

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**

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May 2005

Previous Versions Obsolete

INTRODUCTION

Executive Order 12958, as amended, and ISOO Implementing Directive No. 1 prescribes 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.
- To have access to classified information, a person must have a security clearance at an appropriate level, a signed nondisclosure agreement, and a “need-to-know.”
- 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 markings for documents originally classified under E.O. 12958, as amended, and should not be contained in any originally classified documents on, or after, September 22, 2003.
- “OADR” is not an approved marking for documents originally classified under E.O. 12958, as amended, and should not be contained in any originally classified documents that have been created after October 14, 1995.


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

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.

Before Each Portion



DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

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.

SECRET

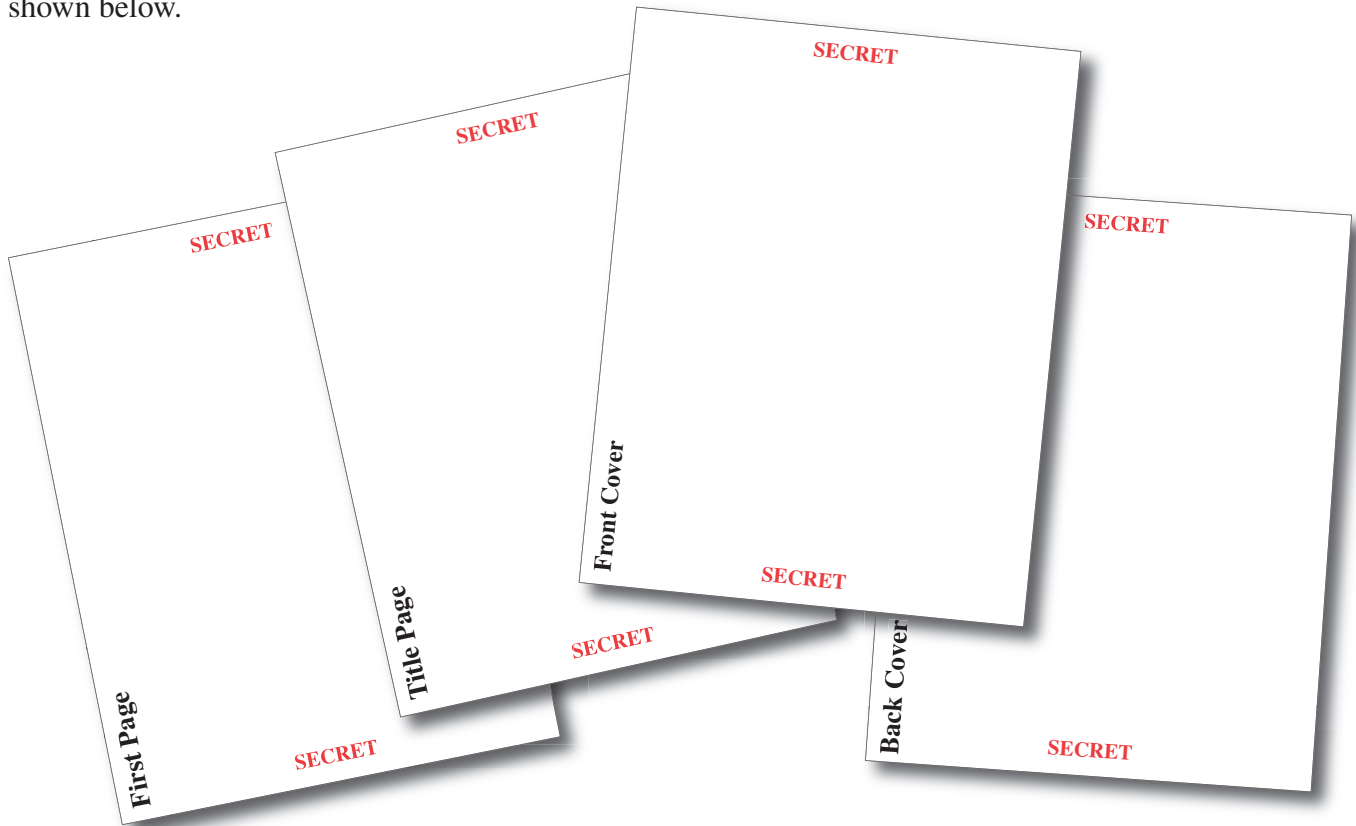


DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

SECRET


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

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

 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)

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.

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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 Admiral West completes his trip.

Classified by: David Smith, Branch Chief
Division 5
Department of Good Works
Reason: 1.4(g)
Declassify on: 15 days after Admiral West
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: The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:

Declassify on: 25X1 - human

Example of a Properly Marked Originally Classified Document

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

SECRET

 DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

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: November 1, 2019

SECRET

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

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

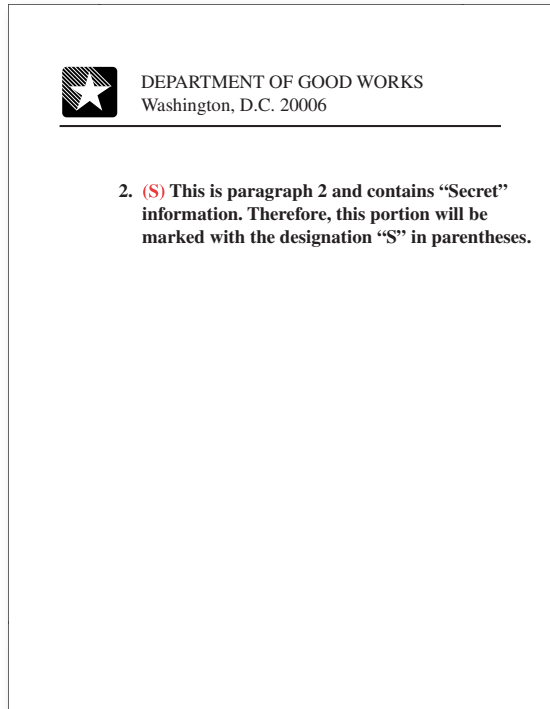
Declassify on: January 31, 2008

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).”

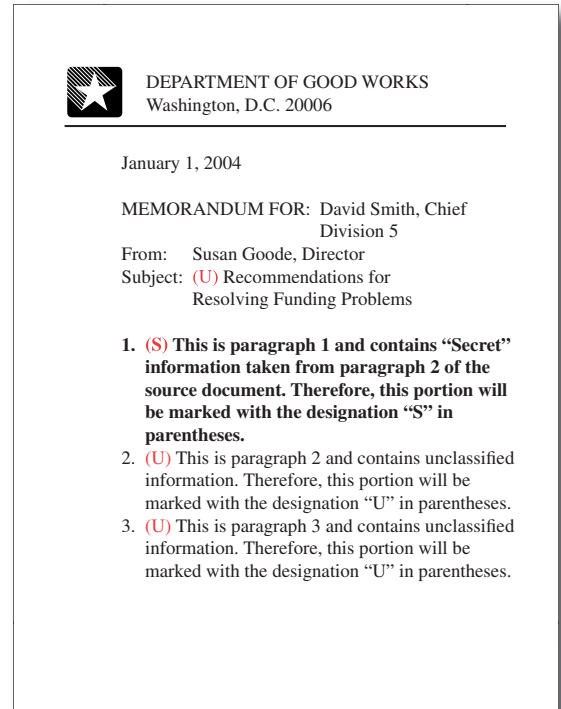
Source Document



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.

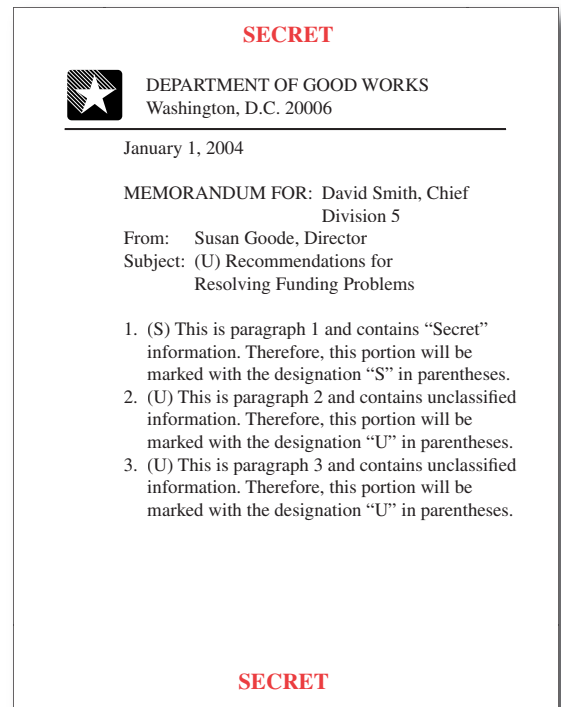
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

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

January 1, 2004

MEMORANDUM FOR: David Smith, Chief
Division 5

From: Susan Goode, Director

Subject: (U) Recommendations for
Resolving Funding Problems

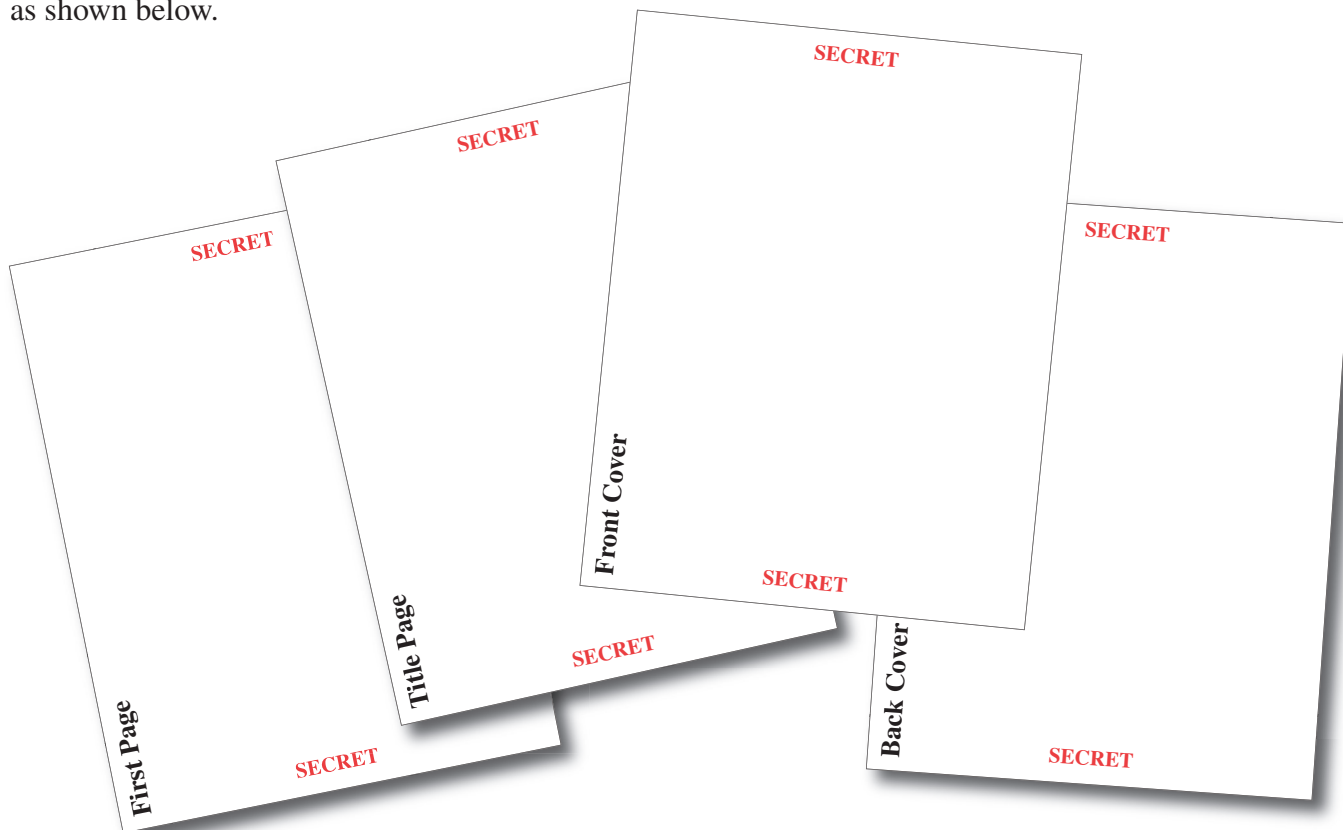
1. (S) This is paragraph 1 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses.

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.

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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

SECRET

 DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

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

Derived from: Memorandum dated 12/01/03
Subj: Funding Problems
Department of Good Works

SECRET


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

SECRET

 DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

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**

SECRET

Derivative Document

SECRET

 DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

January 1, 2004

Derived from: Memorandum dated 12/01/03
Subj: Funding Problems
Department of Good Works

Declassify on: **January 31, 2008**

SECRET

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 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.

Source Document

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 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

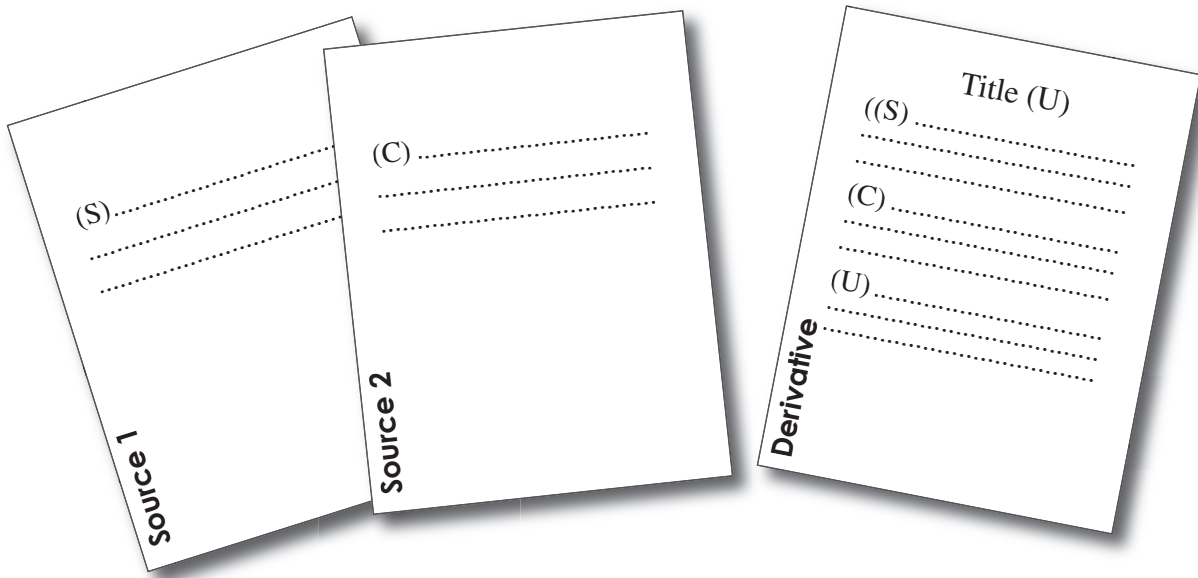
SECRET

Derivative Document

Derivatively Classifying From Multiple Sources

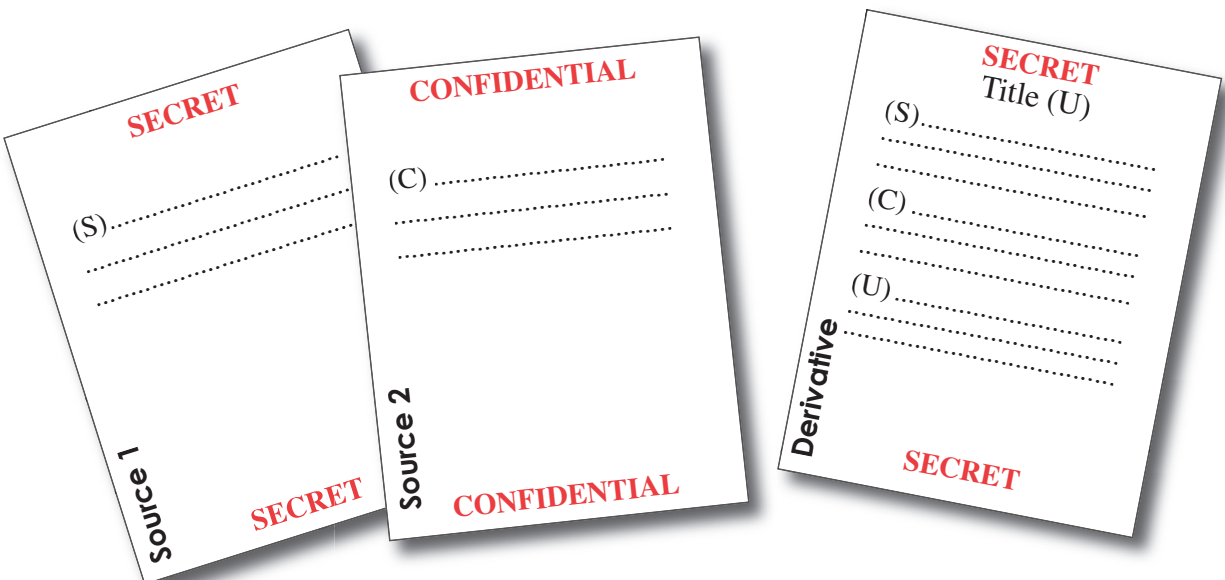
Portion Marking

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.



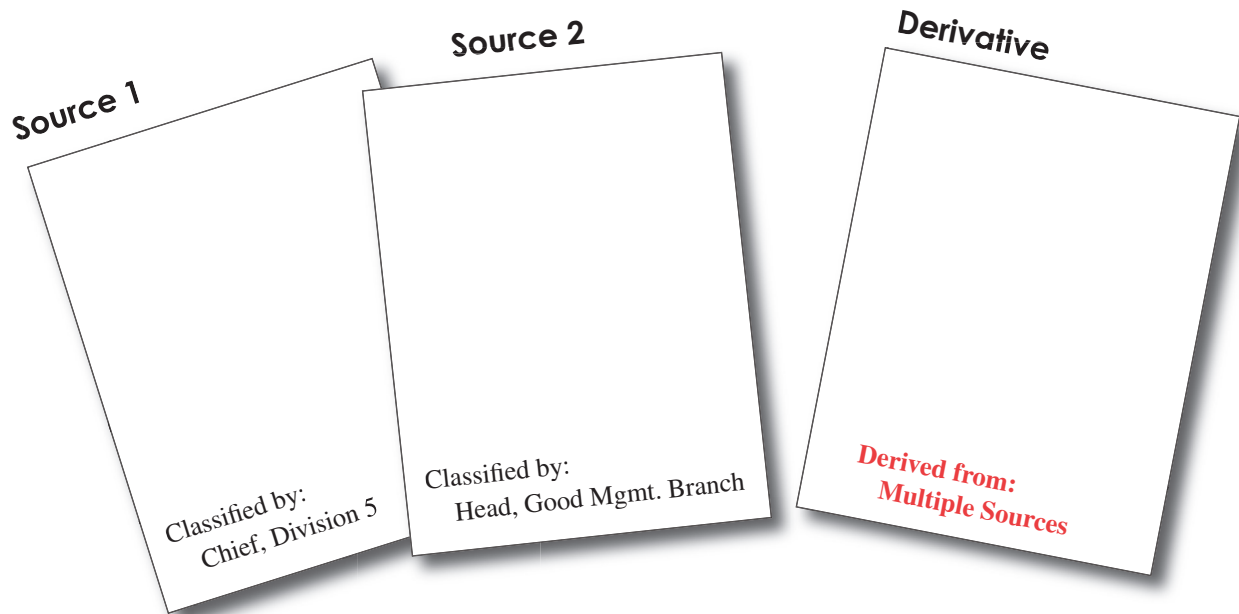
Overall Classification Marking

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.



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

 DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

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

 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.

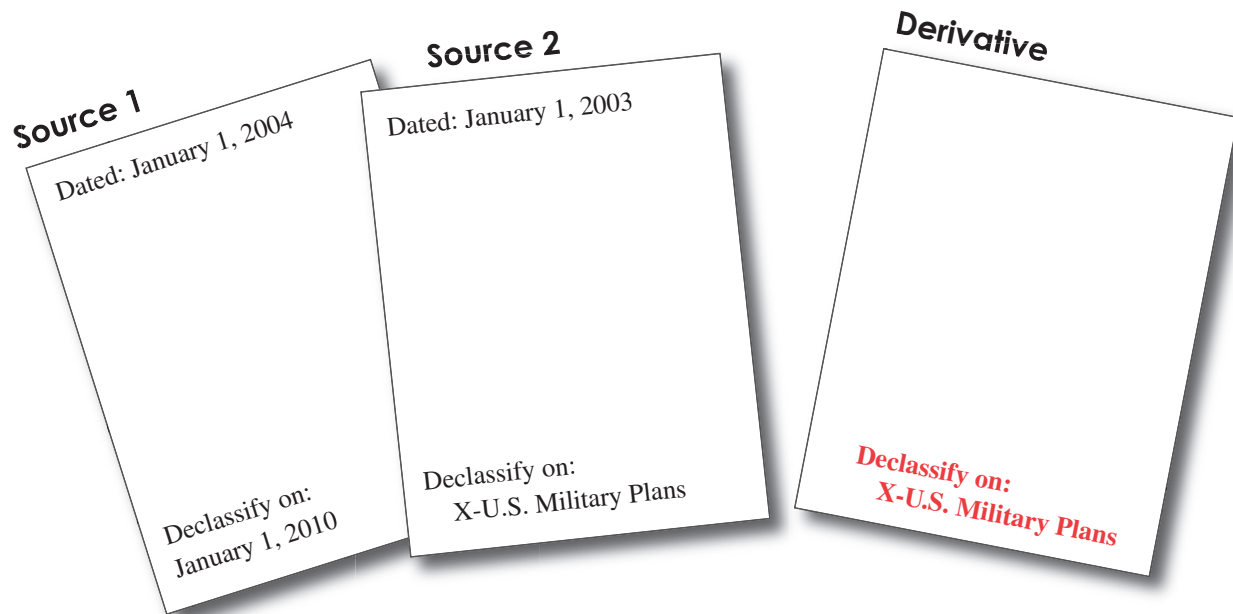
Derived from: Memo dated 10/10/03
Chief Division 5
Department of Good Works
Subject: Funding Problems

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.

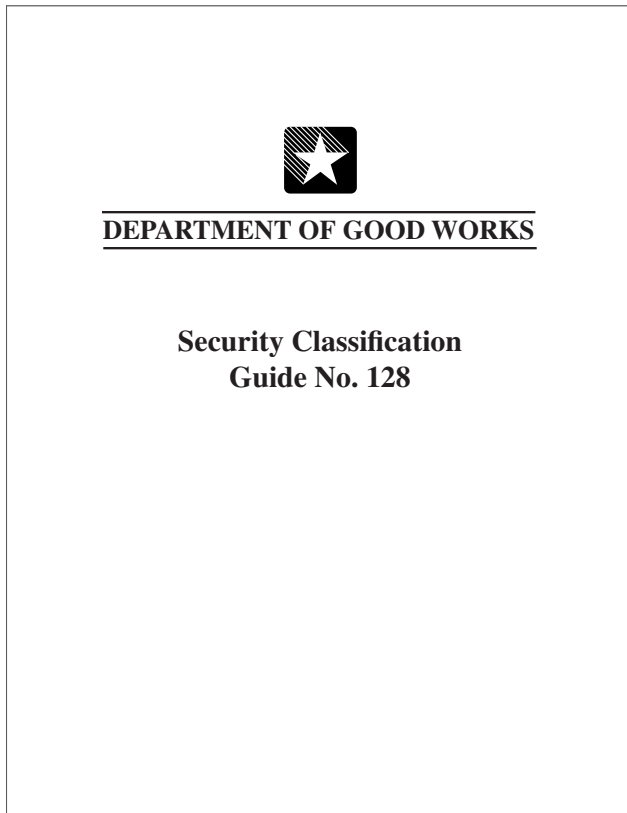


Note: If one of the source documents contains the “25X1-human” marking, that marking should be carried forwarded to the “Declassify on” line of the derivative document, because it reflects the longer period of classification. In this instance the “25X1-human” duration marking takes precedence over all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

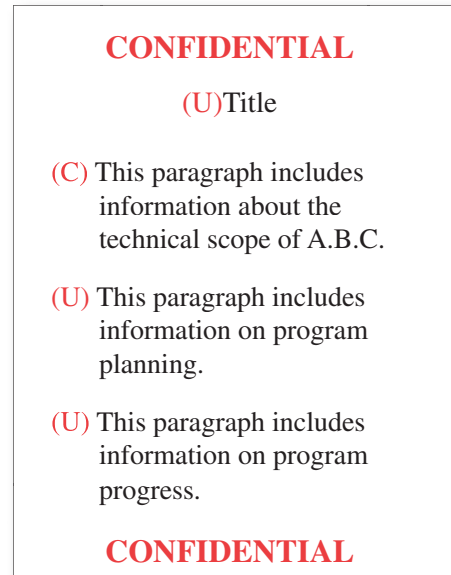
Portion Markings

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.

“Declassify on” Line

Enter the declassification instructions specified in the guide on the “Declassify on” line.

When a classification guide contains items that cite as a declassification instruction “Originating Agency’s Determination Required,” or “OADR,” or an “X1 through X8” exemption category, the derivative classifier shall carry forward:

- (a) The fact that the classification guide contains either of these instructions; and
- (b) the date of the classification guide.

This marking will permit the 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.

Derived from: Department of Good Works
Classification Guide No. 128
dated September 30, 2000, Item 3

Declassify on: April 15, 2010

Note:

- *An “X1 through X8” marking would only be valid for a classification guide which has not yet been updated and was issued before September 22, 2003 (the effective date of ISOO Directive No. 1).*
- *The declassification instruction “OADR” would only be valid for a classification guide which has not yet been updated and was issued before October 14, 1995 (effective date of E.O. 12958).*

Use of 25X1-25X9

The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:

Declassify on: 25X1-human

This 25X1-human marking applies only to confidential human sources or human intelligence sources, not all intelligence sources and methods.

Note: The “25X” markings other than “25X1-human,” are applied when information is exempt from 25-year automatic declassification, and cannot be used unless the specific information has been approved through the Interagency Security Classification Appeals Panel (ISCAP) generally in the form of a declassification guide. The specific information must also be in current use. Such information must be incorporated into classification guides. The classification guide would include the specific element of information and the level of classification. (Two examples of how to do this would be “25X4, October 10, 2040” or “25X4, 20401010.”) When the 25X marking is applied, the “Declassify on” line would include the symbol “25X” plus a brief reference to that category(ies) in section 3.3(b) of the Order and a new date or event for declassification.

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

SECRET



DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

December 1, 1995

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.

Derived from: Memorandum dated 11/01/95
Subject: Funding Problems
Department of Good Works
Office of Administration

Declassify on: December 31, 2000

SECRET

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

Mark documents containing classified foreign government information 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

Declassify on: December 1, 2028

SECRET

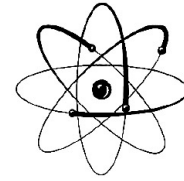
**THIS DOCUMENT CONTAINS
(COUNTRY OF ORIGIN) INFORMATION**

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 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 (RD)


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

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

Mark special categories of material, such as computer hardware and software, objects, charts, maps, drawings, photographs, films, recordings, and removable data storage media, in accordance with your organization's security instructions or as prescribed by your security manager.

Note: "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." (From Section 2001.23 (f) of ISOO Implementing Directive No. 1)

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 protected 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.

Inside back cover (blank)



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