

338**REGULATION
Of the National Security Authority****Of 10 May 2004****On Administrative Security**

The National Security Authority (hereinafter referred to as “Authority”) stipulates, pursuant to Article 6 paragraph 10 of Act No. 215/2004 (Coll.) on the protection of classified information and on the amending and supplementing of certain laws (hereinafter referred to as “Act”), the following:

**Article 1
Subject of Regulation**

This regulation governs the administrative security of classified information of a documentary character and classified information of a non-documentary character, if the nature of them allows dealing with them the same as with documents (hereinafter referred to as “classified documents”).

**Article 2
Dealing with Classified Documents**

(1) Dealing with a classified document shall, for the purposes of this regulation, be the creation, receiving, recording, transport, transfer, holding, reproduction, discarding and storage of classified document and any other manipulation with a classified document (hereinafter referred to as “manipulation”), which is recorded in one of the following administrative instrument:

- a) Protocol of documents of a relevant level of classification (hereinafter referred to as “protocol of classified documents”), in which the classified documents are registered and which contains the requirements pursuant to Annex No. 1; the administration of a protocol of classified documents through technical devices¹⁾ must be secured against any unauthorized intervention into the kept record and all of the changes in the kept record must be recorded, in a documentary way, including recording any takeover of classified documents for processing or the person to whom a registration number from the protocol of classified documents was assigned when creating their own classified document;
- b) Service book, by the use of which the classified documents are handed over and accepted and which contains at least the requirements pursuant to Annex No. 2;
- c) Record book of the authorized person²⁾, by means of which this person registers the classified documents intended for processing and which contains the requirements pursuant to Annex No. 3;
- d) Borrowing book which registers the borrowing of classified documents and contains the requirements pursuant to Annex No. 4;

¹⁾ Article 2 letter i) of Act No. 215./2004 (Coll.) on the protection of classified information and on the amending and supplementing of certain laws.

²⁾ Article 2 letter f) of Act No 215./2004 (Coll.)

- e) Notebook for the execution of extracts and for work with classified information for the specified level of security classification³⁾ (hereinafter referred to as “notebook”);
- f) Record of classified internal regulations, which contains the requirements pursuant to Annex No. 5, kept separately for the security classification “Top Secret” and together for other levels of security classification, such as, “Secret”, “Confidential” and “Restricted”;
- g) Record of classified documents, the character of which requires long-term security by means defined by a managing person⁴⁾;
- h) Record kept by a Central Registry of classified information⁵⁾ (hereinafter referred to as “central registry”), registries of classified information and terminal registries of classified information;
- i) Record of written approvals for the transfer of classified documents, the requirements of which are specified in Annex No. 6; an authorized person shall confirm the acceptance of a written approval for the transfer of classified documents in this record;
- j) Record of unauthorized manipulations⁶⁾ kept in the way specified by a managing person pursuant to Article 8 paragraph 2 letter l) of the Act,
- k) Record of courier’s licences for the transfer of classified documents.

(2) The administrative instruments defined in paragraph 1 letter a) to g) and i) to k) must be recorded in the book of administrative instruments upon their establishment. The registry administration⁷⁾ shall record the book of administrative instruments. The individual pages of the book of administrative instruments and pages of administrative instruments must be numbered and the name of the state body or other legal entity, record number, number of pages, date of allocation, name, surname and signature of the managing person must be stated on the left inside page of the cover of each of them.

(3) The requirements for the label placed on the cover of the protocol of classified documents and the record on the left inside page of their cover are specified in Annex No. 7.

(4) The notebook shall be marked with the level of security for which it is intended.

(5) The record book of an authorized person and the notebook shall, after the expiry of the authorisation⁸⁾ of the person to acquaint with the specified level of security classification, be submitted to the record of administrative instruments. The takeover and return of a record book of an authorized person and a notebook is recorded in the book of administrative instruments. The record books of the authorized persons and the notebooks handed in shall be destroyed within the process of discarding classified documents, whilst this action is recorded in the book of administrative instruments.

(6) All notations made into administrative instruments shall be executed according to the pre-printed forms in such a way as to ensure the permanency of writing.

³⁾ Article 3 of Act No. 215/2004 (Coll.)

⁴⁾ Article 8 paragraph 1 of Act No. 215/2004 (Coll.)

⁵⁾ Article 60 paragraph 5, Article 61 paragraph 1 of Act No. 215/2004 (Coll.)

⁶⁾ Article 2 letter a) of Act No. 215/2004 (Coll.)

⁷⁾ Article 2 paragraph 13 of Act No. 395/2002 (Coll.) on archives and registries and on the supplementing of certain laws

⁸⁾ Article 41 paragraph 1 of Act No. 215/2004 (Coll.)

Article 3 Marking of Security Classification Level

(1) All classified documents are marked with a level of security classification upon their establishment. If a classified document consists of various levels of security classification, it shall be marked with the highest level of security classification of all of them, on a joint cover.

(2) The level of security classification shall, on classified documents of a documentary character, be marked with the words "TOP SECRET", "SECRET", "CONFIDENTIAL" or "RESTRICTED" written in red or imprinted with a red-colour stamp on the top right part of the first page of each classified document. The level of security classification "Top Secret" and "Secret" is marked on the top and bottom right part of each page of the classified document, except for all empty pages.

(3) With reference to classified documents of a non-documentary character, the level of security classification shall be marked on a descriptive label or cover, also stating the name of the state body, other legal entity or their organisational unit, as well as the number of the classified document.

(4) If a time limitation of the security classification is necessary, the period of security classification shall be stated on the classified document, under the designation of the level of security classification, stating the words: "TO BE CLASSIFIED UNTIL".

(5) On the basis of a requirement made by a foreign authority⁹⁾, the classified information may be, within the exchange of classified information¹⁰⁾, designated in accordance with requirements of the foreign authority, with which the exchange occurs.

Article 4 Change and Cancellation of Security Classification Level

(1) The designation of the level of security classification may be changed or cancelled upon:

- Expiration of the determined period of security classification;
- Originator's decision¹¹⁾ about the change or cancellation of the security classification level;
- Incorrectly determined level of security classification on the basis of a written notification made by the originator.

The originator shall notify a change of designation of the level of security classification or cancellation of the level of security classification pursuant to letter b) and c), to all recipients to whom the classified document was delivered.

(2) After the expiry of the period specified for the security classification of a processed classified document or on the basis of the originator's decision about the cancellation of the level of security classification of such a classified document, this document shall be re-registered into a record of processed papers, which shall contain the number of the paper, total

⁹⁾ Article 2 letter h) of Act No. 215/2004 (Coll.)

¹⁰⁾ Article 60 paragraph 2 and 3 of Act No. 215/2004 (Coll.)

¹¹⁾ Article 2 letter e) of Act No. 215/2004 (Coll.)

number of pages, value symbol and safekeeping period, if no decision was made within the discarding process for classified documents, about its destruction.

(3) After the expiry of the period specified for the security classification of a non-processed classified document, this paper shall be re-registered into a registry daybook¹²), if no decision was made about its destruction, within the discarding process for classified documents.

(4) In the case that a change of level of security classification occurs, the classified document shall be recorded in the protocol of classified documents according to its new level of security classification. The change in the level of security classification is marked on the classified document by striking through the original level of security classification in such a way, that the original record remains readable. The date of execution of the change, the reason, name, surname and signature of the person that executed the change, shall be stated in the top right corner of the classified document. If a change in the level of security classification is executed in reference to classified documents marked with the level of security classification "Secret", "Confidential" or "Restricted, the acronym for the level of security classification shall be crossed through in column No. 1 of the protocol of classified documents and the new level of security classification shall be recorded in it.

(5) If the level of security classification is cancelled, the classified document shall be re-registered in the registry daybook. A new number is allocated to the classified document from the registry daybook and the original number of the classified document, placed on this paper, shall be crossed through. The re-record into the registry daybook shall be marked in column No. 12 and 13 of the protocol of classified documents.

Article 5

Number of Classified documents

(1) The number of a classified document shall consist of:

- a) File symbol of the state body or other legal entity or their organisational unit, where the classified document originated;
- b) Acronym for the level of security classification, placed after a dash;
- c) Record number from the relevant protocol of classified documents or sequence number from the collective sheet, if established, placed after a dash;
- d) Back slash following with the year in which the record number was allocated from the protocol of classified documents.

(2) Other symbols or data, separated with a dash, may be stated after the year of allocation of the record number to a classified document.

(3) The managing person specifies the file symbol of the state body, other legal entity or their organisational unit in which the relevant classified document was executed.

Article 6

Requirements of Classified documents

¹²⁾ Regulation of the Ministry of Interior of the Slovak Republic No. 628/2002 (Coll.), by which certain provisions of Act on archives and registries and on the supplementing of certain laws are executed.

(1) Apart from the requirements for a classified document specified in Annex No. 8 and 9, the following shall be stated in the top right corner of a classified document, in individual lines:

- a) Level of security classification;
- b) Copy number;
- c) Number of pages of a classified document and with respect to classified documents marked with the level of security classification “Top Secret”, “Secret” and “Confidential”, also the number of control pages with the acronym “KL” placed after a dash;
- d) Number of pages of a classified document, divided according to individual levels of security classification;
- e) Number of annexes not firmly joined with the classified document and after a dash, number of pages of its annexes, divided according to individual levels of security classification;
- f) Number of classified annexes of a classified document of a non-documentary character with the identification of their form, e.g., CD, floppy disk, etc.

(2) Any annexes not firmly joined with the classified document shall be marked in the top right corner, stating the following: “Annex No. ... to Paper No. ...”, the level of security classification, copy number and number of pages using the same form as on a classified document. The individual pages of the annexes shall be numbered independently and firmly joined or stapled together pursuant to paragraph 3. If an annex is detached, a record about it shall be made on the classified document, whilst manipulation with it shall follow the requirements specified for its level of security classification. If an annex to the classified document is only determined for a recipient, a record about it shall be made on a copy, which is intended to be filed with the protocol of classified documents. The specimen used for the designation of an annex not firmly connected to a classified document is showed in Annex No. 10.

(3) Individual pages of a classified document shall be continuously numbered and firmly joined in such a way, so as to prevent any possibility that the pages could be exchanged; in addition, a classified document may also be numbered according to pages, individual sections, etc. With reference to classified documents marked with the level of security classification “Top Secret” or “Secret”, the firm joint shall be sealed with adhesive tape, which cannot be removed without damaging it, whilst the official stamp of a state body or other legal entity shall be imprinted on the rear of the classified document, on the tape or, if transparent, underneath it, in such a way that it overlaps the borders of the adhesive tape. The person that made the classified document shall sign through this imprint of the official stamp.

(4) If a classified document is sent through technical devices, the firm joint pursuant to paragraph 3 is made after sending it, if the particular technical device does not allow it to be sent whilst firmly joined.

(5) An execution clause shall be marked on all classified documents pursuant to Annex No. 8, on the last page of the paper, on the copy intended for filing with the protocol of classified documents.

- (1) Each classified document that originates within a state body, other legal entity or their organisational unit, or is delivered to them, shall be registered in the protocol of classified documents or collective sheet, according to its level of security classification, by filling in the columns of a pre-printed form. A protocol of classified documents is to be used for one calendar year. If no classified document is registered in the protocol of classified documents in the course of a year, it may be used, after its closure at the end of the calendar year, in the next calendar year, pursuant to paragraph 13. An authorized person, appointed in writing by the managing person for the keeping of the protocol of classified documents, shall keep the protocol of classified documents (hereinafter referred to as “authorized person”); if the managing person appoints several persons, the authorized person that executes the record, shall confirm this in the protocol of classified documents, in column No. 8. Classified documents with the level of security classification “Top Secret” shall be registered in an independent protocol of classified documents or an independent collective sheet. Classified documents with the level of security classification “Secret”, “Confidential” or “Restricted” may be registered in a common protocol of classified documents or a common collective sheet. The level of security classification of classified documents shall be marked with an acronym in column No. 1 of the common protocol of classified documents and under the relevant sequence number in a collective sheet.
- (2) A delivered classified document shall be marked with the recipient’s official stamp, which states the date of record, record number of the classified document from the relevant protocol of classified documents, number of pages of the classified document and number of annexes to the classified document and, following a dash, the number of pages of all annexes.
- (3) If a person, different from the authorized person, accepts a classified document, this person shall submit it to the authorized person for record, as soon as possible.
- (4) The authorized person shall not open classified documents that are delivered marked as “PERSONAL DELIVERY” OR “TO BE OPENED BY THE ADDRESSEE” on the internal envelope or cover. He shall register these papers in the protocol of classified documents, stating the information from the internal envelope and submit it to the addressee, in the original unopened cover. The addressee shall notify the authorized person of other information necessary for record in the protocol of classified documents, immediately after he becomes acquainted with the contents of the classified document.
- (5) The person that takes over a classified document for processing or to whom the record number was allocated from the protocol of classified documents upon the creation of his own classified document, shall confirm this by his signature in the protocol of classified documents, in column No. 9, stating the date and his surname at the same time, and register the classified document in the record-book of the authorized person. The person, who executed the classified document, shall destroy incorrect or excess copies of it.¹³⁾ Consequently, he shall record every other takeover and submission of a classified document in the record-book of the authorized person. This does not apply if any rules determined by a foreign authority, on the basis of an international treaty by which the Slovak Republic is bound, refer to the record.
- (6) The person, who executed the relevant classified document, shall draw up and attach a control sheet pursuant to Annex No. 11 to each of their own classified documents, including

¹³⁾ Regulation of the National Security Authority No. 336/2004 (Coll.) on physical and building security.

all of copies marked with the level of security classification “Top Secret”, “Secret” and “Confidential”. The control sheet (KL) is kept with a classified document (“KL to paper No. AR-D-XX/2004”), has no independent sequence number, is not firmly joined with the classified document, however it is counted into the number of pages of the classified document and recorded on the first page of the classified document using the acronym “KL” next to the number of pages after a backslash (number of pages XX/KL X). Each authorized person that becomes acquainted with a classified document marked with the level of security classification “Top Secret”, “Secret” and “Confidential” without being assigned with its processing, shall acknowledge this acquaintance by a record in the control sheet. The control sheet shall be discarded within the discarding process of the relevant classified document.

(7) A control sheet to each annex that is not firmly joined with a classified document shall be connected after its separation from the classified document, whilst the number of control sheets (KL/XX) shall be written on the top right corner of the first page of the classified document, after the acronym “KL”.

(8) After filling in all of the lines of the control sheet, a person authorized in a state body, other legal entity or their organisational unit, with which the classified document is registered in the protocol of classified documents, shall add another control sheet, whilst writing the number of newly added control sheets on the first page of the classified document after the acronym “KL”.

(9) If more than three classified documents arise or will arise on the same matter, a collective sheet specified in Annex No. 12 shall be established. The collective sheet shall be marked with the imprint of an official stamp, number of the classified document from the protocol of classified documents, identification of the level of security classification stated in words and the name of the matter in the top left corner. The establishment of a collective sheet shall be marked in the protocol of classified documents, in column No. 3, underneath the identification of the sender, with the acronym “ZH” and in a colour different from those used for other records. The person that settles the relevant classified document shall keep the collective sheet. All of the classified documents, including those recorded in the protocol of classified documents under the number of the collective sheet, are recorded on the collective sheet. The first classified document on the collective sheet has a number identical with the number from the protocol of classified documents. Every other classified document is marked with this number and, after a dash, with the sequence number from the collective sheet, starting with number one. After the classified document is settled, the collective sheet shall be closed in such a way that the last record is underlined, whilst the date of closure, total number of pages, including the number of pages of annexes and pages of the collective sheet, number of control sheets, period of security classification, as well as the name, surname and signature of person to which the classified document was assigned. The person, who is, on the basis of its labour-legal relation, responsible for the activity of the person to whom a classified document is assigned for processing or to whom a record number from the protocol of classified documents is allocated upon the creation of their own classified document (hereinafter referred to as “superior”), being a judge in a court and prosecutor in a prosecution, shall approve the closure of the collective sheet by his signature.

(10) If the classified documents in the collective sheet are marked with various levels of security classification, such as, “Secret”, “Confidential” and “Restricted”, the collective sheet shall be marked according to the classified document with the highest level of security classification.

(11) All records made into a protocol of classified documents and collective sheets shall be executed according to the pre-printed form, in the sequence in which these were delivered or processed and in a way that the permanency of writing is ensured. The permanency of writing must also be ensured in regard to records made into classified documents.

(12) Classified documents marked with the level of security classification “Secret”, “Confidential” or “Restricted”, which refer to the same issue, but are registered under various record numbers in the protocol of classified documents, may be placed in one integrated file. This arrangement of classified documents shall be marked in column No. 13 of the protocol of classified documents. The imprint of a header stamp of a state body, other legal entity or their organisational unit, level of security classification in red according to the level of security classification of the paper filed in placed in this file and marked with the highest level of security classification, numbers of filed classified documents and names of issues shall be marked on the cover of the file. If various levels of security classification refer to classified documents placed in an integrated file, they shall be manipulated with in the same way as a classified document marked with the highest level of security classification that is placed in this file.

(13) At the end of a calendar year, the protocol of classified documents shall be closed by underlining the last record. The following record shall be stated under the line: “In the year ...,record numbers were used in total”. This record shall be added with the date and signature of the authorized person, as well as the superior of the authorized person. The numbers of classified documents not settled shall be defined under this record. If a classified document is not settled by 31 January of the following year, it shall be re-registered into the protocol of classified documents of the new year.

(14) The re-record shall be marked in the original protocol of classified documents, in column No. 12 and No. 13 with the following text: “Re-registered to protocol No. ...”, whilst column No. 14 and No. 16 shall be crossed through. In the protocol of classified documents to which the classified document is re-registered, the date of the re-record shall be marked in column No. 2 and all of the records from the original protocol of classified documents shall be copied from column No. 3 to 9, whilst the re-record shall be marked in column No. 3 to 5 with the following text: “Re-registered to protocol No. ...”. The original number marked on the classified document (collective sheet) shall be crossed through, in such a way so as to remain readable, whilst the text “Re-registered to protocol No. ...” is stated. The last record of the day of re-record in the collective sheet shall be underlined, whilst any following records made shall continue using the following record number. When re-registering a classified document, the authorized person shall check its integrity and confirm it by a record on the first page of the classified document stating: “Paper complete – date and signature”.

(15) The keeping of the protocol of classified documents and the unsettled classified documents shall be checked minimum once in three months, whilst a record specifying the result of this control and any faults found shall be made under the pre-print of page in the protocol of classified documents, added with the date and confirmed with a signature.

(16) On the last working day of the finishing calendar year, the following record numbers of classified documents shall stop being allocated from the protocol of classified documents kept by using technical devices. A protocol of classified documents kept by using technical devices shall be executed in the form of a documentary document, at the latest by 31 January

of the following calendar year. A protocol of classified documents in the form of a documentary document shall also be executed upon any change of the authorized person appointed to keep the protocol of classified documents. A protocol of classified documents executed in the form of a documentary document shall be additionally registered as an administrative instrument.

Article 8 Correction of Registration Record

An incorrect registration record shall be corrected by crossing through the original record, so that it remains readable, and the writing of a correct record, stating its date and a readable signature of the person that executed the correction.

Article 9 Acceptance of Classified Documents

(1) The acceptance of a classified document shall be confirmed to the deliverer with a signature, date and the imprint of the recipient's official stamp into a delivery book, on a delivery advice or on the classified document intended for filing, whilst complying with the conditions specified in Article 2 paragraph 6.

(2) If the classified document accepted has a damaged cover, or it is evident that any unauthorized person¹⁴) could become acquainted with the content of the classified document, the authorized person shall make a record about the facts found, which is attached to the classified document and its copy sent to the sender.

(3) If, after the opening of a classified document, it is found that the classified document is dedicated to another addressee, the authorized person shall send it back to the sender after signing the control sheet of the classified document. A record shall be made on the original envelope, stating the date of its opening, identification of the state body, other legal entity or their organisational unit to which the classified document was delivered by mistake, as well as a signature of the authorized person. The classified document shall then be inserted, together with the original envelope, into a new envelope, which is marked in the way established by this regulation.

(4) If the authorized person finds that the classified document is missing the requirements specified for a classified document, it shall sent it back to its originator.

Article 10 Storage, Holding and Borrowing of Classified Documents

(1) Classified documents shall be stored and held in compliance with provisions of a special regulation.

(2) After its settlement, a classified document, if not placed in an integral file pursuant to Article 7 paragraph 12, shall be returned to the authorized person for holding with the relevant

¹⁴ Article 2 letter g) of Act No. 215/2004 (Coll.)

protocol of classified documents. If a classified document is held in a sealed envelope, a direct superior of the person that settled the classified document shall sign the envelope on the sealed joints; a judge in a court or a prosecutor in a prosecution. The person, to whom the classified document was assigned for settlement, shall mark the number of the classified document, level of security classification, means of settlement, number of pages placed therein and the specified period of security classification, on the envelope.

(3) Classified documents with the level of security classification “Top Secret” shall be held and stored separately from other classified documents.

(4) A classified document may only be borrowed for a necessary time:

- a) Upon written approval given by the managing person, who shall specify the period for which the classified document is borrowed, at the time of borrowing;
- b) By a person authorized for acquaintance with classified information of a relevant level of security classification and in a specified scope, who shall present the reasons for the borrowing in a written request;
- c) After record in the borrowing book.

(5) On a yearly basis, in the course of January, the classified documents borrowed shall be submitted for their physical control to the person from whom they were borrowed.

Article 11

Transfer of Classified Documents

(1) Classified documents marked with the level of security classification “Top Secret”, “Secret” or “Confidential” may be transferred, apart from cases when the transfer is executed by the managing person, only upon written approval given by the managing person or superior of the person, who transfers the relevant classified document. Authorized persons, who transfer classified documents, shall carry a written approval for the relevant level of security classification with them, whilst this approval shall always be issued to the number of the transferred classified document for the relevant level of security classification or to a specific level of security classification with stating the validity period. Classified documents marked with the level of security classification “Top Secret” or “Secret” may only be transferred if accompanied by another authorized person.

(2) A written approval for the transfer of a classified document shall be registered in an independent record of administrative instruments, without the specification of the level of security classification, to which is shall be filed after its validity expires.

(3) Brief cases, cases, packing, courier bags, etc., may only be used for the transfer of classified documents, which can be secured with a mechanical, coded or other lock, or sealed and marked with the following text: “Do not open! Urgently hand in to the National Security Authority, closest officer of the Police Force or Police Force Department!”

(4) Within a closed subject, a classified document shall be transferred in a closed envelope or cover marked with the name of state body, other legal entity or organisational unit and identified with the relevant level of security classification.

(5) A written approval and compliance with conditions specified in paragraph 3 is not required for the transfer of classified documents within a closed subject of a state body, other

legal entity or their organisational unit and for the transfer of classified documents marked with the level of security classification “Restricted” with which the authorized person has to manipulate in a way that prevents any unjustified manipulation.

Article 12 Conditions of Transfer of Classified Documents

(1) The transfer of a classified document shall mean its delivery to an addressee.

(2) A classified document may be transferred by:

- a) Courier;
- b) Mail;
- c) Technical devices and means for the encryption protection of information pursuant to a special regulation¹⁵).

(3) A signature in a delivery book shall confirm the takeover of a classified document for transfer pursuant to paragraph 2.

Article 13 Conditions of Transfer of Classified documents

(1) When transferred, a classified document shall be placed in two non-transparent envelopes, in an inner one and an outer one.

(2) The number of the classified document and the sender is marked in the top left corner, the level of security classification in the top right corner and the recipient’s address on the bottom part of the inner envelope. An adhesive tape shall be placed along the entire length of the envelope seal and marked with the imprint of the official stamp of the state body, other legal entity or their organisational unit and signatures of the authorized person. The imprints of official stamp and signatures shall exceed the borders of the adhesive tape. If transparent adhesive is used, it shall be placed over the imprints of the official stamp and signatures of the authorized person. If the classified document is being transferred by a courier, it shall be marked with the text “BY COURIER” in the bottom left part. If exclusively the addressee is entitled to open a shipment, the inscription “PERSONAL DELIVERY” or “TO BE ONLY OPENED BY THE ADDRESSEE” shall be marked on the envelope.

(3) A return receipt shall be enclosed with the inner envelope of a classified document, on which the addressee confirms the takeover of the classified document by his signature, the imprint of his official stamp and the date of receipt. After confirmation, the return receipt shall be sent back to the sender. The return receipt delivered back shall be attached to the classified document and not counted into the total number of its pages. With respect to a classified document sent as an original, the return receipt shall be submitted to the person, who executed the relevant classified document.

¹⁵ Regulation of the National Security Authority No. 340/2004 (Coll.) laying down the details on the cipher protection of information

(4) On the outer envelope, all requirements shall be stated the same as on the inner envelope, except for the level of security classification and acronym for the level of security classification in the number of the classified document. When transferred by a courier, the other envelope is not necessary provided that the conditions laid down in Article 11 paragraph 5 are met.

(5) If a classified document cannot be placed in an envelope, it shall be wrapped in firm packing, secured and marked the same as an envelope.

(6) Classified documents with the level of security classification “Confidential” or “Restricted”, determined for one addressee, may be placed in one inner envelope.

(7) Classified documents with the level of security classification “Top Secret” or “Secret” cannot be transferred by means of public transport, except for air services or ship transportation.

Article 14

Transfer of Classified documents by Courier

(1) A courier shall, within a transport, present himself to the sender and, if requested, also to the addressee with his identity document and valid courier licence for the transfer of classified documents pursuant to Annex No. 13. The courier’s licence can always only be issued with validity till 31 December of a calendar year.

(2) A minimum of two couriers, who are authorized for the level of security classification identical to or higher than the level that a transferred classified document is marked with, shall always transfer a classified document marked with the level of security classification “Top Secret” or “Secret”.

(3) Couriers of the Diplomatic Courier Service of the Ministry of Foreign Affairs of the Slovak Republic are the only couriers executing the transfer of classified documents outside the territory of the Slovak Republic. These couriers are authorized persons for the level of security classification identical to or higher than the level that a transferred classified document is marked with.

(4) A classified document shall only be transferred in a portable box, if complying with conditions pursuant to Article 11 paragraph 3.

Article 15

Transfer of Classified Documents by Mail

Classified documents may only be sent by mail that are marked with the level of security classification “Confidential” or “Restricted” and sent as registered mail under conditions laid down in Article 13 paragraph 1, 2, 4 to 6.

Article 16

Reproduction of Classified Documents

(1) A classified document marked with the level of security classification “Top Secret” may be reproduced upon written approval given by its originator.

(2) A classified document marked with the level of security classification “Secret” or “Confidential” may be reproduced upon written approval given by a superior. This does not apply, if the originator has marked the classified document with the level of security classification “Secret” or “Confidential”, stating the following: “Reproduction allowed only upon the prior written approval of the originator”.

(3) A written approval for the reproduction of classified documents shall contain the number of the classified document, the number of copies required, distribution list, reason, name, surname and signature of the person that granted the approval, as well as the date that the approval was granted. The name, surname and signature of the authorized person who reproduced the classified document is added to the written approval, whilst the written approval shall be marked on the original classified document or attached to the original classified document.

(4) The person who took over the classified document for processing, or to whom a record number from the protocol of classified documents was assigned upon the creation of their own classified document, shall decide about the reproduction of classified documents marked with the level of security classification “Restricted” on the basis of a justified need; the number of copies made, distribution list, date of execution, as well as the name, surname and signature of the person that reproduced the classified document, shall be marked on the reproduced classified document.

(5) Each reproduction of a classified document marked with the level of security classification “Top Secret” shall be recorded with its originator, as well as addressee, by using the word “COPY” in column No. 11 of the protocol of classified documents and in the distribution list of the classified document at the originator.

(6) Each reproduction of a classified document marked with the level of security classification “Secret” or “Confidential” shall be recorded by the word “COPY” in column No. 11 of the protocol of classified documents at the addressee and notified to the originator of the classified document, who shall mark the execution of a copy in column No. 11 of the protocol of classified documents, as well as in the distribution list. The person, who made a copy, shall specify the date that the copy was made, as well as its name, surname and signature on the copy made.

(7) A request for the approval of a reproduction of a classified document, which was referred to the Slovak Republic, shall be sent to the Authority and contain the name and address of the applicant (state body or other legal person), number of the classified document, reason for reproduction, name and surname of the person who will reproduce the classified document, as well as the number of copies required. This does not apply with respect to classified information exchanged pursuant to Article 60 paragraph 8 of the Act.

(8) Before their execution, the Authority shall grant approval for the reproduction of classified information with the level of security classification “Top Secret” or “Secret”, which were passed to the Slovak Republic on the basis of an international treaty by which the Slovak Republic is bound, if not otherwise established in this treaty. A managing person notifies the Authority of the reproduction of classified information with the level of security classification “Confidential” for the period of a calendar month, by the 5th day of the following calendar month.

(9) If reproduced from data media, such as floppy disk, CD or film, copies may be made under the conditions specified in paragraph 1 to 8.

(10) A copy of a classified document that is a transcription being a literal adoption of the text of a classified document, extract being an adoption of a part of the text or content of a classified document, except for an extract made into a notebook, or translation of a classified document, shall be marked with the same level of security classification as the original classified document.

(11) Copies of classified documents are marked with the words "COPY No." on the top front side of the first page. If the number of pages of the newly created copy is not identical with the number of pages of the original classified document, the actual number of its pages is marked after a backslash, as follows: "COPY No. .../... pages".

Article 17

Securing of Classified Documents upon Dissolution of a State Body, Other Legal Entity or their Organisational Unit

(1) In the case of the dissolution of a state body, other legal entity or their organisational unit having a legal successor, the classified documents shall be handed over to the legal successor by the signature of a record about the handover and takeover of classified documents. If the legal successor is a legal entity, which should meet the conditions of industrial security and which is not a holder of an industrial security licence, the classified documents shall be handed over to the central state administration body, to the operation of which the classified documents belong.

(2) Before the handover, a three-member committee appointed by the managing person of the dissolved state body, other legal entity or their organisational unit shall verify the integrity of classified documents and prepare a list of them. This list shall contain the record number, under which a classified document is registered in the protocol of classified documents, a brief identification of the issue, number of copies and total number of pages of the classified document handed over. The name, surname and signature of the managing person, who hands over the classified documents, as well as the name, surname and signature of the managing person of the state body or other legal entity taking them over, shall be stated at the end of the list signed by the members of the committee.

(3) The record about the handover of classified documents pursuant to paragraph 1 shall be drawn up in four copies, one of them for each of the following: the dissolved state body or legal entity or their organisational unit, the state body or other legal entity taking them over, the central state administration body to which the operation of the classified document belongs and the Authority.

(4) Upon the dissolution of a state body, other legal entity or their organisational unit having no legal successor, a three-member committee appointed by the managing person of this body shall verify the integrity of classified documents and prepare a list of them pursuant to paragraph 2. The committee shall submit the classified documents that arose in the dissolved state body or other legal entity for the discarding of classified documents (Article 19). The

other classified documents shall be handed over to the originator or to the Authority, if the originator is not available.

(5) A record about the handover of classified documents pursuant to paragraph 4 shall be drawn up for the handing over state body, other legal entity or their organisational unit, for the originator and the Authority.

(6) The administrative instruments shall also be handed over together with the classified documents.

(7) The provisions of paragraph 1 to 3 shall also appropriately refer to cases related to the division of a state body, other legal entity or their organisational unit.

Article 18

Securing of Classified documents upon Personnel Changes

(1) If a person's authorization to acquaint with classified information expires, or if a person changes his place of work, this person shall immediately hand over all of the classified documents assigned to him, to his superior, through the record book of the authorized person. At the same time, he shall hand over all of the administrative instruments.

(2) Upon a change of the authorized person or managing person, a three-member committee shall be established, which consists of persons authorized to acquaint with classified information of the relevant level of security classification in the specified scope, who shall ensure the handover of all classified documents and relevant administrative instruments.

(3) The committee shall carry out a physical check of administrative instruments, all filed classified documents, classified documents assigned and not assigned for processing and the control of classified documents submitted for transfer. This is acknowledged in a record that is registered into a registry daybook. All of the members of the committee, the handing over person, as well as the person taking them over, shall sign this record.

Article 19

Discarding of Classified Documents

(1) For the purpose of this regulation, discarding shall mean the execution of a physical check of classified documents, a minimum of once in a calendar year, which are registered in:

- a) Protocols of classified documents of previous calendar years;
- b) Record of classified internal regulations;
- c) Record of classified documents, the character of which requires long-term security
and selection of classified documents the reason of security classification of which expired.

(2) A discarding committee (hereinafter referred to as "committee") appointed by the managing person and consisting of a minimum of three members, shall carry out the discarding of classified documents, whilst the authorized person cannot become the chairman of the committee.

(3) The discarding committee shall check the integrity of all classified documents registered in administrative instruments specified in paragraph 1. If it finds out, with respect to individual classified documents, that there is, pursuant Article 4, a reason for a change in the designation of the level of security classification, cancellation of the level of security classification or destruction, it shall prepare the following for the managing person:

- a) Draft list of the classified documents intended for a change in the designation of the level of security classification;
- b) Draft list of classified documents to be destroyed;
- c) Draft list of classified documents, in regard to which the security classification shall be cancelled;
- d) Draft list of classified internal regulations to be destroyed;
- e) Draft list of classified documents the character of which required long-term security and shall be destroyed.

(4) The record number, the number of a classified document, number of pages and number of attachments back slashed with the number of pages of all attachments shall be defined in draft lists that shall be drawn up in two copies. Upon a change in the designation of the level of security classification, the reason of the changed level of security classification, as well as new designation of the level of security classification shall be specified. One copy shall be made for the discarding committee and a second copy for the managing person.

(5) After written approval by the managing person, the chairman of the discarding committee shall, in the form of a memorandum, hand over the classified documents proposed for a change in the designation of the level of security classification, to the authorized person, for their re-record into the protocol of classified documents according to the designation of the level of security classification.

(6) The chairman of the committee shall, in the form of a memorandum, hand over the classified documents, in regard to which the managing person decided about the cancellation of security classification and the classified documents, in regard to which the originator cancelled the level of security classification, to a place of work that is, in a state body or other legal entity, determined for the performance of the duties of the registry originator¹⁶.

(7) After written approval by the managing person, the chairman of the committee shall, in the form of a memorandum, hand over the classified documents proposed for destruction to the managing person. Before destruction, the managing person shall, in compliance with a special regulation¹⁶), provide for the appraisal of the permanent documentary value of classified documents proposed for destruction. The managing person shall provide for their destruction, in the presence of two members of the discarding committee, in such a way that prevents any unauthorized manipulation with them.

(8) In the case of a decision about destruction, the committee shall mark the date of destruction and imprint the stamp "DESTROYED" in column No. 16 of the protocol of classified documents and in the case of the cancellation of security classification, the date of the cancellation of security classification and the imprint of the stamp "SECURITY CLASSIFICATION CANCELLED". The chairman of the committee shall sign this record.

¹⁶) Act No. 395/2002 (Coll.)

Article 20
Central Registry

(1) The central registry operates as the recipient and sender of classified documents within international cooperation.

(2) The following is kept in the central registry:

- a) Current list of all registries of classified information (hereinafter referred to as “register”) and terminal registries established in state bodies or other legal entities, together with the names and specimen signatures of the managing persons of registries and terminal registries and their deputies;
- b) Current list of all received classified documents available and those sent to registries;
- c) Current list of persons granted with security clearance certificate.

Article 21
Establishment of Registers and Terminal Registers

An application for the establishment of registers or terminal registers shall specify the name of the state body or legal entity, the reasons of the establishment, seat of the registry or terminal registry, name and surname of the managing person of register or terminal register and his deputy.

Article 22
Record and Manipulation with Classified Documents in Central Registry,
Registers and Terminal Registers

(1) Independent protocols of classified documents shall be kept for individual foreign subjects.

(2) The holding and storage of classified documents provided and received within international cooperation shall follow the rules specified by a foreign authority on the basis of an international treaty, by which the Slovak Republic is bound.

(3) A managing person of the central registry, register and terminal register or his deputy is authorized to keep the protocol of classified documents.

(4) The exchange of classified documents between registers is executed through the central registry, whilst directly only in exceptional cases, but with an additional written notification to the central registry. A registry of classified documents may directly send classified documents to a terminal registry without any notification to the central registry.

Article 23
Unauthorized Manipulation with Classified Documents

(1) A report about an unauthorized manipulation with a classified document shall contain:

- a) Name of the state body, other legal entity or their organisational unit in which the unauthorized manipulation occurred;
- b) Number of classified document and its level of security classification;
- c) Name, surname and birth number of the person responsible for the unauthorized manipulation, if available;
- d) Time of the occurrence of the unauthorized manipulation;
- e) Description of the way in which the unauthorized manipulation occurred (description, number of unauthorized persons that had or could have had access to the classified document, etc.);
- f) In the case of suspicion of a criminal act¹⁷⁾, the date, name and address of the body to which a complaint was filed;
- g) Information as to whether and when the originator of a classified document was informed about an unauthorized manipulation;
- h) Initial measures taken to remedy the situation.

(2) Within 30 days from a report about an unauthorized manipulation, the managing person shall send a report stating the method, findings of verification and subsequent measures taken against the unauthorized manipulation, to the Authority.

(3) An unauthorized manipulation with classified documents shall be marked in the protocol of classified documents, in which this paper is registered, specifically in column No. 14, with the acronym "NM", in a colour different from the colour that the other records are kept.

(4) The procedure pursuant to paragraph 1 and 2 shall also refer to a state body or other legal entity in cases when the Authority notifies them of an unauthorized manipulation.

Common, Temporary and Final Provisions

Article 24

The provision of this regulation shall appropriately refer to the record of classified documents through technical devices.

Article 25

The protocols of classified documents intended for the record of classified document may be used till 31 December 2004. If the managing person appoints more persons with keeping the protocol of classified documents, the authorized person that carries out the record shall confirm it in column No. 7 of the protocol of classified documents and other records shall be made in the column according to the pre-print of this protocol.

Article 26

This regulation shall enter into force on 1 June 2004.

Aurel Ugor, by hand

¹⁷⁾ Article 105 to 107 and Article 173 of the Criminal Act.

Annex No. 3 to Regulation No. 338/2004 (Coll.)

RECORD BOOK OF THE AUTHORIZED PERSON

Date Paper No.	Sent by, Paper No.	Issue	No. of pages and No. of attachments/No. of all pages of all attachments	Taken over by	
				No. of pages and No. of attachments/ No. of all pages of all attachments	Date, surname and signature

Annex No. 6 to Regulation No. 338/2004 (Coll.)

WRITTEN APPROVAL FOR THE TRANSFER OF CLASSIFIED DOCUMENTS

Seq. No.:

A p p r o v a l
for the transfer of classified documents

Pursuant to Article 11 of Regulation of the National Security Authority No. 338/2004 on administrative security

I approve

that the authorized person
rank, title, name and surname

Date of birth..... ID card No. /Official certificate No.

Working in (name of the place of work).....

In the position of.....

Transfers classified documents of the level of security classification – paper No....

For the period from to.....

.....
Rank, title, name, surname, position of the managing employee

In on.....

Imprint of an official stamp

Annex No.7 to Regulation No. 338/2004 (Coll.)

LABEL ON THE COVER OF A PROTOCOL OF CLASSIFIED DOCUMENTS

<p>Name of state body, other legal entity or their organisational unit</p> <p>Protocol of Classified Documents S, C, R Year</p> <p>File symbol:-.....-...../.....</p>
--

RECORD ON THE LEFT INSIDE PAGE OF THE COVER OF A PROTOCOL OF CLASSIFIED DOCUMENTS

Reg. No.: 7 (Number from the Book of Administrative Instruments)

This protocol of papers contains pages and is in use from.....

Authorized for keeping the protocol of papers:, signature.....

.....
Name, surname, position and
signature of the managing person

Other persons authorized for keeping the protocol:

Name and surname..... Signature.....
.....
Name, surname, position and
signature of the managing person

Name and surname..... Signature.....
.....
Name, surname, position and
signature of the managing person

Annex No. 8 to Regulation No. 338/2004 (Coll.)

FRONT SIDE OF THE FIRST PAGE OF A CLASSIFIED DOCUMENT



National Security Authority

Administrative Security and Central Registry Section
Budatínska 30, 851 05 Bratislava

Paper No.: Bratislava, on.....

CONFIDENTIAL

Copy No.: 1
No. of pages: 15/KL 1
Of which: 5 Confidential
5 Restricted
5 Non-classified

Address.....

Re:

To paper No.:

Text.....

Director
(Signature clause)

LAST SIDE OF THE PAGE OF A CLASSIFIED DOCUMENT

Paper execution clause

Prepared by:
Signed off by.....
Sent by:
Approved by*:
Security period:
Executed in copies of pages
Copy No. 1.....
Copy No. 2.....

* Signature of the superior of the person to whom the paper was assigned for settlement or to whom a record number was assigned from the protocol of classified documents in the creation of their own classified document, if not the approver.

Annex No. 9 to Regulation No. 338/2004 (Coll.)

FIRST SIDE OF THE FIRST PAGE OF A CLASSIFIED DOCUMENT
WITHOUT FIRMLY JOINED ATTACHMENTS



National Security Authority

Administrative Security and Central Registry Section
Budatínska 30, 851 05 Bratislava

Paper No.: Bratislava, on.....

CONFIDENTIAL

Copy No.: 1

No. of pages: 15/KL 1

Of which: 5 Confidential

5 Restricted

5 Non-classified

No. of attachments/ pages: 3/11 + 1 floppy disk

Of which: Confidential 1/3

Restricted 2/8

Address.....

Re:

To paper No.:

Text.....

.....
Signature clause

Annex No. 10 to Regulation No. 338/2004 (Coll.)

**FRONT SIDE OF AN ATTACHMENT NOT FIRMLY JOINED
TO A CLASSIFIED DOCUMENT**

Annex No.. to paper No.:

DOCUMENTATION TO REGIME MEASURES

CONFIDENTIAL

Copy No.: 1

No. of pages: 25

Of that: 5 Confidential

10 Restricted

10 Non-classified

Annex No.11 to Regulation No. 338/2004 (Coll.)

CONTROL SHEET FOR A CLASSIFIED DOCUMENT

Level of security classification of paper: KL to paper No.:
Copy No.: 1

CONTROL SHEET FOR A CLASSIFIED DOCUMENT

RE:

A C Q U A I N T A N C E

Seq. No.	Date	Name and surname	Signature	Note ¹⁾

¹⁾ If a person does not acquaint with the entire classified document, but only with a certain part of it, the range of the acquaintance shall be stated in the note. If a person of another state body or organisation acquaints with a classified document, the record number of the record, by which this person presents his identity, shall be defined in the note.

Annex No. 13 to Regulation No. 338/2004 (Coll.)

CERTIFICATE FOR THE TRANSFER OF CLASSIFIED DOCUMENTS

Name of state body,
other legal entity or
their organisational unit

Record No.:

**COURIER'S CERTIFICATE
for the transfer of classified documents**

Name, surname:

No. of ID card (official certificate):

Certificate valid until:

Date:

imprint of the stamp and managing person's signature

The holder of this certificate carries out the transfer of
classified documents for

In the case that any exceptional situation occurs during
the transfer of classified documents, such as accident,
failure of vehicle, etc., it is necessary to urgently hand in
the classified documents to the National Security
Authority, the closest officer of the Police Force or the
Police Force department.