

ISOO Training Tip #10

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TOPIC: Automatic Declassification

What records are subject to automatic declassification?

Records that are 25 years old, and are of permanent historical value are subject to automatic declassification.

Consult your records schedule or records manager to determine if your records are of permanent historical value.

Can information be exempted from automatic declassification?

Yes, but only classified information that requires protection beyond 25 years.

That information must be described in a declassification guide and approved by the Interagency Security Classification Appeals (ISCAP).

What about other agency information in your records?

Before automatic declassification, an agency must review their records for other agency information. If another agency has an ISCAP approved declassification guide, and that information can reasonably be expected to fall under an approved exemption category, then the document must be referred to the other agency for review.

What is the agency process for automatic declassification?

Files should be reviewed annually to determine what can be declassified. Documents will be automatically declassified on December 31st, 25 years after the date of origin.

References: [E.O. 13526](#), Section 3.3 / [32 CFR 2001.30](#)



isootraining@nara.gov

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