

096 73 0948

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

May 29, 1973

MEMORANDUM FOR: MEMBERS OF THE INTERAGENCY  
CLASSIFICATION REVIEW COMMITTEE

FROM: Richard C. Tufaro *ret*

SUBJECT: Review of Standard and Optional Forms on  
Classification and Declassification

As part of the technical assistance being provided to the Interagency Classification Review Committee by the National Archives & Record Service (NARS), a study has been underway for several months on the benefits of prescribing Standard or Optional Forms in managing classified information. The Standard Forms Program, is one of the government-wide responsibilities of NARS. Accordingly, your departmental liaison representatives were contacted by NARS and asked to provide copies of all forms currently in use involving control, access and storage of classified information and material. Also requested were destruction certificates and forms used in annual reviews for downgrading and declassification.

Forms from thirteen departments and agencies were reviewed, although some collections were incomplete. Several Standard Forms have been recommended to us and there appears to be merit in providing Optional Forms for many of the day-to-day operations. All forms included in the final selection will appear in an ICRC handbook to be issued early in the fall. We would like to have your comments and suggestions on these draft forms, however, before they appear in final form.

The NARS officials have suggested scheduling a series of work sessions to consider the forms according to the review schedule shown in attachment No. 1. Departments should send no more than three representatives to the first meeting which is scheduled for 10 A.M. on June 7, 1973 in Room 503 at the National Archives Building. It has been suggested that each of the committee members be represented by the regular liaison representatives shown in attachment No. 2 or their designated alternates. In addition, it would be useful for

*ICRC*

- 2 -

you to consider including senior records management and security officers.

I plan to attend the first meeting, and have asked Harold J. Keonig, Assistant Archivist, Office of Records Management, to be with us also. After the objectives and schedule have been explained, we expect that the review process and solicitation of departmental comments can be handled by the liaison representatives. In view of the tight schedule proposed, you may wish to provide alternates to take care of vacations or other possible conflicts.

It would be appreciated if you could submit in writing or by phone (456-6690) no later than June 6 the names of those officials who will be representing your department.