

CLASSIFIED INFORMATION SPILLAGE ON INFORMATION SYSTEMS

CONTENT SPILLAGE INCIDENT RESPONSE

For use of this form, see AR 25-2

Focuses on deliberate identification and eradication of the data from every affected asset to protect the information, exclusive of operational or economical issues (removal and purging activities exclusively).

COMPLETE THE FOLLOWING FOR EACH SYSTEM:

MACHINE NAME: _____

- YES NO 1. Identified/notified all TO recipients.
- YES NO 2. Identified/notified all CC recipients.
- YES NO 3. Identified/notified all BCC recipients.
- YES NO 4. Identified all auto process rules on system.
- YES NO 5. Delete file from all local systems.
- YES NO 6. Delete file from file storage areas.
- YES NO 7. Delete file from user's mailboxes.
- YES NO 8. Delete file from mail queues (sent, draft, etc.)
- YES NO 9. Delete messages saved in Personal Folders.
- YES NO 10. Empty "Recycle Bin" folder storage area.
- YES NO 11. Empty "Deleted Items" folder storage area.
- YES NO 12. Empty "Recover Deleted Items From" folder storage area.
- YES NO 13. Conduct a search for similar files (e.g., same date/time stamp, dirty word search).
- YES NO 14. Delete all identified files from search.
- YES NO 15. Verify that no files were saved to network storage devices.
- YES NO 16. Delete contents of all temporary files/folders.
- YES NO 17. Delete contents of cached items (e.g., Internet Explorer or Netscape temporary files).
- YES NO 18. Remove all unauthorized files/software.

SIGNATURE:

DATE SIGNED:

Administrator Actions Only (in sequence):

- YES NO 19. Identified all auto process rules on server.
- YES NO 20. Files removed from affected servers and devices.
- YES NO 21. Use Purge tool to overwrite free space (1x; random).
- YES NO 22. Defrag the hard drive to reallocate the drive space.
- YES NO 23. Use Purge tools to overwrite free space (3x; 1s, 0s, then random).
- YES NO 24. Reboot the system.
- YES NO 25. Record serial number of cleared hardware.
- YES NO 26. Backup tapes/device/storages drives moved to control/classified area.

SIGNATURE:

DATE SIGNED: