

**USAID SYSTEMATIC DECLASSIFICATION PLAN  
FY 2005 ANNUAL REPORT**

**A. Organizational Information**

The USAID official responsible for overseeing and coordinating USAID's Systematic Declassification Plan is:

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Information and Records Division  
Office of Administrative Services  
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The USAID Declassification Team consists of six retired U.S. Foreign Service Officers who work on a part-time basis (up to 130 days a year). Programmatic direction is provided by the Chief of the Information and Records Division (IRD). Administrative support is provided by a Records Management Specialist within the Division, Ms. Beverly Johnson.

In addition to the IRD officials having declassification authority, the USAID officials listed directly below have declassification authority, internal or external to the Agency.

- Administrator
- Deputy Administrator
- Chief of Staff
- Executive Secretary
- Director of Security
- Assistant Administrator for Policy and Program Coordination
- Assistant Administrator, Bureau for Africa
- Assistant Administrator, Bureau for Europe and Eurasia
- Assistant Administrator, Bureau for Latin America and the Caribbean
- Assistant Administrator, Bureau for Asia and the Near East
- Assistant Administrator, Bureau for Humanitarian Response
- Assistant Administrator, Bureau for Global Programs, Field Support and Research
- Assistant Administrator, Bureau for Management
- Director of Administrative Services
- Inspector General
- Deputy Inspector General
- Senior Policy Advisor
- Counselor

## B. Estimates

1. Includes the total number of pages<sup>1</sup> that have been reviewed from Fiscal Year 1995 through Fiscal Year 2004 (October 1994 through September 2004) that are subject to the Order.
  - a. Total number of textual records reviewed for declassification – An estimated 29,342,000 pages have been reviewed. This includes a mixture of both classified and unclassified records.
  - b. Total number of textual records declassified – 3,500,000
  - c. Total number of textual records exempted from declassification – 0
  - d. Total number of textual records excluded from automatic declassification – A reliable figure is unavailable. However, USAID believes that the number of excluded pages is very small. The excluded records were primarily pertaining to USAID's former Public Safety Program.
  - e. Total number of textual records referred for review to other agencies by USAID – An estimated 250,000 pages
  - f. Total number of textual records referred to USAID for review – 25,000 pages Total number of textual records file series that were file series exempted - 0
  - g. Total number of special media records reviewed for declassification – 0
  - h. Total number of special media records declassified – 0
  - i. Total number of special media records exempted from declassification – 0
  - j. Total number of special media records excluded from automatic declassification – 0
  - k. Total number of special media records referred to other agencies for review for declassification – 0
  - l. Total number of special media records referred to USAID for review – 0
  - m. Total number of special media records file series that were file series exempted – 0

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<sup>1</sup> For purposes of tracking and reporting the amount of records declassified by the executive branch over the next four years, ISOO requests that the figures or estimates be in either cubic feet or pages. The following conversion tables may be helpful in calculating estimates:

1 Cubic ft. = 2,500 pages  
1 Safe drawer = 3 cubic ft. = 7,500 pages  
1 Federal Records Center Box = 1 cubic ft.  
1 Archives Box = 1/3 cubic ft. = Approx. 833 pages  
1 Roll = 2,600 pages  
1 Minute of audio tape = 2.5 pages

2. Includes work completed during Fiscal Year 2004 subject to this provision.
  - a. Total quantity of textual records that were reviewed in Fiscal Year 2004 – 1,087,500 pages
  - b. Total quantity of textual records declassified in Fiscal Year 2004 – 174,000 pages
  - c. Total quantity of textual records exempted in Fiscal Year 2004 - 0
  - d. Total quantity of textual records referred to other agencies in Fiscal Year 2004 – 11,650 pages
  - e. Total quantity of textual records referred to USAID in Fiscal Year 2004 – 3,300
  - f. Total quantity of textual documents excluded from automatic declassification in Fiscal Year 2004 – 75 pages
  - g. Total quantity of special media that were reviewed in Fiscal Year 2004 - 0
  - h. Total quantity of special media declassified in Fiscal Year 2004 - 0
  - i. Total quantity of special media exempted in Fiscal Year 2004 - 0
  - j. Total quantity of special media referred to other agencies in Fiscal Year 2004 - 0
  - k. Total quantity of special media referred to USAID in Fiscal Year 2004 - 0
  - l. Total quantity of special media excluded from automatic declassification in Fiscal Year 2004 - 0
  
3. Includes an estimate of the aggregate quantity of records subject to this provision that are expected to be reviewed in Fiscal Year 2005.
  - a. Estimated quantity of textual records expected to be reviewed in Fiscal Year 2005 – 1,550,00 pages
  - b. Total quantity of textual records expected to be declassified in Fiscal Year 2005 – 248,000
  - c. Total quantity of textual records expected to be exempted in Fiscal Year 2005 - 0
  - d. Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2005 – 11,500
  - e. Total quantity of textual records expected to be referred to USAID in Fiscal Year 2005 – 4,000<sup>2</sup>
  - f. Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2005 - 70
  - g. Total quantity of special media that are expected to be reviewed in Fiscal Year 2005 – Minimal amount, if any.

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<sup>2</sup> The Department of State (DOS) and the Central Intelligence Agency (CIA) are the two largest holders of USAID records. USAID has cooperative declassification agreements with these agencies. The estimates for the number of records/pages that will be referred to USAID by other agencies are estimates and may be “overestimations.”

- h. Total quantity of special media expected to be declassified in Fiscal Year 2005. – Minimal amount, if any.
  - i. Total quantity of special media expected to be exempted in Fiscal Year 2005 – Minimal amount, if any.
  - j. Total quantity of special media expected to be referred to other agencies in Fiscal Year 2005 – Minimal amount, if any.
  - k. Total quantity of special media expected to be referred to USAID in Fiscal Year 2005 – Minimal amount, if any.
  - l. Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2005 – Minimal amount, if any.
4. Includes the aggregate of records reported in last year's plan subject to this provision that were expected to be reviewed by December 31, 2006. Includes also any change in the aggregate quantity of records reported and an explanation for any variance in the two figures.
- a. Estimated quantity of textual records that will be reviewed by December 31, 2006 – An estimated 4,575,000 pages. In USAID's last report, we estimated 5, 019, 700. The 444,700 discrepancy is due to an overestimation of the amount of relevant records retained at the WNRC and at USAID's headquarters.
  - b. Estimated quantity of textual records that will be declassified by December 31, 2006 – An estimated 732,000 pages. In its last report, USAID reported that an estimated 1,065,680 pages would be declassified. We have lowered our estimation because as we near the completion of our review we are finding fewer classified documents among the documents to be reviewed. We have lowered our estimated declassification rate from 21% of the records reviewed to 16%.
  - b. Estimated quantity of textual records that will be exempted from an automatic declassification by December 31, 2006 – 0
  - c. Estimated quantity of textual records that are expected to be referred to other agencies by December 31, 2006. – 39, 000
  - d. Estimated quantity of textual records that are expected to be referred to USAID for declassification or exemption by December 31, 2009 – 60,300
  - e. Estimated quantity of textual records that are expected to be excluded by December 31, 2006 - 235 pages
  - f. Estimated quantity of special media that can be delayed until December 31, 2011 – USAID estimates a minimal amount, if any.
  - g. Estimated quantity of special media that your agency expects to declassify by December 31, 2011 – Minimal amount, if any. In its June 16, 2004 Declassification Plan USAID reported an estimate of 40,000. At that time, USAID anticipated the need to review a collection of microfiched reports formerly held by the defunct USAID Reference Center. We subsequently learned that that collection consisted of “reference copies” of reports that had been

retired to NARA. USAID no longer has plans to review this collection.

- h. Estimated quantity of special media that your agency expects to exempt by December 31, 2011 – 0
  - i. Estimated quantity of special media that your agency expects to refer to other agencies by December 31, 2011 – Minimal amount, if any. In its June 16, 2004 Declassification Plan, USAID reported a figure of 1,000 pages. At that time, USAID anticipated the need to review a collection of microfiched reports formerly held by the defunct USAID Reference Center. We subsequently learned that that collection consisted of “reference copies” of reports that had been retired to NARA. USAID no longer has plans to review this collection.
  - j. Estimated quantity of special media that you expect to be referred to your agency for declassification or exemption by December 31, 2016 – Minimal amount, if any.
5. Include an estimate of the aggregate quantity of records subject to this provision that are expected to be reviewed in Fiscal Year 2007. (Each estimate should reflect cubic feet, or number of pages.) The estimates should be provided in the following breakdown:
- a. Estimated quantity of textual records expected to be reviewed in Fiscal Year 2007 – 1,550,000 pages
  - b. Total quantity of textual records expected to be declassified in Fiscal Year 2007 – 248,000 pages
  - c. Total quantity of textual records expected to be exempted in Fiscal Year 2007 - 0
  - d. Total quantity of textual records expected to be referred to other agencies in Fiscal Year 2007 – 11,400 pages
  - e. Total quantity of textual records expected to be referred to USAID in Fiscal Year 2007 – 16,000 pages
  - f. Total quantity of textual documents expected to be excluded from automatic declassification in Fiscal Year 2007 – 60 pages
  - g. Total quantity of special media that are expected to be reviewed in Fiscal Year 2007 – Minimal amount, if any.
  - h. Total quantity of special media expected to be declassified in Fiscal Year 2007 – Minimal amount, if any.
  - i. Total quantity of special media expected to be exempted in Fiscal Year 2007 – Minimal amount, if any.
  - j. Total quantity of special media expected to be referred to other agencies in Fiscal Year 2007 – Minimal amount, if any.
  - k. Total quantity of special media expected to be referred to USAID in Fiscal Year 2007 – Minimal amount, if any.

1. Total quantity of special media expected to be excluded from automatic declassification in Fiscal Year 2007 – Minimal amount, if any.

#### 6. Integral File Block. (OK)

USAID has not applied the integral file block concept but is currently revisiting the possibility of applying such an approach.

#### 7. USAID Processes.

USAID's permanent, historically valuable classified records are processed for retention and archiving by the Information and Records Division (IRD) located in the USAID Headquarters in the Ronald Reagan Building in Washington, D.C. Materials forwarded to USAID from other agencies, including Presidential libraries, are also sent to and processed by IRD. The USAID Declassification Team consists of six declassification specialists who are former Foreign Service Officers. The Declassification Team reviews historical classified records for the purposes of making declassification, exemption or referral decisions. This effort consists of a page-by-page review of the classified documents. In addition to performing the reviews at the USAID headquarters building, the team also reviews USAID documents stored at NARA, College Park. The USAID records held at the WNRC are periodically forwarded back to the USAID headquarters for review. The Team uses a declassification guide for its review. The Team annotates ("tabs") non-USAID information for referral to other agencies. USAID maintains a database of information concerning declassification efforts and referral actions. Referral notifications with descriptions of the tabbed documents are generated from the database and sent to the agencies that generated the tabbed information.

USAID anticipates no difficulty in completing the review of the USAID records and completing our referrals to other agencies within the prescribed timeframe. USAID is dependent upon other agencies' diligence in referring USAID records to USAID in a timely manner.

#### 8. Costs

FY 2004 – \$458,300

FY 2005 - \$470,600

FY 2006 - \$489,000

FY 2007 (1 quarter) - \$ 124,000

#### **C. Declassification Guides and File Series Exemptions**

USAID depends mainly on the Department of State's Declassification Guidelines. The official USAID guidelines (as approved by ISSO) do not require revision.

USAID has requested no file series exemptions and does not anticipate doing so in the future.

#### **E. Other Factors**

USAID has cooperative declassification agreements with DOS and the CIA. Periodically a USAID Declassification Review officer reviews USAID equities in documents originated by the CIA and the National Security Council (held at a CIA facility).

USAID sees no need to delegate declassification authority to any other agencies.

All of USAID's Declassification Review Officers have participated in the ERGW-sponsored Equities Recognition Training Class. USAID has no formal training program at USAID but our informal in-house collegial procedures and relationship permit an ample exchange of information among our Declassification Review Officers. The USAID officers meet periodically with DOS officials to exchange views and problems encountered.

Barring a severe cut in the overall USAID budget, USAID foresees no budgetary impediments that would adversely affect our ability to meet its responsibilities under the Executive Order.

USAID has no plans to conduct a major re-review of records.

Mr. J. William Leonard, Director  
Information Security Oversight Office  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW  
Washington, DC 20408

Dear Mr. Leonard,

As required by Executive Order 12958, I have enclosed the U.S. Agency for International Development (USAID) FY 2005 Systematic Declassification Plan.

Sincerely,

Harry Manchester  
Director of Security (Acting)

Enclosure: 2005 Declassification Plan