

# Safeguarding Classified Material

Unauthorized disclosure of classified information presents the possibility of significant harm to national security. See the reminders below for some of the key requirements as an employee with access to classified information.

- Security containers must be locked when not in use. All classified material must be marked with the highest level and secured properly in a GSA container when not in use.
- Understand “Need to Know” – possessing a clearance or working on the same project does not mean they should have access.
- Classified conversations must be conducted only in authorized areas. Do not discuss classified information in open or public areas.

Remember, you are responsible for protecting classified information. Do not hesitate to reach out to your Facility Security Officer with any questions or issues.



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