



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW Washington, DC 20408



November 17, 2008

Memorandum for: Senior Agency Officials Designated under Section 5.4(d) of Executive Order 12958, as amended

From: William J. Bosanko, Director

Subject: Safeguarding Classified National Security Information

As the Executive branch prepares for the upcoming change in administration, agencies will experience a turnover in personnel, including senior executives and officials who have had access to classified national security information. This requires that agencies enhance their attention to the proper treatment of classified national security information. The Information Security Oversight Office requests the following be shared with affected personnel:

Classified information is not personal property and may not be removed from the Government's control by any departing official or employee. This includes "extra" copies. Section 4.1(c) of Executive Order 12958, as amended, "Classified National Security Information," states explicitly: "Classified information shall remain under the control of the originating agency or its successor in function. ...An official or employee leaving agency service may not remove classified information from the agency's control." This prohibition applies to all cleared **officials** and employees, regardless of type or level of position.

All agency security managers, records managers, security assistants, classified document custodians, and other designated agency personnel having responsibilities for the management of records and materials that contain classified national security information should be reminded of the above provision in order to ensure the agency's retention of all classified information that may be in the possession of departing officials and employees.

Agencies shall provide termination briefings to cleared officials and employees departing the agency. As required by 32 C.F.R. 2001.71(e), "Each agency shall ensure that each employee granted access to classified information who leaves the service of the agency receives a termination briefing." These briefings should remind departing personnel that the responsibility to protect classified information, including information stored in one's memory, does not end with an individual's departure from Government service. A person who no longer has a security clearance is still subject to criminal and civil sanctions for the unauthorized disclosure of classified information accessed while he or she was cleared.

Your cooperation in this matter is greatly appreciated. If you have any questions, please contact your ISOO liaison at 202-357-5250.