

ISOO Training Tip #17

December 2018

TOPIC:

Standard Form (SF) 715 – Government Declassification Review Tab

What is the SF 715?

The SF 715 is the form approved to record the status of classified national security information. Its purpose is to uniformly record declassification decisions during review. The SF 715 is the only tab approved for use by agencies working with Federal records under the automatic declassification provisions of [E.O. 13526](#).

Do I have to use the SF 715?

If you do not wish to use the SF 715, then you must request a waiver from the Director of the Information Security Oversight Office.

How do I get a SF 715?

The SF 715 may be ordered by calling the General Service Administration's Federal Acquisition Service on (800) 525-8027. The national stock number is 7540-01-537-4689.

What is the purpose of Part A?

To uniformly record decisions made by the primary reviewing agency during an initial declassification review.

What is the purpose of Part B?

To uniformly record decisions made by a secondary reviewing agency during declassification review.

How do I fill out the SF 715?

[ISOO Notice 2009-002](#) provides instructions on how to properly fill out the SF 715 and is available on the ISOO Notice page at archives.gov/isoo.

References:

[32 CFR 2001.80\(16\)](#) SF 715, Government Declassification Review Tab
[ISOO Notices 2009-001](#) and [2009-002](#)



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