



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



ISOO Notice 2009-11: Prohibited Use of the Markings “MR” (Manual Review) and “Source Marked MR, date of source [date]”

May 8, 2009

In January of 2008, the Director of National Intelligence, Special Security Center, Controlled Access Program Coordination Office (CAPCO) removed the “MR” (Manual Review) marking from the CAPCO Register following coordination with the Information Security Oversight Office (ISOO). This action discontinued the use of “MR” in the overall classification banner lines of Intelligence Community (IC) products.

“MR” was confusing; consequently, it was often misused. Even when “MR” was approved for use by CAPCO, it was only authorized for use in the IC banner. It was never authorized for use in the “Declassify On” line required by Executive Order 12958, as amended, “Classified National Security Information” and its Government-wide implementing directive, 32 C.F.R. Part 2001.

Remarking of legacy documents with “MR” or “Source Marked MR, date of source [date]” on the “Declassify On” line is not required. However, derivative classifiers shall not carry forward the prohibited markings “MR” or “Source Marked MR, date of source [date].”

In cases where a document has “MR” or “Source Marked MR, date of source [date]” on the “Declassify On” line and is used as a basis for a derivative classification decision, derivative classifiers shall calculate the date 25 years from the date of the source document when determining a derivative document’s date or event to be placed on the “Declassify On” line.

If the source document’s date cannot be readily determined, derivative classifiers should seek clarification from the originator. In those cases where consultation is not practicable, derivative classifiers shall use a declassification date of March 30, 2034 when determining a derivative document’s date or event to be placed on the “Declassify On” line. This date reflects 25 years from the last authorized use of “MR” in the classification banner line for the source document.

It is assumed that “MR” has not been incorporated into any classification guide. If derivative classifiers encounter “MR” in a classification guide, they should seek clarification from the pertinent original classification authority. In those cases where consultation is not practicable, derivative classifiers shall use a declassification date of March 30, 2034, as noted above, when determining a derivative document’s date or event to be placed on the “Declassify On” line. Any classification guide that includes “MR” as a declassification instruction must be updated immediately.

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