

## Mandatory Review Handout

LBJ Library  
August 1996

### MANDATORY REVIEW FOR DECLASSIFICATION

Subject to restrictions listed on the next page, the mandatory review provisions of Executive Order 12958 enable you to request that agencies of the Federal Government declassify documents that are closed for national security reasons. Security classified documents may have been withdrawn from folders you are examining in the Library. Such documents will be listed on withdrawal sheets placed at the front of the folder and will usually bear an "A" restriction code. To request mandatory review of these documents, you should follow this procedure.

1. Fill out a standard mandatory review request form, which a member of the Library staff will provide.
2. For each document you request you must, so far as possible, provide the following: date of the document and its subject or title, names of the correspondents, type of document (memorandum, letter), and file location (collection title, box number, folder title). Most of this information should be available on the withdrawal sheet.
3. For each document you should provide the document number listed in the left-hand column of the withdrawal sheet, unless no number is listed.
4. For documents in the Confidential File, you should include the entire listing on the withdrawal sheet for each document, including any notations of cross references.

### AFTER WE RECEIVE YOUR REQUEST:

1. We will submit copies of the documents you request to the appropriate agencies for declassification review, and we will send you copies of the document lists we submit to the agencies.
2. Once the agencies notify us of the determinations, we will advise you of the final decision on your request. You may then order copies of released material at 25¢ per page. You must inform the Library of any change of address in order for us to notify you of the results of your request. Please note that it normally takes several years before all determinations are made on mandatory review requests.
3. If any information is exempted from declassification, you may appeal that decision directly to the agency concerned, unless the exempted information is from a White House document. In the case of White House documents, you may appeal the decision to the Deputy Archivist of the United States through this Library.

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THERE ARE TWO LIMITS ON MANDATORY REVIEW RIGHTS:

1. A document that has been exempted from declassification in whole or in part within the past two years will not be re-reviewed.

2. The Library will submit no more than 50 documents for mandatory review at a time for you. If your request is larger than 50 documents, we will place the balance of your request at the end of the mandatory review queue and process an additional 50 documents each time your request comes to the front of the queue until your request is completed.

Should you have questions about this procedure please ask a staff member.