

INFORMATION SECURITY OVERSIGHT OFFICE  
NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
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[www.archives.gov/isoo](http://www.archives.gov/isoo)



January 23, 2012

**Memorandum for:** Selected Senior Agency Officials Designated Under Section 5.4(d) of Executive Order 13526, "Classified National Security Information"

**From:** John P. Fitzpatrick, Director

**Subject:** Reporting Results of Fundamental Classification Guidance Reviews to ISOO

The purpose of this letter is to provide additional guidance regarding agencies' final reports that provide the results of the Fundamental Classification Guidance reviews required by Executive Order 13526, "Classified National Security Information," (the Order). As you know, Section 1.9 of the Order requires the review to be completed no later than June 27, 2012, with a final report providing the results of the review to the Information Security Oversight Office (ISOO). The Order also requires agencies to release an unclassified version of this report to the public except when the existence of the guide or program is itself classified. We suggest that the report versions that will be available to the public be posted on your agency web site. We intend also to aggregate your unclassified submissions and make them available via the ISOO website.

At a minimum these reports should provide information concerning the following:

- The number of classification guides that were reviewed;
- The number of classification guides that were consolidated or cancelled;
- The number of projects, programs, or categories that were eliminated, revised, consolidated, or condensed, if any;
- The number of documents, topics, or categories that were downgraded in classification level, if any;
- The number of cases in which the duration of classification was modified or the number of cases in which exemptions from declassification were removed.

To the greatest extent possible, the reports should be informative as to how much information that was classified is no longer classified as a result of the review. The report should also provide the best estimate of how much information that would normally have been classified in the future will now not become classified.

Please remember that one of the most important aspects of the review is an examination of recent classification decisions that focuses on ensuring that classification decisions reflect the intent of the guidance as to what is classified, the appropriate level, the duration, and associated markings.

I appreciate your cooperation and your personal commitment to this initiative, which furthers the President's goals for greater openness while protecting legitimate national security interests. Please contact either William A. Cira, Associate Director, at 202-357-5323, Greg Pannoni, Associate Director, at 202-357-5047, or me at 202-357-5205, if you have any questions.