

HISPUB 012.1

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The United States House of  
Representatives Information  
Security Publication – Guidelines  
for Determining Information  
Sensitivity

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## Guidelines for Determining Information Sensitivity

Complete the following questionnaire to determine if your information is considered sensitive. If the answer to any question in any category below is “yes,” the information is considered sensitive and must be protected accordingly.

Type of Information	Yes	No
<b>Personnel Information</b>		
Does the information relate to House employees:		
Payroll data?		
Fringe benefits information?		
Terms of employment (including performance/disciplinary records)?		
Academic/educational history?		
Arrest/criminal investigation history?		
Employment history (general and security/clearance information)?		
Biographical history?		
Social security information?		
Symbolic identification codes (e.g., passwords, user IDs)?		
Privacy-protected data (to include home address or phone number)?		
Medical history?		
Is the information related to internal personnel rules and practices of the House?		
<b>Financial/Budgetary Information</b>		
Does the information contain contract bidding information?		
Does the information contain site-operating expenditures? (i.e., phone bills, office lease)?		
Does the information address security-related purchases? (i.e., firewalls, alarm systems)?		
<b>Mission-Essential Information</b>		
Would the loss of this information adversely impact the ability of the House or office to perform its mission?		
Would the loss or unavailability of this information adversely impact the House or office?		
Does the application or system used to process this information support other systems or an operation which must be continued to completion without		

Type of Information	Yes	No
interruption?		
Is the information necessary to assure the continuity of essential House activities during and following national emergency conditions?		
Would the inappropriate disclosure of information adversely reflect on the credibility of the House or office?		
<b>Information Technology and Information Security-Related Information</b>		
Does the information pertain to the occurrence or reporting of a theft, intrusion, unauthorized access, viruses, or other misuse or abuse of House resources?		
Does the information relate to risk or vulnerability assessments that identify weaknesses in House information systems resources that may be exploited?		
Does the information identify House networks' components, security features, access logons, or passwords?		
Does the information relate to investigation records, techniques, or procedures compiled for law enforcement purposes or a national security intelligence investigation?		
<b>Legislative Information</b> <i>(Note: Information relating to statements made to the press, press clippings, newspaper articles, television interviews or coverage, or other statements or documents published outside of the House are not confidential.)</i>		
Does the information relate to specific legislative action taken or considered by the office? This includes drafts of bills, research, and other preparatory information.		
Does the information relate to a specific congressional hearing or related investigations, witness interviews, or other preparatory work for that hearing?		
Was the information provided to the House in confidence or with restrictions on its use (i.e., trade secrets, commercial or financial information) from an individual, private entity, or state or federal entity?		
Does the information consist of intra-House or inter-agency memoranda, letters, or other communications?		

Type of Information	Yes	No
<b>Constituent Information</b>		
Does the information relate to identifiable constituents who provided information to the office in confidence or with restrictions on its use?		
Does the information provide identifying characteristics about constituents (i.e., names, social security numbers, addresses, telephone numbers, etc.)?		
Does the information consist of intra-House or inter-agency memoranda, letters, or other communications relating to a constituent?		
Was the information provided to the House in confidence or with restrictions on its use (i.e., trade secrets, commercial or financial information) from a constituent?		