I.M.R. Handbook

Document Classification System

A document has a three-part classification attached. For example:

> **O U O**

The first letter contains information about permitted distribution:

O	Open	Any employee can request access
R * **	Restricted	Compartmentalised intelligence

The second letter contains information about the level of importance attached to the classification:

U	Unrestricted	Available to anyone
T *	Theatre / Tower	Restricted to an area
C * **	Closed	Available only to mission staff

The last letter contains information regarding the source of the document:

P	Public	Available to general public
O	Open	Acquired through admitted capability
C *	Closed	Acquired from allies
S * **	Secret	Acquired through non-public capability

In general, a document should not be distributed further than neccesary for operational requirements – and certainly not to anyone without clearance.

If in doubt, consult with your team leaders.

* : Not for further distribution outside of the organisation.
** : Not for further distribution at all.