



RACO 2008

***Records Management &
Declassification***

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Background

- Executive Order 12958, signed by President Clinton in 1995
 - Mandated the automatic declassification of **permanent** historically valuable records at 25 years
- Amended and re-issued by President Bush in 2003



CIA Experience

- In 1997, CIA merged Records Management (RM) and Information Review and Release (IR&R) into one office:

Information Management Services

- Merger acknowledged the close and supporting relationship between these disciplines
- From our experience, without a robust RM program, declassification is doomed to failure



RM Fundamentals Support Declassification

- Access to records
- Organization of records
- Records Scheduling (25-Year Program)
- Finding Aids & Databases



RM Fundamentals Support Declassification

- Preservation
- Configuration Control
- Duplicates

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RM Supports Basic Declassification Tasks

- Search (e.g., FOIA)
- Workload planning
- Review planning
- Finding Aids/Databases of released records



Mini-Case Study: 25-Year Program

- Unexempted 25-year old or older permanent records automatically declassified
 - Challenges
 - Integral File Blocking introduced in 2003 allows use of most recent “file block” (e.g., box) date vice individual document dates
 - Do finding aids and databases support location of permanent material by date?
 - Are date ranges in file blocks accurate?
 - Are date ranges too broad?
 - » E.g., 1950-1985 range may delay auto declass for older material
 - Subject matter location allows focused more in-depth reviews (e.g., all Soviet union economics 1975)
 - Media type makes a BIG difference
 - In volume of material (microfilm vs. paper)
 - In review methodology (e.g., microfilm)
 - In review technology (e.g., movies)
 - Retired vs. Active Records
 - Review of active records presents many challenges



RM & Declassification: The Future

- Electronic Records and Special Media
- National Declassification Initiative