

<i>The Classification and Protection Guide</i> explains how you should mark the following:	
<ul style="list-style-type: none"> • bibliographies and sources • third-party information • file folders • forms 	<ul style="list-style-type: none"> • NATO documents • documents for external use • documents with caveats

For more information, please see our web site: <http://intranet/dfait-maeci.gc.ca/department/security/menu-e.asp>.

Automatic Declassification or Downgrading

Information must be classified/protected for the time it requires safeguarding only. Once that time has passed, the classification/protection label should be removed or downgraded. When you create a document you can specify a date or event after which the document can be declassified or downgraded. For example:

- Confidential (Unclassified after 31 July 2002)
- Protected A (Unclassified if Annex A removed)

Changing a Document's Level of Classification or Protection

If you want to change the level of classification or protection of a document, you must:

- be the originator or an employee who replaced the originator;
- have clear proprietary responsibility for the information; or,
- have a detailed knowledge and familiarity of the sensitivity of the information.

The date, authority and the new level of classification/protection should be clearly marked in ink on the top right-hand corner of the document.

You should make every effort to involve the originator of the document before you change its level of classification or protection, but circumstances do arise (for example, requests under the *Access to Information or the Privacy Act*) where information may be declassified and released without the knowledge of the originator.

If a security grading is removed or downgraded, this does not mean that it can, or should be, released to the public. Requests for information by the public, the media, industry, etc., should be referred to the Media Relations Office (BCM) or to the Office of the Coordinator for Access to Information and Privacy Protection Division (DCP).