5 FAH-1 H-900 ELECTRONIC MESSAGES

5 FAH-1 H-910 FORMATTING E-MAILS

(CT:CH-20; 08-01-2007)
(Office of Origin: IRM/BPC/PRG)

5 FAH-1 H-911 GENERAL

(TL:CH-4; 07-31-2002)

This chapter contains guidelines for drafting and preparing e-mail. Department employees are to take note that all e-mail messages that warrant classification for national security or foreign policy reasons must be properly marked, secured, and transmitted on systems classified at a level equal to or higher than the information being processed. Employees composing e-mail messages are to follow the requirements of E.O. 12958 (see http://www.foia.state.gov and select "Reference, E.O. 12958") concerning handling classified information. These requirements apply regardless of the physical format, to all document types, including e-mail.

5 FAH-1 H-912 CLASSIFICATION

(TL:CH-4; 07-31-2002)

a. Classified e-mail messages must be marked with an original or derivative classification authority. See 12 FAM 500 for guidance on classification authority; see 5 FAH-1 H-132 for general guidance on classification markings.

b. E-mail messages that are not properly classified and marked can potentially subject the information to compromise either through the discussion, transmission, processing or reproduction of the information that appears to be unclassified. Originators are responsible for ensuring that proper classification and markings have been executed on each message. **NOTE:** Classified e-mail attachments incorporated into MS Outlook will not transfer to Banyan-based FAIS e-mail (which is still in

use at some posts abroad).

c. It is a security "best practice" to mark unclassified messages on the classified system as unclassified (top and bottom) so that there is no question concerning a classification determination. Generally, unclassified material shall not be marked or stamped "unclassified" unless it is essential to convey to a recipient of such material, that it has been examined with a view to imposing a security classification and that it has been determined that it does not require classification. Any classified messages processed on the SBU or unclassified systems, whether properly marked or not, must be immediately reported as a security violation to DS/ISP/APB. At post, these incidents must be reported to the ISSO and RSO.

5 FAH-1 H-912.1 E-MAIL Messages as Records

(TL:CH-4; 07-31-2002)

a. E-mail messages are records when they meet the definition of records in the Federal Records Act. The definition states that documentary materials are Federal records when they are:

   (1) Made or received by an agency under Federal law or in connection with public business; and

   (2) Preserved or are appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational value of the data in them.

b. The intention of this guidance is to direct the preservation of those messages that contain information necessary to ensure that departmental policies, programs, and activities are adequately documented. E-mail message creators and recipients must decide whether an e-mail message is appropriate for preservation.

c. See 5 FAM 443 for principal categories of materials, which includes E-mail, that are to be preserved under Federal Records Act (FRA) regulations (36 CFR 1222.38).

5 FAH-1 H-912.2 Marking Classified E-MAIL Messages

(TL:CH-4; 07-31-2002)

a. Mark each element of a classified e-mail message to show its appropriate classification level (e.g., TS, S, C, SBU, or U). The overall classification reflects the highest classification level of the message (title, paragraph, table or graph) and must be shown at the top and bottom of each message. IRM/OPS/MSO/MSP developed an automatic E-Mail Security Marking (EMSM) prompt using Microsoft Outlook 2000 for the classified system's (ClassNet) desktops. Contact your System Administrator for installation. Contact the IRM InfoCenter with questions on EMSM software or documentation.

b. Enter the following information:

(1) Name and position of the original or derivative classification authority (by name and position);

(2) Agency and office of origin unless otherwise indicated;

(3) Reason for classification, citing applicable category(ies) in Section 1.5, E.O. 12958 (see http://www.foia.state.gov and select "Reference, E.O. 12958"); and

(4) Declassification option.

c. The original classification authority must indicate one of three declassification options:

(1) A date or event less than 10 years from the date of original classification when the national security sensitivity will lapse;

(2) A date 10 years from the date of original classification; or

(3) The relevant citation from one of the exemption categories in Section 1.6, E.O. 12958 (see http://www.foia.state.gov and select "Reference, E.O. 12958"), indicating the national security sensitivity will exceed 10 years.

d. The following are examples of declassification authorities:

E.O. 12958: DECL: 10/16/2004

E.O. 12958: DECL: End of Conference

(All U and SBU) E.O. 12958: N/A

e. E-mails containing information that is already classified must be marked with the appropriate derivative classification information:

Using a classified source document or classification guide as the basis for

classification, the markings on the source document determine the markings to be applied to the new document. Derivative classification is the act of incorporating, paraphrasing, restating or generating in new form information that is already classified, and carrying forward the original classification. Briefly identify the source document(s) used as the basis for classification and carry forward the declassification information from the source document. The "reason for classification", as specified in the source document(s), is not required. Mark the document with portion markings and highest overall classification level.

f. The following are examples of declassification authorities to be entered for material containing information that is derivatively classified.

Derived From: 2000 State 112345 dated 6/12/2002, DECL: June 12, 2004

Derived From: Memorandum dated 6/14/2002, from WHA/CEN, David Smith, Subj.: Chile Declassification Project, DECL: When project completed.

5 FAH-1 H-912.3 Contacts

(CT:CH-14; 03-28-2007)

Questions concerning the protection and safeguarding of Sensitive but Unclassified or national security information should be addressed to DS/ISP/APB or via the SBU or classified e-mail systems at DS, Security Helpdesk@state.gov. Questions concerning marking, classification and declassification of messages should be addressed to A/ISS/IPS/PP.

5 FAH-1 H-913 THROUGH H-919 UNASSIGNED