

Auxiliary materials

Materials used in the preparation of sensitive documents must be appropriately protected. For instance, typewriter ribbons used on machines which process classified material must be removed from the typewriter and stored in a security cabinet during silent hours and other extended periods when the machine is unattended.

Disposal of classified waste

It is imperative that waste material containing classified information be disposed of in a rigidly enforced manner. Classified and designated documents up to and including SECRET must be placed in metal security containers which are located on all floors of the building. These containers are regularly emptied by security-cleared personnel, for destruction in accordance with approved procedures.

TOP SECRET waste is disposed of by shredding in a rigidly prescribed manner.

Occasionally, employees place classified material in approved security waste containers which they later find needs to be retrieved. When this occurs, the Security Desk (992-5452) should be contacted to despatch a security-cleared person from Security Division to retrieve the required documents.

Under **no circumstances** is it permissible to place classified waste materials and documents in a regular, unlocked or unapproved waste containers.

Document custody in offices

Employees are responsible for ensuring that all classified or designated information in their office or work place is protected at all times.

Protection should be given in the following manners:

- Subject to common sense exceptions, during absence from the office, doors and windows must be securely locked and classified or designated information must be returned to a security container, which is to be locked.