



NATIONAL
ARCHIVES

Date: November 3, 2017
To: AISOO
From: B
Subject: SF 311, Agency Security Classification Management Program Data Report

NARA's SF 311, Agency Security Classification Management Program Data for the FY2017 reporting period is attached as requested.

If you have any questions, please contact Rob Bledsoe or Aaron Jarvis, Information Security, at 7-0296, 7-3647, or via email to infosec@nara.gov.

DONNA J. FORBES
Executive for Business Support Services
Senior Agency Official for E.O. 13526

Attachment

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information		
1. Enter the Fiscal Year that this report covers.	1. 2017	
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. NARA: National Archives and Records Administration	
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. Donna J. Forbes, Executive for Business Services	
4. Point-of-contact responsible for answering questions about this report:		
4a. Name:	4a. Rob Bledsoe	
4b. Title:	4b. Information Security Officer	
4c. Email address:	4c. rob.bledsoe@nara	
4d. Phone number:	4d. (301) 837-0296	
PART B: Officials with Original Classification Authority		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.	1
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6.	0
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8.	1
PART C: Original Classification Decisions		
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11.	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14.	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17.	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18.	0

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PART D: Derivative Classification Decisions		
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	7
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	2
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22.	9
PART E: Mandatory Declassification Review Requests		
A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.		
23. Enter the number of REQUESTS received during the reporting period.	23.	2,642
24. Enter the number of REQUESTS closed during the reporting period.	24.	1,237
25. Of the REQUESTS entered into block 24, enter the number of pages that were:	25.	
a. Declassified in full.	25a.	56,259
b. Declassified in part.	25b.	60,546
c. Denied declassification.	25c.	3,204
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d.	120,009
26. Enter the number of REQUESTS that have been unresolved for over one year.	26.	17,625
27. Enter the AVERAGE NUMBER OF DAYS to resolve each request.	27.	912
28. Enter the number of REFERRED REQUESTS received during the reporting period. (Number of requests referred to your agency from another agency)	28.	0
PART F: Mandatory Declassification Review Appeals		
An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only appeals for your agency in which your agency is responsible for the final decision.		
29. Enter the number of APPEALS received during the reporting period.	29.	108
30. Enter the number of APPEALS closed during the reporting period.	30.	103
31. Of the APPEALS entered into block 30, enter the number of pages that were:	31.	
a. Declassified in full.	31a.	127
b. Declassified in part.	31b.	3,345
c. Denied declassification.	31c.	1,439
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d.	4,911
32. Enter the number of APPEALS that have been unresolved for over one year.	32.	256
33. Enter the AVERAGE NUMBER OF DAYS to resolve each appeal.	33.	678
34. Enter the number of REFERRED APPEALS received during the reporting period. (Number of appeals referred to your agency from another agency)	34.	0

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PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
35. Enter the number of pages REVIEWED that were subject to automatic declassification under section 3.3 of E.O. 13526.	35.	869,600
36. Enter the number of pages DECLASSIFIED under automatic declassification .	36.	0
37. Enter the number of pages REVIEWED that were subject to systematic declassification under section 3.4 of E.O. 13526.	37.	155,528
38. Enter the number of pages DECLASSIFIED under systematic declassification .	38.	52,473
39. Enter the number of pages REVIEWED that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39.	0
40. Enter the number of pages DECLASSIFIED under discretionary declassification .	40.	0
PART H: Internal Agency Oversight		
41. Enter the number of CHALLENGES processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	41.	0
42. Enter the number of CHALLENGES where the classification status was fully affirmed .	42.	0
43. Enter the number of CHALLENGES where the classification status was overturned in whole or in part .	43.	0
PART I: Intelligence Community (IC) Information		
This section applies only to IC agencies and IC components of other agencies who <i>originally apply</i> the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.		
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON.		
44. Enter PERCENTAGE of your organization's classified disseminated analytic products originally marked ORCON .	44.	0.00%
45. Enter TOTAL NUMBER of your organization's classified disseminated analytic products originally marked ORCON .	45.	
46. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in full .	46.	
47. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in part . Provide explanation for partial denial in part J below.	47.	
48. Enter the number of ORCON expanded dissemination requests DENIED . Provide explanation for denial in part J below.	48.	
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON-USGOV.		
49. Enter PERCENTAGE of your organization's analytic products originally marked ORCON-USGOV .	49.	0.00%
50. Enter TOTAL NUMBER of your organization's analytic products originally marked ORCON-USGOV .	50.	
51. Provide TOTAL NUMBER of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	
52. Has your organization been NEGATIVELY IMPACTED by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	N/A

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

The National Declassification Center (NDC), Presidential Libraries (LP), and ISOO are the sources of NARA's classification/declassification figures, as in previous years. The NDC facilitates and coordinates the work of other Federal agencies by prioritizing and processing archival records in NARA's custody for declassification. Parts A to D apply only to ISOO. The Director, ISOO, is their Original Classification Authority (OCA) at the TS level. ISOO's numbers include derivative classification actions, and statistics from the declassification reviews that they manage as part of their responsibilities under 32 CFR 2001.36(b) to assist non-governmental archives and individuals properly safeguard classified information outside government control. Part G applies only to the Presidential Libraries processing automatic declassification reviews at NARA. All three NARA organizations process Mandatory Declassification Review (MDR) requests for records in their holdings by consulting with other agency equity holders. No challenges to classification were reported in Part H for FY17 by NARA offices.

The following explains significant differences in figures from those reported in FY16:

Part E: FY17 saw a decrease in the number of MDR cases received, but an increase in number of pages per case. There was also a 28% decrease in the number of MDR cases closed. The most significant drop was at the George H. W. Bush Library due in large part to the library shifting its declassification resources and efforts to equity identification to meet the 25-year automatic declassification provisions of E. O. 13526. Requests taking longer than one year to process is a result of virtually all MDR requests requiring external consultation with one or more agencies. Once we send copies of the documents out for review, decisions are subject to the consulted agency's backlog. Also, dividing very large requests into multiple MDR cases to more efficiently facilitate referrals at the Reagan Library accounts for some of this increase.

Part F: Although the number of MDR appeals decreased slightly, we were able to declassify significantly more pages, with a slight increase in the total number of MDR appeals acted on for FY17, which caused our processing time to increase.

Part G: The significant increases in automatic and systematic declassification reviews, with a corresponding increase in the number of pages declassified under systematic reviews, but with 0 pages declassified under automatic reviews represents, in line 35, the George H. W. Bush Library dedicating more resources to meet the 25-year automatic declassification deadline of December 31, 2018, which resulted in more pages being reviewed. In line 36, the Eisenhower, Kennedy, and Ford Libraries completed processing of all their pending automatic declassification decisions provided to them in FY 2016, but none of the libraries received any decisions in FY17. They expect a large volume of declassification decisions to be delivered in FY18. For lines 37 and 38, the Kennedy Library performed a significant amount of review related to systematic declassification. Their work comprised 76% of the volume of records reported.