of these records.

Purpose: This guidance provides the essential elements for updating or developing an agency declassification plan. Agency plans should respond to the President's direction to declassify the hundreds of millions of permanent historically valuable pages that have been classified over the past 60 years as soon as they no longer meet the standards for continued classification. The implementation of this instruction will assist in ensuring that all classified records 25 years or older are declassified, exempted, referred, or appropriately delayed¹ by December 31 of each year in accordance with provisions of E.O. 12958, as amended.

A. General Applications

1. This requirement applies to all departments and agencies and to any other entity within the executive branch that comes into the possession of permanent historically valuable classified records 25 years old or older. (ISOO Directive No.1, §2001.30 (a))
2. Agencies that are solely consumers and holders of classified information must provide plans that describe the process that they will employ to notify other agencies, as appropriate, when their records contain classified information originated by other agencies. (ISOO Directive No. 1, §2001.30 (a) and (f) and §2001.34 (d) (ii))
3. Agencies that do not have permanent historically valuable classified records more than 25 years old do not need to develop a declassification plan, but must provide a negative response.

¹ Automatic declassification may appropriately be delayed for up to 5 additional years for classified information contained in microforms, motion pictures, audio tapes, videotapes, or comparable media that make a review for possible declassification exemptions more difficult or costly. Also, automatic declassification of classified records that have been referred or transferred to any agency less than three years before the onset of automatic declassification may be delayed for up to three years, as can recently discovered records. Any such delays require notification to the Director of ISOO. Identification and inclusion of such records in this declassification plan can constitute the required notification. (E.O. 12958, as amended, §3.3 (e))

4. In the case of classified information transferred in conjunction with a transfer of functions, and not merely for storage or archival purposes, the receiving agency shall be deemed to be the originating agency for purposes of this plan. (ISOO Directive No. 1, §2001.30(d))
5. In the case of classified information that is not officially transferred as described in paragraph 3, above, but that originated in an agency that has ceased to exist and for which there is no successor agency, the Director of ISOO will designate an agency or agencies to act on provisions of the Order, as amended, with the concurrence of the designated agency or agencies. Please provide ISOO with the volume and location of such records in your agency's possession. (ISOO Directive No. 1, §2001.30 (e))
6. In the case of Presidential or White House material accessioned into the National Archives and Records Administration or maintained in Presidential Libraries, the Archivist of the United States shall develop a plan to comply with section 3.3 of the Order, as amended. (ISOO Directive No. 1, §2001.30 (b) and (i))
7. Agencies that have not delegated authority to the National Archives and Records Administration to declassify, exempt, refer, or appropriately delay their accessioned records must include in their own plan how they will handle such records. (ISOO Directive No.1, §2001.30)
8. Agency information contained in records created by former Government officials not in the physical control of the agency must also be included in the plan. (ISOO Directive No.1, §2001.10)

B. Submission Due Dates

1. Declassification plans are to be submitted no later than December 31 of the year in which your agency has classified records that have permanent historical value and are more than 25 years old. (E.O. 12958, as amended, §5.1 and §5.2)
2. Revisions: Agency declassification plans shall be reviewed and updated annually. Updates of the declassification plans shall be submitted to the Director of the Information Security Oversight Office no later than December 31 of each year. (E.O. 12958, as amended, §5.1 and §5.2)
3. Negative Responses: Agencies that submit a negative response are required to respond annually, no later than December 31 of each year. (E.O. 12958, as amended, §5.1 and §5.2)

C. Content

1. Agencies should include in their plans the name, title, address, and telephone number of the agency official responsible for overseeing and coordinating agency

implementation of the plan. Agencies should also identify the number of agency officials with declassification authority, internal or external to the agency, including title or position. (ISOO Directive No.1, §2001.31 (a))

2. Include the total number of pages² that have been reviewed from Fiscal Year 1995 through Fiscal Year 2004 (October 1994 through September 2004) that are subject to the Order. The figures should be provided in the following breakdown:
 - a. Total number of textual records reviewed for declassification. 67.3 million
 - b. Total number of textual records declassified. 46.4 million
 - c. Total number of textual records exempted from declassification 10.4 million.
 - d. Total number of textual records excluded from automatic declassification. 1.3 million
 - e. Total number of textual records referred for review to other agencies by your agency. 10.4 million
 - f. Total number of textual records referred to your agency for review. 16.6 Million
 - g. Total number of textual records file series that were file series exempted. 7 million re review completed October 01.
 - h. Total number of special media records reviewed for declassification 100,000.
 - i. Total number of special media records declassified. 80,000
 - j. Total number of special media records exempted from declassification. 20,000
 - k. Total number of special media records excluded from automatic declassification. 0
 - l. Total number of special media records referred to other agencies for review for declassification. 0
 - m. Total number of special media records referred to your agency for review. 0
 - n. Total number of special media records file series that were file series exempted. 0

² For purposes of tracking and reporting the amount of records declassified by the executive branch over the next four years, ISOO requests that the figures or estimates be in either cubic feet or pages. The following conversion tables may be helpful in calculating estimates:

1 Cubic ft = 2,500 pages
1 Safe drawer = 3 cubic ft. = 7,500 pages
1 Federal Records Center Box = 1 cubic ft.
1 Archives Box = 1/3 cubic ft. = Approx. 833 pages
1 Roll = 2,600 pages
1 Minute of audio tape = 2.5 pages

3. Report work completed during Fiscal Year 2004 subject to this provision. (Each figure should be reflected in cubic feet, or number of pages.) The figures should be provided in the following breakdown and include a comparison to the quantity of records for each category that was estimated to be accomplished in last year's plan (along with an explanation for any variance):
 - a. Total quantity of textual records that were reviewed in Fiscal Year 2004 9.7 Million
 - b. Total quantity of textual records declassified in Fiscal Year 2004. 7.3 Million
 - c. Total quantity of textual records exempted in Fiscal Year 2004. 1.5 Million
 - d. Total quantity of textual records referred to other agencies in Fiscal Year 2004. 1. Million
 - e. Total quantity of textual records referred to your agency in Fiscal Year 2004. 2 million
 - f. Total quantity of textual documents excluded from automatic declassification in Fiscal Year 2004. 25,000
 - 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. 00

4. Include an estimate of the aggregate quantity of records subject to this provision that are expected to be reviewed in Fiscal Year 2005. (Each estimate should reflect cubic feet, or number of pages.) The estimates should be provided in the following breakdown:
 - a. Estimated quantity of textual records expected to be reviewed in Fiscal Year 2005. 6.6 Million
 - b. Total quantity of textual records expected to be declassified in Fiscal Year 2005. 4.62 Million
 - c. Total quantity of textual records expected to be exempted in Fiscal Year 2005. 1.01 Million
 - d. Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2005. 900,000
 - e. Total quantity of textual records expected to be referred to your agency in Fiscal Year 2005. Unknown
 - f. Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2005. 130,000

- g. Total quantity of special media that are expected to be reviewed in Fiscal Year 2005. 1.2 Million
 - h. Total quantity of special media expected to be declassified in Fiscal Year 2005.600000
 - i. Total quantity of special media expected to be exempted in Fiscal Year 2005.600000
 - j. Total quantity of special media expected to be referred to other agencies in Fiscal Year 2005.unknown
 - k. Total quantity of special media expected to be referred to your agency in Fiscal Year 2005.unknown
 - l. Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2005. unknown
5. Include the aggregate of records reported in last year's plan subject to this provision that were expected to be reviewed by December 31, 2006. Include also any change in the aggregate quantity of records reported and an explanation for any variance in the two figures. (Each estimate should reflect cubic feet, or number of pages.) The estimates should be provided in the following breakdown:
- a. Estimated quantity of textual records that will be reviewed by December 31, 2006. 75 Million
 - b. Estimated quantity of textual records that will be declassified by December 31, 2006. 50.3Million
 - c. Estimated quantity of textual records that will be exempted from automatic declassification by December 31, 2006.12.2 Million
 - d. Estimated quantity of textual records that are expected to be referred to other agencies by December 31, 2006. 11.3 million
 - e. Estimated quantity of textual records that are expected to be referred to your agency for declassification or exemption by December 31, 2009. 20 Million
 - f. Estimated quantity of textual records that are expected to be excluded by December 31, 2006. 1.2 Million
 - g. Estimated quantity of special media that can be delayed until December 31, 2011. Zero
 - h. Estimated quantity of special media that your agency expects to declassify by December 31, 2011. 3 Million pages
 - i. Estimated quantity of special media that your agency expects to exempt by December 31, 2011.3 Million Pages
 - j. Estimated quantity of special media that your agency expects to refer to other agencies by December 31, 2011. Zero
 - k. Estimated quantity of special media that you expect to be referred to your agency for declassification or exemption by December 31, 2016.
6. Include an estimate of the aggregate quantity of records subject to this provision that are expected to be reviewed in Fiscal Year 2007. (Each estimate should

reflect cubic feet, or number of pages.) The estimates should be provided in the following breakdown:

- a. . Estimated quantity of textual records expected to be reviewed in Fiscal Year 2007. 6.6 Million
 - b. Total quantity of textual records expected to be declassified in Fiscal Year 2007. 4.62 Million
 - c. Total quantity of textual records expected to be exempted in Fiscal Year 2007. 1.01 Million
 - d. Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2007. 900,000
 - e. Total quantity of textual records expected to be referred to your agency in Fiscal Year 2007. Unknown
 - f. Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2007. 130,000
 - g. Total quantity of special media that are expected to be reviewed in Fiscal Year 2007. 3.2 Million
 - h. Total quantity of special media that are expected to be declassified in Fiscal Year 2007. 1.6 Million
 - i. Total quantity of special media that are expected to be exempted in Fiscal Year 2007. 1.6 Million
 - j. Total quantity of special media that are expected to be referred to other agencies in Fiscal Year 2007. Unknown
 - k. Total quantity of special media that are expected to be referred to your agency in Fiscal Year 2007. Unknown
 - l. Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2007. Unknown
7. Include agency plans to apply the integral file block concept to include what records are included in an integral file block (e.g., Policy Documents, 1980-84; Committee Files, 1980-1989; Special Study on Germs, 1981-1997, entire file) and an estimate of the quantity of 25-year-old or older permanent historically valuable classified records they contain. The agency records manager should be consulted regarding integral file blocks. (E.O. 12958, as amended, §6.1 (u))
 8. Include a description of your agency's process and how your plan will ensure the declassification, exemption, referral, or appropriate delay of all 25-year-old or older permanent historically valuable classified records in your agency's possession.
 9. Include a description of the total cost estimate to implement your agency's declassification plan to meet the December 31, 2006, requirement. Include in this estimate the total dollars, identifying cost estimates for such items as security clearances, training, physical security requirements and contracts; and the number and cost of full-time equivalents (FTE). Break down this total by fiscal year, including actual resources for 2004, planned resources for 2005, and anticipated

resources for 2006. Include your agency's strategy to address any funding or resource shortfalls to meet the requirements of the plan. (ISOO Directive No.1, §2001.81)

D. Declassification Guides and File Series Exemptions

1. Describe your agency plans to update and or develop declassification guides. (ISOO Directive No. 1, §2001.32 (a) and (d)) Under development
2. Discuss the status of implementation of approved file series exemptions, as well as general information regarding any additional exemptions your agency anticipates requesting. Not applicable

E. Other Factors

1. Describe any interagency cooperative efforts or innovative approaches that will facilitate the declassification, exemption, referral, or appropriate delay, by December 31, 2006, of all 25-year-old or older permanent historically valuable classified records in your agency's possession.
2. Provide a description of your agency's plan to delegate declassification authority to other agencies either through the sharing of declassification guides, or through any existing or newly executed procedural agreement(s) between the head of another agency and your agency head. (E.O. 12958, as amended, §3.2 (c))
3. Describe any current or planned training initiatives, both internal and external, to aid in the identification of your agency's equities and any other agencies' equities contained in your classified records.
4. Describe any external factors that may affect your ability to declassify, exempt, refer, or appropriately delay, by December 31, 2006, all 25-year-old or older permanent historically valuable classified records in your agency's possession.
5. Describe any current or future plans, if any, to re-review records. The description must include volume, reason for re-review, and anticipated results.

COST ESTIMATE

	2006		
	2005	2006	2007
Contract#	\$3,590,000	\$3,794,400	\$4,059,600
Government*	\$563,643	\$608,940	\$618,587
Total	\$4,153,643	\$4,403,340	\$4,678,187

#Contract costs include mandatory declassification program, image capture and re-review of information required by the Public Law 106-05.

*Total reflects factor for benefits, retirement contributions, projected bonuses and pay raises, training, security clearances and physical security requirements. There are four government employees within the branch.

**This document is for Government Personnel only.
Do not release to contractor.**