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	FOIA(b)2
SECRET	FOIA(b)3 - 50
	USC 403

MEMORANDUM OF UNDERSTANDING (MOU)

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

	Executive Summary: The purpose of this Memorandum of	
	Understanding is to establish standard procedures to handle instances where	classified or
FOIA(b)1	sensitive National Security Information (NSI) of interest to the Air Force	
FOIA(b)2 FOIA(b)3 -	and Central Intelligence Agency (CIA) (Refere	ed to as
50 USC 403	may have been improperly marked as declassified. There are	some records
n n n n n n n n n n n n n n n n n n n	in the National Archives that may contain information about the	
,	that meets the criteria for continued classi	fication
	under Executive Order 12958. The release of those records would harm the	ational
	security interests of the United States by revealing sensitive sources and meth	ods of
FOIA(b)1	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	
FOIA(b)2 FOIA(b)3 - 50	Declassification Office (AFDO) has been established to perform	this review,
USC 403	with oversight by and operational control by AFDO. However, it is	n the
The second secon	interest of both and the National Archives and Records Adminis	tration
FOIA(b)1 FOIA(b)2	(NARA) to avoid the attention and researcher complaints that may arise from	removing
FOIA(b)3 - 50 USC 403	material that has already been available publicly from the open shelves for ex	ended
	periods of time.	FOIA(b)1 FOIA(b)2
Í	Declassified	FOIA(b)3 -
	Authority: 27387	50 USC 403
	By: David Mengel Date: . 04-07-2006	
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Process and Responsibilities:

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FOIA(b)1 FOIA(b)2 FOIA(b)3 -50 USC 403

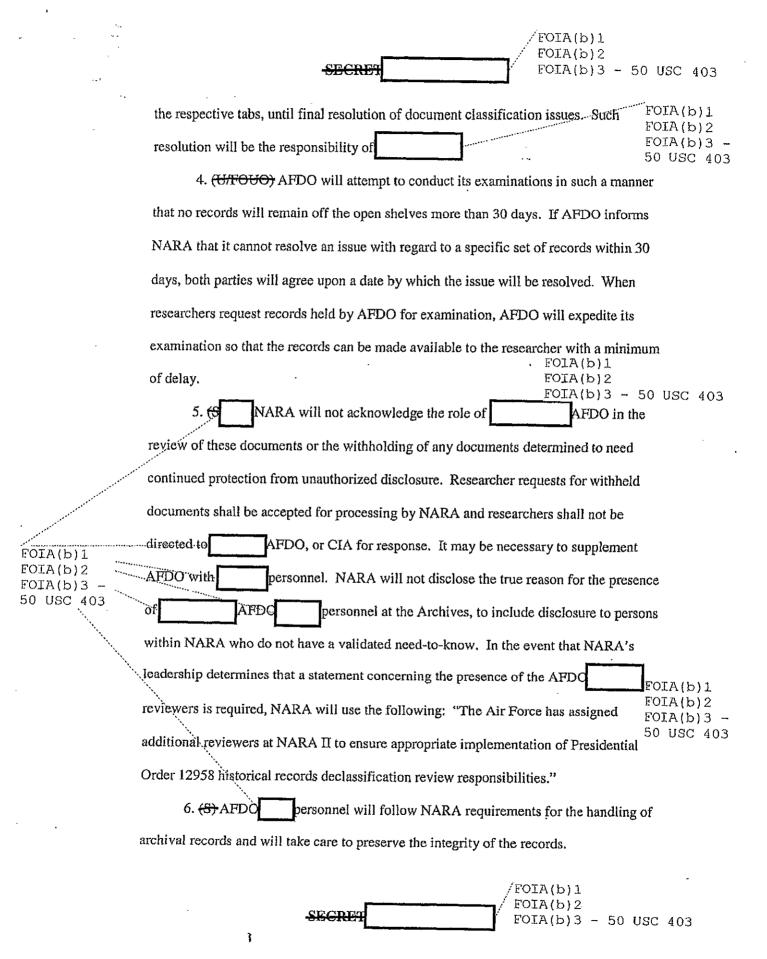
1. (U/FOUO) AFDO will survey previously identified records series that are likely to contain information, and which have been declassified and released under EO 12958 and previous Executive Orders, to determine if documents containing classified or sensitive information may have been inadvertently or 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.

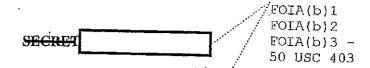
2. (U/FOUO) If, as a result of its examination, AFDO finds that information containing classified or sensitive equities that have not been declassified and released under proper authority, or otherwise subject to CIA responsibility to protect sources and methods of intelligence, AFDO will tab the documents in compliance with NARA guidelines. The tabs will include the justification for continued classification or | FOIA(b)1 FOIA(b)2 FOIA(b)3 withholding and the appropriate security classification level.

FOIA(b)1 FOIA(b)2 FOIA(b)3 -50 USC 403

3. (S 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 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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•		FOIA(b)3	_	50 USC	403





7. (**E) NARA staff will provide training for AFDO personnel and contractors on requirements and procedures for the handling and preservation of archival documents.

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

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

Michael J. Kurtz

Assistant Archivist

Office of Records Services, Washington, DC

William A. Davidson

Administrative Assistant to the

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Secretary of the Air Force