

classification and the words BY HAND and the name of the originating Division clearly marked. In such cases the approved security container (attaché case) is considered the equivalent of a second or "outer" envelope. A receipt must be obtained by the messenger.

You may also refer to Annex A to this handbook regarding the transmission of SECRET, CONFIDENTIAL and PROTECTED material outside the National Capital Region.

Classified material for missions abroad

Classified material destined for transmission to missions abroad is to be enclosed in a distinctive envelope which must clearly indicate the security classification, the divisional number of the documents and the name of the originating Division or officer. TOP SECRET material must be delivered BY HAND to the Special Records Unit (MIRD). Other classified and designated material must be delivered BY HAND to the Main Mail Room (MIRM), Ground Floor, Tower A.

Attention is invited to the *Manual of Security Instructions*, which details instructions for the use of Mail and Bag Service outside the National Capital Region and for Missions Abroad.

Documents requiring special handling

The Department is regularly required to prepare documents which, because of their content, have special significance in addition to that indicated by the level of security classification e.g., documents prepared for the consideration of Cabinet, or Briefings used by Ministers in Cabinet or Cabinet Committee. Prior to the preparation of such documents the *Manual of Security Instructions* should be reviewed for information dealing with the classification, preparation, transmission, custody, storage and destruction of classified and designated material. The *Manual of Security Instructions* also deals with NATO Classified Information and Cabinet Documents.

The responsible employee must ensure that a strict accounting is maintained at all times for **all** copies of a document, including successive drafts. A log is to be maintained for the distribution and return or destruction of each copy of the document. Each copy, including copies of each draft, is to be numbered. Copies should only be issued against a signed receipt. Similar practices are to be followed when preparing Briefing Books.