

ANNEX A



External Affairs and International Trade Canada Affaires extérieures et Commerce extérieur Canada

DOCUMENT SECURITY IN THE LESTER B. PEARSON BUILDING — REFERENCE CHART

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

* 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 EA/IC 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/MIRO.

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