



# Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



## ISOO Notice 2009-03: Notification, Coordination, and Documentation Related to Subsequent Reviews Conducted by Primary Reviewing Agencies

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October 10, 2008

With the initial onset of automatic declassification on December 31, 2006, all applicable records more than 25 years old that had not been exempted, referred, delayed, or excluded by primary reviewing agencies in accordance with E.O. 12958, as amended, "Classified National Security Information," (the Order) and 32 C.F.R. Part 2001 were declassified. This was likewise the case on December 31, 2007, and will be the case on December 31 of each year in the future.

Any subsequent changes by primary reviewing agencies to the actions they took prior to the December 31 deadlines must be carefully coordinated and documented. As such, effective November 1, 2008, any subsequent review actions considered by the primary reviewing agencies require prior notification to and coordination with either: (1), the National Archives and Records Administration (NARA), for records in NARA's physical and legal custody; or (2), the Information Security Oversight Office, for records in the legal custody of primary reviewing agencies.

In all such cases, the primary reviewing agency shall prepare documentation identifying the results of subsequent reviews and any changes in the status of individual records. If the records at issue are in the physical and legal custody of NARA, the primary reviewing agency shall provide such documentation to NARA in a timely manner following the conclusion of such a review. If the records at issue remain in the legal custody of the primary reviewing agency, such documentation shall be made available to NARA upon transfer of legal custody.

**Please direct any questions regarding this ISOO notice to: [isoo@nara.gov](mailto:isoo@nara.gov).**

**Date of last review: August 26, 2010**