

Mailing procedures

TOP SECRET

Within Headquarters Building – TOP SECRET information must be placed in double sealed envelopes marked TOP SECRET and bearing the appropriate file number and designations of addressee and sender. The inner envelope must also be sealed with security tape. This must be delivered BY HAND to the Special Records Unit MIRD (not to the regular outgoing BY HAND section MIRM).

Outside the Department – TOP SECRET material for transmission to other Government Departments in the National Capital Region must be handled by the Special Records unit (MIRD) for BY HAND delivery. Such documents are to be placed in double sealed envelopes, clearly marked TOP SECRET and BY HAND. The inner envelope must also be sealed with security tape. The envelopes must bear the complete address of the addressee and the name of the sending Division.

Messengers delivering TOP SECRET material use approved locked security containers (attaché case) which constitutes the "outer cover" of TOP SECRET and SECRET packages.

Attention is invited to the *Manual of Security Instructions* for information regarding the transmission of TOP SECRET material **outside** the National Capital Region.

SECRET, CONFIDENTIAL, PROTECTED AND PROTECTED (SENSITIVE)

Within Headquarters Building – SECRET, CONFIDENTIAL, PROTECTED and PROTECTED (SENSITIVE) material must be placed in a string envelope (or sealed envelope) which must be sealed with a security classification sticker (Form EXT 106) which should bear the file number and names (or acronym) of the addressee and sender. Delivery must be BY HAND (MIRM) and/or appropriately security-cleared employee.

Outside the Department – BY HAND. — SECRET, CONFIDENTIAL, PROTECTED and PROTECTED (SENSITIVE) material for other EAITC Divisions and Government Departments in the National Capital Region is sent by security-cleared messenger. It must be contained in a single sealed envelope bearing the address of the addressee, the security