

## CHAPTER XV—OFFICE OF ADMINISTRATION, EXECUTIVE OFFICE OF THE PRESIDENT

---

<i>Part</i>		<i>Page</i>
2500	Information security regulation .....	435
2502	Availability of records .....	436
2504	Privacy Act regulations .....	446



## PART 2500—INFORMATION SECURITY REGULATION

Sec.

- 2500.1 Introduction.
- 2500.3 Original classification.
- 2500.5 Derivative classification.
- 2500.7 Declassification and downgrading.
- 2500.9 Safeguarding.
- 2500.11 Implementation and review.

AUTHORITY: Executive Order 12356, 3 CFR, 1982 COMP., p. 166.

SOURCE: 44 FR 50039, Aug. 27, 1979; 45 FR 20453, Mar. 28, 1980; 45 FR 22873, Apr. 4, 1980, unless otherwise noted.

### § 2500.1 Introduction.

(a) *References.* (1) Executive Order 12065, "National Security Information", dated June 28, 1978.

(2) Information Security Oversight Office Directive No. 1, "National Security Information", dated October 2, 1978.

(b) *Purpose.* The purpose of this regulation is to ensure, consistent with the authorities listed in section (a), that national security information held by the Office of Administration is protected to the extent necessary to safeguard the national security.

(c) *Applicability.* This regulation governs the Office of Administration. Together with the authorities listed in section (a), it establishes the policies and procedures for safeguarding of information that is under the control of the Office of Administration.

### § 2500.3 Original classification.

No one in the Office of Administration has been granted authority for original classification of information.

### § 2500.5 Derivative classification.

The Office of Administration serves only as the temporary physical custodian of classified information which originated in other agencies of the Executive Office of the President. Therefore, no one in the Office of Administration incorporates, restates, paraphrases or generates in a new form information which is already classified.

### § 2500.7 Declassification and downgrading.

(a) *Declassification authority.* No one in the Office of Administration has the

authority to declassify or downgrade classified information.

(b) *Mandatory review for declassification.* (1) Requests for mandatory review of national security information contained in the records of any Executive Office of the President (EOP) agency for which OA provides services must be in writing and addressed to the Security Officer, OA, 725 17th Street, NW., Washington, DC 20503. Those agencies for which OA provides services include the Council of Economic Advisors, the Council on Environmental Quality, the Office of Administration, and the Office of the United States Trade Representative.

(2) The OA Security Officer will receive and monitor all requests for mandatory review for declassification of information as received by the EOP agencies named above.

(3) Requests for mandatory review for declassification of classified information contained in the records of any other Executive Office of the President agency for which OA provides services should be addressed directly to the agency which is the owner of the record, in accordance with that agency's published Information Security Regulation.

[44 FR 50039, Aug. 27, 1979; 45 FR 20453, Mar. 28, 1980; 45 FR 22873, Apr. 4, 1980, as amended at 56 FR 8101, Feb. 27, 1991]

### § 2500.9 Safeguarding.

The Office of Administration shall protect information in its custody against unauthorized disclosure commensurate with its level of classification.

### § 2500.11 Implementation and review.

The Information Security Oversight Committee of the Office of Administration shall be chaired by the agency's General Counsel. The Committee shall be responsible for acting on all suggestions and complaints concerning the administration of the information security program. The chairperson shall also be responsible for conducting an active oversight program to ensure effective implementation of Executive Order 12356.

[44 FR 50039, Aug. 27, 1979; 45 FR 20453, Mar. 28, 1980; 45 FR 22873, Apr. 4, 1980, as amended at 56 FR 8101, Feb. 27, 1991]