

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE

LETTER OF INSTRUCTIONS

Re: Quarterly Reports to the Interagency  
Classification Review Committee (ICRC)

This amends the report requirements stated in our letter of September 25, 1972. At that time five quarterly reports were described and the subject of periodic or on-call reports derived from the Data Index was deferred. A separate directive will be issued to cover reports related to the Data Index. The following reports, described in attachments 1 through 5, are hereby established as permanent requirements:

- #1 Report of Authorized Classifiers
- #2 Report of Classification Abuses
- #3 Report of Unauthorized Disclosures
- #4 Report of Mandatory Declassification Review Requests
- #5 Quarterly Summary Report

The authority for these Departmental reports is contained in Executive Order 11652 and in Sections IX, C and X, C of the implementing directive issued on May 17, 1972 by the National Security Council (NSC). Both of these documents should be reviewed in their entirety, however, for a complete understanding of the provisions and intent of the new regulations that govern classification of information or material.

The quarterly reports established by the Order and described herein are designed to assist the Interagency Committee to fulfill its responsibilities as outlined in Sections IX, C and D of the NSC Directive. These functions are to (1) oversee compliance with the Order, and Departmental programming and implementation, (2) prevent improper classification and eliminate unauthorized disclosures, (3) ensure prompt declassification and facilitate (public) access to declassified material, (4) consider and take action on complaints concerning the general administration of the Order, (5) review appeals from denials of declassification requests by Departmental Review Committees or the Archivist of the United States.

It is not the intent of the ICRC to prescribe departmental procedures for gathering the data required for the reports described in

the attachments. Rather, the report requirements have been defined in some detail and the procedural instructions, where given, apply primarily to preparation of the report form or format itself. It should be emphasized, however, that the Departmental Committees established pursuant to Section 7 of Executive Order 11652 and Section X of the NSC Directive are expected to be actively responsible for ensuring full implementation of the security classification program within their respective Departments. Among other things, this must include a program for inspection throughout the department to determine that classified documents are being properly marked and that there is neither unnecessary classification nor overclassification. The Report of Classification Abuses (#2) relates directly to this inspection program. Similarly, the procedures established pursuant to Section V of the NSC Directive on possible compromise of classified information should be utilized to ensure that occasions of unauthorized disclosure are reported to the Interagency Committee on the Report of Unauthorized Disclosures. (#3)

Unless otherwise specified in the report descriptions provided as attachments to this memorandum, the quarterly reports covered will apply to all offices within the Executive Branch and Federal Departments which are now authorized to originate classified material or had such authority under the previous Order.



John S. D. Eisenhower  
Chairman  
Interagency Classification  
Review Committee