

## OFFICIAL USE ONLY/SENSITIVE DOCUMENT DESTRUCTION PROCEDURE

This document describes the Laboratory's procedures for disposing of sensitive documents, including documents containing personally identifiable information (PII) and documents identified as official use only (OUO).

### 1.0 APPROVAL RECORD

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- Approved by: Amy Tehan, Records Management Coordinator
- Approved by: Diane Muncrief, HR Manager
- Approved by: Mark Murphy, Chief Operations Officer

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

The Official Use Only/Sensitive Document Destruction Procedure outlines the manner in which all sensitive Ames Laboratory documents are destroyed in order to protect any governmental, commercial or personal interests from damage that may occur if the information were to be intentionally or accidentally shared with unauthorized individuals.

All Ames Laboratory personnel have the authority and responsibility to declare a document sensitive if it originates from, is produced for, or is maintained by their office and meets the criteria described in either DOE M 471.3, *Manual for Identifying and Protecting Official Use Only Information* or DOE 206.1, *Department of Energy Privacy Program*.

#### 3.1 Definitions

- **Sensitive Document** – a document that contains official use only and/or personally identifiable information.
- **Official Use Only (OUO) information** – unclassified information that has the potential to damage governmental, commercial or private interests and may be exempt from public release under the Freedom of Information Act (FOIA) (Office of Health, Safety & Security document).
- **Personally Identifiable Information (PII)** – any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, etc., including any other personal information which is linked or linkable to an individual.

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1. Records Owners:

- Determine whether their document contains any OOU information. If so, it must be marked as outlined in DOE M 471.3-1, *Manual for Identifying and Protecting Official Use Only Information*.
- Ensure that OOU markings get removed from any of their documents that no longer contain that information.
- Restrict access to electronic and physical files that contain sensitive information to only those who need it to perform their jobs or other DOE-authorized activities.
- Dispose of documents containing sensitive material in designated bin according to their disposition schedule, or as the document becomes obsolete.

### 4.2. Document Control and Records Management Office:

- Assist records owners, upon request, in determining whether a document contains sensitive material.
- Coordinate the sensitive document disposal procedure.

### 4.3. Bin Custodians

- Contact the Records Management (RM) office when the bin in their office is full.

## 5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

- All Ames Laboratory employees are required to complete training regarding PII and how documents containing PII must be handled.
- The RM office provides bins designated strictly for the disposal of sensitive documents.
- The designated bins are locked and only the RM staff has access to keys.

## 6.0 PROCEDURE

A bin designated for the disposal of sensitive documents will be located on each floor of the TASF building, and upon request in other Ames Lab-owned or -leased space. When a bin is filled to capacity, the bin custodian should contact RM staff so that the bin can be removed and replaced with an empty one. RM staff will then contact ISU Facilities Planning & Management to have the bins picked up and the contents shredded.

## 7.0 REFERENCES

DOE M 471.3, *Manual for Identifying and Protecting Official Use Only Information*

DOE O 206.1, *Department of Energy Privacy Program*

DOE O 471.3, *Identifying and Protecting Official Use Only Information*

10 CFR Part 1004, Freedom of Information