

ISO 4669-1:2023-05 (E)

Document management - Information classification, marking and handling - Part 1: Requirements

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Principles	3
5	ICMH system design	4
5.1	Classification scheme design	4
5.1.1	Classification criteria	4
5.1.2	Hierarchy	5
5.1.3	Classification scheme equivalence	6
5.1.4	Information asset life cycle	6
5.1.5	Default classifications	7
5.1.6	Information assets that are not marked	8
5.1.7	Descriptors and dependencies	8
5.2	Marking scheme design	9
5.2.1	Marking design criteria	9
5.2.2	Placement and style of marking	9
5.3	Handling scheme design	10
5.3.1	Handling design criteria	10
5.3.2	Information handling during creation and capture	10
5.3.3	Information re-use in other information assets	11
5.3.4	Editing and changes to an information asset	11
5.3.5	Information aggregation	11
5.3.6	Access to and handling of information	11
5.3.7	Information storage	12
5.3.8	Information replication and rendering	12
5.3.9	Information redaction	13
5.3.10	Information distribution, sharing and exchange	13
5.3.11	Information archiving and disposal	14
5.3.12	Information security	15
5.4	ICMH system evaluation	15
5.4.1	Evaluation programme	15
5.4.2	Monitoring and testing	15
5.4.3	Auditing and assurance	16
5.4.4	Measurement	16
5.4.5	Incident management and investigation	16
5.4.6	Reporting and lesson learning	16
6	ICMH system revision	16
6.1	Scheme revision	16
6.2	Change management	16
6.3	Progressive extension of ICMH scope	17
6.4	Progressive integration into the organization	17
Annex A (informative)	Examples of ICMH schemes	18
Annex B (informative)	Examples and guidance when applying the ICMH system to information assets in different formats and/or media	23
Bibliography		31