

# Minimum handling protections for disposal of sensitive and security classified information, ICT and media equipment

| Classification  | Sensitive information  |  | Security classified information  |  |  |
|---|--|--|--|--|--|
|   | OFFICIAL   | OFFICIAL: Sensitive  | PROTECTED  | SECRET   | TOP SECRET   |
| <b>Destruction of physical information</b>  |  |  |  |  |  |
| Use entity-assessed and approved (or National Association for Information Destruction AAA certified) destruction service with specific endorsement and approved equipment and systems   | Not applicable. While all official information <b>must</b> be disposed of securely, there is no minimum requirement for how to dispose of <b>OFFICIAL</b> or <b>OFFICIAL: Sensitive</b> information. |  | ✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class B cross shredder). | ✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class A cross shredder). | ✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class A cross shredder). |
| Destroyed under supervision of two officers cleared to the appropriate level who are to supervise the removal of the material to the point of destruction, ensure destruction is complete, and sign a destruction certificate | Not applicable. While all official information <b>must</b> be disposed of securely, there is no minimum requirement for how to dispose of <b>OFFICIAL</b> or <b>OFFICIAL: Sensitive</b> information. |  | ✓ Supervise and certify destruction of information if it is accountable material.                                | ✓ Supervise and certify destruction of information if it is accountable material.                                | ✓ Supervise and certify destruction of information.  |
| Destroyed as soon as possible after it has reached the minimum retention period set by State Records of South Australia   | Not applicable. While all official information <b>must</b> be disposed of securely, there is no minimum requirement for how to dispose of <b>OFFICIAL</b> or <b>OFFICIAL: Sensitive</b> information. |  | Not applicable.  | Not applicable.  | ✓ Destroy information as soon as possible.   |
| SA CABINET caveated material  | Not applicable. <b>SA CABINET</b> caveat <b>must not</b> be used at this classification.   | There is no minimum requirement for how to dispose of <b>SA CABINET</b> information at the <b>OFFICIAL: Sensitive</b> classification, however, it is <b>recommended</b> that agencies apply the destruction requirements of security classified information. | ✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class B cross shredder). |  | ✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class A cross shredder). |
| <b>Destruction of ICT media and equipment</b>   |  |  |  |  |  |
| Undergo media sanitisation or destruction in accordance with South Australian Cyber Security Framework  | Not applicable. While all official information <b>must</b> be disposed of securely, there is no minimum requirement for how to dispose of <b>OFFICIAL</b> or <b>OFFICIAL: Sensitive</b> information. |  | ✓ Sanitise or destroy ICT media and equipment.   | ✓ Sanitise or destroy ICT media and equipment.   | ✓ Sanitise or destroy ICT media and equipment.   |
| Destroyed as soon as possible after it has reached the minimum retention period set by State Records of South Australia   | Not applicable. While all official information <b>must</b> be disposed of securely, there is no minimum requirement for how to dispose of <b>OFFICIAL</b> or <b>OFFICIAL: Sensitive</b> information. |  | Not applicable.  | Not applicable.  | ✓ Destroy information as soon as possible.   |