

Based on Article 14, paragraph 3 of the Law on Classified Information (the Official Gazette of the Republic of Serbia , No. 104/09 and Article 42, paragraph 1 of the Law on Government (the Official Gazette of the Republic of Serbia, Nos.55/0, 71/05- corrigendum, 101/07 and 65/08), the Government hereby passes the following

DECREE

on the manner of and the procedure for marking classification of information or documents

1. INTRODUCTORY PROVISION

Subject

Article 1

This decree shall regulate in detail the manner of and the procedure for marking classification of information or documents.

II MANNER OF AND PROCEDURE FOR MARKING CLASSIFICATION OF INFORMATION OR DOCUMENTS

Marking a document containing classified information

Article 2

A document containing classified information shall be marked with an appropriate classification level which shall be placed above the subject title of the document in the middle of the top of the page.

The adequate classification level marking of the document shall be written out in bold font, the size of which shall be larger than that in the text of the document.

In addition to the classification level marking referred to in paragraphs 1 and 2 hereof, the document marked with the TOP SECRET classification level shall also be marked by drawing a black line underneath the classification level marking.

If a document has more than one page, each page shall be marked with the ordinal number in the manner that shows its relation to the total number of pages.

Each document shall bear the classification level marking on top of the first page and the outside front cover page, if any, or on top of the cover page.

If the document does not have the cover page, the first page shall be considered to be the cover one.

Classified information or a document that contains such information must not be destroyed or damaged in the course of marking a document.

Classification level marking and marking of attachments to documents

Article 3

A classification level marking of the document containing classified information shall be visibly marked with a seal or stamp or printed, typed or written out or affixed with a label or sticker or by some similar and appropriate device.

If a document marked with a classification level has attachments (annexes, addenda or charts), they shall be marked in the same manner as the document, in which process such attachments shall not be marked with a higher classification level than the background document.

Marking a cover paper

Article 4

A cover paper that accompanies the delivery of a document containing classified information shall be marked with the identical classification level as the document.

Marking documents containing information of different classification levels

Article 5

If a document contains items of information which are marked with different classification levels, such items may be marked in the following manner: “DT“ meaning “DRŽAVNA TAJNA“ (“TS”-“TOP SECRET”); “SP“ meaning “STROGO POVERLJIVO“ (“S” - “SECRET”); “P“ meaning “POVERLJIVO“, (“C” - “CONFIDENTIAL”), and “I“ meaning “INTERNO“ (“R”- “RESTRICTED”) at the beginning and at the end of the item of information.

A document that contains items of information of different classification levels shall be marked with a higher classification level in accordance with the law.

Form used for marking documents

Article 6

In addition to the classification level marking, a document containing classified information of the POVERLJIVO/CONFIDENTIAL and the INTERNO/RESTRICTED levels shall also contain information on the manner of terminating the information classification, authorized person, public authority, the date when classification level was assigned and the manner of delivering classified information.

In addition to the information referred to in paragraph 1 hereof, a document assigned the TOP SECRET and SECRET classification levels shall also contain information on the number of copies of the document, total number of pages of the document and its attachments.

The information referred to in paragraph 1 and 2 hereof shall also be provided on the forms used for marking documents (Annexes Nos. 1 and 2) which are published together with this decree and make its integral part.

The officer responsible for handling classified information shall complete the forms referred to in paragraph 3 hereof. Such forms shall be kept inside the cover of the folder and be visible as soon as the cover is opened.

The decision to assign a classification level and an assessment of possible damage to the interests of the Republic of Serbia based on which the information classification level has been assigned shall be kept as an attachment to such a document by the public authority which has assigned the classification level.

Marking a copy of the document

Article 7

Each copy of the document or its part shall be marked in the manner prescribed in Articles 2 and 3 of this decree.

A copy of the document or its part shall be additionally marked with the words COPY of DOCUMENT, ordinal number of the copy, number and date entered in the records of copies, reference of the internal organizational unit of the public authority and signature of the employee of the public authority who has copied the document.

Each copied page shall have the words COPY of ORIGINAL imprinted in the top right corner, so that the imprint does not cover the content of the document.

The data referred to in Articles 2 and 3 hereof shall be provided in the form (Annex No.3) which is printed together with this decree and make its integral part.

Marking a change in the classification level and termination of classification

Article 8

If the authorized person takes a decision to change the document classification level, the users of classified information, i.e. the document shall be informed of such a change in the classification level.

The decision to change the classification level shall be attached to the document whose classification level has been changed.

If the document has been marked with another classification level after the change in its classification level, the employee responsible for handling classified information shall cross out the former classification level marking, mark the document with a new classification level, quoting the number and date of the notification of the change in the classification level while doing so, as well as state the date of such a change and put his signature to the document.

The termination of document classification shall be indicated by crossing out the classification level marking and writing in PRESTANAK TAJNOSTI/TERMINATION OF CLASSIFICATION under the marking, as well as stating the reason for terminating the classification, date of classification termination and putting the signature of the person who has recorded such a termination.

Correction of classified information

Article 9

If a section of the text of the document containing classified information has been recorded inaccurately, a correction shall be done on a separate sheet, which shall make an integral part of the document, and contain the information on the correction.

The word ISPRAVKA/CORRECTION shall be written out in a larger font size than that in the rest of text and placed the middle of the lower part of the sheet.

Records of classified information

Article 10

The records of classified information shall be maintained separately from other records of the public authorities.

The classification level of information contained in the document shall be written out in block letters before the file number, namely:

- 1) The letters DT/TP shall stand for the DRŽAVNA TAJNA/TOP SECRET classification level;
- 2) The letters SP/S shall stand for the STROGO POVERLJIVO/SECRET classification level;
- 3) The letter P/C shall stand for the POVERLJIVO/CONFIDENTIAL classification level;
- 4) The letter I/R shall stand for the INTERNO/RESTRICTED classification level.

The records referred to in paragraph 1 hereof shall contain the following: the ordinal number, name of the public authority, name of the internal organizational unit of the public authority that has assigned the classification level, content of the file, date of receipt, file number, information on previous releases to other authorities, information on the change in the classification level, manner and date of classification termination, date of filing away and a note.

The records referred to in paragraph 3 hereof shall be maintained on the form for maintaining records of classified information (Annex 4) which is printed together with this decree and makes its integral part.

Cover of folder in which a document is kept

Article 11

The cover of a folder in which a document is kept shall be marked with the same classification level as the document itself and shall make its integral part.

The front page of the cover of a folder in which a document containing classified information is kept shall be A-4 in size, adequately colored and 4cm-wide, when measured from the outside edge to the inside of the cover.

The color of the front page of the cover shall be determined according to the classification level markings, namely:

1. Red shall indicate the DRŽAVNA TAJNA/TOP SECRET classification level;
2. Yellow shall indicate the STROGO POVERLJIVO/SECRET classification level;
3. Blue shall indicate the POVERLJIVO/CONFIDENTIAL classification level;
4. Gray shall indicate the INTERNO/RESTRICTED classification level.

The outward appearance of the folder cover is provided on the forms used for folder covers (Annexes 5 and 8) which are printed together with this decree and make its integral part.

Filing classified information away

Article 12

The document containing classified information shall be filed away in accordance with regulations governing office management of the public authority.

Records of access to classified information after being filed away

Article 13

The public authority that files away classified information marked with the DRŽAVNA TAJNA/TOP SECRET or the STROGO POVERLJIVO/SECRET classification level shall maintain records of access to such information after being filed away.

The records referred to in paragraph 1 hereof shall be maintained manually and automatically and shall contain the following:

1. Summary of the file content, number and date, classification level and number of copies of the document containing classified information;
2. First and last name of the person who has looked into classified information, as well as the number of the certificate for access to classified information.
3. Reason for access;
4. Date and time of access;
5. Signature of the person who has looked into classified information.

The records of access shall be attached to each copy of the document marked with the DRŽAVNA TAJNA/TOP SECRET classification level.

Keeping of archive copy

Article 14

As a rule, the archive copy of the document marked with the DRŽAVNA TAJNA/TOP SECRET or STROGO POVERLJIVO/SECRET classification level is a copy No.1 of the authorized person of the competent authority which has assigned its classification level.

Along with the archive copy of the document referred to in paragraph 1 hereof, the following shall also be kept: the decision to assign the classification level marking and the assessment of possible damage to the interests of the Republic of Serbia based on which the information classification level has been assigned, a list of the authorities or persons to whom copies of the document containing classified information have been delivered, records of access, as well as permissions given for making copies of classified information.

III FINAL PROVISION

Entry into force

Article 15

This decree shall enter into force on the eighth day from its publication in the Official Gazette of the Republic of Serbia.

Ref. 05 No.110-757/2011-1

Belgrade, 3 February 2011

GOVERNMENT

Dr Mirko Cvetković, sgd.

Prime Minister

FORM USED FOR MARKING A DOCUMENT THAT CONTAINS CLASSIFIED INFORMATION OF THE
“POVERLJIVO/CONFIDENTIAL” OR THE “INTERNO/ RESTRICTED” LEVEL

- 1) Classification level marking _____
- 2) Manner of terminating the classification of the information or document _____
- 3) Information on the authorized person _____
- 4) Information on the public authority _____
- 5) Date of assigning the classification _____
- 6) Manner of delivery of classified information _____

INSTRUCTIONS FOR COMPLETING THE FORM

1) State one of the two given classification levels (POVERLJIVO/CONFIDENTIAL or INTERNO/RESTRICTED) in the “Classification level marking” section;

2) State one of the few possible manners of terminating the information classification in accordance with Article 16 of the Law on Classified Information in the “Manner of terminating the classification of information or a document” section;

3) Provide the information on the officer of the public authority who has assigned the information classification level, number and date of the pertinent written authorization, the name of the authority that has given such an authorization in the “Information on the authorized person” section;

4) Provide the information on the public authority, whose authorized officer has determined the classification level in the “Information on the public authority” section;

5) State the date when the information classification level was assigned in the “Date of determining the classification level” section.

6) Provide the information on how the classified information was delivered in the “Means of delivery of classified information” section (for example, by courier service or e-mail)

Annex 2

FORM USED FOR

MARKING A DOCUMENT THAT CONTAINS CLASSIFIED INFORMATION OF THE "DRŽAVNA TAJNA/TOP SECRET" OR "STROGO POVERLJIVO/SECRET" CLASSIFICATION LEVEL

- 1) Classification level marking_____
- 2) Manner of terminating the classification of the information or document_____
- 3) Information on the authorized person_____
- 4) Information on the public authority_____
- 5) Date of assigning the classification level_____
- 6) Manner of delivery of classified information_____
- 7) Number of copies of the document_____
- 8) Total number of pages of the document_____
- 9) Attachments to the document_____

INSTRUCTIONS FOR COMPLETING THE FORM:

- 1) State one of the two given classification levels ("DRŽAVNA TAJNA/TOP SECRET" or "STROGO POVERLJIVO/SECRET") in the "Classification level marking" section.
- 2) State one of the few possible manners of terminating the information classification in accordance with Article 16 of the Law on Classified Information in the "Manner of terminating the classification of the information or a document" section;
- 3) Provide the information on the officer of the public authority who has assigned the information classification level, number and date of the pertinent written authorization, and the name of the authority that has given such an authorization in the "Information on the authorized person" section;
- 4) Provide the information on the public authority, whose authorized officer has determined the classification level in the "Information on the authorized person" section;
- 5) State the date when the classification level was assigned in the "Date of assigning the classification level" section;
- 6) Provide the information on how the classified information was delivered in the "Manner of delivery of the classified information" section;
- 7) Provide the information on the number of copies of the document in the "Number of copies of the document" section;

- 8) State the number of pages of the document in the "Total number of pages of the document" section; Note: only pages containing classified information should be taken into account.
- 9) Provide the information on the attachments accompanying the document (annexes, cover papers, charts, etc.).

A COPY OF THE ORIGINAL

- 1) Classification level marking _____
- 2) Manner of terminating the classification of the information or document

- 3) Information on the authorized person _____
- 4) Information on the public authority _____
- 5) Date of assigning the classification level _____
- 6) Manner of delivery of the classified information _____
- 7) Ordinal number of the copy _____
- 8) Number and date in the records of copies _____
- 9) Reference of the internal organizational unit _____
- 10) Signature of the employee who has made a copy of the original _____

INSTRUCTIONS FOR COMPLETING THE FORM:

- 1) State one of the four given classification levels (“DRŽAVNA TAJNA/TOP SECRET”; “STROGO POVERLJIVO/SECRET”; “POVERLJIVO/CONFIDENTIAL” or “INTERNO/RESTRICTED”) in the “Classification level marking” section.
- 2) State one of the few possible ways of terminating the information classification in accordance with Article 16 of the Law on Classified Information in the “Manner of terminating the classification of the information or document” section;
- 3) Provide the information on the officer of the public authority who has assigned the information classification level, the number and date of the pertinent written authorization, the name of the public authority that has given such an authorization in the “Information on the authorized person” section;
- 4) Provide the information on the public authority, whose authorized officer has assigned the classification level in the “Information on the authorized person” section;
- 5) State the date when the classification level was assigned in the “Date of assigning the classification level” section;
- 6) Provide the information on how the classified information was delivered in the “Means of delivery of the classified information” section;

- 7) State the ordinal number of the copy of the document in the "Ordinal number of the copy" section;
- 8) State the number and date as entered in the records of copies in the "Number and date in the records of copies" section;
- 9) State the name or code of the internal organizational unit of the public authority which has made copies of the original in the "Reference of the internal organizational unit" section;
- 10) The signature of the employee who has made a copy of the original shall be provided in the "Signature of the employee who has made a copy of the original" section;

FORM OF THE COVER OF A FOLDER THAT CONTAINS A DOCUMENT BEARING THE “DRŽAVNA TAJNA/TOP SECRET” CLASSIFICATION LEVEL MARKING

COVER OF FOLDER

USED FOR A DOCUMENT BEARING THE
FOLLOWING CLASSIFICATION LEVEL MARKING:

TOP SECRET

INDIVIDUALS WHO MANAGE THIS DOCUMENT AND ITS ATTACHMENTS ARE UNDER
OBLIGATION TO PREVENT ANY UNAUTHORIZED DISCLOSURE OF CLASSIFIED
INFORMATION CONTAINED THEREIN

HANDLING, STORAGE, REPRODUCTION AND MANAGEMENT OF THIS DOCUMENT AND
ITS ATTACHMENTS SHALL BE IN ACCORDANCE WITH REGULATIONS GOVERNING THE
CLASSIFIED INFORMATION PROTECTION

FORM OF THE COVER OF A FOLDER THAT CONTAINS A DOCUMENT BEARING THE “STROGO
POVERLJIVO/SECRET” CLASSIFICATION LEVEL MARKING

COVER OF FOLDER

USED FOR A DOCUMENT BEARING THE
FOLLOWING CLASSIFICATION LEVEL MARKING:

SECRET

**ALL INDIVIDUALS MANAGING THIS DOCUMENT AND ITS ATTACHMENTS ARE UNDER
OBLIGATION TO PREVENT ANY UNAUTHORIZED DISCLOSURE OF CLASSIFIED
INFORMATION CONTAINED THEREIN**

**HANDLING, STORAGE, REPRODUCTION AND MANAGEMENT OF THIS DOCUMENT AND
ITS ATTACHMENTS SHALL BE IN ACCORDANCE WITH REGULATIONS GOVERNING THE
CLASSIFIED INFORMATION PROTECTION**

FORM OF THE COVER OF A FOLDER THAT CONTAINS A DOCUMENT BEARING THE
“POVERLJIVO/CONFIDENTIAL” CLASSIFICATION LEVEL MARKING

COVER OF FOLDER

USED FOR A DOCUMENT BEARING
THE FOLLOWING CLASSIFICATION LEVEL MARKING:

CONFIDENTIAL

ALL INDIVIDUALS MANAGING THIS DOCUMENT AND ITS ATTACHMENTS ARE UNDER
OBLIGATION TO PREVENT ANY UNAUTHORIZED DISCLOSURE OF CLASSIFIED
INFORMATION CONTAINED THEREIN

TREATMENT, STORAGE, REPRODUCTION AND MANAGEMENT OF THIS DOCUMENT AND

FORM OF THE COVER OF A DOCUMENT BEARING THE "INTERNO"/ RESTRICTED" CLASSIFICATION LEVEL MARKING

COVER OF FOLDER

USED FOR A DOCUMENT BEARING THE
FOLLOWING CLASSIFICATION LEVEL MARKING:

RESTRICTED

ALL INDIVIDUALS MANAGING THIS DOCUMENT AND ITS ATTACHMENTS ARE UNDER
OBLIGATION TO PREVENT ANY UNAUTHORIZED DISCLOSURE OF CLASSIFIED
INFORMATION CONTAINED THEREIN

TREATMENT, STORAGE, REPRODUCTION AND MANAGEMENT OF THIS DOCUMENT AND