Classification And Handling Cheat Sheet

General Assembly — Reference card

Participant shorthand

- **Official**: ordinary internal working information; still not public by default.
- **Sensitive**: participant shorthand for **OFFICIAL: Sensitive** with the relevant dissemination limit where required.
- **Protected**: security-classified material with tighter handling and audience limits.

Before sharing

1. State the purpose and smallest audience.
2. Confirm the label or handling family.
3. Prefer a governed link or approved channel over loose attachments or screenshots.
4. Keep source, as-of, owner, and caveat visible on the artefact.
5. Set a review, expiry, or disposal point for copied extracts where needed.

Common traps

- Internal audiences are not automatically entitled audiences.
- Screenshots, exports, and forwarded attachments can lose context and label cues.
- Mixed classifications in one workbook or briefing pack create avoidable risk.
- Perfect tooling is not required, but visible handling metadata is.

Safer default tomorrow morning

If you cannot improve the system today, still add the label, source or as-of, owner, caveat, and review point before the artefact travels.