CLASSIFIED MATERIAL DISPOSAL

POSSIBLE AREAS OF CONCERN

Improperly handled classified materials.

CHARACTERIZATION

Information contained in classified materials 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 Contact your brigade security office to handle the proper destruction of classified materials. If you are a tenant organization, please contact your individual security office to find out how they want to handle the proper destruction of classified materials.

Step 2 Follow guidance provided by **your security section.**

NOTE: Classified materials may require different disposal methods, i.e., FOUO, CUI, 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.**

NOTE: Fort Campbell Regulation 420-24 Chapter 8, Section 12 prohibits all open burning on the installation without the express approval and permission of the Fire Chief

NOTE: For disposal of other PII containing documents please refer to Department of the Army PII Users Guide Appendix D

Classified Document Shredder

Burning Classified Documents is Prohibited

GENERAL INFORMATION

Cross-shredded paper is to be bagged and placed in the building's blue 96-gallon mixed paper recycling container. For additional information, contact **Information Security Office** or **Environmental Division Solid Waste/ Recycling.**