



# Homeland Security

MAY 5 2010

MEMORANDUM FOR: Security Officials and FOIA Officers

FROM: Jerry Williams  
Chief Security Officer

Mary Ellen Callahan  
Chief Privacy Officer/Chief FOIA Officer

SUBJECT: Redacting Sensitive Information

In light of recent events associated with the unsuccessful efforts to permanently redact sensitive information posted on a publicly available website, we remind you of the availability and use of reliable guidance to assure confidence in redaction, and the requirement to follow each step of the guidance when redacting sensitive information in DHS documents.

Enclosed with this correspondence you will find two documents published by the Information Assurance Directorate of the National Security Agency (NSA): "Redacting with Confidence: How to Safely Publish Sanitized Reports Converted from Word 2007 to PDF," dated March 18, 2008; and "Redacting with Confidence: How to Safely Publish Sanitized Reports Converted from Word to PDF," dated February 2, 2006. The latter publication addresses data created using Microsoft Word 2003 and Adobe Acrobat 7 and predecessor software, while the former addresses Microsoft 2007, Adobe Acrobat 8.1, and later versions. These documents identify the acceptable technical method for redacting documents.

Prior to posting any materials on a publicly accessible web site or in any other instance where redaction of sensitive information is appropriate, the materials must be sanitized using the procedures cited in the enclosed guidance. Additionally, upon completion of a redaction and prior to such posting, Components shall perform an independent quality control check on the redacted material to verify and assure that permanent redaction has been successful; any cover sheet used exclusively to identify the sensitivity of the posted document, e.g., DHS Form 11042-2, FOUO Cover Sheet, has been removed so it is not included with the posted document; and that previously applied sensitivity markings within the document, such as "For Official Use Only," are struck through (see attached example). Alternative guidance other than the NSA guidance provided above may be used provided it results in the successful and verifiable permanent redaction of sensitive information in a manner equal to or better than that provided above.

Each Component FOIA Office shall include this guidance in their respective standard operating procedures. Each Component Security Office shall ensure that Component Security directives are updated to include appropriate guidance on redaction of sensitive

information. Further, the Office of the Chief Security Officer, in collaboration with Headquarters FOIA, will be working towards the creation of a training class that specifically targets the step-by-step process of performing a redaction and verifying the success of a permanent redaction. Class availability will be publicized when the product is completed.

If you have any questions, please contact Catherine Papoi, Deputy Chief FOIA Officer, at 703-235-0790, or (b) (6) or John J. Young, Chief, Administrative Security Division, at (b) (6), or (b) (6).

Enclosures

cc: Component Heads

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## DHS Mission and Vision

The Department of Homeland Security's primary and urgent mission is to lead the unified national effort to secure the country and preserve our freedoms. While the Department was created to secure our country against terrorism, our charter also includes preparation for and response to *all* hazards, both natural and man-made. The citizens of the United States must have the utmost confidence in the Department's ability to execute all its missions.

The Department leverages resources within Federal, State, and local governments, coordinating multiple agencies and programs into a single, integrated agency focused on protecting the American people and their homeland. More than 87,000 different governmental jurisdictions at the Federal, State, and local level have homeland security responsibilities. DHS seeks to develop a complementary system connecting all levels of government, addressing gaps without duplicating effort.

## Background

Following substantial debate about how the government would organize to most effectively address challenges to U.S. domestic security, the Department of Homeland Security was established by the *Homeland Security Act of 2002* and began operations on March 1, 2003. DHS represented the consolidation of all or part of over 22 Federal Departments and Agencies with personnel now totaling over 218,000. This Transition Briefing Book sets forth the Department's current organization, programs, and activities.

## Vision

The vision of the Department is "A secure America, a confident public, and a strong and resilient society and economy".

## Mission

We will lead the unified national effort to secure America. We will:

- Prevent and deter terrorist attacks,
- Protect against, and respond to, threats and hazards to the Nation, and
- Secure our national borders while welcoming lawful immigrants, visitors, and trade.

## The 2008 Strategic Plan

*Securing the Homeland: The Department of Homeland Security Strategic Plan, Fiscal Years 2008-2013* serves to focus the Department's mission and sharpen operational effectiveness, particularly in delivering services to support Department-wide initiatives and the other mission goals. It identifies the goals and objectives by which we continually assess our performance. The Department uses performance measures at all levels to monitor our strategic progress and program success. This process also keeps the Department's priorities aligned, linking programs



and operations to performance measures, mission goals, resource priorities, and strategic objectives.

### **Point of Contact**

- Alan Cohn, Deputy Assistant Secretary for Policy (Strategic Plans), [REDACTED]