

Confidential
Top Secret Secret (S)
Confidential Top Secret
Classified by: (S)

Top Secret Secret
Marking
Secret Confidential
Top Secret Secret

Secret Top Secret Date or event
Top Secret Confidential
Top Secret Top Secret
Confidential Top Secret

Declassify on: X2
Secret Confidential
Top Secret Top Secret
Derived From: Confidential

Classified by: Top Secret

Executive Order 12958
National Security Information

Top Secret Secret Secret
Date or event

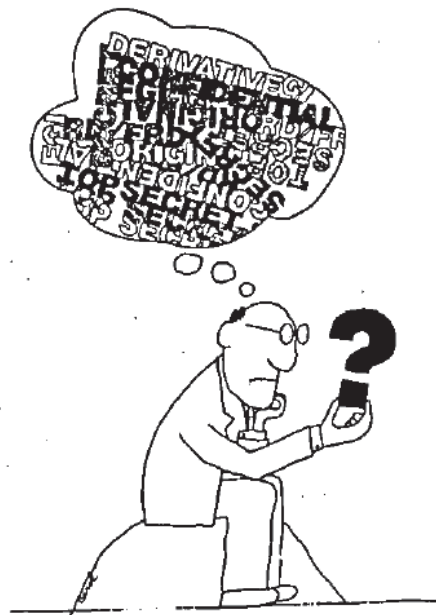
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Executive Order 12958 requires that classified national security information (“classified information”) be marked to place recipients on alert about its sensitivity. The purpose of this pamphlet is to provide a general guide on these marking requirements. It is intended for use by authorized original and derivative classifiers as well as administrative personnel who may prepare the final product. Since a pamphlet of this size cannot illustrate every conceivable situation, please refer to the implementing directive published in Part 2001 of Title 32, Code of Federal Regulations, and any instructions issued by your particular organization. Consult your security manager if you have any questions.

This pamphlet is unclassified. All the security markings used are for illustration purposes only. Also, it is in the public domain and may be reproduced without permission.

Your comments are welcome.

Steven Garfinkel
Director
Information Security Oversight Office



Reminders

- ✓ Information is classified in one of two ways—originally or derivatively.
- ✓ Only individuals specifically authorized in writing may classify documents originally.
- ✓ Only individuals with the appropriate security clearance, who are required by their work to restate classified source information, may classify derivatively.
- ✓ There are three levels of classification, "TOP SECRET," "SECRET," and "CONFIDENTIAL." Do not use other terms, such as "Official Use Only," or "Administratively Confidential," to identify classified national security information.
- ✓ Information shall not be classified for any reason unrelated to the protection of the national security.
- ✓ Classifiers are responsible for assuring that information is appropriately classified and properly marked.
- ✓ To have access to classified information, a person must have a security clearance at an appropriate level, a signed nondisclosure agreement, and a "need-to-know."
- ✓ Individuals who believe that information in their possession is inappropriately classified, or inappropriately unclassified, are expected to bring their concerns to the attention of responsible officials.

SECTION I

Marking Originally Classified Documents

This is an example of a document that an original classifier has determined requires protection under E. O. 12958. It contains the essential markings required under the Order, including:

- Portion marking*
- Overall classification
- A "Classified by" line to include the identity, by name or personal identifier, and position of the original classifier
- A reason for classification
- A "Declassify on" line which shall indicate one of the following:
 - (1) The date or event for declassification not to exceed 10 years.
 - (2) The date that is 10 years from the date of the original decision.
 - (3) An authorized and applicable exemption category(ies).

*Note: The Director of the Information Security Oversight Office may grant portion marking waivers for specified classes of documents or information. Check with your security manager concerning this requirement.

SECRET	
DEPARTMENT OF GOOD WORKS Washington, D.C. 20006	
November 1, 1995	
MEMORANDUM FOR THE DIRECTOR	
From:	David Smith, Chief Division 5
Subject:	(U) Funding Problems
1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses. 2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses. 3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.	
Classified by:	David Smith, Chief, Division 5 Department of Good Works Office of Administration
Reason:	1.5 (a) and (d)
Declassify on:	December 31, 2000
SECRET	

This is the same document before the markings were applied.

This section will retrace the steps that are necessary to mark an originally classified document.

Portion Markings

The first step in the marking process is to identify the classification level of each portion. A portion is ordinarily defined as a paragraph. Subjects and titles are also treated as portions. Only in this way can the overall classification level be determined. The three paragraphs of this sample document contain unclassified, "Secret," and "Confidential" information, respectively.

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

November 1, 1995



MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief
Division 5

Subject: Funding Problems

1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Portion markings consist of the letters "(U)" for unclassified, "(C)" for "Confidential," "(S)" for "Secret," and "(TS)" for "Top Secret." These abbreviations, in parentheses, are placed before or after the portion to which they apply. Persons applying portion markings should confirm appropriate placement of the portion marking for their organization. Portion mark as illustrated in these examples.

Before Each Portion



Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

After Each Portion



Subject: Funding Problems (U)

1. This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses. (U)
2. This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses. (S)
3. This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses. (C)

Overall Classification Marking

The second step is to determine the overall classification of the document. The overall classification is the highest classification level of information contained in the document. In this example the highest classification is "Secret," found in paragraph two.

Conspicuously place the overall classification at the top and bottom of the page, as shown here.



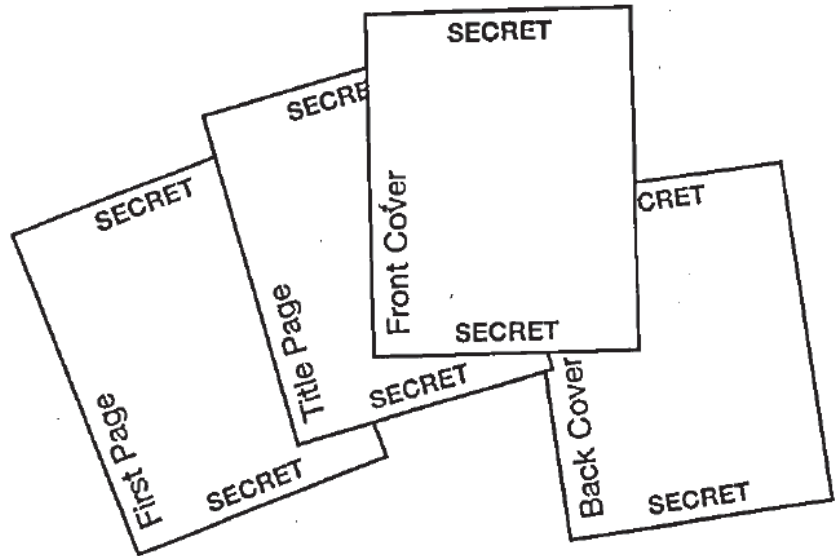
Subject: (U) Funding Problems

1. (U)
2. This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.
3. (C)

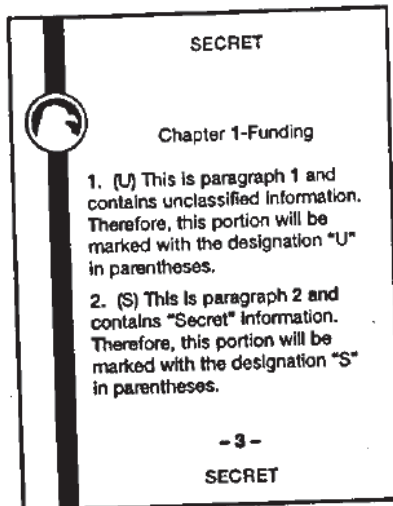
SECRET

SECRET

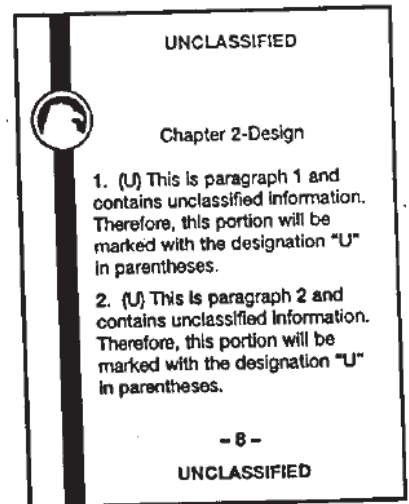
If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover, as shown below.



Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.



OR



Classified by: [redacted]
The next step is to identify the original classification authority.

Identify the classification authority on the "Classified by" line, as shown here, by name or personal identifier, and position.

If the identification of the originating agency or office is not apparent on the face of the document, place it below the "Classified by" line.

Classified by: David Smith, Chief
Division 5
or
Classified by: ID#IMNO1, Chief
Division 5

Classified by: David Smith, Chief
Division 5
Department of Good Works
Office of Administration

"Reason for Classification" Line

The fourth step is to cite the reason(s) for the decision to classify.

Place, at a minimum, a brief reference to the pertinent classification category(ies), or the number 1.5 plus the letter(s) that corresponds to that classification category in section 1.5 of E.O. 12958.

These categories, as they appear in section 1.5 of the Order, include the following:

- (a) Military plans, weapons systems or operations.
- (b) Foreign government information.
- (c) Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
- (d) Foreign relations or foreign activities of the U.S., including confidential sources.
- (e) Scientific, technological, or economic matters relating to the national security.
- (f) U.S. Government programs for safeguarding nuclear materials or facilities.
- (g) Vulnerabilities or capabilities of systems, installations, projects or plans relating to the national security.

Classified By: David Smith, Chief, Division 5
Department of Good Works
Office of Administration
Reason: Military Plans; Foreign Relations
or
Reason: 1.5 (a) and (d)

Declassify on Line

The last essential marking indicates the duration of classification. Place this on the "Declassify on" line. Choose one of the following three declassification instructions, selecting, whenever possible, the declassification instruction that will result in the shortest duration of classification.

1. Date or Event

When possible, apply a date or event for declassification that corresponds to the lapse of the information's national security sensitivity. The date or event shall not exceed 10 years from the date of the original classification.

OR

2. Ten Year Duration

When a specific date or event cannot be determined, apply the date that is 10 years from the date of the original classification.

OR

Classified by: David Smith,
Chief, Division 5
Department of Good Works
Office of Administration
Reason: 1.5 (a) and (d)
Declassify on: December 31, 2000
or
Declassify on: Completion of Operation

November 1, 1995
(Date of original
classification)

Classified by: David Smith,
Chief, Division 5
Department of Good Works
Office of Administration
Reason: 1.5 (a) and (d)
Declassify on: November 1, 2005

3. Exemptions From Ten Year Declassification

If the original classifier determines that the information is exempted from declassification at ten years, apply the letter "X" plus a brief recitation of the exemption category(ies), or the letter "X" plus the number that corresponds to that exemption category(ies) in section 1.6(d) of E.O. 12958.

Section 1.6(d) Exemption Categories

X1. Reveal an intelligence source, method, or activity, or a cryptologic system or activity.

X2. Reveal information that would assist in the development or use of weapons of mass destruction.

X3. Reveal information that would impair the development or use of technology within a United States weapons system.

X4. Reveal United States military plans, or national security emergency preparedness plans.

X5. Reveal foreign government information.

X6. Damage relations between the United States and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing for a period greater than [10 years].

X7. Impair the ability of responsible United States Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of national security, are authorized.

X8. Violate a statute, treaty, or international agreement.

Classified by: David Smith,
Chief, Division 5
Department of Good Works
Office of Administration
Reason: 1.5 (a) and (d)
Declassify on: X-Damage Relations
or
Declassify on: X6

Having completed these steps, here again is the document properly marked.

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

November 1, 1995



MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief
Division 5

Subject: (U) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.5 (a) and (d)

Declassify on: December 31, 2000

SECRET

SECTION II

Marking Derivatively Classified Documents

Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide issued by an original classification authority.

Derivatively Classifying From a Source Document

When using a classified source document as the basis for derivative classification, the markings on the source document determine the markings to be applied to the derivative document.

Here is a properly marked source document and a properly marked derivative document. The derivative document contains information taken from paragraph two of the source document. The following will retrace the steps that are necessary to mark a document derived from a classified source.

Please note: The "Reason" line, as reflected in the source document(s) or classification guide, is not required to be transferred to the derivative document. If included, however, carry forward the "Reason" as it appears on the source document.

Source Document

SECRET	
DEPARTMENT OF GOOD WORKS Washington, D.C. 20008	
November 1, 1995	
MEMORANDUM FOR THE DIRECTOR	
From:	David Smith, Chief Division 5
Subject:	(S) Funding Problems
1. (S) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.	
2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.	
3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.	
Classified by:	David Smith, Chief, Division 5 Department of Good Works Office of Administration
Reason:	1.5 (a) and (d)
Declassify on:	December 31, 2000
SECRET	

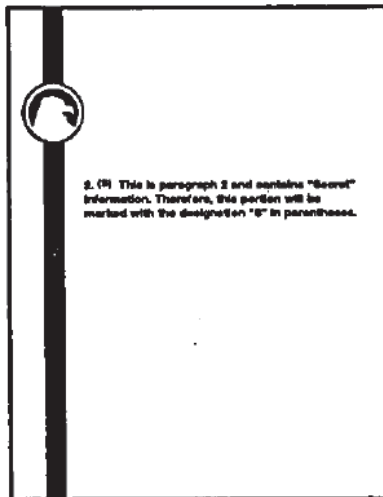
Derivative Document

SECRET	
DEPARTMENT OF GOOD WORKS Washington, D.C. 20008	
December 1, 1995	
MEMORANDUM FOR: David Smith, Chief Division 5	
From:	Busan Goode, Director
Subject:	(U) Recommendations for Resolving Funding Problems
1. (S) This is paragraph 1 and contains "Secret" information taken from paragraph 2 of the source document. Therefore, this portion will be marked with the designation "S" in parentheses.	
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.	
3. (U) This is paragraph 3 and also contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.	
Derived from:	Memorandum dated 11/1/95 Subj: Funding Problems Department of Good Works Office of Administration
Declassify on:	December 31, 2000
SECRET	

Portion Marking

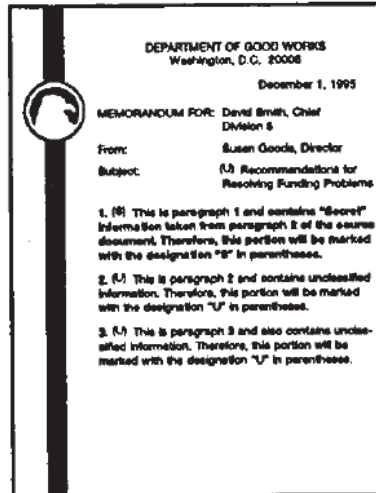
The first paragraph of the derivative document incorporates information from the second paragraph of the source document, a paragraph marked "Secret." Therefore, portion mark the first paragraph of the derivative document with an "(S)." The derivative document contains no other classified information. Therefore, portion mark all other portions with a "(U)."

Source Document



2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

Derivative Document



DEPARTMENT OF GOOD WORKS
Washington, D.C. 20008

December 1, 1995

MEMORANDUM FOR: David Smith, Chief
Division 5

From: Susan Goods, Director

Subject: (U) Recommendations for
Resolving Funding Problems

1. (S) This is paragraph 1 and contains "Secret" information taken from paragraph 2 of the source document. Therefore, this portion will be marked with the designation "S" in parentheses.

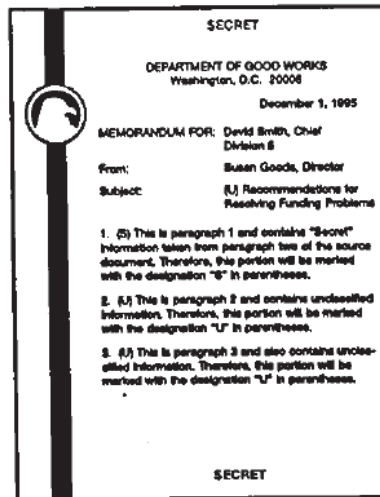
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

3. (U) This is paragraph 3 and also contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

Overall Classification Markings

The highest classification level of any portion of this derivative document is "Secret." Therefore, conspicuously place an overall classification of "Secret" at the top and bottom of the derivative document.

Derivative Document



SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20008

December 1, 1995

MEMORANDUM FOR: David Smith, Chief
Division 5

From: Susan Goods, Director

Subject: (U) Recommendations for
Resolving Funding Problems

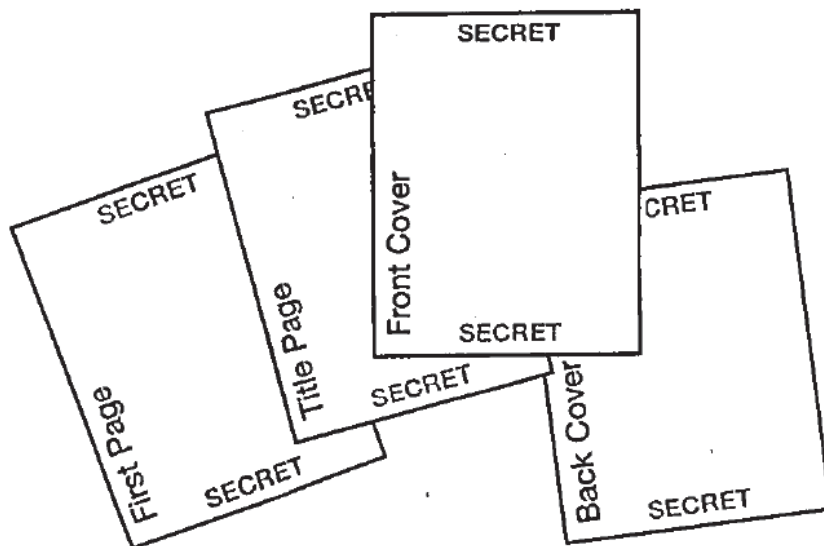
1. (S) This is paragraph 1 and contains "Secret" information taken from paragraph two of the source document. Therefore, this portion will be marked with the designation "S" in parentheses.

2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

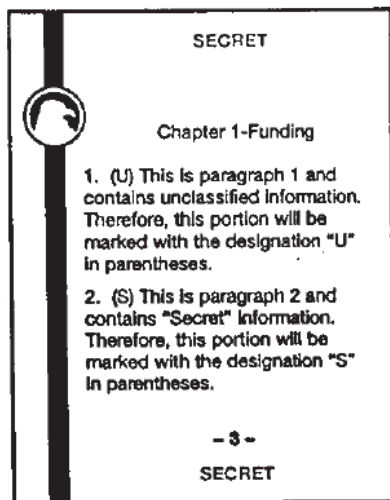
3. (U) This is paragraph 3 and also contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

SECRET

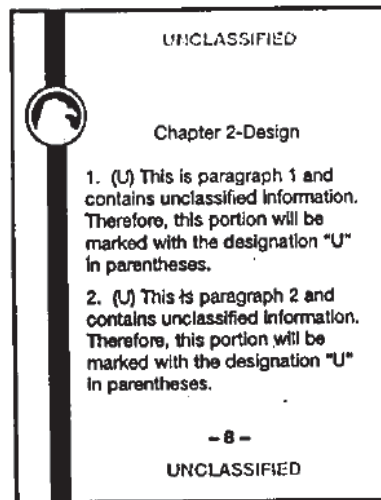
If the derivative document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover, as shown below.



Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.



OR



"Derived from" Line

Identify the source used as the basis for classification on the "Derived from" line of the derivative document, as shown here.

Source Document

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20009
November 1, 1995

MEMORANDUM FOR THE DIRECTOR

From: David Smith, Chief
Division 5

Subject: (S) Funding Problems

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

2. (S) This is paragraph 2 and contains "Secret" information. Therefore, this portion will be marked with the designation "S" in parentheses.

3. (C) This is paragraph 3 and contains "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.5 (a) and (d)

Declassify on: December 31, 2000

Derived from: Memorandum dated 11/1/95
Subj: Funding Problems
Department of Good Works
Office of Administration

SECRET

Derivative Document

"Declassify on" Line

Carry forward the duration of classification from the "Declassify on" line of the source document to the "Declassify on" line of the derivative document, as shown here.

Source Document

Classified by: David Smith, Chief, Division 5
Department of Good Works
Office of Administration

Reason: 1.5 (a) and (d)

Derived from: Memorandum dated 11/1/95
Subj: Funding Problems
Department of Good Works
Office of Administration

Declassify on: December 31, 2000

SECRET

Derivative Document

When the "Declassify on" line of the source document is marked "Originating Agency's Determination Required" or "OADR," mark the "Declassify on" line of the derivative document to indicate:

(a) The fact that the source document is marked with this instruction;

and

(b) the date of origin of the source document.

This marking will permit the determination of when the classified information is 25 years old and, if permanently valuable, subject to automatic declassification under section 3.4 of E.O. 12958.

Note: "OADR" is not an approved marking for documents originally classified under E.O. 12958.

Source Document

October 10, 1993
(Date of Origin)

Classified by: Director of Research

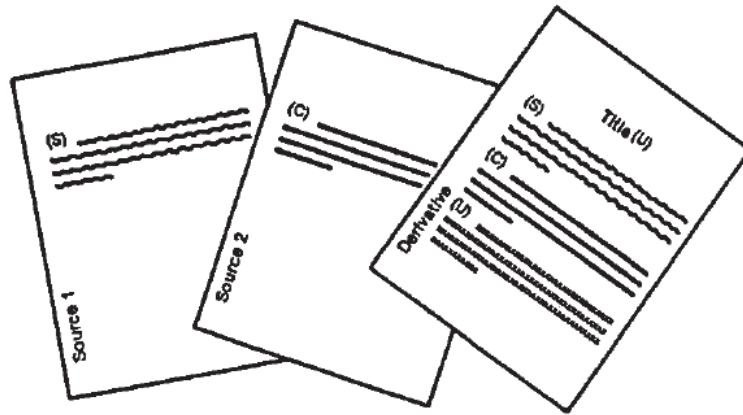
Declassify on: OADR

Derivative Document

Derived from: Director of Research,
Dept. of Good Works
Memo dated 10/10/93
Declassify on: Source document
marked "OADR"
Date of source 10/10/93

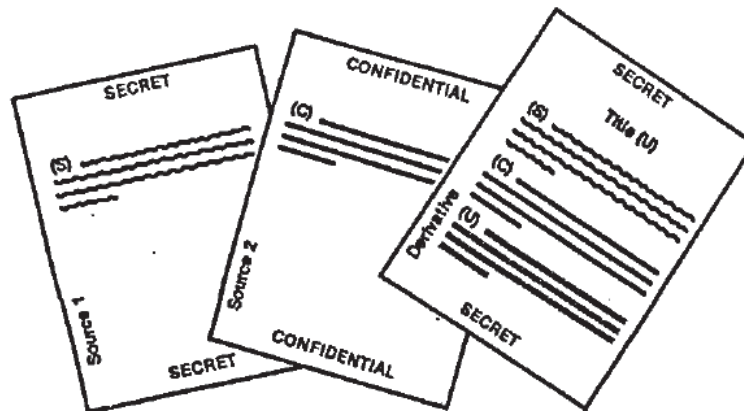
Derivatively Classifying From Multiple Sources *Portion Marking*

When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the level indicated on the source documents. Portion mark all other portions "(U)." In the example shown, paragraph one of the derivative document incorporates "Secret" information from paragraph one of Source 1 and paragraph two of the derivative document incorporates "Confidential" information from paragraph one of Source 2. The remainder is unclassified.



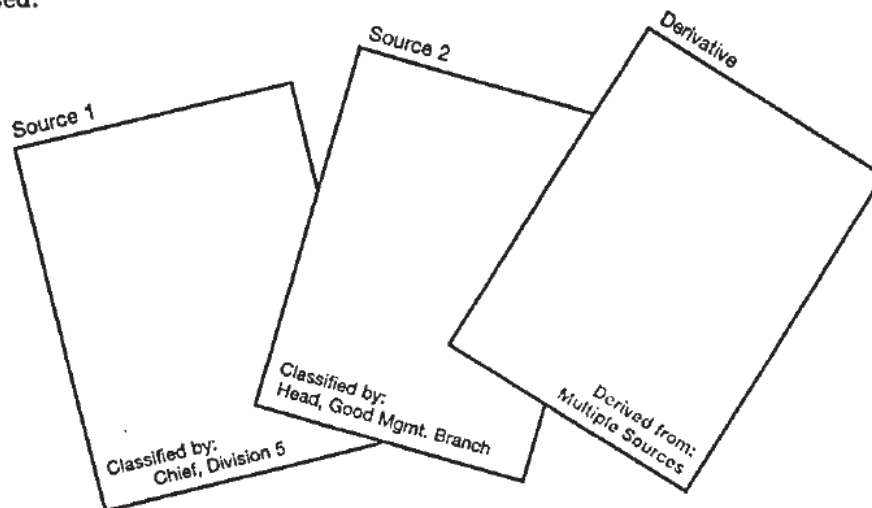
Overall Classification Marking

Conspicuously mark the derivative document at the top and bottom with the highest classification level of information found in any portion of the document. In the example shown, the overall classification is "Secret." If the derivative document contains more than one page, each page needs to be marked with an overall marking as provided on page 16.



"Derived from" Line

Enter the standard notation "Multiple Sources" on the "Derived from" line of the derivative document to indicate that more than one classified source was used.



Maintain the identification of all classified sources with the file or record copy of the derivative document. If practicable, include the list with all copies of the derivative document.

Official File Copy

Derived from: Multiple Sources

Source 1: Memo of May 5, 2004
David Smith
Chief, Division 5
Office of Admin.
Dept of Good Works

Source 2: Report of Oct 20, 1996
Lief Erikson, Head
Good Mgmt Branch
Dept of Trees

DERIVATIVE DOCUMENT USED AS A SOURCE DOCUMENT

SECRET

DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

November 20, 1985 (Date of Origin)

MEMORANDUM FOR: David Smith, Chief
Division 5

From: Sally Goode, Director
Good Management Office

Subject: (U) Funding for Future
Systems

(B) [REDACTED]

(A) [REDACTED]

(C) [REDACTED]

Dormant Areas: Multiple Noncom.

Declassify on: X

SECRET

January 20, 1997

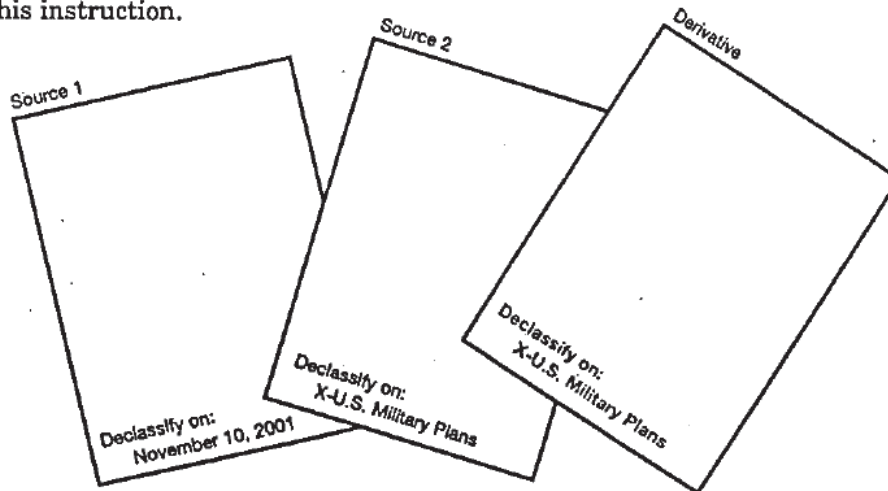
Download from: Memo dated 11/21/95
Director, Dept. of Good Works
Good Works/Political Office
Re: [redacted] for [redacted] [redacted]

Declassify on: X3

SECRET

Derivative Document

Mark the "Declassify on" line with the declassification instruction from the source document that requires the longest period of classification. As shown below, carry forward the date indicated on Source 2. Source 1 shows a specific date for declassification of less than ten years. Source 2 is exempted from declassification within ten years. Therefore, Source 2 establishes the longer period of classification and the derivative document should reflect this instruction.



Derivatively Classifying From a Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected, and the level and duration of classification.

This is a page from a sample guide.

Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the classification guide specifies shall be classified "Confidential." Mark the first paragraph "(C)." Mark all other portions, which are unclassified, "(U)."

DEPARTMENT OF GOOD WORKS

Security Classification
Guide No. 128

Issued on: April 25, 1996

Classification Guide No. 128			
Subject	Classification Instructions		
	Level	Reason	Duration
1. Program Planning	U		
2. Program Progress	U		
3. Technical Scope of A.B.C.	C	1.5(a)	4/15/05
4. Vulnerability	S	1.5(g)	x-3
5. Limitations	U		

(U) Title

(C) This paragraph includes information about the technical scope of A.B.C.

(U) This paragraph includes information on program planning.

(U) This paragraph includes information on program progress.

Derivative

Overall Classification Markings

Conspicuously mark the overall classification at the top and bottom of the derivative document. As shown here, the highest classification level is "Confidential."

"Derived from" Line

The classification authority is the classification guide. Identify the guide on the "Derived from" line. The source for derivative classification is the classification guide.

"Declassify on" Line

Enter the declassification instructions specified in the guide on the "Declassify on" line.

When a classification guide contains the declassification instruction "Originating Agency's Determination Required" or "OADR," the derivative classifier shall carry forward:

- (a) The fact that the classification guide contains this instruction; and
- (b) the date of the classification guide.

This marking will permit the determination of when the classified information is 25 years old and, if permanently valuable, subject to automatic declassification under section 3.4 of E.O. 12958.

CONFIDENTIAL

(U) Title

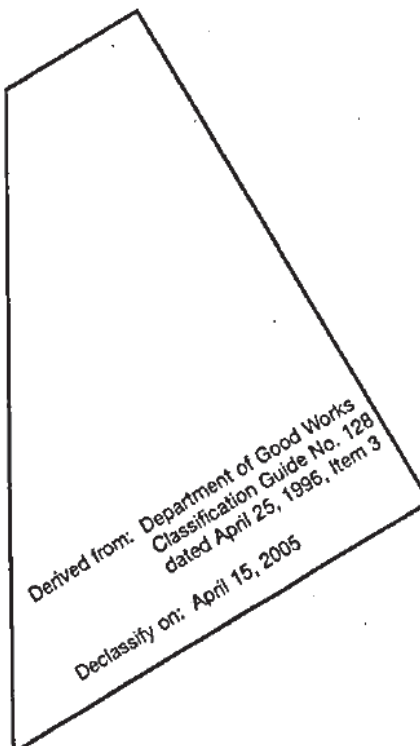
(C) This paragraph includes information about the technical scope of A.B.C.

(U) This paragraph includes information on program planning.

(U) This paragraph includes information on program progress.

CONFIDENTIAL

Derivative



Note: The declassification instruction "OADR" would only be valid for a classification guide which has not yet been updated and was issued before October 14, 1995 (the effective date of E.O. 12958).

Having completed these steps, here again is a derivative document properly marked from a source document. The "Derived from" line would vary according to the source as represented in the previous examples.

Derivative Document

	SECRET	
	DEPARTMENT OF GOOD WORKS Washington, D.C. 20006	
	December 1, 1995	
	MEMORANDUM FOR:	David Smith, Chief Division 5
	From:	Susan Goode, Director
	Subject:	(U) Recommendations for Resolving Funding Problems
	1. (S) This is paragraph 1 and contains "Secret" information taken from paragraph 2 of the source document. Therefore, this portion will be marked with the designation "S" in parentheses.	
	2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.	
	3. (U) This is paragraph 3 and also contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.	
	Derived from:	Memorandum dated 11/1/95 Subj: Funding Problems Department of Good Works Office of Administration
Declassify on:	December 31, 2000	
SECRET		

SECTION III

Additional or Special Markings

Classification Extensions

An original classification authority may extend the duration of classification for successive periods not to exceed ten years at a time. For information contained in records determined to be permanently valuable, multiple extensions shall not exceed 25 years from the date of the information's origin.

Revise the "Declassify on" line to include the new declassification instructions, and the identity of the person authorizing the extension and the date of the action.

Reasonable attempts should be made to notify all holders of a classification extension.

Foreign Government Information

Mark documents containing classified foreign government information with:

"This document contains
(country of origin) Information."

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Department of Good Works
Washington, D.C.

November 1, 1995

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Classified by: David Smith, Chief
Division 5, Dept of Good Works
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Reason: 1.5 (a) and (d)

Declassify on: ~~May 1, 2005~~
Classification extended on
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DEPARTMENT OF GOOD WORKS
Washington, D.C. 20006

October 20, 1997

MEMORANDUM FOR THE DIRECTOR

From: Lief Erikson, Chief
International Branch

Subject: (S) U.S. Funding for Romulan Fleet

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation "U" in parentheses.

2. (Rom-S) This is paragraph 2 and contains classified information marked "Secret" by the government of Romulus. Therefore, this portion will be marked to indicate the country of origin, "Rom," and the level of classification.

3. (C) This is paragraph 3 and contains U.S. "Confidential" information. Therefore, this portion will be marked with the designation "C" in parentheses.

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THIS DOCUMENT CONTAINS ROMULAN INFORMATION

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