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LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
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NGKS-AAG

7 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ATAG Policy Letter #23, Kansas Army National Guard Shredding and Destruction Policy

1. References:

- a. AR 530-1, Operations Security, 26 Sep 2014
- b. KSARNG Operations Security Standard Operating Procedures, 20 May 15
- c. Memorandum, KSARNG Commanders Critical Information List (CIL), 07 Apr 15

2. All members of the Kansas Army National Guard (KSARNG) must understand this policy regarding procedures for destroying paper documents or any media containing critical information. These items contain information about our organization's mission, operations, capabilities, and intentions that must be protected by all personnel assigned to or supporting the KSARNG.

3. Effective immediately, all office paper containing critical or sensitive information generated within the KSARNG, regardless of classification will be shredded prior to its disposal through the trash collection system to include any recycling program established by the command.

4. Office paper is defined as having typed or handwritten information on it. These items include those papers generated by KSARNG personnel and those received from outside sources. Examples of such items are listed below:

- a. Printed emails from all DoD networks, regardless of classification.
- b. Printed emails from personal email accounts to include:
 - (1) Any printed emails, regardless of classification and content
 - (2) Online receipts/purchase order information
 - (3) Financial, medical or otherwise sensitive and personal information
- c. Handwritten notes, to include:
 - (1) Post-it notes or 'sticky' notes
 - (2) Any handwritten information from notebooks or other note taking materials
 - (3) Briefing notes on 3 x 5 cards

d. A mix of printed and handwritten information to include:

- (1) Calendars depicting daily, weekly, and monthly events such as meetings, appointments, deadlines or other information disclosing Battle Rhythm
- (2) Day Planner Pages
- (3) Hand receipts
- (4) Mailing labels such as US Customs information
- (5) Any rosters disclosing unit or personal information
- (6) Organizational and/or Command and Control diagrams (Org Charts)
- (7) Point of contact listings
- (8) Postal labels disclosing addresses

5. Unclassified office paper shall be destroyed by the following authorized methods:

a. Shredding through an approved unclassified cross-cut shredder or approved classified shredder. Strip shredders are not authorized for use in the KSARNG unless the residue is so miniscule it cannot be reconstructed.

b. Shred containers provided by contracted disposal services. Authorized shred containers must be lockable and include a plan for proper destruction and disposal of contents IAW this policy.

6. All digital/electronic media will be destroyed with a DoD approved process IAW AR 25-2. Electronic media includes, but is not limited to: thumb/usb drives, hard drives, diskettes, CD-ROMs, DVDs, and Blu-ray discs. Purging electronic media does not declassify the media.

a. Shredding through a disc shredder or paper shredder that is also designed to handle the destruction of disc media.

b. Cutting in half or deep scratching the data side (the shiny side without the label) with a nail, screwdriver or similar tool. Two deep radial scratches extending from the small inner hole to the outer edge are sufficient to prevent unauthorized access to the data. Remove all labels or markings that indicate previous use or classification. Once disc media has been rendered unreadable, the disc may be placed in the general waste stream for disposal.

c. All other digital/electronic media will also be destroyed with a DoD approved process IAW AR 25-2 and the unit Information Security Manager (IAM). Consult your supervisor and/or the OPSEC officer for guidance with destroying electronic media.

7. Unsecured temporary 'shred boxes' or collection areas are not authorized. Proper disposal of office paper or media should occur immediately upon determination that it is no longer needed.

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8. Classified papers and media will continue to be destroyed as directed by Army Regulation 380-5, Department of the Army Information Security Program, 29 September 2000.

9. The point of contact for this memorandum is the State OPSEC Program Manager, MAJ Todd Loughney, at (785) 274-1519 or todd.m.loughney.mil@mail.mil.



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Commanding

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