

I-3. REFERENCING CLASSIFIED DOCUMENTS OPERATING INSTRUCTIONS

Department of Energy Order 1430.2B, Attachment IV-3 paragraph 2, excludes “Reference(s) to classified (national security information, restricted data, formerly restricted data) reports in unclassified, unlimited, scientific and technical reports.” In accordance with the Department of Energy’s current desire to provide as much information as possible to the public regarding environmental restoration at the Oak Ridge Reservation, the following policy will be implemented as of February 4, 1994 (letter from David Hamrin, Energy Systems Scientific and Technical Information Program Manager to Energy Systems Technical Information Officers dated February 4, 1994).

For unclassified documents containing information related to the environment, health, and Safety of employees, former employees, subcontractors, visitors, or the public (e.g., information concerning health studies, environmental restoration, waste management, decontamination and decommissioning, the discovery process used by grand juries and litigation, and Freedom of Information Act requests), the documents themselves and references identified in the documents may give reference to classified reports, internal documents, of any other documents as needed to logically communicate the necessary paper trail to related data. Any such references must use unclassified titles and may not convey classified information beyond the fact of the existence of the classified document. If a classified report is requested, the appropriate classified office will determine its releasability based on classification requirements and procedures set by the DOE Office of Intelligence and National Security.

Effective February 4, 1994, Environmental Restoration documents prepared in compliance with the Federal Facility Agreement may reference classified documents that provide essential information not available in unclassified documents. The information presented in the document and the reference itself must still comply with all other classification guidelines. When a classified reference is used in an unclassified report, the following statement will be added to the cover page in the location and format of a “Preliminary Notice”:

NOTICE: This document contains unclassified information extracted from classified source documents.

Document Preparation Guide, ORNL/IRO-1, Section 4 and Appendix C, provides guidance for the content and format of classified references and preliminary notices.

This instruction is intended to give environmental restoration authors the freedom to extract unclassified information from classified reports and reference the classified reports. Extraction of unclassified information from classified reports should be conducted with the written approval of the classification office. If classified information is an integral part of the report, the classified document will be labeled appropriately and either sanitized for release to the public or an additional publicly available abstract will need to be developed.