

Security Spotlight

Assistant Manager for Security and Emergency Management



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Destruction of Unclassified Controlled Information

Some of the unclassified information handled by ORO employees contains sensitive information that must be protected from public disclosure. This unclassified controlled information (UCI) comes in many forms, including:

- Unclassified Controlled Nuclear Information (UCNI).
- Official Use Only (OUO).
- Export Controlled Information (ECI).
- Privacy Act Information (PII).
- Proprietary Information (e.g., Procurement, Budget, Financial, etc.).

The following information is provided as a reminder to everyone of how this information must be destroyed. UCI requires destruction by one of the following methods:

- Using a shredder approved for the destruction of classified matter (i.e., a cross-cut shredder).
- Using a strip-cut shredder (i.e., cuts paper into strips no greater than 1/4" in width).
- Placing the matter in designated Sensitive Unclassified Waste Receptacles (Receptacles are tan in color and located in the main hallways of the Federal Building).

Under no circumstances should UCI be placed in a trash can or recycle bin.

As a last note, even if UCI is identified for destruction, if it is "record" material, then it must be transferred (through your organizational records managers) to the ORO Records Holding Area for proper disposition. Destruction of "non-record" UCI can be accomplished by one of the methods identified above. Questions concerning destruction of UCI should be addressed to the Office of Security and Emergency Management Classification Officer at 576-2659. Questions concerning identification of UCI as record or non-record material should be addressed to organizational records managers or to the ORO Records Holding Area at 576-1043.

Handwritten signature of Pauline L. Douglas in cursive.

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