

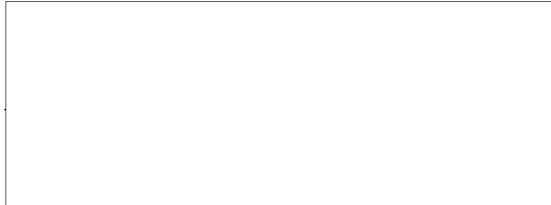
30 October 1972

MEMORANDUM FOR: Directorate Records Management Officers

SUBJECT: Abuse of Classification Procedures

1. The Staff Assistant to the Interagency Classification Review Committee has asked that this Agency establish a spot check system of classified material to determine whether or not classification is being done in accordance with Executive Order 11652. The Inspector General has agreed to include a spot check of current correspondence as part of the routine component surveys.

2. It is requested that you establish within your Directorates a mechanism using the records management system which will call for a spot check on an after-the-fact basis by Records Management Officers of correspondence when it is sent to the Records Center as inactive records. Such a spot check is for the purpose of determining if correspondence is classified in accordance with Executive Order 11652. If the Records Management Officer notices abuses of this Order, in terms of either over or under classifying, he should report same to the Agency Records Management Officer through the appropriate Directorate Records Management Officer.


Special Assistant for Information Control

cc:

Chief, Records Administration Branch