

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.  
LI 10-6

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SECURITY  
16 October 1967

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SUBJECT : Classification of Official Information and Material

25X1A

REFERENCE : ██████████

RESCISSION: LI 10-23-1, Revised 12 March 1963

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1. GENERAL

25X1A

This instruction implements the provisions of ██████████ designates authority as required in subparagraph c(4), (5), and (6), and provides for the continuing review of classification assigned to documents originating in the Office of Logistics.

2. POLICY

All classified information or material originated by CIA is considered of an intelligence nature and should be excluded from automatic downgrading or declassification.

3. DESIGNATIONS

- a. The Executive Officer is designated the Assistant Classification Control Officer for the Office of Logistics. The Chief, Records and Services Branch, Executive Office, is designated the Alternate Assistant Classification Control Officer.
- b. Staff officers, staff chiefs, division chiefs, and branch chiefs are designated Authorized Classifiers and are responsible for appropriate classification. Particular attention is directed to the following subparagraphs of the reference: g(2), regarding responsibility for classification by document originators; g(3), "Each document, including extracts and excerpts, shall be classified on the basis of its

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GROUP 1 Excluded from automatic downgrading and declassification
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individual content, and not necessarily according to its relationship to other documents....;" and g(6), "At the time of original classification ALL classified information and material shall also be marked 'GROUP 1, Excluded from automatic downgrading and declassification'."

Initials of the reviewing Authorized Classifier on official file copies of documents will serve as evidence of approval of the security classification.

- c. The Assistant Classification Control Officer, his alternate, Authorized Classifiers, and the Records Management Officer are the Reviewing Officials designated to conduct continuing review of classified information for the purpose of declassifying or reclassifying. During any reviewing program, the Assistant Classification Control Officer may designate other individuals for this purpose.

4. METHODS OF MARKING

- a. Attention is directed to subparagraph i.(2) of the reference which reads as follows:

"(2) The classification and group marking of documents shall be marked in red insofar as is practicable by use of rubber stamps, stencil, classification plate, or other appropriate means, except as provided below:

"(a) The classification and group marking on manuscripts prepared for photographic reproduction shall be marked in black or other color suitable for photographic reproduction.

"(b) Printed documents including charts, maps, and drawings, shall bear the appropriate classification in type which is conspicuously larger than the type used to reproduce the text of the document, and shall also bear the group marking as indicated below.

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- "(c) The classification and group marking of information to be reproduced from stencils, ditto masters, dupli-mats, or other master copies may be typed onto the master as shown below. The classification shall be in all capital letters and hyphenated, e.g.,

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification
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- "(d) When many copies of documents, including dispatches but not other correspondence, are typed rather than reproduced by other means, the use of typed hyphenated classifications and typed group markings is permitted for efficiency on material which is to remain in the Agency, as shown in subparagraph (c) immediately above."
- b. The GROUP 1 stamp will be placed immediately below or adjacent to and in conjunction with the classification marking at the bottom of the first page. If this is not practical, the group marking shall be affixed conspicuously at least once in a similarly prominent place, such as the front cover, title page, or foreword. Each separate part (letter, memorandum, attachment, enclosure, appendix, annex, or endorsement) of a document shall be marked with the group marking. Group marking rubber stamps are available from the Building Supply Officers.

5. CLASSIFICATION

Classifiers should retain the attached criteria as a ready reference in the assignment of a classification to information or material originating

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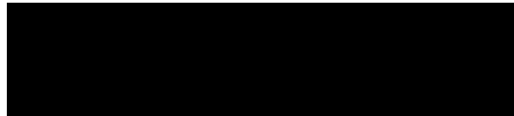
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within their division or staff. The Logistics Assistant Classification Control Officer, his alternate, and/or the Records Management Officer are available to assist in assigning appropriate classifications.



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GEORGE E. MELOON  
Director of Logistics

Attachment:  
Criteria on Classification

Copy to: CIA Classification  
Control Officer

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OL/EO/R&S  : vhm

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