

## Ordering Secure Equipment

There are standards for all equipment that is used to store, transmit, process, transport, and destroy classified information. The National Security Agency (NSA) sets standards for machines used to destroy classified information. Contact the Information Security Staff (ISS) for information on shredders, fax machines, reproduction devices, and courier bags.



### Security Containers

Classified material may only be stored in a General Services Administration (GSA) approved security container. Contact your agency's information security coordinator or the Information Security Staff for information on how to purchase a new container. If your security container appears to be broken, call the Federal Security Systems at (703) 339-2912.

Call the ISS to make arrangements for your combination to be changed. Security container combinations are to be changed when one of the following occurs: (1) Someone who has access to the container no longer requires access or leaves their position, (2) You suspect someone has attempted to gain entry to the container, or (3) every 3 years.



### Classified Shredders

Classified material must be destroyed using an NSA-approved High Security Cross-Cut destruction device (shredder) for paper products.

For a list of shredders, go to <http://www.nsa.gov/ia/government/MDG/NSA-CSS-EPL-02-01.pdf>



### Secure Telephones and Facsimile Machines

Contact Fred Goings, OCIO, (202) 720-8761, regarding secure telephones and fax machines.



### **Classified Copiers**

If a copier is not available to you, then you can always use the copy function on a CLASSIFIED (secure) fax machine. If no options are available to you, the Information Security Staff has a copier designated for classified reproduction only. When purchasing machines for classified usage, there are standards that must be met, just as with all other security equipment. Copiers that are multi-functional, such as those with email and fax capability, are not approved for use with classified materials. If your office desires to purchase a machine for classified usage, contact the ISS for assistance.

It's very easy to retrieve images from a reproduction device. Many offices within USDA lease their machines from the Department; therefore, a machine you have now could easily be returned to the Office of Operations and then leased to another agency. If you are using these machines for classified reproduction, you could very easily expose an uncleared individual to classified material. When you own a copier, you control the disposition. This includes such things as maintenance and disposal. When you are ready to dispose of a copier that has been used to reproduce classified, contact the Information Security Staff for disposal procedures.