§ 2001.21 Original classification.
(a) Primary markings. At the time of original classification, the following shall be indicated in a manner that is immediately apparent:
(1) Classification authority. The name and position, or personal identifier, of the original classification authority shall appear on the “Classified By” line. An example might appear as:
Classified By: David Smith, Chief, Division 5
or
Classified By: ID#1MN01
(2) Agency and office of origin. If not otherwise evident, the agency and office of origin shall be identified and follow the name on the “Classified By” line. An example might appear as:
Classified By: David Smith, Chief, Division 5, Department of Good Works, Office of Administration.
(3) **Reason for classification.** The original classification authority shall identify the reason(s) for the decision to classify. The original classification authority shall include on the “Reason” line the number 1.4 plus the letter(s) that corresponds to that classification category in section 1.4 of the Order.

(i) These categories, as they appear in the Order, are as follows:

(A) Military plans, weapons systems, or operations;
(B) Foreign government information;
(C) Intelligence activities (including covert action, intelligence sources or methods, or cryptology);
(D) Foreign relations or foreign activities of the United States, including confidential sources;
(E) Scientific, technological, or economic matters relating to the national security;
(F) United States Government programs for safeguarding nuclear materials or facilities;
(G) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security;
(H) The development, production, or use of weapons of mass destruction.

(ii) An example might appear as:

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Classified By: David Smith, Chief, Division 5,
Department of Good Works, Office of Administration
Reason: 1.4(g)
Declassify On: 20201014
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(4) **Declassification instructions.** The duration of the original classification decision shall be placed on the “Declassify On” line. When declassification dates are displayed numerically, the following format shall be used: YYYYMMDD. Events must be reasonably definite and foreseeable. The original classification authority will apply one of the following instructions:

(i) A date or event for declassification that corresponds to the lapse of the information’s national security sensitivity, which is equal to or less than 10 years from the date of the original decision. The duration of classification would be marked as:

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Classified By: David Smith, Chief, Division 5,
Department of Good Works, Office of Administration
Reason: 1.4(g)
Declassify On: 20201014
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(ii) A date not to exceed 25 years from the date of the original decision. For example, on a document that contains information classified on October 10, 2010, apply a date up to 25 years on the “Declassify On” line:

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Classified By: David Smith, Chief, Division 5,
Department of Good Works, Office of Administration
Reason: 1.4(g)
Declassify On: 20351010
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(iii) If the classified information should clearly and demonstrably be expected to reveal the identity of a confidential human source or a human intelligence source, no date or event is required and the marking “50X1–HUM” shall be used in the “Declassify On” line; or

(iv) If the classified information should clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction, no date or event is required and the marking “50X2–WMD” shall be used in the “Declassify On” line.

(b) **Overall marking.** The highest level of classification is determined by the highest level of any one portion within the document and shall appear in a way that will distinguish it clearly from the informational text.

(1) Conspicuously place the overall classification at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any).

(2) For documents containing information classified at more than one level, the overall marking shall be the highest level. For example, if a document contains some information marked “Secret” and other information marked “Confidential,” the overall marking would be “Secret.”

(3) Each interior page of a classified document shall be marked at the top and bottom either with the highest level of classification of information contained on that page, including the designation “Unclassified” when it is applicable, or with the highest overall classification of the document.

(c) **Portion marking.** Each portion of a document, ordinarily a paragraph, but including subjects, titles, graphics, tables, charts, bullet statements, subparagraphs, classified signature blocks,

(a) General. Information classified derivatively on the basis of source documents or classification guides shall bear all markings prescribed in §2001.20 and §2001.21, except as provided in this section. Information for these markings shall be carried forward from the source document or taken from instructions in the appropriate classification guide.

(b) Identity of persons who apply derivative classification markings. Derivative classifiers shall be identified by name and position, or by personal identifier, in a manner that is immediately apparent on each derivatively classified document. If not otherwise evident, the agency and office of origin shall be identified and follow the name on the “Classified By” line. An example might appear as:

Classified By: Peggy Jones, Lead Analyst, Research and Analysis Division or Classified By: ID # IMN01

(c) Source of derivative classification. (1) The derivative classifier shall concisely identify the source document or the classification guide on the “Derived From” line, including the agency and, where available, the office of origin, and the date of the source or guide. An example might appear as:

Derived From: Memo, “Funding Problems,” October 20, 2008, Office of Administration, Department of Good Works or Derived From: CG No. 1, Department of Good Works, dated October 20, 2008

(i) When a document is classified derivatively on the basis of more than one source document or classification guide, the “Derived From” line shall appear as:

Derived From: Multiple Sources

(ii) The derivative classifier shall include a listing of the source materials on, or attached to, each derivatively classified document.

(2) A document derivatively classified on the basis of a source document that is itself marked “Multiple Sources” shall cite the source document on its “Derived From” line rather than the term “Multiple Sources.” An example might appear as:

Derived From: Report entitled, “New Weapons,” dated October 20, 2009, Department of Good Works, Office of Administration

(d) Reason for classification. The reason for the original classification decision, as reflected in the source document(s) or classification guide, is not transferred in a derivative classification action.