

## Security

### *Notes and other source material*

All notes and other material of a personal nature used to prepare an appraisal should be considered to have the same classification as a completed appraisal report form, i.e. Protected-Personnel (Sensitive). Please consult the *Security Classification Guide* for general guidance on the handling of material with this security classification.

### *Preparation of the form*

Care should be taken during the preparation of the appraisal to ensure that the contents are always protected. Appraisals cannot be prepared on a PC connected to a local area network (LAN). At all times, appraisals must be stored on a password-protected diskette that is kept in a locked security shell equal to the level of security of the document. Upon completion of the appraisal report, locate and delete the backup file from the "C" (or other) drive.

### *Transmission*

The completed appraisal report must be sent to Personnel via classified mail. Follow the *Security Classification Guide* for guidance on envelopes and security markings. Reports are NOT to be forwarded by E-mail.

### *Storage*

Raters must retain a hard copy of all appraisal reports until the end of the fiscal year. The hard copy must be stored in a locked security shell.

### *Disposal*

Completed appraisals (and all material and diskettes used to prepare them) must be treated as classified waste.