



FOREIGN AFFAIRS MANUAL

VOLUME 5 – Information Management

Transmittal Letter: IM-25

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CHAPTER 200 CORRESPONDENCE

MAJOR CHANGES

1. Chapter 200 has been completely revised and updated and replaces the previous version published 6-30-95.
2. The chapter defines “official correspondence” and clarifies the policy for using official stationery.
3. This chapter includes the new E.O. 12958 general guidelines governing information security, marking classified documents, and protecting unclassified documents with the new Administrative Control Designation, Sensitive But Unclassified (SBU).
4. The policy to decategorize captions is included in this update.
5. Normally, revisions since the last update appear in italics, but since this update is so extensive, italics will not be used to indicate changes.
6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of 5 FAM Chapter 200 (issued under TL:IM-17 dated 6-17-95; 4 pages total including chapter title page) and replace it with the attached revised Chapter 200 (6 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:IM-25, and initial.

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