

**Regulation N. 529 of 15 December 2005**  
**Regulation on the Administrative Security and Registries of Classified Information**

**Legal disclaimer**

**The following text is a translation of the original promulgated in the Czech language in the Collection of Laws. This translated version has been effected by the National Security Authority of the Czech Republic and cannot be relied upon as an authentic wording, nor causes any legal effect. Any liability of the author is hereby excluded.**

The National Security Authority determines the following according to S. 23 par. 2 and S. 79 par. 7 of the Act N. 412/2005 Coll., on the Protection of Classified Information and Security Capacity (hereinafter “the Act”):

**PART ONE**  
**INTRODUCTORY PROVISIONS**

**Section 1**

(1) This Regulation shall set out the following

- (a) the method of marking elements on classified information in paper and non-paper forms (hereinafter “the Classified Document”);
- (b) the types of administrative aids, their elements and organizational and the technical requirements for their keeping;
- (c) the elements of the consent to provide reproductions, copies, extracts and translations of the Classified Document, the methods of marking elements on them and the method of providing extracts;
- (d) the details concerning the transport, transmission, carriage, reception and lending of the Classified Document and details concerning its further related handling, including ensuring the organisation of these activities, the requirements for portable containers and packages and marking relevant elements on them;
- (e) the organization and activities of the Central Registry, content of the written request for the establishment of the registry, conditions for the establishment, content and method of keeping of the registry and the range of changes in the registry to be reported to the National Security Authority (hereinafter “the Authority”);

(2) The method of marking of and procedures in handling of cryptographic material shall be subject to the special legal regulation<sup>1</sup>.

**Section 2**  
**Definition of terms**

The terms listed below include the following for the purposes of this Regulation

- (a) the consignment is the Classified Document with all elements necessary for its transportation, being transported or delivered to the place of destination, until its transportation is completed and until it is opened;
- (b) the transport of the consignment is its transportation from the premises<sup>2</sup> of the State body, legal person or natural person pursuing business for the purposes of its delivery to the addressee;
- (c) the carriage of the Classified Document is its transportation outside premises<sup>2</sup> of the State body, legal person or natural person pursuing business not for the delivery purposes.

**Section 3**  
**Administrative aids**

(1) The following shall be considered to be the administrative aids for the purposes of this Regulation

- a) the book of records, which is a book or notebook for recording Classified Documents. The book of

<sup>1</sup> Regulation N. 524/2005 Coll., on Providing the Protection of Classified Information.

<sup>2</sup> S. 24 par. 2 of the Act N. 412/2005 Coll., on the Protection of Classified Information.

- records contains registration items according to the format in Annex 1 to this Regulation;
- b) the secondary book of records, which is the book or notebook for recording the movement of the Classified Document within the State body, legal person or natural person pursuing business. The secondary book of records contains items according to the format in Annex 2 to this Regulation;
  - c) the handling book, which is a book or notebook for recording the Classified Document in its creation, receipt and forwarding. The handling book contains items according to the format in Annex 3 to this Regulation;
  - d) the delivery book, which is a book or notebook for recording the handover of the Classified Document. The delivery book contains items according to the format in Annex 4 to this Regulation;
  - e) the lending book, which is a book or notebook for recording the stored Classified Document being lent. The lending book contains items according to the format in Annex 5 to this Regulation;
  - f) the control sheet of the Classified Document classified CONFIDENTIAL, SECRET or TOP SECRET (hereinafter “the Control Sheet”) for accounting persons who had access to the content of the Classified Document at the State body, legal person or natural person pursuing business. The Control Sheet contains items according to the format in Annex 6 to this Regulation;
  - g) the collecting sheet for extension of records entry in the book of records should more Classified Documents be recorded concerning one subject-matter. The collecting sheet contains items according to the format in Annex 7 to this Regulation.

(2) Other administrative aids may be used in justified cases in addition to the administrative aids according to paragraph 1. Depending on the purpose for which they are used, these other administrative aids for recording Classified Documents must contain the items as the book of records.

(3) The administrative aids according to paragraph 1(a), (b), (c) and (e) and the administrative aids according to paragraph 2, the second sentence, must be adjusted (authenticated) in such a way before they are used so that individual sheets of these aids shall be numbered sequentially and bound together with a thread. The ends of the thread on the inner side

of a folder shall be stuck down, stamped over with a stamp bearing the name of the State body or the legal person or the name and surname of the natural person pursuing business, which shall extend beyond the endings of the seal, and the number of sheets and the signature of the security director (security officer) or the signature of the person authorised by the responsible person or the security director (security officer) and the date when the administrative aid have been assigned for use shall be attached. In the case of the book of records and administrative aids according to paragraph 2, the second sentence, no person may be authorised to sign the administrative aid according to the previous sentence who is charged with keeping the book of records or the person charged with keeping the administrative aids designed to record the Classified Documents (hereinafter “the Person charged with keeping the book of records”).

(4) The administrative aids can be kept in the electronic form. If the book of records or the secondary book of records or the administrative aids according to paragraph 2, the second sentence, are kept only in the electronic form, they must contain all prescribed items, and the system by which they are kept, must be secured from an unauthorised infringement and from access by unauthorised persons, demonstrably record all changes being made and its use must be approved by the responsible person.

(5) The Control Sheet for the Classified Document shall be made out by the Person charged with keeping the book of records during recording of the Classified Document, or by the person originating the Classified Document. The Control Sheet shall become part of the Classified Document to be stored. The Control Sheet can be replaced by the record on the Classified Document, which shall contain the names, surnames and signatures of persons who had access to the Classified Document at the State body, legal person or the natural person pursuing business, and the date of this access.

(6) The administrative aids according to paragraph 1(a) to (e) and the administrative aids according to paragraph 2, the second sentence, shall be recorded. The records shall be kept by the security director (security officer) or by the person authorised by him/her, or by the Person charged with keeping the book of records.

(7)The data shall be entered in the administrative aids by a tool ensuring that the records will be stable, or by a stamp.

(8)The administrative aids designed to record the Classified Documents shall be stored in a manner that secures their protection from the loss or misuse.

(9)The books of records, secondary books of records and delivery books may be discarded only after all Classified Documents kept or recorded in them were discarded.

#### **Section 4**

##### **Reference number of the Classified Document**

(1)The reference number of the Classified Document shall consist of

- a) the abbreviation of the security classification as follows
  1. TOP SECRET, abbreviation "TS";
  2. SECRET, abbreviation "S";
  3. CONFIDENTIAL, abbreviation "C";
  4. RESTRICTED, abbreviation "R".
- b) the serial number from the corresponding book of records, if the collecting sheet has been used, the hyphen followed by the serial number from the collecting sheet shall be marked after the serial number;
- c) the slash;
- d) the year when the serial number has been assigned according to (b) above.

(2)Also other data or markings determined by the State body, legal person or natural person pursuing business can be stated after the reference number of the Classified Document. These data or markings shall be separated by the hyphen from the reference number of the Classified Document.

#### **Section 5**

##### **Marking of the security classification**

(1)The classification markings shall be as follows on the Classified Document

- a) "TOP SECRET";
- b) "SECRET";
- c) "CONFIDENTIAL"; or
- d) "RESTRICTED".

(2)The security classification shall be marked in writing as the word in accordance with paragraph 1 or by the stamp.

(3)The security classification shall be marked at the top and bottom centres of each page of the Classified Document in the paper form, which contains information. In the case of the Classified Document released by a foreign power, the security classification, including the abbreviation according to S. 21 par. 2 of the Act, will be marked only on the first page of the Classified Document; the placing of the abbreviation of the security classification shall be subject to the applicable international agreement. If it is not possible to mark the security classification in accordance with the first sentence, it shall be marked in another appropriate manner.

(4)If it is not possible to mark the security classification directly on the Classified Document in the non-paper form, it shall be marked on the label or in another appropriate manner.

(5)The classification markings shall also be indicated on covers or packages containing the Classified Documents, unless otherwise stipulated herein.

(6)Limitation of the validity period of the security classification according to S. 22 par. 3 of the Act will be indicated in such a manner that the wording "TO BE KEPT SECRET UNTIL" will be attached under the top indication of the security classification on the face of the first sheet of the Classified Document in the paper form and under the indication of the security classification in the case of the Classified Document in the non-paper form, suffixed by the period for which the Classified Document shall be kept secret.

(7)If the Classified Document contains classified information according to S. 21 par. 3 of the Act, the additional marking shall be placed after the indicated security classification.

#### **Section 6**

##### **Declassification or the change in the security classification**

(1)The declassification or the change in the security classification shall be indicated on the Classified Document by deleting the original security

classification in such a manner that the deleted classification shall remain readable. In the case of the change in the security classification the new security classification shall be indicated on the original classification marking. The declassification or a change in the classification shall be confirmed by the record made on the Classified Document and the reasons for and the date of the change or declassification, and the name, surname and signature of a person who indicated the declassification or the change in the security classification on the Classified Document must be given in this record.

(2) A record shall be made of the change in the security classification in the applicable administrative aid intended for recording Classified Documents and the Classified Document shall be re-recorded according to the new security classification. In the case of a change in the security classification a reference shall be made in the applicable administration aid to the reference number of the Classified Document, under which the Classified Document has been re-recorded. Should a change in the security classification result in the RESTRICTED security classification, a reference to the reference number of the Classified Document or any other registration marking shall be indicated. If Classified Documents with different security classifications are recorded in one book of records, a change in the security classification will be made by drawing a line through the abbreviation of the security classification in the column N. 1 in the book of records, by marking the abbreviation of the new security classification and by making a record in this book of records. Similarly a change in the security classification will be made in the case of the Classified Document being handled in the secondary book of records, if any, and in the handling book of the person holding the Classified Document.

(3) A record shall be made of declassification of the Classified Document in the applicable administrative aid for recording Classified Documents and the column N. 1 shall be scored out. Similarly the declassification will be made in the case of the Classified Document being handled in the secondary book of records, if any, and in the handling book of the person holding the Classified Document.

## **PART TWO HANDLING THE RESTRICTED CLASSIFIED DOCUMENTS**

### **Section 7**

(1) The person charged with receiving consignments shall receive the consignment.

(2) The Classified Document shall be demonstrably recorded, at least within the range of columns N. 1 to 12 and 14 to 16 of the book of records. The book of records can be used for the recording purposes or another administrative aid according to S. 3 par. 2, the second sentence.

(3) A correction of the record shall be made by drawing a line through the original record in such a manner that it remains readable, and the new entry will be made, suffixed by the date, surname and signature of the person who made the correction of the original entry.

(4) The following shall be indicated on the delivered Classified Document

- a) the name of the recipient;
- b) the date of recording;
- c) the registration number of the recipient. Should the Classified Document be registered in the administrative aid according to S. 3 par. 1(a), the reference number of the Classified Document; should the Classified Document be registered in the administrative aid according to S. 3 par. 2, the second sentence, other registration mark;
- d) the number of sheets;
- e) the number of annexes and the number of their sheets; in the case of annexes in the non-paper form the number of these annexes and type; and, as applicable
- f) other data.

### **Section 8**

(1) The name of the originating State body or of the originating legal person or the name and surname of the natural person pursuing business, who originated the Classified Document, the reference number of the Classified Document or another registration marking, the security classification, date of its making, the number of the copy, the number of sheets, the number of classified and non-classified annexes in the paper form and the number of their sheets, or the number and type of classified and non-classified annexes in the non-paper form, as applicable, shall be indicated on the Classified

Document in the paper form, as outlined in S. 15 par. 2. Also other data can be indicated on the Classified Document. If any annexes are added to the document, from which some are classified, the security classification shall be indicated together with other data according to the first sentence even in the case that the document, taken separately, contains no classified information.

(2) The name of the originating State body or of the originating legal person or the name or surname of the natural person pursuing business who originated the Classified Document, the security classification, the reference number of the Classified Document or another registration marking, if the Classified Document is registered in the administrative aids according to S. 3 par. 2, the second sentence, or, if it is an annex, the marking "Annex to the reference number ..." or "Annex to the registration marking ..." shall be indicated on the Classified Document in the non-paper form. If it is not possible to mark this data directly on the Classified Document in the non-paper form, it shall be marked on the label or in another appropriate manner.

## Section 9

(1) Should the Classified Document be released outside the State body, legal person or the natural person pursuing business, the passing on shall be acknowledged by signature.

(2) The Classified Document shall be transported in two envelopes. The inner envelope shall bear the name of the sender, the name and full address of the addressee, the security classification and the reference number of the Classified Document or its registration marking. The outer envelope shall bear the name of the sender and addressee, but the security classification of its contents or its abbreviation in the reference number of the Classified Document (if any) shall not be indicated. If the Classified Document cannot be placed in the envelope, it will be placed between strong covers, which shall bear the same elements. The outer envelope or the strong cover may be replaced by a portable container, which is any type of a briefcase, suitcase, case, portable security container or diplomatic pouch, which shall be secured

against any unauthorised handling of its contents while being used for the transport or hand carriage of the Classified Document, for example by locking it by means of a mechanical or combination lock or by means of sealing (hereinafter "the Portable Container"). Each Portable Container must bear a label in a suitable place with an identification by name and address of the State body, legal person or the natural person pursuing business and with instructions to a potential finder "Do not open and forward promptly to the unit of the Police of the Czech Republic or to the National Security Authority!".

(3) In the case of transmission by the postal licence holder<sup>3</sup> the form of the postal service can be used, where

- a) the place of delivery of the consignment is in the Czech Republic;
- b) the postal licence holder confirms in writing to the sender the receipt of the consignment;
- c) the addressee confirms in writing to the postal licence holder the receipt of the consignment;
- d) the postal licence holder is responsible for the loss, damage and contents outflows of the consignment.

(4) Should the consignment be transported by a courier service, the courier, who will transport it, shall prove his/her eligibility to the sender by means of the valid Notice of compliance with conditions for access to RESTRICTED classified information<sup>4</sup> or by means of the Personnel Security Clearance<sup>5</sup>.

(5) In cases of emergency during the transmission of the consignment by a courier service, for example due to accident, the courier shall take all measures to prevent unauthorised persons<sup>6</sup> from gaining access to classified information.

(6) The Classified Document may be carried in the envelope or the strong cover bearing the indication by the name of the State body or the legal person or the name and surname of the natural person pursuing business, with instructions to the potential

<sup>3</sup> Act N. 29/2000 Coll., to make provisions for postal services and to alter some other acts (the Postal Services Act), as amended by the Act N. 517/2000 Coll., Act N. 225/2003 Coll., Act N. 501/2004 Coll. and Act. N. 95/2005 Coll.

<sup>4</sup> S. 6 par. 1 of the Act N. 412/2005 Coll.

<sup>5</sup> S. 54 of the Act N. 412/2005 Coll.

<sup>6</sup> S. 2(h) of the Act N. 412/2005 Coll.

finder “Do not open and forward promptly to the unit of the Police of the Czech Republic or to the National Security Authority!”

#### Section 10

(1)After its processing the Classified Document shall be returned for its storage to the Person charged with keeping the book of records. Before its storage, the Classified Document shall be marked by the person handling it with the discarding letter and with the year of the discarding procedure; if he/she returns the Classified Document in a stuck down envelope, he/she shall sign it and mark it with the security classification, the reference number of the Classified Document or with another registration marking, indicate what manner the processing took, the number of sheets being stored and the type of annexes in the non-paper form or their registration marking, as applicable, and further the discarding letter and the year of the discarding procedure.

(2)The processed Classified Documents shall be stored sequentially according to the reference numbers of the Classified Documents, or according to the registration marking, or according to subject matter, as applicable, into documentary files. The documentary file with Classified Documents being stored shall be marked with the security classification. The Classified Documents being inserted into the documentary file shall be entered sequentially into the list of documents being stored, which is its part.

(3)The Classified Document being stored can be lent within the State body, legal person or the natural person pursuing business, or within their organizational units, in which it is registered, for the period necessary, to the natural person, who meets conditions according to S. 6 par. 1 of the Act.

(4)A copy of the Classified Document that has been returned to the book of records or to the administrative aid according to S. 3 par. 2, the second sentence, in which it is registered, and that is not intended for the storage or for further use (hereinafter “the Surplus Copy”), can be destroyed in a shredding machine or by other means than a shredding machine. The destruction shall be carried out in such a manner as to ensure that the Classified Document cannot be reconstructed and that classified information contained therein cannot be identified; a written record shall be made of this destruction.

### **PART THREE HANDLING TOP SECRET, SECRET AND CONFIDENTIAL CLASSIFIED DOCUMENTS**

#### **Section 11 Receipt of a consignment**

(1)The consignment shall be received by the Person charged with keeping the book of records or by a person designated to receive consignments. The consignee shall acknowledge receipt of the consignment to its bearer by signature with indication of the date and with the stamp of the State body, legal person or the natural person pursuing business. If the person designated to receipt consignments receives the consignment, he/she shall hand it over immediately for its registration.

(2)In the case of defects in the delivered consignment (for example, envelopes bear no stamps or are damaged, or if the envelope is torn open or if it is evident that an unauthorised person could become familiar with the content of the Classified Document<sup>6</sup> or if the number of sheets or annexes does not correspond with the indicated numbers), the receiving person of the consignment shall immediately make the record thereof; the consignment shall be registered in accordance with the actual situation. The copy of the record will be sent to the consignor. The security director (security officer) of the addressee or a person authorised by him/her shall be immediately informed thereof.

(3)Whenever it is discovered at the opening of the consignment that the Classified Document was addressed to another addressee, the recipient will register it and send it immediately to the right addressee or return it to the consignor. The notice “Delivered by mistake” shall be marked on the face of the first sheet of the Classified Document, as well as the name and address of the State body or legal person or the name and surname and the place of business activity of the natural person pursuing business, who received the Classified Document by mistake, and the date, name and surname of the Person charged with keeping the book of records.

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## **Section 12**

### **Keeping records of the Classified Document**

(1)The Classified Document in the paper form, delivered to or being originated within the State body or the legal person or Classified Document delivered to or being originated by the natural person pursuing business, or within their organizational units, which keep records of Classified Documents, shall be recorded in the book of records according to instructions set out in Annex 1 to this Regulation. The Classified Document in the non-paper form can be recorded in the administrative aid according to S. 3 par. 2, the second sentence. Recording shall be the task of the Person charged with keeping the book of records. The Classified Document classified TOP SECRET shall be recorded in the separate book of records. The Classified Documents classified SECRET and CONFIDENTIAL can be recorded in one book of records together with RESTRICTED Classified Documents, unless specified otherwise herein.

(2)The following shall be indicated on the delivered Classified Document

- a) the name of the consignee;
- b) the date of making records;
- c) the reference number of the Classified Document on the part of the consignee;
- d) the number of sheets;
- e) the number of annexes and the number of their sheets; in the case of annexes in a non-paper form their number and the type; or, as applicable
- f) other data.

(3)For the purposes of recording the transfer of the Classified Document from the book of records to organizational units, which do not keep the book of records, the State body, legal person or the natural person pursuing business can establish secondary book of records in these organizational units. Should in the State body, legal person or on the part of the natural person pursuing business be kept more books of records, the particular secondary book of records can be kept only with respect to one of them. In the case that the books of records are kept separately for each security classification, the common secondary book of records can be kept with respect to them.

(4)The Classified Document shall be entered into the secondary book of records under the assigned

number from the book of records, according to instructions laid down in Annex 2 to this Regulation.

(5)If the Classified Document has been taken over for example within the frame of official discussions, meetings or controls, it shall be immediately forwarded against the signature in the handling book to the Person charged with keeping the book of records to be recorded. The conditions according to S. 22 par. 3 and 4 shall be complied with during the carriage of such a Classified Document.

(6)The Person charged with keeping the book of records shall not open the delivered consignment bearing the marking indication on the inner cover or envelope "TO BE OPENED ONLY BY THE ADDRESSEE"; the consignment shall be recorded unopened and it shall be forwarded directly to the addressee. The addressee shall immediately communicate to the Person charged with keeping the book of records other data needed to record the Classified Document in the book of records and ensure that the data according to paragraph 2 will be marked on the Classified Document.

(7)The subject that creates the Classified Document or that received the Classified Document shall record it in the handling book. The record shall be made immediately after the receipt of the Classified Document or after the Classified Document being created has been assigned the reference number. The person, who only becomes familiar with the Classified Document without receiving it, shall acknowledge this familiarization by his/her signature in the Control Sheet or by an entry on the Classified Document according to S. 3 par. 5, without making any record to the handling book.

(8)At the end of the calendar year the book of records shall be closed in such a manner that the last entry will be underlined and thus the process of assigning reference numbers in this year will be terminated. The record of the number of reference numbers applied will be indicated under the underline, which shall be signed by the Person charged with keeping the book of records and by a Security Director (Security Officer) or by a person authorised according to S. 3 par. 3, the second sentence.

(9)The book of records or the administrative aids according to S. 3 par. 2, the second sentence, or the secondary book of records in the electronic form, will

be printed at the start of the following calendar year, in the case of change of the person charged with keeping them or as deemed necessary, and adjusted as described in S. 3 par. 3.

(10) In the case of the discarded document the column N. 1 shall be scored out in the applicable book of records and the record shall be made in the column N. 16 of discarding according to instructions set out in Annex 1 to this Regulation. The loss or unauthorised discarding of the Classified Document shall be recorded in the book of records where the Classified Document has been recorded, according to instructions set out in Annex 1 to this Regulation.

### **Section 13 Collecting sheet**

(1) The collecting sheet can be established under the reference number of the Classified Document when more Classified Documents concerning the same subject matter are anticipated to be delivered or created. The establishment of the collecting sheet shall be indicated in the book of records according to instructions set out in Annex 1 to this Regulation.

(2) The Classified Documents of mixed classifications can be entered in the collecting sheet. If these are relevant to the same subject matter, also non-classified documents may be entered in the collecting sheet. The documents shall be entered into the collecting sheet sequentially according to the time of their delivery or creation.

(3) The Classified Documents created or delivered of a lower security classification level than that for which the collecting sheet has been established shall be initially recorded as outlined in S. 7 par. 2 or S. 12 par 1, and then entered in the collecting sheet and re-recorded to the reference number, to which the collecting sheet has been established.

(4) Each document recorded in the collecting sheet shall be marked with the reference number of the Classified Document, to which the collecting sheet has been established. Single documents entered in the collecting sheet will be distinguished in the reference number of the Classified Document by the serial number from the collecting sheet according to S. 4 par. 1(b).

(5) The documents entered in the collecting sheet shall be bound firmly together with a thread or in

other way before they are stored and the discarding letter and the year of the discarding procedure shall be indicated on thus created file.

(6) The collecting sheet shall be stored with the book of records and discarded together with the book of records.

### **Section 14 Making corrections in administrative aids**

(1) The correction of an entry in administrative aids shall be made by drawing a line through the original entry in such a manner that the deleted entry shall remain readable and the new entry will be made with the date, surname and signature of the person, who made the correction of the entry.

(2) The corrections of entries in administrative aids kept in the electronic form shall be made as outlined in paragraph 1, except that surnames of persons, who made the correction of entries, shall be indicated. After printing of these aids the persons concerned shall append their signatures. The procedure according to the second sentence will not be followed if the system used allows unambiguous identification of the person, who made the correction.

### **Section 15 Elements of the Classified Document in the paper form**

(1) The Classified Document in the paper form shall be marked with the name of the originating State body or legal person or with the name and surname of the natural person pursuing business, who originated the Classified Document, as well as with the reference number of the Classified Document, security classification, date of its creation, number of the copy, number of sheets, number of classified and non-classified annexes in the paper form and the number of their sheets, or with the number and type of classified and non-classified annexes in the non-paper form. Also other data can be indicated on the Classified Document.

(2) The number of the copy, number of sheets, number of classified and non-classified annexes and the number of their sheets shall be indicated on the face of the first sheet in the top right corner. The number of annexes in the paper form and the number of their sheets shall be displayed as a fraction, where the numerator is the number of annexes and the

denominator is the total number of sheets of annexes. In the case of annexes in the non-paper form their total number and the type shall be indicated, and their registration marking, as applicable. The format of the face of the first sheet of the Classified Document in the paper form is shown in Annex 8 to this Regulation. If the Classified Document is made up of several parts, or if annexes are added to the document, then the part bearing the reference number and marking of the number and type of annexes shall be marked with the security classification applicable to that part or annex with the highest classification.

(3)The annex in the paper form to the Classified Document shall be marked with the reference number of the Classified Document in such a way that the following will be indicated on the face of the first sheet in the top right corner: “Annex N. ... to the reference number”; should the annex contain no classified information, the following will be indicated – “Non-classified Annex N. ... to the reference number ...” The face of the first sheet of the classified annex in the paper form shall bear the name of the originating State body or legal person or the name and surname of the natural person pursuing business, who originated the Classified Document, their own number of the copy and the number of sheets. The Classified Document in the non-paper form shall bear the note “Annex to the reference number ...” or another registration marking and other elements according to S. 18 par. 1. The security classification of each classified annex shall be indicated in the same manner as in the case of the Classified Document. The separated annex shall be handled according to its classification.

(4)Sheets or pages of the Classified Document in the paper form shall be numbered sequentially. The sheets or pages of classified annexes in the paper form shall be numbered separately. The sheets of the Classified Document and sheets of individual classified annexes in the paper form shall be bound firmly together with a thread or bound firmly in any other way. For the needs of indication of the number of sheets of the Classified Document and of classified annexes each sheet shall be considered to be one sheet, regardless of its format.

#### **Section 16** **Making of the Classified Document**

(1)The final version of the Classified Document shall be made in the number of copies indicated in the

distribution list. The subject making the final versions shall immediately destroy defective copies, copies not listed in the distribution list and proposals of final versions, which have not been approved, in such a manner that they cannot be reconstructed and that classified information contained therein cannot be identified.

(2)The distribution list shall be made on the copy of the Classified Document to be stored, and the record as set out in Annex 9 to this Regulation. The distribution list can be on the separated sheet, which will be enclosed to the Classified Document; in this case the notice “The distribution list enclosed” shall be indicated on the Classified Document.

#### **Section 17** **Elements of the Classified Document in the non-paper form**

(1)The name of the originating State body or legal person or the name and surname of the natural person pursuing business, who originated the Classified Document, the reference number of the Classified Document or another registration marking, under which the Classified Document in the non-paper form has been recorded, and the security classification shall be indicated on the Classified Document in the non-paper form. If this data cannot be indicated directly on the Classified Document in the non-paper form, it shall be marked on the label or in another appropriate manner.

(2)The accompanying document shall be attached to the Classified Document in the non-paper form during its transport that shall contain the elements according to S. 15 par. 1, 2 and 4.

#### **Section 18** **Recording of notes and partial data containing classified information**

(1)The notes or partial data containing classified information shall be recorded only in a notebook or book, which were adjusted before being used according to S. 3 par. 3, or on removable data carrier, marked with the corresponding security classification, or in the certified information system. Records of notebooks or books and removable carriers issued shall be kept by the security director (security officer) or by a person authorised by him/her or by the Person charged with keeping the book of records.

(2)The notebooks or books and removable carriers for notes and partial data recording, which contain classified information, shall be stored similarly as the Classified Document with the same classification and shall always be transported in a Portable Container.

### **Section 19**

#### **Reproductions, copies, translations and extracts**

(1)As used in this Regulation the reproduction or copy includes the making of a certain number of copies from the original of the Classified Document or its conversion into the electronic form. As used in this Regulation the extract includes the making of written or digital records from the original of the Classified Document. The original of the Classified Document includes a print of the Classified Document, delivered or created, which is listed in the distribution list.

(2)The written consent of the originator of the Classified Document to make the reproduction, copy or translation of the Classified Document classified TOP SECRET, or the extract thereof, shall contain the reference number of the Classified Document, number of copies, the reason why the reproduction, copy or translations is to be made, the name, surname and signature of the person granting approval, and the date of granting the approval. The written consent shall become the part of the Classified Document.

(3)The written consent of the immediate superior officer to make the reproduction, copy, translation of the Classified Document classified SECRET or CONFIDENTIAL, or the extract thereof, can be written into this Classified Document or on a separated sheet. If written into the separated sheet, it shall become the part of the Classified Document.

(4)The Classified Document shall bear the date of making its reproduction, copy, translation or extract, the number of copies, or, in the case of a digital record, identification of the certified information system, in which it has been made, the name and surname of the person granting the consent, and the name and surname and signature of the person, who made them.

(5)The word “REPRODUCTION” or “COPY” and the serial number of the reproduction or copy of the Classified Document shall be indicated on the face of the first sheet of the reproduction or copy of

the Classified Document made. If the number of sheets of the reproduction or of the copy differs from the number of sheets of the original, also the real number of sheets of the reproduction shall be indicated on the reproduction.

(6)An extract from the Classified Document may only be made in a notebook or book according to S. 18 par. 1, or in a removable data carrier or in a certified information system or it shall have the form of the Classified Document in the paper form.

### **Section 20**

#### **Handing over of the Classified Document**

(1)The Classified Document shall be handed over against receipt.

(2)Handing over of the Classified Document within the State body, legal person or at the level of a natural person pursuing business will be effected

- a) between organizational units by means of books of records;
- b) within the organizational unit by means of the secondary book of records, and if there is no secondary book of records, by means of the book of records, and also the handling book may be used when approved by the responsible person or by the security director (security officer).

(3)The signatures confirming the receipt of the Classified Document shall be in the book of records, secondary book of records, delivery book, handling book, in the collecting sheet or on the Classified Document in the distribution list. If the receipt of the Classified Document should be acknowledged by the signature in the administrative aid, which is in the electronic form, this can be carried out only by using the application warranting identity of the displayed information with the information bearing warranted electronic signature that is based on the qualified certificate according to the special legal regulation<sup>7</sup>.

### **Section 21**

#### **Preparation of the consignment for transport**

<sup>7</sup> Act N. 227/2000 Coll., to make provisions for electronic signature and to alter some other laws (Electronic Signature Act), as amended by the Act N. 226/2002 Coll., Act N. 517/2002 Coll., Act N. 440/2004 Coll., Act N. 501/2004 Coll., Act N. 635/2004 Coll., and Act N. 444/2005 Coll.

(1)The Classified Document shall be placed in two covers (it shall be double wrapped) and the following elements shall be fulfilled

- a) the inner cover shall bear on its top left corner the name of the dispatcher, the complete reference number of the Classified Document, on its top right corner the security classification and at the bottom the name and full address of the addressee, and, if the consignment is addressed to a natural person, also his/her name, surname and position shall be indicated there. The cover shall be secured in such a manner that all its joints will be stuck down along its total lengths with adhesive tape and endorsed with the stamp of the State body, legal person or natural person pursuing business and signed by the Person charged with keeping the book of records or by the person who secured the cover. The stamps and signatures shall extend beyond the adhesive tape. If the transparent adhesive tape was used the stamps and signatures shall be stuck down with this tape. The cover containing the Classified Document, which is to be sent by the courier service, shall be clearly marked by the notice "BY COURIER". If the consignment is to be opened only by the addressee, it shall be marked by the notice - "TO BE OPENED ONLY BY THE ADDRESSEE".
- b) in the case of transmission of the Classified Document by a post licence holder the outer cover shall bear the identification of the consignor, the reference number of the Classified Document without security classification abbreviation and the name and full address of the addressee. The outer cover must be of such a quality so as to prevent observation data on the inner cover;
- c) in the case of transmission of the Classified Document by the courier service the Portable Container shall always be the outer cover.

(2)A receipt confirming the reception of the Classified Document shall be enclosed in the inner cover containing TOP SECRET, SECRET or CONFIDENTIAL Classified Document being transmitted by the courier service, which shall be dated and signed and stamped by the addressee and immediately returned to the sender. The format of the receipt confirming the reception of the Classified Document is shown in Annex 10 to this Regulation.

(3)When the Classified Document is of such size and weight that it cannot be enclosed in an envelope, it shall be enclosed in strong covers, which shall be secured and marked similarly as the inner or outer covers.

## **Section 22**

### **Transmission of the consignment**

(1)The postal licence holder<sup>3</sup> may transmit the consignment classified CONFIDENTIAL by a postal service provided that following conditions are complied with

- a) the place of delivery is in the Czech Republic;
- b) the postal licence holder shall acknowledge in writing the receipt of the consignment to the sender;
- c) the addressee shall acknowledge in writing the receipt of the consignment to the postal licence holder;
- d) the postal licence holder shall deliver to the sender the written acknowledgement proving the delivery of the consignment;
- e) the postal licence holder shall be responsible for the loss of, damage to and contents outflows of the consignment.

(2)Should the consignment be transported by a courier service, the courier, who will transport the consignment containing the Classified Document classified CONFIDENTIAL, SECRET or TOP SECRET, shall prove his/her eligibility by means of the valid personnel security clearance<sup>5</sup> for the corresponding security classification level.

(3)The consignment classified TOP SECRET or SECRET must always be transported by one courier accompanied at least by one other person. This consignment shall not be transported by public means of transportation with the exception of air, sea and inland waterway transport.

(4)The consignment may be transported by the courier service only in the Portable Container, which shall be protected against any unauthorized handling of its content.

(5)If an emergency situation arises during the transportation of the consignment by the courier

<sup>3</sup>

<sup>5</sup>

service, for example due to accident or breakdown, such measures shall be taken by the courier or escorts so as to prevent unauthorised persons<sup>6</sup> from gaining access to classified information.

(6)A returned receipt confirming the reception of the Classified Document according to S. 21 par. 2 or the receipt confirming the service of the consignment according to paragraph 1 shall become a part of the copy of the Classified Document to be stored on the part of the dispatcher; in the case of the Classified Document processed in a single original it shall be enclosed to the book of records.

### **Section 23**

#### **Carriage of the Classified Document**

(1)The Classified Document may be carried in an envelope or in a strong cover subject to the conditions set forth in S. 22 par. 3 and 4. The envelope or the strong cover shall bear the name of the State body or legal person or the name and surname of the natural person pursuing business and the security classification.

(2)The Classified Document classified TOP SECRET or SECRET may be carried only with the written consent of the responsible person or the security director (security officer) or with the written consent of the persons authorised by them. The persons carrying the Classified Document shall have the written consent on them; it becomes the part of the Classified Document.

(3)The Classified Document classified CONFIDENTIAL may be carried only with the consent of the responsible person or security director (security officer) or with the consent of persons authorised by them.

### **Section 24**

#### **Storage of the Classified Document after its handling**

(1)After its handling the Classified Document shall be returned to the Person charged with keeping the book of records to be stored. Before its storage the document shall be marked by the person handling it with the discarding letter and with the year of the discarding procedure. If it is returned in a sealed envelope, he/she shall sign it and mark it with the security classification, the reference number of the Classified Document, indicate what manner the

processing took, the number of sheets being stored, the number and type of annexes in the non-paper form or their registration marking, as applicable, and the discarding letter and the year of discarding procedure.

(2)The processed Classified Documents shall be stored sequentially according to the reference numbers of Classified Documents or into documentary files according to subject matter. The documentary file with Classified Documents stored shall bear the highest security classification of the Classified Document contained therein. The Classified Documents being inserted into the documentary file shall be entered sequentially into the list of documents being stored, which it is part of.

(3)Surplus Copies of Classified Documents can be destroyed outside the shredding machine. The Surplus Copies shall be destroyed by the security director (security officer) or by a person authorised by him/her and by the Person charged with keeping the book of records in such a manner as to ensure that the Classified Document cannot be reconstructed and that classified information contained therein cannot be identified; these persons will confirm the destruction of these copies by their signature in the distribution list on the copy of the Classified Document to be stored.

### **Section 25**

#### **Lending of the Classified Document**

(1)The Classified Document stored can be lent to the natural person, who satisfies the conditions according to S. 11 par. 1 of the Act, within the State body, legal person or within the authority of the natural person pursuing business, or within their organizational units, in which the Classified Document is registered, for a necessary period of time.

(2)The Classified Document classified SECRET or TOP SECRET can be lent only with the written consent of the responsible person or security director (security officer) or persons authorised by them. The written consent shall be enclosed in the lending book. The Classified Document classified CONFIDENTIAL can only be lent with the consent of the responsible person or security director (security officer) or persons authorised by them.

(3)The lending and return of the Classified Document shall be recorded in the lending book by the Person charged with keeping the book of records or by the person authorised by the responsible person or by the security director (security officer).

(4)The Classified Documents being loaned shall be returned in January of each calendar year to the book of records to be physically checked.

## **PART FOUR REGISTRIES OF CLASSIFIED INFORMATION**

### **Section 26 The Central Registry**

(1)The Central Register is divided into the central register offices for providing Classified Documents within international relations between the Czech Republic and

- a) the North Atlantic Treaty Organization;
- b) the European Union;
- c) other subjects of a foreign power

where these Classified Documents are recorded.

(2)Central register offices of the Central Registry are the main receiving and dispatching area. The Central Registry also fulfils the function of the registry according to S. 27.

(3)Classified Documents provided within international relations shall be stored and recorded separately from other Classified Documents.

(4)In the Central Registry Classified Documents of the North Atlantic Treaty Organization, Classified Documents of the European Union and Classified Documents of other subjects of a foreign power are recorded separately in such a way that these Classified Documents are recorded in separate books of records for each classification level.

(5)The list of all registries in the territory of the Czech Republic is kept in the Central Registry, including all names, surnames and specimen signatures of their heads and deputies. The Central Registry shall determine conditions for destruction of the Classified Document provided within

international relations as required by the releasing foreign power.

(6)The head of the Central Registry shall be responsible for the protection of all Classified Documents provided within international relations, which have been stored in the Central Registry.

(7)When the Classified Document is transmitted or carried abroad within the scope of international relations, the envelope or cover shall also bear the full address of the consignee. The check of the completeness of the Classified Document being sent shall be made in the Central Registry in the carrier's (bearer's) presence. If defects are discovered the Classified Document shall be sent back to the dispatcher. After a check has been conducted the Classified Document will be recorded in the book of records of the Central Registry.

(8)In the case of transmission of the consignment containing Classified Documents by a courier, which are provided within the frame of international relations abroad, the courier shall prove his/her eligibility to the dispatcher by the valid personnel security clearance<sup>5</sup> for the corresponding security classification level and by the courier certificate according to S. 137(g) of the Act, the format of which is shown in Annex 11 to this Regulation. The courier certificate according to S. 137(g) will not be issued in the case of transmission of the consignment by a diplomatic pouch service according to the Vienna Convention on Diplomatic Relations.

### **Section 27 Registry**

(1)The written application for the consent to establish a registry shall contain the following

- a) the name and location of the State body or legal person or the name, surname and the place of business activity of the natural person pursuing business, who applies for the consent to establish the registry;
- b) justification of the application;
- c) the location of the registry;
- d) the security classification of Classified Documents, for the recording and storing of which the registry should be established;

- e) the description of the organizational structure of the registry;
- f) the organizational incorporation of the registry within the State body, legal person or natural person pursuing business;
- g) names and surnames of the head of the registry and his/her deputy, who should be appointed after the establishment of the registry.

(2)The State body, legal person or natural person pursuing business shall send to the Authority a completed registration sheet of the registry within 15 days of the establishment of the registry. The registration sheet of the registry contains items according to the format shown in Annex 12 to this Regulation.

(3)Should a change occur in the data listed in the application according to paragraph 1, the State body, legal person or the person pursuing business shall notify the Authority of the change within 24 hours from the moment when the change occurred; the notification shall be accomplished by sending a new registration sheet of the registry.

(4)Classified Documents provided within the frame of international relations shall be separated from other Classified Documents physically and with respect to their registration.

(5)Classified Documents of the North Atlantic Treaty Organization, Classified Documents of the European Union and Classified Documents of other subjects of a foreign power are recorded separately in the registry in such a way that these Classified Documents are recorded in separate books of records for each classification level.

(6)The head of the registry shall be responsible for the protection of all Classified Documents provided within the scope of international relations, which have been stored in the registry.

(7)The TOP SECRET Classified Documents provided within the scope of international relations may be released by the registry to another registry only with the consent of the Central Registry.

(8)The list of persons shall be kept in the registry, which may have access to Classified Documents of the North Atlantic Treaty Organization and of the European Union, or to other Classified Documents within the frame of the State body, legal person or the

person pursuing business, where the register has been established, that have been provided within the scope of international relations.

(9)At least annually or upon direction of the Central Registry the registry shall perform a physical check of recorded Classified Documents provided within the scope of international relations and forward its result to the Central Registry.

(10)The Classified Documents provided within the State body, legal person or the person pursuing business from the registry to the book of records shall be recorded in these books of records as outlined in paragraph 5.

## **PART FIVE STAFF CHANGES, DISSOLUTION OF THE STATE BODY, LEGAL PERSON OR TERMINATION OF ACTIVITIES OF THE NATURAL PERSON PURSUING BUSINESS**

### **Section 28 Ensuring the protection of classified information in the case of staff changes**

(1)In the case of change of the Person charged with keeping the book of records the transfer of all Classified Documents classified TOP SECRET, SECRET and CONFIDENTIAL and of corresponding administrative aids shall be conducted before the commission.

(2)In the case according to paragraph 1 the responsible person or a person authorised by the responsible person shall establish at least a three-man commission, which shall

- a) perform checks of all Classified Documents being stored, Classified Documents that have not been yet presented for processing, and Classified Documents handed over for despatch;
- b) prepare a statement of transfer, which shall be recorded; the statement of transfer shall be signed by the outgoing person, by the person entering into office and by all members of the commission.

(3)If RESTRICTED Classified Documents are transferred in the case according to paragraph 1, the

tasks according to paragraph 2 shall be ensured by the outgoing person and by the person entering into office.

(4)When the validity of the Notice of compliance with conditions for access to RESTRICTED classified information<sup>4</sup> or of the personnel security clearance<sup>5</sup> ends, or on termination of the discharge of the office or of work or other activities of the person, who has access to classified information, the person concerned shall immediately forward the Classified Documents to the Person charged with keeping the administrative aids where they are recorded, or to the security director (security officer) or to a person authorised by him/her.

### Section 29

#### **Ensuring the protection of classified information in the case of dissolution of the State body, legal person or termination of activities of the person pursuing business or in the case of dissolution of their organizational unit**

(1)A responsible person of a State body or a person authorised by this responsible person shall transfer, in the case of dissolution of the State body, all Classified Documents to a responsible person from the legal successor of the State body; in the absence of such a legal successor the Classified Documents shall be forwarded to the Authority. In the case of dissolution of an organizational unit of a State body the Classified Documents shall be forwarded to the security director (security officer) of the State body or to a person authorised by him/her.

(2)A responsible person from the legal person or of the natural person pursuing business or a person authorised by this responsible person shall transfer, in the case of dissolution of the legal person or the termination of activities of the natural person pursuing business, all Classified Documents to the State body, legal person or to the natural person pursuing business, who have provided him/her/it with these Classified Documents; in the absence of such persons the Classified Documents shall be forwarded to the Authority.

(3)A responsible person from the successor State body, legal person or of the natural person pursuing

business or a person authorised by this responsible person shall establish a commission that shall

- a) perform checks of all Classified Documents being transferred;
- b) prepare a statement of transfer, which shall be recorded on the behalf of the successor party; the statement of transfer shall be signed by the transferring party, by the successor and by all members of the commission.

(4)Also the administrative aids used shall be forwarded together with Classified Documents being transferred.

## **PART SIX HANDLING OF TECHNICAL DEVICES**

### Section 30

(1)For the purpose of this Regulation the term technical device shall apply to the military material<sup>8</sup>, in particular to electrotechnic, phototechnical, chemical, physico-chemical, radiotechnical, optical and mechanical military technics and military equipment, containing classified information.

(2)The delivered technical device shall be received by a person designated for this purpose. After its receipt the technical device must be immediately handed over to a designated person for its recording.

(3)The technical device shall be clearly recorded in the administrative aid at least by indicating its registration marking, date when it was entered into the records, whom it was taken over from, the name of the technical device or what equipment it is a part of. A correction to the entry in the records shall be made as outlined in S. 14 par. 1.

(4)The administrative aid according to paragraph 3 shall be recorded and data into it shall be entered by the means warranting durability of the writing or by the stamp; and it shall be stored in a manner ensuring that it is protected against the loss or misuse.

(5)The technical device classified TOP SECRET shall be recorded separately. The technical devices

<sup>4</sup>

<sup>5</sup>

<sup>8</sup> S. 2 par. 7 of the Act N. 219/1999 Coll., Armed Forces of the Czech Republic Act, as amended by the Act N. 352/2001 Coll., Act N. 320/2002 Coll. and Act. N. 253/2005 Coll.

classified SECRET, CONFIDENTIAL and RESTRICTED may be recorded together.

(6)If possible, the registration marking and security classification will be indicated on the technical device.

(7)The technical device shall be handed over against receipt.

(8)In the cases outlined in S. 28 and 29 concerning the technical device the procedure will be the same.

(9)The destruction of the technical device, its loss or unauthorised destruction shall be recorded in records of the technical device.

(10)The specific manner of handling of the technical device as described in paragraphs 2 to 9 shall be determined in writing before it is put into use by a responsible person or by a person authorised by the responsible person.

## **PART SEVEN ENTRY INTO FORCE**

### **Section 31**

This Regulation shall come into effect on 1 January 2006.

Director

Signed  
Mgr. Mareš

**ANNEX 1 to the Regulation N. 529****Format of the book of records and the method of its keeping**

<b>The book of records for</b> TOP SECRET DOCUMENTS SECRET DOCUMENTS CLASSIFIED DOCUMENTS RESTRICTED DOCUMENTS		
<b>DATE</b>	<b>Indication of the State body, legal person or the person pursuing business</b>	<b>ORGANIZATIONAL UNIT</b>

Content of the label on the front page of the corresponding book of records

The book of records contains ..... sheets                      Registration marking:  
 and it was assigned for use .....

Signature of the security director (security officer) or of a person authorised to sign by the responsible person  
 .....

THE BOOK OF RECORDS IS KEPT BY	FROM - TO	SPECIMEN SIGNATURE

COMPOSITION OF THE DESTRUCTION COMMISSION	FOR THE YEAR	SIGNATURES OF MEMBERS

Inside marking on the cover of the book of records

--

Serial number	Date	Sent by				Subject matter
		Sender	Date	Ref. number	Number of sheets	
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						



**Column N. 1**

The abbreviation of the corresponding security classification will be entered before the serial number if Classified Documents of mixed classification are recorded in one book of records.

**Column N. 2**

Day and month will be entered, when the Classified Document was delivered; in the case of an internal (own) Classified Document the day and month of assignment of the reference number to the Classified Document.

**Column N. 3**

A sender of the Classified Document will be entered, in the case of an internal (own) Classified Document the marking "internal (own)", if the collecting sheet was used, the marking "COLLECTING SHEET".

**Column N. 4**

The date indicated on the delivered Classified Document will be entered, in the case of an internal (own) Classified Document this item will be scored out.

**Column N. 5**

The reference number of the Classified Document of the sender will be entered (registration marking), in the case of an internal (own) Classified Document this item will be scored out.

**Column N. 6**

The number of sheets of the Classified Document delivered will be entered. If annexes in the paper form are enclosed in the Classified Document, the number of annexes and the total number of their sheets shall be entered as a fraction, where the numerator is the number of annexes and the denominator is the total number of sheets of annexes. For example "3 + 3/15" means that the Classified Document has 3 sheets and 3 annexes counting 15 sheets in total, the number of sheets shall also be indicated in the case of an internal (own) Classified Document. Each sheet, regardless of its format, shall be considered to be one sheet. If annexes in the non-paper form are added to the Classified Document, their number and type shall be recorded or their registration marking, as applicable (for example diskette N. ..., video tape, 2 CD registrations marking ...).

**Column N. 7**

Specification of the case will be entered in this column in such a manner as to describe the essence of the matter of the Classified Document.

**Column N. 8**

Information when and to whom the Classified Document has been handed over (the surname) will be entered, the recipient shall acknowledge its receipt by signature, unless it has been handed over in a different way. This method of delivery shall be entered here, e.g. "Delivery book"; in the case of an internal (own) Classified Document, the originator shall be specified (by the surname).

**Column N. 9**

The day and month will be indicated here, when the Classified Document has been processed or sent; if the Classified Document was processed or sent in a year different from that of its creation or delivery, also the year shall be indicated.

**Column N. 10**

The addressee to whom the Classified Document is addressed shall be indicated here, in the case of more addressees and if they cannot be all entered in this item, the reference “according to the distribution list” will be entered here.

**Column N. 11**

What manner the processing took shall be indicated here, for example “by record in records of the processing history”, “by copy”, “by original”, “by record on the file”, etc. In the case of change in classification or declassification the following shall be entered here “the classification level changed to” or “declassified”.

**Column N. 12**

The total number of sheets of the Classified Document being sent and the type and number of annexes in the non-paper form shall be entered here, and their registration markings, as applicable. If the collecting sheet is to be used, the total number of sheets and annexes in the non-paper form, which have been sent, will be entered here only after the whole file is deposited.

**Column N. 13**

It will be completed if the Classified Document is stored for example to the documentary file.

**Column N. 14**

The total number of sheets of the Classified Document being stored will be entered here and the type and number of annexes in the non-paper form, and their registration markings, as applicable. If the collecting sheet is to be used, the total number of sheets and annexes in the non-paper form, which have been stored, will be entered only after the whole file is deposited.

**Column N. 15**

The discarding letter and the year of discarding procedure will be entered here, for example “V-2010”, “A-2015”, “S-2008”.

**Column N. 16**

The record of the discard of the Classified Document will be entered here, for example “ARCHIVE” or “DESTROYED”, as well as the date of its effecting and the signature of one member of the Destruction commission. In the case of loss or unauthorised destruction (beyond the destruction procedure) of the Classified Document the note “LOSS” or “DESTROYED WITHOUT AUTHORISATION” will be entered here.













**ANNEX 7 to the Regulation N. 529****Format of the collecting sheet****Collecting sheet established to the reference number .....****Subject:** \_\_\_\_\_

Serial number	Date	Sender/addressee	Reference number	Number of sheets		Note
				sent	stored	

**Column “Serial number”**

The serial number of the document in the collecting sheet will be indicated, which becomes the part of the reference number of the Classified Document. In the case that the Classified Documents of mixed classifications are entered in the collecting sheet, or classified and non-classified documents, also the abbreviation of the security classification shall be indicated before the serial number.

**Column “Date”**

The date will be indicated here when the document has been entered into the collecting sheet.

**Column “Sender/addressee”**

The sender in the case of delivered document or addressee in the case of the document being sent will be indicated here. In the case of more addressees the reference “according to the distribution list” will be entered here and also the name of the document may be included.

**Column “Reference number”**

The reference number of the sender will be indicated here, in the case of an internal (own) document the marking “internal (own)”. If the document is entered in the collecting sheet, which has already been recorded under other reference number and is being re-recorded (attached) to the reference number of the collecting sheet, also the original reference number shall be retained.

**Columns “Number of sheets”, “Sent” and “Stored”**

The number of sheets of the document sent or stored will be indicated. If annexes are added to the document, the number of annexes and the total number of their sheets shall be entered as a fraction, where the numerator is the number of annexes and the denominator is the total number of sheets of annexes. In the case of annexes in the non-paper form (for example diskettes, video tapes, CDs and other materials) their number, type or registration markings will be indicated.

**ANNEX 8 to the Regulation N. 529**

**Format of the first sheet of the Classified Document**

**TOP SECRET, SECRET (SECRET, CONFIDENTIAL, RESTRICTED)  
TO BE KEPT SECRET UNTIL:**

The name of the State body,  
legal person or  
the name and surname of the natural person pursuing business

The date on which the document was made

Ref. number: TS12/2004 ...  
(Ref. number: S12/2004 ...)  
(Ref. number: C130-18/2004- ...)  
(Ref. number: R12/2003-...)

Copy N.  
Number of sheets:  
Classified annexes:  
Non-classified annexes:

.....  
..... content .....  
.....

**TOP SECRET, SECRET (SECRET, CONFIDENTIAL, RESTRICTED)**

**ANNEX 9 to the Regulation N. 529**

**Format of the distribution list and of the record on the copy of the Classified Document to be stored**

Made in ..... copies of ..... sheets  
Copy N. ....  
Copy N. ....  
Copy N. ....

(If all copies being sent to addressees are identical, i.e. they have identical number of sheets and annexes, the number of copies and the number of sheets of one copy will be completed in the first sentence of the distribution list. If individual copies differ in the number of sheets or annexes, only the number of copies will be completed in the first sentence and the number of sheets will be completed for each copy number separately.)

Prepared by: .....  
Approved by: .....  
Copy made by: .....  
Made up by: ..... on (the date) .....  
Deposited (stored): ..... the number of sheets .....  
Discarding letter: .....  
The year of the discarding procedure: .....

**ANNEX 10 to the Regulation N. 529**

Format of the receipt confirming the reception of the Classified Document

**Receipt confirming the reception of the Classified Document**

Indication and address of the sender

I acknowledge receipt of the Classified Document:

Ref. number: ..... Copy N.: .. Annexes: ... Number of sheets in total ...

Defects identified:

The consignment has been received on (the date):

Signature of the recipient:

Stamp:

**ANNEX 11 to the Regulation N. 529****Format of the Courier Certificate****COURIER CERTIFICATE N. ....(\*)**FOR THE INTERNATIONAL HAND CARRIAGE OF CLASSIFIED DOCUMENTS,  
EQUIPMENT AND/OR COMPONENTS

This is to certify that the bearer:

Mr/Ms (name/title)

Born on: (day/month/year), in (country)

A national of (country)

Holder of passport/identity card N.: (number)

Issued by: (issuing authority)

On: (day/month/year)

Employed by: (company or organization)

Is authorised to carry on the journey detailed below the following consignment:

Number and particulars of the consignment in detail, i.e., number of packages, weight and dimensions of each package and other identification data as in shipping documents.

.....

The attention of Customs, Police and/or Immigration Officials is drawn to the following:

- The material comprising the assignment is classified in the interests of the security of:

Indicate the countries having interest. At least the country of origin of the shipment and that of the destination should be indicated. The country (ies) to be transited also may be indicated.

- It is requested that the consignment will not be inspected by other than properly authorised persons or those having special permission.
- If an inspection is deemed necessary, it is requested that it be carried out in an area out of sight of persons who do not belong to the service, in the presence of the courier.

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(\*) The certificate may also be used by security guards.

- It is requested that the package, if opened for inspection, be marked after re-closing, to show evidence of the opening by sealing and signing it and by annotating the shipping documents (if any) that the consignment has been opened.
- Customs, Police, and/or Immigration Officials of countries to be transited, entered or exited are requested to give assistance, if necessary, to ensure successful and secure delivery of the consignment.

## ITINERARY

From: ..... originating country

To: ..... (country of destination)

Through: ..... (the list of intervening countries)

Authorised stops (list locations)

Date of commencement of the journey (day/month/year)

Signature of Company's security director (security officer) .....

Signature of the national Security Authority .....

Company's stamp .....

Official stamp or NSA's seal .....

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To be signed on completion of journey:

I declare in good faith that, during the journey covered by this "Courier Certificate", I am not aware of any occurrence or action, by myself or by others, that could have resulted in the compromise of the consignment.

Courier's signature: .....

Witnessed by: (company security director's /security officer's/ signature)

Date of return of the "Courier Certificate": (day/month/year)

ANNEX to the "Courier's Certificate", N. .... for the International Hand Carriage of Classified Material.

NOTE FOR THE COURIER<sup>(\*)</sup>

1. You have been appointed to carry/escort a classified consignment. Your “COURIER CERTIFICATE” has been provided. Before starting the journey, you will be briefed on the security regulations governing the hand carriage of the classified consignments and on your security obligations during the specific journey (behaviour, itinerary, schedule, etc.). You will also be requested to sign a declaration that you have read and understood and will comply with prescribed security regulations.
2. The following general points are brought to your attention.
  - (a) you will be held liable and responsible for the consignment described in the Courier Certificate;
  - (b) throughout the journey, the classified consignment must stay under your personal control;
  - (c) the consignment will not be opened en route except in the circumstances described in sub-paragraph (j) below;
  - (d) the classified consignment is not to be discussed or disclosed in any public place;
  - (e) the classified consignment is not, under no circumstances, to be left unattended. During overnights stops, military facilities or industrial companies having appropriate security clearance may be utilised. You are to be instructed on this matter by your company security director (security officer);
  - (f) while hand carrying a classified consignment, you are forbidden to deviate from the travel schedule provided;
  - (g) in cases of emergency, you must take such measures as you consider necessary to protect the consignment, but on no account will you allow the consignment out of your direct personal control. To this end your instructions include details on how to contact the security authorities of the countries you will transit as listed in sub-paragraph (l) below. If you have not received these details, ask for them from your company security director (security officer);
  - (h) you and the company security director (security officer) are responsible for ensuring that your personal expatriation and travel documentation (passport, currency and medical documents, etc.) are complete and current;
  - (i) if unforeseen circumstances make it necessary to transfer the consignment to other than the designated representatives of the company or government you are to visit, you will give it only to authorised employees of one of the points of contact listed in sub-paragraph (l);

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<sup>(\*)</sup> The Note may also be used by security guards.

(j) there is no assurance of immunity from search by the Customs, Police and/or Immigration Officials of the various countries whose borders you will be crossing. Therefore should such officials enquire into the contents of the consignment, show them your “Courier Certificate” and this note and insist on showing them to the actual senior Customs, Police, and/or Immigration Officials. This action should normally suffice to pass the consignment through unopened. However, if the senior Customs, Police and/or Immigration Official demands to see the actual contents of the consignment you may open it in his presence, but this should be done in an area out of sight of the general public. You should take precautions to show officials only as much of the contents as will satisfy them that the consignment does not contain any other item and ask the official to repack or assist in repacking it immediately upon completion of the examination. You should request the senior Customs, Police, and/or Immigration Official to provide evidence of the opening and inspection of the packages by signing and sealing them when closed and confirming in the shipping documents (if any) that the consignment has been opened. If you have been required to open the consignment under such circumstances as the foregoing, you must notify the receiving company security director (security officer) and the dispatching company security director (security officer) who should be requested to inform the NSA of their respective governments.

(k) upon your return, you must produce a bona fide receipt;

(l) along the route you may contact the following officials to request assistance:

.....  
.....  
.....  
.....  
.....  
.....

**ANNEX 12 to the Regulation N. 529****Format of the registration sheet of the registry**

The name of the State body, legal person or the name and place of business activity of the natural person pursuing business:

Location:

Registry (sub-registry) has been established for:

Security classification:

The sub-registries have been established\*)                      YES (number)                      NO

The name and surname of the security director (security officer):

	Name and surname	Signature	Initials	Phone
Head of the registry				
Deputy head of the registry				
Deputy head of the registry				

Signature:

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\*) delete as applicable.