

Destruction Transcript

Scene 1 INT. OFFICE SHREDDING/COPYING ROOM

Employee: For when Controlled Unclassified Information is no longer needed, the CUI program has developed several standards to ensure proper destruction of CUI. These standards exist for CUI that exists in both the physical and the electronic form. But before we begin, it is helpful to distinguish between the two different types of CUI that might need to be destroyed.

Scene 2 INT. OFFICE DESK

Employee: Hard-copy media refers to paper. Electronic, or “soft”, media refers to any media that is virtual. This includes hard drives, flash or USB drives, DVDs, and any other kind of memory drive.

Regardless of the type, the rule of thumb when destroying CUI is to render the information unreadable, indecipherable, and irrecoverable.

Scene 3 INT. OFFICE SHREDDING/COPYING ROOM

Employee: Take for example a document that has been shredded. Here is an example of a document that was shredded by two different machines, one that has been approved for CUI destruction and another that has not.

This document was shredded with an unapproved paper shredder. As you can see, entire names, numbers and addresses can still be put together, indicating that the information can be recovered, and therefore the CUI was not properly destroyed.

However, approved crosscut paper shredders will create particles that are 1mm by 5mm that make recovery impossible. As you can see, the information here is entirely unreadable, indecipherable, and irrecoverable. It is impossible to make out a number or a letter.

When placed directly next to each other, the difference between the two former documents becomes very clear.

Be on the lookout for shredders and other equipment that have been approved for the destruction of CUI. Organizations may place signs on approved equipment to indicate that it is approved for destruction.

Slide 2 CUI DISPOSAL AND DESTRUCTION

Employee: Here is an example of a label that may be placed on a machine that has been inspected and approved for the destruction of CUI.

Scene 3 INT. OFFICE SHREDDING/COPYING ROOM

Employee: Some organizations use “destruction bins” to dispose of their CUI.

Slide 3 PHYSICAL DESTRUCTION

Employee: Ideally, these bins should have signage on them indicating that it is acceptable to deposit CUI there. These bins should be locked to prevent any unauthorized access.

Agencies should also ensure that all materials deposited into the bin are destroyed in compliance with CUI standards, making destroyed CUI unreadable, irrecoverable, and indecipherable. And remember, NEVER use a standard trash can or recycling bin when throwing out CUI.

Scene 3 INT. OFFICE DESK

Employee: Electronic, or soft copy, media can seem a bit trickier to dispose of.

Slide 4 ELECTRONIC DESTRUCTION

Employee: Please consult your agency or organization's policy regarding the specific destruction methods for this type of media that work best for you. Organizations should ensure that their methods align to the standards of the CUI Program, the guidelines found in the NIST SP 800-88.

Scene 3 INT. OFFICE DESK

Employee: Thanks for taking this time to learn how to properly destroy CUI.