
Paragraph	Page
-----------	------

TABLE OF CONTENTS

CHAPTER 1. PURPOSE, AUTHORITY, AND ACCESS
TO CLASSIFIED INFORMATION

1-1. Purpose	1-1
1-2. Authority	1-1
1-3. General Access Requirements	1-1

CHAPTER 2. RESPONSIBILITY FOR SAFEGUARDING
CLASSIFIED INFORMATION

2-1. Organization Heads	2-1
2-2. Inspector General Responsibilities	2-1
2-3. HUD Employee Responsibilities	2-2
2-4. Challenges to Classification	2-3

CHAPTER 3. ORIGINAL CLASSIFICATION AND
MARKING

3-1. Definition	3-1
3-2. Classification Levels	3-1
3-3. Classification Categories	3-2
3-4. Duration of Classification	3-3
3-5. Identification and Markings	3-4

CHAPTER 4. DERIVATIVE CLASSIFICATION AND
MARKING

4-1. Definition	4-1
4-2. Assignment of Derivative Classification	4-1
4-3. Derivative Identification and Markings	4-1

CHAPTER 5. DECLASSIFICATION AND
DOWNGRADING

5-1. Authority	5-1
5-2. Declassification Policy	5-1
5-3. Processing Requests for Declassification and Release of Classified Information	5-1
5-4. Downgrading	5-2

Paragraph	Page
-----------	------

CHAPTER 6. SAFEGUARDING

6-1. General	6-1
6-2. Storage Of Classified Material	6-1
6-3. Designation And Responsibilities of Custodians Of Security Equipment	6-2
6-3. Preparing A Container For Classified Storage Use	6-3
6-5. Combinations - Classification And Safeguarding	6-4
6-6. Daily Certifications And Inspections of Containers And Work Areas	6-6
6-7. Inspection	6-8
6-8. Violations	6-8
6-9. Reproduction Controls	6-8

CHAPTER 7. ACCOUNTABILITY AND CONTROL OF CLASSIFIED DOCUMENTS

7-1. Top Secret Control Officer	7-1
7-2. Material Subject to Accountability	7-1
7-3. Designation and Responsibility of "Accountability Records Clerk"	7-1
7-4. Classified Document Receipt	7-1
7-5. Assignment of Numbers for Accountability Control Purposes	7-2
7-6. Inventory of Classified Documents	7-2
7-7. Use of Classified Cover Sheets	7-3

CHAPTER 8. PREPARATION AND TRANSMITTAL OF CLASSIFIED INFORMATION

8-1. Transmittal Outside the Department	8-1
8-2. Transmittal Within the Department	8-2
8-3. Restriction on Carrying Classified Information	8-2
8-4. Travel on Commercial Passenger Aircraft Susceptible to Hijacking	8-4

CHAPTER 9. DESTRUCTION OF CLASSIFIED INFORMATION

9-1. Responsibility	9-1
9-2. Headquarters	9-1
9-3. Regional Offices	9-1
9-4. Physical Means	9-1
9-5. Certificates of Destruction	9-1

1. Sample of Derivative Classified Letter
2. Sample of Form HUD-1442, Classified Container Information
3. Sample of Form HUD-1443, Classified Container Locking Record
4. Report of Administrative Inquiry
5. Transmittal of Classified Material

FOREWORD

This Handbook establishes the Department's policy to provide effective and efficient administration of the policies and procedures prescribed by Executive Order 12356, "National Security Information", dated April 2, 1982, and the Information Security Oversight Office Directive No. 1, dated June 25, 1982.

The Department of Housing and Urban Development has derivative classification authority but does not have the authority for the original classification of official information which requires protection against unauthorized disclosure in the interests of national security. Such authority is limited by Executive Order 12356 to agency heads and officials that have demonstrated a need for original classification authority and their active role in matters related to the national security.

It is often essential that we handle classified information of special importance to the welfare of the nation in the discharge of our responsibilities, and it is our duty, both as employees and as citizens, to safeguard such information.

Official information which requires administrative protection for reasons other than in the interests of national defense, (i.e., that which is appropriately marked "For Official Use Only") is not classified information as defined in this Handbook. Consequently, the protective measures established herein do not apply to the official information to which the protective marking "For Official Use Only" is, or appropriately may be, applied. Such information will be marked and safeguarded in accordance with the provisions of HUD Handbook 1750.2 REV., "Marking and Safeguarding Information Designated 'For Official Use Only'."

Employees are instructed to carefully review this Handbook, as it is vital to the Department's security program that all concerned be completely informed regarding these procedures.