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MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
AND THE UNITED STATES AIR FORCE

(S) [redacted] Executive Summary: The purpose of this Memorandum of Understanding is to establish standard procedures to handle instances where classified or sensitive National Security Information (NSI) of interest to the Air Force [redacted] and Central Intelligence Agency (CIA) (referred to as [redacted]) may have been improperly marked as declassified. There are some records in the National Archives that may contain information about the [redacted] [redacted] that meets the criteria for continued classification under Executive Order 12958. The release of those records would harm the national security interests of the United States by revealing sensitive sources and methods of intelligence collection. Such information must be identified and be removed from boxes that may be accessed by uncleared individuals. A team from the Air Force

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Declassification Office (AFDO) [redacted] has been established to perform this review, with oversight by [redacted] and operational control by AFDO. However, it is in the interest of both [redacted] and the National Archives and Records Administration (NARA) to avoid the attention and researcher complaints that may arise from removing material that has already been available publicly from the open shelves for extended periods of time.

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Declassified	
Authority:	27387
By: David Mengel	Date:
04-07-2006	

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Process and Responsibilities:

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1. (~~U/FOUO~~) AFDO will survey previously identified records series that are likely to contain [redacted] information, and which have been declassified and released under EO 12958 and previous Executive Orders, to determine if documents containing classified or sensitive information may have been inadvertently or improperly declassified and released. If AFDO finds classified or sensitive information in a series of records, AFDO will notify NARA so that the records can be removed from the open shelves for a more intensive examination to determine whether the files contain information that should be classified in accordance with Executive Order 12958.

2. (~~U/FOUO~~) If, as a result of its examination, AFDO finds that information containing classified or sensitive equities that have not been declassified and released under proper authority, or otherwise subject to CIA responsibility to protect sources and methods of intelligence, AFDO will tab the documents in compliance with NARA guidelines. The tabs will include the justification for continued classification or withholding and the appropriate security classification level.

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3. (~~S~~) [redacted] NARA will withdraw the documents identified by AFDO and return the rest of the files to the open shelves. NARA will withhold the tabbed documents in accordance with the justification on the tab. The place markers inserted in place of withheld documents will not contain any reference to [redacted] AFDO on the tabs or to any reason for the withholding of documents. The withdrawn records will be protected by NARA in a manner consistent with the security classification level noted on

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the respective tabs, until final resolution of document classification issues. Such resolution will be the responsibility of [redacted]

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4. ~~(U/FOUO)~~ AFDO will attempt to conduct its examinations in such a manner that no records will remain off the open shelves more than 30 days. If AFDO informs NARA that it cannot resolve an issue with regard to a specific set of records within 30 days, both parties will agree upon a date by which the issue will be resolved. When researchers request records held by AFDO for examination, AFDO will expedite its examination so that the records can be made available to the researcher with a minimum of delay.

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5. ~~(S)~~ [redacted] NARA will not acknowledge the role of [redacted] AFDO in the review of these documents or the withholding of any documents determined to need continued protection from unauthorized disclosure. Researcher requests for withheld documents shall be accepted for processing by NARA and researchers shall not be directed to [redacted] AFDO, or CIA for response. It may be necessary to supplement AFDO with [redacted] personnel. NARA will not disclose the true reason for the presence of [redacted] AFDO [redacted] personnel at the Archives, to include disclosure to persons within NARA who do not have a validated need-to-know. In the event that NARA's leadership determines that a statement concerning the presence of the AFDO [redacted] reviewers is required, NARA will use the following: "The Air Force has assigned additional reviewers at NARA II to ensure appropriate implementation of Presidential Order 12958 historical records declassification review responsibilities."

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6. ~~(S)~~ AFDO [redacted] personnel will follow NARA requirements for the handling of archival records and will take care to preserve the integrity of the records.


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7. ~~(S)~~ NARA staff will provide training for AFDC  personnel and contractors on requirements and procedures for the handling and preservation of archival documents.

8. ~~(S)~~ NARA will inform the Director, AFDO, immediately, if personnel or contractors are not handling documents in accordance with NARA guidelines.

~~(S)~~ This Memorandum of Understanding may be amended by agreement of both parties.

Michael J. Kurtz

3-7-02

Michael J. Kurtz
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William A. Davidson

5 Mar 02

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Administrative Assistant to the
Secretary of the Air Force

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