

PUBLIC INTEREST DECLASSIFICATION BOARD MEETING

Monday, April 27, 2009

AGENDA

LOCATION: The National Archives Building, College Park

TIME: 7:45 AM – 5:15 PM
(Executive Session)

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| I. PIDB members meet at Archives I | 7:45-8:00 |
| Meet in Archives I lobby | |
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| II. Van departs Archives I | 8:15-9:00 |
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| III. Arrive at Archives II | 9:00-9:15 |
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| IV. Overview of Declassification Activity at NARA | 9:15-10:00 |
| Room 6350 | |
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| Jeanne Schauble (lead) and Madeline Proctor | |
| <ul style="list-style-type: none">• What does NARA do when it receives classified records to get them on the public shelves?• What constitutes archival processing?• What constitutes declassification review?• What constitutes the Kyl-Lott Review?• Is there an acceptable level of risk?• What lessons has NARA learned? (e. g. professional declassification training) | |
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| V. Examination of Classified Records | 10:00-10:30 |
| Room 6350 | |
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| Neil Carmichael (lead) and Kris Johnson | |
| <ul style="list-style-type: none">• Examples of Exemptions• Examples of Referrals | |
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| VI. Break | 10:30-10:40 |

VII. Walking the Work Flow 10:40-11:30
Stacks - 6th Floor, Stacks - 4th Floor, Inter-Agency Referral Center (IRC), Room 3700

Neil Carmichael (lead), A.J. Daverede, and Meredith Wagner

- Archival processing and declassification review process
- Unprocessed records classified stack
- RG 342 (Stack 490) Kyl-Lott WWII Records
- RG 306 (Stack 490)
- Withdrawn items vault
- IRC Work Area (Room 3700)

VIII. NARA Reviewer Panel 11:30-12:15
Room 6350

NW Archivists: Joe Gillette, Ken Johnson, and Meredith Wagner
NL Archivist: Maura Porter (Kennedy-RAC)

- Discussion with front line reviewers about the review processes and the daily challenges and issues of reviewing records
- NARA processing and review role in Remote Archives Capture (RAC) projects
- Discussion will be informal

IX. Lunch 12:15-1:00
A2 Cafeteria - on your own. Group will meet outside the Orientation Room 1000

X. NW Reference Briefing and Tour of Research Rooms 1:00-2:00
Cartographic Research Room 3050 and Library (CREST) Room 3000

Jim Hastings (lead), Steve Tilley, and Tim Nenninger

- Overview of research rooms
- Researcher data and statistics
- What records are of high interest to researchers and for what purposes? (e.g. Deck Logs)
- What records are researchers interested in, but can't access? (unprocessed, awaiting Kyl-Lott, additional declassification reviews, not yet accessioned, etc.)

XI. Electronic Records Overview 2:00-2:40
Room 6350 or Alternate Conference Room 5320

Margaret Adams (lead), Ted Hull, and John Powell

- Scheduling, Accessioning and Conceptualization
- Timing of accessioning
- Hardware/Software Issues

- Archival Processing
- Where can and where does declassification take place? How does that impact preparing electronic records for public access?
- Are there quality issues that NARA and agencies need to address? How does that process work?
- Care and Preservation
- Reference
- Discussion of AAD
- State Department cables
- What are researchers interested in?
- User feedback

XII. Break 2:40-2:50

XIII. Q & A and Discussion with Archives Staff 2:50-3:30
 Room 6350

NW and NL Representatives: Steve Tilley, Tim Nenninger, Nancy Smith, and Ken Thibodeau

- FOIA/Special Access
- Reference
- Archival Processing
- IRC
- Presidential Records/RAC
- ERA

XIV. Welcome and presentation by the Assistant Archivist for Record Services -Washington, DC and the Assistant Archivist for Presidential Libraries 3:30-4:00
 Room 6350

Michael Kurtz and Sharon Fawcett

- NARA Prioritization

XV. PIDB Discussion 4:00-4:30
 Room 6350

XVI. Van departs Archives II 5:15

XVII. Van arrives Archives I