

CLASSIFIED DOCUMENT DISPOSAL

POSSIBLE AREAS OF CONCERN

Improperly handled classified paper/documents.

CHARACTERIZATION

Information contained in classified documents needs to be properly destroyed. Open burning is not permitted on the installation by both Kentucky and Tennessee regulations.

CONTAINER MARKING AND HANDLING PROCEDURES

Step 1 Make an appointment for the classified document incinerator or shredder. Contact **DPTMS Chief, Security & Intelligence Division.**

Step 2 Follow guidance provided by **DPTMS.**

NOTE: Classified documents may require different disposal methods, i.e., FOUO, confidential, classified, secret, top secret.

NOTE: Both Kentucky and Tennessee prohibit open burning of any items on the installation. Do not use burning as an option at the installation as you did in tactical operations.



Classified Document Shredder



Classified Document Incinerator



Burning Classified Documents is Prohibited

GENERAL INFORMATION

Cross shredded paper is to be bagged and placed in the trash dumpster, there is no other current disposal method. For additional information contact **Environmental Division Solid Waste/ Recycling.**