

ISOO Training Tip #22

June 2019

TOPIC: Marking Classified E-Mail

How do you properly mark a classified e-mail?

32 CFR 2001.23(b) states the following:

- E-mail transmitted on or prepared for transmission on classified systems or networks shall be configured to display the overall classification at the top and bottom of the body of each message.
- Classified e-mails shall be portion marked.
- The subject line shall be portion marked.
- The classification authority block shall be placed after the signature block, but before the overall classification marking string at the end of the e-mail.
- When forwarding or replying to an e-mail, individuals shall ensure that in addition to the markings required for the content of the reply or forward e-mail itself, the markings shall reflect the overall classification and declassification instructions for the entire string of e-mails.

The screenshot shows an email client window titled "New Message". It displays a thread of three messages. The first message is dated January 23, 2015, and is marked "SECRET". A red arrow points from the text "Overall classification of e-mail thread" to this "SECRET" marking. The second message is dated January 22, 2015, and is marked "UNCLASSIFIED". A bracket on the left side of the "UNCLASSIFIED" marking points to the text "Unclassified reply to original e-mail". The third message is dated January 22, 2015, and is marked "SECRET". A bracket on the left side of the "SECRET" marking points to the text "Original e-mail". At the bottom of the thread, another red arrow points from the text "Overall classification of e-mail thread" to the "SECRET" marking.

Reference: [32 CFR 2001.23\(b\)](#)
[Marking Classified National Security Information](#)



isootraining@nara.gov
www.archives.gov/isoo/training