

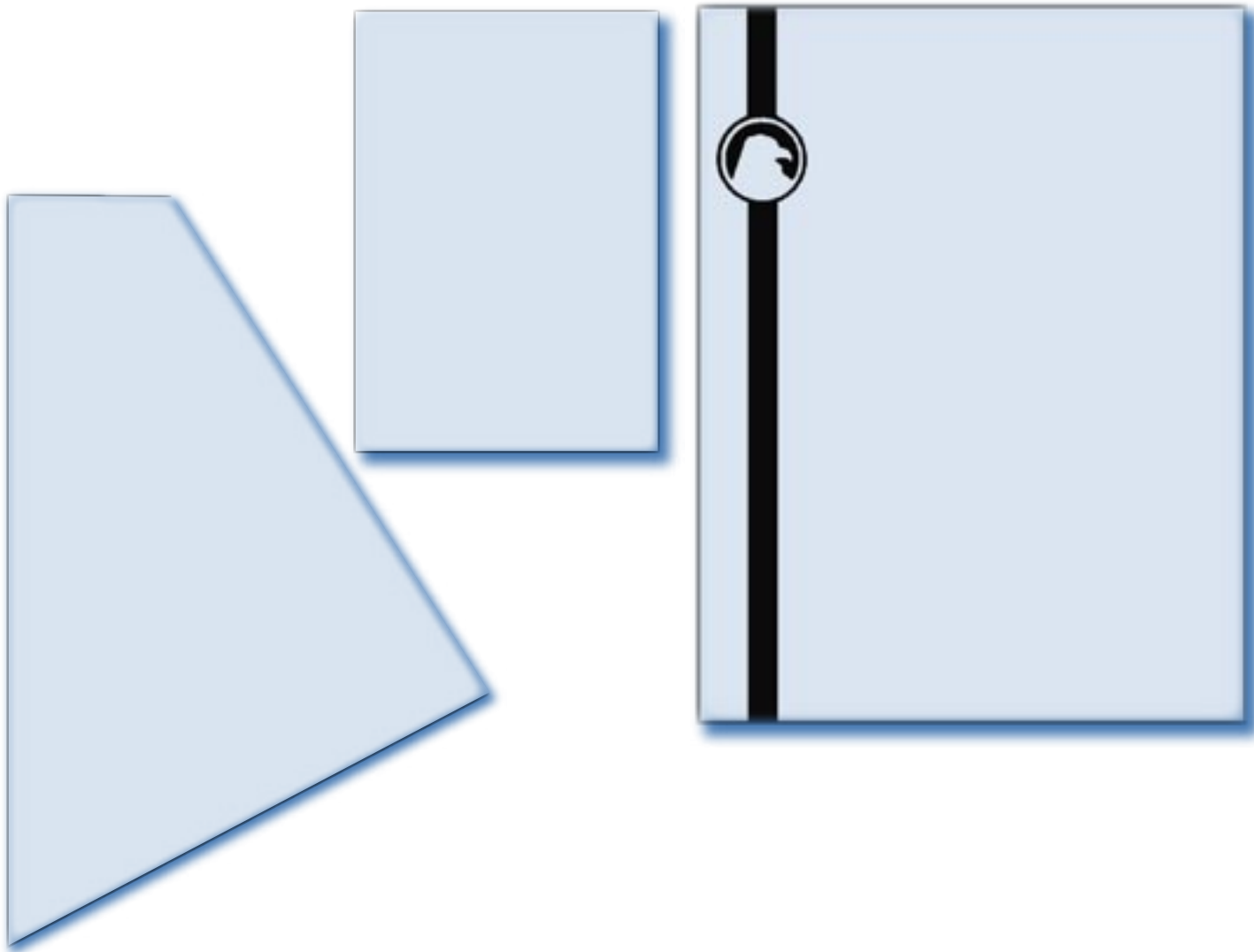
Marking

**As Modified by ISOO Implementing
Directive No. 1,
“Classified National Security
Information;”
Effective September 22, 2003**

**Executive Order 12958, as Amended
Classified National Security Information
March 25, 2003**

This booklet will be revised and redesigned to reflect the changes in the Information Security Oversight Office (ISOO) Directive No. 1, issued and effective September 22, 2003. ISOO expects to have the revised Marking booklet available in early 2004. Until this is completed, parts of this booklet have been annotated to reflect the changes.

- In instances where new material has been amended, or added, to this booklet, it has been highlighted by using **blue text**.
- New example documents are blue, as shown below:



- Material that is new to ISOO Directive No. 1 has been highlighted by placing it in a “**What Has Changed:**” box, as shown below:

What Has Changed:

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October 2003

Reflects September 22, 2003, Classified National Security Information Directive No. 1

Introduction

Executive Order 12958, [as amended](#), requires that classified national security information be marked to place recipients on alert about its sensitivity. The purpose of this pamphlet is to provide a general guide on these marking requirements. It is intended for use by authorized original and derivative classifiers as well as administrative personnel who may prepare the final product. Since a pamphlet of this size cannot illustrate every conceivable situation, please refer to the implementing directive published in Part 2001 of Title 32, Code of Federal Regulations, and any instructions issued by your particular organization. Consult your security manager if you have any questions.

This pamphlet 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.

SECTION 1

Marking Originally Classified Documents

This 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
- 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.

What Has Changed:

The X1 through X8 exemption categories formerly used to exempt information from 10-year declassification can no longer be used. The “Declassify on” line now must include a date or event as indicated above.

Further information can be found in section 2001.12 of ISOO Directive No. 1.

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

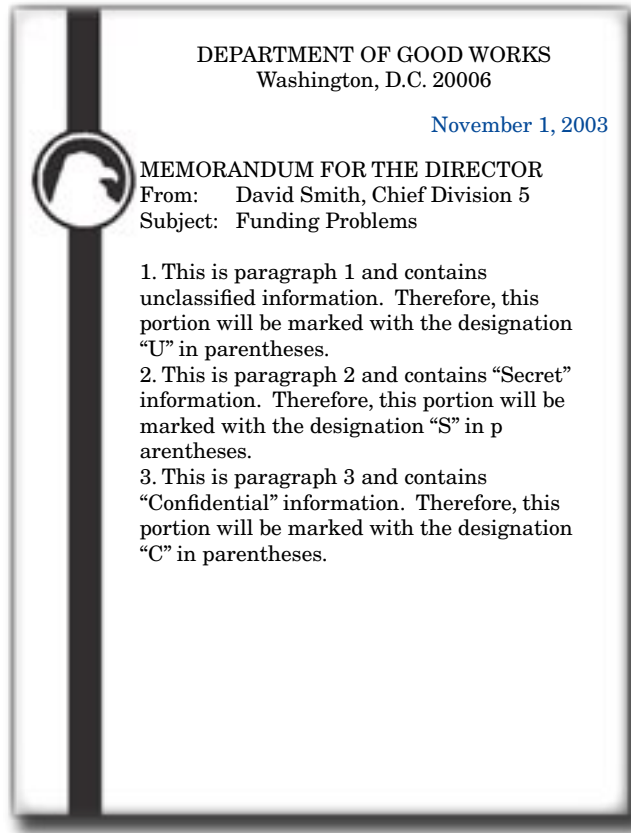
Reason: 1.4(a) and (d)

Declassify on: December 31, 2019

SECRET

*Note: 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.

This is the same document before the markings were applied.



This 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.

Before Each Portion

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.




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

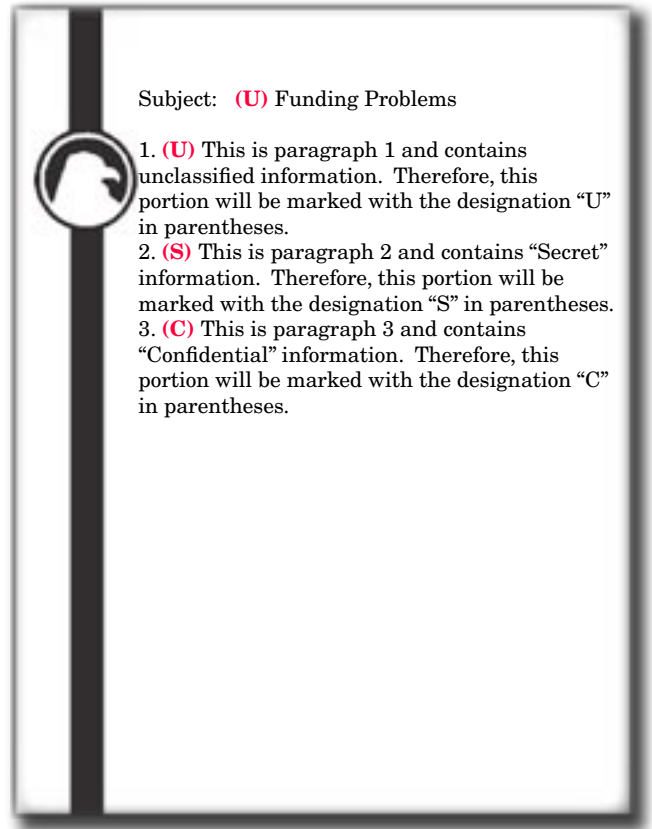
November 1, 2003

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.

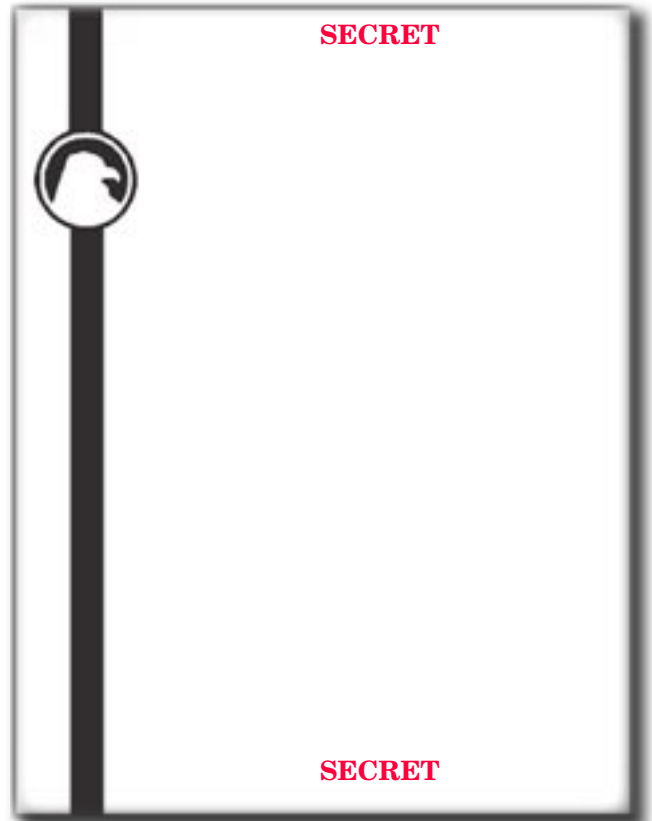


Subject: (U) Funding Problems

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.

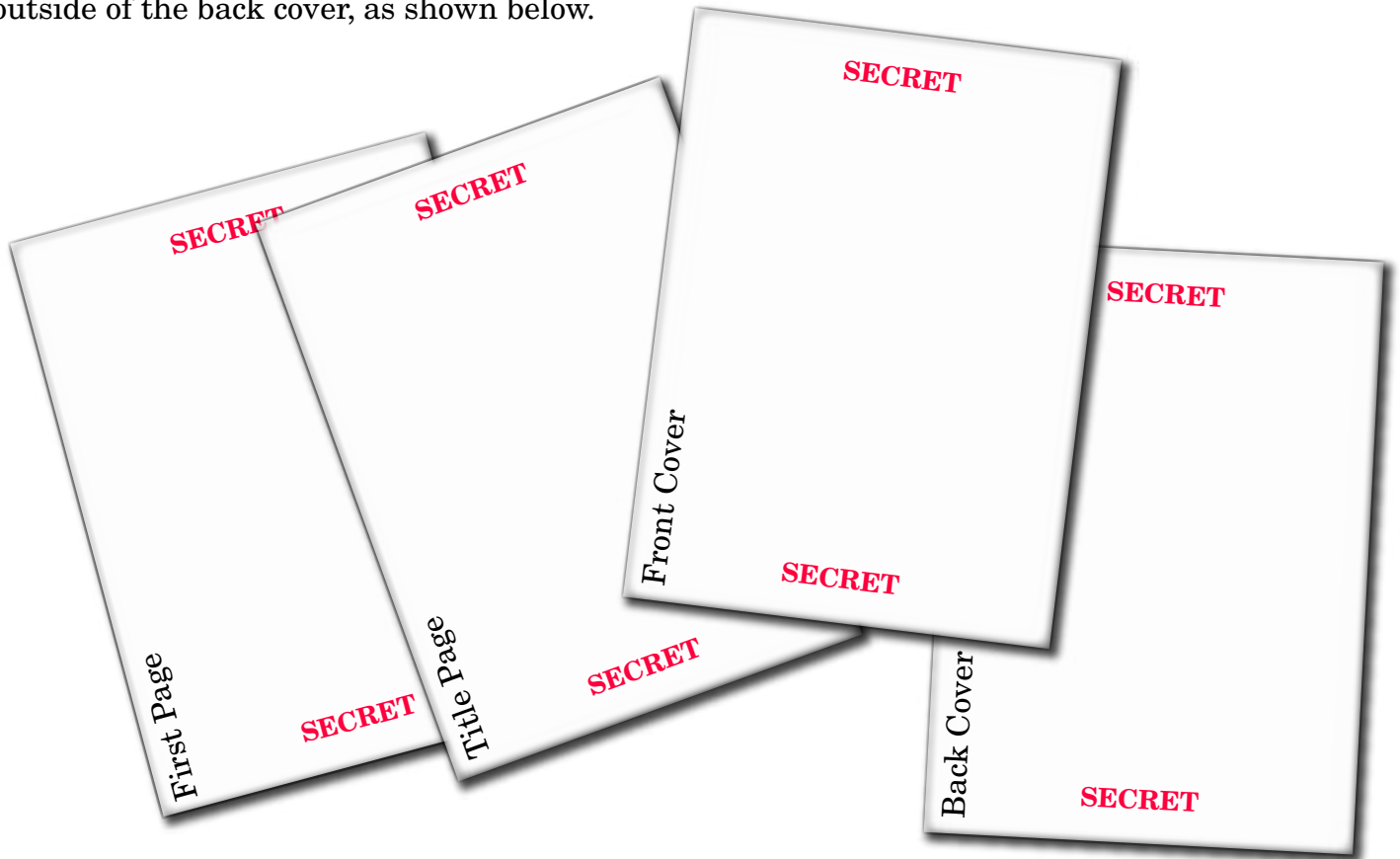
The diagram shows a document page with a vertical black bar on the left side. A circular icon with a white background and a black outline is positioned on the bar. The text on the page is as follows:

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



The diagram shows a document page with a vertical black bar on the left side. A circular icon with a white background and a black outline is positioned on the bar. The word "SECRET" is printed in red, bold, uppercase letters at the top right and bottom right of the page.

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

Chapter 1-Funding

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

Chapter 2-Design

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.

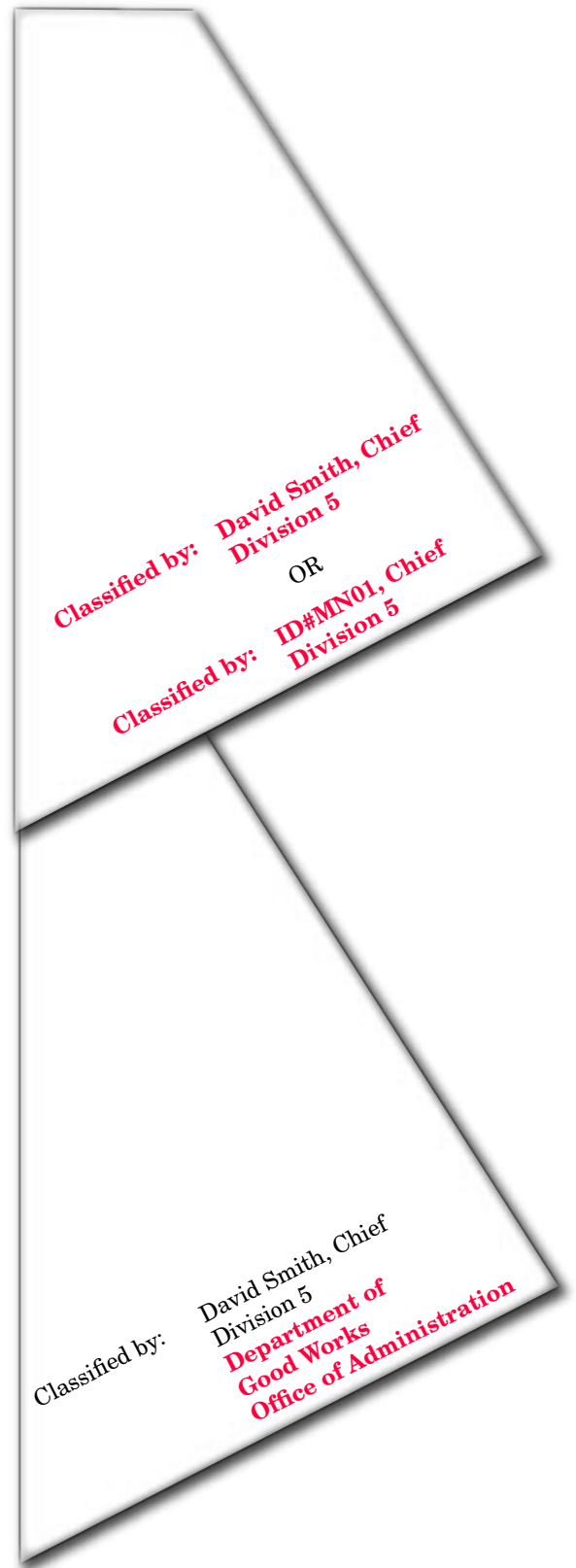
-8-
UNCLASSIFIED

“Classified by” Line

The next 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.

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.



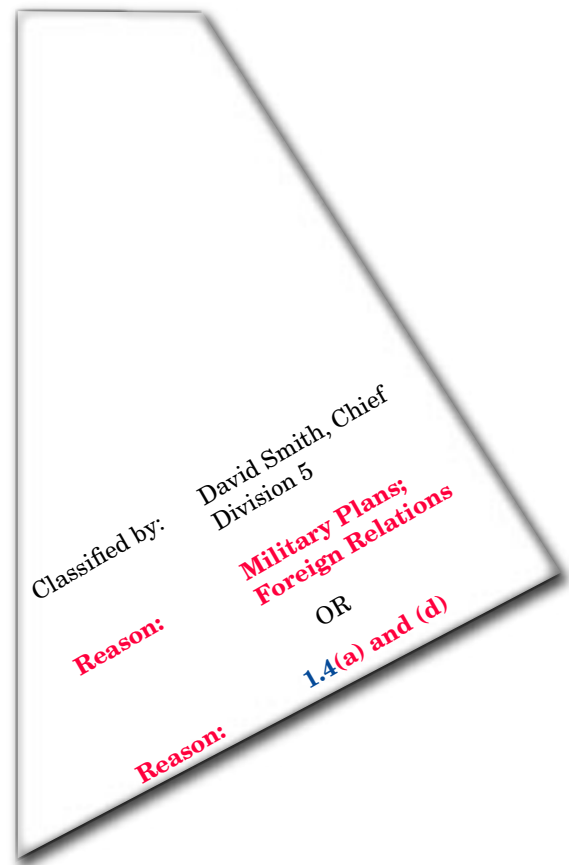
“Reason for Classification” Line

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.



What Has Changed:

Cite for this line is now Section 1.4 not 1.5 of E.O. 12958, as amended, with eight categories, (a) through (h).

New and changed items in this section include:

- category (e) now includes “which includes defense against transnational terrorism;”
- category (g) has been modified as follows:
“vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism.”
- category “(h) weapons of mass destruction;”

These changes do not expand the type of information that can be classified. Rather, the changes make more explicit what has been and continues to be eligible for original classification.

See section 2001.21(a)(3) of ISOO Directive No. 1 for more information

“Declassify on” Line

The last essential marking indicates the duration of classification. Place this on the “Declassify on” line. Choose one of the following **four** declassification instructions, selecting, whenever possible, the declassification instruction that will result in the shortest duration of classification.

What Has Changed:

Based on the sensitivity of the information one of the following may be used:

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.

When determining the duration of classification, the original classification authority should consider the four options listed above sequentially. First, consider the least amount of time that information needs to be classified, that is, a time frame that is less than 10 years. If unable to determine a date or event of less than 10 years, then 10 years from the date of the decision. Only if the original classifier determines, based upon the sensitivity of the information, that it requires protection for longer than 10 years, then, a date between 10 years and up to 25 years and then, finally, 25 years from the date of the decision.

Agencies with classification guides will need to update them as soon as possible. The Directive requires that they be updated at least once every five years. For those agencies with Interagency Security Classification Appeals Panel (ISCAP) approved declassification guides, individual items from those guides, in current use, may be incorporated into revised classification guides.

The X1 through X8 exemption categories formerly used to exempt information from 10-year declassification can no longer be used.

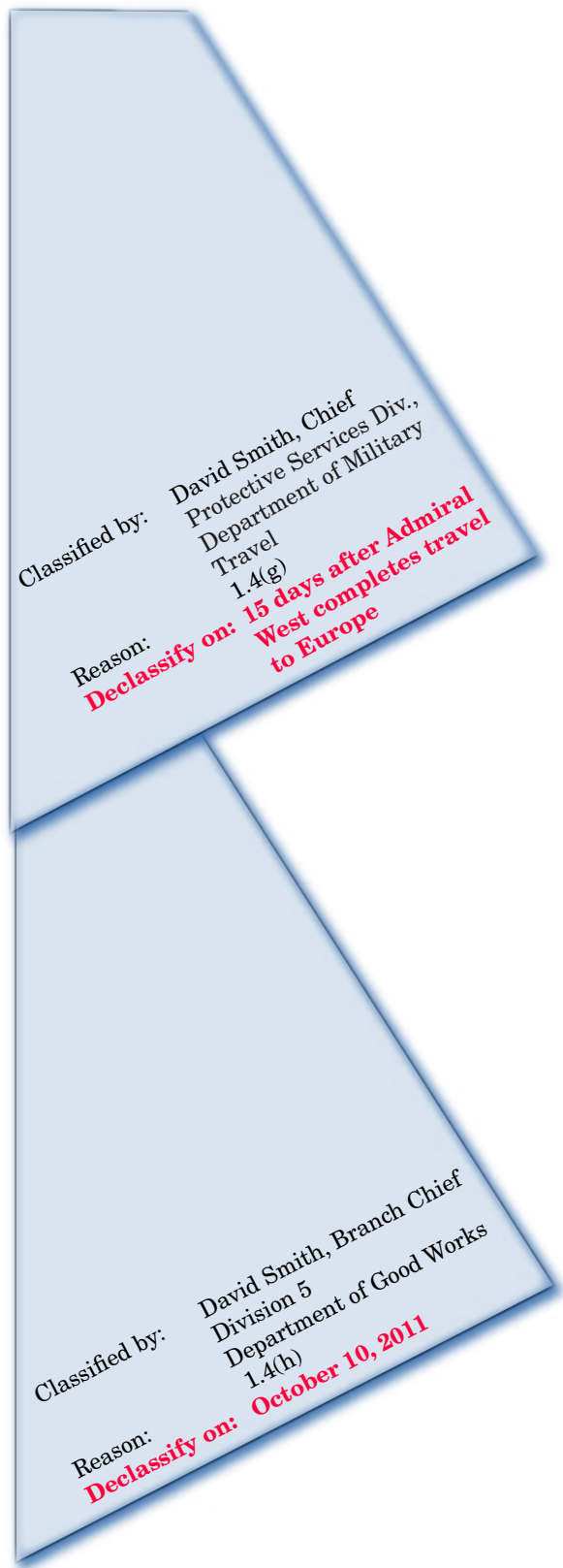
All originally classified documents **will** contain a date or event of 25 years or less on the “Declassify on” line.

“25X” is **not** a valid marking on the “Declassify on” line of an originally classified document, except that which reveals the identity of a confidential human source or a human intelligence source.

“Declassify on” Line (continued)

Example 1: Document or information is dated October 10, 2004 and the information will no longer meet the standards for classification 15 days after Admiral West completes his trip:

Classified by: David Smith, Chief
Protective Services Division,
Department of Military
Travel
Reason: 1.4(g)
Declassify on: 15 days after Admiral West
completes travel to Europe



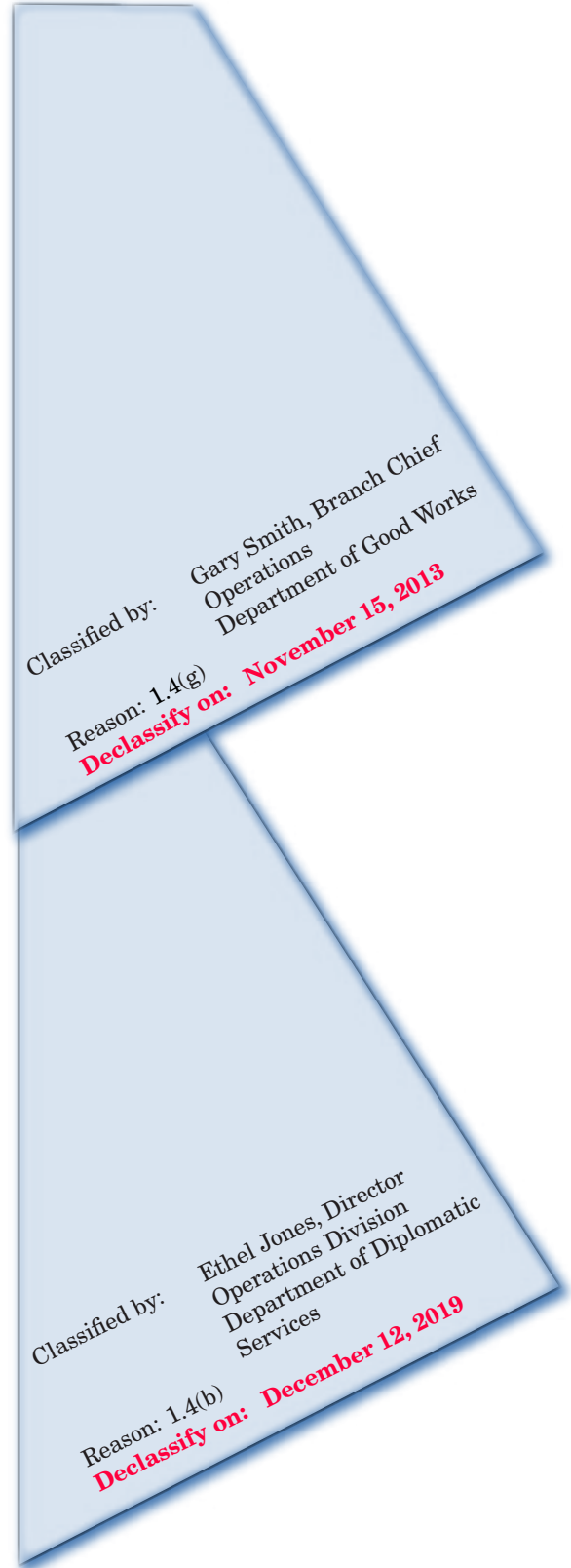
Example 2: Document is dated October 10, 2003, and the information will no longer meet the standards for classification in eight years:

Classified by: David Smith, Branch Chief
Operations,
Department of Good Works
Reason: 1.4(h)
Declassify on: October 10, 2011

“Declassify on” Line (continued)

Example 3: Document is dated November 15, 2003, and the information will no longer meet the standards for classification in ten years:

Classified by: Gary Smith, Branch Chief,
Operations
Department of Good Works
Reason: 1.4(g)
Declassify on: November 15, 2013



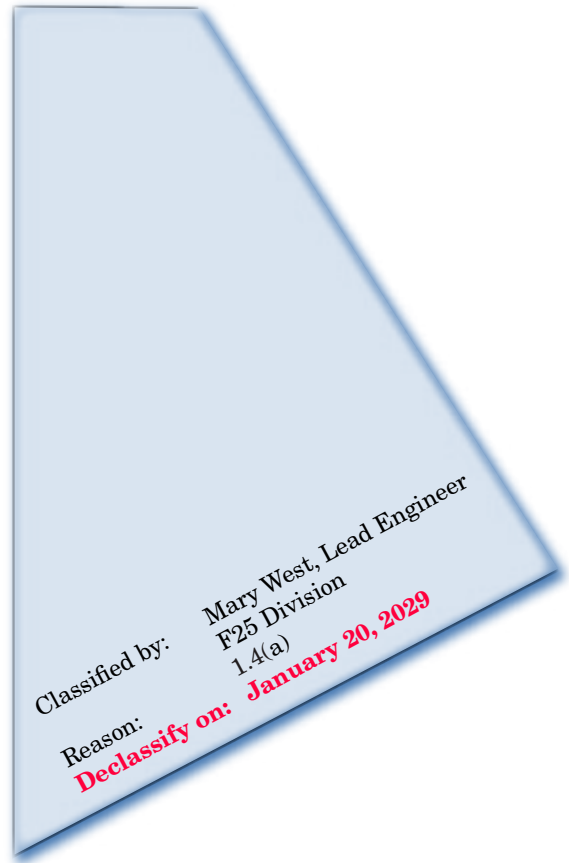
Example 4: Document is dated December 12, 2003, and the information will no longer meet the standards for classification in 16 years:

Classified by: Ethel Jones, Director
Operations Division
Department of Diplomatic
Services
Reason: 1.4(b)
Declassify on: December 12, 2019

“Declassify on” Line (continued)

Example 5: Document is dated January 20, 2004, and the information will no longer meet the standards for classification in 25 years:

Classified by: Mary West, Lead Engineer,
F25 Division
Department of Weapons
Reason: 1.4(a)
Declassify on: January 20, 2029



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

October 10, 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

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.

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

Source 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 also 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

Derivative Document


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

1. **(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. 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 also 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

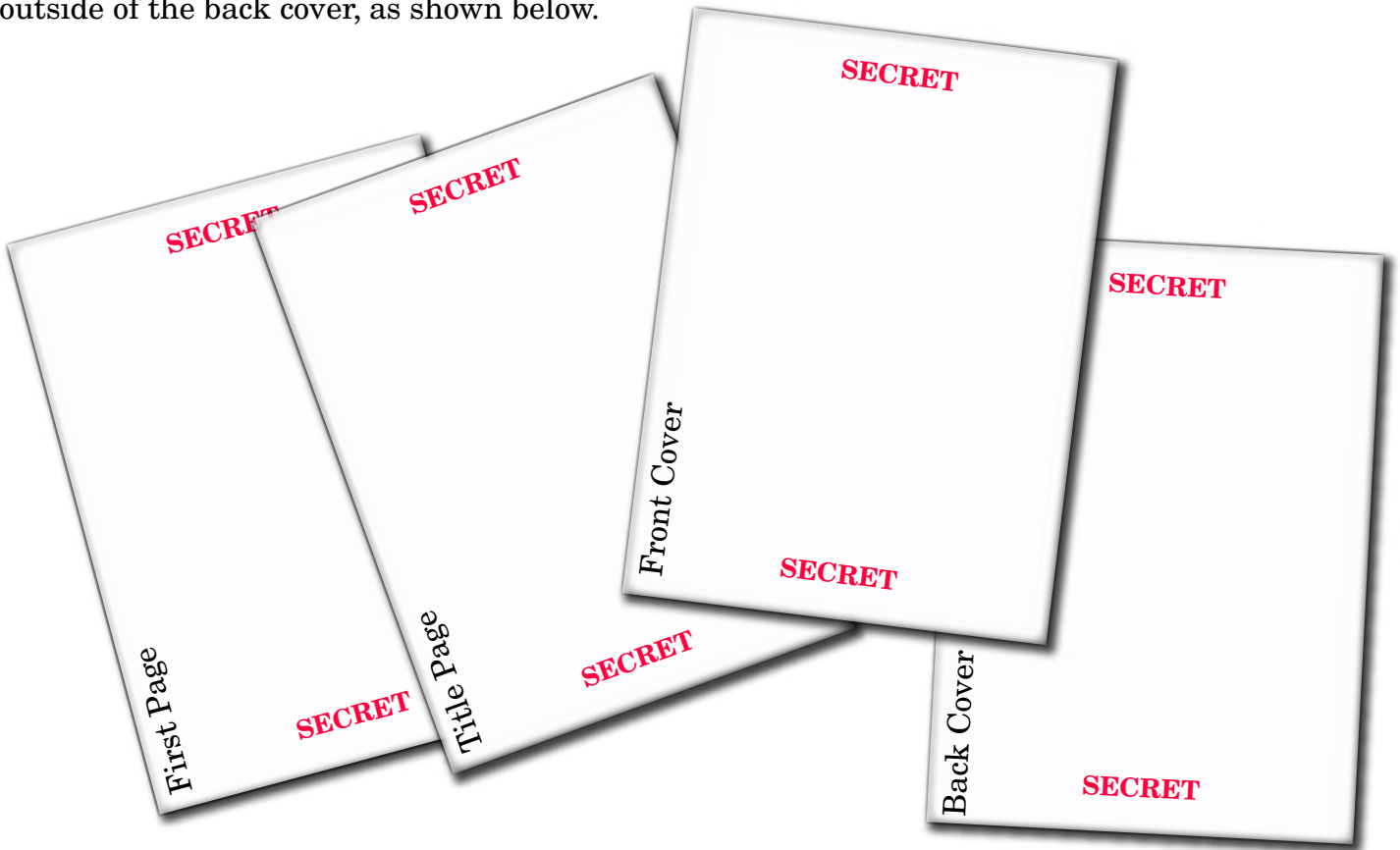
MEMORANDUM FOR: David Smith, Chief
Division 5

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 also 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

Chapter 1-Funding

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

Chapter 2-Design

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

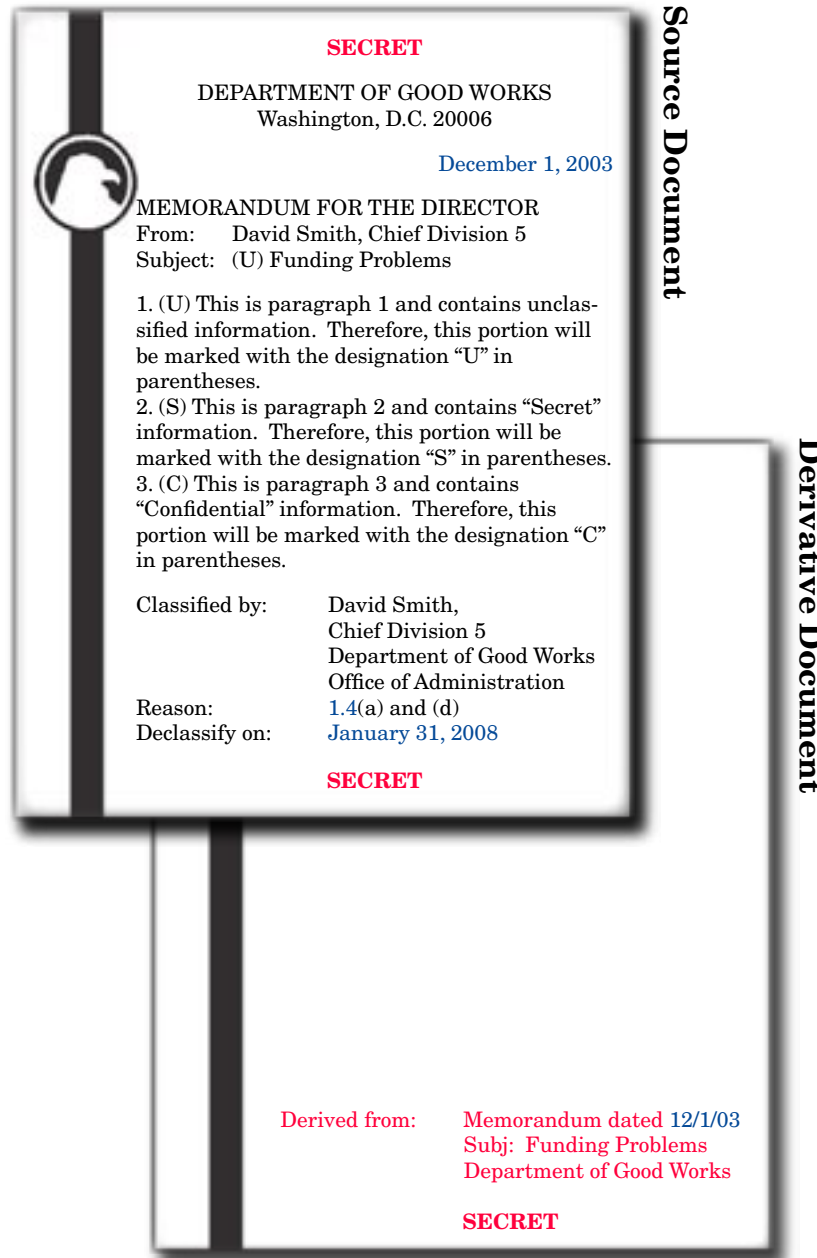
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

-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.



“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, [or the duration instruction from the classification or declassification guide](#), as shown here.

The source document used for a derivative decision that is being made on November 1, 2003, has December 31, 2019, on the “Declassify on” line.

Source Document

SECRET	
January 1, 2004	
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	

Derivative Document

SECRET	
January 1, 2004	
Derived from:	Memorandum dated 10/10/02 Subj: Funding Problems Department of Good Works
Declassify on:	December 31, 2019
SECRET	

When a source document(s) contains the declassification instruction “OADR” or “X1” through “X8,” the derivative classifier, unless otherwise instructed shall note:

- (1) the fact that the source document(s) was marked with either of those instructions; and
- (2) the date of origin of the most recent source document(s) as appropriate to the circumstances.

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](#).

What Has Changed:

In the same way as “OADR” source documents were handled before the amendment to E.O. 12958, in those instances where a source document(s) contains the declassification instruction “X1” through “X8,”* the derivative classifier, unless otherwise instructed, shall note:

- (1) the fact that the source document(s) was marked with either of those instructions;
and
- (2) the date of origin of the most recent source document(s) as appropriate to the circumstances.

*Note:

With the effective date of the amendment to E.O. 12958, the exemption categories X1 through X8 can no longer be used by original classifiers as declassification instructions. However, source documents that predate the effective date (September 22, 2003) and are used for derivative classification are likely to contain these instructions. Consequently these instructions need to be carried forward into the newly derived documents in the same way the declassification instructions “OADR” is carried forward.

See section 2001.22 of ISOO Directive No.1 for more information.

Example 1: To the right is a source document used for a derivative decision that is being made on October 10, 2003. The source document has OADR on the “Declassify on” line. The date of the source document is October 5, 1993.

What Has Changed:

“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.

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
Derivative Document	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

SECRET

DEPARTMENT OF WEAPONS
Washington, D.C. 20006

December 2, 2000

MEMORANDUM ON NEW LASER GUN
From: Mary Jones, Project Leader
Subject: (U) Project Timeline

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
Project Leader
Department of Weapons

Reason: 1.5(a)
Declassify on: X4

SECRET

Source Document

Derivative Document

Example 2: To the left is a source document used for a derivative decision that is being made on November 15, 2003. The source document has "X4" on the "Declassify on" line. The date of the source document is December 2, 2000.

Derived from: Department of Weapons Memo
Dated 12/02/00
Subj: Memo on New LASER Gun

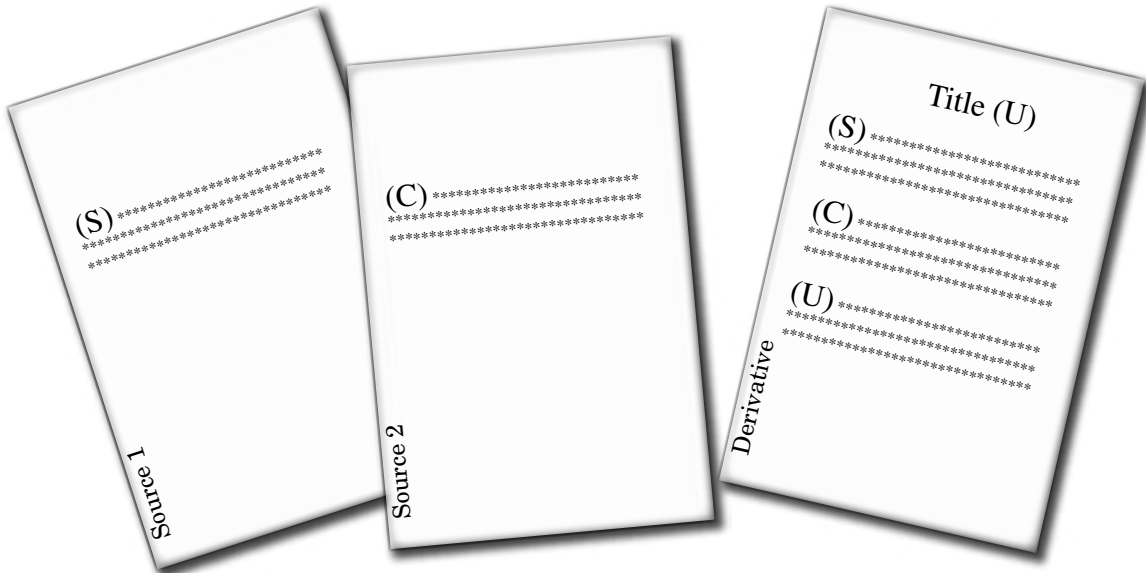
Declassify on: Source marked X4
Date of Source: 12/02/00

SECRET

Derivatively Classifying From Multiple Sources

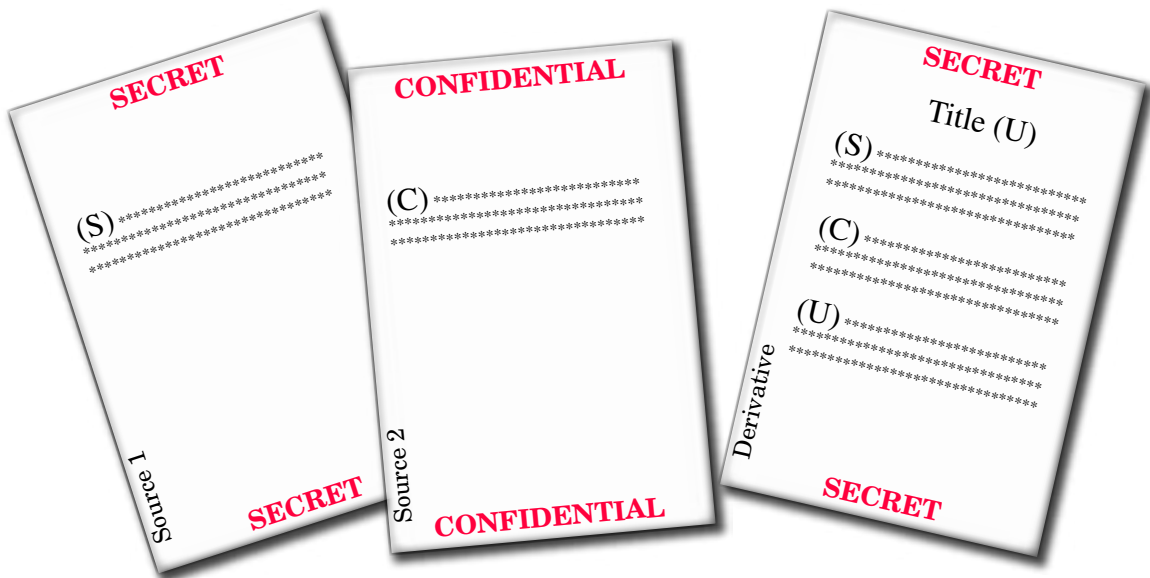
Portion Marking

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, paragraph one of the derivative document incorporates “Secret” information from paragraph one of Source 1 and paragraph two of the derivative document incorporates “Confidential” information from paragraph one of Source 2. The remainder is unclassified.



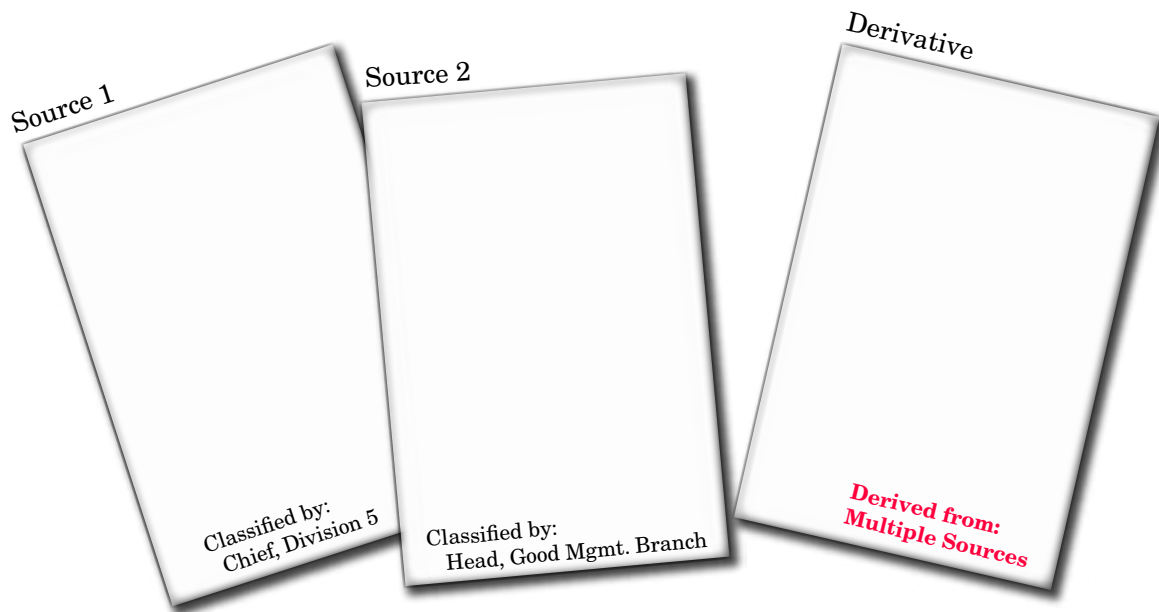
Overall Classification Marking

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 page 16.



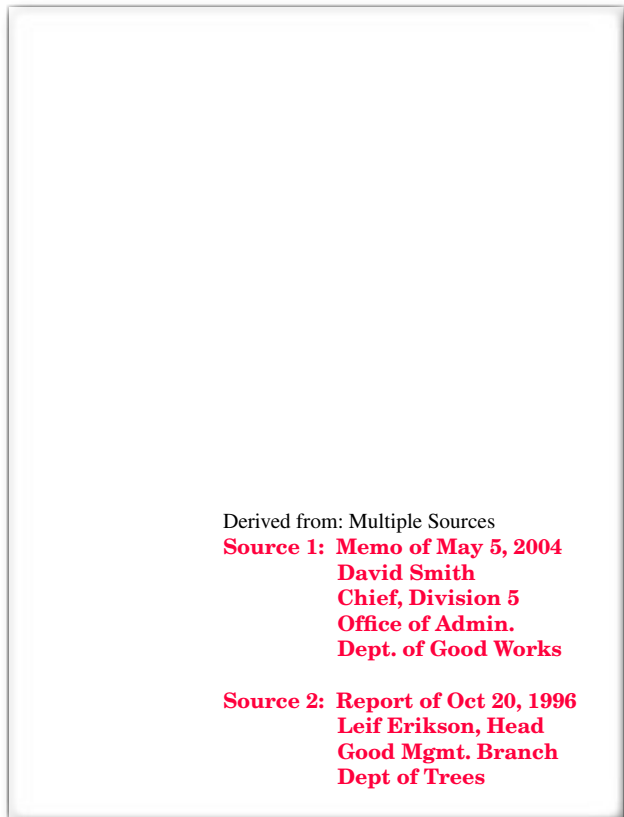
“Derived from” Line

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



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.

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 Used as a Source Document

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

October 04, 2011

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

1. (S) This is paragraph 1 and contains “Secret” information. 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

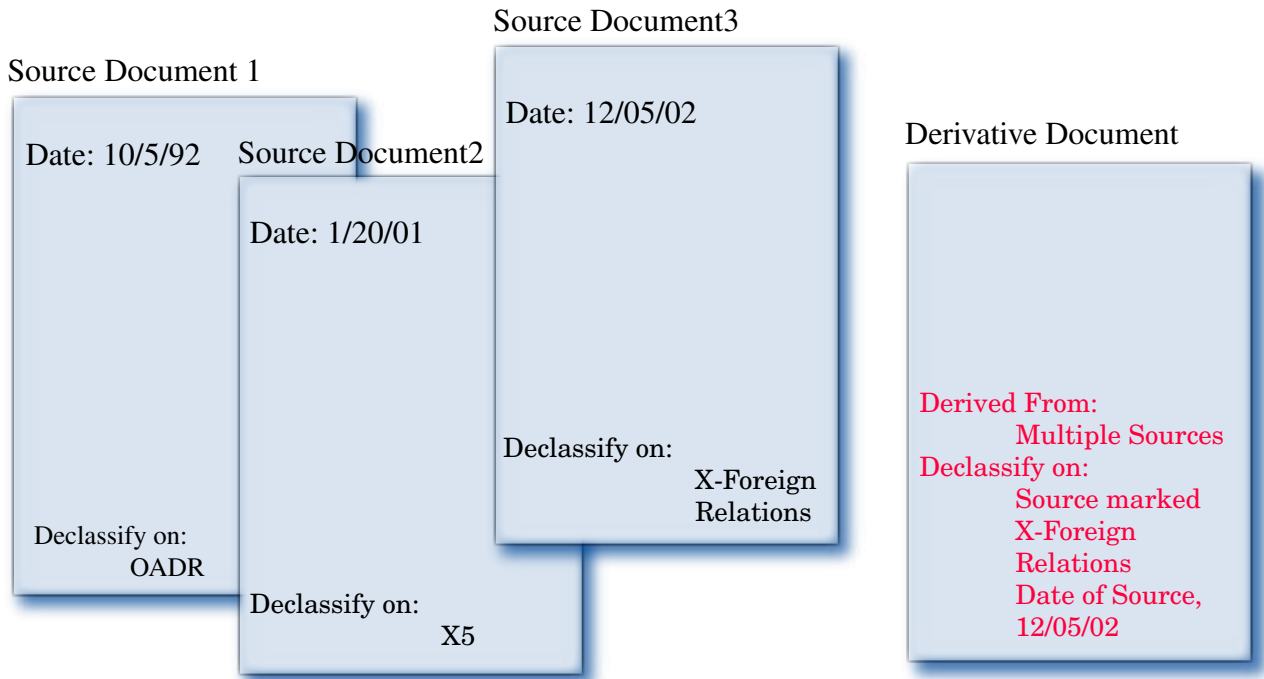
SECRET

Derivative Document

Example 1: Three source documents are being used for a derivative decision that is being made on November 15, 2003.

- Source document 1 is a memo dated October 5, 1992, with “OADR” on the “Declassify on” line;
- Source document 2 is a report dated January 20, 2001, with X5 on the “Declassify on” line; and
- Source document 3 is a letter dated December 5, 2002, with “X-Foreign relations” noted on the “Declassify on” line.

This is a “Multiple Sources” derivative decision. Of the three sources, source document 3 has the longest duration for classification and should be cited on the “Declassify on” line of this document.



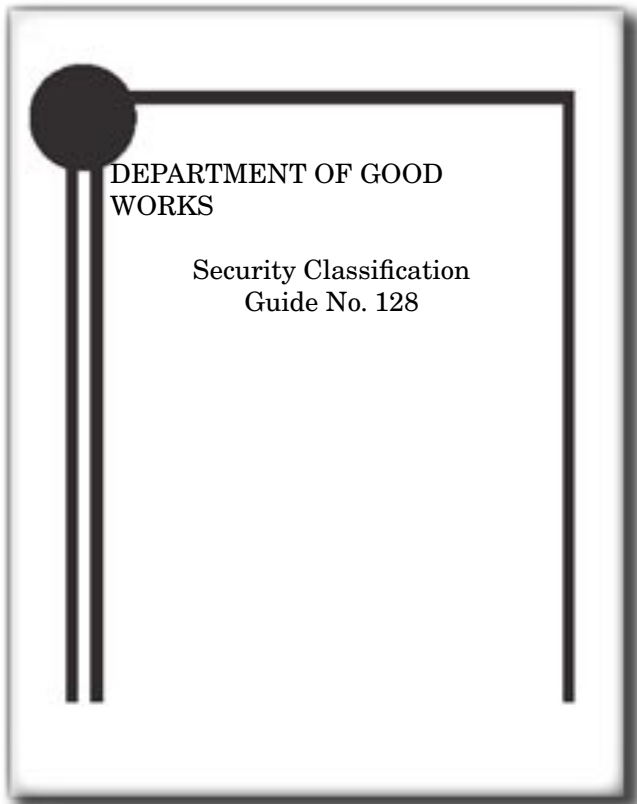
Remember:

Maintain the identification of all classified sources with the file or record copy of the derivative document. If practicable, include the list with all copies of the derivative document.

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 a sample guide.



Classification Guide No. 128			
Subject	Classification Instructions		
	Level	Reason	Duration
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 derivative classification is the classification guide.

“Declassify on” Line

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

Use of the “OADR” or a “X-1 through X-8” Marking

When a classification guide contains [items that cite as a declassification instruction “Originating Agency’s Determination Required,” or “OADR,” or an “X-1 through X-8”](#) marking, 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](#).

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 Sept 30, 2004, Item 3*

*Declassify on:
April 15, 2010*

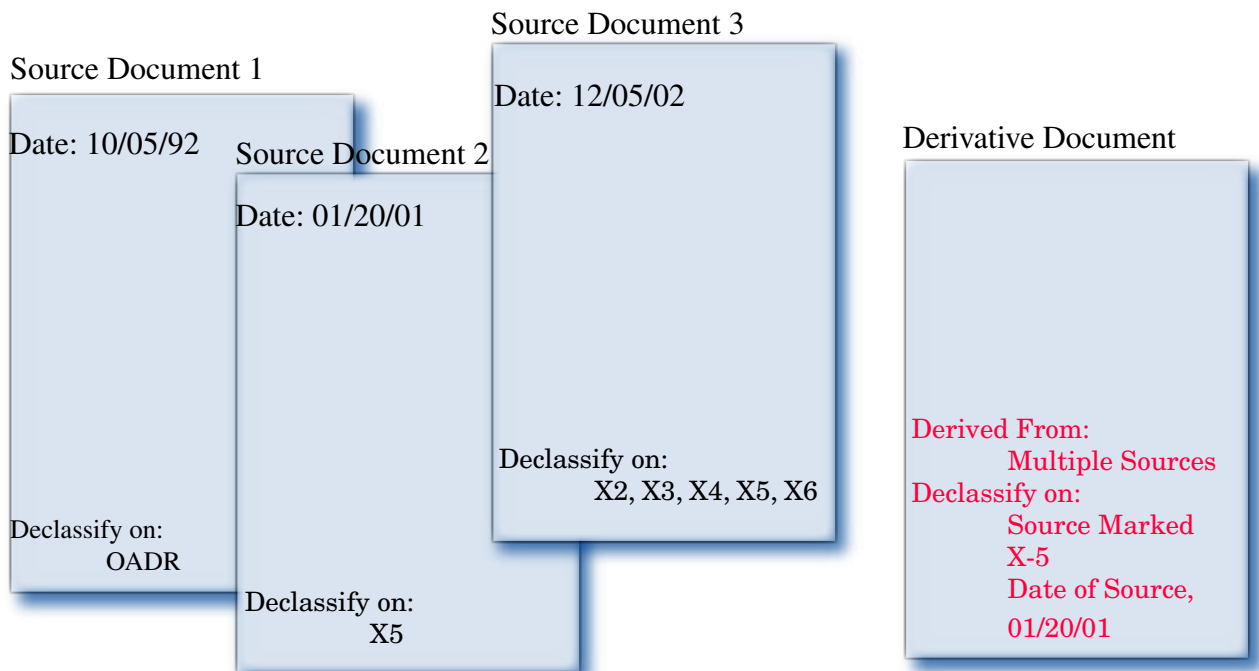
What Has Changed:

- 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 (the effective date of E.O. 12958)
- An “X-1 through X-8” 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).

Example 1: Three source documents are being used for a derivative decision that is being made on November 15, 2003.

- Source document 1 is a memo dated October 5, 1992, with “OADR” on the “Declassify on” line;
- Source document 2 is a report dated January 20, 2001, with X5 on the “Declassify on” line; and
- Source document 3 is a classification guide dated December 5, 2002, with an item from the guide being used in a derivative document that cites October 10, 2008 as the duration of classification.

This is a “Multiple Sources” derivative decision. Of the three sources, source document 2 has the longest duration for classification and should be cited on the “Declassify on” line of this document.



What Has Changed:

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, which also must be approved through ISCAP, is:

Declassify on: 25X1-human

“Information about the application of an intelligence source or method” is still subject to automatic declassification on a specific date or event, which must be included on the “Declassify on” line.

Those agencies with ISCAP approved declassification guides may choose to include the exempted items of information with the new declassification dates or events from these guides, in revised or updated versions of appropriate classification guides.

Note:

The “25X” marking, which is applied when information is exempt from 25-year automatic declassification, cannot be used, unless the specific information has been approved through the file series exemption or Interagency Security Classification Appeals Panel (ISCAP) processes. The latter is usually in the form of a declassification guide. When used, 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. The marking would appear as follows:

Derived from: Department of the Military Declassification Guide, dated January 15, 2001
Declassify on: 25X-State-of-the-art use of technology
within a U.S. weapons system, October 1, 2040

OR

Declassify on: 25X4, October 10, 2040

See section 2001.21(e) of ISOO Directive No. 1 for more information.

SECTION 3

Additional or Special Markings

Classification Extensions

An original classification authority may extend the duration of classification for up to 25 years from the date of the information's origin for information contained in records determined to be permanently valuable.

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.

The office of origin shall make reasonable attempts to notify all holders of such information and all classification guides shall be updated to reflect such revisions.

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.

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

2. **(CAN-S)** This is paragraph 2 and contains classified information marked "Secret" by the government of Canada. Therefore, this portion will be marked to indicate the country of origin, "CAN," and the level of classification.

Classified by: Leif Erikson, Chief
International Branch
Reason: 1.4(b)
Declassify on: December 31, 2019

SECRET

THIS DOCUMENT CONTAINS
CANADIAN INFORMATION

Atomic Energy Information

If you encounter documents containing “Restricted Data (RD)” or “Formerly Restricted Data (FRD)” as defined by the Atomic Energy Act of 1954, consult with your security manager to determine the specific markings to be applied. 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

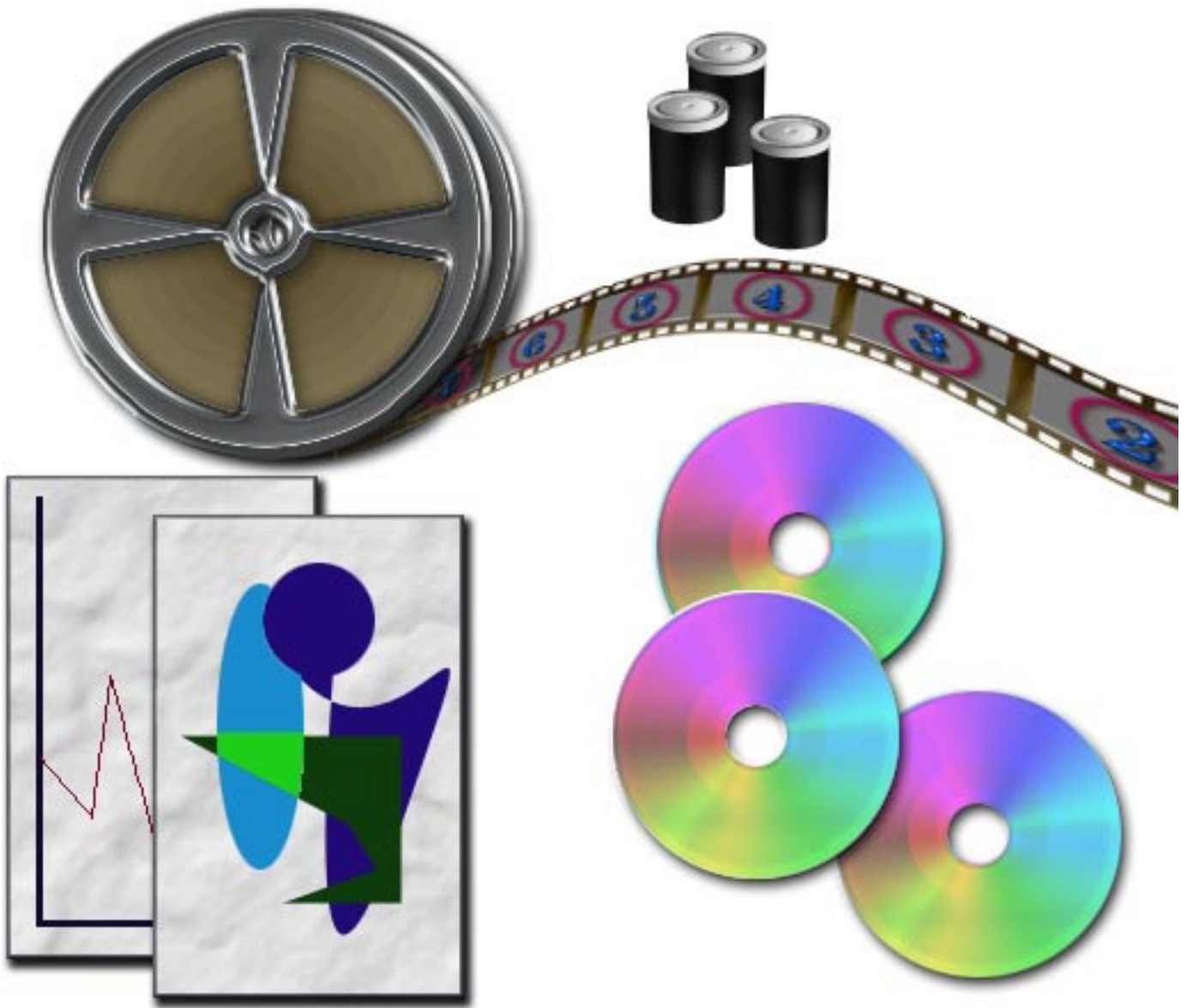
Classified by: Bob Erikson, Chief
Department of Good Works
Reason: 1.4(a)
Declassify on: December 31, 2005

**Downgrade to Confidential when
separated from Secret Enclosures**

SECRET

Marking Information Other Than Documents

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





INFORMATION SECURITY OVERSIGHT OFFICE

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