OFFICE OF THE UNDER SECRETARY OF DEFENSE
5000 DEFENSE PENTAGON
WASHINGTON, DC 20301-5000

INTELLIGENCE

August 25, 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Use of Cross-Cut Shredders for the Destruction of Classified Information

DoD Components shall ensure that classified information identified for destruction is destroyed completely to preclude recognition or reconstruction in accordance with the requirements of DoD Regulation 5200.1-R, "Information Security Program." Pending future guidance from the Information Security Oversight Office (ISOO), this memorandum promulgates guidance for DoD components on the use of crosscut shredders to destroy classified material, other than Communications Security (COMSEC) material. The guidance stated herein supercedes that of Office of the Assistant Secretary of Defense (C3I) (OASD(C3I)) Security Directorate memorandum, Subject: Use of Cross-Cut Shredders for the Destruction of Classified, dated October 18, 2002. Separate requirements for the terminal destruction of COMSEC paper material are furnished in National Security Agency Committee on National Security Systems Policy Number 16, Subject: National Policy for the Destruction of COMSEC Paper Material dated October 2002.

Except as noted herein, only those crosscut shredders currently listed on the National Security Agency (NSA) Evaluated Products List of High Security Crosscut Shredders may be used to destroy classified material. The current NSA list may be obtained by calling the NSA National Information Assurance Center, (800) 688-6115 (select option 3). Crosscut shredders currently in use that were at the time of acquisition on a NSA evaluated approved products list as being capable of maintaining a shred size of 1/2" by 1/32" (variance of 1/64) may continue to be used. However, any such crosscut shredders requiring replacement of the unit and/or rebuild of the shredder blades assembly must be replaced by a crosscut shredder on the latest NSA evaluated products list.

Pending replacement of the shredders, heads of DoD Components shall ensure that procedures are in place to manage the risk posed by cross-cut shredders not on the approved NSA list. At a minimum, the volume and content of each activity's classified material destruction flow shall be assessed and a process established to optimize the use of High-Security Cross Cut Shredders (i.e., with Top Secret collateral material being the highest collateral priority) to take full advantage of the added security value of those

shredders. Also, the bag of shred must be "stirred" to ensure that the content is mixed up. Shredding unclassified material along with the classified is encouraged.

We anticipate that the ISOO will likely establish a suspense date in FY 2008 by which time all Government entities, to include DoD components, will be required to use only crosscut shredders approved by NSA for the destruction of all classified material.

My point of contact for this action is Ms. Chris Bromwell, (703) 697-1988; (DSN) 227-1988; e-mail: **christina.bromwell@osd.mil**.

Heather A. Anderson
Acting Director of Security

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