



# Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



September 30, 2008

**Memorandum For:** Senior Agency Officials Designated under E.O. 12958, as amended, "Classified National Security Information"

**From:** William J. Bosanko, Director

**Subject:** ISOO Notices

Please be advised that the Information Security Oversight Office (ISOO) will be issuing ISOO Notices covering aspects of the classification, safeguarding, and declassification programs under E.O. 12958, as amended, "Classified National Security Information," and 32 C.F.R. Part 2001. ISOO Notices will seek to improve the classified national security information program through the dissemination of guidance to agencies in a consistent manner.

Each ISOO Notice will focus on a single topic. ISOO Notices will be posted on the ISOO website at <http://www.archives.gov/isoo> and copies will be distributed to agencies via e-mail and fax.

Agency comments and suggestions on specific ISOO Notices as well as topics for future ISOO Notices are welcome and encouraged. Please direct any such input via e-mail to [isoo@nara.gov](mailto:isoo@nara.gov), with "ISOO Notices" in the subject line.