

# Tips for the Declassification of Records Process

Each agency will have their own process for declassification.

Below is a list of some of the items to consider in your agency's declassification process.

1

**Executive Order 13526:** issued on December 29, 2009, by United States President Barack Obama. It is one of a series of executive orders from US Presidents outlining how classified information should be handled . [archives.gov/isoo/policy-documents/cnsi-eo.html#one](https://www.archives.gov/isoo/policy-documents/cnsi-eo.html#one)

2

**Coordinate with your agency's security office.** Your agency will have specific rules and processes regarding declassification of classified records.

3

**Interagency Security Classification Appeals Panel (ISCAP):** Are any of your records exempt from declassification? Check with ISCAP for more information. [archives.gov/declassification/iscap](https://www.archives.gov/declassification/iscap)

For additional information please contact [annualmove@nara.gov](mailto:annualmove@nara.gov) or your NARA Appraisal Archivist