

# ANNEX B



External Affairs and  
International Trade Canada

Affaires extérieures et  
Commerce extérieur Canada

## DOCUMENT SECURITY WITHIN N.C.R. REFERENCE CHART

(Locations other than Lester B. Pearson Building)

| Destination   | 1) PROTECTED<br>* 2) PROTECTED "A"   | 1) CONFIDENTIAL<br>2) PROTECTED (SENSITIVE)<br>* 3) PROTECTED "B"<br>* 4) PROTECTED "C"   | SECRET   |
|---|--|---|--|
| Within Satellite Location   | - one gum-sealed envelope affixed with sticker EXT 106   | - one gum-sealed envelope affixed with sticker EXT 106  | - one gum-sealed envelope affixed with sticker EXT 106   |
| Within National Capital Region<br><br>including<br><br>Lester B. Pearson Building | - one gum-sealed envelope <b>without</b> security marking<br><br>- first class mail, or pickup by MIRM messenger                   | - one gum-sealed envelope<br><br>- security marking on upper upper right-hand corner of envelope<br><br>- Division symbol and " <b>by-hand</b> " number on lower left-hand corner of envelope<br><br>- close envelope with approved tape<br><br>- pickup by MIRM messenger  | - one gum-sealed envelope<br><br>- enclose receipt form EXT 34 with document<br><br>- security marking on upper right-hand corner of envelope<br><br>- Division symbol and " <b>by-hand</b> " number on lower lower left-hand corner of envelope<br><br>- close envelope with approved tape<br><br>- pickup by MIRM messenger  |
| Diplomatic Missions via MIRM  | - enclose in special envelope EXT 2 or EXT 3 annotated with security marking and document number<br><br>- pickup by MIRM messenger | - enclose in special envelope EXT 2 or EXT 3 annotated with security marking and document number<br><br>- close envelope with approved tape<br><br>- pickup by MIRM messenger   | - enclose in special envelope EXT 2 or EXT 3 annotated with security marking and document number<br><br>- close envelope with approved tape<br><br>- pickup by MIRM messenger  |
| Elsewhere in Canada   | - one gum-sealed envelope <b>without</b> security marking<br><br>- first class mail, or pickup by MIRM messenger                   | - prepare <b>two</b> gum-sealed envelopes, each with complete address of sender and receiver<br><br>- security marking on upper right-hand corner of <b>inner</b> envelope<br><br>- close inner envelope with approved tape<br><br>- print " <b>Security Mail</b> " on upper right-hand corner of <b>outer</b> envelope<br><br>- pickup by MIRM messenger | - prepare <b>two</b> gum-sealed envelopes, each with complete address of sender and receiver<br><br>- enclose receipt form EXT 34 with document in inner envelope<br><br>- security marking on upper right-hand corner of <b>inner</b> envelope<br><br>- close inner envelope with approved tape<br><br>- print " <b>Security Mail</b> " on upper right-hand corner of <b>outer</b> envelope<br><br>- pickup by MIRM messenger |

\* The categories of PROTECTED "A", "B", and "C" have been adopted by some other government departments to identify designated information of varying sensitivity, i.e. "A" for low sensitivity, "B" for particularly sensitive information, and "C" for extremely sensitive. However, the security markings of PROTECTED and PROTECTED (SENSITIVE) will continue to be used by EAIC for information designated sensitive, but not in the national interest.

Note 1 - The sticker, form EXT 106, will need to be fully completed with the appropriate transmittal information for the classification categories of SECRET, CONFIDENTIAL, and PROTECTED (SENSITIVE), or if the addressee is preceded by the warning term "TO BE OPENED ONLY BY". The transmittal information is not normally required for all other categories.

Note 2 - For TOP SECRET documents, refer to the Manual of Security Instructions (MSI), and contact Special Records Unit/MIRD.

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