

Student Guide

Short: Classified Storage Requirements

Objective	Identify appropriate storage requirements for different types and levels of classified information
Estimated completion time	25 minutes

1. Introduction

As a security professional working in the DoD, you should be intimately familiar with the requirements and best practices for storing classified material. Chances are, you handle it on a daily basis. For that matter, you may even be a go-to resource on protecting classified material.

But do you know *everything* you need to know? Do you know all the options available for storing various types of sensitive and classified material? What about the unique requirements for different types of storage containers?

This Short on Classified Storage Requirements will refresh your knowledge on appropriate methods for protecting classified information and will give you an opportunity to practice applying that knowledge.

2. Factors to Consider

When determining whether a particular container or facility is appropriate for storing classified material, one general principle always holds true: the more sensitive the material being stored, the stricter your storage and protection methods must be.

For example, Confidential information has stricter storage requirements than unclassified information. Likewise, Secret information must be protected at a higher level than Confidential. And Top Secret information requires even greater protection than Secret. Sometimes, additional control markings are required to identify highly sensitive classified information that requires the highest possible levels of protection. One such type of special information is sensitive compartmented information (SCI).

The range of required protection measures includes the types of storage containers or facilities as well as other, supplemental, controls, such as guards, alarms, and electronic surveillance systems.

Though the primary consideration in selecting a container or facility is the sensitivity of the information, there are several other factors that play into the real-world determination of what storage methods are most appropriate. One factor is whether there are any specific threats that would require a higher level of protection (for example, storing classified material in enemy territory). Another factor is the nature of the material being stored. For example, storage requirements for weapons, large items, or heavy machinery will be different than the requirements for printed or electronic media. Finally, the geographic location of the materials being stored plays a role. The requirements that apply to storing materials overseas—in a war zone, for example—may be different than those that apply to materials stored in the United States.

Let's take a closer look at the specific storage requirements for each type of classified information.

3. Storage by Classification Level

All classified material must be stored in a secure room, a GSA-approved storage container, such as a cabinet or safe or a vault or modular vault, or a sensitive compartmented information facility (SCIF). Each of these containers and facilities will be described in more detail later in this Short, but for now, we're going to start by looking at how they are used to store the types of classified material shown here.

Remember: the more sensitive the information being stored, or the higher the level of classification, the more stringent the storage requirements must be. Therefore, the minimum storage requirements are different for each level of classified information.

In some situations, a secure room or GSA-approved container is enough on its own to protect classified material. However, in other situations, additional controls are necessary to further safeguard the container or facility. These additional controls, known as "supplemental controls," will be described in more detail later. For now, you simply need to know that they are required for storing some levels of classified material.

a. Confidential

Confidential material may be stored in a secure room, a cabinet or safe, or a vault or modular vault. Confidential information may also be stored in a SCIF. No additional protection is required to store Confidential material in any of these containers or facilities.

b. Secret

Secret material may also be stored in a secure room, a cabinet or safe, a vault or modular vault, or a SCIF. However, if Secret material is stored in a secure room,

then supplemental controls are required to ensure its protection. We'll look later at the specific supplemental controls required for Secret material.

c. Top Secret

Like the lower levels of classified material, Top Secret material may also be stored in a secure room, a cabinet or safe, a vault or modular vault, or a SCIF. However, regardless of whether it is stored in a secure room, a cabinet or safe, or a vault, Top Secret material always requires supplemental controls. We'll look later at the specific supplemental controls required for Top Secret material.

d. Sensitive Compartmented Information (SCI)

There is only one acceptable place to store SCI, and that is in a SCIF. Although any type of classified material may also be stored in a SCIF, SCI may NOT be stored in anything other than a SCIF.

4. Containers and Facilities

Storage containers and facilities are the physical spaces that are used to house valuable, sensitive, and classified information and material to protect it against unauthorized disclosure.

Storage containers, such as secure rooms, GSA-approved security containers, and GSA-approved vaults, are generally designed to protect classified information and smaller sensitive items such as small weapons.

Storage facilities, on the other hand, are restricted areas designed to protect certain types of classified material or for the bulk storage of items that require larger spaces, such as missiles and other high-tech equipment. A SCIF, which is the most secure type of storage discussed in this Short, is one type of storage facility.

Whereas all classified storage facilities, such as SCIFs, are built to specific standards that authorize them to store specific types of information, the only storage containers that are authorized to store classified information are secure rooms, which must meet specific construction standards defined by the DoD, and GSA-approved security containers and vaults, which must meet strict construction standards defined by the General Services Administration (GSA).

A GSA-approved container is any container that has been certified as meeting a certain minimum security standard for protection of classified information. The physical construction standards vary by type of container, but the important thing for you to know is that any container that is certified as a GSA-approved container is approved to store classified information.

GSA

The General Services Administration (GSA) establishes and publishes minimum standards, specifications, and supply schedules for containers, vault doors, modular vaults, and other associated security devices suitable for the storage and protection of classified information against forced, covert, and surreptitious entry.

a. Secure Rooms

Secure rooms are areas designated and authorized for open storage of large volumes of classified material.

Secure rooms are used when larger storage capacity is needed than can be obtained from the use of GSA-approved security containers alone. These facilities are built to enhanced commercial construction standards and do not afford the extra security that is inherent with vaults. However, it is important to be aware that some Components may have additional requirements prohibiting the open storage of classified information in secure rooms.

When a secure room is approved for the open storage of classified material, it must be constructed in accordance with standards contained in DoD Manual 5200.01, DoD Information Security Program. Such standards address construction of floors, walls, ceilings and roofs, windows, and other openings.

b. GSA-Approved Security Containers

GSA-approved security containers are used to store all levels of classified material. They come in various configurations, such as security filing cabinets, map and plan containers, weapons storage containers, and information processing system (IPS) containers.

For use in mobile applications, such as aircraft, vehicular, or field environments, a portable field safe is an approved option as long as additional security measures are in place to protect the container.

Security Filing Cabinets

GSA-approved security filing cabinets are available in one-, two-, four-, and five-drawer legal and letter size configurations with either a single lock controlling all drawers or separate locks on individual drawers.

Security filing cabinets are manufactured in accordance with federal specification AA-F-358J, as amended.

Map and Plan Containers

GSA-approved map and plan containers are used to store classified drawings, maps, plans, film, and other miscellaneous classified material. Various interior accessories are available for these containers.

Security containers used for map and plan storage are manufactured in accordance with federal specification AA-F-363D, as amended.

Weapons Storage Containers

GSA-approved weapons storage containers are used to store small weapons and ammunition. They are available in various configurations that can store a combination of rifles and handguns, including divided weapons drawers that can hold up to 360 weapons or a 32-capacity pullout rifle cart.

Security containers used for weapons storage are manufactured in accordance with federal specification AA-C-2859A.

IPS Containers

GSA-approved IPS containers are constructed specifically for the protection of classified communications equipment. They come in several sizes and are designed for closed-door, unmanned online operation of computers, network servers, workstations, and encryption devices that process classified information. IPS containers feature rack-mounting assemblies, universal cable exit assemblies, power supplies, and cooling systems.

IPS containers are manufactured in accordance with federal specification AA-C-2786, as amended.

Field Safes

GSA-approved field safes are constructed specifically for use by military units working in the field. Due to their relative light weight and portability, field safes must be secured to a permanent, immovable structure or remain under 24-hour observation by duty personnel or guards.

Field safes are manufactured in accordance with federal specification AA-F-358J, as amended.

Note that special caution must be taken not to simply chain the container through its lifting or carrying handle, as doing so provides little security and could damage the container.

The specific storage requirements for classified information within the DoD are outlined in DoD Manual 5200.01.

DoD Instruction 3224.03 describes requirements for acquiring physical security equipment for use within the Department of Defense.

c. GSA-Approved Vaults and Modular Vaults

Like secure rooms, GSA-approved vaults are areas designated and authorized for open storage of large volumes of classified material. Vaults are built to meet strict forcible entry standards established by the GSA and outlined in DoD Manual 5200.01. As such, they are more secure than secure rooms, featuring reinforced concrete walls, ceilings, and floors as well as hardened steel doors.

A vault can be constructed in place, or it can be modular, meaning that it is pre-fabricated off-site and then assembled in place. Standards are slightly different for vaults and modular vaults, but when complete, both are considered equivalent for storage purposes.

d. Sensitive Compartmented Information Facilities (SCIFs)

Sensitive compartmented information facilities (SCIFs), are used by members of the intelligence community for the storage of their sensitive compartmented information (SCI).

When building a SCIF, strict construction standards must be followed for floors, ceilings, walls, locks, windows, and other openings. The Director of National Intelligence (DNI) establishes security requirements for SCIFs. These standards are defined in Intelligence Community Standard (ICS) 705-1, Physical and Technical Security Standards for Sensitive Compartmented Information Facilities.

Because a SCIF is a type of restricted area, it must be marked with "RESTRICTED AREA" warning signs posted at all perimeter boundaries and entrance zones of the SCIF. Note that in overseas areas, components may require the host country's language to be included on these warning signs.

5. Locks, Labels, and Forms

You've learned about the different types of storage containers that are authorized for storage of classified material. All of these have certain baseline controls to ensure that they can adequately protect classified information. These controls include requirements about the correct locks to use, the labels that must be present and properly affixed to the container, and the forms that certify how and when the containers are checked. You need to understand all of these requirements to ensure that you are properly storing classified information.

a. Locks

A variety of different locks are approved to protect classified information. All approved locks must meet specific standards defined by the federal government.

Except as provided elsewhere in the DoD Manual 5200.01, combination locks on vault doors, secure rooms, and security containers protecting classified information shall conform to Federal Specification FF-L-2740.

The following locks have been authorized for use on GSA-approved security containers and vaults. These are the Kaba Mas X-07, X-08, X-09, X-10, the S&G 2740, 2740B, and the 2890PDL.

The following locks have been authorized for use on secure rooms and SCIFs. They are the Kaba Mas CDX-07, CDX-08, and CDX-09, and CDX-10.

Note that locks on vaults, secure rooms, and SCIFs must allow for the emergency egress of personnel inside.

For bulk storage of large items that do not fit into a standard GSA-approved storage container, there are several approved padlocks. These are the S&G 8077AD, 833C, and 951.

The DoD Lock Program is an excellent resource for more detailed information.

Federal Specifications

- Federal Specification FF-L-2740B, as amended
 - Kaba Mas X-07, X-08, X-09, X-10
 - S&G 2740, 2740B, and 2890PDL
- Federal Specification FF-L-2890B, as amended
 - Kaba Mas CDX-07, CDX-08, CDX-09, CDX-10
- Federal Specification FF-P-110J, as amended
 - S&G 8077AD
- Military Specification MIL-P-43607
 - S&G 833C, 951

b. Labels

To be authorized to store classified information, GSA-approved security containers and vaults must clearly display the following labels:

- GSA-approved label
 - Indicates that the container has been tested and certified by the GSA
 - On containers manufactured after October 1990, label is silver with red lettering

- On containers manufactured prior to October 1990, label is either silver with black lettering or black with silver lettering
- Displayed on face of container
- Test certification label
 - Identifies the class of container and the amount of time the container protects against forced, covert, and surreptitious entry
 - Displayed on external side of control door
- Cabinet identification label
 - Identifies the container model, serial number, date of manufacture, and government contract number
 - Displayed on external side of control door or inside face of vault door
- Number label
 - Serves as container serial number
 - Displayed on front face of container
- Warning label
 - Warns against unapproved modification of the container
 - Displayed on top inside of control drawer or inside face of vault door
 - Displayed on containers manufactured in April 2007 or later

c. Forms

Records must be kept for all security containers, vaults, and secure rooms that are used to store classified material. The following three forms are required for every storage container:

- Standard Form (SF) 700: Security Container Information
 - Contains vital information about security container, including its location, the container number, the lock serial number, highest level of classification, declassification instructions, and the contact information of individuals who should be contacted if container is found open and unattended
 - To order SF-700, call Federal Supply Service customer assistance at 800-525-8027, Option 3, for stock number 7540-01-214-5372
- Standard Form (SF) 701: Activity Security Checklist
 - Records end-of-day security checks, which are conducted to ensure that work areas are secured at the end of each working day

- Allows for employee accountability in the event that irregularities are discovered
- Standard Form 702: Security Container Check Sheet
 - Records the opening and closing of the storage container
 - Helps to narrow the scope of inquiry
 - Tracks types of uses
 - Serves as reminder of required actions

Note that incomplete or inaccurate forms do NOT disqualify a container. However, any errors are noteworthy and should be reported to the security manager or appropriate security personnel.

6. Supplemental Controls

In addition to the baseline level of protection afforded by locks, labels, and forms, additional security measures, known as supplemental controls, are sometimes required. Supplemental controls include the following:

- Cleared guards or duty personnel providing continuous or periodic monitoring
- Intrusion detection systems (IDS), which are electronic systems designed to detect and transmit information about unauthorized access to a secured area
- Security-in-depth, which integrates various complementary layers of security
 - Security-in-depth is a determination made by the Component Head or Senior Agency Official (for the DoD) or the Cognizant Security Agency (for cleared contractor facilities) that a security program consists of layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within a facility.

As you learned earlier, unless it is stored in a SCIF, Top Secret material always requires supplemental controls, and Secret material requires supplemental controls any time it is stored in a secure room. But what specific measures are required to protect these types of materials in these types of storage environments?

a. Top Secret Material Stored in Secure Rooms

If Top Secret information is stored in a secure room, then it must also be protected by an IDS. In this case, the required security force response times differ based on the presence or absence of security-in-depth.

- If the area is covered by security-in-depth, then the IDS response must occur within 15 minutes

- If the area is not covered by security-in-depth, then the response must occur within five minutes

b. Top Secret Material Stored in Security Containers

If Top Secret information is stored in a GSA-approved security container, then it must also be protected by one of the following supplemental controls:

- Continuous protection by a cleared guard or duty personnel
- Inspection of the container by a cleared guard or duty personnel every two hours
- IDS with a 15-minute response time
- Security-in-depth using a GSA-approved container equipped with an approved lock

c. Top Secret Material Stored in Vaults

If Top Secret information is stored in a GSA-approved vault, then it must also be protected by an IDS. In this case, the required security force response times differ based on the presence or absence of security-in-depth.

- If the area is covered by security-in-depth, then the IDS response must occur within 15 minutes
- If the area is not covered by security-in-depth, then the response must occur within five minutes

d. Secret Material Stored in Secure Rooms

If Secret information is stored in a secure room then it must also be protected by one of the following supplemental controls:

- Continuous protection by a cleared guard or duty personnel
- Inspection of the container by a cleared guard or duty personnel every four hours
- IDS with a 30-minute response time

JOB AID: STORAGE BY CLASSIFICATION LEVEL

		Type of Storage Container			
		Secure Rooms	Security Containers	Vaults	SCIFs
Classification Level	SCI	SCI may not be stored in a secure room.	SCI may not be stored in a security container.	SCI may not be stored in a vault.	SCI may be stored only in a SCIF.
	TOP SECRET	Top Secret material may be stored in a secure room and requires one of the following supplemental controls: <ul style="list-style-type: none"> • IDS with 15-minute response time in areas covered by security-in-depth • IDS with 5-minute response time in areas not covered by security-in-depth 	Top Secret material may be stored in a GSA security container and requires one of the following supplemental controls: <ul style="list-style-type: none"> • Continuous protection by cleared guard or duty personnel • Inspection by a cleared guard or duty personnel every two hours • IDS with 15-minute response time • Security-in-depth using GSA-approved container equipped with an approved lock 	Top Secret material may be stored in an approved vault and requires one of the following supplemental controls: <ul style="list-style-type: none"> • IDS with 15-minute response time in areas covered by security-in-depth • IDS with 5-minute response time in areas not covered by security-in-depth 	Top Secret material may be stored in a SCIF.
	SECRET	Secret material may be stored in a secure room and requires one of the following supplemental controls: <ul style="list-style-type: none"> • Continuous protection by cleared guard or duty personnel • Inspection by a cleared guard or duty personnel every four hours • IDS with 30-minute response time 	Secret material may be stored in a GSA-approved security container without supplemental controls.	Secret material may be stored in an approved vault without supplemental controls.	Secret material may be stored in a SCIF.
	CONFIDENTIAL	Confidential material may be stored in a secure room and requires no supplemental controls.	Confidential material may be stored in a GSA-approved security container without supplemental controls.	Confidential material may be stored in an approved vault without supplemental controls.	Confidential material may be stored in a SCIF.

Practical Exercise

Let's see how well you can identify where different levels of classified material can be stored. You will be presented with a series of scenarios in which you'll be asked to store some classified documents. In each one, you will review some information about the storage environment and its features and characteristics. You will then be asked to determine which documents, if any, can be stored there. Be sure to select all possible answers for each activity.

Activity 1: Security Container

You come away from a classified project meeting with several classified documents to store. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The security container is a four-drawer GSA-approved security filing cabinet located in an office area.
- The cabinet is secured with a commercial padlock hanging from a lock ring with hasp attached to the top drawer.
- A GSA-approved label is displayed on the face of the locked drawer.
- A number label is displayed on the cabinet frame centered above the drawer.
- An SF-702 is displayed on the side of cabinet; the form is up to date and contains all required information.
- A CLOSED magnet is displayed on the face of the cabinet.
- An IDS sensor is visible in the upper corner of room; the IDS response time is five minutes.

Which classified documents can be stored in this container?

- Confidential Top secret None
- Secret SCI

Activity 2: Vault

Your supervisor has assigned you to store some classified documents. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a GSA-approved vault.
- The vault door is secured with a Kaba Mas X-09 lock.
- A GSA-approved label is displayed on the face of the vault door.
- A number label is displayed on the door frame centered above the vault door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- A guard is present in the vicinity of the vault door; the guard inspection interval is every four hours.
- No IDS sensor is visible.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Activity 3: Security Container

Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The security container is a four-drawer GSA-approved security filing cabinet located in an office area.
- The cabinet is secured with a Kaba Mas X-09 lock.
- A GSA-approved label is displayed on the face of the locked drawer.
- A number label is displayed on the cabinet frame centered above the drawer.
- An SF-702 is displayed on the side of cabinet; the form is blank and contains no information.
- A CLOSED magnet is displayed on the face of the cabinet.
- An IDS sensor is visible in the upper corner of room; the IDS response time is 15 minutes.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Activity 4: Secure Room

This secure room is not regularly inspected by a guard nor is it monitored by an IDS. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a secure room.
- The secure room door is secured with a Kaba Mas CDX-09 lock.
- No labels are displayed on the face of the secure room door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- No guard or IDS sensor is visible.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Activity 5: Secure Room

This secure room is in an area protected by security-in-depth but is not regularly inspected by a guard. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a secure room.
- The secure room door is secured with a Kaba Mas CDX-09 lock.
- No labels are displayed on the face of the secure room door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- An IDS sensor is visible in the upper corner of room; the IDS response time is 15 minutes.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Answer Key

Activity 1: Security Container

You come away from a classified project meeting with several classified documents to store. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The security container is a four-drawer GSA-approved security filing cabinet located in an office area.
- The cabinet is secured with a commercial padlock hanging from a lock ring with hasp attached to the top drawer.
- A GSA-approved label is displayed on the face of the locked drawer.
- A number label is displayed on the cabinet frame centered above the drawer.
- An SF-702 is displayed on the side of cabinet; the form is up to date and contains all required information.
- A CLOSED magnet is displayed on the face of the cabinet.
- An IDS sensor is visible in the upper corner of room; the IDS response time is five minutes.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Feedback: You may not store any of these documents here. Because this container does not have a GSA-approved lock, it is not a GSA-approved container and is not authorized to store any type of classified material.

Activity 2: Vault

Your supervisor has assigned you to store some classified documents. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a GSA-approved vault.
- The vault door is secured with a Kaba Mas X-09 lock.
- A GSA-approved label is displayed on the face of the vault door.
- A number label is displayed on the door frame centered above the vault door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- A guard is present in the vicinity of the vault door; the guard inspection interval is every four hours.
- No IDS sensor is visible.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Feedback: Both Confidential and Secret material may be stored here. However, because this vault is not protected by an IDS, Top Secret information may not be stored here.

Note: SCI may not be stored here under any circumstances; it can only be stored in a SCIF.

Activity 3: Security Container

Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The security container is a four-drawer GSA-approved security filing cabinet located in an office area.
- The cabinet is secured with a Kaba Mas X-09 lock.
- A GSA-approved label is displayed on the face of the locked drawer.
- A number label is displayed on the cabinet frame centered above the drawer.
- An SF-702 is displayed on the side of cabinet; the form is blank and contains no information.
- A CLOSED magnet is displayed on the face of the cabinet.
- An IDS sensor is visible in the upper corner of room; the IDS response time is 15 minutes.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Feedback: Confidential, Secret, and Top Secret classified information may all be stored here, even though the SF-702 is not filled out. Although incomplete or inaccurate forms are noteworthy, they do not invalidate a GSA-approved security container. You should, however, report any errors on these forms to your security manager or the appropriate security personnel.

Note: SCI may not be stored here under any circumstances; it can only be stored in a SCIF.

Activity 4: Secure Room

This secure room is not regularly inspected by a guard nor is it monitored by an IDS. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a secure room.
- The secure room door is secured with a Kaba Mas CDX-09 lock.
- No labels are displayed on the face of the secure room door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- No guard or IDS sensor is visible.

Which classified documents can be stored in this container?

- Confidential Top Secret None
- Secret SCI

Feedback: Because this secure room has no supplemental controls, only Confidential information may be stored here.

Note: SCI may not be stored here under any circumstances; it can only be stored in a SCIF.

Activity 5: Secure Room

This secure room is in an area protected by security-in-depth but is not regularly inspected by a guard. Read the following description of the storage environment; then decide which classified documents can be stored in this container.

- The storage container is a secure room.
- The secure room door is secured with a Kaba Mas CDX-09 lock.
- No labels are displayed on the face of the secure room door.
- An SF-701 is displayed on a clipboard hanging on the wall beside the vault door; the form is up to date and contains all required information.
- An IDS sensor is visible in the upper corner of room; the IDS response time is 15 minutes.

Which classified documents can be stored in this container?

- Confidential Top Secret
- Secret SCI None

Feedback: Confidential and Secret information may be stored here. In addition, because the area is protected by security-in-depth, an IDS response time of 15 minutes is adequate to store Top Secret information.

Note: SCI may not be stored here under any circumstances; it can only be stored in a SCIF.