

## U.S. Army Garrison Hawaii – Environmental Compliance Guide

# CLASSIFIED DOCUMENTS DISPOSAL

## GENERAL INFORMATION

Information contained in classified documents needs to be properly destroyed utilizing an NSA-approved shredder for classified documents. **Army Garrison, HI does not have a classified document incinerator and open burning is not permitted on the installation per Hawaii State Law.**



All bagged shredded paper is accepted for recycling at the Army Recycling Center and can be dropped off at 1087-B McMahan Road on Schofield Barracks, or call (808) 656-9911 to request a pick-up.

## HANDLING AND DISPOSAL PROCEDURES

**Step 1:** Do not use burning as an option for disposing of your classified documents on the installation. While this method may be acceptable at deployed locations, it is strictly prohibited by Hawaii State Law. Violation of this regulation could lead to enforcement actions and monetary penalties for unauthorized fires.

**Step 2:** Classified documents may require different disposal methods, i.e., FOUO, confidential, classified, secret, top secret. Refer to AR 380-5 Department of the Army Information Security Program or contact your Security Officer for instructions on the proper disposal method.

**Step 3:** There are several document destruction companies servicing Hawaii. Many offer mobile truck services where documents are destroyed behind a locked security screen at your location. Once your documents are destroyed, you are given a certificate of destruction please share recycled paper weight with the Recycling Program (808) 656-9911.

**Step 4:** The unit is responsible for selecting a provider for this service and the Army does not endorse any particular company. Prices will vary depending on the service provided, so it will be up to the unit to find the best value. Call the Recycling Program at (808) 656-5411 or (808) 656-3085 with any questions .

