

**OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE  
INSTRUCTION NO. 10.20**

**Category 10 – Organization**

**Office of Primary Responsibility: Mission Support Center/Information Management**

**SUBJECT: THE ODNI DIRECTOR, INFORMATION MANAGEMENT**

**1. AUTHORITIES:** The National Security Act of 1947, as amended; the Federal Records Act; OMB Circular A-130; the Freedom of Information Act, as amended; the Privacy Act of 1974; Executive Order 12958, as amended; Executive Order 13392; the E-Government Act of 2002; and other applicable provisions of law.

**2. REFERENCES:** ODNI Instruction 23.01, *Delegation of Original Classification Authority*, 15 Oct 08; the *ODNI Classification Guide*. This Instruction supersedes CIA regulation [REDACTED] as it applies to the Office of the Director of National Intelligence (ODNI). In the event of a conflict between this Instruction and any CIA information management policy, this Instruction supersedes the CIA policy as it applies to the ODNI. 62

**3. PURPOSE:** This Instruction sets forth the roles and responsibilities of the ODNI Director, Information Management (D/IM).

**4. APPLICABILITY:** This Instruction applies to all ODNI components and personnel.

**5. POLICY:** The D/IM provides guidance and oversight for the ODNI's records and information management activities. The D/IM serves as the ODNI focal point for developing and implementing policies and procedures on the creation, classification, maintenance, use, disposition, access, review, release, and declassification of all ODNI records. The D/IM is also responsible for assisting in the development, implementation and maintenance of automated tools in support of these activities.

**6. ROLES AND RESPONSIBILITIES:** The D/IM does the following:

A. Ensures that ODNI personnel are aware of their component and individual records management, classification, and pre-publication responsibilities.

UNCLASSIFIED

B. Ensures that ODNI personnel create, maintain and preserve records that adequately and properly document the organization, functions, policies, decisions, procedures, and essential transactions of the ODNI.

C. Establishes, develops, maintains, coordinates and promulgates the policies, standards, procedures, and guidelines necessary for implementing the information management program.

D. Continually evaluates the ODNI's information management practices to determine the effectiveness of the program and recommends changes for the continued improvement of the program.

E. Represents the DNI as the ODNI's Federal Records Officer, Chief Archivist, and Declassification Officer.

F. Supports the Director of Intelligence Staff in his/her capacity as the ODNI's Chief Freedom of Information Act (FOIA) Officer by serving as FOIA liaison, as required under Executive Order 13392.

G. Serves as the ODNI liaison with the National Archives and Records Administration (NARA) and as the ODNI liaison and authorizing officer with NARA's Office of the Federal Register.

H. Serves as the ODNI liaison for the National Declassification Initiative and the ODNI liaison to the Public Interest Declassification Board.

I. Serves as a liaison, in coordination with representatives of the ODNI Special Security Center, to the Information Security Oversight Office.

J. Advises ODNI senior leadership and provides guidance on records management issues, and develops ODNI-wide policies, procedures, and training materials.

K. Manages the ODNI's information management program, including records management, electronic records management, and the preservation and archival programs.

L. Establishes and implements vital records program policies and procedures.

M. Establishes and updates records control schedules for records created and maintained by the ODNI. Coordinates the approval and implementation of the ODNI's records control schedules, and the transfer of records to the National Archives.

N. Assists ODNI components with establishing and maintaining effective records management practices by providing technical advice and training, including assistance with creating and reviewing file plans.

O. Develops and implements policies and procedures to ensure that personnel do not remove federal records from ODNI custody without appropriate authorization.

UNCLASSIFIED

P. Develops, implements and maintains a forms management program to improve organizational efficiency by employing information technology to create, maintain, and use common forms.

Q. Creates, tracks and validates all ODNI Office Unit Symbols.

R. Reviews new technologies and assists in the development, implementation, and maintenance of automated tools for ODNI-wide information management and release activities.

S. Manages the ODNI's FOIA and Privacy Act programs.

T. Provides litigation support to the Office of the General Counsel with respect to FOIA and Privacy Act litigation.

U. Establishes and manages the ODNI's classification and automatic declassification programs under Executive Order 12958, as amended, and exercises original classification authority according to ODNI Instruction 23.01, *Delegation of Original Classification Authority*.

V. Creates, maintains and promulgates the *ODNI Classification Guide*; maintains a repository of other ODNI classification guides; and provides technical advice and training to all ODNI components on properly marking classified documents.

W. Coordinates the ODNI response to classification challenges and mandatory declassification review requests and appeals under Executive Order 12958.

X. Provides coordinated ODNI responses for all issues covered under the ODNI declassification and release programs and execute decisions in a timely fashion.

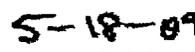
Y. Advises ODNI components of their pre-publication responsibilities, and coordinates with the Public Affairs Office (PAO) on the ODNI's Pre-publication Review Program.

AA. Advises ODNI components and coordinates with the PAO on the proactive review and release of ODNI information.

BB. Develops, implements, and manages programs that provide guidance for the Intelligence Community's records, classification, declassification and FOIA officers.

7. **EFFECTIVE DATE:** This Instruction is effective upon signature.

  
\_\_\_\_\_  
John F. Kimmons  
Lieutenant General, USA  
Director of the Intelligence Staff

  
\_\_\_\_\_  
Date