

I2

RELEASED IN FULL

Murphy, Nicholas M.
From: Murphy, Nicholas M
Sent: Tuesday, December 04, 2001 4:30 PM
To: IPS-All-Classified-Users-DL
Subject: For Reviewers and Senior Reviewers: Document Processing Issues

FOR REVIEWERS AND SENIOR REVIEWERS

The following document processing issues were discussed at the December 4, 2001 Senior Reviewers Workshop.

Date or Event for Classification of OADR Documents.

Documents classified under Executive Order 12356 were frequently marked OADR to indicate that they were exempt from automatic declassification. (OADR = Originating Agency Determination Required). E.O. 12958 specifies that all such documents with an indefinite declassification date are subject to the current order's 25 year declassification deadline. The current order requires that documents classified under it shall bear 1) classification, 2)&3) name and organization of classifying authority and 4) date or event for declassification. The Order states that when a document classified under a previous order is reviewed for possible declassification, any of these required markings which are missing are to be added.

Against this background, when reviewing documents marked OADR the reviewer should provide a date or event for declassification. Add a date even if you believe that the current default date for declassification of 25 years from date of origin is appropriate.

Dropping Mention of "Foreseeable Harm" in Memos to Bureaus.

The current template for memoranda to Department bureaus and offices requesting concurrence refers to the October 4, 1993 Janet Reno Memorandum to Heads of Departments and Agencies and the "Foreseeable Harm" standard described in it. That standard has now been officially superceded and mention of it in memoranda to bureaus should therefore be deleted. The template is being revised accordingly, but reviewers should in the interim delete the reference manually.

Requesting That Foreign Governments Classify Their Documents When Appropriate. The template for referral of documents to foreign embassies for concurrence in release is being

UNCLASSIFIED

modified to include the optional sentence "If a document is classified, please add classification markings." The language does NOT suggest that our withholding is contingent on classification. This sentence is optional and will not be appropriate for inclusion in letters to all governments, nor for all types of information. In some cases it will be necessary that we classify a document in order to protect the diplomatic exchange and our relations with the concerned country, even though the subject matter of the document might not normally be classified. Reviewers will have to use their judgment as to whether inclusion of the optional language is appropriate.

UNCLASSIFIED