

Quarterly Summary Report

1. Applicability. Reports are required from each Department, Agency or other similar organizational element that creates classified records or is involved with declassification of material due to previous authority to classify. Departments are also required to obtain and forward information on the volume of classified documents originated on projects or programs undertaken by contract, provided however, a waiver may be granted where contractor reports are being made to contracting agencies under the industrial security program administered by the Department of Defense.
2. Form. Use Standard Form #324, "Quarterly Summary Report," in submitting this report.
3. Report Basis and Scope. The data reported will assist the ICRC in measuring agency effectiveness in limiting the volume of documents being classified and to monitor the appropriate use of the new declassification schedules. With the exceptions noted below, each classification action resulting in the origination of a classified document during the report period will be included in the report regardless of whether the person classifying has original authority to classify or classifies in accordance with an authorized guide or classifies on the basis of an extract or compilation from a previously classified document. Reproduction copies of such classified documents, however, will not be included.

Exceptions. Departments may exclude those types of classified \* material that have a short life span. Normally these would be "in house" operational type material often of a transitory nature such as working papers, draft reports, machine listings, personnel actions, shipping documents, etc., which are disposed of, become part of other finished documents, or which need to be classified for only

4. Frequency, Due Date. Report should be forwarded to the ICRC as soon as possible but no later than 30 days after the end of each quarter. The first report will cover the period from April 1 to June 30, 1973.
5. Report Medium. Submit typewritten report or computer printout closely approximating the prescribed format.
6. Copies. Forward original and one copy to the ICRC, and one copy to the Archivist of the United States.
7. Classification. Unclassified.
8. Procedural Instructions for Completing the Form. Information required in this directive is based upon the following assumptions: (1) all departments now maintain accountability records on all Top Secret documents; and (2) all Departments will begin to index selected categories of Top Secret, Secret and Confidential documents in the data index systems after December 31, 1972. When neither the data index nor the accountability systems include Secret or Confidential material, procedures will need to be developed.

Every effort should be made to get actual counts of Top Secret classification actions. Because of the high volume of Secret and Confidential material, however, agencies may develop sampling techniques in lieu of actual count, including the data index. The ICRC shall be furnished information on the methods used for estimating and sampling when these techniques are applied. Where departments cannot furnish the data requested they shall identify their reporting problems to the ICRC and the Committee will consider granting time to develop adequate data collection systems.

Item 1. Period Ending. Enter the month, day and year of the end of the quarterly report period, i.e. March 31, 1973.

Item 2. Department or Agency. Enter the name of the Department, Agency or other organizational element reporting.

Item 3. Refer Questions To. Give the name and telephone number of the person who is knowledgeable about the details contained in the report rather than the official who may sign the report but not be familiar with its content.

Item 4. Classification Actions and Declassification Assignments. The purpose of this block is to furnish information on the number of documents (record copy) classified and their declassification assignments. Do not include reproduction copies of classified documents in the report. For example, a classified document going to more than one addressee would only be counted as one item. Show the number of individual Top Secret, Secret and Confidential documents created during the quarter regardless of whether they were classified under original authority, in accordance with an authorized classification guide, or as a result of the extraction or compilation of previously classified material.

"Advance Declassification Schedule" indicates the document carries a declassification date or event earlier than the General Declassification Schedule.

Totals. Items in block four shall be totaled both horizontally and vertically. For example, the data in the "quarter" and "year to date" columns should be added vertically to give the total actions under a given declassification assignment and then added horizontally to give the total documents under each classification and a total for all

documents under each classification and a total for all documents reported.

Item 5. Describe Efforts to Increase Public Access, etc. Show accomplishments in better management of classified material and in making declassified documents more readily available to the public.

Some examples are:

1. Training programs.
2. Select projects that resulted in significant volume of early downgrading or declassification actions.
3. Actions taken to publicize material downgraded or declassified (through news media, periodicals, professional groups, etc.).
4. Elimination or significant reduction in content and/or number of classification guides.
5. Actions taken to reduce over-classification.
6. Other improvements or cost reductions made in the management of classified material.
7. Comparisons of available unclassified records with reported figures on classified records and listing of significant unclassified publications available to the public.

Item 6. Submitted by. Type the name of individual signing the report.

Item 7. Title. Show title of individual signing the report.

Item 8. Date. Show the date on which report is signed.