

# Marking Classified National Security Information

As Required by  
Executive Order 12958, as Amended  
Classified National Security Information  
March 25, 2003  
and  
ISOO Implementing Directive No. 1  
Effective September 22, 2003



October 2007



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October 2007

The May 2005 version is still usable. Please go to [www.archives.gov/isoo](http://www.archives.gov/isoo)  
to ensure that you have the latest version.

## INTRODUCTION

Executive Order 12958, as amended, and ISOO Implementing Directive No. 1 prescribe a uniform security classification system. This system requires that standard markings be applied to classified information. Except in extraordinary circumstances, or as approved by the Director of ISOO, the marking of classified information created after September 22, 2003, shall not deviate from the prescribed formats. Markings shall be uniformly and conspicuously applied to leave no doubt about the classified status of the information, the level of protection required, and the duration of classification. Since a booklet of this size cannot illustrate every conceivable situation, please refer to ISOO Implementing Directive No. 1, and any instructions issued by your particular organization. Consult your security manager if you have any questions.

This booklet is unclassified. All the security markings used are for illustration purposes only. Also, it is in the public domain and may be reproduced without permission.

## Reminders

- Only individuals specifically authorized in writing may classify documents originally.
- Only individuals with the appropriate security clearance, who are required by their work to restate classified source information, may classify derivatively.
- There are three levels of classification, “TOP SECRET,” “SECRET,” and “CONFIDENTIAL.” Do not use other terms, such as “Official Use Only,” or “Administratively Confidential,” to identify classified national security information.
- Information shall not be classified for any reason unrelated to the protection of the national security.
- Classifiers are responsible for assuring that information is appropriately classified and properly marked.
- Individuals who believe that information in their possession is inappropriately classified, or inappropriately unclassified, are expected to bring their concerns to the attention of responsible officials.
- “X1 through X8” are not approved declassification markings for documents classified under E.O. 12958, as amended, and should not be contained in any classified documents on, or after, September 22, 2003.
- “OADR” is not an approved declassification marking for documents classified under E.O. 12958, as amended, and should not be contained in any classified documents that have been created after October 14, 1995.
- The Intelligence Community (IC) marking “MR” (Manual Review) is neither intended nor authorized as a marking for the “Declassify on” line on documents classified under E.O. 12958, as amended. (It may be added to the “banner” markings as prescribed by IC guidance.)


## SECTION 1:

### Marking Originally Classified Documents

Below is an example of a document that an original classifier has determined requires protection under E.O. 12958, as amended. It contains the essential markings required under the Order, including:

- Portion marking\*
- Overall classification
- A “Classified by” line to include the identity, by name or personal identifier, and position of the original classifier, and if otherwise not evident, the agency and office of origin
- A reason for classification
- A “Declassify on” line which shall indicate one of the following, based on the sensitivity of the information in accordance with Sec. 2001.12 of ISOO Directive No. 1:
  1. A date or event less than 10 years from the date of the document; or, if unable to identify such a date or event;
  2. A date 10 years from the date of the document; or
  3. A date greater than 10 and less than 25 years from the date of the document; or
  4. A date 25 years from the date of the document.

#### Document before the markings were applied.



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006


---

November 1, 2003

MEMORANDUM FOR THE DIRECTOR  
From: David Smith, Chief Division 5  
Subject: Funding Problems

1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.

**SECRET**



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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November 1, 2003

MEMORANDUM FOR THE DIRECTOR  
From: David Smith, Chief Division 5  
Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. (C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.

Classified by: David Smith, Chief  
Division 5  
Department of Good Works  
Office of Administration

Reason: 1.4(a) and (d)  
Declassify on: December 31, 2019

**SECRET**

***\*Note: Only the Director of the Information Security Oversight Office may grant portion marking waivers for specialized classes of documents or information. Check with your security manager concerning this requirement.***

*The following section will retrace the steps that are necessary to mark an originally classified document.*

## Portion Markings

The first step in the marking process is to identify the classification level of each portion.

A portion is ordinarily defined as a paragraph, but also includes charts, tables, pictures, and illustrations, as well as subjects and titles. Only in this way can the overall classification level be determined.

The three paragraphs of this sample document contain unclassified, “Secret,” and “Confidential” information, respectively.

Portion markings consist of the letters “(U)” for unclassified, “(C)” for “Confidential,” “(S)” for “Secret,” and “(TS)” for “Top Secret.”

These abbreviations, in parentheses, are placed before or after the portion to which they apply. Persons applying portion markings should confirm appropriate placement of the portion marking for their organization. Portion mark as illustrated in these examples.

***Note: Some agencies have their own specific requirements concerning the placement of portion markings. Consult your agency regulations or your security manager.***

## Before Each Portion



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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November 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. (C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.

## After Each Portion



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

November 1, 2003

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief Division 5

Subject: Funding Problems (U)

1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses. (U)
2. This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses. (S)
3. This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses. (C)

## Overall Classification Marking

The second step is to determine the overall classification of the document. The overall classification is the highest classification level of information contained in the document. In this example the highest classification is “Secret,” found in paragraph two.



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. (C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.

Conspicuously place the overall classification at the top and bottom of the page, as shown here.

*Note: Many agencies require additional markings that supplement the overall classification markings.*

**SECRET**

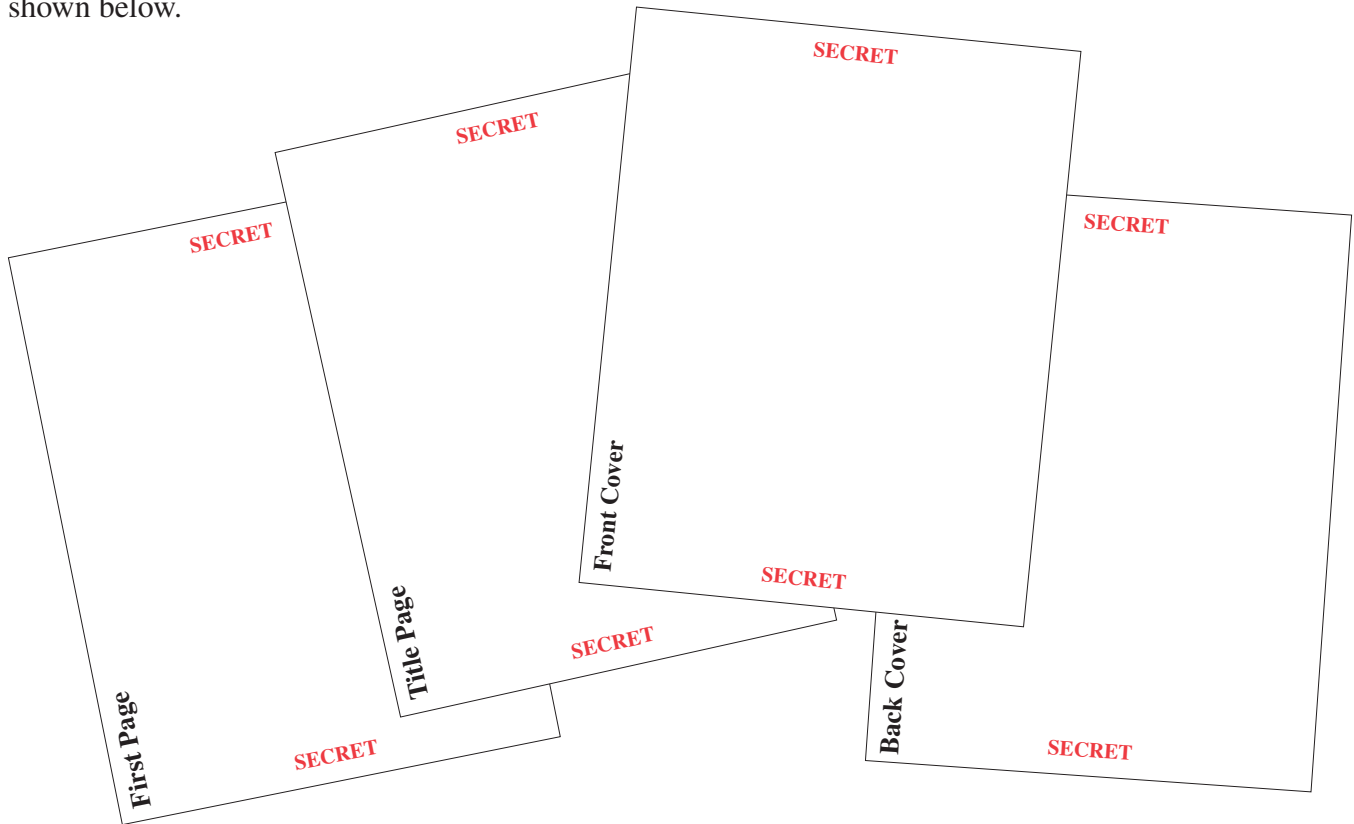


DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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**SECRET**


If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover, as shown below.



Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.

**SECRET**

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 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

Chapter 1-Funding (U)

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.


-3-

**SECRET**

OR

**UNCLASSIFIED**

---

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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Chapter 2-Funding (U)

MEMORANDUM FOR THE DIRECTOR  
From: David Smith, Chief Division 5  
Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

-8-

**UNCLASSIFIED**



## **“Classified by” Line**

The third step is to identify the original classification authority.

Identify the classification authority on the “Classified by” line, as shown here, by name or personal identifier, and position.

**Classified by: David Smith, Chief  
Division 5  
OR  
Classified by: ID#MNo1, Chief  
Division 5**

If the identification of the originating agency or office is not apparent on the face of the document, place it below the “Classified by” line.

**Classified by: David Smith, Chief  
Division 5  
Department of  
Good Works  
Office of Administration**

## Reason for Classification Line

The fourth step is to cite the reason(s) for the decision to classify.

Place, at a minimum, a brief reference to the pertinent classification category(ies), or the number 1.4 plus the letter(s) that corresponds to that classification category in section 1.4 of E.O. 12958, as amended.

These categories, as they appear in section 1.4 of the Order, include the following:

- (a) Military plans, weapons systems, or operations.
- (b) Foreign government information.
- (c) Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
- (d) Foreign relations or foreign activities of the U.S., including confidential sources.
- (e) Scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism.
- (f) U.S. Government programs for safeguarding nuclear materials or facilities.
- (g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism.
- (h) Weapons of mass destruction.

Classified by: David Smith, Chief  
Division 5  
Reason: Military Plans;  
Foreign Relations  
OR  
Reason: 1.4(a) and (d)

## “Declassify on” Line

The last essential marking indicates the duration of classification. A classifier must choose one of the following declassification instructions, selecting whenever possible, the declassification instruction that will result in the shortest duration of classification. Remember, the X1 through X8 exemption categories formerly used to exempt information from 10-year declassification can no longer be used.

### Event less than 10 years:

Document or information is dated November 1, 2003, and the information’s national security sensitivity will lapse 15 days after Director, Dept. of Good Works completes his trip.

Classified by: David Smith, Branch Chief  
Division 5  
Department of Good Works  
Reason: 1.4(g)  
Declassify on: 15 days after Director, Dept.  
of Good Works completes  
travel to Europe

## “Declassify on” Line (continued)

### Date less than 10 years:

Document is dated November 1, 2003, and the information’s national security sensitivity will lapse in eight years.

Classified by: David Smith, Branch Chief  
Division 5  
Department of Good Works  
1.4(h)  
Reason:  
Declassify on: November 1, 2011

### Date that is 10 years from the date of original classification:

Document is dated November 1, 2003, and the information’s national security sensitivity will lapse in ten years.

Classified by: David Smith, Branch Chief  
Division 5  
Department of Good Works  
1.4(g)  
Reason:  
Declassify on: November 1, 2013

### Date that is greater than 10 years, but less than 25 years from the date of original classification:

Document is dated November 1, 2003, and the information’s national security sensitivity will lapse in 16 years.

Classified by: David Smith, Branch Chief  
Division 5  
Department of Good Works  
1.4(b)  
Reason:  
Declassify on: November 1, 2019

### Date that is 25 years from the date of original classification:


Document is dated November 1, 2003, and the information’s national security sensitivity will lapse in 25 years.

Classified by: David Smith, Branch Chief  
Division 5  
Department of Good Works  
1.4(b)  
Reason:  
Declassify on: November 1, 2028

*Note: When the identity of a confidential human source or human intelligence source is exempted from automatic declassification at 25 years, there is no requirement to assign a specific date or event for declassification of the information.*

## Example of a Properly Marked Originally Classified Document

Having completed these steps, here again is the document properly marked.

<b>SECRET</b>	
	DEPARTMENT OF GOOD WORKS Washington, D.C. 20006
<hr/>	
November 1, 2003	
MEMORANDUM FOR THE DIRECTOR	
From: David Smith, Chief Division 5	
Subject: (U) Funding Problems	
<ol style="list-style-type: none"><li>1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.</li><li>2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.</li><li>3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.</li></ol>	
Classified by: David Smith, Chief Division 5 Department of Good Works Office of Administration	
Reason: 1.4(a) and (d)	
Declassify on: November 1, 2019	
<b>SECRET</b>	

## SECTION 2:

### Marking Derivatively Classified Documents

Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide issued by an original classification authority.

### Derivatively Classifying From a Source Document


When using a classified source document as the basis for derivative classification, the markings on the source document determine the markings to be applied to the derivative document.

Here is a properly marked source document and a properly marked derivative document. The derivative document contains information taken from paragraph two of the source document. The following will retrace the steps that are necessary to mark a document derived from a classified source.

Please note: the “Reason” line, as reflected in the source document(s) or classification guide, is not required to be transferred to the derivative document. If included, however, carry forward the “Reason” as it appears on the source document.

## Source Document

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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December 1, 2003

MEMORANDUM FOR THE DIRECTOR  
From: David Smith, Chief Division 5  
Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
3. (C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.


Classified by: David Smith, Chief  
Division 5  
Department of Good Works  
Office of Administration

Reason: 1.4(a) and (d)  
Declassify on: January 31, 2008

**SECRET**

## Derivative Document

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

January 1, 2004

MEMORANDUM FOR: David Smith  
Division 5

From: Susan Goode, Director  
Subject: (U) Recommendations for  
Resolving Funding Problems

1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
3. (U) This is paragraph 3 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

Derived from: Memorandum dated 12/1/03  
Subj: Funding Problems  
Department of Good Works


Declassify on: January 31, 2008

**SECRET**

## Portion Marking

The first paragraph of the derivative document incorporates information from the second paragraph of the source document, a paragraph marked “Secret.” Therefore, portion mark the first paragraph of the derivative document with an “(S).” The derivative document contains no other classified information. Therefore, portion mark all other portions with a “(U).”

### Source Document




DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

2. **(S)** This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.

### Derivative Document



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

January 1, 2004

MEMORANDUM FOR: David Smith, Chief  
Division 5

From: Susan Goode, Director

Subject: **(U)** Recommendations for  
Resolving Funding Problems

1. **(S)** This is paragraph 1 and contains “Secret” information taken from paragraph 2 of the source document. Therefore, this portion will be marked with the designation “S” in parentheses.

2. **(U)** This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.


3. **(U)** This is paragraph 3 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

## Overall Classification Markings

The highest classification level of any portion of this derivative document is “Secret.” Therefore, conspicuously place an overall classification of “Secret” at the top and bottom of the derivative document.

### Derivative Document

**SECRET**



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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January 1, 2004

MEMORANDUM FOR: David Smith, Chief  
Division 5

From: Susan Goode, Director

Subject: **(U)** Recommendations for  
Resolving Funding Problems

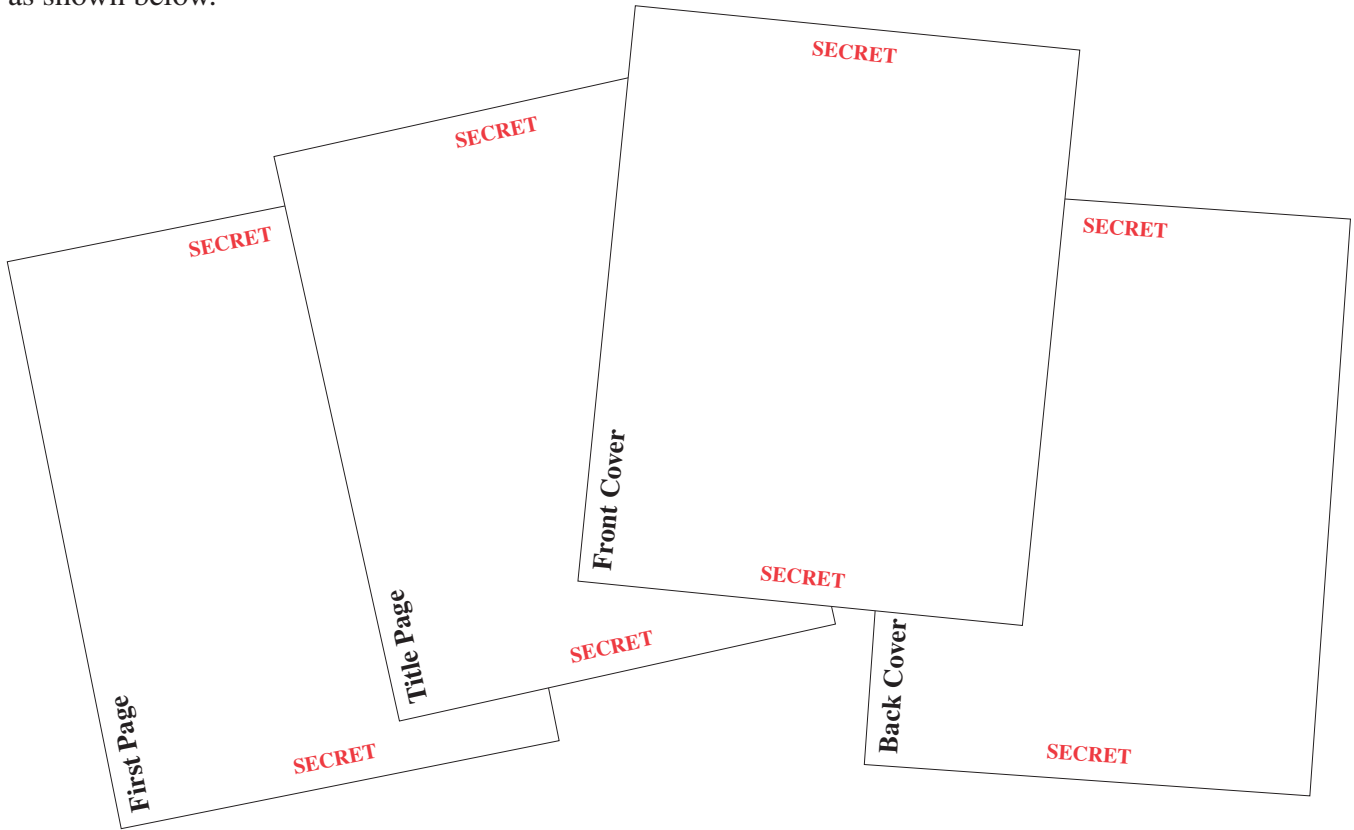
1. **(S)** This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.

2. **(U)** This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

3. **(U)** This is paragraph 3 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

**SECRET**


If the derivative document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover, as shown below.



Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.

**SECRET**

---

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

Chapter 1-Funding (U)

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.


-3-

**SECRET**

OR

**UNCLASSIFIED**

---

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

Chapter 2-Funding (U)

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.


-8-

**UNCLASSIFIED**

## “Derived from” Line

Identify the source used as the basis for classification on the “Derived from” line of the derivative document, as shown below.

### Source Document

<p><b>SECRET</b></p>  <p>DEPARTMENT OF GOOD WORKS Washington, D.C. 20006</p> <hr/> <p>December 1, 2003</p> <p>MEMORANDUM FOR THE DIRECTOR From: David Smith, Chief Division 5 Subject: (U) Funding Problems</p> <ol style="list-style-type: none"><li>1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.</li><li>2. (S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.</li><li>3. (C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.</li></ol> <p>Classified by: David Smith, Chief Division 5 Department of Good Works Office of Administration</p> <p>Reason: 1.4(a) and (d) Declassify on: January 31, 2008</p> <p><b>SECRET</b></p>	
	<p>Derived from: Memorandum dated 12/01/03 Subj: Funding Problems Department of Good Works</p> <p><b>SECRET</b></p>


### Derivative Document




## “Declassify on” Line

The derivative classifier shall carry forward the instructions on the “Declassify on” line of the source document to the “Declassify on” line of the derivative document.

### Source Document

<b>SECRET</b>	
	DEPARTMENT OF GOOD WORKS Washington, D.C. 20006
<hr/>	
December 1, 2003	
Classified by: David Smith, Chief Division 5 Department of Good Works Office of Administration	
Reason: 1.4(a) and (d)	
Declassify on: January 31, 2008	
<b>SECRET</b>	

### Derivative Document

<b>SECRET</b>	
	DEPARTMENT OF GOOD WORKS Washington, D.C. 20006
<hr/>	
January 1, 2004	
Derived from: Memorandum dated 12/01/03 Subj: Funding Problems Department of Good Works	
Declassify on: January 31, 2008	
<b>SECRET</b>	

## Source Document with “OADR” or “X1” through “X8” Declassification Instructions

When a source document contains the declassification instruction “Originating Agency’s Determination Required” (OADR), or the exemption categories “X1” through “X8,” the derivative classifier shall note:

1. the fact that the source document was marked with either of these instructions; and
2. the date of origin of the source document.


This marking will permit a determination of when the classified information is 25 years old and, if permanently valuable, subject to automatic declassification under section 3.3 of E.O. 12958, as amended. Pages 16 and 17 show examples of how to apply these markings.

### Source Document

#### Source Document Marked “Originating Agency Determination Required” (OADR):

A derivative decision is being made on October 10, 2003 using a source document marked “OADR” on the “Declassify on” line. The date of the source document is October 5, 1993.

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

October 5, 1993

From: David Smith, Chief Division 5  
Subject: (U) IT Developments

IT DEVELOPMENTS

1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.

Classified by: David Smith, Chief  
Division 5  
Department of Good Works

Declassify on: OADR

**SECRET**

Derived from: Document dated 10/05/93  
Subj: IT Developments  
Department of Good Works

Declassify on: Source marked OADR  
Date of Source: 10/05/93

**SECRET**


### Derivative Document

**Source Document Marked “X1” through “X8” exemption categories:**

A derivative decision is being made on November 15, 2003 citing the X4 exemption category on the “Declassify on” line. The date of the source document is December 2, 2000.

**Source Document**

**SECRET**



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

December 2, 2000

MEMORANDUM FOR THE DIRECTOR  
From: Mary Jones  
Subject: (U) Security Equipment Procurement

1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.

Classified by: Mary Jones  
Director of Security  
Reason: 1.4(g)  
Declassify on: X4

**SECRET**

Derived from: Department of Good Works  
Dated 12/02/00  
Subj: Security Equipment Procurement  
Declassify on: Source marked X4  
Date of Source: 12/02/00

**SECRET**

**Derivative Document**


*Note: The Intelligence Community (IC) marking “MR” (Manual Review) is neither intended nor authorized as a marking for the “Declassify on” line on documents classified under E.O. 12958, as amended. (It may be added to the “banner” markings as prescribed by IC guidance.) When “MR” incorrectly appears in the “Declassify on” line of a source document, use the same method as that illustrated for “X1 through X8” above. For example: “Source marked MR. Date of source: 12/02/00.”*

## Source Document Marked “X1” through “X8” and dated after September 22, 2003

On February 16, 2007, Director, ISOO issued additional guidance on the derivative use of the X1 through X8 markings. It was noted that ISOO Directive No. 1 provides clear guidance on the derivative use of documents created prior to the prohibition of the X1 through X8 codes on September 22, 2003, but it did not say what to do with documents containing X1 through X8 codes created after September 22, 2003 since those markings were no longer permitted. Nonetheless, the continued use of X1 through X8 codes is still widespread throughout the Executive branch. Therefore, in an effort to provide guidance to activities who receive improperly marked classification information and to further prod classifiers to cease using obsolete markings, it was stipulated that all documents derived from a source created on or after September 22, 2003 with the unauthorized markings X1 through X8, shall be marked with a “Declassify On” date of September 22, 2028, absent further guidance for the originating OCA. This date represents 25 years, the maximum duration of classification which an OCA can establish under the Order from the last possible appropriate use of the X1 through X8 markings.

*Note: This does not change the procedure for citing sources created prior to September 22, 2003 that have an X1 through X8 code in the “Declassify On” line. Therefore, the example cited on the previous page is still correct as long as the source document is dated prior to September 22, 2003.*

### Source Document

<b>SECRET</b>	
 DEPARTMENT OF GOOD WORKS Washington, D.C. 20006	
September 1, 2007	
MEMORANDUM FOR THE DIRECTOR From: Mary Jones Subject: (U) Security Equipment Procurement	
1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.	GOOD WORKS 006
Classified by: Mary Jones Director of Security Reason: 1.4(g) Declassify on: X4	
<b>SECRET</b>	

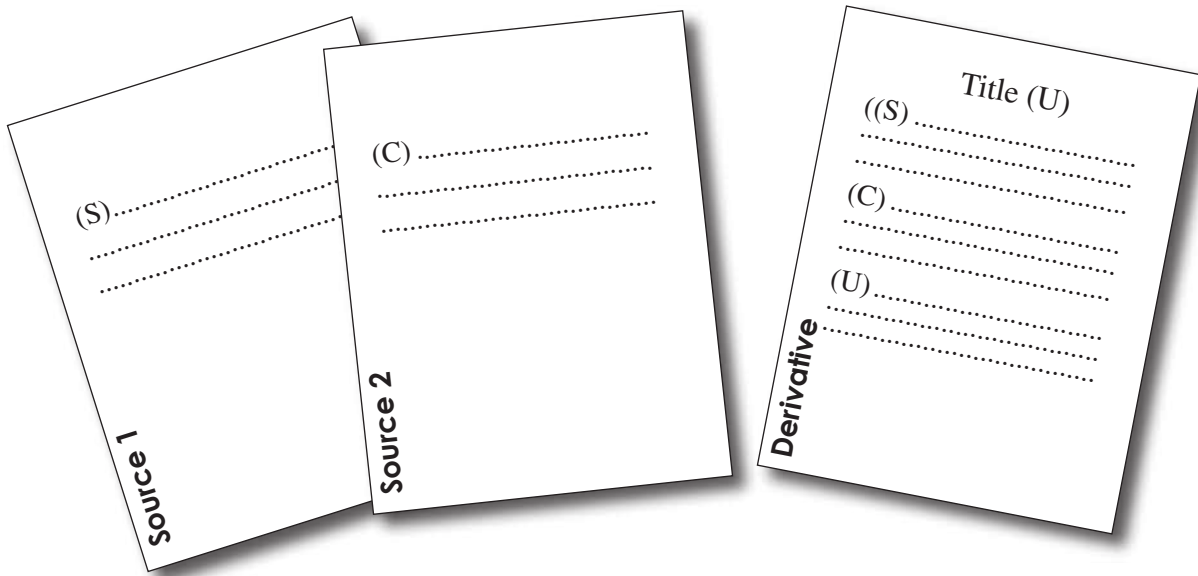
### Derivative Document

Derived from: Department of Good Works Dated September 1, 2007 Subj: Security Equipment Procurement Declassify on: September 22, 2028
<b>SECRET</b>

## Derivatively Classifying From Multiple Sources

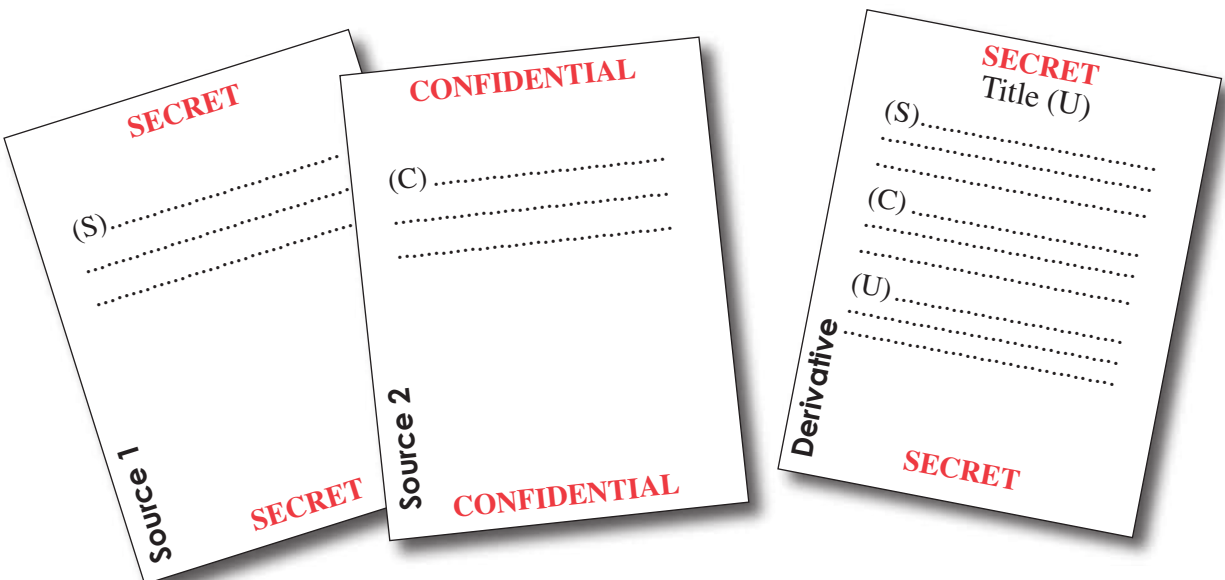
### Portion Marking

When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the level indicated on the source documents. Portion mark all other portions “(U).” In the example shown below, information from the “Secret” paragraph of “Source 1” is incorporated in the first paragraph of the “Derivative” document, while the “Confidential” paragraph of “Source 2” is incorporated in the second paragraph of the “Derivative” document. The rest of the “Derivative” document is unclassified.



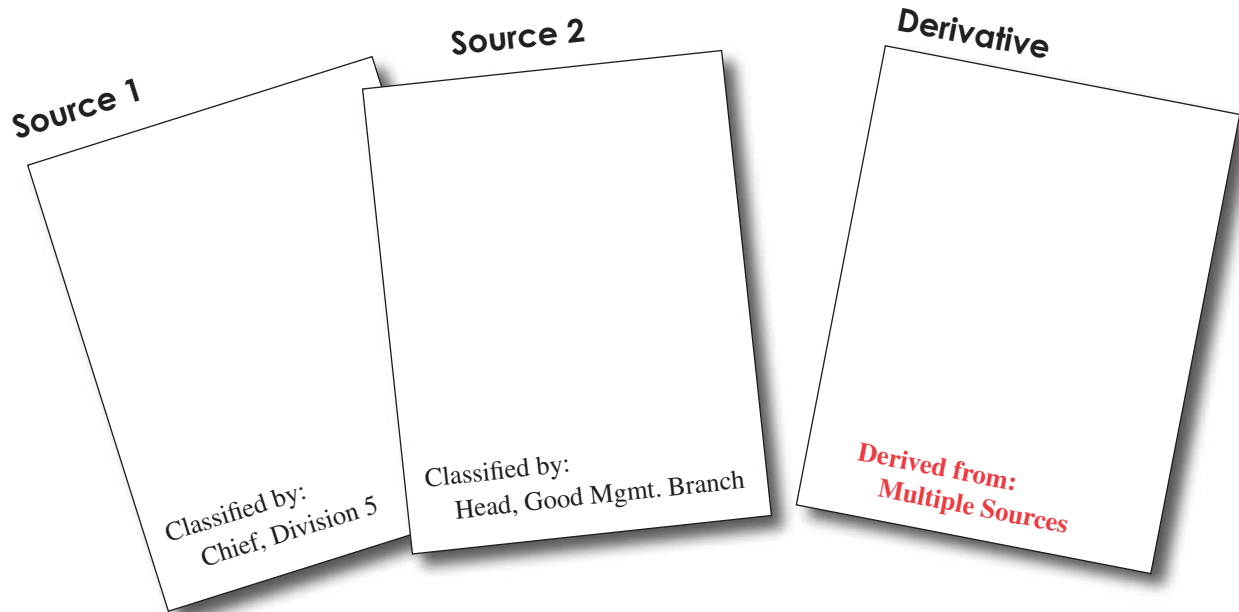
### Overall Classification Marking

Conspicuously mark the derivative document at the top and bottom with the highest classification level of information found in any portion of the document. In the example shown, the overall classification is “Secret.” If the derivative document contains more than one page, each page needs to be marked with an overall marking as provided on pages 12 and 13.



## “Derived from” Line

Enter the standard notation “Multiple Sources” on the “Derived from” line of the derivative document to indicate that more than one classified source was used.



***Important Note: It is required that you maintain the identification of all classified sources with the file or record copy of the derivative document. If practical, include the list with all copies of the derivative document.***

## Official File Copy

Derived from:	Multiple Sources
Source 1:	Memo of May 5, 2004 David Smith, Chief Division 5 Office of Admin. Department of Good Works
Source 2:	Report of Oct. 20, 1996 Lief Erikson, Head Good Mgmt. Branch Dept. of Trees


## Source Document Marked “Multiple Sources”

Deriving classified information from a source document that is itself marked “Multiple Sources” presents a special problem in identifying that document on the “Derived from” line of the new document. Do not carry forward the notation “Multiple Sources” to the new document, because the document could not then be used to trace the actual sources of classification. Instead, specifically identify the source document by author, date, and subject on the “Derived from” line.

### Derivative Document Used as a Source Document

**SECRET**

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 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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October 10, 2003

MEMORANDUM FOR THE DIRECTOR  
From: David Smith, Chief Division 5  
Subject: (U) Funding Problems

1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.
2. (C) This is paragraph 2 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses.


Derived from: Multiple Sources  
Declassify on: 05/14/2020

**SECRET**

### Derivative Document

**SECRET**

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 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

October 4, 2011

MEMORANDUM FOR THE DIRECTOR  
From: Bob Jones, Division 2  
Subject: (U) Project Funding

1. (S) This is paragraph 1 and contains “Secret” information taken from paragraph 1 of the document used as a source. Therefore, this portion will be marked with the designation “S” in parentheses.

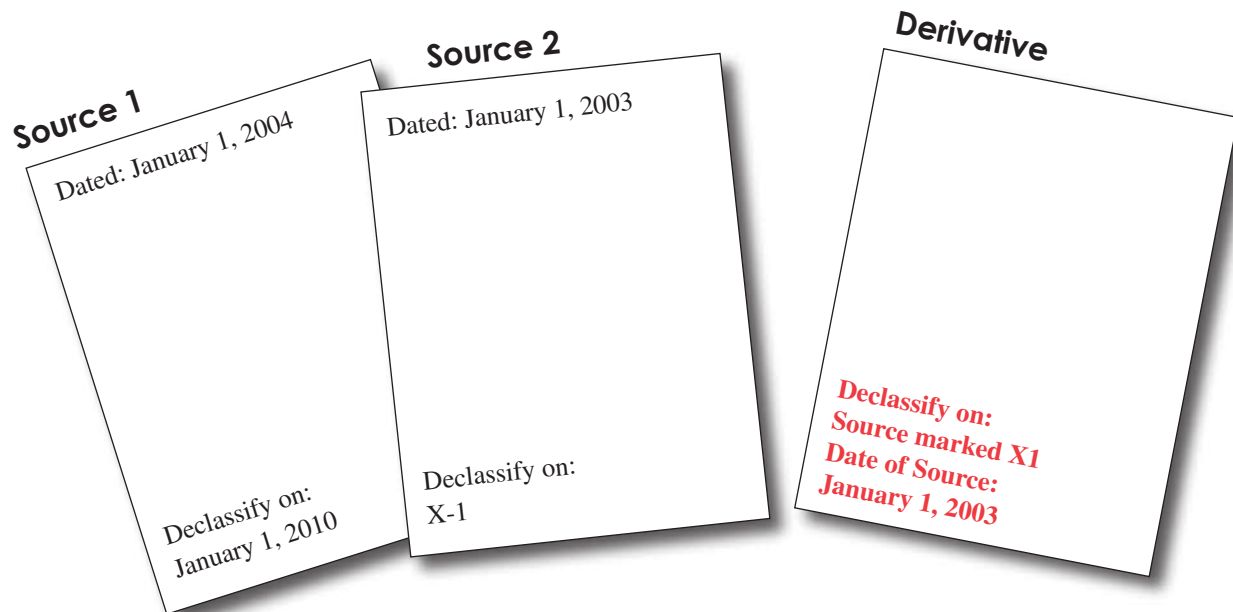
Derived from: Memo dated 10/10/03  
Chief Division 5  
Department of Good Works  
Subject: Funding Problems

Declassify on: 05/14/2020

**SECRET**

## “Declassify on” line

Mark the “Declassify on” line with the declassification instruction from the source document that requires the longest period of classification. As shown below, carry forward the date indicated on Source 2. Source 1 shows a specific date for declassification of less than ten years. Source 2 is a document created prior to the September 22, 2003 discontinuance of the X1 through X8 codes. It was exempted from declassification at ten years, making the actual declassification date January 1, 2028 (25 years from the date of the original classification). Therefore, Source 2 established the longer period of classification and the derivative document should reflect this instruction.



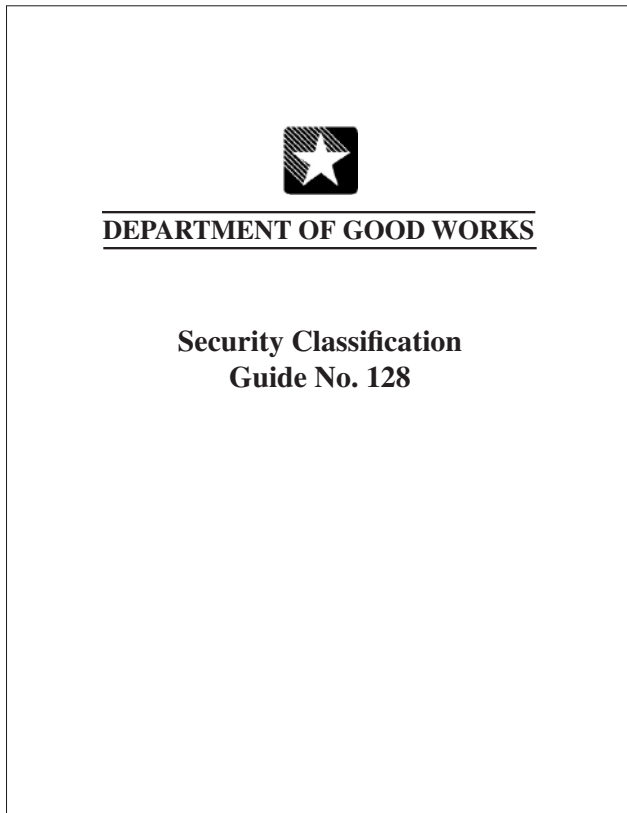
*Note: If one of the source documents contains the “25X1-human” marking, that marking should be carried forwarded to the “Declassify on” line of the derivative document, because it reflects the longer period of classification. In this instance the “25X1-human” duration marking takes precedence over all other markings.*



## Derivatively Classifying From a Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected, and the level and duration of classification.

This is a page from sample guide.



Classification Guide No. 128			
Subject	Classification Instructions		
	<u>Level</u>	<u>Reason</u>	<u>Duration</u>
1. Program Planning	U		
2. Program Progress	U		
3. Technical Scope of A.B.C.	C	1.4(a)	4/15/10
4. Vulnerability	S	1.4(g)	6/23/19
5. Limitations	U		

### Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the classification guide specifies shall be classified “Confidential.” Mark the first paragraph “(C).” Mark all other portions, which are unclassified, “(U).”

(U)Title
(C) This paragraph includes information about the technical scope of A.B.C.
(U) This paragraph includes information on program planning.
(U) This paragraph includes information on program progress.

## Overall Classification Markings

Conspicuously mark the overall classification at the top and bottom of the derivative document. In this example the highest classification is “Confidential,” found in paragraph 1.

## “Derived from” Line

The classification authority is the classification guide. Identify the guide on the “Derived from” line. The source for the derivative classification is the classification guide.

*Note: There are still many classification guides that call for the use of either “OADR” or one of the “X1” through “X8” codes in the “Declassify on” line. These guides are all incorrect since **the use of those codes is no longer authorized**. Classification guides must be updated at least every five years, or as circumstances require. The 2003 amendment of E.O. 12958 and ISOO Directive No. 1 created circumstances that by now **should have been addressed in all classification guides**. If the guide in question calls for the use of “X1” through “X8,” use September 23, 2028 in the “Declassify on” line instead unless you have additional clarification from the OCA. If the guide in use still calls for the use of “OADR” use October 15, 2020 in the “Declassify on” line instead. These dates reflect 25 years from the last authorized use of these codes.*

**CONFIDENTIAL**

(U)Title

- (C) This paragraph includes information about the technical scope of A.B.C.
- (U) This paragraph includes information on program planning.
- (U) This paragraph includes information on program progress.

**CONFIDENTIAL**

**Derived from: Department of Good Works  
Classification Guide No. 128  
dated September 30, 2000, Item 3  
Declassify on: April 15, 2010**

## Use of 25X1-25X9

It is important to realize that the nine 25X codes did not replace the eight “X1” through “X8” markings that were removed from E.O. 12958 when it was amended in 2003. The 25X codes are used for a totally different purpose.

The 25X codes are available to cognizant agency officials if they have permanently valuable information that needs to be exempted from automatic declassification at 25 years and only if approved by the President or the Interagency Security Classification Appeals Panel. (See E.O. 12958, as amended, Section 3.3(b) and ISOO Directive No. 1, Section 2001.21(e)). Therefore, 25X codes can only be applied if the information is 20 to 25 years old. Thus, only in relatively few cases will a 25X code be applied on the “front end,” i.e.; when a document is created.

“25X1-human” is one example of this. When “25X1-human” is applied when a document is created it means that the originating agency has gained approval to do so from the Interagency Security Classification Appeals Panel (ISCAP), generally in the form of a declassification guide.


On the document it would appear this way: **Declassify on: 25X1-human**

This 25X1-human marking applies only to information that would reveal the identity of confidential human sources or human intelligence sources, not all intelligence sources and methods. In other words, an agency may have permission to apply “25X1-human” to a newly created document but that does not necessarily mean that they can put “25X1” on new documents because that marking refers to all intelligence sources and methods.

## Summary of Derivative Classification

Having completed these steps, here again is a derivative document properly marked from a source document. The “Derived from” line would vary according to the source as represented in the previous examples.

### Derivative Document

<b>SECRET</b>	
	DEPARTMENT OF GOOD WORKS Washington, D.C. 20006
<hr/>	
December 1, 1995	
MEMORANDUM FOR: David Smith, Chief Division 5	
From:	Susan Goode, Director
Subject:	(U) Recommendations for Resolving Funding Problems
<ol style="list-style-type: none"><li>1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.</li><li>2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.</li><li>3. (U) This is paragraph 3 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.</li></ol>	
Derived from:	Memorandum dated 11/01/95 Subject: Funding Problems Department of Good Works Office of Administration
Declassify on:	December 31, 2000
<b>SECRET</b>	

## SECTION 3: Additional or Special Markings

### Classification Extensions

Only an original classification authority with jurisdiction over the information may extend the duration of classification for up to 25 years from the date of the information's origin.

In cases where an extension is made, the "Declassify On" line shall be revised to include the new declassification instructions, and shall include the identity of the person authorizing the extension and the date of the action.

Reasonable attempts should be made to notify all holders of a classification extension. As appropriate, classification guides shall be updated to reflect such extensions.

### Foreign Government Information

Some agencies may require that documents containing classified foreign government information be marked with:

"This document contains (country of origin) Information."

Mark the portions that contain the foreign government information to indicate the country of origin and the classification level. Substitute the words "Foreign Government Information" or "FGI" in instances in which the identity of the specific government must be concealed.

***Note: If the fact that information is foreign government information must be concealed, the markings described here shall not be used and the document shall be marked as if it were wholly of U.S. origin.***

***Note on the "Declassify on" line: Foreign government information must be marked with a declassification date of up to 25 years, unless there is an international agreement or treaty stating that the information must remain classified beyond 25 years.***

**SECRET**



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

December 1, 2001

MEMORANDUM FOR: David Smith, Chief  
Division 5

From: Susan Goode, Director  
Subject: (U) Recommendations for Resolving  
Funding Problems

1. (S) This is paragraph 1 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

Classified by: David Smith, Chief  
Division 5  
Department of Good Works  
Office of Administration

Reason: 1.5(a)

Declassify on: ~~December 31, 2019~~  
Classification extended on 12/01/02  
until 12/01/20  
by Steven Jones, Chief, Division 5

**SECRET**

**SECRET**



DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

December 1, 2003

MEMORANDUM FOR: David Smith, Chief  
Division 5

From: Susan Goode, Director  
Subject: (U) Recommendations for Resolving  
Funding Problems

1. (C) This is paragraph 1 and contains "Confidential" information from a U.S. source document. Therefore, this portion will be marked with the designation "C" in parentheses.
2. **(Country of Origin-S)** This is paragraph 2 and contains classified information marked "Secret" by the country of origin. Therefore, this portion will be marked to indicate the country of origin and the level of classification.

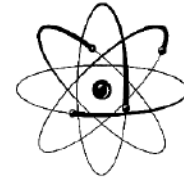
Derived from: Multiple Sources

**SECRET**  
**THIS DOCUMENT CONTAINS**  
**(COUNTRY OF ORIGIN) INFORMATION**

## Nuclear Weapons and Materials Information

If you encounter documents containing “Restricted Data (RD)” or “Formerly Restricted Data (FRD)” as defined by the Atomic Energy Act of 1954, as amended, consult with 10 CFR 1045, “Nuclear Classification and Declassification” for instructions in marking and handling documents containing RD and FRD. E.O. 12958, as amended, does not apply to RD or FRD.

### Restricted Data (RD)



### Formerly Restricted Data (FRD)


## Letters of Transmittal

Conspicuously mark an unclassified transmittal document with the highest classification level of any information transmitted by it. Also mark the transmittal document with an appropriate instruction indicating that it is unclassified when separated from classified enclosures, as shown here.

If the transmittal document itself contains classified information, mark it as required for all other classified information, except:

- (a) Conspicuously mark the top and bottom of the transmittal document with the highest classification level of any information contained in the transmittal document or its enclosures; and
- (b) mark the transmittal document with an appropriate instruction indicating its overall classification level when separated from its enclosures, as shown here.

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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December 1, 2001

(U) Title


\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

David Smith, Chief  
Division 5

Enclosures  
Unclassified when separated from classified enclosure.

**SECRET**

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

December 1, 2003

(U) Title

1. (U)\*\*\*\*\*  
\*\*\*\*\*

2. (C)\*\*\*\*\*  
\*\*\*\*\*

David Smith, Chief  
Division 5

Classified by: Bob Erikson, Chief  
Department of Good Works

Reason: 1.4(a)

Declassify on: December 31, 2005

**Downgrade to Confidential when separated  
from Secret enclosures.**

**SECRET**

## Marking Special Categories of Material and Equipment

It will frequently be necessary to mark or label special categories of material, such as computer hardware, software, and removable data storage media. ISOO Directive No. 1 states that:

“Bulky material, equipment and facilities, etc. shall be clearly identified in a manner that leaves no doubt about the classification status of the material, the level of protection required, and the duration of classification. Upon a finding that identification would itself reveal classified information, such identification is not required. Supporting documentation for such a finding must be maintained in the appropriate security facility.”

Each agency is responsible for developing its own policies and procedures in complying with the Directive. Bear in mind that it may not be feasible to apply a declassification date on equipment such as computers and security containers that serve as repositories for numerous documents. Consult your organization’s security instructions or your security manager for guidance.

## Working Papers

A working paper is defined as documents or materials, regardless of the media, which are expected to be revised prior to the preparation of finished product for dissemination or retention. Working papers containing classified information shall be dated when created, marked with the highest classification of any information contained in them, protected at that level, and if otherwise appropriate, destroyed when no longer needed. When any of the following conditions applies, working paper shall be controlled and marked in the same manner prescribed for a finished document at the same classification level:

1. Released by the originator outside the originating activity;
2. Retained more than 180 days from the date of origin; or
3. Filed permanently.

## Classification by Compilation

Section 1.7(e) of Executive Order 12958, as amended, states that compilations of items of information that are individually unclassified may be classified if the compiled information reveals an additional association or relationship that: (1) meets the standards for classification under the Order; and (2) is not otherwise revealed in the individual items of information. The Order also defines compilation as an aggregation of pre-existing unclassified items of information.


Section 2001.21(a)(3)(iii) of ISOO Directive No. 1 requires that whenever the reason for classification is not apparent from the content of the information, to include classification by compilation, the original classification authority shall provide a more detailed explanation of the reason for classification.

For the purpose of marking a document, this means that it may be possible to have a classified document in which all the individual portions are unclassified but because the compilation of the unclassified information reveals an association or relationship not otherwise evident when the portions are used individually, classification and the application of required classification markings are warranted. In these cases, clear instructions must be provided as to the circumstances under which the individual portions constitute a classified compilation.

Two additional crucial points to consider are: (1) as with all other markings, information must be marked in a uniform and conspicuous manner so as to leave no doubt as to the classified status of the information, the level of protection required, and the duration of classification; and (2) access to or the sharing of unclassified information must not be impeded by unnecessarily or inappropriately applying classification where it's not warranted. The following are examples of markings that may be applied to a document that is classified by compilation.

In this first example below, guidance is imbedded in the individual paragraphs explaining that when the two paragraphs are associated with one another the information they reveal is classified. Note however, that individually the paragraphs are marked (U), which indicates that when this information is standing alone and not associated with the other paragraph it is unclassified and may be treated as such. The explanation in bold at the bottom of the document is but one example to further indicate classification by compilation and provide additional guidance to intended recipients.

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

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August 30, 2007

(U) This paragraph, when associated with paragraph 2, is classified Secret.

(U) This paragraph, when associated with paragraph 1, is classified Secret.

Classified by: David Smith  
Chief Division 5  
Dept. of Good Works

Reason: 1.4(a)


Declassify on: August 30, 2032

**Classified by compilation: the individual portions of this document are unclassified (and may be used, stored, transmitted, and shared as unclassified) except where otherwise noted within the body of the document.**

**SECRET**

In the second example below, compilation guidance is explained as a marking on the bottom of the page, as shown here, or alternatively, is cited in an opening paragraph. Again note, as in the first example, that individually the paragraphs are marked (U), which indicates that when this information is standing alone and not associated with the other paragraph it is unclassified and may be treated as such.

**SECRET**

 DEPARTMENT OF GOOD WORKS  
Washington, D.C. 20006

---

August 30, 2007

1. (U) This paragraph contains the weight of widget A.
2. (U) This paragraph contains the height of widget A.
3. (U) This paragraph contains the length of widget A.
4. (U) This paragraph contains the cost of widget A.

Classified by: David Smith  
Chief Division 5  
Dept. of Good Works

Reason: 1.4(a)

Declassify on: August 30, 2032

**Classified by compilation: the weight of widget A when combined with or used in association with the height of widget A, is classified Secret. In all other instances the individual portions or combinations of portions of this document are unclassified.**

**SECRET**





## **THE INFORMATION SECURITY OVERSIGHT OFFICE**

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