

## 5. Protection of Classified Information

### Handling of classified information

#### Minimum storage requirements

The absolute minimum storage requirements for classified material in a **guarded area** are:

TOP SECRET – approved security shell (locker safe) with dial combination, a secure file with dial combination, or a vault.

SECRET – approved security file cabinet with double hasp and approved S & G combination padlock.

CONFIDENTIAL – approved security file cabinet with double hasp and approved S & G combination padlock.

PROTECTED and PROTECTED (SENSITIVE) – open shelving in an approved vaulted area or in an approved security container.

- NOTES:
- (1) Security shells (locker safes) are obtained from ISSG.
  - (2) Approved 2 or 4 drawer security file cabinets are obtained from MFM. However, they must not be used unless they bear the ISSG Certification Sticker. ISSG must also be notified of any relocation or disposal of such cabinets.

#### Transmission of classified material

A chart summarizing the security requirements for the transmission of classified and designated materials can be found in Annex A at the end of this handbook.