

# *ISOO Training Tip #19*

## *March 2019*

### **TOPIC: Need-to-Know**

#### **What is need-to-know?**

In accordance with E.O. 13526 and 32 CFR Part 2001, “need-to-know” is a determination that an authorized person requires access to specific classified information in order to perform or assist in a lawful and authorized governmental function.

#### **What is the definition of an “authorized person?”**

An “authorized person” is someone who has:

- a favorable determination of eligibility for access to classified information
- has signed an approved nondisclosure agreement
- and has a need-to-know.

Having a security clearance and signing a nondisclosure agreement does not automatically allow you to have access to all classified information. If you don't have a need to see that information in order to perform your duties, then you shouldn't have access to it.

Reference: [E.O. 13526](#), Sec. 6.1(dd) / [32 CFR 2001.40\(d\)](#)



[isootraining@nara.gov](mailto:isootraining@nara.gov)

[www.archives.gov/isoo/training](http://www.archives.gov/isoo/training)