

LESSON 7

Destruction

Destroying classified documents should be one of your most pleasant chores, since every document destroyed is one less document to worry about. You'll never again have to store it, re-mark it, reproduce it, check it out, check it in, transmit it, or release it. Destroying classified waste should be nearly as pleasant. Of course, you can't just destroy classified material indiscriminately. You need to know why you have it to know *when* to destroy it. All in all, destruction is a requirement gladly met.

OBJECTIVES

When you have completed this lesson, you should be able to do the following:

- Determine when particular classified material should be destroyed.
- Identify the most common methods used to destroy classified material and rules governing their use.
- Ensure that requirements for the destroyer are met.
- Ensure that classified waste is properly collected, safeguarded, and destroyed.

RIDDANCE WHEN PURPOSE SERVED



The main point about destruction is that it is a positive, ongoing program. The goal of your destruction program is to ensure that you have on hand only those classified documents that are essential to your facility's operations. To accomplish this, you must destroy all classified documents as soon as *possible* after they have served the purpose for which

- **The Government released them,**
- **Your facility developed or prepared them, or**
- **Your facility retained them after completion or termination of the contract (discussed in Lesson 8).**

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The first key word in all this is "purpose." Before destroying anything, ask yourself and others, "Why do we have this document? Do we still need it?" If you are satisfied that a document has served its purpose, destroy it (unless destroying it is specifically prohibited).

The second key word is "program." You should review your facility's classified holdings regularly with program managers and other key officials. Set up a schedule that suits your facility and stick with it.

CLASSIFIED WASTE

In addition to classified documents that have served their purposes, classified waste must also be destroyed. (As waste, it has, of course, already served its purpose.) Classified waste is any waste material that contains classified information, such as preliminary drafts, carbon sheets, carbon ribbons, plates, stencils, masters stenographic notes, worksheets, and the like. You must destroy classified waste as soon as practical,



Mark receptacles. Paper bags or other receptacles used to accumulate classified waste must be clearly identified.

Safeguard the material. Until it is destroyed, classified waste must be safeguarded according to the highest classification of the waste in that receptacle. Since storing waste can clutter up your security container(s) in short order, it is best to destroy the classified waste not only "as soon as practical," but as soon as possible!

DESTROYING SECRET AND CONFIDENTIAL MATERIAL

Select Destroyer. To destroy SECRET and/or CONFIDENTIAL material, you only need *one person*. The destroyer must be an appropriately cleared employee. Ensure that the employee has been briefed in the destruction procedures and has a full understanding of his or her responsibilities.

Record Not Required. When SECRET and/or CONFIDENTIAL material only is destroyed, no record need be kept of the destruction, and no destruction certificate need be made.

REMOVAL FROM FACILITY: SAME DAY DESTRUCTION

If classified material is not destroyed on the premises of your facility but is taken somewhere else for destruction, it must be destroyed on the *same day it is taken away*. We recommend that the material be placed in a sealed container that is marked with your facility's name and address and that your destruction personnel control it until destroyed.

METHODS

Several methods of destruction (seven in all) are authorized in the NISPOM. Let's go over them.



"Now that we've reduced the ashes by physical disturbance, is there anything we should reprocess for destruction?"

Burning. At first glance, burning may seem to be your best bet. It requires no special equipment. However, if you intend to use public destruction facilities, such as a public incinerator, you will need your Field Office's approval, and you must follow the conditions the FO prescribes. There are drawbacks to burning, though, especially nowadays. For instance, if there is a lot of material to be destroyed, burning it is likely to be a time-consuming and grimy job. When the fire has died out, the ashes must be examined to ensure that no classified information can be reconstructed. If such information can be reconstructed from unburned material, the destroyer has to gather the sooty stuff and reprocess it for destruction. Then, too, there are environmental concerns. Most governmental jurisdictions discourage or prohibit the burning of refuse, and a good many companies simply choose on their own not to burn refuse, classified or not.



EARLY CROSSCUT SHREDDING TECHNIQUE

Shredding. What with the disadvantages of burning, it's not surprising that more and more facilities are choosing to destroy their excess classified material by shredding it. Shredding offers an effective, convenient alternative to burning. The tiny bits of material that result from shredding are usually biodegradable too. Just be sure that the shredder meets NISPOM requirements. For instance, the machine must be a "crosscut shredder"; the more common "strip shredder" is not authorized. The particle residue must be no larger than 1/32" wide (with a 1/64" tolerance) x 1/2" long to ensure that no classified information can be reconstructed. Inspect the shredder each time you use it to destroy classified material. And be sure that it is properly maintained; oiling, for instance, is usually quite important. About the only situation in which you would not opt for shredding would be if your facility were heavily involved with classified information on microform material (microfilm,

microfiche, etc.). Shredding is *not* an authorized method for destroying material other than paper products.

Other Methods. Pulping, melting, chemical decomposition (for example, dunking the classified material in acid to dissolve it), mutilation, and pulverizing are the remaining authorized destruction methods. The Field Office may also approved other methods. These methods are mainly used by quite large facilities or in exceptional situations. Remember: *Public destruction facilities may be used only with the approval of and under conditions prescribed by, the Field Office.*

DESTRUCTION AT EWC

December 2 seemed to Zelda a good day for destruction. She wanted to get rid of the paperwork that would remind her of yesterday's unpleasant events. Besides the classified waste she had accumulated, there were also documents that had served their purposes and should be destroyed. Harold had long ago designated Zelda as the destroyer of EWC's excess classified (SECRET and CONFIDENTIAL) material and, although she could probably quote **NISPOM, Chapter 5, section 7** by heart, he had briefed her thoroughly on the appropriate requirements in it. He had also briefed her on EWC's destruction procedures, explaining to her in detail how EWC's shredder operated and how to perform routine maintenance on it. When Zelda told Harold that she was planning to destroy classified material, he got an idea. Harold decided that this would be a good opportunity for Kate to show that she had turned over a new leaf (under Zelda's watchful eye).

So he asked Kate to assist Zelda in the destruction. (Note that a *witness is not* required for the destruction of SECRET and CONFIDENTIAL material.)

Zelda showed Harold the material she planned to destroy. There was the folder of SECRET waste (Buzz's

working paper rejects, his working paper, her mistyped page, and the three blank copier sheets).



Zelda then showed Harold a list that Buzz had given her. It identified several documents that Buzz had said should be destroyed after the completion of the laser widget field tests. Harold went over the list. It was in Buzz's handwriting, so even though Buzz was at home on sick leave, Harold approved them for destruction.

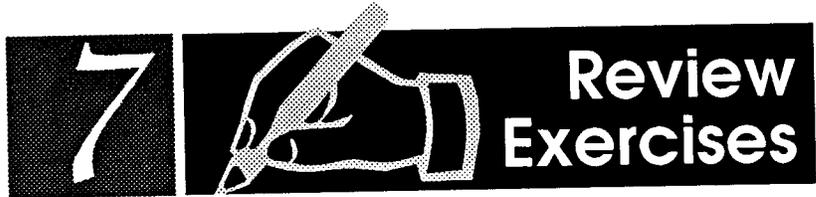
Harold went to Kate's office and asked if she would assist Zelda. He stressed that she should observe each document as it was destroyed, then actually look at the bits the shredder made of them. Kate had never watched the shredder work and was eager to see it in action.

Kate went to Zelda's office. Zelda had already oiled the shredder, ran some unclassified paper through it, and checked to see that the residue was suitably shredded. Then, with Kate watching, she shredded the **SECRET** waste. The shredder gave a high-pitched whir as it took the paper. She turned to the documents Buzz had identified and fed them into the machine. Then Zelda and Kate inspected the residue; both agreed that the classified material was well beyond recognition, and no power on earth could reconstruct it.

"What do we do with this stuff now?" Kate asked, running her fingers through the residue. "Whatever you like," said Zelda. "It's nothing now." Kate thought a moment and said, "It would make a nice light mulch for my houseplants. May I have it?" "Sure," said Zelda, "Mulch away!"

SUMMARY

Destruction is a means of ridding your facility of excess classified documents and classified waste. Classified documents must be destroyed as soon as possible after their purposes have been served. Burning, once the most common means of destruction, has fallen into disfavor and is being supplanted by shredding as the method of choice for most facilities. Other methods are mainly used by very large facilities or in unusual situations. Classified material removed from the facility for destruction must be destroyed the same day. SECRET and CONFIDENTIAL material may be destroyed by one appropriately cleared employee of the contractor, who has a full understanding of his or her responsibilities. No destruction record or certificate is required for SECRET and CONFIDENTIAL material. Classified waste must be placed in marked receptacles, safeguarded as its classification requires until destroyed, and destroyed as soon as practical.



7 Review Exercises

Complete the following exercises for review and practice.

Multiple-choice questions may have one or more correct choices.

1. Classified documents must be destroyed as soon as possible after they have served the purpose for which

a. _____

b. _____, or

c. _____

d. _____

2. Jane Atkins, the FSO at United Behavioral Research (UBR) has designated Lou Johnson, an employee with a SECRET clearance, to destroy certain SECRET and CONFIDENTIAL microfiches by melting them. What does she need to do now regarding Mr. Johnson?

3. Gerald is serving as the destroyer for some CONFIDENTIAL material. His company has the Field Office's approval to burn it at a public incinerator, but when he got there, there was a long line ahead of him. He wonders if he can just lock the material in his trunk and come back and burn it tomorrow. What should he do?

4. What are the two most commonly used methods of destruction?

a. _____

b. _____

5. Which of the following are true of burning as a method of destroying classified material?
- a. Field Office approval is required to use a public incinerator.
 - b. Approximately the same amount of physically similar material must be burned along with the classified material.
 - c. The ashes must be examined.
 - d. Any unburned material with classified information that can be reconstructed must be reprocessed for destruction.
6. Which of the following are true of shredding as a method of destroying classified material?
- a. A strip shredder may to be used for CONFIDENTIAL material.
 - b. The shredder should be inspected each time if is used to destroy classified material.
 - c. The particle size of the residue must not exceed 1/32"(±1/64") x 1/2".
 - d. Shredding is not authorized for destruction of microform material.

1. possible.
 - a. the Government released them.
 - b. your facility developed or prepared them, or
 - c. your facility retained them after completion or termination of the contract.(p. 7-2) (NISPOM, 5-704)
2. Jane must brief Mr. Johnson to ensure that he has a full understanding of his responsibilities in carrying out the destruction. (p. 7-3) (NISPOM, 5-502)
3. Gerald should either wait there and destroy the material or return the material to his company for storage pending destruction. (pp. 7-3) (NISPOM, 5.304 and 705b)
4.
 - a. burning.
 - b. shredding(pp. 7-4)
5. a., c., and d. (p. 7-8) (NISPOM, 5.705)
6. b., c., and d..... (pp. 7-8-9) (NISPOM, 5-705)