

Based on Article 33, paragraph 1 of the Law on Classified Information (*Official Gazette of the Republic of Serbia, No. 104/09*) and Article 42, paragraph 1 of the Law on the Government (*Official Gazette of the Republic of Serbia, No. 55/05, 71/05 - corrigendum, 10/05, 65/08 and 16/11*),

The Government hereby adopts the following

## DECREE

### ON SPECIAL MEASURES FOR THE PHYSICAL AND TECHNICAL PROTECTION OF CLASSIFIED INFORMATION

#### Article 1

This Decree sets out special measures for the physical and technical protection of classified information.

#### Article 2

Classified information shall be stored, used and processed on a premise or in an area designated as an Administrative or a Secured Area which shall have the adequate security and technical equipment or adequate means of technical protection.

In addition to special measures envisaged by this Decree, special measures stipulated by an international agreement shall also be applied to the storage, use and processing of foreign classified information.

#### Article 3

Premises on which classified information is stored, used and processed shall be protected by an intrusion detection system (IDS) and a fire prevention system.

As a rule, the premises referred to in paragraph 1 of this Article shall be equipped with

- 1) one of the security mechanisms at the entry door that enables recording information on the entry into the area (card readers, keyboard code or a biometric system) in order to restrict, supervise and record access to such premises;
- 2) equipment for safekeeping objects and documents;
- 3) electrical connections for continuous and alternative power supply (by a power aggregate);
- 4) security mechanical locking system with a limited number of keys preventing replication or the corresponding separate automated and manual solutions.

As a rule, the space around the premises on which classified information is stored, used, processed or destroyed, as well as the way to such premises shall be protected by a closed circuit television (CCTV) system.

#### Article 4

As a rule, the premises in which to install switchboards and other telecommunication equipment for integrating the entire information and telecommunication traffic, as well as those in which to install the central information system servers shall not have windows.

If the premises referred to in paragraph 1 of this Article have windows, intrusion detection devices (movement sensor and glass breakage detector) shall be installed as well as security metal window bars, whose position shall make it impossible for an intruder to open a window, as well as special pane glass disabling looking through into the interior of such premises.

Premises on which to install servers and telecommunication equipment shall meet the Serbian standards (hereinafter: SRPS) or the relevant ISO standards.

#### Article 5

Only a person having an adequate personnel security clearance for access to classified information may use a photocopying machine, fax and other equipment necessary for the processing of classified information.

The equipment referred to in paragraph 1 of this Article shall have the same classification level as the information processed and stored on it.

## Article 6

The security and technical equipment on which classified information is stored, that is adequate means of technical protection referred to in Article 2 of this Decree are as follows:

- 1) fire proof steel safe with a built-in lock for classified information at the “ДРЖАВНА ТАЈНА/ТОР SECRET, СТРОГО ПОВЕРЉИВО/SECRET and ПОВЕРЉИВО/CONFIDENTIAL“ levels.
- 2) office cabinet or metal cabinet for classified information at the “ИНТЕРНО/RESTRICTED level.

The safe referred to in paragraph 1, item 1 of this Article or the premise on which such a safe is located shall be equipped with a notification system and shall meet the relevant SRPS/EN technical standards.

## Article 7

The safe or cabinet referred to in Article 6 of this Decree shall be marked by putting a label or a suitably sized sticker in the left corner of its outer side. Such a label or sticker shall be designated with capital block letters as follows:

- 1) ДТ/TS shall stand for the “ДРЖАВНА ТАЈНА/ TOP SECRET” classification level;
- 2) СП/S shall stand for the “СТРОГО ПОВЕРЉИВО/ SECRET” classification level;
- 3) П/С shall stand for the “ПОВЕРЉИВО/CONFIDENTIAL” classification level;
- 4) И/Р shall stand for the “ИНТЕРНО/RESTRICTED” classification level.

If information marked with different classification levels is stored in such a safe, then the overall classification marking must correspond to the highest classification level of information stored therein.

## Article 8

Combinations for opening locks on safes shall be made known only to the employees designated by the head of the public authority.

Such combinations shall be changed:

- 1) immediately after the installation;
- 2) in case of a disclosure of the combination or a suspicion of such a disclosure;
- 3) periodically, upon the lapse of six months after the time of installation;
- 4) upon seconding or terminating the employment relation with the employee to whom such a combination has been made known;
- 5) in other justified cases upon the decision of the head of the public authority or a person authorized by him/her.

A written record of every single combination for opening locks and keys to such locks shall be kept in a non-transparent envelope to be stored in a safe located on the premise of the head of the public authority or a person authorized by him/her.

Such a written record of every single combination for opening keys and serial numbers shall be kept in a separate file.

## Article 9

On the basis of the assessment that a security infringement may affect the security of classified information (hereinafter: "the assessment") the head of the public authority shall establish an Administrative Area, Secured Areas, adequate technical equipment and security measures for the Secured Areas.

The security areas referred to in paragraph 1 of this Article shall be categorized into Class I and II Secured Areas.

## Article 10

Classified information at the “ИНТЕРНО/ RESTRICTED” level shall be stored and processed in an Administrative Area.

The area or premises that allow surveillance of entry, exit and movement of individuals and vehicles shall be designated as an Administrative Area.

A surveillance notice regarding the access to and movement within such an Administrative Area shall be displayed at its entrance.

#### Article 11

Classified information at the “ДРЖАВНА ТАЈНА/ТОР SECRET, СТРОГО ПОВЕРЉИВО/SECRET and ПОВЕРЉИВО/CONFIDENTIAL” levels shall be processed and stored in the Class I or II Secured Area.

As a rule, the Secured Areas shall be visibly marked with the inscription “БЕЗБЕДНОСНА ЗОНА I СТЕПЕНА/CLASS I SECURED AREA” or “БЕЗБЕДНОСНА ЗОНА II СТЕПЕНА/CLASS II SECURED AREA”, as well as additional information provided on the security measures implemented in the respective areas.

Exceptionally, in the event of extraordinary and justifiable circumstances, the head of the public authority may decide not to designate the Secured Areas in the manner envisaged in paragraph 2 of this Article.

#### Article 12

Class I Secured Area is an area or premise where information classified “ДРЖАВНА ТАЈНА/ТОР SECRET, СТРОГО ПОВЕРЉИВО/SECRET and ПОВЕРЉИВО/CONFIDENTIAL” is processed and stored. The very entry to this Area shall be considered to be access to classified information.

Special physical and technical measures for the protection of classified information implemented in Class I Secured Area shall include:

- 1) surveillance providing a full control and record of entries and exits;
- 2) keeping records of access to classified information;
- 3) prohibition of taking mechanical, electronic, magnetic and optical devices and their components into the above area to prevent a possibility of unauthorized recording, taking away and transmitting classified information;
- 4) immediate and permanent physical security that may be supplemented or replaced by an intrusion detection system, the alarm of which shall be connected to the responsible response unit;
- 5) permanent technical security with a back-up power supply ensuring a full surveillance of the Secured Area, as a substitute for permanent physical security;
- 6) inspection of the area or premise after the working hours.

The area or premise designated as Class I Secured Area shall meet the relevant SRPS/EN technical standards.

### Article 13

Class II Secured Area is an area or a premise where information classified at the “ДРЖАВНА ТАЈНА/TOP SECRET, СТРОГО ПОВЕРЉИВО/SECRET and ПОВЕРЉИВО /CONFIDENTIAL” levels is processed. The entry into such an area shall not be considered access to classified information.

The special physical and technical measures for the protection of classified information in Class II Secured Area shall include:

- 1) surveillance ensuring a full control and recording of entries and exits;
- 2) work organization allowing employees to gain access only to classified information for which they have the need to know to discharge their duties and up to the level of their personnel security clearances;

- 3) surveillance ensuring that other persons holding security clearances for access to classified information enter this area only if escorted by the responsible employee;
- 4) prohibition of taking mechanical electronic and magnetic and optical devices and components into the area to prevent a possibility of unauthorized recording, taking away or transmitting classified information without permission of the authorized person.
- 5) physical or anti-intrusion protection of the area or premise, as well as its periodic inspection after the working hours.

#### Article 14

The employees of the public authority shall use security passes, in the written or magnetic form (magnetic card with identification data) for the entry into Class I or II Secured Area. The access to these Areas shall be in accordance with the employee's personnel security clearance allowing him/her access to information at the corresponding classification level.

Special security passes in the written form shall be issued for the entry of other persons into the Secured Area referred to in paragraph 1 of this Article. Such persons shall be informed that their movement is subject to surveillance and placed on record.

The persons referred to in paragraph 2 of this Article shall have the above passes visibly attached to their clothing when entering or moving around the Secured Area.

The security pass referred to in paragraph 1 and 2 here of shall be issued by the head of the public authority or the person authorized by him/her.

Records shall be kept of security passes issued.

## Article 15

An anti-eavesdropping inspection must be conducted on all premises, that is in Class I or II Secured Areas, in particular

- 1) when designating a Secured Area;
- 2) in the event of any forced intrusion or unauthorized access to such an Area;
- 3) upon assigning an employee to another position that does not involve access to classified information or terminating the employment relation with the employee who has handled classified information prior the termination time;
- 4) upon executing any construction works or maintenance of the telecommunication equipment;
- 5) semi-annually.

Anti-eavesdropping protection of other areas or premises or information and telecommunication capacities through which classified information is transmitted shall be carried out in accordance with the assessment made.

The inspection referred to in paragraph 1 of this Article shall be conducted by the competent authority for counterintelligence protection in accordance with the relevant regulation prescribing tasks of security protection of particular persons and facilities.

## Article 16

Depending on the assessment, other measures for the protection of classified information may also be implemented, including establishing a security perimeter, putting up a fence and installing the lighting around the facility concerned.

## Article 17

Classified information may be processed outside the Secured Area, if the facility or area in which the above information is processed is provided physical and technical protection and the access to the above area or premise is put under surveillance. The employee processing classified information outside the Secured Areas shall ensure that classified information is under continuous surveillance. When the processing has been completed, classified information shall be returned to the Secured Area.



When it is necessary to process information classified “ДРЖАВНА ТАЈНА /TOP SECRET”, “СТРОГО ПОВЕРЉИВО /SECRET” or “ПОВЕРЉИВО/ CONFIDENTIAL” outside the facility of the public authority, the head of the public authority or the person authorized by him/her shall determine measures for the protection of such classified information which shall be in accordance with the protective measures prescribed for the Secured Area concerned.

Any instance of taking out or bringing in classified information classified “ДРЖАВНА ТАЈНА/TOP SECRET/, СТРОГО ПОВЕРЉИВО/ SECRET and ПОВЕРЉИВО/CONFIDENTIAL” outside or into the Secured Area shall be placed on record.

Any individual who takes over classified information for processing outside the Secured Areas shall confirm it by his/her signature.

#### Article 18

The authorized person who has determined the classification level of information shall provide such classified information to the user holding a personnel security clearance at the level which at least corresponds to that of the information provided.

Classified information shall be provided to the user referred to in paragraph 1 of this Article through a person that carries classified information (hereinafter: “the courier”).

The courier shall hold a personnel security clearance for access to information at the corresponding classification level.

#### Article 19

Classified information at the “ДРЖАВНА ТАЈНА/TOP SECRET”, “СТРОГО ПОВЕРЉИВО/SECRET” and “ПОВЕРЉИВО/CONFIDENTIAL” levels shall be provided for

further use inside the Secured Area in a closed non-transparent envelope on which information about the recipient shall be indicated.

#### Article 20

Classified information at the “ДРЖАВНА ТАЈНА /TOP SECRET” level shall be provided for further use outside the Secured Area via at least two couriers and the classified document at the “СТРОГО ПОВЕРЉИВО/ SECRET” or “ПОВЕРЉИВО/CONFIDENTIAL” level via one courier.

Classified information at the “ИНТЕРНО/RESTRICTED” level may be provided via courier or sent by registered post with a return receipt.

With the exception of paragraph 2 of this Article, classified information may be provided to a foreign country or an international organization by diplomatic mail.

#### Article 21

The hand over of classified information shall be carried out in a separate room designated by the head of the public authority to whom it is provided for further use.

The user of classified information shall confirm the receipt of such information by signing his/her name on a receipt note or in the delivery book and by entering the time and date of such a receipt.

The printed form of the receipt note referred to in paragraph 2 of this Article is provided together with this Decree as its integral part (Annex No.1).

#### Article 22

Classified information at the “ДРЖАВНА ТАЈНА/ TOP SECRET” level shall be provided for further use outside the Secured Area in two closed envelopes which shall be kept in a closed suitcase, box or a bag to be fastened by means of a key or a combination.

As a rule, classified information at the “СТРОГО ПОВЕРЉИВО/SECRET” and “ПОВЕРЉИВО/CONFIDENTIAL” levels shall be provided for further use outside the Secured Area in two closed envelopes.

The outer closed envelope referred to in paragraph 1 and 2 of this Article shall be made of solid, non-transparent and impregnable material and have the name of the receiving authority indicated on it.

The inner closed envelope referred to in paragraph 1 and 2 of this Article shall have the classification level marking, as well as the file number, date and details of the recipient and sender indicated on it.

#### Article 23

At the request of the individual to whom classified information is delivered or from whom such information is taken over, the courier shall present his courier certificate.

The printed form of the certificate referred to in paragraph 1 of this Article is provided together with this Decree as its integral part (Annex No.2).

#### Article 24

When it is assessed that a security infringement may occur and affect a delivery of classified information, such a delivery may be protected by engaging a police officer or military police member in order to prevent any unauthorized access, damage or destruction of classified information.

#### Article 25

The document accompanying classified information to be provided to another country or an international organization shall contain the following security note:

“This document and its attachments shall be considered classified information at .....level (*insert classification level*) owned by .....(*insert name of public authority*) and to be used only for the purpose for which it is provided. The recipient of this document shall ensure the protection of the classified information contained therein in accordance with regulations governing the protection of classified information in the Republic of Serbia. The classification level assigned to this document shall not be changed and access to that document shall be allowed only to persons holding a security clearance, i.e. permit at the level that corresponds to that of the document provided This document and its content shall not be published, reproduced, disseminated to another authority or a third party or used for other purposes other than those for which it is provided without permission of the Republic of Serbia.

The Republic of Serbia shall reserve the right to be informed about further use of the document provided and information contained therein and the recipient of this document shall be obligated to inform the Republic of Serbia of its destruction.”

When systems, devices and objects at some classification level are provided to a foreign country or an international organization, they are to be accompanied by a separate document containing the security note referred to in paragraph 1 of this Article.

#### Article 26

Classified information may be stored in the written or electronic form (magnetic or optical media, diskette, USB memory, smart card, compact disc, microfilm, video or audio recording, etc.). Storage and handling of classified information shall be carried out in accordance with a document or decision governing the storage and handling of classified information.

Depending on the assessment, number of documents containing classified information, its classification level, immediate environment and features of the facility in which such

information is generated, stored or used, wider environment of the facility, as well as number of employees holding personnel security clearances for access to classified information, the document or decision referred to in paragraph 1 of this Article shall in more detail define measures for the protection of the area or premises in which classified information is stored to prevent intrusion by force or unauthorized access, use or destruction of classified information.

The document or decision referred to paragraph 2 of this Article shall be made by the head of the public authority that originates classified information in the course of his/her work or stores or uses such information.

#### Article 27

The document or decision referred to in Article 27 of this Decree shall be updated at least once every six months and the efficiency of the measures determined shall be checked out at least once a year.

#### Article 28

The user of classified information at the “ДРЖАВНА ТАЈНА/TOP SECRET, СТРОГО ПОВЕРЉИВО SECRET and ПОВЕРЉИВО/CONFIDENTIAL“ levels may reproduce or translate a document or take out an excerpt from the document if the following is provided:

- 1) a request for reproduction, translation or taking out of an excerpt form classified information along with a proposal of the number of copies to be made;

- 2) an approval in the written form, as a rule issued by the authorized person who has determined the information classification, specifying the number of copies to be reproduced and translated or number of excerpts to be taken out.

The number of reproduced copies, translations or excerpts from the document containing classified information referred to in paragraph 1 of this Article shall be determined according to the actual needs.

Reproduction, translation or selection of excerpts from classified information shall be performed by a person whose personnel security clearance level shall not be lower than the classification level of the information concerned.

The protective measures determined for the original document shall also be implemented to its copies, translations or excerpts.

#### Article 29

With the exception of classified information originating in a foreign country or an international organization, classified information, copies, working drafts and notes, as well as information that has been physically damaged and rendered unusable, shall be destroyed in such a manner (by chemical decomposition, incineration, crushing, etc.) as to make its identification or reconstruction impossible.

#### Article 30

In the event referred to in Article 29 of this Decree, the head of the public authority shall set up a commission for the destruction of classified information.

The commission referred to in paragraph 1 of this Article shall be composed of minimum three persons holding personnel security clearances whose levels shall at least corresponds to the classification level of the information to be destroyed.

A record shall be made of the destruction of classified information referred to in paragraph 1 of this Article to be signed by all the members of the commission.

The record referred to in paragraph 3 of this Article shall contain information on the file number and date of the decision to destroy the classified information in question, as well as on the reference number, date, classification level and method of destruction of such classified information.

The record referred to in paragraph 4 of this Article shall be kept permanently.

The authorized person that has determined the classification level shall be informed in writing of the destruction of classified information at the “ДРЖАВНА ТАЈНА /TOP SECRET, СТРОГО ПОВЕРЉИВО /SECRET and ПОВЕРЉИВО/CONFIDENTIAL“ levels.

#### Article 31

The destruction of documents containing classified information originating in a foreign country or an international organization shall be done in accordance with the relevant regulations of that country or international organization or pursuant to the relevant international agreement.

#### Article 32

The heads of the public authorities referred to in Article 26, paragraph 3 of this Decree shall adopt a document or a decision, regulating the storage and handling of classified information within twelve months from the date of entry into force of this Decree.

#### Article 33

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

Ref.. 05 No.:110-8670/2011-1

Done in Belgrade on 15 December 2011

GOVERNMENT

Authenticity of copy verified by:

Tamara Stojčević

SECRETARY GENERAL

Ivica Dačić, sgd.

FIRST DEPUTY PRIME MINISTER



**PRINTED FORM OF CLASSIFIED INFORMATION RECEIPT NOTE**

**RECEIPT NOTE**

\_\_\_\_\_ (insert classification level marking )

\_\_\_\_\_ (insert Ref. No.)

This is to confirm that I received the classified information at \_\_\_\_\_ level (*insert classification level*) at \_\_\_\_\_ hours (*insert accurate time of receipt*) on \_\_\_\_\_ (*insert accurate date of receipt*) from \_\_\_\_\_ (*insert name of public authority providing classified information*) handed in to me by \_\_\_\_\_ (*full name of person handing in classified information*) who holds a personnel security clearance for access to classified information at the corresponding classification level, as previously established.

Hand-over carried out at \_\_\_\_\_ (*insert location and number of premise where such hand-over was carried out*).

Full name and signature

Name of user of classified information,

of person handing in  
classified information

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full name of recipient  
of classified information

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**Annex 2.**

**PRINTED FORM OF COURIER CERTIFICATE**



**REPUBLIC OF SERBIA**

\_\_\_\_\_  
(Name of public authority)  
No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_ (place)

**C E R T I F I C A T E**

Issued on the basis of Article 161. of the Law on the General Administrative Procedure („Official Gazette of FRY”, No. 33/97 and 31/01 and „ Official Gazette RS ”, No. 30/10),

This is to certify that \_\_\_\_\_ (*insert full name of person to whom this certificate is issued*) discharging duties of the position of \_\_\_\_\_ (*insert position*) at \_\_\_\_\_ (*insert name of public authority*), holds a personnel security clearance for access to classified information at \_\_\_\_\_ level (*insert classification level*).

\_\_\_\_\_ (*insert full name of person to whom certificate is issued*) shall present this certificate at the request of the person to whom he/she is to hand in or from whom he/she is to take over classified information.

This certificate is issued solely for the purpose of proving that \_\_\_\_\_ (*insert full name of person to whom certificate is issued*), holds an adequate personnel security clearance for access to classified information and that he/she is allowed to carry classified information.

**Title/Full Name/Signature of Head of  
Public Authority,**

\_\_\_\_\_

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