

# Agency-Wide Annual Classified Clean-out Day

## What to destroy?

## How?

- Paper-based classified material
    - Documents
    - Maps
    - Blueprints
    - Files
    - Plans
  - Classified IT equipment and electronic media
    - Magnetic tapes
    - Hard drives
    - Floppy disks
    - CDs/DVDs
    - Storage devices (RAM, ROM, smart cards, flash memory)
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| <ul style="list-style-type: none"><li>- Crosscut shredding</li><li>- Burning</li><li>- Wet pulping</li><li>- Chemical decomposition</li><li>- Pulverizing/disintegrating</li></ul> | <ul style="list-style-type: none"><li>- Overwriting</li><li>- Degaussing</li><li>- Sanding</li><li>- Physical destruction (mutilation)</li></ul> |
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## When to destroy it?

- When it is no longer needed
- On mandatory annual clean-out day (next week)

## Why must it be destroyed?

- Comply with DoDM 5200.01, Volume 3
- Reduce risk of compromise
- Protect national security during emergencies
- Reduce need for handling and control
- Reduce costs
- Create additional storage space

## Who destroys it?

- Creators of classified information
- Any authorized holder
- Designated individuals
- Reduce need for handling and control
- Specified control officer (e.g., COMSEC, NATO)
- NSA's Central Security Service (CSS)

## Who destroys it?

- DoDM 5200.01, Volume 3, February 24, 2012