



Minimum Requirements for Handling Classified and Sensitive Unclassified Information

U.S. Nuclear Regulatory Commission

CLASSIFIED INFORMATION									
CATEGORY OF INFORMATION	TRANSMISSION		CONTROL RECORDS	STORAGE	REPRODUCTION AUTHORITY	COVER SHEET	ACCESS AUTHORIZATION/ SECURITY CLEARANCE	CLASSIFICATION DESIGNATION AUTHORITIES	ADAMS/ LAN
	INSIDE NRC HQ	OUTSIDE NRC and REGIONS							
TOP SECRET (RD & NSI)	Process through Top Secret Control Officer (415-2209)	Process through Top Secret Control Officer (415-2209)	Yes	Approval of Top Secret Control Officer	Approval of Top Secret Control Officer	Yes SF 703 Orange	"Q" and Need-To-Know	Authorized Classifier	No Processing, Storage or Transmission within ADAMS or the LAN
SECRET (RD & NSI)	Use NRC 188/A/B Use NRC 253, if Couriered	Use Two Opaque (sealed) Envelopes-Registered Mail CMA Must be Used ^{1,3} (NRC 126)	Optional for Internal Use. Required for Transfer Outside the Agency (NRC 126)	Security Branch Approved Security Container	As Needed Unless Prohibited by Originator	Yes SF 704 Red	RD-"Q," NSI-"L" and Need-To-Know	Authorized Classifier	No Processing, Storage or Transmission within ADAMS or the LAN
CONFIDENTIAL (RD & NSI)	Use NRC 188/A/B Use NRC 253, if Couriered	Use Two Opaque (sealed) Envelopes-Certified Mail CMA Must be Used ^{1,3}	Optional	Security Branch Approved Security Container	As Needed Unless Prohibited by Originator	Yes SF 705 Blue	"L" and Need-To-Know	Authorized Classifier	No Processing, Storage or Transmission within ADAMS or the LAN

SENSITIVE UNCLASSIFIED INFORMATION

CATEGORY OF INFORMATION	TRANSMISSION		CONTROL RECORDS	STORAGE	REPRODUCTION AUTHORITY	COVER SHEET	ACCESS AUTHORIZATION/ SECURITY CLEARANCE	CLASSIFICATION DESIGNATION AUTHORITIES	ADAMS/LAN
	INSIDE NRC HQ	OUTSIDE NRC and REGIONS							
SAFEGUARDS INFORMATION (SGI, SGI-M)	Use Single Opaque (Sealed) Envelope	Use Two Opaque (Sealed) Envelopes- First Class Mail ⁴	No	File Cabinet with Locking Bar and Padlock	As Needed	Yes NRC 481	Need-To-Know Only	NRC Section Chiefs and Above Plus Designated Personnel	No Processing, Storage or Transmission within ADAMS or the LAN
OFFICIAL USE ONLY (OUO)	Use Single Opaque (Sealed) Envelope	Use Single Opaque (Sealed) Envelope- First Class Mail	No	See Below ²	As Needed	Yes NRC 190B	Need-To-Know Only	Originator	Approved to Type, Process, Store and Transmit Using Non-Public Side of ADAMS within the LAN
PROPRIETARY INFORMATION	Use Single Opaque (Sealed) Envelope	Use Single Opaque (Sealed) Envelope- First Class Mail	No	See Below ²	As Needed	Yes NRC 190	Need-To-Know Only	Originator	Approved to Type, Process, Store and Transmit Using Non-Public Side of ADAMS within the LAN

Footnote: This chart contains minimum requirements. If conditions occur which do not meet one of these categories, consult NRC Management Directive 12, or the Security Branch, Division of Facilities and Security.

- When two opaque envelopes are required, the inner envelope must be addressed with an approved CMA and marked front and back according to the highest category of classified it contains. Do not mark the outside envelope to indicate that the envelope contains classified. Ensure that both envelopes are sealed.
- Official Use Only and Proprietary Information stored in NRC space (headquarters and regional offices) with approved electronic access control or NRC contract guards requires no additional physical security measures unless—
 - Specific storage requirements have been published under a Privacy Act system of records, or
 - The employee possessing the information deems additional protection (e.g., a locking cabinet) necessary due to unusual circumstances or the sensitivity of the information (e.g., Resident Inspector sites.)
- A commercial delivery company, approved by the CSA that provides nationwide, overnight service with computer tracking features.
 - RD = Restricted Data
 - NSI = National Security Information
 - CMA = Classified Mailing Address
 - CSA = Cognizant Security Authority
- When two opaque envelopes are required, the inner envelope must be addressed with the name(s) of authorized individuals and marked front and back according to the highest category of sensitive unclassified information it contains. Do not mark the outside envelope to indicate that the envelope contains sensitive unclassified information. Ensure that both envelopes are sealed.
- When sending classified or sensitive unclassified information, it is the responsibility of the sender to ensure the correct mailing address. If the sender is advised that the address provided is undeliverable or incorrect, the sender must have the package returned to the NRC.