

CLASSIFIED DOCUMENTS DISPOSAL

GENERAL INFORMATION

Information contained in classified documents needs to be properly destroyed utilizing an NSA-approved shredder for classified documents. **Army Garrison, HI does not have a classified document incinerator and open burning is not permitted on the installation per Hawaii State Law.**

“Cross cut” or “confetti cut” shredded paper is **NOT** accepted at the Army Recycling Center and can be disposed in the trash or other acceptable method as appropriate.



HANDLING AND DISPOSAL PROCEDURES

Step 1: Do not use burning as an option for disposing of your classified documents on the installation. While this method may be acceptable at deployed locations, it is strictly prohibited by Hawaii State Law. Violation of this regulation could lead to enforcement actions and monetary penalties for unauthorized fires.

Step 2: Classified documents may require different disposal methods, i.e., FOUO, confidential, classified, secret, top secret. Refer to AR 380-5 Department of the Army Information Security Program or contact your Security Officer for instructions on the proper disposal method.

Step 3: There are several document destruction companies servicing Hawaii. Many offer mobile truck services where documents are destroyed behind a locked security screen at your location. Once your documents are destroyed, you are given a certificate of destruction.

Step 4: The unit is responsible for selecting a provider for this service and the Army does not endorse any particular company. Prices will vary depending on the service provided, so it will be up to the unit to find the best value.



For more info contact: DPW Environmental Clean Air Program or your Security Officer.