
THIS SAMPLE DERIVATIVE CLASSIFIED LETTER DOES
NOT CONTAIN CLASSIFIED INFORMATION

CONFIDENTIAL 1

OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION 2
Washington, D.C. 20410

November 1, 1982

SUBJECT: MINIMUM REQUIRED MARKINGS FOR
CLASSIFIED DOCUMENTS (U) 3

TO: TEAM MEMBERS

- 4 (c) Each portion of a classified document shall be marked to indicate the highest classification of information it contains. For example, this paragraph is marked as if it contained Confidential information.

(U) The circled numbers on this page indicate those markings required for all classified documents. The footnotes below refer to the appropriate chapter of this Handbook.

(U) Other markings shall be applied to classified material depending on the content:

If the transmittal document does not contain
classified information but is used to transmit
classified material, see chapter 3-5e.

I. M. AWARE

Director, Emergency Preparedness Staff

Classified by	5	_____
Declassify on	6	_____
Downgrade to	6	_____
on	6	_____

1 CONFIDENTIAL

FOOTNOTES

- | | | | |
|------------------------------------|---------|--|---------|
| 1. Overall classification markings | 3-5a(1) | 4. Portion Marking | 3-5a(3) |
| 2. Office of origin | 3-5c | 5. Classification Authority | 3-5b |
| 3. Subjects and titles | 3-5a(3) | 6. Declassification and Downgrading Instructions | 3-5d |