

**Annex 6.14: Interim Corporate Security Technical Standard
(2003-12-12)**

Destruction of Sensitive Information

A Introduction

The [Government Security Policy](#) (GSP) states that sensitive information for which the retention period approved by the National Archivist has expired, and that does not have a historical or archival value, should be promptly destroyed. The associated Physical Security Standard (*Treasury Board Security Policy*) affirms that sensitive non-electronic information must be destroyed using equipment listed in the Royal Canadian Mounted Police (RCMP) *Security Equipment Guide*. (See [Appendix A](#), Security in Contracting for Mobile Destruction Guidelines.)

Exception: Low-sensitive information marked “PROTECTED A” may be discarded after hand shredding. This technical standard sets out the procedures for the destruction of sensitive information in Public Works and Government Services Canada (PWGSC).

B Internal Shredding

Destruction of Classified Information and Information Marked PROTECTED “C”

1.
 - (a) Classified assets marked SECRET or TOP SECRET or PROTECTED “C” must be destroyed using Type II destruction equipment which reduces paper assets to a maximum of 1 x 14.3 mm ([Annex 6.15](#)).
 - (b) Classified assets at the Confidential level must be destroyed using Type III equipment which reduces paper fragments to a maximum of 5 mm in width and any length ([Annex 6.15](#)).
2. Classified information and information marked PROTECTED “C” **are ONLY to be destroyed within the department.**
3. An approved shredder must be used to shred sensitive information (see: RCMP *Security Equipment Guide* SSB/SG-20).
4. A label is to be affixed to the shredder indicating the highest level of sensitive information that can be destroyed by this equipment.
5. Sensitive information awaiting destruction is to be kept separate from other information awaiting destruction.

Destruction of Protected Information

1. Based on guidelines in the GSP and the varied nature of protected assets at the PROTECTED “A” and “B” levels among different government departments, destruction levels for these assets are left to individual departments based on a Threat and Risk Assessment (TRA). Notwithstanding, most government departments group the PROTECTED “A” and “B” assets with Confidential assets and use Type III approved equipment which reduces paper assets to a maximum of 5 mm in width and any length ([Annex 6.15](#)).
2. An approved shredder must be used to shred sensitive information (see: RCMP *Security Equipment Guide* SSB/SG-20).

Exception: Low-sensitive information marked PROTECTED “A” may be discarded after

hand shredding.

3. A label is to be affixed to the shredder indicating the highest level of sensitive information that can be destroyed by this equipment.
4. Information awaiting destruction must be safeguarded in the same manner prescribed by the highest level of classified or protected information involved in the destruction process.
5. Sensitive information awaiting destruction is to be kept separate from other information awaiting destruction.

C Exterior Bulk Destruction

(includes National Archives and Contractors Premises)

1. **No PWGSC CLASSIFIED INFORMATION or PROTECTED “C” marked information** is to be forwarded for destruction outside the department.
2. When sensitive marked (PROTECTED “A” and PROTECTED “B”) information is being forwarded for destruction, at the National Archives or a Contractor’s premises, the following applies:
 - a) Information awaiting destruction must be safeguarded in the same manner prescribed by the highest level of classified or protected information involved in the destruction process.
 - b) A Type IV approved equipment which reduces paper assets to a maximum of 5 mm in width and any length is required. See the RCMP *Security Equipment Guide* (SSB/SG-20).
 - c) A Request for Non-Accessioned Disposal (ARC 0203) ([Annex 6.16](#)) is to be completed for the destruction of sensitive documents. The upper half is to be completed by the originator of the request for destruction. The bottom section, Certificate for Destruction, should be completed by the Federal Records Center of National Archives Canada or the contractor. It includes the date of destruction and signature of the authorized person who witnessed the destruction.
 - d) The Canadian and International Industrial Security Directorate (CIISD) issues the Facility Security Clearance (FSC) for Contractor's performing sensitive government destruction at their facilities, on behalf of PWGSC and its clients.
 - e) CIISD ensures the client's requirements for handling, storing and transportation of the waste material at the Contractor's facilities are met in accordance with established government security policies and standards.
 - f) Verification of the security screening of Contractor personnel can be obtained from CIISD.
 - g) Information is to be destroyed on site, and under no circumstances is the waste material to be sold before it is shredded.

Mobile Destruction

The Regional Manager of Security (or, for the National Capital area, the local security representative) is to be contacted any time mobile shredding is being considered.

1. **No PWGSC CLASSIFIED INFORMATION or PROTECTED “C” information** is to be forwarded for destruction outside the department.

2. Information awaiting destruction must be safeguarded in the same manner prescribed by the highest level of classified or protected information involved in the destruction process.
3. Sensitive protected information awaiting destruction is to be kept separate from other information awaiting destruction.
4. The Regional Manager of Security (or, for the National Capital area, the local security representative is to ensure that equipment conforms with approved size standards and that the cutter is functioning properly by testing several sheets of waste paper.

**Appendix A
(2002-05-24)**

Security in Contracting for Mobile Destruction Guidelines

The Canadian and International Industrial Security Directorate (CIISD) is no longer responsible for Facility Security Clearances for **Mobile Shredding** companies. The onus is now on the client department to ensure security compliance. The following is offered as a guide to the client:

- Information awaiting destruction must be safeguarded in the same manner prescribed by the highest level of classified or protected information involved in the destruction process.
- Information is to be destroyed at the departmental site.
- The departmental organization is responsible for collecting and delivering its information to the destruction equipment on the departmental site.
- An employee of the departmental organization cleared to the same level as the information being destroyed must be present to monitor the destruction process.
- Verify the residue (if questionable, forward to the local departmental security authority for RCMP verification of whether the equipment being used is satisfactory) and obtain a sample for future reference.
- If the destruction is done in multiple batches or over a number of days, hourly samples should be taken.
- Verify the residue (if questionable, forward to the local departmental security authority for RCMP verification of whether the equipment being used is satisfactory) and obtain a sample for future reference.
- If the destruction is done in multiple batches or over a number of days, hourly samples should be taken.
- The departmental employee should ensure that extra paper is run through the disintegrator to prevent sensitive information being left in the machine.
- The local departmental security representative is to ensure that equipment conforms with approved size standards and that the cutter is functioning properly by testing several sheets of waste paper.
- **Mobile disintegration** equipment is approved for the destruction of Confidential information and protected information up to and including particularly sensitive when it is fitted with a 3/8 inch security screen. The choice of screen size is based on a Threat Risk Assessment as per the Government Security Policy.
- The Certificate for Destruction should be completed by the company. It is to include the date of destruction and signature of the authorized person who witnessed the destruction.
- When contracting with mobile shredding companies for the destruction of **classified** information it is recommended there be a contract clause specifying the requirement for paper assets to be reduced to a maximum of 5mm in width and any length. Request a sample before issuing the contract.