

This guidance document does not have the force and effect of law and is not meant to bind the public, except as authorized by law or regulation or as incorporated into a contract. Accordingly, with regard to the public, this document only provides clarity regarding existing requirements under the law or agency policies. This guidance document is binding on agency actions as authorized under applicable statute, executive order, regulation, or similar authority.

INFORMATION SECURITY OVERSIGHT OFFICE

NATIONAL ARCHIVES and RECORDS ADMINISTRATION

700 PENNSYLVANIA AVENUE, NW, ROOM 100 WASHINGTON, DC 20408-0001

[www.archives.gov/isoo](http://www.archives.gov/isoo)



## ISOO Notice 2018-01: Declassification Date or Event Markings Clarification

---

January 16, 2018

Currently, both E.O. 13526, Classified National Security Information, and 32 CFR Part 2001, Classified National Security Information, specify that a date or *event that is reasonably definite and foreseeable* for declassification shall be annotated on the “Declassify On” line in the classification authority block. ISOO has made the determination that if using an event for declassification, you may also include a date that will not extend the classification period beyond the currently approved period for classification. ISOO encourages the use of a date with an event as this is essentially a no-later-than date that will ensure the document does not remain classified beyond the approved time frames. The document may be declassified earlier than that date once the event has occurred. The guidance is as follows:

**For a document classified up to 25 years from the date of creation (example - document created in 2017).** *While it is recommended in the implementing directive, 32 CFR Part 2001, that an Original Classification Authority (OCA) should first attempt to determine a classification period of 10 years or less, an OCA may extend that period to 25 years.*

Declassify On: Completion of Operation, 20420510

**For a document using a declassification exemption approved for incorporation into classification guidance by the ISCAP with an associated event (example - document created in 2017).** *If an agency has received approval from the ISCAP for the incorporation of declassification exemptions into its classification guidance under section 2.2(e) of E.O. 13526, the date or event for declassification cannot exceed 50 years from the date of the creation of the document.*

Declassify On: 25X1, Completion of Operation, 20670510

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

MARK A. BRADLEY  
Director