



KNOW YOUR RECORDS
National Archives and Records Administration



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Welcome

THE KNOW YOUR RECORDS PROGRAM provides information on how to access and do research using U.S. Federal Government records held at the National Archives and Records Administration.

View hundreds of video recordings and materials at
www.archives.gov/calendar/know-your-records



About the National Archives



The National Archives and Records Administration (NARA) is the nation's record keeper. Of all the records created in the course of the business conducted by the United States Federal government, only a small percentage (roughly 2%-3%) are so important for legal or historical reasons that they are kept by us forever.

The National Archives preserves these permanent records so that they can be made available to everyone, whether you want to see if they contain clues about your family's history, need to prove a veteran's military service, or are researching an historical topic that interests you.



March 15, 2019



National Declassification Center:

Releasing All We Can, Protecting What We Must

In recognition of Sunshine Week, a panel discusses the National Declassification Center's mission to align people, processes, and technologies to advance the declassification and public release of historically valuable permanent records while maintaining national security.



Agenda



KNOW YOUR RECORDS
National Archives and Records Administration

Topic	Presenters
Overview	William (Bill) Fischer Director National Declassification Center (NDC)
Evaluation/Special Projects	Madeline Proctor Supervisory Archivist and Director Evaluation and Special Projects Division, NDC
Processing & Release	M’Lisa Whitney Director Processing and Release Division, NDC
Special Media & Electronic Records	Cary McStay Supervisory Archivist Special Media and Electronic Records Branch, NDC
Freedom of Information Act (FOIA)/Mandatory Declassification Review (MDR)	Don McIlwain Supervisory Archivist and Chief Classified FOIA/MDR Division, NDC
Question & Answer Session	



KNOW YOUR RECORDS
National Archives and Records Administration

William (Bill) Fischer



On February 4, 2019, the National Declassification Center (NDC) welcomed its second director, William (Bill) Fischer.

Bill spent the last 10 years at the Department of State, where he served in a number of leadership positions overseeing information access, declassification, and records management activities. He most recently served as the Deputy Director of the State Department's office responsible for its Federal Records Act, Freedom of Information Act (FOIA), Privacy Act, and E.O. 13526 (Classified National Security Information) programs. In this capacity, he oversaw program compliance and led major Department projects including several declassification review projects. Bill also served as State's primary liaison with various NARA organizations, including the NDC and the Information Security Oversight Office (ISOO).

Prior to joining the Department of State, Bill held various positions involving Archival and Records Management activities as a NARA employee from 1998 to 2008.

Bill holds a B.A. in history from the University of Montana, an M.A. in history from Montana State University, and received a Ph.D. in history from the Catholic University of America in 2004.

Madeline Proctor



Madeline Proctor currently serves as a supervisory archivist and Director of the Evaluation and Special Projects Division in the National Declassification Center (NDC) and has since January 2010. She directs a staff that performs declassification review on classified Federal records accessioned into the National Archives and Records Administration (NARA). Prior to the creation of the NDC, she served as a supervisory archivist in the Initial Processing and Declassification Division from January 2006 to December 2009. There she oversaw a variety of archival activities including review and description of civilian and military records, both classified and unclassified. Prior to becoming a supervisory archivist, she worked on the ARC Staff (Archival Research Catalog, the predecessor to DAS - Description and Authority Service) as the subject expert for Geographic Names and the Specific Records Type authorities, as well as training. Madeline also worked in the Center for Electronic Records, and as an archivist in the Transfers and Disposal Branch at the Washington National Records Center, where she began her NARA career in 1991. She has been an instructor for ARC, the Introduction to Archives for Archives Technicians, the Introduction to Archives for Para-professionals, and for records management training classes.



M'Lisa Whitney



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M'Lisa Whitney, Director of the Processing & Release Division at the National Declassification Center, has been with the National Archives and Records Administration (NARA) for 13 years. Previously a supervisory archivist in the Textual Archives Division, she led the Holocaust-Era Assets Digitization Project (2006-2010) then later managed the Department of Justice Litigation Case File Processing Project (2011-2014). Prior to coming to NARA, M'Lisa worked with the U.S. Air Force in various leadership positions and for several years owned a genealogy research service company operating overseas. M'Lisa holds a Bachelor of Arts in History with a minor in Sociology from Rutgers University and a Masters of Library and Information Science from the University of Maryland. She is originally from Santa Cruz, California, but has lived in Washington State, New Mexico, New Jersey, Mexico, and the United Kingdom, and currently resides in Maryland.



Cary McStay



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Cary McStay serves as a Supervisory Archivist in the Special Media and Electronic Records Branch, National Declassification Center. Ms. McStay has a B.A. in History from Sewanee, and a Masters of Library and Information Science specializing in Archives and Records Management from the University of Texas at Austin. She began her career in 2002 at the Library of Congress's Prints and Photographs Division, and served briefly as a Photo Curator at the Palace of the Governors in Santa Fe, New Mexico. In 2006, she joined the Nixon Presidential Materials Staff at the National Archives as an Archives Specialist, eventually advancing to Archivist. She became the Supervisory Archivist of the Nixon Tapes Team in December 2010. She and staff from the Tapes Team

became part of the National Declassification Center in November 2018. Career accomplishments include processing of the Milton Rogovin Photographic Collection, participation in chronological review of the Nixon White House Tapes, creating and leading a complete digitization for preservation and access project for the Nixon White House Tapes, and creating and completing a digital capture project for 250,000 still image negatives from the Nixon administration.

Don McIlwain



Don McIlwain currently serves as the National Archives and Records Administration (NARA) supervisory archivist and Chief of the Classified Freedom of Information Act (FOIA)/Mandatory Declassification Review (MDR) Division in the National Declassification Center (NDC) and has since January 2010. Mr. McIlwain directs a staff that processes access demand requests for classified Federal records accessioned into NARA. Prior to the creation of the NDC, he served as a supervisory archivist in the Initial Processing and Declassification Division from March 2002 to December 2009. There he oversaw a variety of archival activities including accessioning, review and description of civilian agency records. Prior to becoming a supervisory archivist, he served as subject area specialist dealing with the accessioning, description and declassification of records pertaining to the foreign relations of the United States. Don has also worked as an archivist in the Initial Processing and Declassification Division, Textual Projects Division, and Center for Electronic Records. His NARA career began in 1990 as an archives technician in the Suitland Reference Branch and Records Declassification Division. He has served as an instructor for courses including Managing the Lifecycle of National Security Information, the Modern Archives Institute, and Introduction to Archives for Archives Technicians.



Abbreviations in this Program



AV Audiovisual

CD Compact Disc

DVD Digital Video Disc

Eval Evaluation

FOIA Freedom of Information Act

IRC Interagency Referral Center

ISOO Information Security Oversight Office

KET Kyl-Lott Evaluation Team

MDR Mandatory Declassification Review

NARA National Archives and Records
Administration

NDC National Declassification Center

NSC National Security Council

PAIR Pre-ADRRES Indexing Review

SCI Sensitive Compartmented Information

VHS Video Home System



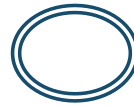
**Program begins at
2 p.m. ET
March 15, 2019**

**Join the conversation on You 
during the live broadcast.**

**Today's video recording and materials
will remain available at
www.archives.gov/calendar/know-your-records**

Releasing All We Can, Protecting What We Must

March 15, 2019



NATIONAL
ARCHIVES



NATIONAL
DECLASSIFICATION
CENTER

- Director William (Bill) Fischer, Overview
- Madeline Proctor, Evaluation/Special Projects
- M’Lisa Whitney, Processing & Release
- Cary McStay, Special Media & Electronic Records
- Don McIlwain, Freedom of Information Act/
Mandatory Declassification Review
- Questions?

Overview of the National Declassification Center (NDC)

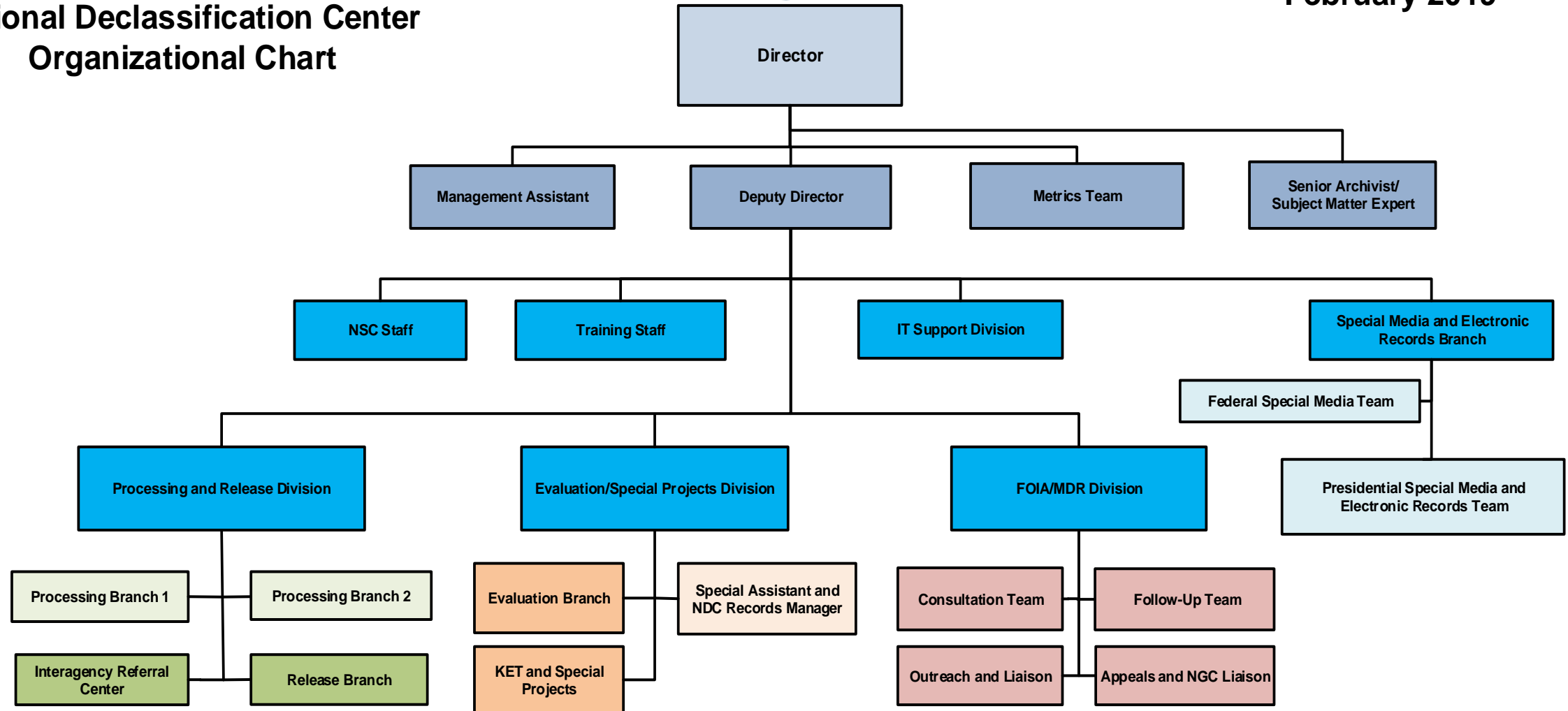
Bill Fischer

NDC Organization Chart

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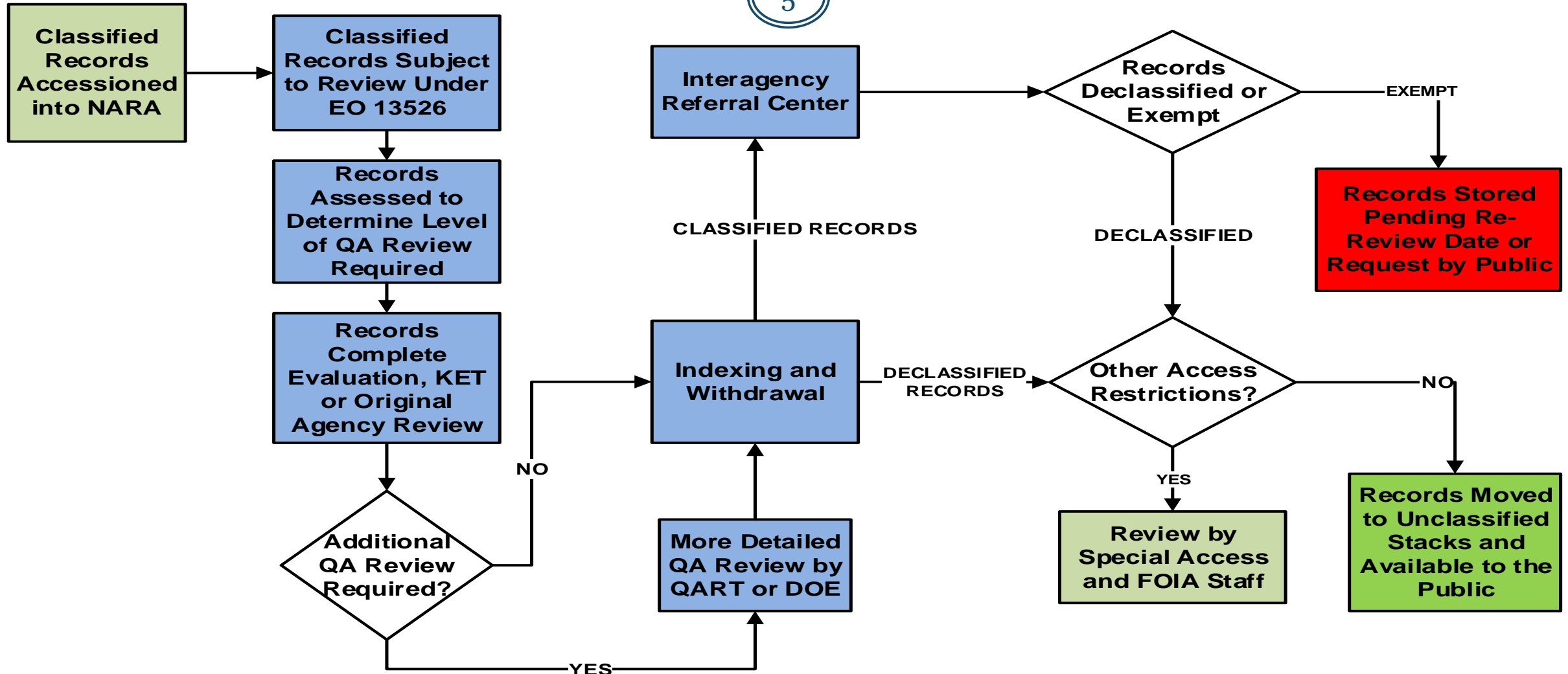
February 2019

National Declassification Center Organizational Chart



NDC Processes

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Evaluation/Special Projects

Madeline Proctor



Evaluation/Special Projects Division



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Who are we?

- We are the office that first does any work on classified records
 - Staff – 6 Archivists and 4 Archives Specialists
- We work with other government agencies
- We work with the other offices within the NDC



Evaluation/Special Projects Division



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What do we do?

- Evaluation – perform quality control reviews of records previously reviewed by the originating agency
- KET – Kyl-Lott Evaluation Team – page-by-page review on records that were not previously reviewed by the originating agency
- PAIR – Pre-ADRRES Indexing Review
- Special Projects – oversee special releases, historically significant, interesting, or requested by National Security Council
- Metrics – work closely with the NDC Metrics Staff



Evaluation/Special Projects Division



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Evaluation and KET

- The big difference between Evaluation and KET is that the records going through KET did not have a review completed
- Records in Evaluation are sampled
- All of the work in Evaluation and KET assists the FOIA (Freedom of Information Act) staff by reducing their backlog of records
 - 2016 work completed in Evaluation and KET – @24.8 million pages
 - 2017 work completed in Evaluation and KET – @15.9 million pages
 - 2018 work completed in Evaluation and KET – @18.0 million pages



Evaluation/Special Projects Division



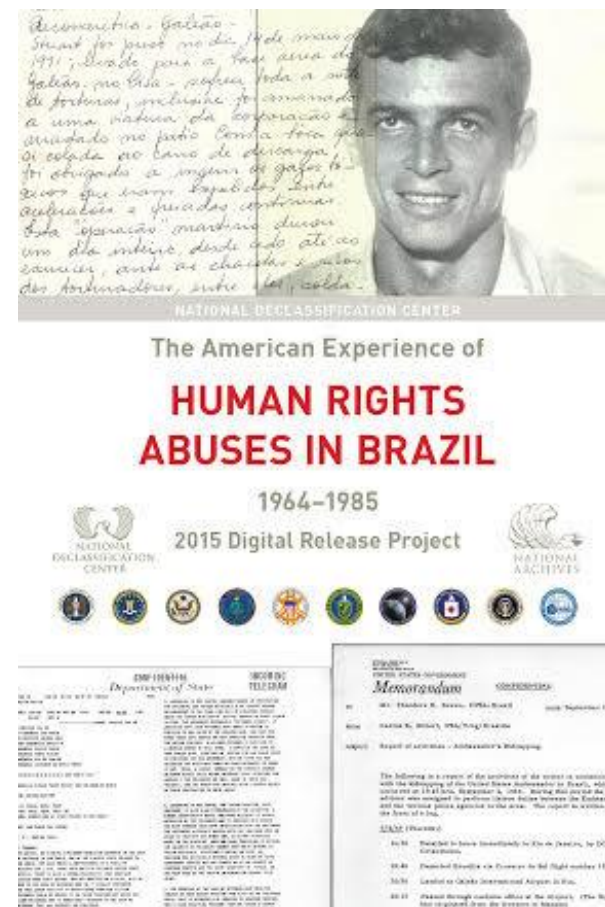
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PAIR – Pre-ADRRES Indexing Review

- Earliest withdrawn items
- 7,717 declassification projects from 1973-2001
- About 6,000,000 pages to review
- Most projects reviewed at this point dated 1940s and earlier
- NDC staff refiled approximately 63,000 documents in unclassified stacks

Special Projects

- The Katyn Forrest Massacre, released 2012
- Human Rights Abuses in Brazil, 1964-1985, released 2015



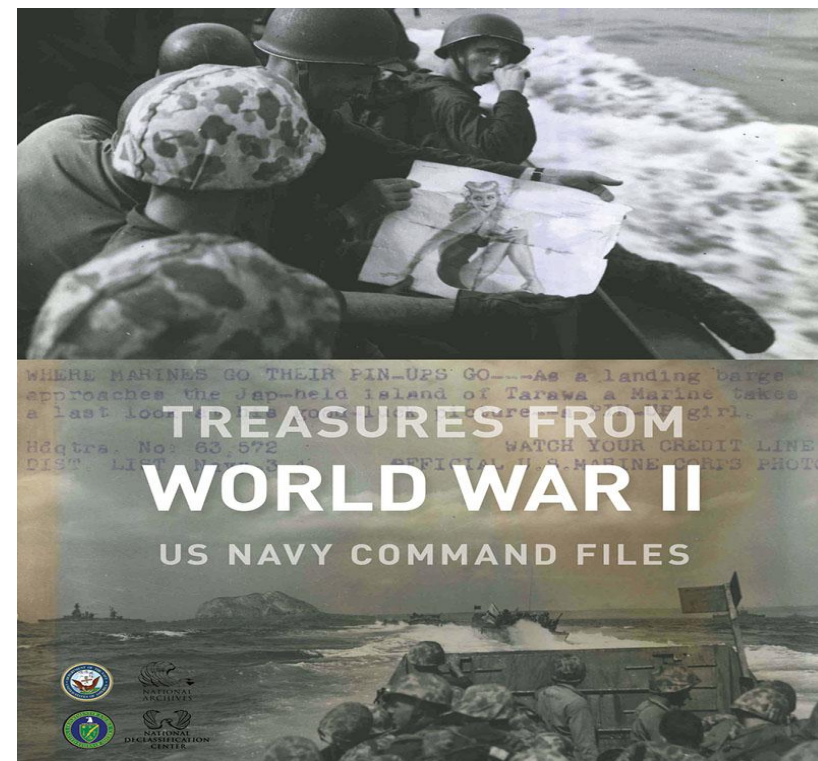
Poster created for the NDC Human Rights Abuses project

Evaluation/Special Projects Division

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Special Projects Continued

- Safe Harbor: Visa Investigation Records of the Shanghai Diaspora Communities, 1946-1951, released 2014
- Treasures from World War II, US Navy Command Files, released 2016



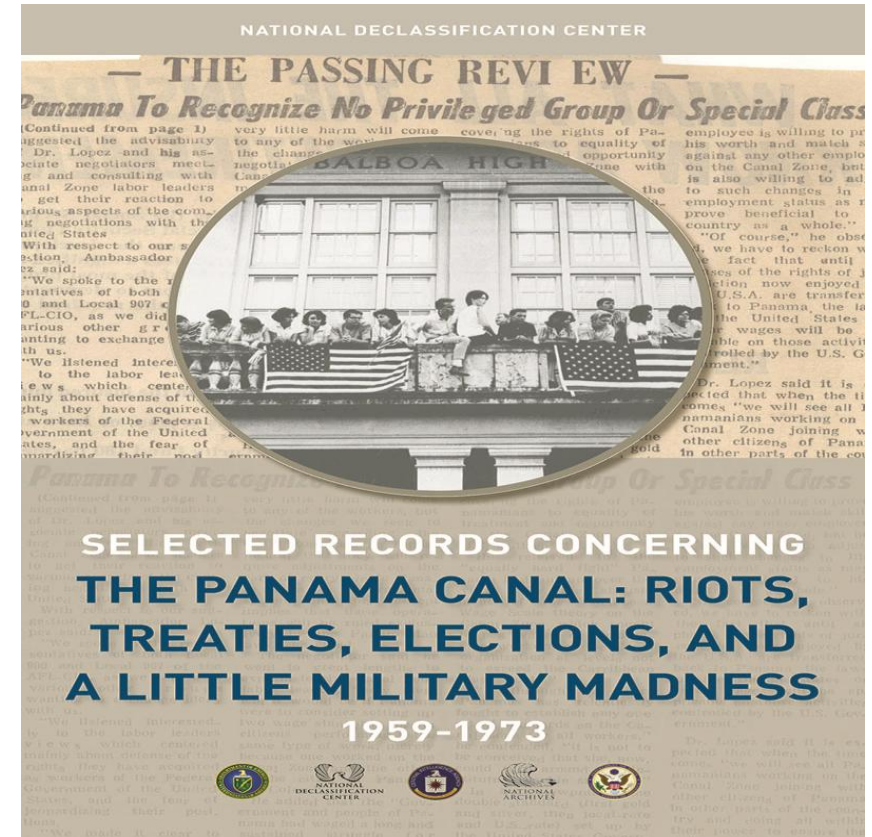
Poster created for the
NDC World War II project

Evaluation/Special Projects Division

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Special Projects Continued

- Selected Records Concerning the Iran Hostage Crisis, 1979-1981, released 2016
- Selected Records Concerning the Panama Canal: Riots, Treaties, Elections, and a Little Military Madness, 1959-1973, released 2017



Poster created for the
NDC Panama Canal project

Processing & Release

M'Lisa Whitney



Processing & Release Division



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Who are we?

- Processing Branches – Sonya Greve and Steven Russ
 - Quality Control Sections: Section Lead, Archives Specialists
 - Indexing Section: Archives Technicians
- Interagency Referral Center (IRC) – Monique Anderson
 - IRC Lead, Archives Technician
 - Declassification reviewers from 30 agencies
- Release Branch
 - Staff awaiting security clearances (2 currently and 9 end of April)



Processing & Release Division



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What do we do?

- Indexing
 - segregate tabbed material
 - initial indexing
- Quality Control
 - ensure equities captured appropriately
- Interagency Referral Center (IRC)
 - provide environment for Agency Partner review
- Release
 - final validation of declassified material
 - move to open stacks



Processing & Release Division



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Indexing accomplishments 2018

- 8,644 Boxes
- 21,611,220 Pages
- 131,281 Tabs

Interagency Referral Center (IRC) accomplishments 2018

- 2,091,697 Pages

Documents released in 2018

- 5,817 Boxes
- 4,700 Cubic footage

Special Media & Electronic Records

Cary McStay



Special Media & Electronic Records



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Who are we?

New Unit!

Total of 9 staff members

What do we do?

- **Audio** (1/4" tape, cassettes, Digital Audio Tapes [DAT], audio discs)
- **Video** (VHS, Beta, 3/4" Umatic & 1/2" and 1" open reel)
- 16mm and 35mm **Motion Picture Film**
- **Microforms** (microfiche, microfilm and aperture cards)
- **Photographic Materials** (prints, negatives and slides)
- **Oversize Cartographic Materials** (maps, charts, blue prints, etc.)



Special Media & Electronic Records

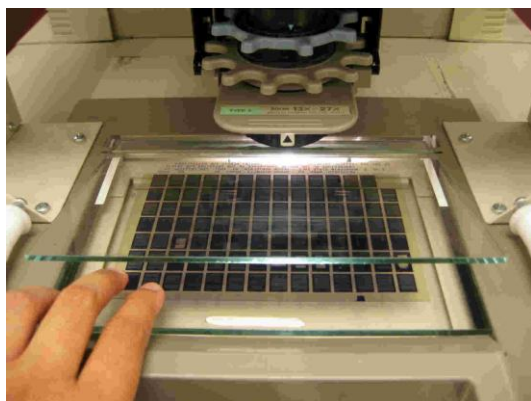


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How do we get it?

- Classified special media found interfiled in textual records
- Discrete collections, series or items of special media
 - Dayton Accords History Project including audio and video recordings (59-DHP series)
 - United States Air Force Motion Picture Training Films (342-TF series)
 - Nixon White House Tapes
 - Microfilm collections from the Kennedy and Johnson administration

What's so “special” about it?



Pictured above is microfilm, reel-to-reel audio, still film negatives, motion picture film, microfiche, audiocassette, film slides, and assorted video formats.

Special Media & Electronic Records

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www.audioklassik.de



Pictured above is an audiocassette deck, VHS player with screen, motion picture film playback deck, slide carousel, and microfiche reader.



Special Media & Electronic Records

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Pictured above is a microfilm digitizer, a scanner and digital camera on a copy stand as methods for still image digitization, a Studer reel-to-reel player for audio playback, and Sony Umatic player for video playback.

The Process

Preparing
information
and items for
review

- Creating a database record
- Generating a form
- Assessing the condition
- **Locating technology**
- **Reformatting**
- **In the case of the Nixon White House Tapes, creating a whole process**

Agency
Review
Coordination

“Post-
Processing”

- Executing agency decisions (redaction)
- Inserting declassified language
- Creating new files
- Quality Control
- Other procedures such as NDC Indexing or revising finding aids

Notification
to the
custodial
unit

Where are we headed?

- Period of growth
 - Gain more technical capabilities and skills with all aspects of special media
 - Continue and further develop relationships with other NARA units
 - Consider the use of NARA's Electronic Records Archive to deliver declassified versions of digitized special media to custodial units
- Continue complete digital re-review and re-release of the Nixon White House Tapes
- Build upon our work with special media to consider electronic records

Freedom of Information Act (FOIA)/ Mandatory Declassification Review (MDR) Division

Don McIlwain



TAKING IT TO THE NEXT LEVEL



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Who Are We?

- 1 Director
- 1 Deputy
- 4 Lead Archives Specialists
- 9 Archives Specialists (plus 3 vacancies)



TAKING IT TO THE NEXT LEVEL



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What do we do?

- Process researcher requests for security classified Federal records accessioned into the National Archives under the provisions of:
 - FOIA (5 U.S.C. 552)
 - MDR (E.O. 13526, section 3.5)
 - Special Access Review (44 U.S.C. 2108)
- Work with Agency FOIA/MDR staffs to coordinate external referral of requested records
- Prepare redacted versions of records
- Manage appeals for records denied in full or part under MDR and FOIA

TAKING IT TO THE NEXT LEVEL

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The NDC



FOIA/MDR Division





TAKING IT TO THE NEXT LEVEL



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In addition to our primary mission, we support the NDC by:

- Managing the classified research room
- Providing records center services for Sensitive Compartmented Information (SCI) records
- Reviewing potentially classified records identified by the Office of Research Services
- Checking pulls from classified stacks to prevent inadvertent release
- Advising the accessioning and records management teams on classified records matters



TAKING IT TO THE NEXT LEVEL



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FY 2019 Goals:

- Continue to reduce net FOIA backlog by 10% from the previous year
- Close MDR cases within 365 days of receipt
- Expand on-site assistance to researchers program (This has been a success and continues to evolve)
 - Working with the Production Division for Indexing on Demand
 - Working with Research Services in the main Research Room, more hours
- Continue outreach to agency records managers on accessioning classified records as part of the Records Management Training Program
- Working with agencies to improve the consultation process through on-site work and leveraging information technology resources



NDC Resources



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Main NARA and Declassification web page

<https://www.archives.gov/declassification>

National Declassification Center web page

<https://www.archives.gov/declassification/ndc>

Indexing on Demand

<https://www.archives.gov/declassification/ndc/iod>

NDC Blog Posts

<https://declassification.blogs.archives.gov/>

Executive Order 13526

<https://www.archives.gov/files/isoo/policy-documents/cnsi-eo.pdf>



QUESTIONS?



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Cary McStay, Chief Special Media and Electronic Records
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Thank you for attending!

We value your opinion.

Please take a minute to complete a short evaluation. Your comments help us maintain the quality of our services and plan future programs.

Click ⇒ **Event Evaluation**

www.surveymonkey.com/r/KYREventEval

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