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# CLASSIFICATION RECORD

**Authorized classifiers MUST COMPLETE THIS FORM for each classification or declassification review performed. Enter only the number of characters required in each space.**

<b>TO:</b>  DIVISION OF FACILITIES AND SECURITY INFORMATION SECURITY BRANCH		<b>1. FROM: AUTHORIZED CLASSIFIER'S NAME (Type or print)</b>				<b>2. AUTHORIZED CLASSIFIER'S NUMBER</b>				<b>3. FORM COMPLETION DATE</b> MONTH DAY YEAR																																							
<b>4. DOCUMENT TITLE (Unclassified)</b>										<b>5. DATE OF DOCUMENT</b> MONTH DAY YEAR			<b>11. DECLASSIFICATION INSTRUCTIONS</b>																																				
<b>6. OFFICE SYMBOL</b>										<b>1. ORIGINAL DECISION</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>CODE</th> <th>DESCRIPTION</th> <th>CODE</th> <th>DESCRIPTION</th> <th>CODE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DATE (10 YEARS OR LESS) (Complete 13)</td> <td>3</td> <td>10-YEAR EXEMPT (Complete 13)</td> <td>5</td> <td>EXTENSION (Complete 13)</td> </tr> <tr> <td>2</td> <td>EVENT (Complete 14)</td> <td>4</td> <td>25-YEAR EXTENSION (Complete 13)</td> <td></td> <td></td> </tr> </tbody> </table>						CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	1	DATE (10 YEARS OR LESS) (Complete 13)	3	10-YEAR EXEMPT (Complete 13)	5	EXTENSION (Complete 13)	2	EVENT (Complete 14)	4	25-YEAR EXTENSION (Complete 13)																		
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## INSTRUCTIONS FOR COMPLETING NRC FORM 790

- Items 1-3 Self-Explanatory
- Item 4 Insert Unclassified Document Title: Begin the title in the first block. Insert one letter or number in each block. Leave a block blank to indicate a space. Abbreviations are acceptable.
- Item 5 Insert the date the document was originated or signed.
- Item 6 Self-Explanatory.
- Item 7 Indicate whether you are classifying or declassifying the document.
- Item 8 Self-Explanatory.
- Item 9 Insert the appropriate letter designator a-g (see Executive Order 12958, Section 1.5).
- Items 10-11 Self-Explanatory.
- Item 12 If the source document is marked, "Declassify on OADR," insert the date of that document.
- Item 13 Insert the date on which the document should be declassified or reviewed for classification extension.
- Item 14 Self-Explanatory.
- Item 15 Self-Explanatory.
- Item 16 Self-Explanatory.