Tips for the Declassification of Records Process

Each agency will have their own process for declassification.

Below is a list of some of the items to consider in your agency’s declassification process.

1. **Executive Order 13526**: issued on December 29, 2009, by United States President Barack Obama. It is one of a series of executive orders from US Presidents outlining how classified information should be handled. [archives.gov/isoo/policy-documents/cnsi-eo.html#one](archives.gov/isoo/policy-documents/cnsi-eo.html#one)

2. **Coordinate with your agency’s security office.** Your agency will have specifics rules and processes regarding declassification of classified records.

3. **Interagency Security Classification Appeals Panel (ISCAP)**: Are any of your records exempt from declassification? Check with ISCAP for more information. [archives.gov/declassification/iscap](archives.gov/declassification/iscap)

For additional information please contact annualmove@nara.gov or your NARA Appraisal Archivist.

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