











- 1  **Introduction to the National Declassification Center.**
AGENCY SERVICES.
The NEW FORM N.A. one four one three zero.
DON MCILWAIN.
F. O. I. A. and M.D.R. DIVISION.
NATIONAL DECLASSIFICATION CENTER.
- 2  **Establishing the NDC.**
 Please raise your "on line" hand if you have heard of the NDC?
 Are there any volunteers who want to share what they think the NDC Does?
 Today I hope to answer the question "What is the NDC?"
 How we were established.
 What we do.
 How you can help us efficiently achieve declassification of historical government records.
- 3  **Establishing the NDC.**
 A Presidential Memorandum accompanying Executive order one Three Five Two six. provided guidance on where the NDC should focus first. Specifically, by 31 December 2013, the NDC must process for release or properly exempt, the approximately 408 million pages of previously reviewed archival Federal records accessioned to naara (a.k.a. "The Backlog").
- 4  **Tackling the Backlog.**
 In order to eliminate the multi-million page backlog by the President's deadline, the NDC must:
 Share equity recognition information between agencies.
 Adopt a risk management approach in processing records for release.
 Conduct quality assurance surveys of previously reviewed records and take corrective action where needed.
 Eliminate the cycle of endless re-review and second guessing.
- 5  **SUCCESS.**
 Protecting what is sensitive and releasing the rest:
 Improved communication between records management and declassification.
 Assistance in ensuring that review requirements are met prior to accessioning NEW N.A. form one Four One Three zero.
 Less risk of security violations.
 Preventing another 400 million page backlog.
- 6  **Preventing a New Backlog.**
 N.A. Form one Four One Three zero. Approved in August 2012.
 Now being used for direct offers.
 Planned for use with the fiscal year 2014 Washington National Records Center move.
 Will be mandatory after accessioning regulations (thirty six. C.F.R. one two three five) are updated.
 Link to form: <http://www.archives.gov/declassification//ndc/forms/na-one-four-one-three-zero.pdf>
- 7  **Classified RecordsTransfer Checklist (top part of the form).**
- 8  **Classified RecordsTransfer Checklist (bottom part of the form).**
- 9  **The N.A. Form one four one three zero.**
 N.A. Form one Four One Three zero is a tool to assist agency records managers ensure that security classified records proposed for transfer to naara have been reviewed as required by law and Executive Order.
 Designed to improve communication between records managers and their information security offices.
- 10  **The N.A. Form one Four One Three zero.**
 Will Help Prevent a new backlog of records by ensuring that they are reviewed properly before accessioning.

Will decrease the risk of inadvertent disclosure as classified records will be clearly identified and will be stored in appropriate space.

Will assist the NDC in work planning and prioritization.

11  **The N.A. Form one Four One Three zero.**

Agency: List the agency that is the creator/custodian of the records.

Agency I.D. number: A local identification number or alternate title, "lot 77D123." This can be left blank.

Agency Declassification Manager: The person in charge of the agency's declassification program (this person would have information on the review of the records).


FRC Transfer number: Use if the records are coming from a Federal Records Center.

Phone number: The contact number for the declassification manager.

Series/Collection Title: Can be taken from the Transfer Request.

Box Numbers: Numeric range of the containers/assets being transferred. This may help with split accessions or breakouts.

Disposition Authority: Schedule number and item.

12  **The N.A. Form one Four One Three zero.**

Substantive Questions.

1: Have the records been reviewed, as required under Executive Order one three five two six?

2: Have the records either been page by page reviewed by a HRRD trained reviewer or certified as highly unlikely to contain R.D./F.R.D?

3 and 4: Have all exemptions and referrals been appropriately identified using an SF seven fifteen or equivalent?

5 and 6: Additional comments or explanations.

13  **QUESTIONS?**

For additional information or questions regarding NDC process, or an electronic copy of the Classified Records Check Sheet, contact:

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