

ISOO Notice 2026-09: Guidance for Use of Classification Authority Block on Standard Form 700

September 28, 2026

Purpose

1. This Notice clarifies guidance on the use of a classification authority block on the Standard Form 700, “Security Container Information,” (SF 700) consistent with the requirements detailed in Executive Order (E.O.) 13526, “Classified National Security Information,” and 32 Code of Federal Regulations (CFR) 2001.

Background

2. Subpart C of 32 CFR 2001 (sections 2001.20-2001.26), provides guidance on the proper identification and marking of classified national security information, including the usage of a classification authority block for both originally classified information and derivatively classified information.
3. 32 CFR 2001.80(d)(3) governs the use of the SF 700 at the national policy level. The purpose of this form is to provide the names, addresses, and telephone numbers of employees who are to be contacted if the security container containing classified information to which the form pertains is found open and unattended. The SF 700 also includes the current combination for the security container and provides an envelope to be used to forward this information to the appropriate agency official or activity. If an agency determines as part of its risk management strategy that a security container form is required, they must use the SF 700, ensuring uniformity and consistency across federal agencies. Parts 2 and 2A of each completed form must be classified at the highest level of classification of the information authorized for storage in the security container, and a new form must be completed each time the combination of the security container is changed.

Guidance

4. Agencies have the discretion to determine whether to require a classification authority block, in the format they are prescribed under 32 CFR 2001.20-26, on the SF 700 itself. As in all instances of its use, the purpose of a classification authority block is to ensure the following elements are captured when identifying and marking classified information:
 - (a) For originally classified information: the classifying authority or identity of persons applying classification markings (i.e., the name or position of the original classifier); the agency or office of origin (if not otherwise evident); the reason for classification; and declassification instructions.

(b) For derivatively classified information: the identity of persons who applied the derivative classification markings; the source of the derivatively classified information; the reason for classification; and declassification instructions.

5. When an SF 700 is properly completed, the form itself reflects each of the elements in section 4 of this Notice and an additional classification authority block is not required. Agencies may utilize their own risk management strategies to determine whether to require the additional application of a classification authority block on the SF 700. See below for an illustration of this in practice, noting this is only an example for training purposes and does not contain classified national security information.

The diagram shows the Standard Form 700 (Rev. 4-01) with the following sections highlighted by red arrows:

- Classification Level:** Points to the top section labeled 'CLASSIFICATION LEVEL'.
- Classifier/Contact Info:** Points to the section labeled '10. PRINT NAME/ORGANIZATION SYMBOL WITH SIGNATURE OF PERSON MAKING CHANGE'.
- Declassification Instructions:** Points to the section labeled '11. Immediately notify one of the following persons. If this container is found open and unattended'.
- Derived From:** Points to the bottom right section labeled '2A. INSERT IN ENVELOPE'.

The form itself contains the following text:

SECURITY CONTAINER INFORMATION INSTRUCTIONS

1. Complete Part 1 and Part 2A (on end of flap).
2. Detach Part 1 and insert to the inside of the control drawer of the security container.
3. Mark Parts 3 and 2A with the highest classification level dated in this security container.
4. Detach Part 2A, event in coverage (Part 2) and seal. See Privacy Act Attachment on reverse.

CLASSIFICATION LEVEL

1. AREA OR POST (if required)	2. BUILDING (if required)	3. ROOM NO.
4. ACTIVITY (Division, Branch, Section or Office)	5. MFG. & CLASS OF CONTAINER	6. MFG. & LOCK ROOM
7. MFG. & LOCK ROOM	8. SERIAL NO. OF CONTAINER	9. DATE COMBINATION CHANGED

CLASSIFIER/CONTACT INFO

10. PRINT NAME/ORGANIZATION SYMBOL WITH SIGNATURE OF PERSON MAKING CHANGE

DECLASSIFICATION INSTRUCTIONS

11. Immediately notify one of the following persons. If this container is found open and unattended

EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
SAMPLE		

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED.

UNCLASSIFIED UPON CHANGE OF COMBINATION.

2A. INSERT IN ENVELOPE

SF 700 (REV. 4-01)
Prescribed by NARMISCO
32 CFR 2003

6. ISOO is in the process of making an administrative revision to the SF 700 to account for its prescribing authority changing from 32 CFR 2003 to 32 CFR 2001. Agencies may continue to utilize the April 2001 version of the SF 700 as a valid form while existing inventories of the form remain.

Authorities

E.O. 13526, Classified National Security Information

32 Code of Federal Regulations (CFR) 2001

This guidance pertains to Federal agencies and is binding on agency actions as authorized under law and similar authority. This guidance does not apply to, and is not meant to

bind, the public, except as authorized by law or regulation or as incorporated into a contract.

Please direct any questions regarding this ISOO Notice to: isoo@nara.gov.

A handwritten signature in black ink, appearing to read "Michael D. Thomas". The signature is stylized, with the first name "Michael" written in a cursive-like script, followed by "D." and "Thomas" in a more formal, slightly cursive style. The signature ends with a long horizontal stroke.

MICHAEL D. THOMAS
Director