

C. T. SWANN



Department of Finance
Ministère des finances

RESTRICTED

TREASURY BOARD OF CANADA SECRETARIAT BUREAU DE LA TRÉSORERIE DU CONSEIL D'ADMINISTRATION DU CANADA	
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SECURITY MANUAL



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AGC-1451_0001

TO / À : All Staff, PMIS Group

FROM / DE : H.F. Protheroe

SUBJECT / OBJET : Protection of Classified Information/Material
PMIS Group - 19th and 21st Floors.

SECURITY CLASSIFICATION / DE SÉCURITÉ
Restricted / Diffusion restreinte
OUR FILE - N°/RÉFÉRENCE
3760-09 (PMIS)
YOUR FILE - V°/RÉFÉRENCE
DATE
March 26, 1973.

1. Reference memorandum dated 12 Mar 73 to all officers of Treasury Board Secretariat by Director, Financial, Personnel and Administration Branch, as directed by the Secretary of the Treasury Board.

2. The main points emphasized in the above are:

"Security of Documents"

a. A recent survey revealed a large number of classified documents were left unprotected overnight on desks and in unlocked cabinets.

b. Regularly nightly patrols will be conducted.....Such material found unprotected during these patrols will be picked up for overnight protection and returned the following day to Deputy Secretaries for disposal. A secondary purpose of these patrols undoubtedly and unfortunately may well be the identification of personnel who have shown that they are unable or unwilling to accept this responsibility."

3. In order to meet the intent of the above letter, the following instructions will apply to PMIS Group:

a. All personnel will ensure they are aware of and understand the security procedures as published in the Document Security Manual for the Department of Finance and the Treasury Board Secretariat, Revised July 1972. It is understood that all group personnel received a personal copy of this manual. It is confirmed by these instructions that no amendments have been issued as of this date, to the Manual.

Once the policy has been read and understood, it evolves that personal interest and motivation to support the policy should prevent any incidents which could be embarrassing to employer or employee.

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b. (1) At the close of each workday, all personnel will clear desks, in and out baskets and working areas of all files, docket, drafts, working papers etc.

(2) This material will be put away in filing cabinets, cabinets and wardrobes provided. These storage media will be locked, and keys and combinations will be an individual responsibility.

(3) This policy will also apply to library or bookshelf contents, charts, in and out basket contents etc., known to be classified or to contain classified or sensitive information.

(4) During other periods of the working day, where individuals may be absent from their duty areas for extended periods, caution will be exercised that classified or sensitive material is not left unattended during these periods.


(5) Personnel are encouraged to maintain good liaison on their whereabouts with other members of the group in order that assistance can be obtained or offered when needed during absence or when conditions beyond control extend periods of absence.

(6) Independent daily/weekly/periodic checking of the PMIS working area will be carried out on my behalf as follows:

(a) Areas 19th Floor - Mr. H. Young

(b) Areas 21st Floor - Mr. G.L. Tomlinson.

At times the above officers may need some assistance to carry out these duties. At the time of requests for assistance, officers approached are encouraged to cooperate.


H.F. Protheroe,
A/Director,
Planning & Coordination Division.

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DOCUMENT SECURITY MANUAL
FOR THE
DEPARTMENT OF FINANCE
AND THE
TREASURY BOARD
SECRETARIAT

Revised
JULY 1972

006472

AGC-1451_0004

RESTRICTED

DOCUMENT SECURITY MANUAL
FOR THE
DEPARTMENT OF FINANCE AND TREASURY BOARD SECRETARIAT

FOREWORD

In any aspect of Security in government we must rely on the individual employee who is involved in activities with Security implications. We are attempting here to delineate some rules to provide a framework within which our employees' activities can be carried out without violating Security requirements. Nevertheless we must hold each individual responsible not only for following the rules set down here, but also for using good judgment in those areas not precisely covered by these guidelines.

Good judgment means informed judgment. Hence management must ensure that all personnel are profoundly aware: of their responsibility; of the contents of this manual; of the Security environment we seek to maintain in our departments; and of the implications - internal, national, and international - involved in a possible breach of Security.

While this Manual deals specifically with Security of Classified Documents, we do mention - and want to emphasize - the individual's responsibility not to discuss with anyone - inside or outside his department - any information of a confidential nature to which he has access, or which he obtains directly or indirectly. The only exception to this basic rule is the divulging of such information to another federal government employee who needs to know. And that other employee must be known to be cleared to at least the Security level under which the confidential information is classified.

The detailed information contained in this manual was researched and synthesized with the active co-operation and advice of members of the Staff of the Privy Council Office concerned with Security in the federal government. Because of their efforts we are now able to provide this guidance to management in both our departments in the discharge of those aspects of their responsibilities involving Security.

R. Bonnar,
Director,
Administrative, Financial
and Personnel Services Branch;
Departmental Security Officer.

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DOCUMENT SECURITY MANUAL

FOR THE
DEPARTMENT OF FINANCE AND TREASURY BOARD SECRETARIAT

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Section VII contains <u>The Minimum Security Precautions</u> that must be observed in the preparation and transmittal of all classified documents. Sections VIII, IX, and X, which deal with successively higher Security classifications, merely repeat these basic instructions, adding important, but relatively few, additional precautions to be observed. Procedures are discussed in each of these four Sections under the headings:	
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Section I
INTRODUCTION

For the purposes of this Manual, security means active measures to prevent, or at least hinder, the collection of classified information by agents of any foreign power. These measures are also designed to prevent or hinder any unauthorized persons, from having knowledge of classified information since, through ignorance, carelessness or weakness, they may become channels by which classified information may reach agents of a foreign power or other persons who may make improper use of the information.

Security is based on three major principles:

- (a) Access to information requiring protection may be granted only to persons whose loyalty, discretion and reliability have been established. The decision as to whether such access should be granted is reached through the process known as "security clearance".
- (b) Access to information requiring protection may be granted only to individuals whose duties require such access and who can establish the "need to know". This means that no employee may claim or have access to information by virtue only of his rank, position or security clearance.
- (c) Classified information must be protected at all times by careful adherence to the procedures established by the Government of Canada, and outlined in this Manual, for the handling of classified information.

Any information obtained by employees of the Department of Finance and Treasury Board Secretariat in the course of their work belongs to the Government of Canada and should not, without authorization, be made known or released to anyone who does not require it for his work on behalf of the Government of Canada. If the nature of the information is such as to require special protection, it is given a security classification and is known as classified information.

Because of the nature of their responsibilities the Department of Finance and Treasury Board Secretariat receive and originate a considerable volume of classified material, i.e., material such as correspondence and documents containing classified information. Although employees in some sections of the Departments will seldom have to handle it, all employees must know that classified material requires special protection, must know the basic procedures for protecting it, and must be thoroughly familiar with those procedures relating to their own responsibilities when handling classified material.

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The purpose of these instructions is to outline the minimum requirements and procedures established by the Government of Canada for the protection of classified information. The instructions do not attempt to cover all aspects of the broad field of security, but only those procedures applicable in the day-to-day handling of classified material in these Departments.

By direction of the Deputy Minister of Finance and the Secretary of the Treasury Board these instructions are being issued to all departmental officers and to other personnel, departments or agencies placed on the distribution list. They are to be given the appropriate protection afforded a RESTRICTED document, but Directors and Section Heads are to ensure they are brought to the attention of all employees and are available to them for continuing reference.

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Section II

BASIC SECURITY PRECAUTIONS

The subject matter of classified material should be discussed only when it is necessary to do so in appropriate surroundings, and never in a public place or at social gatherings.

Never expose classified material in such a manner that it can be read by a person who is not authorized to receive it.

When it is not actually being worked on, classified material must be kept in an approved container (see Section XI). Suitably secure containers are supplied where needed but they will not protect the material if you forget to use them. Put away all classified material before you leave your office if the room is being left unattended even briefly. Before you leave the office at lunchtime or at the end of the working day be certain all classified material is locked away in an approved container, and lock the door of your office when applicable.

Classified material being sent from one office to another office within the Department must be enclosed in an envelope.

When classified material is being sent through the post, the outer envelope must never bear a security classification or other notation which might indicate the sensitivity of the contents such as "To be opened only by ...".

When material classified SECRET or of a higher classification is being sent outside the Department of Finance and Treasury Board, whether by registered mail or by hand of messenger, the outer envelope must never bear the security classification or other notation which might indicate the sensitivity of the contents.

When classified material is sent outside the Departments of Finance and Treasury Board by hand of messenger to a Department or Agency within the Ottawa area, the sender will find out whether such material should be sent directly to the individual himself or directed to him through a Classified Records Office.

Never transmit classified information by means of commercial telecommunications systems.

The telephone must not be used to communicate classified information, except in an emergency when the need of speed may override the security requirement.

Except as permitted in the case of RESTRICTED material (see Section XIII), classified material or waste must not be discarded in normal wastepaper baskets, or wastepaper chutes.

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Section III

SECURITY CLEARANCE OF PERSONNEL

An employee whose duties require, or may require, access to classified information must be sufficiently reliable to justify entrusting him with that information. The decision as to an employee's reliability is the responsibility of his Deputy Minister: in Finance, the Deputy Minister of Finance; in Treasury Board, the Secretary of the Treasury Board. This judgement of reliability is referred to as a security clearance. The level of clearance granted indicates the highest classification of information he is authorized to receive or handle, provided his duties require him to do so. Clearance for one classification includes clearance to lower classifications, i.e., clearance to SECRET authorizes access to material classified SECRET, CONFIDENTIAL or RESTRICTED; clearance to CONFIDENTIAL authorizes access to material classified CONFIDENTIAL or RESTRICTED.

When deciding on the level of security clearance to be granted, the Deputy Minister must weigh various factors. Obviously no confidence can be placed in a person whose loyalty to Canada and our system of government is diluted by loyalty to any Communist, Fascist, or other legal or illegal political organization whose purposes are inimical to the processes of parliamentary democracy. Even when a person is not known to openly support such ideologies, his reliability could be suspect if he is known to be in close association with, or influenced by, others who do support them. Reliability of an employee may also be a matter of doubt when he is known to be heavily in debt or there are character deficiencies such as drunkenness or addiction to drugs or abnormal sexual behaviour, any of which could expose him to blackmail or coercion.

To carry out their responsibility for the safeguarding of classified information, Deputy Ministers must obtain sufficient information about employees who will be entrusted with classified matters to make a considered judgement as to his or her loyalty and reliability. To provide this information, all employees joining the Departments of Finance and Treasury Board, except those who have been granted security clearance to the appropriate level within the past five years elsewhere in the Public Service, are required to record their fingerprints and to complete a Personal History Form. The Personal History Form is designed to elicit sufficient information about the person, his family and his residential and occupational history to enable the Royal Canadian Mounted Police to report on his character if requested to do so.

Before an employee is assigned to duties which require or may require security clearance to CONFIDENTIAL or higher, his name must be checked against the subversive records of the RCMP, and he must be the subject of a fingerprint check by the RCMP.

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In addition, before an employee is assigned to duties which require or may require clearance to SECRET, the RCMP may be requested to carry out an investigation into the employee's background and character and to report any circumstances that should be taken into consideration when coming to a judgement on the employee's reliability. It is mandatory to have such an investigation and report before an employee is assigned to duties which require or may require clearance to TOP SECRET.

In the Departments of Finance and Treasury Board it can be assumed that all permanent employees have been granted security clearance up to and including CONFIDENTIAL, that all Heads of Sections and Divisions and more senior officials have been granted security clearance to SECRET, and that all Heads of Divisions and more senior officials have been or can be granted security clearance to TOP SECRET. Employees who are junior to Heads of Sections or Divisions may also be granted security clearance to SECRET or TOP SECRET provided their duties require them to receive or handle such material, but confirmation of the individual's clearance should be sought, when necessary, from the Security Officer or an Assistant Security Officer.

It is essential to the preservation of the Society we seek to ensure that the interests of the individual be safeguarded, as well as those of the State. For this reason information bearing on the security status of an employee is treated as CONFIDENTIAL or SECRET, and is not disclosed except when necessary for the preservation of security. Accordingly, information about the granting or denying of security clearance to SECRET or TOP SECRET of employees of the Departments is disclosed by the Security Officer only on a "need-to-know" basis.

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Section IV

PROTECTION OF CLASSIFIED INFORMATION

Throughout these Instructions:

(a) the term "classified material" means,

any official file, letter, document, report, memorandum, minute, telegram, photograph, drawing or other medium containing or recording classified information, including tape recording, magnetic recording, punched card, etc., and

(b) the term "classified waste" means,

auxiliary papers and items that accumulate during preparation of classified material, and includes notes, rough copies, preliminary drafts, surplus pages, stencils, sketches, stenographers' notes, carbon paper, typewriter ribbons, discs, tapes and any other items from which part or all of the information recorded in the finished material could be discovered.

When the subject matter of Government correspondence or other material is such that special precautions should be taken to prevent disclosure to unauthorized persons, it is given a security classification by the originator. The commonly used and recognized security classifications are RESTRICTED, CONFIDENTIAL, SECRET and TOP SECRET. The Government of Canada has certain minimum standards of protective procedures which must be observed when handling material bearing one of these classifications, and the degree of protection increases from RESTRICTED to CONFIDENTIAL, from CONFIDENTIAL to SECRET, and from SECRET to TOP SECRET. If it seems advisable in particular circumstances, material bearing one classification may be handled in accordance with the procedures for handling material of the next higher classification. It is never to be given less protection than the minimum precautions established by the Government for its particular classification, as outlined in these Instructions.

Security procedures for the protection of classified information are designed to ensure, in so far as possible, that classified material bears the security classification appropriate to the information it contains, that it is always handled in accordance with the procedures appropriate to that classification, and that access to the material is confined to those who are both authorized to receive it and who require it in the course of their official duties. They require, as well, that the reliability of employees who may have to receive or handle classified material must be established before they can be so authorized.

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Section V

CLASSIFICATION OF DOCUMENTS

The first and a particularly important step in protecting government documents is selection of the security classification appropriate to the subject matter. This establishes the degree of protection that will be afforded the material during subsequent handling within the originating department and by the addressees or recipients. Initial responsibility is on the originator for deciding whether a letter or other document should bear a security classification and, if so, the appropriate classification. The originator's judgement in this matter must be checked by the officer who approves or signs the document as he, in turn, assumes the responsibility. If secretaries or other staff are assisting in preparation of a letter or document which appears to require security classification, it is their duty to consult with the originator as to the appropriate classification.

General Principles

Each document must be classified on its own merits by reference to its contents and their implications. It should not automatically be given a security grading to conform to other material on the same subject or on the same file. A document containing a reference to or an extract from another classified document would not necessarily require the same security grading as the original, provided the reference or the extract does not in itself reveal the classified content of the original document.

The source of the information contained in a document may justify a higher classification than the information itself would otherwise warrant. A document containing information of a confidential nature normally would be classified CONFIDENTIAL. If the information had been obtained from a particularly delicate source, however, there may be justification for classifying the document as SECRET to provide added protection for the source. In such instances the process by which the information was obtained may require more protection than the information itself.

SELECTION OF SECURITY CLASSIFICATION

RESTRICTED

A document is classified RESTRICTED if its contents are such that a higher classification is not justified but it is advisable to give it a security classification to emphasize that it must not be published or communicated to anyone except for official purposes.

RESTRICTED

Information which is restricted in a management sense should be designated e.g. "Restricted - Personnel Management" respecting information to be denied to members or officers of bargaining units, classification proposals, analyses of overtime costs, proposed policies, proposed staffing actions, etc.

CONFIDENTIAL

A document is classified CONFIDENTIAL when its contents are such that unauthorized disclosure would be prejudicial to the interest or prestige of Canada, would be of advantage to a foreign power, would be an embarrassment to the Government or to Ministers of the Crown, or would cause damage to an individual.

Documents which are confidential not in the sense of a security classification but which should not be made public without the originator's consent should be marked "Commercial Confidential" or "Private and Personal", rather than CONFIDENTIAL. These designations can be used, for example, on letters to provincial governments or to commercial organizations when the contents are for the private information of the addressee, but do not need the protection given to a document bearing the security classification CONFIDENTIAL.

Similarly, information concerning individuals, which should be kept in confidence, such as proposed appointments, appraisals, grievances under consideration, domestic or personal affairs, should be marked "Confidential-Personnel Management" rather than be given the security classification CONFIDENTIAL.

SECRET

A document is classified SECRET when its contents are such that unauthorized disclosure would endanger national security, cause serious injury to the interests or prestige of Canada, would be of substantial advantage to a foreign power, or would cause acute embarrassment to the Government or to Ministers of the Crown.

TOP SECRET

A document is classified TOP SECRET only when its security aspect is paramount and when unauthorized disclosure would cause exceptionally grave danger to Canada or to its allies.

RESTRICTED

NATO CLASSIFICATIONS

Classified information originating in NATO or prepared by member countries for distribution within NATO, is assigned the same gradings as used in the Canadian government but is identified by the use of the prefix NATO before the grading, i.e., NATO RESTRICTED, NATO CONFIDENTIAL, NATO SECRET and, in the case of TOP SECRET, COSMIC TOP SECRET. The level of classification used for NATO classified information is comparable to that used for national correspondence.

ENCLOSURES, COVERING LETTERS AND REFERENCE SLIPS

Where a document has several enclosures or attachments, each enclosure or attachment must be given the security classification appropriate to its own content. Regardless of the actual text of the covering letter or document, it must bear a security classification not lower than that of the highest classified enclosure or attachment. In addition, it should bear a classification appropriate to its own content for guidance if the enclosures are removed, e.g., SECRET (CONFIDENTIAL without enclosure). Similarly, if the document is being transmitted with a routing or referral slip, the slip should bear the same classification as the document appended to it, e.g., SECRET (UNCLASSIFIED without enclosure).

UNDER-CLASSIFICATION AND OVER-CLASSIFICATION

Care must be taken to mark a security classification on any letter or document containing information which should be protected against unauthorized disclosure, and the level of classification appropriate to the information must be carefully selected. A document that is under-classified will not receive the level of protection it deserves during subsequent handling. Care must also be taken to mark the appropriate classification on all relevant notes, drafts and rough copies used during preparation of the document.

Security gradings should be used accurately. Although over-classifying is not as dangerous as under-classifying, it means that the letter or document is subject to more restrictive handling procedures than are warranted by its contents, and subsequent consideration of the document may be impeded by the unnecessary handling procedures. In addition, frequent cases of over-classification may result in personnel becoming so familiar with handling highly classified material that the significance of the classification becomes obscured and the system of security classification is debased.

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DOWNGRADING OF CLASSIFIED DOCUMENTS

The security grading of a classified document can be downgraded only by or with the permission of the originator or a more senior official of his department. In the case where the originator is gone or unknown, old classified documents may be downgraded by or with the permission of a knowledgeable senior official of the department. The old security classification should be deleted in ink and the new one substituted. The deletion should be signed and dated by the officer responsible and a note made of any documentary authority for it. Whenever appropriate, a classified document should contain an authorization for automatic downgrading or de-classification after a given date or event. If automatic downgrading is not appropriate, the originator of a classified document or the senior official of the originating office should arrange to review the document from time to time and, if it can then be downgraded or de-classified, inform the original recipients accordingly.

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Section VI

PROCEDURES FOR HANDLING CLASSIFIED MATERIAL

Precautions to be followed in the handling of classified material reflect the increasing degrees of protection required by information classified RESTRICTED up to information classified TOP SECRET. The procedures therefore differ from one classification to another, and the following sections explain the procedures applicable to each classification.

In the instructions governing transmission of material of the various classifications, distinction is made between "closed envelope", "sealed envelope", and "sealed with fabric tape". When a closed envelope is permitted, use can be made of the economy envelope or an envelope which is stapled closed. When a sealed envelope is specified, the envelope's own gummed flap must be stuck down, or the envelope be sealed with a gummed label bearing the sender's signature, or sealed with approved transparent tape with the sender's signature appearing through the tape. When it is specified that an envelope must be sealed with fabric tape, the gummed flap must be stuck down and the envelope then be taken to the Departmental Mail Room where fabric tape of high adhesive quality will be applied. The departmental seal impressed on the wax may be added if required for "presentation" purposes.

RESTRICTED

SECRET

Section VII
PROCEDURES FOR HANDLING RESTRICTED MATERIAL

Definition - Material is classified RESTRICTED when it requires protection beyond that afforded unclassified material, but does not warrant a higher security classification.

Access - RESTRICTED material may be received or handled by those in the Public Service who require it in the course of their duty, but is not to be made available to others without proper authority.

Preparation - The classification RESTRICTED is to be typed on the upper right hand corner of each page. This applies in the case of preliminary drafts as well as final copies. Typists should make only the number of copies needed. If it is advisable to make a few spares in case of subsequent requirements, the spare copies should be clipped together and the number of copies should be pencilled on the top copy so they can be more readily accounted for.

Any covering letter, minute or memorandum explaining the subject matter of the material must bear at least the same security classification as the material itself.

During the course of preparation a number of auxiliary papers and items may accumulate such as notes, rough copies, preliminary drafts, stencils, carbons, stenographers' notebooks, sketches, discs and tapes used in connection with dictating equipment, etc. These require the same protection as the finished material, and must be handled accordingly.

Custody - RESTRICTED material is not to be left unattended in offices where it might be available to unauthorized persons. It must be locked up at night or when the office will be vacant for more than a few minutes.

Transmission - RESTRICTED material may be sent between offices of the two Departments through the departmental messenger service. It must be in a closed envelope, clearly addressed, with the security classification plainly marked on the envelope.

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Section VII

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Custody

RESTRICTED material is not to be left unattended in offices where it might be available to unauthorized persons. It must be locked up at night or when the office will be vacant for more than a few minutes.

Transmission

Between offices of the Departments of Finance and Treasury Board

RESTRICTED material may be sent between offices of the two Departments through the departmental messenger service. It must be in a closed envelope, clearly addressed, with the security classification plainly marked on the envelope.

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Outside the two Departments within the Ottawa area

When RESTRICTED material is being sent outside the Departments but within the Ottawa area, the departmental messenger service is to be used. The material must be in a sealed envelope, clearly addressed, with the security classification marked on the envelope, and the notation "By Hand".

All classified material being carried by hand of a departmental messenger outside of the Place Bell Canada Building must be carried in a locked case or other container to minimize the risk of loss enroute.

To addresses in Canada beyond the Ottawa area

RESTRICTED material addressed to places in Canada beyond the Ottawa area is to be sent by first class mail. The material must be in a sealed, correctly addressed inner envelope bearing the security classification. The inner envelope is to be enclosed in a sealed, correctly addressed outer envelope which does not bear any security classification.

To addresses in United States or United Kingdom

RESTRICTED material addressed to the United States or the United Kingdom is to be sent either by diplomatic bag or by registered air mail.

If it is being sent by diplomatic bag, the material is to be enclosed in a sealed, correctly addressed inner envelope which is plainly marked with the security classification. The inner envelope is to be enclosed in a sealed outer envelope, bearing no security classification, addressed "Mail Section, Department of External Affairs, Ottawa", with the notation "By Hand", and be sent by departmental messenger.

If it is being sent by registered air mail, the material must be in a sealed, correctly addressed inner envelope bearing the security classification. The inner envelope must be enclosed in a sealed, correctly addressed outer envelope which does not bear any security classification but which is plainly marked "Air Mail Registered".

To addresses outside Canada other than in USA or UK

RESTRICTED material addressed outside of Canada, the United States or the United Kingdom must be sent by diplomatic bag. The material is to be enclosed in a sealed, correctly

RESTRICTED

addressed inner envelope which is plainly marked with the security classification. The inner envelope is to be enclosed in a sealed outer envelope, bearing no security classification, addressed "Mail Section, Department of External Affairs, Ottawa", with the notation "By Hand", and be sent by departmental messenger.

Storage

In the Records Offices of the Departments of Finance and Treasury Board RESTRICTED correspondence is filed with unclassified correspondence in files bearing the overall security classification of the highest classified document on the file.

Disposal

See Section XIII.

CONFIDENTIAL

and shall be kept confidential and shall not be disclosed to any person other than those to whom it is intended to be disclosed.

When it is desired to further restrict the handling of certain types of material within the overall classification CONFIDENTIAL - PERSONNEL MANAGEMENT, a more restrictive classification may be used such as CONFIDENTIAL - PERSONNEL MANAGEMENT.

Access - Material classified CONFIDENTIAL may be received or handled only by employees in the Public Service who are cleared to receive CONFIDENTIAL material and who need to receive it in the course of their official duties. It can be assumed that all personnel in the Departments of Finance and Treasury Board are cleared to receive CONFIDENTIAL material. It is the responsibility of the originator of a CONFIDENTIAL letter or document addressed to someone outside these Departments to ensure that the addressee is cleared to receive it.

In the case of material bearing a more restrictive classification, the originator may specify further restrictions as to who may receive or handle the material. An example of this is Treasury Board Letter 1967-15 dated March 6, 1967, concerning the handling of material classified CONFIDENTIAL - PERSONNEL MANAGEMENT.

Preparation - The classification CONFIDENTIAL (or, if appropriate, the more restrictive classification) is to be typed on the upper right hand corner of each page. This applies in the case of preliminary drafts as well as final copies. Typists should make only the number of copies actually needed. If it is advisable to make some spare copies in case of subsequent requirements, the spare copies should be clipped together and the number of copies should be pencilled on the top copy so they can more readily be accounted for.

Any covering letter, minute or memorandum explaining the subject matter of the material must bear at least the same security classification as the material itself.

CONFIDENTIAL

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Section VIII

PROCEDURES FOR HANDLING CONFIDENTIAL MATERIAL

Definition - Material is classified CONFIDENTIAL when its nature is such that unauthorized disclosure would be prejudicial to the interests or prestige of Canada, would be of advantage to a foreign power, or would be an embarrassment to the Government or to Ministers of the Crown, or when it is personnel information which should be protected for administrative reasons.

When it is desired to further restrict the handling of certain types of material within the overall classification CONFIDENTIAL, a more restrictive classification may be used such as CONFIDENTIAL - PERSONNEL MANAGEMENT.

Access - Material classified CONFIDENTIAL may be received or handled only by employees in the Public Service who are cleared to receive CONFIDENTIAL material and who need to receive it in the course of their official duties. It can be assumed that all personnel in the Departments of Finance and Treasury Board are cleared to receive CONFIDENTIAL material. It is the responsibility of the originator of a CONFIDENTIAL letter or document addressed to someone outside these Departments to ensure that the addressee is cleared to receive it.

In the case of material bearing a more restrictive classification, the originator may specify further restrictions as to who may receive or handle the material. An example of this is Treasury Board Letter 1967-15 dated March 6, 1967, concerning the handling of material classified CONFIDENTIAL - PERSONNEL MANAGEMENT.

Preparation - The classification CONFIDENTIAL (or, if appropriate, the more restrictive classification) is to be typed on the upper right hand corner of each page. This applies in the case of preliminary drafts as well as final copies. Typists should make only the number of copies actually needed. If it is advisable to make some spare copies in case of subsequent requirements, the spare copies should be clipped together and the number of copies should be pencilled on the top copy so they can more readily be accounted for.

Any covering letter, minute or memorandum explaining the subject matter of the material must bear at least the same security classification as the material itself.

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During the course of preparation a number of auxiliary papers and items may accumulate such as notes, rough copies, preliminary drafts, stencils, carbons, stenographers' notebooks, sketches, discs and tapes used in connection with dictating equipment, etc. These require the same protection as the finished material and should be similarly classified, and handled accordingly.

Custody - CONFIDENTIAL material is not to be left unattended in offices where it might be read by or available to unauthorized persons. It must be locked up whenever the office will be unattended.

Transmission

Between offices of the Departments of Finance and Treasury Board

CONFIDENTIAL material may be sent between offices of the two Departments through the departmental messenger service. It must be in a sealed envelope, clearly addressed, with the security classification plainly marked on the envelope.

Outside the two Departments within the Ottawa area

When CONFIDENTIAL material is being sent outside the Departments within the Ottawa area, the departmental messenger service is to be used. The material must be in a sealed envelope, correctly addressed, with the security classification marked on the envelope and the notation "By Hand". If added precautions are advisable, the further notation "To be opened only by ..." may be noted on the envelope, and a receipt form may be enclosed in the envelope for the recipient to sign and return to the sender.

All classified material being carried by hand of a departmental messenger outside of the Place Bell Canada Building must be carried in a locked case or other container to minimize the risk of loss enroute.

To addresses in Canada beyond the Ottawa area

CONFIDENTIAL material addressed to places in Canada beyond the Ottawa area is to be sent by first class mail. The material must be in a sealed, correctly addressed inner envelope bearing the security classification. The inner envelope must be enclosed in a sealed, correctly addressed outer envelope which does not bear any security classification. If it is advisable to add the notation "To be opened only by ...", this notation is to be on the inner envelope but not on the outer envelope.

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To addresses in the United States or the United Kingdom

CONFIDENTIAL material addressed to places in the United States or in the United Kingdom is to be sent either by diplomatic bag or by registered air mail.

If being sent by diplomatic bag, the material is to be enclosed in a sealed, correctly addressed inner envelope which is plainly marked with the security classification and, if appropriate, the added notation "To be opened by ...". The inner envelope is to be enclosed in a sealed outer envelope, bearing no security classification, addressed "Mail Section, Department of External Affairs, Ottawa" with the notation "By Hand", and be sent by departmental messenger.

If being sent by registered air mail, the material must be in a sealed, correctly addressed inner envelope bearing the security classification and, if appropriate, the added notation "To be opened only by ...". The inner envelope must be enclosed in a sealed, correctly addressed outer envelope which does not bear any security classification or any other notation which could indicate that the contents are sensitive. The outer envelope is to be plainly marked "Air Mail Registered".

To addresses outside Canada other than in USA or UK

CONFIDENTIAL material addressed outside Canada, the United States or the United Kingdom must be sent by diplomatic bag. The material is to be enclosed in a sealed, correctly addressed inner envelope which is plainly marked with the security classification and, if appropriate, the notation "To be opened only by ...". The inner envelope is to be enclosed in a sealed outer envelope, bearing no security classification, addressed "Mail Section, Department of External Affairs, Ottawa" with the notation "By Hand", and be sent by departmental messenger.

Storage

In the Records Offices of the Departments of Finance and Treasury Board CONFIDENTIAL correspondence may be filed with RESTRICTED and unclassified correspondence provided the file bears the overall security classification CONFIDENTIAL.

Disposal

See Section XIII.

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Section IX

PROCEDURES FOR HANDLING SECRET MATERIAL

Definition

Material is classified SECRET when its nature is such that unauthorized disclosure would endanger national security, cause serious injury to the interests or prestige of Canada, would be of substantial advantage to a foreign power, or would cause acute embarrassment to the Government or to Ministers of the Crown.

Access

Material classified SECRET may be received or handled only by employees in the Public Service who are cleared to receive SECRET material and who need to receive it in the course of their official duties. It can be assumed that all Heads of Sections and Divisions and more senior officials in the Departments of Finance and Treasury Board are cleared to receive SECRET material. It is the responsibility of the originator of SECRET material to ensure that addressees are cleared to receive it. This can be ascertained through the Security Officer or an Assistant Security Officer of Finance and Treasury Board.

Preparation

The classification SECRET is to be typed or stamped on the upper right hand corner of each page. This applies in the case of preliminary drafts as well as final copies. Typists should make only the number of copies actually needed. If it is advisable to make some spare copies in case of subsequent requirements, the spare copies should be clipped together and the number of copies should be pencilled on the top copy so they can more readily be accounted for.

Any covering letter, minute or memorandum explaining the subject matter of the material must bear at least the same security classification as the material itself.

During the course of preparation a number of auxiliary papers and items will accumulate such as notes, rough copies, preliminary drafts, stencils, carbons, stenographers' notebooks, sketches, typewriter ribbons (the non-reusable carbon ribbons), discs and tapes used with dictating equipment, etc. These require the same protection as the finished material because the text of the document itself can readily be ascertained by examination of such items. They must be considered as classified waste and be handled accordingly (see Section XIII).

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Custody

The security of material classified SECRET must be safeguarded at all times. When it is being worked on, care must be taken to ensure that it cannot be read by casual visitors or by others in the office who have no need of it in the course of their duties. When not being actively worked on during the day it must be kept locked up in an approved locking file cabinet or other approved locking container (see Section XI). During non-working hours it must be returned to the Records Office or be locked in a safe or file cabinet equipped with a combination lock.

Transmission

Between offices of the Departments of Finance and Treasury Board

SECRET material may be sent between offices of the two Departments through the departmental messenger service. It must be in a sealed envelope, clearly addressed, with the security classification plainly marked on the envelope.

Outside the two Departments but within the Ottawa area

When SECRET material is being sent outside the two Departments but within the Ottawa area, the departmental messenger service is to be used. The material must be in a correctly addressed inner envelope bearing the security classification and sealed with fabric tape of high adhesive quality. The added precaution "To be opened only by ..." may be noted on the inner envelope. A receipt form is to be enclosed in the inner envelope with the request that it be signed by the recipient and be returned to the sender. The inner envelope is to be enclosed in a sealed, correctly addressed outer envelope clearly marked "By Hand", but not bearing any security classification or other security notation. In no circumstances is the security classification to appear on the outer cover of an envelope or package containing secret material.

All classified material being carried by hand of a departmental messenger outside of the Place Bell Canada Building must be carried in a locked case or other container to minimize the risk of loss enroute.

To addresses in Canada beyond the Ottawa area

SECRET material addressed to places in Canada beyond the Ottawa area is to be sent by registered mail. The material must be in a correctly addressed inner envelope bearing the security classification, and sealed with fabric tape. The added precaution "To be opened only by ..." may be noted on the inner envelope. A receipt form is to be enclosed in the inner envelope with the request that it be signed by the recipient and be

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returned to the sender. The inner envelope is to be enclosed in a sealed, correctly addressed outer envelope, clearly marked "Registered", but not bearing any security classification or other security notation.

To addresses outside of Canada

SECRET material addressed outside of Canada must be sent by diplomatic bag. The material is to be enclosed in a correctly addressed inner envelope, bearing the security classification, and sealed with fabric tape. The added precaution "To be opened only by ..." may be noted on the inner envelope. A receipt form is to be enclosed in the inner envelope with the request that it be signed by the recipient and be returned to the sender. The inner envelope is to be enclosed in a sealed outer envelope, bearing no security classification or other security notation, addressed "Mail Section, Department of External Affairs, Ottawa", with the notation "By Hand", and be sent by departmental messenger.

Storage

Secret material of the Department of Finance and Treasury Board is filed in separate secret files in each Sub-Records Office.

Disposal

See Section XIII.

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Section X

PROCEDURES FOR HANDLING TOP SECRET MATERIAL

Definition - Material is classified TOP SECRET only when its security aspect is paramount, and when unauthorized disclosure would cause exceptionally grave danger to Canada or to its allies.

Access - Material classified TOP SECRET may be received or handled in the Departments of Finance and Treasury Board only by those who hold security clearance to TOP SECRET and who need to receive the material in the course of their official duties. No person is entitled to have access to TOP SECRET information solely by virtue of rank or appointment or level of security clearance held. It is the responsibility of the originator of a TOP SECRET document, or the person to whom such an incoming document has been entrusted, to ensure that the next addressee or recipient holds the appropriate security clearance before passing the document along. It can be assumed that all Heads of Divisions and more senior officials in the two Departments hold the necessary clearance. If it is intended to pass a TOP SECRET document to some other employee, that employee's eligibility to receive it should be ascertained from the Security Officer or an Assistant Security Officer of Finance and Treasury Board.

Preparation

In preliminary drafts and in final copies, the classification TOP SECRET is to be typed or stamped on the top and bottom of each page. Each page will be numbered and the total number of pages will be stated on each page, i.e., "Page No. 1 of 4", "Page No. 3 of 4". Each copy of the final TOP SECRET document must bear a copy number in the top right hand corner of the first page. The total number of copies must also be indicated, i.e., Copy No. 1 of 4, Copy No. 3 of 4, and the original distribution of all copies must be shown on each copy.

Any covering letter, minute or memorandum explaining the subject matter of a TOP SECRET document must also bear the classification TOP SECRET. Auxiliary papers and items accumulating during preparation of a TOP SECRET document require the same protection as the document itself, and must be handled accordingly (see Section XIII).

Incoming TOP SECRET documents are not to be copied or duplicated without the approval of the Security Officer. When a document is duplicated, each copy must bear the copy number of the original and an additional local copy number assigned by the Security Officer.

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Custody

TOP SECRET material must be safeguarded at all times. When it is actually being worked on it must never be displayed in such a manner that it could be read by unauthorized persons who may enter the office. It must be returned in the Department of Finance to the Trade and Aid Records Office and in Treasury Board to the Programme Branch Records Office, the designated records offices, as soon as work on it has been completed and, in any event, at the end of each working day. It must be locked away in a secure container with a combination lock if the office is to be left unattended even for a brief period and, particularly, at lunchtime.

Transmission

A continuous receipt system is required to record the handling of TOP SECRET documents. All such incoming documents must go initially to the designated Records Offices where they will be recorded and be charged out to the first recipient against his signature. When that person is finished with the document he must return it to the designated Records Offices where it will be transferred to the charge of the next recipient. Within the Departments of Finance and Treasury Board a TOP SECRET document must be carried between offices by the person to whom the document is charged, or by a member of his staff who is authorized to have access to TOP SECRET material.

Transmission of TOP SECRET documents outside the two Departments will be arranged by the designated Records Offices using the departmental messenger service or, if necessary, the courier facilities of the Department of External Affairs. The double cover system will be used. The inner envelope must bear the complete mailing address of the addressee, the security classification, and be sealed with fabric tape. It will contain a receipt form to be signed by the recipient and returned to designated Records Offices. The outer envelope must bear the complete mailing address of the addressee and the notation "By Hand". The outer envelope is not to bear a security classification or other security notation.

Storage

All material in the Departments of Finance and Treasury Board classified TOP SECRET is to be filed in the designated Records Offices.

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Disposal

Destruction of surplus or superseded TOP SECRET documents and related classified waste is to be arranged by the designated Records Offices. Certificates of destruction are to be prepared for each document, and are to be retained in the designated Records Offices for a minimum period of ten years. Classified waste should be destroyed immediately after documents have been prepared or reproduced. A certificate of destruction is not required for classified waste.

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Section XI

STORAGE OF CLASSIFIED MATERIAL

When classified material is not actually being worked on, it, and any attendant classified waste, must be locked away in an approved security container. The different types of containers, and their suitability for storage of classified material, will be explained later in this Section.

Combination Locks

When a combination padlock, or a container with a built-in combination lock such as a security shell is received, the combination will normally be set on the factory combination of 10 - 20 - 30. The lock has no security value while the combination is on this setting. It must be re-set to another combination before the container is used for storing classified material. Office Services is to be informed as soon as such equipment is placed in an office. Arrangement will then be made by this Section to re-set the combination. The actual setting to be used is chosen by the employee who is responsible for the container but the Section's representative will give advice, if so requested, as to a suitable combination.

The setting of a combination lock should be memorized by the employees who will have access to the container. It may be advisable to make a note of the new combination until it can be memorized but, with one exception, any written record must be destroyed as soon as possible. As soon as a combination has been set or re-set a written record of the setting is to be deposited, in a sealed envelope, with the Departmental Security Officer. This copy of the setting will be held in safe custody for use in an emergency, and is the one exception referred to above. For practical purposes the setting on a combination lock should be known to more than one of the employees who have access to the container. It should, however, be known to as few people as possible. Obviously the security value diminishes as the number of people who have access to the container increases.

Any difficulty experienced in opening or closing a combination lock should be reported to the Physical Security Officer who will, if necessary, request assistance from the RCMP Security Equipment Section. Commercial locksmiths are not to be called in unless so authorized by the Physical Security Officer.

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The setting on a combination lock should be changed whenever an employee who knows the combination is transferred to other duties not requiring access to the container. It should be changed at intervals of not longer than six months in any event and, of course, be changed immediately if there is reason to believe it has become known to an unauthorized person.

Security Containers

File cabinets or other containers in which classified material is kept, whether in records offices or in private offices, must provide the degree of protection required for the highest classified document kept in them. The degree of protection afforded by containers varies, of course, with the type of container, but it also varies with the security of the area in which the container is located. For example, a classified document in a standard push-lock filing cabinet in a records office would have better protection than if it were in a similar cabinet in a private, single occupancy office. Access to a records office is controlled and is continuously manned during working hours, whereas access to a private office is rarely controlled and the office must sometimes be left unattended during working hours.

Most containers in use throughout the Public Service have been tested and their protective qualities assessed by the RCMP Security Equipment Section. On the basis of these RCMP reports, the Departmental Security Officer can advise on the acceptability from a security view of the less common types of cabinets or containers. In the following table the cabinets or containers in common use in the Departments of Finance and Treasury Board are assessed in terms of their suitability for storage of material of the security classification indicated in the circumstances outlined.

DEGREE OF PROTECTION FOR STORAGE OF CLASSIFIED MATERIAL

1. Category of Area in which Container is Located:

- A - Single occupancy office where normal access is direct from corridor.
- B - Multiple occupancy office, other than a records office.
- C - Single occupancy office where normal access is through another occupied office.
- D - Records Office or Sub-Records Offices other than Finance Trade and Aid Records Office and Programme Branch Records Office.
- E - Finance Trade and Aid Records Office and Programme Branch Records Office.

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DEGREE OF PROTECTION FOR STORAGE OF CLASSIFIED MATERIAL

2. Protection Provided by Container Type by Location:

<u>Type of Container</u>	<u>Location</u>	<u>Approved Security Protection</u>
Steel security shell, security cabinet or Safe File.	A, B, C, & D	Up to and including SECRET.
	E	Up to and including EOP SECRET.
Metal filing cabinet fitted with locking bar and Sargent and Greenleaf combination padlock.	A, B, & C	Up to and including CONFIDENTIAL, but may be used for SECRET on a temporary ready-use basis only.
	D & E	Up to and including SECRET.
Metal filing cabinet fitted with locking bar and key operated padlock.	A & B	RESTRICTED, but may be used for CONFIDENTIAL on a temporary ready-use basis only.
	C & D	Up to and including CONFIDENTIAL.
Metal filing cabinet with built-in key operated lock. Enclosed lateral filing shelves with lock.	E	Up to and including SECRET.
	A	May be used for RESTRICTED but on a temporary ready-use basis only.
Metal filing cabinet without lock. Lateral filing shelves without lock.	B, C, & D	Up to and including CONFIDENTIAL.
	E	Up to and including SECRET.
Desk, bookcase, stationery cabinet, with or without lock.	A, B, & C	No security protection.
	D & E	Up to and including CONFIDENTIAL.

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Section XII

RECEIPTS

"Request for Messenger Services", form FIN/TBD 140-3 are available from the departmental Mail and Messenger Centre. Whenever classified material is to be sent by hand of departmental messengers outside the Departments of Finance and Treasury Board, one of these forms is to be fully completed and attached by the sender to the envelope or parcel that is to be delivered. A record should always be made of the control number found on the transmittal form for tracing purposes.

If some question arises as to non-receipt of the envelope or parcel, the transmittal form which is retained in the Mail and Messenger Centre for a period of six months, will identify the originating office, the messenger who made the delivery and the identity of the recipient.

Whenever SECRET or TOP SECRET material or particularly sensitive CONFIDENTIAL material is being sent outside the two departments, a receipt form is to be enclosed inside the inner envelope. The form should be prepared in triplicate and two copies enclosed, one to be signed and returned, the other to be retained by the recipient. The third copy should be kept by the sender until the signed copy is returned. If the receipted copy has not been returned within a reasonable period, tracing action should be initiated promptly. The receipt form can be prepared in any format suitable for the purpose but must include name and address of the addressee, the originator's identification and return address, sufficient identification of the material itself, and the security classification of the receipt form both when attached to the enclosure and after it has been detached from the enclosure.

A suggested form of receipt is illustrated on the following page.

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DEPARTMENT OF FINANCE - TREASURY BOARD SECRETARIAT

TRANSMITTAL AND ACKNOWLEDGEMENT FORM
(Specimen Only)

SECURITY CLASSIFICATION

WITH ENCLOSURE:

CONFIDENTIAL (Personnel Management)

TO: (Addressee)

WITHOUT ENCLOSURE:

Unclassified

THE DOCUMENT(S) LISTED BELOW IS (ARE) TRANSMITTED HERewith.

PLEASE SIGN AND RETURN ONE COPY OF THIS FORM TO ORIGINATOR.

Treasury Board Letter 1967-15 dated March 6, 1967.

(If the heading of this particular letter "Security of Personnel Documents and Correspondence" was included in the description of the document, the security classification without enclosure would have to be RESTRICTED because the heading, while not fully revealing the subject matter, identifies it to the extent that the heading itself should be classified.)

ORIGINATOR:

TITLE :

ADDRESS :

RECEIPT IS ACKNOWLEDGED OF THE MATERIAL LISTED ABOVE:

RECIPIENT: (Signature)

TITLE OR OFFICE:

DATE:

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Section XIII

CLASSIFIED WASTE

It is essential that any material containing classified information be completely destroyed when it is of no further use. It is equally important that such material be given adequate protection until it is actually destroyed. This applies not only to classified official correspondence and documents for which destruction authority has been obtained, but equally to notes, drafts, rough copies, stencils, carbons, pages from stenographers' notebooks, typewriter ribbons, discarded typed pages, tapes or discs used with dictating equipment, surplus copies, and similar waste arising from work on classified official correspondence or documents.

The criteria for determining when a carbon paper or typewriter ribbon must be considered classified waste are that it has been used in the typing of a classified document and that the typed text can be identified by examination of the carbon paper or the ribbon. The so-called carbon ribbons and any other type of one-time ribbon readily reveal what has been typed on them, so must be treated as classified waste. The common ribbons which re-wind themselves and are used over and over again would not disclose a typed text after it had been over-typed several times. If, however, a new ribbon was used in preparing a document, that ribbon must be treated as classified waste until the text has been over-typed at least twice.

Disposal

Classified waste arising out of work on material which has a security classification of RESTRICTED may be disposed of by reducing it to small pieces and mixing it with unclassified waste. Classified waste arising out of work on material which has a classification of CONFIDENTIAL or higher must be destroyed by burning, pulping or shredding under authorized supervision and procedures. Classified waste from the Departments of Finance and Treasury Board is destroyed by fire or pulping, under supervision, in Government facilities. Bags containing the classified waste accumulate in the charge of the Departmental Mail Room and periodically are taken under escort to the incinerator facilities.

Preparation for Disposal

Offices where there is a considerable volume of classified waste are provided with "burn bags". Offices which do not have burn bags as such should improvise by using large envelopes for the purpose. Used envelopes can be utilized, but,

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to ensure that the purpose is readily apparent, all addresses or names on the envelopes must be defaced. Whether a new or used envelope is being utilized for the purpose, the word BURN must be printed in large letters, preferably by coloured pencil or pen, across both front and back of the envelope. Burn bags are to be turned over frequently to departmental messengers to be emptied and returned. Material in BURN envelopes must not be allowed to accumulate. The envelopes clearly marked BURN are to be turned over to departmental messengers to be added unopened to the accumulated classified waste which is being held in safe custody. Before being turned over to the messenger, the envelope is to be closed with its own gummed flap or with staples or transparent tape.

Before material is placed in a burn bag or burn envelope, metal objects such as typewriter ribbon reels, paper clips, pins and paper fasteners are to be removed as they will clog the incinerator, and may injure the persons handling the destruction. Staples need not be removed. Waste material that is to be destroyed by burning should not be torn into small pieces before being put into the burn bag or envelope. This makes it difficult to safely transfer the material from container to incinerator. When it is being put into a burn bag or envelope it should be torn in half and crumpled.

Dictating Equipment

Recording discs and tapes containing classified information must be cleared as soon as possible and, until they are cleared, must be given the same protection afforded written material of the same classification.

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Section XIV

CLASSIFIED MATERIAL ENTRUSTED TO OFFICIALS OVERNIGHT

It is realized that it will sometimes be necessary for officials to work on classified documents at their homes in the evening or on weekends. Because of the obvious dangers to security inherent in this practice, it is strongly urged that it be limited to as few officers as possible, and that they are thoroughly instructed in all the principles set out in this manual, particularly those concerning the preparation, packaging, transmission, custody and destruction of classified material. In addition, the following general rules should be strictly adhered to:

PROCEDURES FOR HANDLING MATERIAL TAKEN OVERNIGHT

- Documents to be taken home should be carried at all times in a locked container;
- The exact contents of the container should be known to the officer removing documents. If there are any classified documents, a brief record of them should be made and kept in the office;
- In transit, and particularly in public conveyances, the container must never be placed in a luggage rack or under a seat, but should be in the officer's physical possession at all times;
- In private automobiles, the container must at all times be in the possession of the officer responsible, and should not at any time be left in the automobile, even if it is locked;
- At the officer's residence, the container should be placed out of sight in a safe place, and under no circumstances should the container be left where it is available to children, tradesmen or casual visitors;
- After the officer has completed his evening's work, all the documents should be locked in the container and stored in a safe place. The officer responsible should not leave the house during the evening;
- Before leaving for work in the morning, the officer should check the contents of his briefcase or other container, in order to ensure that all the documents he removed from his office are accounted for;
- On arrival at the office, all the documents should be removed from the container, checked against the record of removal and placed in proper custody.

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Officers are reminded that even if the above procedures are followed there are a great many dangers in removing documents from their proper custody overnight, and the practice should be strictly limited.

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Section XV

COMMUNICATIONS SECURITY

Definition and Requirement

Communications security comprises the measures instituted to protect our national communications from interception or monitoring by unauthorized persons. Although complete protection cannot be realized, the aim of communications security is to reduce to a minimum the amount of information which an unauthorized person can derive from listening to and studying the transmission of language messages over radio or wire circuits.

Cryptographic Security

All classified information transmitted by the Departments of Finance and Treasury Board by any communications system must be protected by means of an approved cryptographic system. Under no circumstances may classified information be transmitted by means of any electrical communications system, whether radio, land-line or submarine cable, in clear or in "commercial code", that is, a code designed to provide privacy or brevity rather than security.

Messages for dispatch to Canadian Posts abroad will be sent through the Department of External Affairs Network. All such messages should be written on Message Form EXT 18 (2 copies) and delivered under proper cover to the Communications Centre, Department of External Affairs through the departmental messenger service.

On rare occasions, the Departments of Finance and Treasury Board need to send classified information within Canada. When such a need is established, arrangements can be made through the Security Officer or the Assistant Security Officer to dispatch such information through Police secure wireless networks.

Telephone Security

It must be assumed that, pending the availability of suitable speech secrecy equipment, telephone communications are insecure, whether the channels used are routed by land-line, microwave radio, submarine cable, or any combination of these. Telephone conversations can be intercepted either by casual eavesdropping at relay or switching centres, or as a result of deliberate monitoring of the circuit.

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At the present time the most effective security protection for telephone communications is the vigilance of the persons transmitting the messages. The telephone must not be used to communicate classified information, except in an emergency when the need for speed may override the security requirement.

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Section XVI

PROCEDURES FOR PRINTING CLASSIFIED MATERIAL

In-house Printing

The Department of Supply and Services Printing Plant within the building is secured and can handle small classified jobs. Manuscripts are returned to authors, and plates unless asked for, are destroyed in classified waste.

Outside Printing

Classified material which requires to be printed outside of the building is referred to the Publications Unit. After consulting with the author, the Unit ensures that the job is let out to a Department of Supply and Services Printing Plant cleared to the degree of security imposed by the project.

The job is logged in and is followed through until the final product is returned to the Unit. The manuscript is returned to the author, and plates unless asked for, are destroyed in classified waste.

Distribution of such material if requested to be done by the Unit, is recorded in such a manner as to give the date and method of distribution, and the names of the recipients.

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Section XVII

PROCEDURES FOR HANDLING CABINET DOCUMENTS

Classes

Cabinet documents are divided into two classes:

- those documents which must be returned within 30 days to the Privy Council Office, each copy of which is separately numbered, and which carry a specific prohibition against copying. They are Cabinet agendas, Reports of Cabinet Committees and Cabinet Committee agendas.
- Documents which do not have to be returned to the Privy Council Office, which have no specific prohibitions against copying but which are to be treated in accordance with the security classification they carry. They are Cabinet memoranda and Records of Decisions.

Returnable Documents

Returnable documents should be restricted to those having a "need to know" and records should allow an accurate audit of the flow and possession of any particular document. They should be returned to the Privy Council Office within 30 days of date of receipt as stamped on the document.

Non-returnable Documents

Documents which are not returnable should be placed on the relevant subject file in appropriate Records Offices where they will receive the protection indicated by the classification level and should not be kept elsewhere. Although copying of the non-returnable documents is not prohibited, it is to be avoided. Officers who have a "need to know" may, however, copy relevant extracts.

Where copies of non-returnable documents exceed the requirement for filing, the extras will be destroyed by the Records Office in secret waste and a record maintained of the action taken.

Queries

Queries concerning these documents should be referred to the Executive Assistants to the Deputy Minister of Finance and the Secretary of the Treasury Board.