SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION DIRECTIVE 001
LEVEL 0, PUBLIC

Clearance Policy

Sets out what each clearance level allows and who may grant or revoke it, under Articles IV and VI of the Foundation Charter. Clearance belongs to the Foundation and only personnel hold it: Citizens and the Unregistered have none, and see only what the Foundation makes public. Other factions keep their own access rules.

DOCUMENT	**FOUNDATION DIRECTIVE 001**	CLASSIFICATION	**LEVEL 0, PUBLIC**
APPLIES TO	**ALL FOUNDATION PERSONNEL**	KIND	**IN CHARACTER**
REVISION	**3**	ISSUED	**[redacted]**

1. The levels

LEVEL	NAME	TYPICAL HOLDERS	MAY READ
0	Official Use Only	New personnel	Public files and their own orders
1	Restricted	Junior staff in every department	Routine procedures, Safe-class summaries
2	Confidential	Researchers, guards and medics on containment duty	Containment procedures for the anomalies they work with
3	Secret	Senior researchers, MTF operatives, site leads, Ethics observers	Full anomaly files, incident and experiment records at their site
4	Top Secret	Site Directors, federal heads, senior command, Ethics Auditors	Records across sites, Keter and Thaumiel files
5	Thaumiel	The Administrator, the O5 Council, the Ethics Committee	Everything

Clearance is the most a person may see. They also need a reason to know: a Level 3 researcher does not read another site's files without one.

1A. Classes

Clearance says what a member of personnel may read. A **class** says where a person stands with the Foundation: how close to anomalies they may work, and when they are moved to safety. Everyone the Foundation governs holds a class, A to F.

CLASS	WHO	CONTACT WITH ANOMALIES	IN AN EMERGENCY
A	Essential to the whole Foundation: The Administrator, both councils, Site Directors	None. Kept in secure areas away from containment	Evacuated first, to a secure place off site
B	Essential to one site or department: Level 4 and Level 5 personnel	Only anomalies that have passed quarantine and screening	Evacuated off site as soon as possible
C	Most personnel: Level 0 to Level 3	Direct contact with anomalies that are not strictly hostile	Shelter in lockdown areas, or evacuated as Security directs
D	Citizens, including Class-D personnel	None, except Class-D personnel in approved tests	Citizens shelter as Civil Administration directs; Class-D personnel are held in the D-Block or escorted out by Security
E	The Unregistered: refugees and survivors	None	Directed to shelter or out of the zone by Security
F	Anyone under a termination order	None	Held by Security

1. Personnel take their class from their post and clearance as the table shows; the authority that grants the clearance sets the class with it.
2. A person becomes Class D on registering as a Citizen (Foundation Directive 005), and is Class E until then.
3. **Class-D personnel** are Citizens in the Class-D Programme, drawn into it or volunteering for it (Class-D Programme Handbook). They stay Class D.
4. **Class F** is set by a termination order, issued by the O5 Council, by a verdict of the Internal Tribunal, or by a Site Director during an Orange or higher alarm at their site. A Site Director's order lapses unless the O5 Council confirms it within 24 hours. Every termination order is subject to the Ethics Committee's veto (Charter, Article III). It lasts until the order is carried out or withdrawn; a withdrawn order returns the person to their previous class.
5. **Quarantine** is a medical status, not a class. A Senior Doctor places anyone exposed to a dangerous effect in quarantine and lifts it after examination; the person keeps their class throughout.
6. In the Roblox groups, the class is the letter on the rank: [A] to [F].

1B. Site-01 clearance and Site Clearance

Site-01 is the Foundation's federal seat; Sites 02 to 09 govern themselves under it (Charter, Article IV). Clearance is therefore held at two levels:

KIND	WHERE IT COUNTS	GRANTED BY
Site-01 clearance	Site-01 and federal command	The O5 Council and The Administrator; a federal head or the Chair of the Ethics Committee for their own staff, up to Level 3
Site Clearance	One of Sites 02 to 09, each held separately	That site's Director, or the authorities in Section 2

1. Site Clearance at one site gives no clearance at another site, and no clearance or authority at Site-01.
2. A Site Director must hold Site-01 clearance. Directing a site gives them no authority at any other site, and they may not enter another site without its Site Clearance.
3. A Site-01 officer who directs no site, and whose Site-01 clearance is at least a site's director level, has the same authority at that site as its Director. The O5 Council and The Administrator have that authority at every site.
4. Ethics Committee staff on a mission hold the Site Clearance it needs at the site they are sent to, granted by the Chair for the mission's length (Charter, Article VI). They are escorted by the site's Security except where an escort would defeat the observation.
5. A member's **posting** is the site they belong to. Only a site where they hold Site Clearance can be their posting.

2. Granting clearance

Site Clearance at a site is granted on Form C-01 by:

GRANTED BY	UP TO
The site's Director	Their own level at the site (Level 4 unless set otherwise)
A Site-01 officer with that site's director authority (Section 1B)	Their Site-01 level
The O5 Council and The Administrator	Level 5
The Chair of the Ethics Committee, for its staff on a mission	The level the mission needs, for its length

Within a site, the Director may let department leads recommend grants for their staff; the grant itself stays with the Director.

Site-01 clearance is granted by the O5 Council. Each federal head, and the Chair of the Ethics Committee, may grant it to their own staff up to Level 3. Level 5 is granted by The Administrator on appointment to either council.

A grant is recorded with who granted it, when and why. The Promotion and Transfer Policy sets out what earns each level.

3. Losing clearance

1. Clearance may be lowered by anyone who could have granted the level being removed, with a reason recorded. Removing a member's Site Clearance at a site also ends their posting and state department there.
2. Clearance is lowered automatically when a member leaves the Foundation, and suspended while a member is under a disciplinary measure that removes their faction role.
3. A member may appeal a reduction in character to the authority above the one who reduced it.

4. Handling information

1. Do not share a file, or what is in it, with anyone below its clearance.
2. Files carry their clearance on the first line. Redacted sections are marked with their own level.
3. Losing or leaking a file is reported to the Site Director at once.

5. How the systems apply it

1. Site-01 clearance is the member's rank in the SCP - Foundation Roblox group (Level 0 to Level 5, Site Director, O5 Council, The Administrator), read by the game when the member joins and every few minutes.
2. Site Clearance, postings, Site Directors and state departments are recorded by the game, per member and per site, with who granted each and when. They will be kept in step with the archive server once its API exists. [STACK: decided in SCPM-1]
3. The Discord bot gives each member the matching Level role, and the Roblox places check clearance on the server, never trusting the player.
4. The Foundation Archive shows a file, or its redacted sections, only to readers at or above its clearance.
5. Staff measures that remove a faction role also suspend clearance, under the Disciplinary Code.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].
1	[redacted]	[redacted] to [redacted] ([redacted]).
2	[redacted]	[redacted] and [redacted] ([redacted]); [redacted] for [redacted] and [redacted]; [redacted] the [redacted] it.
3	[redacted]	[redacted] to [redacted] ([redacted]): [redacted], the [redacted], [redacted]; [redacted] a [redacted]. [redacted] and [redacted]; [redacted] [redacted] to their [redacted] to [redacted].

Foundation Directive 001. Clearance Policy, revision 3. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.