



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



ISOO Notice 2009-08: Utilization of Classified Addenda

January 9, 2009

Section 1.6(g) of Executive Order 12958, as amended, “Classified National Security Information” provides that original classification authorities “...shall, whenever practicable, use a classified addendum whenever classified information constitutes a small portion of an otherwise unclassified document.” Agencies are reminded of this important provision.

Additionally, agencies should encourage the similar use of classified addenda by derivative classifiers.

Please direct any questions regarding this ISOO Notice to: isoo@nara.gov .