



NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE

FORT GEORGE G. MEADE, MARYLAND 20755-6000

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MEMORANDUM FOR DEPUTY UNDER SECRETARY OF DEFENSE  
(COUNTERINTELLIGENCE & SECURITY)

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

This is in response to your request of 16 December 2005, 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 FY2005 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.

A handwritten signature in cursive script, appearing to read "Louis F. Giles", is positioned above the printed name.

LOUIS F. GILES

Director of Policy

Encl:  
a/s

Approved for Release by NSA on 01-18-2006, FOIA Case #  
47950

# 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

#### 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.

## INTEGRAL FILE BLOCK CONCEPT

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

## 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

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.

**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.

## ESTIMATED COSTS

FY05	FY06	FY07	
16	16	16	(Full-time equivalents, includes in-house training and security clearances)
\$2.8M	\$4.3M	\$2.5M	(Contract cost per year for labor, includes training and clearances)
\$480K	\$486K	\$470K	(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 1 January 2007. 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. Last year we reported that we expected to request a file series exemption for our Scientific and Technical Information Library files; however, we have decided not to pursue a files series exemption for those records.

#### **PLANS TO RE-REVIEW RECORDS**

NSA/CSS does not have any records subject to re-review until 2008. Records reviewed in 1996 - 97, and early 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.



Agency name: NSA

## Progress Toward Automatic Declassification by December 31, 2006

### From Fiscal Year 1995 to December 31, 2006

In this section, we are asking you to provide the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that needed to be reviewed. Including those that still need to be reviewed, in order to meet the December 31, 2006, deadline. In other words, what is the total workload of pre-1982 textual records.

#### Textual Records

Total number of pages to be reviewed from Fiscal Year 1995 – December 31, 2006	47.7 million
Total number of pages estimated to be declassified from Fiscal Year 1995 – December 31, 2006	38 million
Total number of pages estimated to be exempted from Fiscal Year 1995 – December 31, 2006	7.6 million
Total number of pages estimated to be excluded from Fiscal Year 1995 – December 31, 2006	Unknown *
Total number of pages estimated to be referred to other agencies from Fiscal Year 1995 – December 31, 2006	1,039,170
Total number of pages estimated to be referred to your agency from Fiscal Year 1995 – December 31, 2006	Unknown
Total number of pages in file series that were exempted.	4.5 million

\* Unable to track due to software limitations

In this section, we are asking you to provide the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that needed to be reviewed. Including those that still need to be reviewed. In order to meet the December 31, 2006, deadline. In other words, what is the total workload of pre-1982 textual records.

#### Special Media

Total number of pages to be reviewed from Fiscal Year 1995 – December 31, 2006	0
Total number of pages estimated to be declassified from Fiscal Year 1995 – December 31, 2006	0
Total number of pages estimated to be exempted from Fiscal Year 1995 – December 31, 2006	0
Total number of pages estimated to be excluded from Fiscal Year 1995 – December 31, 2006	0
Total number of pages estimated to be referred to other agencies from Fiscal Year 1995 – December 31, 2006	0
Total number of pages estimated to be referred to your agency from Fiscal Year 1995 – December 31, 2006	0
Total number of pages in file series that were exempted.	0
Total number of pages that were delayed until December 31, 2011.	245,304

## Fiscal Year 1995 through Fiscal Year 2004

In this section, we are asking you to provide the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that were reviewed by September 30, 2004, in order to meet the December 31, 2006 deadline.

### Textual Records

Total number of pages reviewed for declassification from Fiscal Year 1995 – Fiscal Year 2004.	44,434,641
Total number of pages declassified from Fiscal Year 1995 – Fiscal Year 2004.	35,790,130
Total number of pages exempted from declassification from Fiscal Year 1995 – Fiscal Year 2004.	7,457,699
Total number of pages excluded from automatic declassification from Fiscal Year 1995 – Fiscal Year 2004.	Unknown*
Total number of pages referred to other agencies by your agency from Fiscal Year 1995 – Fiscal Year 2004.	606,112**
Total number of pages referred to your agency from Fiscal Year 1995 – Fiscal Year 2004.	32,795
Total number of pages in file series that were exempted.	703,699

\*Unable to track due to software limitations \*\*Identified for referral but not sent to OGAs until 2006

In this section, we are asking you to provide the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that needed to be reviewed by December 31, 2004, in order to meet the December 31, 2006, deadline.

### Special Media

Total number of pages reviewed for declassification from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages declassified from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages exempted from declassification from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages excluded from automatic declassification from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages referred to other agencies by your agency from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages referred to your agency from Fiscal Year 1995 – Fiscal Year 2004.	0
Total number of pages that were file series exempted.	0
Total number of pages that were delayed until December 31, 2011.	245,304

## Fiscal Year 2004

In this section, we are asking you to provide the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that were reviewed during FY 2004.

### Textual Records

Total number of pages reviewed in Fiscal Year 2004.	553,831
Total number of pages declassified in Fiscal Year 2004.	100,686
Total number of pages exempted in Fiscal Year 2004.	395,900
Total number of pages excluded from automatic declassification in Fiscal Year 2004.	Unknown*
Total number of pages referred to other agencies in Fiscal Year 2004.	33,894**
Total number of pages referred to your agency in Fiscal Year 2004.	32,795
Total number of pages in file series that were exempted.	0

\* Unable to track due to software limitations \*\* Identified for referral but not sent to OGAs until 2006

In this section, we are asking you to provide the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that were reviewed during FY 2004.

### Special Media

Total number of pages reviewed in Fiscal Year 2004.	0
Total number of pages declassified in Fiscal Year 2004.	0
Total number of pages exempted in Fiscal Year 2004.	0
Total number of pages excluded from automatic declassification in Fiscal Year 2004.	0
Total number of pages referred to other agencies in Fiscal Year 2004.	0
Total number of pages referred to your agency in Fiscal Year 2004.	0
Total number of pages that were file series exempted.	0
Total number of pages delayed until December 31, 2011.	245,304



## Fiscal Year 2005

In this section, we are asking you to provide the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that were reviewed during FY 2005. In the column marked "Estimate" provide the same FY 2005 estimate that was reported last year. In the column marked "Actual" provide what was actually complete in 2005. The spreadsheet will then calculate the "Difference." If a number appears in the "Difference" column, please explain this on a separate sheet.

### Textual Records

	Estimate	Actual	Difference
Total number of pages reviewed in Fiscal Year 2005.	500,000	567,208	67,208
Total number of pages declassified in Fiscal Year 2005.	90,000	100,658	10,658
Total number of pages exempted in Fiscal Year 2005.	355,000	410,740	55,740
Total number of pages excluded from automatic declassification in Fiscal Year 2005.	Unknown	Unknown*	
Total number of pages referred to other agencies in Fiscal Year 2005.	30,000	60,520**	30,520
Total number of pages referred to your agency in Fiscal Year 2005.	30,000	65,861	35,861

\* Unable to track due to software limitations. \*\* Identified for referral but not sent to OGAs until 2006  
 In this section, we are asking you to provide the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that were reviewed during FY 2005. In the column marked "Estimate" provide the same FY 2005 estimate that was reported last year. In the column marked "Actual" provide what was actually complete in 2005. The spreadsheet will then calculate the "Difference." If a number appears in the "Difference" column, please explain this on a separate sheet.

### Special Media

	Estimate	Actual	Difference
Total number of pages reviewed in Fiscal Year 2005.	0	0	0
Total number of pages declassified in Fiscal Year 2005.	0	0	0
Total number of pages exempted in Fiscal Year 2005.	0	0	0
Total number of pages excluded from automatic declassification in Fiscal Year 2005.	0	0	0
Total number of pages referred to other agencies in Fiscal Year 2005.	0	0	0
Total number of pages referred to your agency in Fiscal Year 2005.	0	0	0
Total number of pages that were delayed until December 31, 2011.	245,304	245,304	0

## Fiscal Year 2006

In this section, we are asking you to provide an estimate of the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed during FY 2006.

### Textual Records

Estimate number of pages to be reviewed by September 30, 2006.	1,701,386
Estimate number of pages to be declassified by September 30, 2006.	1,361,108
Estimate number of pages expected to be exempted from automatic declassification by September 30, 2006.	272,221
Estimate number of pages expected to be excluded by September 30, 2006.	Unknown*
Estimate number of pages expected to be referred to other agencies by September 30, 2006.	17,013
Estimate number of pages of textual records expected to be referred to your agency by September 30, 2006.	Unknown

\* Unable to track due to software limitations

In this section, we are asking you to provide an estimate of the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed during FY 2006.

### Special Media

Estimate number of pages that can be delayed until December 31, 2011.	245,304
Estimate number of pages that your agency expects to declassify by September 30, 2006.	0
Estimate number of pages that your agency expects to exempt by September 30, 2006.	0
Estimate number of pages that your agency expects to refer to other agencies by September 30, 2006.	0
Estimate number of pages that you expect to be referred to your agency by September 30, 2006.	Unknown

## From October 1 – December 31, 2006 (1<sup>st</sup> Quarter, FY 2007)

In this section, we are asking you to provide an estimate of the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed between October 1 and December 31, 2006.

### Textual Records

Estimate number of pages to be reviewed from October 1 and December 31, 2006.	5,500
Estimate number of pages to be declassified from October 1 and December 31, 2006.	Unknown
Estimate number of pages expected to be exempted from automatic declassification from October 1 and December 31, 2006.	Unknown
Estimate number of pages expected to be excluded from October 1 and December 31, 2006.	Unknown
Estimate number of pages expected to be referred to other agencies from October 1 and December 31, 2006.	Unknown
Estimate number of pages expected to be referred to your agency from October 1 and December 31, 2006.	Unknown

In this section, we are asking you to provide an estimate of the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed between October 1 and December 31, 2006.

### Special Media

Estimate number of pages that can be delayed until December 31, 2011	245,304
Estimate number of pages to be declassified by December 31, 2006.	0
Estimate number of pages that your agency expects to exempt between October 1, 2006 and December 31, 2006.	0
Estimate number of pages that your agency expects to refer to other agencies by December 31, 2011.	Unknown
Estimate number of pages that you expect to be referred to your agency for declassification or exemption by December 31, 2006.	Unknown

## From January 1 – September 30, 2007 (Remainder of FY 2007)

In this section, we are asking you to provide an estimate of the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed between January 1 and December 31, 2006.

### Textual Records

Total number of pages estimated to be reviewed from January 1 through September 30, 2007.	220,000
Total number of pages estimated to be declassified from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be exempted from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be excluded from automatic declassification from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be referred to other agencies from January 1 through September 30, 2007.	Unknown
Total number of textual records expected to be referred to your agency from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be file series exempted.	Unknown

In this section, we are asking you to provide an estimate of the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed between January 1 and September 30, 2007.

### Special Media

Total number of pages estimated to be reviewed from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be declassified from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be exempted from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be excluded from automatic declassification from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be referred to other agencies from January 1 through September 30, 2007.	Unknown
Total number of textual records expected to be referred to your agency from January 1 through September 30, 2007.	Unknown
Total number of pages estimated to be file series exempted.	Unknown
Total number of pages estimated to be delayed until December 31, 2013	Unknown

## Fiscal Year 2008

In this section, we are asking you to provide an estimate of the total number of textual pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed during FY 2008.

### Textual Records

Total number of pages to be reviewed in Fiscal Year 2008.	428,000
Total number of pages estimated to be declassified in Fiscal Year 2008.	Unknown
Total number of pages estimated to be exempted in Fiscal Year 2008.	Unknown
Total number of pages estimated to be excluded from automatic declassification in Fiscal Year 2008.	Unknown
Total number of pages estimated to be referred to other agencies in Fiscal Year 2008.	Unknown
Total number of textual records expected to be referred to your agency in Fiscal Year 2008.	Unknown
Total number of pages estimated to be file series exempted.	Unknown

In this section, we are asking you to provide an estimate of the total number of special media pages of permanently valuable classified records subject to section 3.3 of the Order that will be reviewed during FY 2008.

### Special Media

Total number of pages to be reviewed in Fiscal Year 2008.	Unknown
Total number of pages estimated to be declassified in Fiscal Year 2008.	Unknown
Total number of pages estimated to be exempted in Fiscal Year 2008.	Unknown
Total number of pages estimated to be excluded from automatic declassification in Fiscal Year 2008.	Unknown
Total number of pages estimated to be referred to other agencies in Fiscal Year 2008.	Unknown
Total number of textual records expected to be referred to your agency in Fiscal Year 2008.	Unknown
Total number of pages estimated to be delayed until December 31, 2013.	Unknown
Total number of pages estimated to be file series exempted.	Unknown