



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 510

## Mandatory Declassification Review

Document Quality Check Date: 04/10/2013  
Partial Revision Date: 12/14/2011  
Responsible Office: M/MS/IRD  
File Name: 510\_041013

Functional Series 500 – Management Services  
ADS 510 - Mandatory Declassification Review  
POC for ADS 510: Sylvia Joyner, (202) 712-5007, [SJoyner@usaid.gov](mailto:SJoyner@usaid.gov)

## Table of Contents

<a href="#"><u>510.1</u></a>	<a href="#"><u>OVERVIEW</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>510.2</u></a>	<a href="#"><u>PRIMARY RESPONSIBILITIES</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>510.3</u></a>	<a href="#"><u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u></a> ....	<a href="#"><u>3</u></a>
<a href="#"><u>510.3.1</u></a>	<a href="#"><u>Mandatory Declassification Review</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>510.3.1.1</u></a>	<a href="#"><u>Where to Direct MDR Requests</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>510.3.1.2</u></a>	<a href="#"><u>Determinations on MDR Requests</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>510.3.2</u></a>	<a href="#"><u>Mandatory Declassification</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>510.3.3</u></a>	<a href="#"><u>Application of the Freedom of Information Act (FOIA)</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>510.3.4</u></a>	<a href="#"><u>MDR Determination Appeals</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>510.4</u></a>	<a href="#"><u>MANDATORY REFERENCES</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>510.4.1</u></a>	<a href="#"><u>External Mandatory References</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>510.4.2</u></a>	<a href="#"><u>Internal Mandatory References</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>510.5</u></a>	<a href="#"><u>ADDITIONAL HELP</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>510.6</u></a>	<a href="#"><u>DEFINITIONS</u></a> .....	<a href="#"><u>5</u></a>

## ADS 510 - Mandatory Declassification Review

### 510.1 OVERVIEW

This ADS chapter sets forth the Agency's policy on the processing of requests from the public for Mandatory Declassification Review (MDR). The purpose of a Mandatory Declassification Review is to determine whether or not classified documents should be declassified.

### 510.2 PRIMARY RESPONSIBILITIES

a. The **Director, Bureau for Management, Office of Management Services (M/MS)** is responsible for releasing or withholding records under an MDR request.

b. The **Bureau for Management, Office of Management Services, Information and Records Division (M/MS/IRD)** is responsible for processing MDR requests. This encompasses

- Reviewing the request;
- Coordinating with appropriate Agency Bureaus/Independent Offices (B/IOs) for input;
- Responding to the request;
- Taking necessary declassification action if necessary; and
- Assisting the Assistant Administrator for the Bureau for Management with any appeal proceedings.

c. The **Assistant Administrator, Bureau for Management (AA/M)** is responsible for deciding appeals of MDR requests.

### 510.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

#### 510.3.1 Mandatory Declassification Review

The Agency must adhere to the Mandatory Declassification Review (MDR) policies and procedures in [Executive Order 13526- Classified National Security Information](#).

##### 510.3.1.1 Where to Direct MDR Requests

Members of the public, departments, and other agencies must direct requests to

Chief, Information and Records Division (M/MS/IRD)  
U.S. Agency for International Development

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.* 3

Ronald Reagan Building  
2.07-C  
Washington, DC 20523-2701

### **510.3.1.2 Determinations on MDR Requests**

The Chief, M/MS/IRD assigns MDR requests to a Declassification Officer for action. The Declassification Officer must coordinate the review of classified documents with the appropriate office, as necessary. A determination must be made within 30 days of receipt of the MDR.

### **510.3.2 Mandatory Declassification**

When declassification is necessary, the Agency must adhere to the Mandatory Declassification policies in [Executive Order 13526- Classified National Security Information](#).

The Chief, M/MS/IRD must provide the Office of Security (SEC) information on the disposition of all mandatory declassification actions for the annual report to the Information Security Oversight Office (ISOO).

### **510.3.3 Application of the Freedom of Information Act (FOIA)**

All declassified records must be requested under the FOIA and are still subject to being withheld under one or more of the nine exemptions from disclosure permitted under the FOIA. Certain records, classified or not, will never be released to the public. (See [Executive Order 13526- Classified National Security Information](#) and [ADS 507, Freedom of Information Act](#))

### **510.3.4 MDR Determination Appeals**

If a member of the public, department, or other agency is denied an MDR request, he or she may appeal the decision. Send appeals to

The Assistant Administrator for Bureau for Management (AA/M)  
U.S. Agency for International Development  
Ronald Reagan Building  
6.09-036  
Washington, DC 20523-6901

The AA/M may request the General Counsel, appropriate Assistant Administrators, Office Directors, and other USAID officers to review appeals of MDR request denials and submit written recommendations. The AA/M's decision on an appeal is the Agency's final decision on that MDR request. (See [Executive Order 13526- Classified National Security Information](#))

## **510.4 MANDATORY REFERENCES**

### **510.4.1 External Mandatory References**

- a. [12 FAM 500, Information Security](#)
- b. [Executive Order 13526- Classified National Security Information](#)

### **510.4.2 Internal Mandatory References**

- a. [ADS 507, Freedom of Information Act](#)

## **510.5 ADDITIONAL HELP**

There are no Additional Help documents for this chapter.

## **510.6 DEFINITIONS**

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

### **declassification officer**

The person who reviews classified documents and makes the determination on whether documents may be declassified. (Chapter 510)

510\_091416