



Creating a Classified Document

The OIG will follow the attached Treasury *"Reference Guide for Classified and Sensitive Information Based on Executive Order 12958 as amended,"* dated August 2004. Guidance on marking Classified documents can be found in the attached *"Information Security Oversight Office Marking Booklet implementing ISOO Directive No. 1,"* dated September 26, 2003.

Who is authorized to classify documents?

Only individuals specifically authorized in writing by the Secretary of the Treasury may classify original documents. Classifiers are responsible for assuring that information is appropriately classified and properly marked. See attached *Treasury Order 105-19*, dated August 26, 2004.

- The Inspector General is authorized to classify original "Top Secret" documents.
- The Assistant Inspector General for Audit and the Assistant Inspector General for Investigations are authorized to classify original "Secret" and "Confidential" documents.
- We can get permission to apply code words to documents on a case-by-case basis with assistance from the Treasury Office of Intelligence.

If I have a question about this policy, whom can I contact?

For questions regarding this policy, please contact the Office of Management at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.

THE FOLLOWING MATERIAL HAS BEEN APPROVED BY THE ACTING IG

Classification Guide

<u>Reason to Classify</u>	<u>Item Description</u>	<u>Class Level</u>	<u>Declassification Time</u>
1.4(c)*(d)(e)	Law Enforcement/Audit information obtained in the course of an investigation/audit which indicates involvement of foreign/domestic officials in criminal activity in the United States or any foreign country. Classify as Top Secret if material is of such sensitivity that unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.	TS	Date/Event 10 years from origination date
1.4(c)*(d)(e)	Law Enforcement/Audit information obtained in the course of an investigation/audit which indicates involvement of foreign/domestic officials in criminal activity in the United States or any foreign country. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security.	S	Date/Event 10 years from origination date
1.4(c)*(d)(e)	Reports of Investigation/Audit containing information or documentation coming to the attention of the Office of Inspector General which falls within the definition of national security. Classify as Secret if material is of such sensitivity that unauthorized disclosure could reasonably be expected to cause serious damage to the national security.	S	Date/Event 10 years from origination date
1.4(c)*(d)(e)	Reports of Investigation/Audit containing information or documentation coming to the attention of the Office of Inspector General which falls within the definition of national security. Classify as Confidential if material is of such sensitivity that unauthorized disclosure could be expected to cause damage to the national security.	C	Date/Event 10 years from origination date
1.4(c)*(d)(e)	Reports of Investigation/Audit containing information or documentation compiled or synopsised for reports of investigation/audits, the aggregation of which, when viewed	TS	Date/Event 10 years from origination date

collectively, falls within the definition of national security information. Classify as Top Secret if material is of such sensitivity that unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.

1.4(c)*(d)(e)	Reports of Investigation/Audit containing information or documentation compiled or synopsised for reports of investigation/audits, the aggregation of which, when viewed collectively, falls within the definition of national security information. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security.	S	Date/Event 10 years from origination date
1.4(c)*(d)(e)	Reports of Investigation/Audit containing information or documentation compiled or synopsised for reports of investigation/audits, the aggregation of which, when viewed collectively, falls within the definition of national security information. Classify as Confidential if material is of such sensitivity that unauthorized disclosure could be expected to cause damage to the national security.	C	Date/Event 10 years from origination date
1.4(c)*	Identification of sensitive intelligence sources or methods. Treasury input to products/projects of the Intelligence community or its members. Treasury originated material which involves sensitive intelligence, activities, sources or methods. Classify as Top Secret if material is of such sensitivity that unauthorized disclosure could reasonably be expected to cause exceptionally grave damage to the national security.	TS	Date/Event 10 years from origination date
1.4(c)*	Identification of sensitive intelligence sources or methods. Treasury input to products/projects of the Intelligence community or its members. Treasury originated material which involves sensitive intelligence, activities, sources or methods. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security.	S	Date/Event 10 years from origination date
1.4(d)	Information produced by the U.S., whether unilaterally or jointly with a foreign government or internal organization of government, pursuant to an agreement that requires that the information	S	Date/Event 10 years from origination date

or agreement be kept in confidence. Classify as Secret if material is of such sensitivity that unauthorized disclosure could reasonably be expected to cause serious damage to the national security.

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| 1.4(d) | Information produced by the U.S., whether unilaterally or jointly with a foreign government or internal organization of government, pursuant to an agreement that requires that the information or agreement be kept in confidence. Classify as Confidential if material is of such sensitivity that unauthorized disclosure could be expected to cause damage to the national security. | C | Date/Event
10 years from
origination
date |
| 1.4(g) | Information that could lead to the identification of an individual as confidential source and which divulged, could preclude the use or cooperation of the individual. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security. | S | Date/Event
10 years from
origination
date |
| 1.4(g) | Information concerning physical security devices and techniques, which divulged could result in physical or electronic penetration, destruction, or damage to a government facility. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security. | S | Date/Event
10 years from
origination
date |
| 1.4(g) | Information concerning physical security devices and techniques, which divulged could result in physical or electronic penetration, destruction, or damage to a government facility. Classify as Confidential if material is of such sensitivity that unauthorized disclosure could be expected to cause damage to the national security. | C | Date/Event
10 years from
origination
date |
| 1.4(g) | Information concerning Automatic Data Processing systems, software, or procedures which could be used to identify security vulnerabilities. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious damage to the national security. | S | Date/Event
10 years from
origination
date |
| 1.4(g) | Information detailing emergency preparedness contingency plans. Classify as Secret if material is of such sensitivity that unauthorized disclosure could be expected to cause serious | S | Date/Event
10 years from
origination
date |

damage to the national security.

Before documents are classified based on citation of section 1.4(c), Executive Order 12958, as amended, consultation shall be made with a National Intelligence Advisor in the Office of Intelligence. That office has program responsibility over intelligence activities (including special activities) and intelligence sources and methods.

Additionally, all Top Secret, Secret and/or Confidential word processing shall be made only on specifically approved information systems for that particular level of classified work.

ORIGINAL SIGNED

Approved by: Dennis Schindel

Date: May 28, 2004

Position Title: Acting Inspector General

Point of contact for questions: Debra McGruder, OIG Security Officer (202) 927-5229