

TRINITY LABORATORIES

INFORMATION SECURITY CLASSIFICATION SYSTEM

Document: **TL-SEC-04**

Issued By: **Information Security & Records Division**

Applies To: **All Trinity Laboratories personnel, records, facilities, specimens, and research programs**

CLEARANCE LEVEL SUMMARY

Clearance Level	Name	Description
TL-0	GENERAL RELEASE	Public information. No clearance required.
TL-1	INSTITUTIONAL	Internal Trinity Laboratories information.
TL-2	CONTROLLED RESEARCH	Active, unpublished, or sensitive research information.
TL-3	RESTRICTED	Sensitive operational and scientific information.
TL-4	SPECIAL ACCESS	Compartmentalized programs requiring specific authorization.
TL-5	DIRECTORATE CONTROL	Highly sensitive information controlled by senior Trinity leadership.
TL-6	ISOLATED	Named-access information deliberately separated from normal Trinity operations.
TL-7	NULL RECORD	Information whose existence is itself classified.
TL/Ø	NULL ACCESS	Exceptional designation. Access exists only by individual authorization.

TL-0 — GENERAL RELEASE

ACCESS: Unrestricted
AUTHORIZATION: None Required
PUBLIC DISCLOSURE: Permitted

Information approved for public distribution.

Examples

- Published scientific research
- Recruitment materials
- Corporate information
- Public-facing laboratory programs
- Approved photographs
- Public statements

DOCUMENT MARKING:

GENERAL RELEASE — TL-0

TL-1 — INSTITUTIONAL

ACCESS: Trinity Personnel
AUTHORIZATION: Active Trinity Employment
PUBLIC DISCLOSURE: Not Authorized

Routine internal information not intended for public distribution.

Examples

- Employee notices
- Laboratory schedules
- Internal correspondence
- Supply records
- Maintenance documentation
- Routine administrative records

Unauthorized disclosure is undesirable but would not normally compromise Trinity operations.

DOCUMENT MARKING:

TRINITY INSTITUTIONAL — TL-1

TL-2 — CONTROLLED RESEARCH

ACCESS: Research & Technical Personnel

AUTHORIZATION: Departmental

PUBLIC DISCLOSURE: Prohibited Without Approval

Information concerning active or unpublished Trinity research.

Examples

- Experimental procedures
- Preliminary findings
- Engineering specifications
- Prototype documentation
- Specimen records
- Laboratory observations
- Unpublished technical reports

External distribution requires departmental authorization.

DOCUMENT MARKING:

CONTROLLED RESEARCH — TL-2

TL-3 — RESTRICTED

ACCESS: Authorized Personnel

AUTHORIZATION: Individual or Departmental

PUBLIC DISCLOSURE: Prohibited

Sensitive information whose unauthorized disclosure could compromise Trinity personnel, facilities, research, or operations.

Examples

- Sensitive experiments
- Facility security information
- Incident reports
- Hazardous research
- Selected personnel records
- Restricted technical documentation

Possession of Trinity credentials alone does not authorize access.

DOCUMENT MARKING:

RESTRICTED — TL-3

AUTHORIZED PERSONNEL ONLY

TL-4 — SPECIAL ACCESS

ACCESS: Compartmented

AUTHORIZATION: Program Specific

NEED-TO-KNOW: Required

PUBLIC DISCLOSURE: Strictly Prohibited

Information belonging to compartmentalized Trinity programs.

TL-4 personnel must be separately authorized for each applicable project. Access to one TL-4 program does not grant access to another.

Examples

- Unusual specimens
- Sensitive experimental programs
- Concealed facilities
- Classified contractual research
- Unexplained experimental results
- Programs isolated from ordinary laboratory operations

DOCUMENT MARKING:

SPECIAL ACCESS — TL-4

COMPARTMENT AUTHORIZATION REQUIRED

TL-5 — DIRECTORATE CONTROL

ACCESS: Highly Restricted

AUTHORIZATION: Senior Directorate

NEED-TO-KNOW: Mandatory

PUBLIC DISCLOSURE: Strictly Prohibited

Information capable of causing severe institutional, legal, scientific, or public consequences if disclosed.

TL-5 records are normally maintained separately from standard Trinity information systems.

All access is individually logged.

Personnel may be permitted to know that a TL-5 program exists without being authorized to know its purpose.

DOCUMENT MARKING:

DIRECTORATE CONTROL — TL-5
DISCLOSURE STRICTLY PROHIBITED

TL-6 — ISOLATED

ACCESS: Named Personnel Only

AUTHORIZATION: Individual Written Authorization

NEED-TO-KNOW: Absolute

PUBLIC DISCLOSURE: Prohibited

Information deliberately isolated from Trinity's normal administrative structure.

Access cannot be obtained through:

- Rank
- Seniority
- Department
- General security clearance
- Facility authority

Every authorized individual must be specifically listed on the controlling access register.

Certain Trinity executives, security officers, and facility administrators may therefore be denied access.

Records may use substitute project names, compartment numbers, or intentionally incomplete descriptions.

DOCUMENT MARKING:

ISOLATED — TL-6
NAMED ACCESS ONLY
DO NOT DUPLICATE

TL-7 — NULL RECORD

ACCESS: Explicit Executive Authorization
AUTHORIZATION: Individual
NEED-TO-KNOW: Absolute
ACKNOWLEDGMENT OF EXISTENCE: Prohibited

The highest standard Trinity Laboratories classification.

TL-7 applies when the existence of the information itself is classified.

Associated programs may be intentionally excluded from:

- Research indexes
- Personnel directories
- Project catalogs
- Budget descriptions
- Facility records
- Archives
- Standard computer systems

Unauthorized personnel are not to be informed that the associated project, specimen, facility, incident, or record exists.

Discovery of TL-7 references outside an authorized environment must be reported immediately.

DOCUMENT MARKING:
NULL RECORD — TL-7
EXISTENCE NOT ACKNOWLEDGED
NO UNAUTHORIZED RETENTION

TL/Ø — NULL ACCESS

STATUS: Special Designation

STANDARD CLEARANCE: None

ACCESS: Individually Designated Personnel Only

OVERRIDE AUTHORITY: None

TL/Ø is not a standard clearance level.

It is an exceptional information-control designation reserved for material placed under direct Executive containment.

There is no standing TL/Ø clearance.

There is no departmental TL/Ø clearance.

There is no automatic Executive TL/Ø clearance.

Security rank does not supersede TL/Ø.

The individual's name must appear on the controlling authorization record.

If it does not, access is denied.

When required, Trinity records may omit all references to the existence of TL/Ø material.

DOCUMENT MARKING:

TRINITY LABORATORIES — TL/Ø

NULL ACCESS

EYES ONLY BY INDIVIDUAL DESIGNATION

DO NOT INDEX

DO NOT REFERENCE

DO NOT ACKNOWLEDGE

DOCUMENT MARKING FORMAT

Classified Trinity records should display the applicable security designation on the document header, cover, container, or evidence label.

Standard Format

[CLEARANCE] / [PROGRAM] / [COMPARTMENT]

Example

TL-4 / BAXTINITE / SA-12

TL-4

Special Access clearance.

BAXTINITE

Program or subject designation.

SA-12

Specific compartment authorization.

Possession of the appropriate TL clearance does not automatically authorize access to the associated program or compartment.

ACCESS PRINCIPLE

CLEARANCE ESTABLISHES ELIGIBILITY.

COMPARTMENT AUTHORIZATION ESTABLISHES ACCESS.

NEED-TO-KNOW ESTABLISHES PERMISSION.

No Trinity employee is entitled to information solely because of rank, position, department, or security clearance.