

## **ISOO Notice 2020-02: Transmitting Classified Information**

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August 24, 2020

### **Authorities**

1. 32 CFR Part 2001, Classified National Security Information.
2. This guidance pertains to Federal agencies and applicable contractors and is binding on agency actions as authorized under law and similar authority. This guidance does not apply to, and is not meant to bind, the public, except as authorized by law or regulation or as incorporated into a contract.

### **Purpose and background**

3. This Notice reminds agencies of requirements they must meet for sending classified information through the U.S. Postal Service (USPS) or by means of commercial carriers.
4. Some classified information that you transmit via the USPS or by commercial carrier requires a signature upon receipt. However, some carriers have been delivering these items without collecting the required receipt signature or delivering them to the addressee. This guidance affirms the requirements for sending classified information and that they remain in effect during situations such as global pandemics.

### **Transmittal method guidance**

5. If transmitting collateral Secret information via the USPS or a commercial carrier, you must send it by a method that requires a receipt signature upon delivery. The sender is responsible for ensuring that an authorized person will be available to receive the delivery and for verifying the correct mailing address.
6. You may transmit collateral Confidential information via U.S. First Class Mail when the recipient is a U.S. Government facility. When you use first class mail, you must mark the envelope or outer wrapper to indicate that the information is not to be forwarded but is to be returned to sender if undeliverable at the addressed location. You may not transmit Confidential information to Government contractor facilities via first class mail.
7. You must not transmit information classified at the Top Secret level via the USPS or any other cleared or uncleared commercial carrier under any circumstances.

### **Additional transmittal guidance**

8. You may address the package to the recipient by name.

9. You cannot authorize delivery to any other location or person than the addressee and must inform the carrier of the requirement to deliver to the addressee and collect the signature. External (street-side) collection boxes are prohibited for classified information.

10. Do not send any collateral Secret material without first ensuring the package will be delivered only when the carrier receives the required signature.

11. When receiving packages, ensure they are examined/inspected prior to allowing them into a secure area. Some carriers have started using radio frequency identification (RFID) tags for packages.

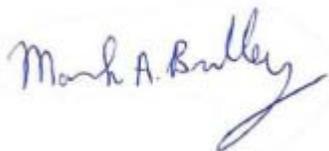
12. If you use an approved overnight express carrier, see <https://www.archives.gov/isoo/faqs#what-is-overnightcarriers> for a list of overnight express carriers that are authorized under 32 CFR Part 2001.

13. If using a same-day or overnight express carrier, you must:

- Ensure the “release signature” block (or equivalent) on the receipt label is not executed under any circumstances;
- Ensure the delivery service is U.S.-owned and -operated; and
- Ensure the carrier:
  - Provides automated in-transit tracking of the classified information; and
  - Ensures package integrity during transit.

14. Cleared contractors should ensure that they coordinate any changes in their approved methods of transmission with their assigned industrial security representatives.

Please direct any questions regarding this ISOO Notice to: [isoo@nara.gov](mailto:isoo@nara.gov).

A handwritten signature in blue ink that reads "Mark A. Bradley". The signature is written in a cursive style and is enclosed within a faint, light-colored circular stamp or watermark.

MARK A. BRADLEY  
Director