<u>**Student Guide**</u>

Short: Disposal and Destruction of Classified Information

Objective	Identify the who, what, when, why, and how concerning disposal and destruction of classified information
POC	generalsecurity.training@dss.mil
Estimated completion time	10 minutes

Content Presentation

1. Your New Assignment

[Speaker 1: Gary Jenkins, Supervisor]

Thanks for stopping by. I really appreciate your offer to head up this year's classified clean-out day.

Classified clean-out day is a requirement now, not just a recommendation. It's required by DoD Manual 5200.01. This will be your handbook for destroying classified information. It even gives some technical guidance on destruction methods.

I'm writing up some guidelines for our office to follow so we get things right. Kind of a who, what, when, why, and how of disposing of the classified material we don't need any more.

The why is easy: Aside from complying with regulatory guidance, destroying unneeded classified information reduces the risk of compromise. After all, if it no longer exists, then nobody can get their hands on it.

Regular destruction can also help protect national security in the event of an emergency. What if we had an earthquake and had to evacuate this facility quickly? What would happen if we had lots of unneeded classified material lying around?

Destroying classified information also reduces the need for handling and control, which reduces our protection costs.

And last, but definitely not least, destroying information we don't need makes more room for information we do.

When do we destroy classified information?

Well, we can actually destroy it as soon as we don't need it any more. That's not always practical, though. But the DoDM 5200.01 requires us to do it at least once a year. Which for us this year is next week!

As far as who is authorized to destroy classified information, there's no one answer. But remember, the same people who can create it are also authorized to destroy it. Authorized custodians or users of the information can destroy it. Sometimes specific individuals, like you, are designated to destroy it. Specified control officers such as a North Atlantic Treaty Organization (NATO), Communications Security (COMSEC), or Top Secret Control Officer can destroy it. And sometimes materials need to be sent to the National Security Agency's Central Security Service for destruction.

As far as exactly what types of materials we're going to destroy next week and how, I'm sending you to the experts.

You'll want to talk to Phil Martinez, our office manager. He was in charge of our disposal and destruction operations last year. He'll be able to give you a lot of help with destroying the paper-based information around here.

For the IT-type materials, you'll need to talk to Jackie Chen. She'll set you right with disposing of electronic media.

OK, go on and get started. I know they're both in today. Please stop back in when you're done so we can go over some procedures for next week. Oh, and thanks again.

2. Paper-Based Material

[Speaker 2: Phil Martinez, Office Manager]

Hi, I'm Phil. Thanks for tracking me down. I've been very busy lately, so I really appreciate your taking over our classified clean-out day. Since I've handled it before, Mr. Jenkins asked me to tell you what I know about destroying classified information in paper form.

Types of paper-based materials
• Documents
• Maps
• Blueprints
• Files
• Plans

Let's look at where you'll do most of the work next week.

See the burn bag over in the corner? We use those all around the office to store unneeded classified information until we can destroy it. The idea is to control the information to minimize the chance for unauthorized access. We use separate bags in

this office for paper versus non-paper information, like CDs. They should all be sealed and safeguarded as per the Manual until the contents can be destroyed. Part of your job next week will be to gather those up and arrange for disposal or destruction.

There are several authorized destruction methods for paper-based classified materials.

Destruction Methods for Paper Materials
Shredding   - Most common destruction method for paper   - Best for small volumes   - Use NSA/CSS-approved equipment (see EPL for paper shredders)   - Stir bags of shredded material to mix up contents   - It's a good idea to shred unclassified information along with classified!
Burning/incineration   - Reduces paper materials to ash to prevent any possibility of reconstruction   - Incinerators must meet Environmental Protection Agency (EPA) standards for geographic location
Wet pulping   - Used to destroy water-soluble paper materials   - Pulping devices must have security screen size of ¼ inch or smaller   - Done primarily at NSA   - Guidelines/best practices for collection: - Place only water-soluble paper in collection containers   - Limit weight of bags to 10-15 pounds each   - Do not include boxes or metal, such as paper clips or staples   - Preferred over burning because if allows pulp to be recycled into new paper
Chemical decomposition   - Used to destroy non-water-soluble materials   - Separates a chemical compound into smaller compounds   - Wetting additives are added for non-water-soluble paper   - This method is rarely used
Pulverizing/disintegration/mutilation   - Used to destroy many different types of materials   - Also known as dry-grinding   - Employs knife mills and hammer mills to cut the materials   - Authorized high-security disintegrators are specified in current NSA/CSS EPL

I think that's about it. Give me a call if you have any questions, though. Go ahead and track Jackie down to get the rest of the story.

3. IT Equipment and Media

[Speaker 3: Jackie Chen, IT Manager]

Hi, I'm Jackie. Mr. Jenkins told me you'd be stopping by. I'm in charge of our IT department, and I have also helped with destruction of classified IT equipment and material in electronic form.

There are actually quite a few different types of material you may need to destroy.

Types of IT equipment and electronic media
- Magnetic tape   - Hard drives   - Floppy disks   - CDs/DVDs   - Storage devices, such as—   - Random-access memory (RAM)   - Read-only memory (ROM)   - Smart cards   - Flash memory

As you might imagine, it's not as simple as just sticking these types of materials in the shredder! There are several authorized destruction methods for classified IT and electronic materials.

Destruction Methods for Electronic Media
Overwriting
- Definition: - Destroying data by entering new data in its place   - Use: - Solid state devices (such as RAM, ROM, smart cards, flash memory)   - Hard drives (to free up space only)   - Limitations: - Media must be reused only within the same environment   - May not be used to declassify hard drives
Degaussing
- Definition: - Erasing data from magnetic media   - Use: - Magnetic tapes   - Hard drives   - Floppy disks   - Limitations:

○ Causes damage that prohibits continued use
  • DoDM 5200.01 Requirements:
        ○ Use NSA/CSS-approved equipment (see EPL degaussers)

Sanding/Grinding
  • Used for optical media, such as CDs and DVDs
  • Physically damaging the surface to render it unusable

Physical destruction (mutilation)
  • Used for all types of media
  • May include shredding, crushing, disintegrating, pulverizing, incinerating
  • Disintegration uses knife mills and hammer mills to cut the materials

I'll be here all next week, so if anything comes up, I'll be happy to help out. Mr. Jenkins called while you were reading and asked you to swing by his office next. Have a good day!

4. Disposal and Destruction Procedures

[Speaker 1: Gary Jenkins, Supervisor]

Hello again! I hear you made the rounds. Sounds like you'll have plenty of support next week.

I wanted to go over the procedures for destruction outlined in the Manual here. We need to make sure we follow them.

Each DoD Component Head is responsible for establishing procedures to make sure that when classified information is destroyed, it happens by authorized means and is done by appropriate individuals. We need to follow the rules that apply to this office.

If you come across any classified information that can't be destroyed, bring it to my attention. The Manual requires us to reevaluate it and possibly have it downgraded, declassified, or retired to a records center.

As far as recordkeeping goes, we aren't required to keep destruction records unless the information is COMSEC, NATO information, or foreign government information (FGI). For those types of information, the Manual provides additional guidance.

Well, I think you're ready. Read up on the requirements and contact me, Phil, or Jackie if you have any questions. Next week's classified clean-out day will go smoothly I'm sure.

Short Activity

Classified clean-out day has arrived!

Throughout the day, you'll field a few questions from colleagues about disposal and destruction of classified information. You can refer to your notes from your meetings with Mr. Jenkins, Phil, and Jackie if you need to. These notes are collected below.

What to destroy?

- Paper-based classified material
  - Documents
  - Maps
  - Blueprints
  - Files
  - Plans
- Classified IT equipment and electronic media
  - Magnetic tapes
  - Hard drives
  - Floppy disks
  - CDs/DVDs
  - Storage devices (RAM, ROM, smart cards, flash memory)

- How?
  - Crosscut shredding
  - Burning
  - Wet pulping
  - Chemical decomposition
  - Pulverizing/disintegrating
- How?
  - Overwriting
  - Degaussing
  - Sanding
  - Physical destruction (mutilation)

When to destroy it?

- When it is no longer needed
- On mandatory annual clean-out day

Why must it be destroyed?

- Comply with DoDM 5200.01, Volume 3
- Reduce risk of compromise
- Protect national security during emergencies
- Reduce need for handling and control
- Reduce costs
- Create additional storage space

Who destroys it?

- Creators of classified information
- Any authorized holder
- Designated individuals
- Specified control officer (such as COMSEC or NATO)
- NSA's Central Security Service (CSS)

References

- DoDM 5200.01, Volume 3, February 24, 2012
- http://www.nsa.gov/ia/mitigation_guidance/media_destruction_guidance/index.shtml

Activity 1: E-mail Message

You are at your desk when you receive the following e-mail message:

Good morning.

I have a hard drive that contains classified information we don't need any more. I want to keep it here and reuse it for another classified project. Should I have it degaussed or overwritten? Please let me know as soon as you can.

Thanks,

Lisa

Lisa wants to free up space on a hard drive to reuse it for another project. What should you reply to Lisa?

Select the best response.

☐ Degauss the hard drive

☐ Overwrite the hard drive

Activity 2: Phone Call

You receive a phone call with the following request:

> Hi, this is Terrie. I know we have a lot of classified papers to shred today, so I brought my shredder in from home to help out. Should I bring it up? Shoot me an e-mail and let me know.

Terrie has brought in a shredder from home to help out with shredding unneeded classified papers. What should you tell her?

Use the space below to draft an e-mail reply to Terrie.

Activity 3: Your Desk

You return to your desk to find a pile of CDs in your inbox. A Post-it note attached to the CDs reads as follows:

> Here are your CDs. We have a bunch of classified ones down here we can destroy. What methods can we use?
>
> —Joe

Which of the following methods are authorized for destroying classified information on CDs?

Select all that apply.

☐ Sanding   ☐ Wet pulping

☐ Degaussing   ☐ Mutilation

Activity 4: E-mail Message

You are at your desk when you receive the following e-mail message:

Hi there.

I just found a box of smart cards in one of our storage containers. We don't need them for our classified work anymore. If we overwrite the data, can I use them for an unclassified project?
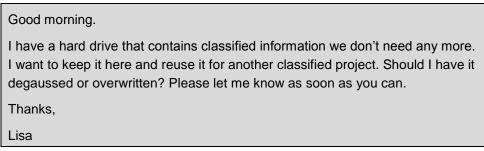
Let me know what you think,

Adam

Adam wants to overwrite smart cards and reuse them on an unclassified project. What should you tell him?

Use the space below to draft an e-mail reply to Adam.

Answer Key

Activity 1: E-mail Message

You are at your desk when you receive the following e-mail message:

> Good morning.
>
> I have a hard drive that contains classified information we don't need any more. I want to keep it here and reuse it for another classified project. Should I have it degaussed or overwritten? Please let me know as soon as you can.
>
> Thanks,
>
> Lisa

Lisa wants to free up space on a hard drive to reuse it for another project. What should you reply to Lisa?

Select the best response.

    ☐ Degauss the hard drive

    ☑ Overwrite the hard drive

Feedback: Overwriting the classified information on the hard drive will allow Lisa to keep using it as long as it stays in its current environment. If Lisa degausses the hard drive, it will become unusable.

Activity 2: Phone Call

You receive a phone call with the following request:

> Hi, this is Terrie. I know we have a lot of classified papers to shred today, so I brought my shredder in from home to help out. Should I bring it up? Shoot me an e-mail and let me know.

Terrie has brought in a shredder from home to help out with shredding unneeded classified papers. What should you tell her?

Use the space below to draft an e-mail reply to Terrie.

Responses may vary.

Feedback: Unless Terrie's shredder is on the NSA's Central Security Service evaluated products list (EPL), you can't use it to destroy classified information. Odds are it's not, since most home office shredders do not meet the requirements. Better to be safe and use the one Phil showed you in the copy room. You know that one is on the EPL list.

Activity 3: Your Desk

You return to your desk to find a pile of CDs in your inbox. A Post-it note attached to the CDs reads as follows:

> Here are your CDs. We have a bunch of classified ones down here we can destroy. What methods can we use?
>
> —Joe

Which of the following methods are authorized for destroying classified information on CDs?

Select all that apply.

    ☑ Sanding   ☐ Wet pulping

    ☐ Degaussing   ☑ Mutilation

Feedback: Classified information stored on CDs can be destroyed by either sanding or mutilation. Degaussing is used only for magnetic media, and wet pulping is used only for paper.

Activity 4: E-mail Message

You are at your desk when you receive the following e-mail message:

Hi there.

I just found a box of smart cards in one of our storage containers. We don't need them for our classified work anymore. If we overwrite the data, can I use them for an unclassified project?

Let me know what you think,

Adam

Adam wants to overwrite smart cards and reuse them on an unclassified project. What should you tell him?

Use the space below to draft an e-mail reply to Adam.

Responses may vary.

Feedback: Adam cannot reuse the smart cards for an unclassified project. When overwriting data on a solid state device, like a smart card, the device can be reused only within the same environment.

Short Conclusion

1. Thank You

[Speaker 1: Gary Jenkins, Supervisor]

Well, that was a very productive day. Thank you again for running this year's annual classified clean-out day.

Your colleagues commented how helpful you were. I hope you're willing to take the assignment again next year!

2. Congratulations!

You have completed the Disposal and Destruction of Classified Information Short.