



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 50

July 23, 2007

RDD

SUBJECT: Historical Research in the Files of the Office of the Secretary of Defense (OSD)

- References:
- (a) Administrative Instruction No. 50, "Historical Research in the Files of the Office of the Secretary of Defense," November 29, 1993 (hereby canceled)
 - (b) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
 - (c) Executive Order 12958, "Classified National Security Information," as amended
 - (d) DoD 5200.1-R, "Information Security Program," January 14, 1997
 - (e) through (k), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Administrative Instruction (AI):

1.1. Reissues Reference (a), consistent with References (b) through (d) and DoD 5400.7-R, DoD Directive 5400.11, the Interagency Agreement on Access for Official Agency Historians, and DoD Directive 5230.9 (References (e) through (h)).

1.2. Updates the policies and procedures for the programs that permit U.S. citizens to perform historical research in records created by or in the custody of OSD.

2. APPLICABILITY AND SCOPE

This AI applies to:

2.1. OSD and organizations for which the Washington Headquarters Services (WHS) provides administrative support (hereafter referred to collectively as the "OSD Components").

2.2. All historical researchers.

2.3. Former Presidential appointees (FPAs) seeking access to records containing information they originated, reviewed, signed, or received while serving in an official capacity.

3. DEFINITION

Historical Researcher or Researcher. A person desiring to conduct research in OSD files for historical information to use in any project (e.g., agency historical office projects, books, articles, studies, or reports), regardless of the person's employment status.

4. POLICY

It is OSD policy, pursuant to Reference (c), that:

4.1. Anyone accessing classified material must possess the requisite security clearance.

4.2. Information requested by historical researchers shall be accessed at a DoD activity or facility under the control of the National Archives and Records Administration (NARA). Usually such access will occur at either the Washington National Records Center (WNRC) in Suitland, Maryland, or NARA's Archives II in College Park, Maryland.

4.3. Access to records by historical researchers shall be limited to the specific records within the scope of the proposed historical research over which the Department of Defense has classification authority. Access shall also be limited to any other records for which the written consent of other Agencies that have classification authority over information contained in or revealed by the records has been obtained.

4.4. Access to unclassified OSD Component files by historical researchers shall be permitted consistent with the restrictions of the exemptions of the Freedom of Information Act (FOIA) that are contained in Reference (e), section 552 of title 5, U.S. Code (Reference (i)), and explained in Enclosure 2 of this AI. The procedures for access to classified information shall be used if the requested unclassified information is contained in OSD files whose overall markings are classified.

4.5. Under Reference (c) or its successor, persons permanently assigned within the Executive Branch may be authorized access to classified information for official projects under DoD classification authority, provided such access is essential to the accomplishment of a lawful and authorized U.S. Government purpose and a written determination of the trustworthiness of the persons has been made.

4.6. Under Reference (c) and paragraph C6.2.2 of Reference (d), persons not permanently assigned within the Executive Branch who are engaged in historical research projects or persons permanently assigned within the Executive Branch engaged in personal (i.e., unofficial) projects may be authorized access to classified information under DoD classification authority. The authorization shall be based on a written determination of the researcher's trustworthiness, on the

proposed access being in the interests of national security, and on the researcher signing a copy of the letter (Enclosure 6) by which he or she agrees to safeguard the information and authorizes a review of any notes and manuscript for a determination that they contain no classified information.

4.7. Access for FPAs is limited to records they originated, reviewed, signed, or received while serving as Presidential appointees, unless there is another basis for providing access.

4.8. Contractors working for Executive Branch agencies may be allowed access to classified OSD Component files. The monitoring office will be responsible for ensuring that the contractor safeguards the documents; the information is only used for the project for which it was requested; and the contractor returns the documents upon completion of the final project.

4.9. The records maintained in OSD Component office files and at the WNRC cannot be segregated, requiring that authorization be received from all agencies whose classified information is or is expected to be in the requested files for access to be permitted.

4.10. All researchers must hold security clearances at the classification level of the requested information. In addition, all DoD-employed requesters, to include DoD contractors, must have Critical Nuclear Weapons Design Information (CNWDI) access. All other Executive Branch and non-Executive Branch requesters must have a Department of Energy-issued "Q" clearance to access CNWDI information.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management (DA&M), OSD, or designee shall, according to DepSecDef guidance (Reference (j)), be the approval authority for access to DoD classified information in OSD Component files and in files at the National Archives, Presidential libraries, and other similar institutions.

5.2. The OSD Records Administrator, under the DA&M, shall:

5.2.1. Exercise approval authority for research access to OSD records.

5.2.2. Maintain records necessary to process and monitor each case.

5.2.3. Obtain all required authorizations.

5.2.4. Obtain, when warranted, the legal opinion of the General Counsel of the Department of Defense regarding the requested access.

5.2.5. Provide to prospective researchers the procedures necessary for requesting access to OSD Component files.

5.3. The Researcher shall provide any information and complete all forms necessary to process a request for access.

6. PROCEDURES

The procedures for processing requests for access to OSD Component files are in Enclosures 3, 4, and 5.

7. EFFECTIVE DATE

This AI is effective immediately.



Michael L. Rhodes
Director

Enclosures – 8

- E1. References, continued
- E2. Explanation of FOIA Exemptions
- E3. Procedures for Historical Researchers Permanently Assigned Within the Executive Branch Working on Official Projects
- E4. Procedures for the Department of State (DoS) – Foreign Relations of the United States (FRUS) Series
- E5. Procedures for Historical Researchers Not Permanently Assigned to the Executive Branch
- E6. Form Letter – Conditions Governing Access to Official Records for Historical Research Purposes
- E7. Procedures for Copying of Documents for the FRUS Series
- E8. Procedures for Copying Documents

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 5400.7-R, "DOD Freedom of Information Act Program," September 4, 1998
- (f) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (g) Interagency Agreement on Access for Official Agency Historians, September 23, 1982¹
- (h) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," April 9, 1996
- (i) Section 552 of title 5, United States Code
- (j) Deputy Secretary of Defense Memorandum, "Delegation of Authority to Act on Special Requests for Access to DoD Classified Information," August 25, 1993¹
- (k) Public Law 102-138, "Title IV – The Foreign Relations of the United States Historical Series," October 28, 1991

¹ A copy of this document is available for review in the office of the OSD Records Administrator.

E2. ENCLOSURE 2

EXPLANATION OF FOIA EXEMPTIONS

E2.1. Exemptions and their explanations are provided per Reference (i).

<u>Exemption</u>	<u>Explanation</u>
(b)(1)	applies to information that is currently and properly classified pursuant to an Executive Order in the interest of national defense or foreign policy. (See References (c) and (d) -- section 1.4. of Reference (c) is provided on the next page.)
(b)(2)	applies to information that pertains solely to the internal rules and practices of the Agency; this exemption has two profiles, "high" and "low." The "high" profile permits withholding a document which, if released, would allow circumvention of an Agency rule, policy, or statute, thereby impeding the Agency in the conduct of its mission. The "low" profile permits withholding if there is no public interest in the document and it would be an administrative burden to process the request.
(b)(3)	applies to information specifically exempted by a statute establishing particular criteria for withholding. The language of the statute must clearly state that the information will not be disclosed.
(b)(4)	applies to information such as trade secrets and commercial or financial information obtained from a company on a privileged or confidential basis which, if released, would result in competitive harm to the company.
(b)(5)	applies to inter- and intra-Agency memorandums that are deliberative in nature; this exemption is appropriate for internal documents that are part of the decision-making process and contain subjective evaluations, opinions, and recommendations.
(b)(6)	applies to information the release of which could reasonably be expected to constitute a clearly unwarranted invasion of the personal privacy of individuals.
(b)(7)	applies to records or information compiled for law enforcement purposes that could: (a) reasonably be expected to interfere with law enforcement proceedings; (b) deprive a person of a right to a fair trial or impartial adjudication; (c) reasonably be expected to constitute an unwarranted invasion of the personal privacy of others; (d) disclose the identity of a confidential source; (e) disclose investigative techniques and procedures; or (f) reasonably be expected to endanger the life or physical safety of any individual.

See Chapter III of Reference (e) for further information.

E2.2. The following extract is from Reference (c).

“Section 1.4. Classification Categories. Information shall not be considered for classification unless it concerns:

- (a) military plans, weapons systems, or operations;
- (b) foreign government information;
- (c) intelligence activities (including special activities), intelligence sources or methods, or cryptology;
- (d) foreign relations or foreign activities of the United States, including confidential sources;
- (e) scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism;
- (f) United States Government programs for safeguarding nuclear materials or facilities;
- (g) vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism; or
- (h) weapons of mass destruction.”

E3. ENCLOSURE 3

PROCEDURES FOR HISTORICAL RESEARCHERS PERMANENTLY ASSIGNED
WITHIN THE EXECUTIVE BRANCH WORKING ON OFFICIAL PROJECTS

E3.1. The Heads of the OSD Components, when requested, shall:

E3.1.1. Make a written determination that the requested access is essential to the accomplishment of a lawful and authorized U.S. Government purpose, stating whether the requested records can be made available; if disapproved, cite specific reasons.

E3.1.2. Provide the location of the requested records, including accession and box numbers if the material has been retired to the WNRC.

E3.1.3. Provide a point of contact for liaison with the OSD Records Administrator if any requested records are located in OSD Component working files.

E3.2. The OSD Records Administrator shall:

E3.2.1. Process all requests from Executive Branch employees requesting access to OSD Component files for official projects.

E3.2.2. Determine which OSD Component(s) originated the requested records and, if necessary, request an access determination (subparagraph E3.1.1. of this enclosure) from the OSD Component(s) and the location of the requested records, including accession and box numbers if the records are in retired files.

E3.2.3. Request authorization for access from other Agencies as necessary:

E3.2.3.1. By the terms of Reference (g), historians employed by a signatory Agency may have access to the classified information of any other Agency signatory to Reference (g) found in OSD files. The Central Intelligence Agency (CIA) and National Security Council (NSC) are not signatories to Reference (g). Authorization for access must be obtained from these Agencies, as well as from any other non-signatory Agency whose classified information is expected to be found in the files to be accessed.

E3.2.3.2. If the official historian is employed by an Agency that is not a signatory to Reference (g), authorization for access must be obtained from the CIA, NSC, Department of State (DoS), and any other non-DoD Agency whose classified information is expected to be found in the files to be accessed.

E3.2.3.3. If the requester is not an official historian, authorization for access must be obtained from the CIA, NSC, DoS, and any other non-DoD Agency whose classified information is expected to be found in the files to be accessed.

E3.2.4. Make a written determination as to the researcher's trustworthiness based on the researcher having been issued a security clearance.

E3.2.5. Compile all information on the request for access to classified information, to include evidence of an appropriately issued personnel security clearance, and forward the information to the DA&M, OSD, or designee, who shall make the final access determination.

E3.2.6. Notify the researcher of the authorization and conditions for access to the requested records or of the denial of access and the reason(s).

E3.2.7. Ensure that all conditions for access and release of information for use in the project are met.

E3.2.8. Make all necessary arrangements for the researcher to visit the WNRC and review the requested records if they have been retired there.

E3.2.9. Assign a staff member to supervise the researcher's copying of pertinent documents at the WNRC. Provide a copier and toner cartridge or appropriate consumable supplies to be used by the researcher to copy the documents.

E3.2.10. If the records are maintained in an OSD Component's working files, arrange for the researcher to review the material and make copies of pertinent documents in the OSD Component's office.

E3.2.11. Notify the National Archives or Presidential library concerned of the authorization and conditions for access, if the researcher desiring to research material in those facilities is not an official historian or is an official historian employed by an Agency that is not a signatory to Reference (g).

E3.3. The Researcher shall:

E3.3.1. Submit a request for access to OSD files to the OSD Records Administrator, 1155 Defense, Pentagon, Washington, DC 20301-1155. The request must contain the following information:

E3.3.1.1. The name(s) of the researcher(s) and any assistant(s), level of security clearance, and the office to which the researcher is assigned.

E3.3.1.2. A statement on the purpose of the project, including whether the final product is to be classified or unclassified.

E3.3.1.3. An explicit description of the information being requested and, if known, the originating office, so that the identification and location of the information may be facilitated.

E3.3.1.4. Appropriate higher authorization of the request.

E3.3.2. Ensure researcher's SECURITY MANAGER or PERSONNEL SECURITY OFFICE verifies his or her security clearances in writing to the OSD Records Administrator's Security Manager.

E3.3.3. Submit notes taken during research, as follows:

E3.3.3.1. Use letter-sized paper (approximately 8 ½ by 11 inches), writing on only one side of the page. Each page of notes must pertain to only one document.

E3.3.3.2. Indicate at the top of each page of notes the document's originator, date, subject (if the subject is classified, indicate the classification), folder number or other identification, accession number and box number in which the document was found, and the security classification of the document. All notes are considered classified at the level of the document from which they were taken.

E3.3.3.3. Number each page of notes consecutively.

E3.3.3.4. Leave the last 1½ inches on the bottom of each page of notes blank for use by the reviewing agencies.

E3.3.3.5. Ensure the notes are legible, in English, and in BLACK ink.

E3.3.3.6. All notes must be given to the facility staff at the end of each day. The facility staff will forward the notes to the OSD Records Administrator for a declassification review and release determination.

E3.3.4. Maintain the file integrity of the records being reviewed, ensuring that no records are removed and that all folders are replaced in the correct box in their proper order.

E3.3.5. Make copies of any documents pertinent to the project, ensuring that staples are carefully removed and that the documents are restapled before they are replaced in the folder. The copying of documents at the WNRC must be accomplished under the supervision of a member of the OSD Records Administrator staff (Enclosure 8).

E3.3.6. Submit, prior to unclassified presentation or publication, the completed manuscript along with any copies of documents used and notes taken to the OSD Records Administrator for onward transmission to the Chief, Security Review Division, Executive Services Directorate (ESD), WHS, for review.

E3.3.7. If the requester is an official historian of an Agency signatory to Reference (g), requests for access to the records at the National Archives or a Presidential library should be addressed directly to the pertinent facility with an information copy to the OSD Records Administrator.

E3.3.7.1. The historian's security clearances must be verified to the National Archives or the Presidential library.

E3.3.7.2. Subparagraphs E3.3.3. through E3.3.6. of this enclosure apply to research in files at the National Archives, a Presidential library, or other facility.

E3.3.7.3. All notes and documents must be given to the facility staff for forwarding to the office of the OSD Records Administrator.

E4. ENCLOSURE 4

PROCEDURES FOR THE DEPARTMENT OF STATE (DoS) FOREIGN RELATIONS OF
THE UNITED STATES (FRUS) SERIES

E4.1. OSD Records Administrator shall:

E4.1.1. Determine the location of the records being requested by the DoS for the FRUS series under Public Law No. 102-138 (Reference (k)).

E4.1.2. Request authorization from the CIA, NSC, and any other non-DoD Agency not signatory to Reference (g) for the DoS historians to have access to such non-DoD Agency classified information expected to be interfiled with the requested OSD records.

E4.1.3. Obtain written verification from the DoS Diplomatic Security staff of all security clearances, including "Q" clearances.

E4.1.4. Make all necessary arrangements for the DoS historians to access and review OSD files.

E4.1.5. Make all necessary arrangements for the DoS historians to copy documents selected for use in their research.

E4.1.5.1. According to guidance provided in Enclosure 7, provide a staff member to supervise document copying and the copier to be used.

E4.1.5.2. Compile a list of the documents that were copied by the DoS historians.

E4.1.6. Transfer all copied documents to DoS.

E4.1.7. Submit to the respective Agency a list of CIA and NSC documents copied and released to the DoS historians.

E4.1.8. Process DoS Historian Office requests for members of the Advisory Committee on Historical Diplomatic Documentation with appropriate security clearances to have access to documents copied and used by the DoS historians to compile the FRUS series volumes or to the files that were reviewed to obtain the copied documents. Make all necessary arrangements for the Committee to review any documents that are at the WNRC.

E4.2. DoS Historians shall:

E4.2.1. Submit requests for access to OSD files to the OSD Records Administrator, 1155 Defense, Pentagon, Washington, DC 20301-1155. The request should list the names and

security clearances for the historians doing the research and an explicit description, including the accession and box numbers, of the files being requested.

E4.2.2. Submit to the OSD Records Administrator requests for access for members of the Advisory Committee on Historical Diplomatic Documentation to documents copied by the State historians for the series or the files reviewed to obtain the documents.

E4.2.3. Request that the DoS Diplomatic Security staff verify all security clearances in writing to the OSD Records Administrator's Security Manager.

E4.2.4. According to Enclosure 7, supply the toner cartridge, paper, and other supplies required to copy the documents.

E4.2.5. Give all document copies to the OSD Records Administrator staff member who is supervising the copying as they are made.

E4.2.6. Submit any DoD documents desired for use or pages of the manuscript containing DoD classified information to the Chief, Security Review, Executive Services Directorate, 1155, Defense, Pentagon, Washington, DC 20301-1155 for a declassification review prior to publication.

E5. ENCLOSURE 5

PROCEDURES FOR HISTORICAL RESEARCHERS NOT PERMANENTLY ASSIGNED TO
THE EXECUTIVE BRANCH

E5.1. The Heads of OSD Components, when required, shall:

E5.1.1. Recommend to the DA&M, OSD, or his or her designee approval or disapproval of requests to OSD files. State whether release of the requested information is in the interest of national security and whether the information can be made available. If disapproval is recommended, specific reasons should be cited.

E5.1.2. Provide the location of the requested information, including the accession and box numbers for any records that have been retired to the WNRC.

E5.1.3. Provide a point of contact for liaison with the OSD Records Administrator if any requested records are located in OSD Component working files.

E5.2. The OSD Records Administrator shall:

E5.2.1. Process all requests from non-Executive Branch researchers for access to OSD files. Certify that the requester has the appropriate clearances.

E5.2.2. Obtain prior authorization to review their classified information from the DoS, CIA, NSC, and any other Agency whose classified information is expected to be interfiled with OSD records.

E5.2.3. Determine which OSD Component originated the requested records and, as necessary, obtain written recommendations (subparagraph E5.1.1.) for the research to review the classified information.

E5.2.4. Obtain a copy of the letter in Enclosure 6 of this AI signed by the researcher(s) and any assistant(s).

E5.2.5. If the requester is an FPA, submit a memorandum after completion of the actions described in subparagraphs E5.2.2. through E5.2.4. to WHS, Human Resources Directorate (HRD), Security Operations Division (SOD), requesting the issuance (including an interim) or reinstatement of an inactive security clearance for the FPA and any assistant and a copy of any signed form letters (subparagraph E5.2.4.). The Security Division will contact the researcher(s) and any assistant(s) to obtain the forms required to reinstate or obtain a security clearance and initiate the personnel security investigation. Upon completion of the adjudication process, notify the OSD Records Administrator in writing of the reinstatement, issuance, or denial of a security clearance.

E5.2.6. Make a written determination as to the researcher's trustworthiness based on his or her having been issued a security clearance.

E5.2.7. Compile all information on the request for access to classified information, to include either evidence of an appropriately issued or reinstated personnel security clearance. Forward the information to the DA&M or designee, who shall make the final determination on the applicant's eligibility for access to classified OSD files. If the determination is favorable, the DA&M or designee shall then execute an authorization for access, which will be valid for not more than 2 years.

E5.2.8. Notify the researcher of the approval or disapproval of the request. If the request has been approved, the notification shall identify the files authorized for review and shall specify that the authorization:

E5.2.8.1. Is approved for a predetermined time period.

E5.2.8.2. Is limited to the designated files.

E5.2.8.3. Does not include access to records and/or information of other Federal Agencies, unless such access has been specifically authorized by those Agencies.

E5.2.9. Make all necessary arrangements for the researcher to visit the WNRC and review any requested records that have been retired there, to include written authorization, conditions for the access, and a copy of the security clearance verification.

E5.2.10. If the requested records are at the WNRC, make all necessary arrangements for the copying of documents; provide a copier and toner cartridge for use in copying documents and a staff member to supervise the copying of pertinent documents by the researcher.

E5.2.11. If the requested records are maintained in OSD Component working files, make arrangements for the researcher to review the requested information and, if authorized, copy pertinent documents in the OSD Component's office. Provide the OSD Component with a copy of the written authorization and conditions under which the access is permitted.

E5.2.12. Compile a list of all the documents copied by the researcher.

E5.2.13. Perform a mandatory declassification review on all notes taken and documents copied by the researcher.

E5.2.14. If the classified information to be reviewed is on file at the National Archives, a Presidential library, or other facility, notify the pertinent facility in writing of the authorization and conditions for access.

E5.3. The Researcher shall:

E5.3.1. Submit a request for access to OSD Component files to the OSD Records Administrator, 1155 Defense, Pentagon, Washington, DC 20301-1155. The request must contain the following:

E5.3.1.1. As explicit a description as possible of the information being requested so that identification and location of the information may be facilitated.

E5.3.1.2. A statement as to how the information will be used, including whether the final project is to be classified or unclassified.

E5.3.1.3. A statement as to whether the researcher has a security clearance, including the level of clearance and the name of the issuing Agency.

E5.3.1.4. The names of any persons who will be assisting the researcher with the project. If the assistants have security clearances, provide the level of clearance and the name of the issuing Agency.

E5.3.2. Submit a signed copy of the letter (Enclosure 6) by which the requester agrees to safeguard the information and to authorize a review of any notes and manuscript for a determination that they contain no classified information. Each project assistant must also sign a copy of the letter.

E5.3.3. If the requester is an FPA, complete the forms necessary to obtain a security clearance. (See subparagraph E5.2.5.) Each project assistant will also need to complete these forms. If the FPA or assistant have current security clearances, their PERSONNEL SECURITY OFFICE must provide verification in writing to the OSD Records Administrator's Security Manager.

E5.3.4. Maintain the integrity of the files being reviewed, ensuring that no records are removed and that all folders are replaced in the correct box in their proper order.

E5.3.5. If copies are authorized, give all copies to the custodian of the files at the end of each day. The custodian will forward the copies of the documents to the OSD Records Administrator for a declassification review and release to the requester.

E5.3.5.1. For records at the WNRC, if authorized, make copies of documents only in the presence of an OSD Records Administrator staff member (Enclosure 8).

E5.3.5.2. As they are copied, all documents must be given to the OSD Records Administrator staff member supervising the copying.

E5.3.5.3. Ensure that all staples are carefully removed and that the documents are restapled before the documents are replaced in the folder. (See subparagraph E5.3.4.)

E5.3.6. Submit all notes (classified and unclassified) made from the records to the custodian of the files at the end of each day's review. (See subparagraphs E3.3.3.1. through E3.3.3.5.) The custodian will transmit the notes to the OSD Records Administrator for a declassification and release review.

E5.3.7. Submit the notes and final manuscript to the OSD Records Administrator for forwarding to the Chief, Security Review Division, ESD, for a security review and clearance under Reference (h) prior to unclassified publication, presentation, or any other public use.

E6. ENCLOSURE 6

FORM LETTER – CONDITIONS GOVERNING ACCESS TO OFFICIAL RECORDS FOR
HISTORICAL RESEARCH PURPOSES

Date:

OSD Records Administrator
1155 Defense Pentagon
Washington, DC 20301-1155

To Whom It May Concern:

I understand that the classified information to which I have requested access for historical research purposes is concerned with the national defense or foreign relations of the United States. Unauthorized disclosure could reasonably be expected to cause damage, serious damage, or exceptionally grave damage to the national security depending on whether the information is classified Confidential, Secret, or Top Secret, respectively. If granted access, I therefore agree to the following conditions governing access to the Office of the Secretary of Defense (OSD) files:

1. I will abide by any rules and restrictions issued in your letter of authorization, including those of other Agencies whose information is interfiled with that of the OSD.

2. I agree to safeguard the classified information to which I gain possession or knowledge in a manner consistent with Part 4 of Executive Order 12958, "Classified National Security Information," and the applicable provisions of the DoD regulations concerning safeguarding classified information, including DoD 5200.1-R, "Information Security Program."

3. I agree not to reveal to any person or Agency any classified information obtained as a result of this access except as authorized in the terms of your authorization letter or a follow-on letter. I further agree that I shall not use the information for purposes other than those set forth in my request for access.

4. I agree to submit my research notes for security review to determine if classified information is contained in them before their removal from the specific area assigned to me for research. I further agree to submit my manuscript for a similar review before its publication or presentation. In each of these reviews, I agree to comply with any decision of the reviewing official in the interests of the security of the United States, including the retention or deletion of any classified parts of such notes and manuscript whenever the Federal Agency concerned deems such retention or deletion necessary.

5. I understand that failure to abide by the conditions in this statement shall constitute sufficient cause for canceling my access to classified information and for denying me any future access and may subject me to criminal provisions of Federal Law as referred to in Item 6.

6. I have been informed that provisions of title 18 of the United States Code impose criminal penalties, under certain circumstances, for the unauthorized disclosure, loss, copying, or destruction of defense information.

THIS STATEMENT IS MADE TO THE UNITED STATES GOVERNMENT TO ENABLE IT TO EXERCISE ITS RESPONSIBILITY FOR THE PROTECTION OF INFORMATION AFFECTING THE NATIONAL SECURITY. I UNDERSTAND THAT ANY MATERIAL FALSE STATEMENT THAT I MAKE KNOWINGLY AND WILFULLY SHALL SUBJECT ME TO THE PENALTIES OF TITLE 18, U.S. CODE, SECTION 1001.

Signature:

Witness's Signature:

Date:

E7. ENCLOSURE 7

PROCEDURES FOR COPYING OF DOCUMENTS FOR THE
FRUS SERIES

E7.1. The records will be reviewed and copied at the WNRC, Suitland, Maryland.

E7.2. The requested records have been reviewed under the declassification provisions of Reference (c). Part of NARA's U.S. Government-wide procedures for the review process requires that certain types of documents be tabbed for easy identification. Any tabs removed during the research and copying must be replaced.

E7.3. WHEN DOCUMENTS ARE BEING COPIED, A WHS/RECORDS AND DECLASSIFICATION DIVISION (RDD) STAFF MEMBER MUST BE PRESENT AT ALL TIMES.

E7.4. OSD will supply the copier, but the DoS must supply the toner cartridge, paper, staples, staple remover, stapler, and Post-It Notes. The copier is a Cannon Personal Copier-Model PC 425. It takes one of two cartridges – Cannon E20, which makes 2,000 copies, and Cannon E40, which makes 4,000 copies.

E7.5. The number of boxes to be reviewed will determine which of the following procedures will apply. The RDD staff will make that determination at the time the request is processed. When the historian completes the review of the boxes, he or she must contact the RDD to establish a final schedule for copying the needed documents. To avoid a possible delay, a tentative schedule will be established at the time that the review schedule is set.

E7.5.1. For 24 boxes or fewer, review and copying will take place simultaneously.

E7.5.2. For 25 boxes or more, the historian will review the boxes and mark the documents that are to be copied using Post-It Notes or WNRC Reproduction Tabs.

E7.6. The documents must be given to the RDD staff member for transmittal to the RDD Office for processing.

E7.7. The RDD will notify the historian when the documents are ready to be picked up.

E8. ENCLOSURE 8

PROCEDURES FOR COPYING DOCUMENTS

E8.1. The records will be reviewed and copied at the WNRC, Suitland, Maryland.

E8.2. The requested records have been reviewed under the declassification provisions of Reference (c). Part of NARA's U.S. Government-wide procedures for the review process requires that certain types of documents be tabbed for easy identification. Any tabs removed during research and copying must be replaced.

E8.3. The researcher will mark the documents that he or she wants to copy using Post-It Notes or WNRC Reproduction Tabs.

E8.4. Any notes taken during the review process must be given to the WNRC staff for transmittal to the RDD.

E8.5. **WHEN DOCUMENTS ARE BEING COPIED, A WHS/RDD STAFF MEMBER MUST BE PRESENT AT ALL TIMES.** In agreeing to permit the copying of documents from OSD classified files at the WNRC, the WNRC is requiring that the RDD be held solely responsible for the copying process. The staff member is only there to monitor the copying and ensure that all records management and security procedures are followed.

E8.6. The RDD will supply the copier and toner cartridge.

E8.7. The researcher will need to bring paper, staples, staple remover, stapler, and Post-It Notes.

E8.8. When the researcher completes the review of the boxes, he or she must contact the RDD to establish a final schedule for copying the needed documents.

E8.9. The documents must be given to the RDD staff member for transmittal to the RDD Office for processing.

E8.10. When the documents are ready to be picked up or mailed, the RDD will notify the office.

E8.11. All questions pertaining to the review, copying, or transmittal of OSD documents must be addressed to the OSD action officer.

E8.12. The WNRC staff can only answer questions regarding the use of their facility.