

# *The Basics of Classification Management*

## ***Applicable Policies and Guidance***

Executive Order 13526, "Classified National Security Information," December 29, 2009

<http://www.archives.gov/isoo/pdf/cnsi-eo.pdf>

32 CFR Part 2001, "Classified National Security Information," June 28, 2010

<http://www.archives.gov/isoo/policy-documents/isoo-implementing-directive.pdf>

ISOO Marking Book, "Marking Classified National Security Information," Revision 3, January 2017

<http://www.archives.gov/isoo/training/marketing-booklet.pdf>

## ***On-Line Resources***

Information Security Oversight Office – [www.archives.gov/isoo](http://www.archives.gov/isoo)

Department of Defense, Defense Security Service, Center for Development of Security Excellence – [www.cdse.edu](http://www.cdse.edu)

# ***The Basics of Classification Management***

**Classification Management** encompasses the life-cycle management of classified national security information from original classification to declassification.

**There are three levels of classification – TOP SECRET, SECRET, and CONFIDENTIAL. UNCLASSIFIED** is a marking to denote information does not meet the requirements for classification.

**There are two ways to classify a document – ORIGINAL CLASSIFICATION or DERIVATIVE CLASSIFICATION.**

Only individuals who have been specifically designated/delegated as **Original Classification Authorities** may make **original classification decisions**. ORIGINAL classification decisions are normally captured in a SECURITY CLASSIFICATION GUIDE (SCG), which may be used as a DERIVATIVE CLASSIFICATION source (a classified source document may also be used).

Individuals authorized to DERIVATIVELY classify documents must have the appropriate security clearance, signed a nondisclosure agreement, has a need to know the information, and has received required training.

DISSEMINATION CONTROL AND HANDLING MARKINGS are supplemental markings used by agencies to control and handle the dissemination of classified information.

There are three steps to properly mark a derivatively classified document:

1. **PORTION MARK** all paragraphs, subparagraphs, subjects, titles, charts, pictures, etc. using a SCG or other source document.
2. Determine the **OVERALL CLASSIFICATION** of the document using the highest classification and most restrictive dissemination controls and handling markings in the portion marks applied in step 1.
3. Apply the three-line **CLASSIFICATION AUTHORITY BLOCK** to identify who made the classification determination (Classified By line), the source of classification used (Derived From line), and the declassification instructions (Declassify On line).

The same marking rules apply regardless of whether the information is on paper or in electronic form (e.g., email, websites, wikis, blogs, etc.)