

# *ISOO Training Tip #4*

## *March 2018*

### **TOPIC:**

### **Marking Unclassified Documents on Classified Systems**

Overclassification or unauthorized disclosure may result when there is a lack of clarity on the classification level of specific information. It could also impede appropriate information sharing with foreign governments and with state, local, tribal, and private sector entities.

Correctly applying portion marks and the overall classification is a requirement for all classified documents. Correct markings should also be applied to ***all unclassified documents (including e-mails) that reside on a classified system***. A classified system is any computer or electronic device approved to handle classified information.

### **Why is this important?**

An unmarked unclassified document on a classified system may not cause a national security problem; however, poor marking practices could potentially lead to such problems.

By not marking all documents, you create doubt as to the correct classification of the information, leading to assumptions regarding the classification of the information and possibly resulting in the mishandling of information. You can't assume that it's obvious that the information is unclassified.

Correctly marking everything on a classified system should become routine. If you mark everything, then there will be no question as to the proper handling and safeguarding of any document that resides on a classified system.

It is not a good practice to default to the classified system for all communications. If unclassified discussions can be conducted on an unclassified system, then you should do so. REMEMBER, not everyone conducts the majority of their work on classified systems and you may be impeding the sharing of information.

*For more background on portion marking see ISOO Training Tip #2 (January 2018).*

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