

LESSON 9

DISPOSAL AND DESTRUCTION



Sooner or later all classified materials that an organization holds are either transferred or destroyed. Unfortunately destroying often happens later not sooner. People often hold on to classified materials for no good reason - and for many bad ones. Part of your job is to make destruction an integral part of security. And timely destruction should not be a hard sell. In fact, destroying classified information should be everyone's most pleasant security task - after all, each item destroyed is one less item to worry about. No one will have to store it, re-mark it, inventory it, check it out, check it in, or transmit it ever again!

At the end of this lesson, you will be able to do the following:

- List reasons why people don't destroy the materials that should be destroyed.
- Identify why it's important to destroy classified materials when necessary.
- Assist others in developing techniques to help identify what should be destroyed.
- Identify what should be destroyed.

- Identify who should conduct the destruction of classified materials.
- List appropriate methods for the destruction of classified materials.
- State the problems associated with destroying particular materials.
- Promote the effective disposition of classified materials through the identification of the procedures for conducting destruction.



Disposal vs. Retention



Admit it! You still have report cards from elementary school stuffed in an old shoe box somewhere in your house. You've probably got a deflated basketball tucked away in your basement and an unopened wedding gift from Aunt Sarah and Uncle Bob under the pile of clothes you've been meaning to give to Goodwill.

Why do we continue to hold on to things that no longer serve a purpose in our lives? Well, for one thing, we keep personal items for sentimental reasons. We also tend to hold on to things in the workplace - and not for sentimental reasons. That's what we're here to explore - why we don't dispose of classified items that are no longer essential to the operation of our workplace.

Let's begin our discussion of disposal vs. retention by identifying reasons why we might hold on to classified items. We'll look in on Anne Perkins of DIVA's Security Office as she drops by Margaret Collier's office. Margaret works in DIVA's Weapons Systems Division. She also happens to be Anne's sister-in-law.

Why We Hold On To Unneeded Classified Items-----

"Hi, Margaret," Anne says. "I just wanted to drop these clothes off for the kids."

"Thanks, Anne. Kids grow so fast. I wonder if anyone actually buys children's clothes. Seems like the kids get hand-me-downs, fill them out, hand them off, and get handed down to again!"

"I know the feeling. So how are you?" Anne asks.

"Very busy. Look at this office. It's a mess. If I ever get a spare moment, I'll do some spring cleaning."

"I hate to tell you this," Anne says, "but it's now September!"

"So I'll be a few months early," Margaret laughs.

"Well, when you start cleaning house, be sure to think about the classified materials you use in your work. You should get rid of what you don't need."



Anne Perkins
Margaret Collier

"From sister-in-law bearing gifts to Deputy Chief of the Security Branch in record time," Margaret says.

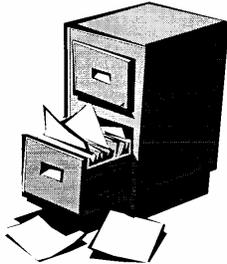
"I guess I did bring my security soapbox. But you wouldn't believe what a hassle it is getting people to dispose of classified information they don't need. If only they'd realize the drawbacks - even dangers - of not getting rid of it when they should!"

"Anne, maybe people just don't know when they *can* dispose of their classified information."

"Too true. Many people look at a classified document and read, 'Declassify on: OADR.' They know that OADR means 'Originating Agency's Determination Required.' They know they have to check with the originating agency before *declassifying* it, so they jump to the conclusion that they have to contact the originating agency and get its approval before they can *destroy* it. Which of course is wrong! But maybe no one has ever told them that *if records management rules don't require you to retain a document - and if it no longer serves an operational purpose - it can be and should be disposed of!*

"Or maybe you look at a document and say to yourself, 'I haven't opened it in two years but I'd better hold on to it, just in case.' Sound familiar?"

"I refuse to answer on the grounds that I may have several long-unopened classified documents," Margaret replies.



"So that's another reason people hold on to classified materials. *They think they'll need it in the future.* It's a valid reason. But what people don't understand is that if everyone followed the proper records management procedures, they could obtain another copy in the future because the file copy would be retained in the originator's system.

"What really gets to me though is that some people hold on to classified materials because they think the more they have, the more important they are. *They let their egos get in the way.* And others think they can *justify manning requirements* by having a lot of classified information in their workplace."

"You won't get an argument from me on either of those," Margaret says. "I work with a few people like that. But in my case, I have to admit that I *don't know how to go about destroying classified materials* and I *don't even know what I should destroy and what I shouldn't!*"

"That's the big one, all right. The main reason people don't dispose of their classified materials is *their workplace has not established a program to help them identify what should be destroyed and to assist them in the actual destruction methods.*

"Maybe I should talk with Troy Walker. He has security-related responsibilities for this division. He needs to review the division's classified information disposal program. I'm sure you folks

have a program. It just doesn't seem to be understood or followed."

"Anne, don't judge everyone around here by me. A lot of conscientious people work here."

"I know," Anne replies. "I just want to check with Troy."

As Anne heads over to Troy's office, let's summarize the reasons we hold on to classified items.

Reasons we hold on to classified items include...

- **We are unaware that the item may be disposed of.**
- **We believe that we will need the item in the future.**
- **We believe the destruction process is inconvenient or we don't know how to do it.**
- **Our egos get in the way.**
- **We think we can use the items to justify manning.**
- **Our workplace does not have an established program to dispose of classified items.**

Why We Should Dispose of Unneeded Classified Items-----

The discussion between Anne and Margaret centered on reasons people tend to hang on to classified information. Now let's look at some reasons why we should dispose of classified items after they have served their purpose.

Reasons to dispose of classified items include...

- To reduce holdings
- To free up storage space
- To save resources and money
- To reduce risk of compromise

These are good reasons to get rid of classified documents and materials as soon as we have no operational need for them, especially the last two.

There are security costs associated with maintaining classified items. These costs are in dollars and time. It follows, then, that the less classified information you have to maintain, the lower your security costs.

And let's get back to that classified document that has been sitting around for two years without being opened. That document may no longer be important to operational requirements, but it's still got classified information in it. As long as we have the document, the potential for compromising the information in it exists. It requires protection. If the document had been destroyed, no compromise can occur from an unauthorized disclosure and no protection would have been required.

And related to this, it's possible that "out of sight, out of mind" might apply. If this is true, the likelihood of an undiscovered compromise increases.

Techniques for Helping People Reduce Holdings

Anne arrives at Troy's office. She fills him in on her recent discussion.

"I'm sorry to hear of the things you've told me," Troy says. "I'll certainly keep them in mind. I know we've had a lot of new hires lately and with all the events taking place recently, perhaps I've slipped in ensuring that our classified materials disposal program is working."



"What kind of things do you do in your program?"

"Well, for one thing we make *assistance visits to the various offices*. These visits can be formal or informal. Sometimes they are based on a formal inspection, like an IG inspection; at other times, they may be simply a visit to an office to answer a question or solve a problem. Anyway, while we're at the office, we look *at their files*. If we see an old document that doesn't seem to have any use, we ask them why they are keeping it. We can't tell someone that they don't need a document for their job; that's a decision they have to make. But *we challenge people and make them account for what they have*. By questioning their holding on to a document we hope that they will realize that they might not need that item after all."

"Anything else?" Anne asks.

"We try to *consolidate holdings*," Troy says. "We try to get co-workers to *share classified documents* instead of each having a separate copy of a document. And we *establish central libraries* where documents and materials can be kept."

"And of course we take part in the *annual clean-out day*," Troy continues. "As you know, it is highly recommended for each activity to establish at least one clean-out day a year. We try to get people to spend a portion of the day identifying classified items no longer needed and then destroying them."

"Do you use review sheets?" asks Anne.

"I'm not familiar with those," Troy says.



"What you do is attach a *review sheet* to each classified item. These sheets don't have to be anything elaborate. Anytime someone uses the item, they simply fill out the sheet, maybe just initials and the date. If you see that no one has looked at the item for, let's say, the last two years, you would have a pretty good indicator that the office needs to review whether or not they need to retain that item!"

"Sounds like a good idea," Troy says.

"How about the *availability of destruction equipment*?" asks Anne. "We know that if it's inconvenient to destroy the classified materials, people probably won't do it."

"We've bought a number of shredders in the past year and we've tried to place them in convenient locations," Troy says. "But you raise another issue too. I've been remiss in not *briefing our people on how to properly operate the equipment*. I suppose there are some people who are afraid of the equipment. I'll need to start a training program so people get familiar with using it."

"Thanks for the new ideas, Anne. I'm going to make an effort to improve our disposal program."

"Glad to hear it, Troy. And if I can help you, just give me a call."

As Anne heads back to her office, let's list the techniques that she and Troy talked about for helping people to reduce their classified holdings.

Some ways to reduce classified holdings...

- Make assistance visits.
- Consolidate holdings.
- Make disposal of classified part of an *annual* clean-out day.
- Attach review sheets to documents to monitor use.
- Increase availability of destruction equipment.
- Familiarize people with the use of destruction equipment.

What Should Be Destroyed?

You should destroy those classified materials that are non-record files for you and for which you have no operational need.

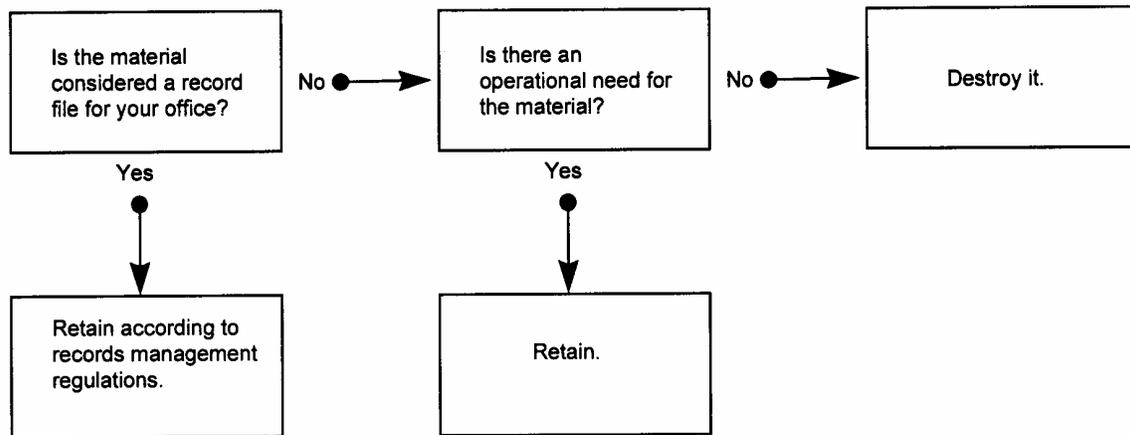
Classified documents and materials should be destroyed immediately if...

- **they are non-record files and**
- **there is no operational need for them.**

If the materials are *record files* for you, records management regulations determine how long you must maintain the files. We'll discuss record files and non-record files shortly. For now, just note...

Some classified materials *can't* be destroyed *even though they no longer serve an operational need.*

Deciding What To Destroy



Record files vs. Non-record files-----

Check with your *records management office* or *information resource management office* to find out exactly what documents are *record files for your office* and what documents are *non-record files for your office*.

As a general rule of thumb, files that are *generated or created by your office* - documents, memos, etc. - would be considered *record files for your office*. These record files, *whether classified or unclassified*, are *subject to records management regulations*, and you are *required to keep them for specified periods*.

If you have a copy of a *document that some other office or activity created*, then that copy is probably considered a *non-record file* for you. You can destroy any *non-record file* as soon as it has served its intended purpose.

Historical Records-----



Some classified documents are considered *records of significant historical value* and must *never be destroyed*. Again, your organization's records management or information resource management people can help you identify such records. Historical records are a subset of record files, so *all historical records are record files*. If records with permanent historical value are destroyed, the person responsible may be *fined up to \$5,000 and sentenced up to 5 years in prison*.

Who Can Destroy Classified Materials?

As Anne is returning to the Security Office, she meets Margaret in the hallway.

"Hi, Margaret."

"I'm glad I ran into you, Anne! I was just now reading this Confidential document that I received from the Defense Testing Agency, and it dawned on me that I really didn't have an operational need to keep it. After our talk about people unnecessarily holding on to materials, I thought I should get rid of it. Well, just as I was thinking about this, Bob from our Operations Office came by and said that he was going to the shredder on the next floor to destroy a bunch of documents. He asked if I had any documents that I wanted destroyed. I was just about to hand him this document, when I had

second thoughts. Would it have been O.K. to give it to him to destroy?"

"What's his *clearance level*?" asks Anne.

"Top Secret."

"Would he have any *need-to-know* for the information in the document?"

"No, he wouldn't. This document is on a project that his office doesn't do any work for, and the subject is outside the scope of his work."

"Then you did the right thing," says Anne. "People often forget that the rules of access apply even to classified materials that are about to be destroyed. *Clearance* and *need-to-know* must be *enforced* until the materials are in such a state that *no discernible information can be extracted from the residue.*"

Not everyone is permitted to destroy classified materials. There are three general categories of authorized personnel.



People authorized to destroy classified materials include...

- **Custodians/users**
- **Designated individuals**
- **Specified control officers**

These three categories of people are authorized to destroy classified materials because through their *job functions* they are *authorized access to the materials*. The objective is to limit access to the materials to those who require the access. *Custodians or users* are already authorized access to the materials, so they can destroy the materials. *Designated individuals*, properly cleared, may be

assigned the destruction task for an activity and, because of their assignment, require access. Some activities have a central destruction facility, and allow only designated people to destroy classified materials. *Specified control officers* are people responsible for accounting for classified information. Their job is to track and ensure control over the classified materials assigned to their organization -either the entire activity, or just their office. Since they are authorized access to the materials, they are authorized to destroy them.

Methods of Destruction

Now that we've discussed why classified materials should be destroyed and who may destroy them, let's discuss how they may be destroyed.

Classified items must be destroyed in a way that ensures that *the classified information can't be recognized or reconstructed*. Several methods are authorized. Whatever destruction method you use, it *should not harm or injure anyone*.

Destruction Methods

- **Burning**
- **Shredding**
- **Pulverizing**
- **Pulping**
- **Melting**
- **Chemical decomposition**
- **Mutilation to preclude recognition**

Burning-----



Burning is an authorized method for destroying classified materials, but there are three areas of concern with it. First, you must ensure that the burning is lawful. You can't just burn classified material wherever and whenever you feel like burning it. Not all locales allow the burning of refuse. And many that do permit burning may have passed environmental protection laws. For example, you might be required to use only facilities that produce emissions that meet strict air quality standards. Second, regardless of what equipment you use, such as a hospital incinerator or a hotel furnace, you must ensure that there is no unauthorized access to the materials while you are destroying them. Third, you must ensure that the burning is complete. Rake or stir the ashes to turn up any unburned material with discernible classified information. If you find any, burn it up.

Shredding-----



More and more people are using *shredders* as the destruction equipment of choice. They are relatively *cheap* (compared to an incinerator) and they are convenient. Your *Agency or Component headquarters sets the standards for shredders*. The key specification is the size that the shredder chops the materials down to. All shredders must have *cross-cut* capability to cut the material into confetti - like bits, not just into long strips. Any shredder that cuts the materials into 1/32" *by* 1/2" pieces will meet current requirements, however, the shred waste must be commingled with additional shred material or further destroyed through additional destruction means to ensure the information is not discernable. You should follow three procedures when using a shredder. First, *remove all staples and paper clips* from the documents. These materials will nick the shredder blades and eventually cause the shredder to "go out of spec." Second, *use the "secure volume" concept: Shred 20 or more pages at the same time*. The greater the volume of the bits produced, the

lower the chance that the classified information can be reconstructed.

The secure volume concept requires that you...

- Destroy 20 or more similar pages of classified paper at the same time

or

- Add sufficient similar types of unclassified pages to the classified document to arrive at the 20 page count

Third, *check the insides of the shredder after you use it.* Larger pieces may get stuck on the sides or they may slip through. And while you're in there, check the blades to ensure that they have not been dulled.

Pulverizing-----

A pulverizer grinds the materials into small pieces and pushes the pieces through a screen. The size of *the holes in the screen* through which the materials pass determines whether or not that pulverizer is an authorized one. *The Components set the standards.* You should not simply shove materials into a pulverizer and walk away. As with a shredder, after you have completed the process, you should *check the interior to ensure all materials have been properly destroyed.*

Pulping-----

Pulpers, like pulverizers, grind the materials into bits. However, a pulper adds water to the materials before it pushes them through a screen. The *size of the holes in the screen* determines whether or not the pulper is authorized. *Your Component headquarters sets the standards.* Again, like

shredders and pulverizers, you should *check the interior after the destruction process is completed*. Pulpers process only paper, so don't include microforms, microfiche, paper clips, staples, etc.

Other Destruction Methods-----

Other destruction methods, such as chemical decomposition and melting, are not as common as the ones we've discussed. Whatever the method used, the process should produce a residue from which no classified information can be gleaned.

Destroying Problem Materials

Certain materials can present problems in the destruction process because of their composition. Let's look at different types of materials and see how they are destroyed.

Microforms and Microfiche-----



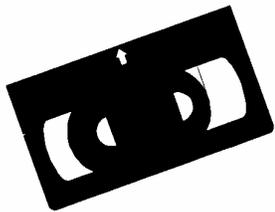
Microforms and microfiche may be *burned*, if you have an incinerator designed to handle the *toxic emissions* created. These materials may also be *shredded*, but the plastic-like substance can cause the shredder to jam. And it is difficult to shred the classified information beyond discerning since it is imprinted on tiny areas that may not always be destroyed even by an authorized cross-cut shredder. An alternative method is to use *chemicals to decompose the imprints*. If you use a corrosive chemical, such as an acid, be sure that you take precautions to prevent injury while using it. For example, use protective eyewear and gloves. Also beware of inhaling toxic chemical fumes.

Typewriter Ribbons-----



*Typewriter ribbons can be burned. However, you should not simply throw the entire ribbon cartridge into the furnace or incinerator. Before you start the process, you should **break apart the cartridge and cut the ribbon core into sections**. Then throw the *ribbon sections into the furnace*. Throwing the entire cartridge into the furnace could lead to a meltdown of the cartridge around the ribbon core, which could leave the core intact. An alternative method for destruction is to *shred the ribbon*. Here also, you need to **break apart the cartridge and cut the ribbon core**. Then *place the ribbon pieces between two sheets of paper* before placing them into the shredder. Both processes are long and dirty.*

Videotapes-----



Videotapes can be *burned* or *degaussed* (demagnetized). If you burn your videotapes, you must ensure that the destruction equipment can safely handle any toxic emissions that could occur. Sometimes, instead of destroying videotape, you may want to erase the classified information on it and reuse the videotape. A good rule of thumb is, if you put classified information on videotape, treat that videotape as classified until you physically destroy the tape. However, there are occasions when you want to reuse it and handle it as an unclassified tape. To do this, you need to degauss (demagnetize) the tape. Degaussing, however, presents another problem. The magnetic properties of the videotape of the 1990's differ markedly from the low energy ferrous oxide coating of the 1960's and 1970's. Today's high-energy materials may or may not be adequately erased by today's degaussers. *Before you degauss videotape in order to declassify it, check with your Component headquarters or with the National Security Agency (NSA) for information on suitable equipment.*

Computer disks-----



The computer magnetic storage media that most of us use is the floppy *disk* (5 1/4" or 3 1/2"). You can *burn* it, *degauss* it, or *overwrite* it. As with videotapes, a good rule of thumb is once you put classified information on a floppy, treat it as classified until you physically destroy it. If you *burn* your floppy disks ensure that the equipment you use can safely handle any *toxic emissions* that may occur. Like videotapes, when you want to *reuse* the disk but treat it as *unclassified*, *degauss* it. *Check with your Component headquarters or with NSA* for suitable equipment. *Overwriting* is another way to remove information from a floppy disk, but overwriting can inadvertently leave information on the disk. Again, *check with your Component headquarters or with NSA* on how to overwrite and on the limitations of overwriting.

Destruction at DIVA



As part of his decision to improve DIVA's disposal and destruction program for classified materials, Troy Walker has decided to see what Buzz Bradshaw, a co-worker, knows about disposal and destruction procedures.

"Hey, Buzz, it may seem like I'm giving you a pop quiz on security, but I'm not. I'm just trying to get a feel for what people know and don't know, so I know what to work on."

"It's O.K., Troy. Sometimes we tech folks get so wrapped up in our specifications and calculations we can lose sight of security."

"That's my concern all right. Since you are one of the people in the division designated to destroy classified materials, I want to go over the procedures with you. Maybe provide some refresher training if necessary."



"Check me out!" Buzz says.

"First, how do you know when you should destroy a particular document?"

"Well, if it's a non-record document for us and if I have no operational need for it, I earmark it for destruction."

"What about record files?" asks Troy.

"Then I follow the records management regulations on how long to retain them in my files."

"Good! Now take me through how you go about destroying the document."

"To protect it according to its classification level. I don't allow just anyone to handle or look at the document, only those with the proper clearance and need-to-know. So I'm very careful with our materials even at the shredder. After I finish the shredding, I always open it to check inside to make sure there are no large pieces stuck on the sides or still in the shredder."

"Well, Buzz, if this was a quiz, you'd get an A+'. Now if you have a little more time, maybe you can tell me what you think your co-workers know or need to know about the disposal and destruction process." And with that, Buzz and Troy got into a lengthy discussion of classified materials disposal and destruction.

Summary

In this lesson, you learned about the disposal and destruction of classified information. We identified reasons why people hang on to classified material needlessly: they don't know they can destroy it; they think they'll need it in the future; they think destroying it is inconvenient; they don't know how to destroy it; they think it makes them important and " most important " they don't have an established program for disposing of it. We looked at the reasons why we should dispose of classified material as soon as possible: to reduce the amount of it on hand; which in turn frees up storage space, saves resources, and reduces the risk of compromising it. We described techniques to help people reduce classified holdings: making assistance visits, consolidating holdings through sharing and central storage, including classified material during the annual clean-out day, attaching review sheets to classified materials to monitor use, increasing the availability of destruction equipment and familiarizing people with its use. We identified what should be destroyed: non-record files that no longer serve an operational need. We pointed out the three types of people authorized to destroy classified materials: the custodians /users, designated individuals, and specified control officers. We identified authorized destruction methods, the primary ones being burning, shredding, pulverizing, and pulping. We looked at ways to destroy problem items; microforms, microfiche, typewriter ribbons, videotapes, and computer disks. And we discussed protecting the materials while in the destruction process and checking to ensure that all materials have been properly destroyed.



REVIEW EXERCISES

1.
 - a. What is the primary reason people do not dispose of their classified holdings even when there is no need to retain them?
 - b. List three other reasons why people might hold on to classified materials that they should dispose of.
 1. _____
 2. _____
 3. _____
2. People should dispose of their unnecessary classified materials in order to reduce holdings, free up storage space, save on resources, and

3. You can reduce classified holdings with an annual _____.
4. Classified materials should be destroyed immediately if:
 - a. they are non-record files and have no operational function.
 - b. they have historical significance but have no operational function.
 - c. they are non-record files and have an operational function.
 - d. they are record files but have no operational function.
5. Classified documents are exempt from records management procedures.
True False
6. The Operations Office has a Secret document, "European Theater Armor Tactics," but no operational need for it. Who is not permitted to destroy it?
 - a. Wilfred, who works in the Operations Office as the classified materials control officer.
 - b. Jennifer, who works in the Operations Office as the support officer for tactical operations in Europe.
 - c. Jim, who works in the Facilities Office as the activity's designated destruction official.
 - d. Bob, who works in the Transportation Office as the activity's automobile mechanic.

7. The four commonly used methods for destroying classified materials are:
- a. _____
 - b. _____
 - c. _____
 - d. _____
8. The burning of classified materials is exempt from environmental regulations because destroying them is essential to the national security.
- True False
9. Sarah has a non-record one-page Confidential document for which her office has no functional need. She burns the document in her ashtray. To see whether the burn is complete, she stirs the ashes. No classified information can be discerned. Besides safety and fire-marshall violations, Sarah has also committed a security violation.
- True False
10. The "secure volume concept." requires that you shred _____ or more similar pages of classified or unclassified paper at the same time.
11. When destroying classified materials you must (1) ensure that no unauthorized access to the materials occurs during the destruction and
- (2) after destruction, check _____
- _____
12. You may destroy classified material using any pulverizer or pulper that meets UL standards.
- True False
13. The two common methods for destroying typewriter ribbons both require that you first _____
14. The three methods for destroying floppy disks are and _____,
- _____, _____.

SOLUTIONS AND REFERENCES

1. a. Their workplace does not have an established program to help them identify what should be destroyed and help them destroy it. (P. 9-5)
 - b. Unaware that an item can be disposed of
Believe that they will need the item in the future
Destruction is an inconvenience
Not sure how to do it
Ego gets in the way
Think they can use the items to justify manning (p. 9-6)
2. reduce the risk of compromise. (p. 9-7)
3. clean-out day. (pp. 9-9, 10)
4. a. (p. 9-10)
5. False. (p. 9-11)
6. d. (pp. 9-13-14)
7. a. burning.
 - b. shredding.
 - c. pulverizing.
 - d. pulping. (pp. 9-15-16)
8. False. (p. 9-15)
9. False. (pp. 9-13, 15)
10. 20. (pp. 9-15-16)
11. to ensure all materials are properly destroyed. (pp. 9-14-17)
12. False. (p. 9-16)
13. break apart the cartridge. (p. 9-18)
14. burning, degaussing, and overwriting. (P. 9-19)