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Information Security Oversight Office

National Archives and Records Administration

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ISOO Notice 2009-01: Use of the Standard Form 715, “Declassification Review Tab”

October 10, 2008

The Standard Form (SF) 715, “Declassification Review Tab,” is the only tab approved for use by agencies working with Federal records under the automatic declassification provisions of E.O. 12958, as amended, “Classified National Security Information.” Waivers may only be granted by the Director of the Information Security Oversight Office in consultation with the Assistant Archivist of the U.S. for Records Services, Washington, DC.

The SF 715 may be ordered by calling the General Service Administration’s Federal Acquisition Service on (800) 525-8027. Choose option 1 to order by credit card, or choose option 3 to order by requisition. The stock number for the SF 715 is: 7540-01-537-4689.

Please direct any questions regarding this ISOO notice to: isoo@nara.gov.