

Security

1. All staff are required to read either the 'Departmental Security Instructions' or the booklet 'Security in the Home Office' once a year and to certify that they have done so. Line Managers must see that this is done.

2. All officers who hold copies of the booklet must ensure that it is kept up to date by actioning the amendments as soon as they are received.

3. Classified files (see also FILES)

3.1 Sending classified files or documents to other Government Departments

3.1.1 This is covered in the booklet 'Security in the Home Office'.

3.2 Classified papers which have not been registered to a file

3.2.1 All unregistered classified papers should be examined immediately on receipt with a view to downgrading, declassification or, where appropriate, destruction as classified waste. Any papers remaining classified should be placed on a classified file and, unless required for action, laid by. The rules for top secret and secret papers held other than on registered files are set out in booklet the 'Security in the Home Office'.