

## **REGULATION**

### **of the National Security Authority**

of 17 September 2007

### **on Administrative Security**

the National Security Authority (hereinafter referred to as “Authority”) stipulates, pursuant to § 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:

## **PART I HANDLING WITH CLASSIFIED INFORMATION**

### **Article 1**

#### **Subject of regulation**

This regulation governs the administrative security of registry records<sup>1</sup> containing classified information and classified information of a non-documentary character, if the nature of them allows handling them the same as documents (hereinafter referred to as “classified document”), and stipulates, pursuant to Article 2 sub-paragraph c) of point 1 of the Act, measures of administrative security for the protection of classified information on physical carriers with information records (hereinafter referred to as “physical carrier of classified documents”).

### **Article 2**

#### **Handling with Classified Information**

(1) For the purposes of this regulation, handling with a classified document means originating, receiving, recording, transport, transfer, holding, reproduction, discarding, storage and any other manipulation with a classified document (hereinafter referred to as “handling”), which is recorded in one of the following administrative instruments:

a) Log book of documents of a relevant classification level (hereinafter referred to as “log book of classified documents”), in which the classified documents are recorded and which contains the obligatory signs pursuant to Annex No. 1; the administration of a log book of classified

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<sup>1</sup> Article 2 paragraph 15 of Act No. 395/2002 Coll. on archives and registries and on the supplementing of certain laws

documents in an electronic form 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 of the person who took over classified documents for settling or the person to whom a record number from a log book of classified documents was assigned when originating their own classified document;

b) Delivery book, by the use of which the classified documents are handed over and accepted, and which contains at least the obligatory signs pursuant to Annex No. 2;

c) Record book of the authorized person pursuant to Article 2 sub-paragraph f) of the Act, by means of which the authorized person records the classified documents and which contains the obligatory signs pursuant to Annex No. 3;

d) Borrowing book which records the borrowing of classified documents and contains the obligatory signs pursuant to Annex No. 4;

e) Notebook for the execution of extracts and for the work with classified information for a specified classification level pursuant to Article 3 of the Act (hereinafter referred to as "notebook");

f) Record of classified internal regulations, which contains the obligatory signs pursuant to Annex No. 5, kept separately for the security classification "Top Secret" and together for the security classification "Secret", "Confidential" and "Restricted" in the way that shall be determined by the statutory body within a state authority, by the mayor within a municipality, by the chairman within a higher territorial unit or by the statutory body within other legal entity (hereinafter referred to as "head");

g) Record of classified documents, the character of which requires long-term security by means defined by the head;

h) Record kept by the Central Registry of classified information (hereinafter referred to as "central registry"), registries of classified information and terminal registries pursuant to Article 60 Section 5 and Article 61 of the Act;

i) Record of written approvals for the transfer of classified documents, the obligatory signs of which are specified in Annex No. 6;

j) Record of unauthorized handlings kept in the way specified by the head;

k) Record of courier's licences for the transfer of classified documents;

l) Record of physical carriers of classified documents;

m) Record of security files according to law kept in the way specified by the head.

(2) Protection of a classified document during its handling shall be secured by an authorized person.

(3) The administrative instruments defined in paragraph 1 must be recorded in the book of administrative instruments upon their establishment. The book of administrative instruments shall be recorded by a section that is within a state body, at an entrepreneur or other legal entity, or their organisational unit determined for the fulfilment of tasks of the registry originator.<sup>2</sup> Individual pages of the book of administrative instruments and pages of administrative instruments must be numbered and the name of a state body, entrepreneur or other legal entity, or their organisational unit, record number, number of pages, date of allocation, name, surname and signature of the head must be stated on the left inside page of the cover of each of them. The

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<sup>2</sup> Article 2 paragraph 16 of Act No. 395/2002 Coll.

book of administrative instruments shall be kept by a person appointed in writing by the head (hereinafter referred to as “appointed person”). In the case of a change of the appointed person or the head, the name, surname and signature of a newly appointed person or head shall be added together with the statement of the date of change. Acceptance of the administrative instrument shall be confirmed by the appointed person by his signature together with the statement of the name, surname and date of acceptance.

(4) The obligatory signs for the label placed on the cover of a log book of classified documents and the record on the left inside page of their cover are specified in Annex No. 7.

(5) The notebook shall be marked with the level of security for which it is intended, and shall be handled in such a way that prevents any unauthorized handling.

(6) The record book of an authorized person and the notebook shall, after the expiry of the authorisation of the person to acquaint with the specified classification level pursuant to Article 41 paragraph 1 of Act, be submitted to the superior. The 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.

(7) The record of classified documents which character requires long-term security contains mainly a sequence number, date of record, number of the classified document, total number of recorded pages of the classified document including the number of pages of annexes, identification of subject attachments, issue, value symbol<sup>3</sup>), storing period<sup>4</sup>), registry symbol<sup>5</sup>) and record about discarding pursuant to Article 24 paragraph 10. The head shall decide about inclusion of classified documents into this record. The record shall be kept continuously by an authorized person appointed by the head.

(8) All notations made into administrative instruments with the exception of the notebook shall be executed according to the pre-printed forms in the order as the classified documents, written approvals, courier’s licences, physical carriers of classified documents and security files were delivered or created, and that in such a way as to ensure the permanency of writing. In the case of records made in the notebook, the permanency of writing must be ensured.

### Article 3

#### **Marking of Classification Level**

(1) Each classified document shall be marked with a classification level upon its originating. If a classified document consists of various classification levels, it shall be marked with the highest classification level of all of them.

(2) The classification level shall, on a classified document 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 a classified document pursuant to Annex No. 8 and 9. The classification level “Top Secret” and

“Secret” is marked on the top right and bottom right part of each page of a classified document. Empty pages of classified documents shall not be marked in this way.

(3) With reference to classified documents of a non-documentary character, mainly in the case of a device, product, physical carrier of classified documents, the classification level shall be marked on a descriptive label and cover, also stating the name of a state body, entrepreneur or other legal entity, or their organisational unit as well as the number of the classified document. After its settlement, the classified document of a non-documentary character shall be filed with a log book of classified documents always in a sealed envelope, on which the obligatory signs pursuant to Article 14 paragraph 2 shall be stated.

#### Article 4

##### **Classification Period**

(1) The period of classification pursuant to Article 8 paragraph 2 sub-paragraph a) of the Act shall be stated on a classified document only if it is necessary to limit the classification period in time.

(2) The classification period pursuant to paragraph 1 shall be stated on the front side of the first page of a classified document under the marking of the classification level with the words “TO BE CLASSIFIED UNTIL .....” and shall be marked with an exact date in the form “day. month. year.”, or with a worded expression of a specific event, such as “UNTIL EXECUTION OF DOMESTIC SEARCH, UNTIL DECLARATION OF AMNESTY”, which can be unambiguously specified in time.

(3) The classification period shall be marked on a classified document by an authorized person that was assigned a record number from a log book of classified documents when originating his own classified document.

(4) The classification period pursuant to paragraph 2 shall expire on the last day of the period determined by the date or execution of an event to which it was tied. Before the expiry of the classification period, an originator of classified information may, pursuant to Article 2 sub-paragraph e) of the Act (hereinafter referred to as “originator”), decide about prolongation of the classification period pursuant to Article 7 paragraph 1 of the Act, if it is required for the protection of the classified information. The originator must immediately, or at the latest before the expiry of the determined period, notify in writing all addressees of the classified document of the prolongation.

#### Article 5

##### **Change of Classification Marking and Cancellation of Classification Marking**

(1) The classification marking may be changed or cancelled upon:  
a) Expiration of the determined classification period stated on a classified document;

- b) Originator's decision about the change or cancellation of classification;
- c) Incorrectly determined classification level on the basis of a written notification made by the originator.

(2) The originator shall notify a change in the marking of the classification level or cancellation of the classification level pursuant to paragraph 1 letter b) and c) to all addressees whom the classified document was delivered to.

(3) After the expiry of the specified classification period, the classified document pursuant to Article 4 paragraph 2, shall be immediately re-recorded into a registry daybook. A new number shall be allocated to the classified document from the registry daybook. The original number on the classified document shall be crossed through. The re-record into a registry daybook shall be marked in columns No. 12 to No. 16 of a log book of classified documents, and in column No. 1 the acronym of the classification level shall be crossed through.

(4) In the case that a change of the classification level occurs, a classified document shall be re-recorded into a log book of classified documents according to its new classification level; the re-registration shall be executed pursuant to Article 8 paragraph 13. The change in the classification level of a classified document shall be executed by striking through the original classification level in such a way that the original record remains readable, and by marking the new classification level. A date of the execution of the change, reason, name, surname and signature of the person that executed the change shall be stated in the top right corner of a classified document. If a change in the marking of the classification level was executed in reference to classified documents marked with the classification level "Secret", "Confidential" or "Restricted" recorded in the common log book of classified documents, the acronym for the classification level shall be crossed through in column No. 1 and the new classification level shall be marked.

(5) The cancellation of the marking of the classification level shall be executed on a classified document by striking through the classification level in such a way that the original record remains readable. A date of the execution of the change, reason, name, surname and signature of the person that executed the change shall be stated in the top right corner of a classified document. After the cancellation of the classification level a document shall be re-recorded in the registry daybook. A new number shall be allocated to the document from the registry daybook. The original number on the classified document shall be crossed through. The re-recording into a registry daybook shall be marked in columns No. 12 to No. 16 of a log book of classified documents, and in column No. 1 the acronym of the classification level shall be crossed through.

## Article 6

### **Number of Classified Document**

- (1) The number of a classified document shall consist of:
- a) File symbol of a state body, entrepreneur or other legal entity or their organisational unit, where the classified document was originated;

- b) Acronym for the classification level, placed after a dash;
- c) Record number from a relevant log book of classified documents, placed after a dash;
- d) Sequence number, placed after a dash, if another classified document was created or delivered on the same matter;
- e) Slash followed with the year in which the record number was allocated from a log book of classified documents.

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

(3) The file symbol of a state body, entrepreneur or other legal entity or their organisational unit, where a classified document originated, shall be determined by the head in a written form. In the case that a state body, entrepreneur or other legal entity or their organisational unit changes its name, the head shall determine a new file symbol; the record of the file symbol shall be stated on the left inside page of the cover of a log book of classified documents. The change of the file symbol shall be marked on the label on the cover of a log book of classified documents in a readable manner.

## Article 7

### **Obligatory signs of Classified Document**

(1) The following obligatory signs shall be stated on the first page of a classified document:

- a) Number of a classified document;
- b) Classification level
- c) Copy number;
- d) Number of pages of a classified document;
- e) Number of pages of a classified document, divided according to individual, if a classified document contains different levels of security classification;
- f) Number of annexes not firmly joined with a classified document and after a slash, number of pages of its annexes, divided according to individual classification levels;
- g) Number of classified annexes of the classified document of a non-documentary character with the identification pursuant to Article 23 paragraph 1.

(2) The position and form of the record of obligatory signs on the classified document pursuant to paragraph 1 are stated in Annex No. 8 and No. 9.

(3) If a classified document does not have a standard size, mainly in the case of a technical drawing, building drawing, map, the dimensions of the document in millimetres shall be stated under the printout number. Each page of A4 format, including an incomplete one, shall be counted within the total number of pages.

(4) 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 its pages or individual sections. With reference to classified documents marked with the classification level “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, entrepreneur or other legal entity, or their organisational unit shall be imprinted on the rear of a 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 a classified document shall sign through this imprint of the official stamp. Blank pages of the classified document shall not be counted within the total number of pages of the classified document.

(5) Annexes firmly joined with a classified document and containing classified information shall be marked on the first front page of the annex in the top right corner, stating the following: “Annex No. ...” and the classification level. Individual pages of the annex shall be firmly joined with the classified document pursuant to paragraph 3. The classification level shall be marked on the annex pursuant to Article 3 paragraph 2. The specimen used for the marking of a classified annex firmly connected to a classified document is shown in Annex No. 10.

(6) Annexes not firmly joined with a classified document shall be marked on the first front page of the annex in the top right corner, stating the following: “Annex No. ... to Paper No. ....”, the classification level and number of pages using the same form as on a classified document. Individual pages of the annexes shall be numbered independently and firmly joined pursuant to paragraph 3. If the annex is detached, a record about it shall be made on the classified document, whilst handling with it shall follow the requirements specified for its classification level. The record about the detachment of the annex shall contain mainly a date of detachment, reason, means of further handling with the annex, name, surname and signature of the person who detached the annex. If an annex to the classified document is determined for the addressee only, a record “Annex only with the printout No.” shall be made about it on the first page of the printout of the classified document, which is intended to be filed with a log book of classified documents. The specimen used for the marking of a classified annex not firmly connected to the classified document is shown in Annex No. 10.

(7) Annexes firmly joined or not firmly joined with a classified document, and not containing classified information, shall be marked in the top right corner, stating the following: “Non-classified Annex No. ... to Paper No. ....”, and the number of pages.

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

(9) The last page of the printout of a classified document which is intended to be filed with a log book of classified documents shall be marked with the number of created copies together with stating the addressees of individual copies of the classified document (hereinafter referred to as “distribution list”) pursuant to Annex No. 8.

(10) Marking of a distribution list and its filling in shall be ensured by an authorized person who created the classified document.

## Article 8

### **Record of Classified Documents**

(1) Each classified document that originates within a state body, entrepreneur or other legal entity, or their organisational unit, or is delivered to them, shall be recorded in a log book of classified documents or in a collective file. The log book of classified documents shall be used for one calendar year. If no classified document is recorded in the log book 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 12. An authorized person, entrusted in writing by the head for the keeping of the log book of classified documents (hereinafter referred to as “entrusted person”), shall keep the log book of classified documents pursuant to Annex No. 7; if the head entrusts several persons, the entrusted person that executes the record, shall confirm this in the log book of classified documents, in column No. 8. Classified documents with the classification level “Top Secret” shall be recorded independently. Classified documents with the classification levels “Secret”, “Confidential” or “Restricted” may be recorded together. A classification level or the change of a classification level of a classified document shall be marked with an acronym in column No. 1 of the common log book of classified documents and under the relevant sequence number in a collective file.

(2) A delivered classified document shall be marked with the recipient’s official stamp, which states a date of record, record number of the classified document from the relevant log book of classified documents, number of pages of the classified document and number of annexes to the classified document and, following a slash, the number of pages of all annexes.

(3) If an authorized person, other than an entrusted person, accepts a classified document, he shall immediately hand in it to the entrusted person for the record.

(4) An entrusted person shall not open classified documents that are delivered and marked on the internal envelope or cover as “TO BE OPENED BY”. Such a classified document shall be recorded in a log book of classified documents, stating the information from the internal envelope or cover, and submit it to an addressee in the original unopened cover. The addressee shall notify the entrusted person of other information necessary for record in a log book 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 settling or to whom the record number was allocated from the log book of classified documents upon the origination of his own classified document (hereinafter referred to as “processor”), shall confirm this by his signature in

the log book of classified documents, in column No. 9, stating the date of actual acceptance of the classified document and his surname. The processor shall immediately record the accepted document, or the allocated number of the document from the log book of classified documents upon the origination of own classified document into the record-book of the authorized person. The preliminary version that serves as a draft for preparation of the classified document and that cannot be destroyed shall be recorded as an independent classified document. Every other acceptance and handover of a classified document shall be recorded in the record-book of an authorized person; this shall apply even in the case that the processor of the classified document is changed. If a classified document was accepted by the head by reason of its allocation for settlement, and he makes a record about this fact on the classified document, or if the classified document is being recorded and settled by the same entrusted person, the accepted classified document need not be recorded in the record-book of an authorized person.

(6) The excess printout of a classified document means any additional printout of the classified document that is not intended for filing with the log book of classified documents within a state body, entrepreneur or other legal entity, or their organisational unit, for example it may be an unsent printout of a classified document, returned printout of a classified document not meeting the requirements of the classified document. As an excess printout of the classified document may not be considered the classified document settled by the original or the classified document that is filed within the state body, entrepreneur or other legal entity, or their organisational unit only in one printout. The person who created the classified document shall destroy incorrect or excess copies of it pursuant to special regulation<sup>3</sup> outside the discarding process (Article 24).

(7) Each authorized person that is acquainted with a classified document marked with the classification level "Top Secret" and "Secret" without being assigned with its settlement, shall acknowledge this acquaintance by a record in the disclosure record sheet, or directly on the classified document or its annex in such a way that any intervention into the contents or obligatory signs of the classified document would be prevented. The record on acquaintance with a classified document shall contain mainly a date of acquaintance, name, surname, signature of the authorized person who acquainted himself with the classified document. The head may decide on the means of recording acquaintance with a classified document marked with the classification level "Restricted" or "Confidential".

(8) Pursuant to Annex No. 11 a disclosure record sheet shall be drawn up in connection with every classified document marked with the classification level "Top Secret" and "Secret", if acquaintance with a classified document was not acknowledged directly on the classified document or its annex; the disclosure record sheet shall be attached to a classified document only by a person who submitted the classified document for acquaintance to other authorized persons. The disclosure record sheet is kept with the classified document, has no independent sequence number, is not firmly joined with the classified document and is not counted into the number of pages of the classified document. The record about attachment of the disclosure record sheet shall be made on the front side of the first page of the classified document pursuant to Annex No. 8. The disclosure record sheet shall be discarded within the discarding process of the classified

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<sup>3</sup> Regulation of the National Security Authority No. 336/2004 Coll. on physical and building security as amended by Regulation of the National Security Authority No. 315/2006 Coll.

document.

(9) A disclosure record sheet to each annex that is not firmly joined with a classified document shall be connected to this annex after its separation from the classified document, if the acquaintance was not acknowledged by a record on the annex.

(10) After filling in all lines of a disclosure record sheet, another disclosure record sheet shall be added by a person who submits the classified document for acquaintance to other authorized persons after recording the original disclosure record sheet.

(11) The permanency of writing must be ensured in records made into the classified document.

(12) At the end of a calendar year, or upon the dissolution of a state body, entrepreneur or other legal entity, or their organisational unit during a calendar year, the log book 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 stating the date, name and surname shall be signed by an entrusted person and a person responsible on the basis of his labour-legal relation (hereinafter referred to as "superior"), for the activities of the entrusted person. Numbers of those classified documents that are not settled until 31 December of the relevant calendar year shall be stated under the record. If a classified document is not settled by 31 January of the following year, it shall be re-recorded into the log book of classified documents of the new year.

(13) The re-record of a classified document shall be marked in the original log book of classified documents in column No. 12 to No. 16 with the following text: "Re-recorded to document No. ...". In the log book 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 column No. 3 to No. 9 of the original log book of classified documents shall be copied, whilst the re-record shall be marked in column No. 3 to No. 5 with the following text: "Re-recorded to log book No. ...". The original number marked on the classified document (collective file) shall be crossed through, in such a way so as to remain readable, whilst the text "Re-recorded to log book No. ..." is stated. ...". The last record of the day of the re-record in the collective file shall be underlined, whilst any following records made shall continue using the following record number. When re-recording a classified document, the entrusted person shall check its integrity and confirm it by a record on the first page of the classified document stating: "Document complete – date, surname and signature".

(14) Classified internal regulations and classified documents intended to be filed in the record of classified internal regulations, in security files and in the record of classified documents which character requires long-term classification, shall be recorded and filed into these records after their registration into a log book of classified documents; the filing shall be marked in a log book of classified documents in column No. 13. A classified document filed in these records shall consequently be discarded directly from the mentioned records pursuant to Article 24.

(15) The keeping of a log book of classified documents and unsettled classified documents shall be checked minimum once in three months. The control shall be executed by the

head or other authorized person determined by the head in writing, whilst it may not be the entrusted person itself. In the case deficiencies are found, a registry record specifying the results of the control shall be made, in which the deficiencies found, the means and period of their removal, date, name and surname, and signature of the person who executed the control shall be stated; under the pre-print of the page in the log book of classified documents only a number of the registry record on the results of the control shall be stated. If no deficiencies are found, under the pre-print of the page in the log book of classified documents a record "No Deficiencies", date, name and surname and signature of the person who executed the control shall be stated.

(16) On the last day of the calendar year in which a log book of classified documents was used, the following record numbers of classified documents shall stop being allocated from the log book of classified documents kept in an electronic form. The log book of classified documents kept in the electronic form shall be executed in the form of a documentary document, where the obligatory signs stated in paragraph 12 shall be added, or it shall be stored on a physical carrier of classified documents at the latest by 31 January of the following calendar year; this procedure shall be applied even if an entrusted person is changed. The log book of classified documents executed in the form of a documentary document or stored on a physical carrier of classified documents shall be additionally recorded as an administrative instrument.

## Article 9

### **Collective File**

(1) If more than two classified documents are created or delivered on the same matter, a collective file specified in Annex No. 12 shall be established. The collective file shall be marked on the first front page with the imprint of an official stamp, number of the classified document from the log book of classified documents, identification of the classification level stated in words and written in red, or the imprint of a red-colour stamp and the name of the matter.

(2) The establishment of a collective file shall be marked in the log book 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 collective file shall be kept by a processor.

(3) All classified documents, including those recorded in the log book of classified documents under the number of the collective file, shall be recorded in the collective file. The first classified document on the collective file has a number identical with the number from the log book of classified documents. Every other classified document is marked with this number and, after a dash, with the sequence number from the collective file, starting with number one.

(4) After the last classified document recorded in the collective file is settled, the collective file shall be closed in such a way that the last record is underlined; under the line the date of closure, total number of pages including the number of pages of annexes and pages of the collective file, value symbol, storing period, registry symbol, name, surname and signature of the processor shall be stated. The closure of the collective file shall be approved with a signature of a superior of the processor; a judge in a court, a prosecutor in a prosecution.

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

(6) All records made into a collective file shall be executed according to the pre-printed forms in the order as the classified documents were delivered or created, and that in such a way as to ensure the permanency of writing.

(7) A classified document, recorded in a collective file, which classification level was changed or cancelled, shall after marking this change or cancellation on it remain to be kept in the collective file.

(8) A change of the classification level shall be executed on a collective file by striking through the original classification level in such a way that the original record remains readable, and by recording the new classification level. 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 a collective file. If a change in the classification level was executed in reference to a collective file marked with the level of security classification “Secret”, “Confidential” or “Restricted” recorded in a common log book of classified documents, the acronym for the classification level shall be crossed through in column No. 1 and the new classification level shall be recorded in it. A change in the marking of the classification level of a collective file shall be executed after the marking change of all classified documents with the given classification level recorded in the collective file.

(9) A cancellation of the classification level shall be executed on a collective file by striking through the classification level 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 collective file. After the cancellation of the classification level, a collective file shall be re-recorded in a registry daybook. A new number shall be allocated to the collective file from the registry daybook. The original number on the collective file shall be crossed through. The re-record into the registry daybook shall be marked in column No. 12 and No. 13 of the log book of classified documents; columns No. 14 to 16 shall be crossed through. The collective file shall be re-recorded in the registry daybook after the cancellation of the classification level markings of all classified documents recorded in it.

## Article 10

### **Integral File**

(1) Classified documents marked with the classification level “Secret”, “Confidential” or “Restricted” which refer to the same issue, but are recorded under various record numbers in a log book of classified documents, may be placed in one integral file. Such arrangement of classified documents shall be marked in column No. 13 of a log book of classified documents, stating the marking of the file. An integral file shall be kept by a superior or an authorized person determined by him, who is usually also a processor of the classified documents kept in it.

(2) The imprint of the header stamp of a state body, entrepreneur or other legal entity, or their organisational unit, marking of the file, classification level in red according to the level of security classification of the document placed in this file and marked with the highest classification level, numbers of filed classified documents and total number of pages of each of these classified documents, and names of issues shall be marked on the cover of the file. If various classification levels refer to classified documents placed in an integral file, they shall be handled in the same way as a classified document marked with the highest classification level that is placed in this file.

(3) If a classified document, kept in an integral file, was settled, the entrusted person shall be immediately after its settlement notified of the means of settlement, number of pages, value symbol, storing period and registry symbol. If a classified document kept in an integrated file was not settled until 31 January of the following year, the procedure pursuant to Article 8 paragraph 12 shall be applied. The integral file may be kept and supplemented by the authorized person even for several calendar years, if the character of the integral file requires it.

(4) Classified documents that are recorded in the log book of classified documents or that are recorded in the collective file together with the collective file, and registry records may be placed in an integral file.

(5) The integral file may be sent away from the place of holding only in justified cases for the purposes of proceedings before a state body as an annex of the classified document. The firm joint of all classified documents and registry records held in it must be executed before sending.

(6) The firm joint shall be secured by tying or otherwise connecting all classified documents and registry records, for example by a lace ended with a knot with the subsequent sealing with adhesive tape, which cannot be removed without damaging it. The official stamp of a state body, entrepreneur or other legal entity, or their organisational unit shall be imprinted on the rear of the classified document, on the adhesive tape or, if transparent, underneath it, in such a way that it overlaps the borders of the adhesive tape. The addressee whom the integrated file was sent to may not interfere with the firm joint of the integral file made by the processor of the integral file.

(7) The firm joint of the integrated file may be broken only by the originator or the processor, and that only in the case of supplementing other classified documents or registry records into the integral file, or by reason of the expiry of the holding period and return of the classified documents and registry records into the log books for holding. After the return of a classified document for its holding within the log book of classified documents, the record in column No. 13 shall be crossed through.

(8) The keeping of the integral file shall be terminated upon the decision of a superior, in a court and in a prosecution upon the briefing of a processor, and classified documents shall be returned for holding within the relevant log book of classified documents via the record book of the authorized person. At the same time, registry records shall be returned within the registry daybook.

### **Correction of Recording Record**

An incorrect recording record shall be corrected by crossing through the original record, so that it remains readable, and writing of a correct record, stating its date, name, surname and signature of the person that executed the correction. The correction of the recording record shall be executed by an entrusted person and a person determined for the keeping of a relevant register. The information in an official stamp may be corrected only by the entrusted person, and records made on a classified document may be corrected only by the authorized person who made them.

#### Article 12

### **Acceptance of Classified Document**

(1) The acceptance of a classified document by the recipient shall be confirmed to the deliverer with a date, surname and signature into a delivery book, on a delivery advice or on the classified document intended for filing within the log book of classified documents, whilst complying with the conditions specified in Article 2 paragraph 8.

(2) If the classified document accepted has a damaged envelope, or it is evident that any unauthorized person could become acquainted with the content of the classified document pursuant to Article 2 sub-paragraph g), an entrusted 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 an envelope or a cover of the classified document, it is found that the classified document is determined for another addressee, the entrusted person shall send it back to the sender after signing the rear of the classified document. A record shall be made on the original envelope, stating the date of its opening, identification of a state body, entrepreneur or other legal entity, or their organisational unit to which the classified document was delivered by mistake, as well as a name, surname and 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 Article 17.

(4) The entrusted person shall return the delivered classified document missing the obligatory signs specified for a classified document to its originator after its recording in the log book of classified documents. Column No. 12 of the relevant log book of classified documents shall be marked with the text "Document Returned"; Columns No. 9, No. 13 and No. 16 shall be crossed out. The addressee shall make a record on the returned classified document about the deficiencies found. After delivering the returned classified document back, the classified document shall be recorded under a new number of the classified document pursuant to Article 8 paragraph 1. If it is not possible to return the classified document to the originator by reason of performing urgent measures or fixed-term tasks arising from it, the addressee shall notify the originator about the deficiencies found and request their immediate remedy in writing by a registry record; the classified document shall in such a case be registered pursuant to Article 8 paragraph 1.

#### Article 13

### **Settlement of a Classified Document**

(1) The classified document shall be settled by the reply on the original, by a new document or by a record on the original. The means of settlement shall be stated in column No. 12 of the log book of classified documents.

(2) The classified document is settled by the reply on the original, if it is made only in one printout. On the classified document itself, under the classification level, it shall be stated "THROUGH ORIGINAL" Columns No. 13 to No. 16 of the log book of classified documents shall be crossed through; this does not apply if a classified document furnished with an original is not sent off and remains filed with the log book of classified documents, for example in the case of creating an official record. A delivered classified document shall also be settled through an original, if this document is in its full extent sent to another addressee. Whilst settling the delivered classified document through the original, its number of pages shall not change.

(3) A classified document is settled through a new document, if at least two printouts are made, one of which is intended for filing with a relevant log book of classified documents and the other one is sent to an addressee, or addressees. The classified document shall also be considered settled by a new document if it is sent by means of a technical device pursuant to Article 2 sub-paragraph i) of Act and by means of a device of the encrypted protection of information pursuant to Article 2 sub-paragraph p) of Act, when only one printout is made of the classified document.

(4) A classified document is settled through a record on a document if the delivered classified document does not require execution of a written answer and it may be processed through a different means, mainly by phone, in person, by acknowledgment. A record about the means of settlement shall be made on the classified document; the classified document shall not be sent further to a different state body, entrepreneur or other legal entity, or their organisational unit. The record shall contain a concise description of the means of settlement, date, name, surname and signature of the processor.

(5) When settling a matter in which a collective file was established, the settlement shall be marked in columns No. 9 to No. 12.

(6) The processor, value symbol, storing period and registry symbol shall be stated in the top right corner on the front side of the first page of the classified document. This does not apply in the case of classified documents recorded in a collective file, where the value symbol, storing period and registry symbol shall be recorded on a collective file.

### Article 14

### **Storage, Holding and Borrowing of Classified Documents**

(1) Classified documents shall be stored and held in compliance with provisions of a special regulation<sup>6</sup>.

(2) After its settlement, a classified document, if not placed in an integral file, record of

classified internal regulations, security file or in a register of classified documents, which character requires long-term classification, shall be immediately returned to the entrusted person for holding with the relevant log book of classified documents through the record book of the authorized person. If a classified document is held in a sealed envelope, the envelope shall be sealed on the joints with an adhesive tape, which cannot be removed without damaging it. The official stamp of a state body, entrepreneur or other legal entity, or their organisational unit shall be imprinted on the rear of the envelope on the tape or, if transparent, underneath it, in such a way that it overlaps the borders of the adhesive tape. A superior of the processor shall sign through this imprint of the official stamp; a judge in a court or a prosecutor in a prosecution. The processor shall mark the envelope with the number of the classified document, classification level, means of settlement, number of pages placed therein, value symbol, storing period and registry symbol.

(3) The originator shall destroy other copies of the settled classified document that were returned to him by the addressee independently, not as part of the discarding process; this shall not apply in the case of a classified document furnished with an original. The destruction of another printout of the classified document shall be executed by at least a two-member commission of authorized persons determined in writing by the superior of the authorized person. The commission shall mark a record about the destruction in a distribution list of the classified document filed at the log book of classified documents, in the record of classified internal regulations, in the security file or in the record of classified documents which character requires long-term classification. The record about the destruction shall include the number of the printout, date of the destruction, name, surname, and signatures of all commission members.

(4) Classified documents with the classification level "Top Secret" shall be held and stored separately from other classified documents.

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

a) Upon written approval given by a superior of the entrusted person, which shall be marked in the borrowing book; the superior of the entrusted person 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 classification level and in a specified scope, who shall present the reasons for the borrowing in a written request according to Annex No. 16;

(6) A written request for the borrowing of a classified document may be filed at the borrowing book.

(7) On a yearly basis, in the course of January, the classified documents borrowed shall be submitted for their physical control to the entrusted person from whom they were borrowed. The submission of the classified document for its physical control shall be the responsibility of the authorized person who borrowed the classified document. In the case that this obligation is not complied with, a superior of the entrusted person who granted the written approval for the borrowing of the classified document shall request this authorized person in writing to immediately return the borrowed classified document.

(8) A classified document shall not be reproduced for the duration of the borrowing.

## Article 15

### **Transfer of Classified Documents**

(1) The transfer of a classified document means physical handling a classified document by an authorized person whilst fulfilling tasks of a state body, entrepreneur or other legal entity, or their organisational unit outside the protected area. The transfer of a classified document may be terminated by returning the classified document to the place of processing, or by submitting it to other state body, entrepreneur or other legal entity, or their organisational unit.

(2) Classified documents marked with the classification level “Top Secret”, “Secret” or “Confidential” may be transferred, apart from cases when the transfer is executed by the head, only upon written approval given by the head 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 classification level with them, whilst this approval shall always be issued to the number of the transferred classified document for the relevant classification level or only to a specific classification level with stating the validity period; classified documents marked with the classification level “Top Secret” or “Secret” may only be transferred if accompanied by another authorized person. The validity of a written approval may be determined at the most until the end of a calendar year.

(3) A written approval for the transfer of a classified document shall be recorded in a record of written approvals for the transfer of classified documents, to which it shall be filed after its validity expires. The takeover of the written approval for the transfer of classified documents shall be confirmed in this record by the signature of an authorized person.

(4) Briefcases, 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 (hereinafter referred to as “transfer box”); they shall be 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!”

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

(6) A written approval and compliance with conditions specified in paragraph 5 is not required for the transfer of classified documents within a closed building or other closed premises of a state body, entrepreneur or other legal entity, or their organisational unit and for the transfer of classified documents marked with the classification level “Restricted”.

(7) An authorized person shall protect a classified document during its transfer always in a way that prevents any unauthorized handling.

## Article 16

**Means of Transfer of Classified Documents**

- (1) The transfer of a classified document means only its delivery to the addressee.
- (2) A classified document may be transferred by:
- a) Courier;
  - b) Subjects providing mail services pursuant to a specific regulation<sup>4</sup>;
  - c) Technical devices and means for the encryption protection of information pursuant to a special regulation<sup>5</sup>.
- (3) A surname, signature and date in a delivery book shall confirm the takeover of a classified document for the transfer pursuant to paragraph 2; this does not apply in the case the classified document is taken over for the transfer by a subject pursuant to paragraph 2 subparagraph b), where the takeover for the transfer shall be executed pursuant to a specific regulation<sup>7</sup>.

## Article 17

**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 classification level in the top right corner and the recipient's address on the bottom part of the inner envelope. The envelope seal shall be sealed along its entire length with an adhesive tape, which cannot be removed without damaging it, and the official stamp of a state body, entrepreneur or other legal entity, or their organisational unit shall be imprinted on the rear of the envelope on the tape or, if transparent, underneath it, in such a way that it overlaps the borders of the adhesive tape. An authorized person that packed the classified document shall sign through this imprint of the official stamp. 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" shall be marked on the envelope.
- (3) A return receipt shall be enclosed with the inner envelope of a classified document marked with the classification level "Secret" and "Top Secret", 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 acknowledgement, the return receipt shall be immediately sent back to the

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<sup>4</sup> Act No. 507/2001 Coll. on postal services as amended by later legislation.

<sup>5</sup> Regulation of the National Security Authority No. 340/2004 Coll. laying down the details on the cipher protection of information.

sender. The return receipt delivered back shall be attached to the classified document filed at the log book of classified documents and not counted within the total number of pages; with respect to a classified document sent as an original, the return receipt shall be submitted to an entrusted person. A return receipt shall be enclosed within the inner envelope of a classified document marked with the classification level “Restricted” and “Confidential” upon decision of the superior.

(4) On the outer envelope, all obligatory signs shall be stated the same as on the inner envelope, except for the classification level and acronym for the classification level in the number of the classified document. An adhesive tape shall not be placed over the seal of the outer envelope. When transferred by a courier, the outer envelope is not necessary provided that the conditions laid down in Article 15 paragraph 4 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 marked with the classification level “Confidential” or “Restricted”, determined for one addressee, may be placed in one inner envelope or cover.

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

## Article 18

### **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 may always be issued with validity only until 31 December of a calendar year. The courier shall not acquaint himself with the contents of the transferred classified documents within the transport.

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

(3) The transfer of a classified document outside the territory of the Slovak Republic shall be executed by Couriers of the Diplomatic Courier Service of the Ministry of Foreign Affairs of the Slovak Republic or persons pursuant to special regulations<sup>6</sup> that are authorized persons for the classification level identical to or higher than the level that a transferred classified document is marked with.

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<sup>6</sup> For example Regulation of the Minister of Foreign Affairs No. 157/1964 Coll. on the Vienna Convention on Diplomatic Affairs, Regulation of the Minister of Foreign Affairs No. 32/1969 Coll. on the Vienna Convention on Consular Relations

(4) A classified document shall only be transferred in a portable box, if complying with conditions pursuant to Article 15 paragraph 4.

(5) Classified documents marked with the classification level "Restricted" that were adopted at meetings of committees of the North Atlantic Treaty Organisation and European Union may be transferred by a person who accepted these classified documents, provided that this person is an authorized person for the classification level identical or higher than that a transferred classified document is marked with. The classified documents accepted this way may be transferred only through the territories of member states of the North Atlantic Treaty Organisation or European Union.

#### Article 19

### **Transfer of Classified Documents by Subject Providing Mail Services**

A subject providing mail services may transfer only a classified document marked with the classification level "Confidential" and "Restricted", and that only as registered mail under conditions laid down in Article 17 paragraph 1, 2, 4 and 6.

#### Article 20

### **Reproduction of Classified Documents**

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

(2) A classified document marked with the classification level "Secret" or "Confidential" may be reproduced upon written approval given by a superior of the processor. This does not apply, if the originator has marked the classified document with the classification level "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 shall be added to the written approval; the written approval shall be marked on the original classified document or attached to the original classified document.

(4) Each reproduction of a classified document marked with the classification level "Top Secret" shall be recorded with its originator, as well as addressee, by using the word "COPY" in column No. 11 of the log book of classified documents and in the distribution list of the classified document at the originator; the authorized 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. The authorized person who made the copy shall ensure the marking of the classification level in red or by the imprint of a red-colour stamp.

(5) Each reproduction of a classified document marked with the classification level “Secret” and “Confidential” shall be recorded by the entrusted person, by using the word “COPY” in column No. 11 of the log book of classified documents at the addressee; 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. The authorized person who made the copy shall ensure the marking of the classification level in red or by the imprint of a red-colour stamp.

(6) The processor shall decide about the reproduction of classified documents marked with the classification level “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 or on an independent page; the independent page shall be added to the classified document.

(7) If reproducing a physical carrier of classified documents pursuant to Article 23 paragraph 1, copies may be made under the conditions specified in paragraph 1 to 6.

(8) 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 classification level as the original classified document.

(9) 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 slash, as follows: “COPY No. .../... pages”.

(10) An addressee shall destroy, outside the discarding process, a the printout of a classified document marked with the classification level “Restricted” and “Confidential” which he made himself. The destruction of the copy of the classified document shall be executed by at least a two-member commission of authorized persons determined in writing by a superior of the authorized person. The commission shall mark a record about the destruction on the classified document, which includes a record on reproduction of the relevant copy of the classified document. The record about the destruction of the copy shall include the number of the copy, date of the destruction, name, surname and signatures of all commission members.

## Article 21

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

(1) In the case of the dissolution of a state body, entrepreneur or other legal entity, or their organisational unit (hereinafter referred to as “handing over subject”) 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 acceptance of classified documents. If the legal successor is an entrepreneur that should meet the conditions of industrial security and that 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 (hereinafter referred to as “central body”). The head of the central body shall decide about the referral of accepted documents to the legal successor of the handing over subject after fulfilment of the conditions of industrial security based on a written request of the legal successor.

(2) Before the handover, a commission of at least two members appointed in writing by the head of the handing over subject shall verify the integrity of classified documents and prepare a list of them, which shall represent an annex of the record about the handover and acceptance of classified documents. This list shall contain the number of the classified document, under which a classified document is recorded in the log book of classified documents, a brief identification of the issue, number of the printout and total number of pages of the classified document handed over. The name, surname and signature of the head who hands over the classified documents as well as the name, surname and signature of the head taking them over, shall be stated at the end of the list signed by the members of the commission.

(3) A record about the handover of classified documents pursuant to paragraph 1 shall contain mainly identification (name, address) of a handing over subject and its legal successor or central body, a date of the dissolution of the handing over subject, date of the handover and acceptance of classified documents, statement about the integrity of classified documents handed over, name, surname and signature of the head of the handing over subject and the head of the legal successor or the head of the central body. The record shall be drawn up in three copies, one of them for each of the following: the handing over subject, the legal successor or the central body, and for the Authority.

(4) After the dissolution of a handing over subject having no legal successor, a commission of at least two members determined by the head of this body shall verify the integrity of classified documents and prepare a list of them pursuant to paragraph 2. The committee shall submit all classified documents, recorded in the submitting subject, for their discarding pursuant to Article 24. The classified documents shall be handed over to the central body or, if the central body is not available, to the Authority.

(5) A record about the handover of classified documents pursuant to paragraph 3 shall be, upon the dissolution of a handing over subject having no legal successor, drawn up in three copies for the handing over subject, for the central body and for the Authority.

(6) Administrative instruments shall also be handed over together with classified documents. The list of administrative instruments shall contain mainly a record number of the administrative instrument, name of the administrative instrument and number of pages of the administrative instrument. The name, surname and signature of the head who hands over the classified documents as well as the name, surname and signature of the head taking them over, shall be stated at the end of the list signed by the members of the commission. The list of the administrative instruments handed over shall represent an annex to the record about the handover and acceptance of classified documents.

(7) The provisions of paragraph 1 to 6 shall also appropriately apply to cases related to the division of a state body, entrepreneur or other legal entity, or their organisational unit.

(8) Classified documents accepted together with a relevant log book of classified documents shall not be recorded in the log book of classified documents of the taking over state body, entrepreneur or other legal entity, or their organisational unit. The taking over state body, entrepreneur or other legal entity, or their organisational unit shall record the accepted log book of classified documents in their book of administrative instruments, stating the date of physical acceptance of the log book of classified documents and classified documents registered therein.

(9) In the case classified documents are accepted without a relevant log book of classified documents, a written record about their acceptance shall be executed together with a list of the accepted classified documents, which shall be its annex. The classified documents accepted shall be recorded in a record of classified documents which character requires long-term classification. The record about the acceptance of classified documents shall be recorded in the log book of classified documents or registry daybook of the taking over state body, entrepreneur or other legal entity or their organisational unit.

## Article 22

### **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 and administrative instruments assigned to him, to his superior, who shall ensure further handling with the classified documents and administrative instruments handed over. A written record shall be made about the handover of the classified documents and administrative instruments; the record shall be signed by a superior and the person which authorization to acquaint with classified information expired, or if this person changes his place of work. The record shall be made in two copies, one of which shall be handed over to the person which authorization to acquaint with classified information expired, or which changes his place of work.

(2) Upon a change of the entrusted person or head, a commission of at least two members shall be established, which consists of persons authorized to acquaint with classified information of the relevant classification level in the specified scope, which shall ensure the acceptance of all classified documents and relevant administrative instruments and their handover to a new authorized person or a new head.

(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 check of classified documents submitted for transfer; this shall be acknowledged in a record that is recorded into a registry daybook. All of the members of the commission, the handing over person, as well as the person taking them over shall sign this record.

## Article 23

### **Physical Carriers of Classified Documents**

(1) The physical carrier of classified documents in an electronic form means mainly a

floppy disk, CD, DVD, USB, audio cassette, video cassette intended for transport, transfer or storage of a classified document in an electronic form, which is recorded by recording it in the record of physical carriers of classified documents.

(2) The record of physical carriers of classified documents shall be at a state body, entrepreneur or other legal entity, or their organisational unit kept in such a way that it provides a comprehensive survey about all utilized physical carriers of classified information, at least in the scope of information stated in Annex No. 15; the record shall be kept by an authorized person appointed in writing by a superior.

(3) A physical carrier of classified document shall be marked on a description label or a cover with the classification level, name of a state body, entrepreneur or other legal entity or, their organisational unit, and a number allocated from the record of physical carriers of classified documents; this does not apply in the case of physical carriers of classified documents being an annex of a classified document, which are filed along with the classified document at the log book of classified documents.

(4) A physical carrier of classified documents intended for transfer or transport of a classified document shall be after completion of this transfer or transport filed with the record of physical carriers of classified documents in such a way that it does not contain classified documents any more; the deletion of the classified document in an electronic form and use of the physical carrier of classified documents shall be ensured in compliance with a special regulation<sup>7</sup>. An authorized person who files the physical carrier of classified documents shall mark an envelope or cover with the classification level, record number of the physical carrier of classified documents and its closer specification (CD, DVD), and shall sign the envelope on the sealed seal.

(5) A processor shall file a physical carrier of classified documents intended for permanent storage of a classified document in a record of physical carriers of classified documents always in a sealed envelope or cover. A list of classified documents stored on the physical carrier of classified documents shall be inserted into the envelope before its sealing. The processor shall mark the envelope with the classification level, record number of the physical carrier of classified documents and its closer specification (CD, DVD). A superior of the processor shall sign through the sealed seal of the envelope; a judge in a court or a prosecutor in a prosecution. The envelope shall be handed over via the notebook of an authorized person.

(6) An envelope or cover of a physical carrier of classified documents intended for independent storage of a single classified document shall be marked, besides the information stated in paragraph 4, also with the number of the classified document.

(7) The list pursuant to paragraph 5 shall be executed by a processor in two copies, and shall contain the name of a state body, entrepreneur or other legal entity, or their organisational unit, record number of a physical carrier of classified documents, numbers of all classified documents in an electronic form stored on the physical carrier of classified documents, registry symbol, value symbol, storing period, date of saving, imprint of a stamp, name, surname and

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<sup>7</sup> Article 2 paragraph 6 to 8 of Regulation of the National Security Authority No. 339/2004 Coll. on the Security of Technical Devices.

signature of the processor and his superior.

The first printout shall be inserted into an envelope together with the physical carrier of classified documents, the second printout shall be filed at the register of physical carriers of classified documents.

(8) A physical carrier of classified documents shall be filed pursuant to provisions of a special regulation<sup>6</sup>; this does not apply during transfer and transport of the physical carrier of classified documents.

(9) Classified documents of the classification level "Restricted" and "Confidential" may be stored on a common physical carrier of classified documents marked with the classification level "Confidential". Classified information of the classification level "Secret" and "Top Secret" shall be stored on independent physical carriers of classified documents. Transport and transfer of physical carriers of classified documents shall be executed pursuant to Article 15 to 19.

## Article 24

### **Discarding of Classified Documents**

(1) For the purpose of this regulation, discarding means a set of specific activities at which classified documents intended for a change of the classification level, intended for a cancellation of the classification level, or classified documents the storing period of which expired are selected and are recorded in:

a) Log books 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 if not established otherwise by a special regulation<sup>8</sup>, and selection of administrative instruments that were returned to the book of administrative instruments and are not to be used any more.

(2) A discarding commission (hereinafter referred to as "commission") appointed in writing by the head and consisting of authorized persons, shall carry out the discarding of classified documents and administrative instruments. The entrusted person may not become the chairman of the commission which must have at least two members.

(3) The commission shall check the integrity of all selected classified documents recorded in administrative instruments specified in paragraph 1. If it finds out that there is a reason for a change in the marking of the classification level, cancellation of the classification level of a classified document, or the storing period of a classified document expired, it shall prepare the following for the head:

a) List of the classified documents intended for a change in the marking of the classification level;

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<sup>8</sup> For example Article 114 of the Penal Code, Article 42 paragraph 7 of Act No. 215/2004 Coll. on the Protection of Classified Information and on the Amendment and Supplementing of Certain Acts

- b) List of the classified documents intended for a cancellation in the marking of the classification level;
- c) List of the classified documents with the value symbol “A” proposed for discarding;
- d) List of the classified documents without the value symbol “A” proposed for discarding.

(4) The commission shall at the same time check the integrity and up-to-dateness of all administrative instruments recorded in the book of administrative instruments. If it finds out that there is, in regard to individual administrative instruments, a reason for their destruction, it shall process for the head a list of administrative instruments proposed for discarding.

(5) In the lists, mainly a sequence number, number of the classified document and number of pages shall be stated. Upon a change in the marking of the classification level, a reason of the change of the classification level shall be stated, as well as a new marking of the classification level. One printout is intended for the discarding commission and the second for the head.

(6) After written approval by the head, the classified documents proposed for a change of the classification level shall be re-recorded into the log book of classified documents according to the new marking of the classification level.

(7) The classified documents in regard to which the head decided about the cancellation of classification, and the delivered classified documents in regard to which the originator cancelled the classification level, shall be handed over in the form of a memorandum to a place of work that is, in a state body, at an entrepreneur or other legal entity or their organisational unit, determined for the performance of the duties of the registry administration<sup>9</sup>.

(8) Before destruction, the head shall, in compliance with a special regulation<sup>12</sup>, provide for the appraisal of the permanent documentary value of classified documents proposed for destruction. After the appraisal of the permanent documentary value of the classified documents proposed for destruction, physical destruction of the classified documents without the permanent documentary value shall be ensured, in the presence of a minimum of two members of the commission, in such a way that prevents any unauthorized handling with them. The classified documents with the permanent documentary value shall be handed over after a cancellation of the classification level into relevant archives. At the same time, the physical destruction of the administrative instruments proposed for destruction shall also be ensured.

(9) In the case of destruction of a classified document, the commission shall mark the date of destruction and imprint the stamp “DESTROYED” in column No. 16 of a log book of classified documents, in the record of classified internal regulations, or in the record of classified documents which character requires long-term classification; in the case of the cancellation of classification, it shall mark the date of the cancellation of classification and the imprint of the stamp “CLASSIFICATION CANCELLED”. The chairman of the commission shall sign this record.

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<sup>9</sup> Act No. 395/2002 Coll.

(10) In the case of a decision about destruction, the date of destruction and imprint of the stamp “DESTROYED” shall be marked in the book of administrative instruments. The chairman of the commission shall sign this record.

## Article 25

### **Unauthorized Handling with a Classified Document**

- (1) A report about an unauthorized handling with a classified document shall contain:
- a) Name of a state body, entrepreneur or other legal entity, or their organisational unit in which the unauthorized handling occurred;
  - a) Number of the classified document and its classification level;
  - c) Name, surname and birth date of the person responsible for the unauthorized handling, if available;
  - d) Time of the occurrence of the unauthorized handling;
  - e) Description of the way in which the unauthorized handling occurred; mainly the description of the event itself, number of unauthorized persons that had or could have had access to the classified document;
  - f) In the case of suspicion of a criminal act<sup>10</sup>, the date, name and address of the body to which a complaint was filed;
  - g) Information as to whether and when the originator of the classified document was informed about the unauthorized handling;
  - h) Initial measures taken to prevent further unauthorized handling.

(2) Within 30 days from a report about the unauthorized handling with a classified document, the head shall send a report stating the method, findings of verification and subsequent measures taken against the unauthorized handling, to the Authority.

(3) The unauthorized handling with a classified document shall be marked in a log book of classified documents, in which this paper is recorded, specifically in column No. 14, with the acronym “NM”, in a colour different from the colour that the other records are executed.

(4) The procedure pursuant to paragraph 1 and 2 shall also refer to a state body, entrepreneur or other legal entity, or their organisational unit in cases when the Authority notifies them in writing of the unauthorized handling.

## Article 26

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<sup>10</sup> Article 318 to 320 and Article 353 of the Penal Code.

### **Specific Means of Handling with Classified Documents Containing Intelligence**

(1) A classified document containing intelligence means the classified document which originator is an intelligence service, and which contain information obtained pursuant to a special regulation<sup>14</sup> (hereinafter referred to as “intelligence”).

(2) Intelligence shall be sent to an addressee pursuant to a special regulation<sup>11</sup>.

(3) The addressee pursuant to paragraph 2 and each authorized person who acquainted himself with the intelligence shall mark this acquaintance directly on the intelligence; the record shall contain a name, surname, date of acquaintance and signature of the person that was acquainted with this intelligence.

(4) The addressee pursuant to paragraph 2 shall reproduce or borrow the intelligence only upon previous written approval of an intelligence service.

(5) If the intelligence accepted is no longer needed for the fulfilment of tasks of the addressee pursuant to paragraph 2, he shall send it back to the intelligence service.

(6) The intelligence that is no longer needed for the fulfilment of tasks of the addressee shall be handed over for filing with the log book of classified documents always in a sealed envelope pursuant to Article 14 paragraph 2.

(7) The provisions of paragraph 1 to 7 shall equally apply to a physical carrier of classified documents containing intelligence.

## **PART II**

### **PROTECTION OF CLASSIFIED DOCUMENTS PROVIDED AND ACCEPTED WITHIN INTERNATIONAL COOPERATION**

#### **Article 27**

If this part does not establish otherwise, the provisions of the first part of this regulation shall apply to the handling with classified documents provided and accepted within international cooperation (hereinafter referred to as “exchanged classified document”).

#### **Article 28**

### **Central Registry**

(1) The central registry shall operate as the recipient and sender of exchanged classified documents.

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<sup>11</sup> For example Article 2 paragraph 4 and 5, and Article 5 paragraph 2 of Act of the National Council of the Slovak Republic No. 46/1993Coll. on the Slovak Intelligence Service as amended by later legislation.

- (2) The following shall be kept in the central registry:
- a) Current list of all registries of classified information (hereinafter referred to as “registry”) and terminal registries established in state bodies, at entrepreneurs or other legal entities, or their organisational units;
  - b) Current list of names of the heads of registries and terminal registries and their deputies;
  - b) Specimen signatures of the heads of registries and their deputies;
  - d) Current list of all exchanged classified documents;
  - e) Current list of persons granted with a security clearance certificate of a person.

## Article 29

### **Registry**

(1) The registry shall be established in a state body, at an entrepreneur or other legal entity, or their organisational unit and it shall, through the central registry, operate as the recipient or sender of exchanged classified documents within the competence of a relevant state body, entrepreneur or other legal entity, or their organisational unit.

- (2) The following shall be kept in the registry:
- a) Current list of all terminal registries established within a relevant state body, entrepreneur or other legal entity, or their organisational unit;
  - b) Current list of names of the heads of terminal registries and their deputies;
  - b) Specimen signatures of the heads of terminal registries and their deputies;
  - d) Current list of all exchanged classified documents within the competence of the registry;
  - a) Current list of persons within the competence of a relevant state body, entrepreneur or other legal entity, or their organisational unit granted with a security clearance certificate of a person;

## Article 30

### **Terminal Registry**

(1) The terminal registry shall be established in an organisational unit of a state body, entrepreneur or other legal entity that has the registry established. The terminal register shall, through the registry, operate as the recipient and sender of exchanged classified documents within the competence of the relevant organisational unit of a state body, entrepreneur or other legal entity.

- (2) The following shall be kept in the terminal registry:
- d) Current list of all exchanged classified documents within the competence of the terminal

registry;

a) Current list of persons within the competence of the relevant organisational unit of a state body, entrepreneur or other legal entity granted with a security clearance certificate of a person;

### Article 31

#### **Establishment of Registries and Terminal Registries**

(1) An application for the establishment of registries and terminal registries shall be sent by the head pursuant to Annex No. 14.

(2) In justified cases more deputies of the head of a register or a terminal register may be determined.

(3) The Authority shall assess the conditions of the protection of classified information; the applicant shall be notified of the result of the assessment in writing.

Before commencement of the registry operation, employees of the central registry shall record specimen signatures and execute the briefing of the head of the registry and his deputy, of which a record shall be made. Before commencement of the registry operation, employees of the registry shall record specimen signatures and execute the briefing of the head of the terminal registry and his deputy, of which a record shall be made. The head of the registry shall send a photocopy of the record about the briefing to the central registry. The briefing shall be executed annually.

(4) The head of the registry or the terminal registry shall notify the Authority of all changes concerning the information specified in the application for the establishment of a registry or a terminal registry.

### Article 32

#### **Handling with Classified Documents Marked with the Classification Level “NATO Restricted” and “EU Restricted”**

(1) Classified documents marked with the classification level “NATO Restricted” and “EU Restricted” shall be recorded in a registry or a terminal registry by means defined by the head. The record shall contain mainly information about the originator of a classified document and a record number of classified documents allocated by the originator.

(2) Classified documents marked with the classification level “NATO Restricted” and “EU Restricted” shall be further handled by means defined by the head in such a way that prevents any unauthorized handling with them. The provisions of Article 33 paragraph 1 to 4, Article 34 and Article 35 shall not apply to handling with classified documents marked with the classification level “NATO Restricted” and “EU Restricted”.

(3) The head of a registry or his deputy shall send to the central registry a list of accepted classified documents marked with the classification level “NATO Restricted” and “EU

Restricted” for the period of one calendar month by the tenth day of the following month.

(4) The head shall send to the Authority a report about an unauthorized handling with a classified document marked with the classification level “NATO Restricted” and “EU Restricted” pursuant to Article 25.

### Article 33

#### **Handling with Exchanged Classified Documents in Central Registry, Registry and Terminal Registry**

(1) Independent log books of classified documents shall be kept for individual foreign entities. In the log book of documents for a foreign entity, classified information accepted and provided within international cooperation with the given foreign entity shall be recorded.

(2) A person entrusted in writing by the head of the central registry, the head of the registry or his deputy in the registry, and the head of the terminal registry or his deputy in the terminal registry shall be authorized to keep the log book of classified documents.

(3) A classified document accepted within international cooperation shall be after its acceptance marked with a Slovak equivalent of the classification level.

(4) An exchange of classified documents between registers shall be executed through the central registry. If, in exceptional cases, a classified document is sent directly to the registry, the head of the registry shall subsequently report this fact to the central registry. The registry shall send classified documents to the terminal registry directly, without reporting it to the central registry.

(5) The rules determined by a foreign power or by an international agreement binding upon the Slovak Republic shall apply to the holding and storage of exchanged classified documents.

(6) Upon the request of a foreign power classified documents may be within the exchange of classified documents marked according to the requests of the foreign power with which the exchange occurs.

### Article 34

#### **Reproduction of Exchanged Classified Documents**

(1) The provisions of Article 20 shall apply to the reproduction of exchanged classified documents passed to the Slovak Republic marked with the classification level “Restricted” and “Confidential”, if not established otherwise by an international agreement binding upon the Slovak Republic; the head shall notify the central registry of the reproduction of classified documents with the classification level “Confidential” for the period of a calendar month, by the 5th day of the following calendar month.

(2) Before their execution, the central registry shall grant approval for the reproduction of exchanged classified documents passed to the Slovak Republic marked with the classification level “Secret” and “Top Secret”, if not otherwise established by an international agreement binding upon the Slovak Republic. A request for the approval of a reproduction of a classified document shall contain the name and address of the applicant (state body, entrepreneur or other legal entity, or their organisational unit), 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 documents exchanged pursuant to Article 60 paragraph 8 of the Act. After the central registry granted approval for the reproduction of classified documents, Article 20 shall be followed.

## Article 35

### **Discarding of Exchanged Classified Documents**

(1) Exchanged classified documents passed to the Slovak Republic shall be destroyed after the expiry of the storing period determined by a person who settled the classified document.

(2) The head of a registry shall send to the Authority for assessment a list of exchanged classified documents marked with the classification level “Confidential” within the competence of the registry, which were released to the Slovak Republic and which are proposed for destruction; after the approval of the list by the Authority, the registry shall execute destruction of exchanged classified documents.

(3) Terminal registries shall submit to the registry partial lists of exchanged classified documents marked with the classification level “Confidential” within the competence of the terminal registry, which were released to the Slovak Republic and which are proposed for destruction.

(4) Exchanged classified documents with the classification level “Confidential” proposed for destruction shall be physically destroyed after the delivery of a written opinion of the Authority.

(5) The head of a registry shall be responsible for the physical destruction of exchanged classified documents. The physical destruction shall be executed by two authorized persons in such a way that prevents any unauthorized handling with them.

(6) The date of destruction and imprint of the stamp “DESTROYED” shall be marked in column No. 16 of the relevant log book of classified documents. The head of the registry shall sign the record.

(7) Exchanged classified documents passed to the Slovak Republic marked with the classification level “Secret” and “Top Secret” shall be after the expiry of the storing period handed over to the central registry. A record about the handing over of exchanged classified documents shall be made and signed by the head of a registry or his deputy and an entrusted employee of the central registry. The record about the handing over of exchanged classified documents shall contain mainly the identification of a handing over and taking over subject and

the date of the handing over. A list of exchanged classified documents shall be an annex of the record. It shall contain mainly the number of the exchanged classified document, brief indication of the issue, number of the printout or copy of the exchanged classified document and total number of pages of the exchanged classified document.

### Article 36

#### **Certificate of Security Clearance of Natural Person and Certificate of Industrial Security of Entrepreneur**

(1) A request for the issuance of a certificate of security clearance of a natural person (hereinafter referred to as "certificate of a person") shall be sent to the Authority by the head of a state body, entrepreneur or other legal entity, or their organisational unit, at which a natural person (hereinafter referred to as "a person") is in a labour-legal relation or another similar labour relation, including a service relation. A request for an industrial security certificate of an entrepreneur (hereinafter referred to as "certificate of an entrepreneur") shall be sent to the Authority by the head of an entrepreneur.

(2) The request for the issuance of the certificate of a person shall contain:

- a) Name and surname of a person;
- b) Date and place of birth;
- c) Rationalization for the request;
- d) Scope of the required classification level;
- e) Copy of a certificate pursuant to Article 26 paragraph 1 of the Act issued by the authority executing security clearance of the 2<sup>nd</sup> to 4<sup>th</sup> levels; this does not apply for a person that was issued a certificate based on the security clearance pursuant to Article 18 paragraph 1, 2 and 4 of the Act.

(3) The request for the issuance of the certificate of an entrepreneur shall contain:

- a) Business name;
- b) Identification number;
- c) Rationalization for the request;
- d) Scope of the required classification level for the referral and establishment of classified information and for the acquaintance with classified information;
- e) Copy of an industrial security certificate of an entrepreneur issued by the Authority pursuant to Article 50 paragraph 1 of the Act.

(4) The request pursuant to paragraph 2 shall be sent to every person separately.

(5) The Authority shall send a certificate of the person to the head who requested the issuance of the certificate. The head shall, through a registry, ensure briefing of the person about his obligations as to the protection of classified information pursuant to the Act and pursuant to relevant regulations of a foreign power. If a state body, entrepreneur or other legal entity, or their organisational unit does not have a register established, the briefing shall be ensured through the central registry. A record shall be made about the briefing, signed by the person instructed and the person who executed the briefing. The name and surname of the person instructed, brief contents of the briefing with the referral to relevant regulations, name and surname of the person who executed the briefing, and date shall be stated in the record. The briefing shall be executed annually.

(6) If not established otherwise by an international agreement binding upon the Slovak Republic, a certificate of the person shall be issued at the most for the period of validity of the certificate pursuant to paragraph 2 sub-paragraph e). After the expiry of the period of validity of the certificate, the head shall send the original back to the Authority.

(7) If a person's labour-legal relation or other similar relation including a service relation ends, or person's authorization for acquaintance with classified information is terminated during the period of validity of the certificate of the person, the head shall send the original of the certificate of the person back to the Authority within 30 days from the termination of the authorization.

(8) If not established otherwise by an international agreement binding upon the Slovak Republic, the Authority shall issue a certificate of the person for acquaintance with classified information of a foreign power with the classification level "Confidential" and higher.

(9) For a person to acquaint with classified information of a foreign power with the classification level "Restricted", it is sufficient to execute the briefing of this person pursuant to paragraph 5, if not established otherwise by an international agreement binding upon the Slovak Republic.

(10) A certificate of the entrepreneur shall be issued for all classification levels. The provisions of paragraph 5 and 6 apply accordingly to the issuance of the certificate of the entrepreneur.

### **PART III**

#### **COMMON, TEMPORARY AND FINAL PROVISIONS**

##### Article 37

Provisions of this regulation shall accordingly apply to handling with classified documents in crisis and emergency situations pursuant to special regulations<sup>12</sup>. The head shall

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<sup>12</sup> For example Constitutional Act No. 227/2002 Coll. on state security in the time of war, state of war, state of emergency and state of crisis as amended by later legislation, Act No. 387/2002 Z. z. on the management of state in crisis, situations other than the time of war and state of war as amended by Act No. 515/2003 Coll., Regulation of the

determine conditions of handling with classified documents during emergency situations in such a way that prevents unauthorized handling with classified information.

#### Article 38

(1) A book of administrative instruments recorded and kept pursuant to existing regulations may be used further on, if complying with the requirements pursuant to Article 2 paragraph 3.

(2) Administrative instruments used for the recording of handling with classified documents pursuant to existing regulations may be used until 31 December 2007; after the expiry of this date they may be used after filling in information stated in this regulation.

(3) Log books of classified documents used for the recording of classified documents may be used further on after substituting the text of the pre-print in column No. 15 "Classification Period" for the text "Value Symbol and Storing period".

(4) Documents recorded in special records of settled documents pursuant to existing regulations must be re-recorded into the registry daybook until 31 December 2007 if no decision was made within the discarding process about their destruction.

(5) The value symbol, storing period and registry symbol shall be marked on classified documents settled pursuant to existing regulations no later than during their discarding pursuant to Article 24 of this regulation.

#### Article 39

Regulation of the National Security Authority No. 338/2004 Coll. on administrative security is hereby repealed.

#### Article 40

This regulation shall enter into force on 1 January 2008.

**František Blanárik, in his own hand**





RECORD BOOK OF THE  
AUTHORIZED PERSON

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





WRITTEN APPROVAL FOR THE TRANSFER OF CLASSIFIED DOCUMENTS

Seq. No.:

**Approval  
for the transfer of classified documents**

Pursuant to Article 15 of Regulation of the National Security Authority No. 453/2007 Coll. On Administrative Security

**I approve**

that the authorized person

.....  
title, name and surname

born on ....., Service card No./ID card No. ...., assigned (name of the workplace)

.....  
in the position of .....

may transfer classified documents of the level of security classification – Reg. No.:

.....  
for the period from ..... to .....

.....  
title, name and surname, position and signature of the head

In..... on.....

Imprint of the official stamp

LABEL ON THE COVER OF LOG BOOK OF CLASSIFIED DOCUMENTS

Name of state body, entrepreneur or other legal entity, or their organisational unit
Log book of classified documents S, C, R Year .....
File symbol .....

RECORD ON THE LEFT INSIDE PAGE OF THE COVER OF A LOG BOOK OF CLASSIFIED DOCUMENTS

Reg. No. : ..... (Number from the book of administrative instruments)

This log book of classified documents contains ..... pages and has been in use from .....

Person entrusted to keep the log book of classified documents:

Name and surname	signature	date
-----		
Name and surname, position and signature of the head		

Other persons entrusted to keep the log book of classified documents:

name and surname	signature	date
-----		
name and surname, position and signature of the head		

name and surname	signature	date
-----		
name and surname, position and signature of the head		

Change of the entrusted person:

name and surname	signature	date
-----		
name and surname, position and signature of the head		

Change of the head:

date
-----
name and surname, position and signature of the head

FRONT SIDE OF THE FIRST PAGE OF A CLASSIFIED DOCUMENT

National Security Authority

Administrative Security and Central Registry Section  
Budatínska 30, 850 07 Bratislava

---

Reg. No.: Bratislava (date) .....

**DÔVERNÉ/CONFIDENTIAL**

Printout No.: 1

No. of pages: 15/CS 1

Including: C 5

R 5

5 Non-classified

address

Subject

.....  
To Reg. No.:

Text .....

.....  
name and surname, position and  
signature

LAST SIDE OF THE PAGE OF A CLASSIFIED DOCUMENT

**Distribution list:**

- Printout No. 1 .... (addressee) .....
- Printout No. 2 .....
- Printout No. 3 .....
- Printout No. 4 .....
- Printout No. 5 .....
- Printout No. 6 .....

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

National Security Authority

Administrative Security and Central Registry Section  
Budatínska 30, 850 07 Bratislava

Reg. No.:

Bratislava (date) .....

**DÔVERNÉ/CONFIDENTIAL**

Printout No.: 1

No. of pages: 15/CS 1

Including: C 5

R 5

5 Non-classified

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

Including: C 1/3

R 2/81 non-classified floppy disk

address

Subject

.....

To Reg. No.:

Text .....

.....  
name and surname, position and  
signature

FRONT SIDE OF A CLASSIFIED ATTACHMENT  
FIRMLY JOINED TO A CLASSIFIED DOCUMENT

Annex .....

DÔVERNÉ/CONFIDENTIAL

Documentation to regime measures

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

Annex ..... To Reg. No.:

DÔVERNÉ/CONFIDENTIAL

No. of pages: 25

Documentation to regime measures





## CERTIFICATE FOR THE TRANSPORT OF CLASSIFIED DOCUMENTS

Name of a state body, entrepreneur or other legal entity, or their organisational unit	Record Number:
<b>C O U R I E R ' S   C E R T I F I C A T E</b> <b>for the transport of classified</b> <b>documents up to the level of</b> <b>security classification</b> .....	
Name, surname: .....	
ID number (service card number): .....	
Certificate valid until: .....	
Date: .....	

Imprint of the stamp and signature of the head

<p>The holder of this certificate carries out transport of classified documents for .....</p> <p>In the case that an exceptional situation occurs during the transport of classified documents (e.g. traffic accident, vehicle's failure etc.), it is necessary to urgently hand in classified documents to the National Security Authority, closest officer of the Police Force or Police Force Department.</p>
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REQUEST FOR THE ESTABLISHMENT OF A REGISTRY (TERMINAL  
REGISTRY) OF CLASSIFIED INFORMATION

1. Name of a state body, entrepreneur or other legal entity, or their organisational unit

2. Seat of the registry or terminal registry

3. Name and surname of the head of the registry or terminal registry and his deputy

.....

.....

4. Reason of establishment, stating the international agreement according to which classified documents shall be exchanged.

5. Level of Security Classification

6. Description of the organisational structure of the registry or terminal registry

7. Organisational integration of the registry or terminal registry within the state body, entrepreneur or other legal entity, or their organisational unit

8. Description of the location of protected premises of the registry or terminal registry

Imprint of the stamp of a state body,  
entrepreneur or other legal entity, or  
their organisational unit

## RECORD OF PHYSICAL CARRIERS OF CLASSIFIED DOCUMENTS

Reg. No.: ..... (Number from the book of administrative instruments)

This record includes ..... pages and has been in use since .....

Person entrusted to keep the record: ..... signature .....

\_\_\_\_\_  
name, surname, position  
and signature of the  
head

Reg. No. /	Date	Specification of the physical carrier				Return when/to whom (date, surname and signature)	Note  Record about discarding
		Type (floppy disc, CD, DVD, USB, ...)	For the level of security classificati on (R, C, S)	Means of use: T - transport, transfer; S - storing	Assigned to whom/when (date, surname and signature)		
1	2	3	4	5	6	7	8

## REQUEST FOR THE BORROWING OF A CLASSIFIED DOCUMENT

# National Security Authority

Administrative Security and Central Registry Section

Budatínska 30, 850 07 Bratislava

Reg. No.:

Bratislava (date) .....

(addressee) .....

state body, entrepreneur or other legal entity or their  
organisational unit

Subject

Request for the borrowing of a classified document

I request the borrowing of a classified document number: .....,

for the period from ..... to .....,

for .....

(state the name, surname, position and employer of the authorized person)

Reasons for borrowing

.....

## Statement

I am a person authorized to acquaint with classified information of the level of security classification Restricted (Confidential, Secret, Top Secret) within the scope ..... (state a specific item of a relevant list of classified information that applies to the classified document borrowed)

.....

signature of the person requesting the  
borrowing

.....

name and surname, position and  
signature of the superior of the person  
requesting