§2001.15 Classification guides.

(a) Preparation of classification guides. Originators of classification guides are encouraged to consult users of guides for input when developing or updating guides. When possible, originators of classification guides are encouraged to communicate within their agencies and with other agencies that are developing guidelines for similar activities to ensure the consistency and uniformity of classification decisions. Each agency shall maintain a list of its classification guides in use.

(b) General content of classification guides. Classification guides shall, at a minimum:

1. Identify the subject matter of the classification guide;
2. Identify the original classification authority by name and position, or personal identifier;
3. Identify an agency point-of-contact or points-of-contact for questions regarding the classification guide;
4. Provide the date of issuance or last review;
5. State precisely the elements of information to be protected;
6. State which classification level applies to each element of information, and, when useful, specify the elements of information that are unclassified;
7. State, when applicable, special handling caveats;
8. State a concise reason for classification which, at a minimum, cites the applicable classification category or categories in section 1.4 of the Order; and
9. Prescribe a specific date or event for declassification, the marking “50X1–HUM” or “50X2–WMD” as appropriate, or one or more of the exemption
§ 2001.20 Identification and Markings

(a) General. A uniform security classification system requires that standard markings or other indicia be applied to classified information. Except in extraordinary circumstances, or as approved by the Director of ISOO, the marking of classified information shall not deviate from the following prescribed formats. If markings cannot be affixed to specific classified information or materials, the originator shall provide holders or recipients of the information with written instructions for protecting the information. Markings shall be uniformly and conspicuously applied to leave no doubt about the