

Contents.....Page

PART 5 – SECTION 6: Destruction of Protectively Marked Information

CHAPTER 1: Destruction of Documents etc..... 3

Introduction..... 3

Documents that must not be destroyed 3

Documents that Holders May Destroy 4

Destruction of ATOMIC Documents 4

Records of Destruction 4

Certification 4

Destruction of NATO documents 5

Control of waste 5

Methods of Destruction..... 6

General 6

Main Methods of Destruction 7

Incineration 7

Shredding 8

Pulping 9

Disintegrators & Hammer-mills 9

The Destruction of Microform 9

General 9

Total Destruction of Microform 10

Partial Destruction 10

Disintegrators and Hammer Mills 10

Emergency Destruction..... 10

Overseas Theatres..... 10

UK Establishments..... 11

Emergency Destruction on Ships 11

Emergency Destruction in Aircraft 11

Destroying Protectively Marked Hardware Assets 11



Chapter 1: Destruction of Documents Etc

Annex A: Emergency Destruction of Protectively Marked Material in Ships A-1

Introduction..... 1
Contingency planning 1
Quick and effective destruction..... 1
Pre-positioning of equipment..... 1
Training exercises 1

Operations in High Threat Environments 1
Staff planning 1
Planning prior to sailing [REDACTED] 2
Action if at sea [REDACTED] 2

Emergency Destruction in Ships 2
Priorities for destruction [REDACTED] 3
Use of security containers [REDACTED] 3
Emergency Destruction Reports [REDACTED] 3



PART 5 – SECTION 6: Destruction of Protectively Marked Information

CHAPTER 1: Destruction of Documents etc

Introduction

MANDATORY
The destruction of all assets including hardware, documents and IT media is to be carried out effectively, efficiently and safely.

1. This chapter provides guidance on how to dispose of all unwanted documents such as papers, photographs, microfiche, maps etc. For details on the destruction of IT media see Part 8, Section 3, Chapter 2.

Documents that must not be destroyed

- 2.

MANDATORY
Unwanted documents in the following categories are to be sent to the authority shown for destruction.

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

Chapter 1: Destruction of Documents Etc

Documents that Holders May Destroy

3. Unwanted documents other than those in categories included above may be destroyed and disposed of as protected waste in accordance with the instructions below.

Destruction of ATOMIC Documents

4. For the destruction of all ATOMIC documents staff should refer to the latest version of [REDACTED] or contact the ATOMIC Control Office (London) for advice.

Records of Destruction [REDACTED]

5.

MANDATORY [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Certification [REDACTED]

6. [REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

Destruction of NATO documents

7. All NATO documents are to be destroyed in accordance with NATO Security Regulations [REDACTED] and Security of Information Directive [REDACTED]. Basic guidance as follows:

a.

MANDATORY
Destruction of NATO accountable documents, i.e. those bearing COSMIC TOP SECRET and/or ATOMAL markings, must be undertaken only by the International Documents Registry [REDACTED]. The destruction must be recorded and signed by the COSMIC Control Officer and an independent witness who shall be appropriately cleared and authorized to have access to CIS information.

b. Destruction of NATO SECRET documents may be carried out locally by those appropriately cleared and authorised to have access to NATO SECRET information. The destruction must be recorded by the destruction official and an independent witness, both of whom shall be appropriately cleared and authorised to have access to NATO SECRET information.

c. Destruction certificates will be kept as follows:

- (1) COSMIC destruction certificates for a minimum of 10 years from the date of completion.
- (2) ATOMAL destruction certificates are to be kept indefinitely.
- (3) NATO SECRET destruction certificates for a minimum of 5 years from the date of completion.

Control of waste [REDACTED]

8. [REDACTED]

9. [REDACTED]

[Redacted]

Chapter 1: Destruction of Documents Etc

[Redacted]

10.

[Redacted]

[Redacted]

11.

[Redacted]

[Redacted]

Methods of Destruction

General

[Redacted]

12.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

13. Rules for Destruction

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

Chapter 1: Destruction of Documents Etc

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Main Methods of Destruction [REDACTED]

14. There are several [REDACTED] approved methods for the secure destruction of protectively marked waste. The method chosen will depend on the type of waste involved and the availability of approved destruction facilities and systems. The main methods of destruction are:

- Incineration
- Disintegration
- Hammer-milling
- Shredding
- Pulping

The methods are described in more detail below. In addition to destroying waste on site, approved destruction facilities can be used to destroy all waste types.

[REDACTED]

Incineration

15.

[REDACTED]

[REDACTED]

[REDACTED]

Chapter 1: Destruction of Documents Etc

20. Overseas departments and agencies whose waste is at risk to an attack should preferably incinerate or disintegrate paper waste marked [REDACTED] and above on site. If cross-cut shredding is the only option the shred size must comply with DINS Standard (9mm2). Contact your PSyA for information on the DINS Standard and for details on cross-cut shredders. All shredders listed within the CSE meet the required standards.

21. **Examination of shreddings.** Shreddings are to be examined periodically by establishment security staff to make sure that the maximum allowed shred size specification is not being exceeded.

22. **Maintenance and servicing of equipment.** Before maintenance work or servicing is undertaken on a shredding machine, it is to be examined to make sure that it does not contain any un-shredded or partly shredded document.

23. **Cryptographic Items.** Where a crosscut shredder is the only method of destruction for key material in tape format, the shredder shall have a maximum cut length of 20mm and a maximum width of 1mm. If a shredder of to the standard of *sub-paragraph 18b* above is used, the shreddings must be treated as [REDACTED]. All other cryptographic items may be shredded using the standard at sub-paragraph 19b above.

Pulping

24. Pulping machines are effective in destroying most paper and card and, with certain provisos, waterproof and wet strength paper, flat photographic film and laminates. For details of [REDACTED] approved systems please refer to the Catalogue of Security Equipment - Section M. Pulping is not to be used for the destruction of plastic materials, lithoplates, paper tapes or films in rolls.

Disintegrators & Hammer-mills [REDACTED]

25. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The Destruction of Microform

General

26. Protectively marked microform i.e. microfiche and microfilm, is to be destroyed by equipment, processes or facilities approved by [REDACTED]. Microform contains a very high density of protectively marked information. The approved methods detailed below are divided into those which give total destruction and those where it may be possible to retrieve information from surviving fragments, which is partial destruction. However, the threat to such waste in the UK is considered to be very low. Establishments in the UK may use these methods, providing the

[REDACTED]

- b. An order of priorities detailed in the form of written instructions for destruction is to be established and kept in a location known to staff, to which access can be obtained without delay in an emergency, e.g. on the back of a strong room door.
- c. A plan is to be prepared for using all the available destruction equipment. Periodic checks are to be made to see that the equipment is serviceable, that staffs know where it is, and how to operate it.
- d. An officer is to be appointed IC emergency destruction.

UK Establishments

31. HOEs are to make sure that simple emergency plans are in existence which stipulate the following:

- a. The categories of document to be destroyed.
- b. The people responsible for destruction.
- c. The precise action needed.
- d. Destruction priorities.

32. The plans are to be checked and reviewed at regular intervals. The emergency destruction plan is to be built into establishment operational emergency plans. Emergency exercises must include destruction drill exercises.

Emergency Destruction on Ships

33. In addition to the instructions in this part, ships are to comply with the extra rules at Annex A.

Emergency Destruction in Aircraft

34. There will be little time in an aircraft emergency in which to destroy protectively marked documents. However, if possible, an attempt is to be made to prevent documents falling into the hands of hostile forces. Where possible, documents are to be torn into pieces as completely as possible and dispersed. Where possible, protected equipment and IT media must be smashed/damaged beyond use and dispersed as widely as possible.

Destroying Protectively Marked Hardware Assets

35. Contracts sometimes set out the contractor's obligations about the disposal of protectively marked hardware parts or assemblies that are not accepted by the Contracting Authority.

36.

MANDATORY
Where such rules are not included in the contract and where waste or spoil products are likely to reveal protectively marked information, the contractor must make sure that such assets are completely destroyed.



Chapter 1: Destruction of Documents Etc

or broken up to an extent that its shape and function cannot be determined.

37. For details of companies who can give approved destruction services for protectively marked waste, contact your PSyA.



Annex A: Emergency Destruction of Protectively Marked Material in Ships

Introduction

Contingency planning

1.

MANDATORY
Commanding Officers are to have a contingency plan for the rapid destruction of all protectively marked information and material in ships in an emergency. The plan is to be ready to be put into operation at any time should hostilities break out or some other reason arises.

Quick and effective destruction

2. All departments in a ship are to plan for the quick and effective destruction of their protected information and material.

Pre-positioning of equipment

3. Equipment needed for the destruction of the information or material is to be pre-positioned and on-hand should the need arise.

Training exercises

4. Training exercises are to be conducted regularly to make sure that all personnel know how to carry out their tasks in an emergency.

Operations in High Threat Environments

Staff planning

5. The CINC may direct that ships having to operate in a High Threat Environment (HTE) are to carry a reduced set of documents. The senior officer ordering an operation or movement involving ships in a HTE is to include orders to the ship concerned to comply with these

instructions by landing their surplus documents before sailing or, if already at sea, by destroying their surplus documents.

Planning prior to sailing [REDACTED]

6. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Action if at sea [REDACTED]

7. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

8. **Instructions for the disposal of superseded crypto and communications publications are to be enforced.**
9. Officers are to use their discretion in ordering the destruction of protectively marked documents in an emergency, and take no risk of any of them falling into the hands of a hostile force.

Emergency Destruction in Ships

10. Should an emergency arise, such as a collision at sea, sinking or fire, action is to be taken to safeguard protectively marked material. Where it is necessary for emergency destruction

[REDACTED]

Chapter 1: Destruction of Documents Etc

procedures to be initiated, due to the ship being in a HTE, the directives on emergency destruction contained within this Annex are to apply.

Priorities for destruction [REDACTED]

11. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

12. After the destruction of other protectively marked information, where time permits, inserts, permits, rotors machines, drums and adaptors are to be destroyed by hammer or other suitable tool. Wiring is to be torn out and the separate parts thrown overboard in different directions.

Use of security containers [REDACTED]

- 13 [REDACTED]
[REDACTED]

Emergency Destruction Reports [REDACTED]

- 14 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]