

ISOO Training Tip #2

January 2018

TOPIC:

Portion Marking

This is a requirement on all classified documents; originally classified and derivatively classified to include e-mails. This also applies to all unclassified documents (including e-mails) that reside on a classified system.

Ref: [E.O. 13526](#), Sec. 1.6(c), Sec. 2.1(b)(3) / [32 CFR 2001.21\(c\)](#), 2001.22(g)

What is a portion? (this list is not all inclusive)

| | | |
|-------------------|---------------|----------|
| Subject line | Title | Photos |
| Paragraph | Graphs | Pictures |
| Sub-Paragraph | Bullet points | Maps |
| Sub-bullet points | Tables | Charts |

Why is it important to portion mark?

Portion markings identify the information that needs to be protected and the level of protection required.

How are portions marked?

All portions shall be marked to indicate which portions are classified and which are unclassified by placing the classification within parentheses immediately preceding the portion to which it applies:

(U) (C) (S) (TS)

- (U) Main bullet point 1
 - (S) Sub-bullet 1
 - (U) Sub-bullet 2
 - (TS) Sub-bullet 3
- (U) Required Elements of Marking
SUBJ: (U) Required Elements of Marking

This contains very basic guidance on portion markings. Please consult the ISOO marking book on our web page for more in-depth guidance.

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