



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PLS

26 June 2014

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #23, Destruction of Classified and Unclassified Material

1. REFERENCES.

- a. Fort Belvoir Policy Memorandum #18, Operations Security (OPSEC), 26 June 2014.
- b. AR 530-1, (Operations Security OPSEC), 19 April 2007.
- c. AR 340-21 (The Army Privacy Program), 5 July 1985.
- d. AR 25-55 (The Department of the Army Freedom of Information Act Program), 1 November 1997.
- e. AR 380-5 (Department of the Army Information Security Program), 29 September 2000.
- f. AR 25-400-2 (The Army Records Information Management System (ARIMS)), 2 October 2007.
- g. DoD Manual 5200.01, Vol 3, Protection of Classified Information, 24 February 2012.
- h. DoD Manual 5200.01, Vol 4, Controlled Unclassified Information, 24 February 2012.

2. PURPOSE. To provide guidance on destruction of all paper documents produced at US Army Garrison, Fort Belvoir.

3. APPLICABILITY. This policy pertains to all Fort Belvoir Garrison personnel.

4. POLICY. All paper documents produced or generated by the Garrison will be destroyed by any shredding method that prohibits reconstruction of the document. All documents, whether unclassified or For Official Use Only (FOUO), will be destroyed IAW this policy and referenced regulations.

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5. PROCEDURES.

a. The Installation Security Manager is responsible for implementing Information Security (INFOSEC) policies and procedures throughout Fort Belvoir. One of the key components of INFOSEC is proper destruction and disposal of both classified and certain unclassified materials. Destruction requirements for classified materials are covered in DoD Manual 5200.01 Vol 3 and AR 380-5, Chapter 3, Section V; requirements for destroying certain unclassified materials marked FOUO are outlined in AR 380-5 paragraph 5-5c and in Fort Belvoir Policy Memorandum #18. Enclosure one provides clarification and guidance on proper methods for disposing of or destroying appropriate materials.

(1) For information on proper destruction or disposition of record FOUO documents consult AR 25-400-2, paragraphs 3-1, 4-4, 7-1, 7-2 and 7-4. For other documents considered exempt from the Freedom of Information Act (FOIA), including Privacy Act documents, consult AR 25-55, paragraphs 4-501. If the regulations are not available, or if you have further questions, contact the Directorate of Human Resources (DHR), Administrative Services Division (ASD) at 703-805-1061.

(2) ASD does not currently conduct a shred run program for unclassified materials. The Fort Belvoir Recycling Center, located in Bldg 1089, 6010 Pohick Road, (telephone 703-806-3766), can shred onsite. However, the Garrison Security Office does not recommend taking any paper to the Recycling Center to be shredded, since only a strip shredder is available. Crosscut shredders are the only authorized shredders approved for use in the destruction of classified information (AR 380-5, paragraph 3-15b).

b. The following types of paper materials will NOT be disposed of in recycling containers, unless they have previously been destroyed using a standard office shredder:

(1) Documents marked "For Official Use Only" in accordance with the FOIA exemptions identified in AR 380-5, paragraph 5-2a.

(2) All documents generated in support of day-to-day business, including email printouts, memoranda or other official correspondence, operational orders and plans, standard operating procedures and continuity books, presentations, reports, organizational charts or official personnel documents, official surveys (complete or

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blank), or official forms (not including blank copies of unclassified forms), regardless whether they contain any protective marking (such as FOUO, Privacy Act, Law Enforcement Sensitive (LES), Sensitive but Unclassified (SBU), or Controlled Unclassified Information (CUI)).

(3) Any documents properly classified by an Original Classification Authority (OCA), Security Classification Guide (SCG), or other pertinent regulatory requirement.

c. For proper destruction of classified materials, contact your organization's command security manager or representative.

6. PROPONENT. Proponent for this policy is the Security Division, Directorate of Plans, Training, Mobilization and Security, at (703) 805-4012, DSN 655-4012.

Encl


MICHELLE D. MITCHELL
Colonel, AG
Commanding

GUIDANCE OF DESTRUCTION AND DISPOSAL OF CLASSIFIED AND CERTAIN UNCLASSIFIED MATERIALS

Paper Materials	Destruction Method				
Classification Level	High-Security Shredder ¹	Standard Office Shredder	Burning	Pulping	Disintegrating
CONFIDENTIAL, SECRET, OR TOP SECRET	X		X	X	X
FOUO or any other document described in Paragraph 4 (a-c)	X	X	X	X	X

Electronic or other Media	Destruction Method		
Classification Level	GSA-Approved Degausser	Physical Destruction ²	File Deletion or Purging ³
CONFIDENTIAL, SECRET, OR TOP SECRET electronic storage media	X	X	X
CONFIDENTIAL, SECRET, OR TOP SECRET physical storage media (CD-ROM, DVD, etc)		X	X
Electronic storage media containing FOUO or other information described in Paragraph 4 (a-c)	X	X	X
Unclassified physical storage media (CD-ROM, DVD, floppy, etc)		X	X

Notes:

- Any organization without the required means or equipment to destroy material at the appropriate classification level must coordinate with their higher headquarters.
- Properly destroyed paper materials, based on the respective classification, can be recycled after destruction. Properly destroyed electronic or physical storage media can be disposed of in regular trash. However, organizational security managers must ensure materials are destroyed and disposed of properly.

¹ Effective January 1, 2011, only equipment listed on an Evaluated Products List (EPL) issued by NSA may be used to destroy classified information using any method covered by an EPL. Equipment approved for use prior to January 1, 2011, and not found on the appropriate EPL may be used for destruction of classified information until December 31, 2016. The EPLs may be obtained by calling (410) 854-6358 or at http://www.nsa.gov/ia/guidance/media_destruction_guidance/index.shtml.

² See AR 380-5 for specific guidance on what means of physical destruction are permitted.

³ IAW AR 380-5, Paragraph 3-18 a-c.