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**Notice of the General Office of the State Council on Further Improving Secrecy Examination in Open Government Information Work**

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To the people’s governments of all provinces, autonomous regions and directly administered municipalities, ministries and commissions under the state council and all subordinate agencies:

Since implementation of the People’s Republic of China Regulations on Open Government Information (hereafter “OGI Regulations”), all regions and departments have conscientiously carried out the provisions of the OGI Regulations and actively and steadily promoted open government information work, effectively ensuring that citizens, legal persons and other organizations obtain government information in accordance with the law. However, at the same time, some regions and departments have not implemented the system of open government information secrecy examination, their mechanisms are imperfect, secrecy examination is not rigorous and standardized, and cases of state secrets leakage have occurred, seriously harming the security of state secrets. In order to further strengthen the work of open government information secrecy examination and with the agreement of the State Council, you are hereby notified of the following relevant matters;

1. **Attach great importance to open government information secrecy examination work**

Strengthening open government information secrecy examination work is a necessary requirement to ensure the security of state secrets and maintain the national security and interests, and is an important guarantee for the smooth promotion of open government information work. All regions and departments must effectively raise awareness and strictly in accordance with the relevant provisions of the Law of the People’s Republic of China on Safeguarding State Secrets (hereafter the State Secrets Law) and the OGI Regulations establish a complete mechanism for open government information secrecy examination. The examination agencies, those having examination functions, leadership responsibilities, departmental responsibilities and specialized implementing personnel shall be clarified. The responsible comrades of all organs and units who are responsible for open government information work shall earnestly shoulder the important tasks of guiding, managing and supervising open government information secrecy examination work. All regions and departments, particularly municipal and county-level governments and their departments, shall strengthen secrecy education and training of open government information staff within their systems, to enable them to increase their secrecy protection awareness and grasp the relevant laws, regulations, knowledge and skills.

1. **Further standardizing procedures for open government information secrecy examination**

1. All regions and departments shall integrate open government information secrecy examination procedures with document handling procedures and information release procedures, to prevent a disconnect between secrecy examination and open government information work. All organs and units shall, at the time they produce government information, make clear whether that information should be disclosed, as well as how to disclose it an whether it must be redacted prior to disclosure, doing a good job of secrecy examination at the source [of information-creation].
2. Organs shall adhere to the principles of “examine first, disclose later” and “one examination per matter.” All organs and units shall carry out a secrecy examination of government information they propose to disclose. The unit in charge of the information shall provide a concrete opinion and, after examination by the secrecy examination office designated by the organ or unit, the matter shall be reported to the relevant responsible comrade of the organ or unit for approval. Government information may not be disclosed or issued without going through examination and approval.
3. During the course of secrecy examination, if it is not clear whether matters are state secrets, the matters should be reported for determination to the secrecy administrative and management department with the authority to make a determination. If the matter relates to operational work, the opinions of the department in charge of the operation shall be consulted. Coordination and consultation with relevant departments shall be conducted when major matters proposed for disclosure that might relate to national security, public security, economic security or social are encountered.
4. Government information such as coded messages [密码电报] and documents that are marked as classified that are state secrets and have not yet been de-classified may not be disclosed. If a coded message truly needs to be disclosed, its contents can only be disclosed with approval by the unit that sent the message and after secrecy examination, but the header and other message format may not be disclosed.
5. All departments that are responsible for organ and unit website management shall establish a registration system for releasing government information. When releasing government information on government websites, the unit in charge of the government information should provide to the department in charge of the website an examination opinion from the secrecy examination office and the approval opinion of the responsible comrade of the organ or unit relevant organ. The departments responsible for website management for organs and units shall do a good job of the corresponding recording of these matters for future reference.
6. **Strengthen supervision and inspection of open government information secrecy examination work**

All regions and departments shall strengthen the regulation of government websites and other information disclosure platforms for releasing government information. They shall immediately conduct a one-time special inspection of open government information secrecy examination work within their own region or department, and promptly discover and correct existing problems, and take effective measures to strengthen the weak links in secrecy management. Those that, in violation of the provisions of the State Secrets law and OGI Regulations, have not established a mechanism for open government information secrecy examination shall temporarily stop releasing information and shall be ordered to correct the situation; where the circumstances are serious, the responsible personnel shall be given disciplinary sanctions in accordance with the law. Where secrecy-related documents and materials have been posted on government websites, remedial measures shall be taken promptly and the responsibility of the relevant personnel shall be seriously investigated in accordance with the law. All levels of secrecy administrative and management departments should guide and urge the administrative organs to establish and perfect open government information secrecy examination systems, to firmly and steadfastly grasp the importance of ensuring the security of state secrets.