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CLASSIFICATION RECORD

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4. DOCUMENT TITLE (Unclassified)										5. DATE OF DOCUMENT MONTH DAY YEAR			11. DECLASSIFICATION INSTRUCTIONS																																					
6. OFFICE SYMBOL										1. ORIGINAL DECISION <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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15. NUMBER OF PAGES DECLASSIFIED										16. NAME OF INDIVIDUAL COMPLETING FORM, IF DIFFERENT FROM CLASSIFIER																																								

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- 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.