



NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
FORT GEORGE G. MEADE, MARYLAND 20755-6000

13 January 2005

MEMORANDUM FOR DIRECTOR, INFORMATION SECURITY OVERSIGHT
OFFICE

SUBJECT: NSA/CSS Declassification Plan for Executive Order 12958, as
amended - INFORMATION MEMORANDUM

(U) This is in response to your request of 8 November 2004, Subject: Declassification Plans Required Under Executive Order 12958, "Classified National Security Information," as amended that agencies update or revise their declassification plans. The enclosed National Security Agency/Central Security Service Declassification Plan has been updated to reflect progress made in 2003 to satisfy Executive Order requirements. The Plan is an estimate of the manpower and associated resources that NSA/CSS will require to meet the Executive Order.

Maria N. O'Connor

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Chief of Staff

Encl:

a/s

JAN 25 2005

NATIONAL SECURITY AGENCY /CENTRAL SECURITY SERVICE

DECLASSIFICATION PLAN

INTRODUCTION

Executive Order (E.O.) 12958, as amended, "Classified National Security Information," commits agencies to institutionalize automatic declassification within their organizations and to complete appropriate reviews of the backlog of classified permanent records that are more than 25 years old by the end of 2006, and each year thereafter. The goal is to make more information available to the public while protecting information that must remain classified in the interests of national security.

This plan addresses the actions the National Security Agency/Central Security Service (NSA/CSS) will take to identify and declassify information as prescribed in the E.O. in concert with guidance provided by the Office of the Secretary of Defense and the Information Security Oversight Office of the National Archives and Records Administration (NARA).

THE NSA/CSS PLAN

1. POINT OF CONTACT

Mr. Louis F. Giles, Director of Policy and Records, National Security Agency, 9800 Savage Road, Fort Meade, MD 20755-6248, (301) 688-6964.

DECLASSIFICATION AUTHORITIES

NSA/CSS has 22 Original Classification Authorities (OCA). They are all Agency seniors and include the Director, NSA/CSS, his Deputy Director, Director's Chief of Staff, Principal and Associate Directorate Chiefs, as well as Group Chiefs. In addition, NSA/CSS has classification officers serving in all the Directorates, the Service Cryptologic Elements, and the field. Senior management at NSA/CSS is committed to the successful implementation of the E.O. and all OCAs receive executive classification training.

NSA/CSS FILE MANAGEMENT SYSTEM

In the late 1980's, NSA/CSS, in conjunction with the National Archives and Records Administration (NARA) inventoried the NSA/CSS records holdings. Records Dispositions Schedules were developed and authorized by NARA. In 1992, NSA launched a massive records management education and awareness effort. The effort included classroom training, video tapes, on-line information access via MOSAIC and other guidance initiatives. The NSA/CSS Records Management Program is widely respected throughout the Government as being well-organized and thorough, in accordance with NARA regulations. The Records Disposition Schedules serve as the basis for identifying permanently valuable records for the exemption of specific file series from automatic declassification under the Order.

2. TOTAL NUMBER OF PAGES REVIEWED FROM FY 1995 – FY 2004 (Oct 1994- Sep 2004)

All page counts in this section cover the time period from Sep 1997 – Sep 2004. Statistics prior to Sep 1997 are not available.

- a. Total number of textual records reviewed for declassification – 44,434,641 pages
- b. Total number of textual records declassified – 35,790,130 pages
- c. Total number of textual records exempted from declassification – 7,457,699 pages
- d. Total number of textual records excluded from automatic declassification – 16,824 pages that includes RD/FRD and other equities of the Department of Energy
- e. Total number of textual records referred for review to other agencies by your agency – 606,112 pages
- f. Total number of textual records referred to NSA for review – 32,795 pages
- g. Total number of textual records file series that were file series exempted – 703,699 pages
- h. Total number of special media records reviewed for declassification – 0
- i. Total number of special media records declassified – 0
- j. Total number of special media records exempted from declassification – 0
- 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 NSA for review – 0
- n. Total number of special media records file series that were file series exempted – 0

3. TOTAL NUMBER OF PAGES REVIEWED FROM OCT 2003 – SEP 2004

- a. Total quantity of textual records reviewed – 553,831 pages
- b. Total quantity of textual records declassified – 100,686 pages
- c. Total quantity of textual records exempted – 395,900 pages
- d. Total quantity of textual records referred to other agencies – 33,894 pages
- e. Total quantity of textual records referred to NSA – 32,795 pages
- f. Total quantity of textual records excluded from automatic declassification – 79 pages that includes RD/FRD and other equities of the Department of Energy
- g. Total quantity of special media that were reviewed – 0
- h. Total quantity of special media declassified – 0
- i. Total quantity of special media exempted – 0
- j. Total quantity of special media referred to other agencies – 0
- k. Total quantity of special media referred to NSA – 0
- l. Total quantity of special media excluded from automatic declassification - 0

4. ESTIMATED AGGREGATE QUANTITY OF RECORDS SUBJECT TO AUTOMATIC DECLASSIFICATION EXPECTED TO BE REVIEWED IN FY 2005

- a. Estimated quantity of textual records expected to be reviewed – 500,000 pages
- b. Total quantity of textual records expected to be declassified – 90,000 pages based on previous year's rate of 18% declassified out of total pages reviewed.
- c. Total quantity of textual records expected to be exempted – 355,000 pages based on previous year's rate of 71% exempted out of total pages reviewed.
- d. Total quantity of textual records expected to be referred to other agencies – 30,000

- pages based on previous year's rate of 6% referred out of total pages reviewed
- e. Total quantity of textual records expected to be referred to NSA – 30,000 pages based on previous year's rate of 6% referred to NSA.
 - f. Total quantity of textual records expected to be excluded from automatic declassification – less than 100 pages based on previous year's number
 - g. Total quantity of special media that are expected to be reviewed – unknown
 - h. Total quantity of special media that are expected to be declassified – unknown
 - i. Total quantity of special media that are expected to be exempted – unknown
 - j. Total quantity of special media that are expected to be referred to other agencies – unknown
 - k. Total quantity of special media that are expected to be referred to NSA – unknown
 - l. Total quantity of special media that are expected to be excluded from automatic declassification - unknown

5. ESTIMATED AGGREGATE QUANTITY OF RECORDS SUBJECT TO AUTOMATIC DECLASSIFICATION EXPECTED TO BE REVIEWED BY 31 DECEMBER 2006

- a. Estimated quantity of textual records that will be reviewed by 31 December 2006 – 50.5 million pages
- b. Estimated quantity of textual records that will be declassified by December 31, 2006 – 37 million pages
- c. Estimated quantity of textual records that will be exempted from automatic declassification by December 31, 2006 – 8 million pages
- d. Estimated quantity of textual records that is expected to be referred to other agencies by December 31, 2006 – 700,000 pages
- e. Estimated quantity of textual records that is expected to be referred to NSA for declassification or exemption by December 31, 2009 – 4.5 million pages
- f. Estimated quantity of textual records that is expected to be excluded by 31 December 2006 – 17,000 pages
- g. Estimated quantity of special media that can be delayed until December 31, 2011 – Unknown at this time.
- h. Estimated quantity of special media that NSA expects to declassify by December 31, 2011 – Most, if not all, of the special media contained in the NSA Archives is a duplicate of archival hardcopy material. As hardcopy material is declassified, the special media duplicate will also be declassified and sent to NARA.
- i. Estimated quantity of special media that NSA expects to exempt by December 31, 2011 – Most, if not all, of the special media contained in the NSA Archives is a duplicate of archival hardcopy material and as the hardcopy material is exempted, the special media duplicate will also be exempted.
- j. Estimated quantity of special media that NSA expects to refer by December 31, 2011 – Most, if not all, of the special media contained in the NSA Archives is a duplicate of archival hardcopy material and as the hardcopy material is referred, the special media duplicate will also be referred.
- k. Estimated quantity of special media that NSA expects to be referred to NSA for declassification or exemption by December 31, 2016 – Unknown at this time.

6. ESTIMATED AGGREGATE QUANTITY OF RECORDS SUBJECT TO AUTOMATIC DECLASSIFICATION THAT ARE EXPECTED TO BE REVIEWED IN FY 2007

- a. Estimated quantity of textual records expected to be reviewed – 127,355 pages with a 1982 dated have been identified in the Automated Document Management System.
- b. Total quantity of textual records expected to be declassified –22,924 pages based on the FY2004 declassification rate of 18%.
- c. Total quantity of textual records expected to be exempted – 90,422 pages based on the FY2004 exemption rate of 71%.
- d. Total quantity of textual records expected to be referred to other agencies – 7,641 pages based on the FY2004 referral rate of 6%.
- e. Total quantity of textual records expected to be referred to NSA – 7,641 pages based on the FY2004 referral rate of 6%.
- f. Total quantity of textual records expected to be excluded from automatic declassification – less than 50 pages based on the FY2004 exclusion rate of 0.0003%.
- g. Total quantity of special media that are expected to be reviewed – unknown
- h. Total quantity of special media that are expected to be declassified – unknown
- i. Total quantity of special media that are expected to be exempted – unknown
- j. Total quantity of special media that are expected to be referred to other agencies – unknown
- k. Total quantity of special media that are expected to be referred to NSA – unknown
- l. Total quantity of special media that are expected to be excluded from automatic declassification - unknown

7. INTEGRAL FILE BLOCK CONCEPT

NSA/CSS does not use an integral file block plan.

8. NSA/CSS DECLASSIFICATION PROCESS

NSA/CSS has divided its permanent historical records into two categories: file series exempt and subject to automatic declassification. The file series exempt records include those for which NSA/CSS has received Presidential approval for exemption from automatic declassification. The records subject to automatic declassification will require close and careful review.

NSA/CSS permanent records include:

| | |
|-----------------------------------------------|---------------------------|
| Exempt: | 4.5 million pages |
| <u>Subject to automatic declassification:</u> | <u>46 million pages</u> |
| TOTAL | 50.5 million pages |

*As of 13 December 2004, NSA has completed review of approximately 44 million pages of records subject to automatic declassification. Numbers in this section that were reported in last year's plan were erroneous.

The records are located at the NSA Archives and Records Center as well as at other facilities at the NSA campus and cryptologic sites throughout the world.

Levels of classification: The NSA/CSS permanent records are classified CONFIDENTIAL, SECRET, and TOP SECRET.

- a. **Review methods to be employed:** An on-line declassification and storage system is used for the review of records located at the NSA Archives and Records Center. NSA Senior Declassification Officers perform on-site reviews of cryptologic equities contained in records located at the NARA, the Army Declassification Center, the Washington National Records Center and the Remote Archives Capture (RAC) Program.

NSA/CSS uses a mix of on-board employees and contract employees to review classified records. Non-exempt records are reviewed page-by-page using the pass/fail method. NSA/CSS professional staff provides declassification guidance and the final release authority for all records.

9. ESTIMATED COSTS

| FY04 | FY05 | FY06 | |
|-------------|-------------|-------------|------------------------------------------------------------------------------------------------|
| 15 | 15 | 15 | (Full-time equivalents, includes in-house training and security clearances) |
| \$2.08M | \$1.53M | \$1.68M | (Contract cost per year for labor, includes training and clearances for an average of 65 FTEs) |
| \$467K | \$475K | \$486K | (Contract maintenance costs for the Automated Document Management System) |

Physical security costs are included in overall NSA Washington Headquarters physical security requirements.

No funding shortfalls that will affect the E.O. 12958, as amended review.

OTHER FACTORS:

DECLASSIFICATION GUIDES

NSA has established an extensive program that requires all components work closely with the subject matter expert Classification Advisory Officer to develop and update their guides by 23 November 2005. For accessibility, all guides classified up to the TOP SECRET//SI REL TO AUS, CAN, GBR, NZL and USA are available on the Agency's internal web for use by all employees and are searchable by keywords.

INTERAGENCY COOPERATIVE EFFORTS

NSA participates in the Remote Archive Capture (RAC) Program, an initiative of the CIA and NARA to accommodate the extensive and ongoing review of classified historical records from presidential libraries and from other remote archives. NSA also participates in the NARA Referral Center Project.

PLANS TO DELEGATE DECLASSIFICATION AUTHORITY TO OTHER AGENCIES

NSA/CSS does not delegate declassification authority to any other agencies.

TRAINING INITIATIVES

NSA/CSS provides cryptologic equities recognition training at community-sponsored Equities Recognition Training Conferences and specialized training to other government agencies upon request.

EXTERNAL FACTORS

Congressional mandates such as the Nazi War Crimes Disclosure Act of 1998 and the Japanese Imperial Government Disclosure Act of 2000 which use our existing resources can affect our ability to declassify, exempt, or refer 25-year old or older permanent historically valuable classified records. It is unknown at this time if any similar mandates will be levied on the Agency prior to 31 December 2006.

FILE SERIES EXEMPTIONS

NSA/CSS has received Presidential approval to exempt from automatic declassification those file series that contain information relating to our core capabilities and vulnerabilities. Because the information contained in these file series has a shelf life of more than 25 years, to automatically declassify the information would risk disclosure of information, which could damage the Agency's current ability to provide signals intelligence and protect U.S. classified information. Automatically declassifying these permanent records would risk information that would impair U.S. cryptologic systems or activities. Automatically declassifying other sets of permanent records would reveal information that would seriously and demonstrably impair relations between the United States and a foreign government, or undermine the ongoing diplomatic activities of the United States. NSA/CSS's Permanent File Series for exemption include:

- Cryptanalysis
- SIGINT Product and Cryptologic Technical Records
- Traffic Analysis
- Electronic Intelligence (ELINT)
- Foreign Relationships/Partnerships
- Nuclear Command and Control
- Space and Weapons Control
- Cryptologic Key Management
- Counterintelligence

We do not review material for automatic declassification contained in file series exempt files. We expect to request a file series exemption for our Scientific and Technical Information Library files. The request will be forwarded under separate cover.

PLANS TO RE-REVIEW RECORDS

NSA/CSS does not have any records subject to re-review until 2008. Records reviewed in 1996, 1997, and early in 1998 were declassified in their entirety and sent to NARA.

CONCLUSION

NSA/CSS is committed to declassifying national security information as instructed in Executive Order 12958, as amended. The Agency will use all available resources to successfully accomplish the provisions of the E. O. within the required time.