

# *ISOO Training Tip #14*

## *September 2018*

### **TOPIC: Destruction of classified information**

#### **How shall classified information be destroyed?**

Upon destruction, information in both paper forms and on media, must be unreadable, indecipherable, and irrecoverable.

Classified information identified for destruction shall be destroyed completely to preclude recognition or reconstruction of the classified information in accordance with procedures and methods prescribed by agency heads.

The methods and equipment used to routinely destroy classified information include:

- Burning
- Cross-cut shredding
- Wet-pulping
- Melting
- Mutilation
- Chemical decomposition
- Pulverizing

Only equipment listed on an Evaluated Products List (EPL) issued by the National Security Agency (NSA) may be used to destroy classified information as stated in 32 CFR 2001.42(b).

**Reference:** [32 CFR 2001.47](#)



**isootraining@nara.gov**

**[www.archives.gov/isoo/training](http://www.archives.gov/isoo/training)**