



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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YUMA, ARIZONA 85369-9100

StaO 5212.1B
3BD
11 JUN 1997

STATION ORDER 5212.1B

From: Commanding Officer
To: Distribution List

Subj: DESTRUCTION OF CLASSIFIED, FOR OFFICIAL USE ONLY AND
SENSITIVE UNCLASSIFIED MATERIAL

Ref: (a) OPNAVINST 5510.1H

1. **Purpose.** To establish destruction procedures, per the reference, for all classified, For Official Use Only and sensitive unclassified material to be destroyed aboard Marine Corps Air Station, Yuma.

2. **Cancellation.** StaO 5212.1A.

3. **Background**

a. All classified, For Official Use Only and sensitive unclassified material will be destroyed when the material is no longer required and will not be retained for more than five years from the date of origin unless specifically authorized.

b. Departments that maintain classified material will conduct an annual review of all material and coordinate with the Station Classified Material Control Center (CMCC) ext. 2351 for destruction of classified holdings no longer required. It is the responsibility of each department holding classified material to prepare a destruction report and submit it to the CMCC upon completion of the destruction. Use of specialized equipment, i.e. Deguaser, Mulcher, Etc., must be arranged through the Station CMCC.

c. Destruction of Secret and Top Secret material will be recorded in a manner that will completely identify the material and must be witnessed by two people. Failure to adhere to these guidelines will result in issuance of a security violation.

d. Destruction of classified material must meet the established guidelines as set forth in the reference. All other material may be destroyed by means that will protect the privacy

and sensitivity of the material. A destruction report is not required for sensitive unclassified material.

e. At no time will classified material be intermixed with unclassified material for destruction.

f. If destruction of all classified material is not possible, the material which has not been destroyed will be safeguarded at the highest level of classification of the remaining material.

4. Use of Destruction Equipment

a. The Mulcher (paper only) located at the Station Communication Center is available for use by any department. However, use of the Mulcher must be done after normal working hours due to excessive noise. To arrange a time for destruction, departments can contact the Chief Watch Officer (CWO) at the communication center. Material to be destroyed should have all paper clips, staples, etc., removed prior to destruction. Damage sustained to the Mulcher as a result of failing to remove such metal objects will result in that department paying for all repairs necessary. Personnel unfamiliar with the equipment will be assisted by a communication center representative. Should personnel experience problems with the Mulcher during operation, immediately turn off all power and contact a representative at the communication center for assistance. Hearing protection will be worn at all times while the Mulcher is in use and it is the responsibility of the personnel using the Mulcher to ensure that the area is policed prior to securing the room. All classified material will be accounted for and a thorough check of the area will be conducted following each classified destruction. Should classified material be found that was left by the previous user, contact the Assistant Security Manager at the Station Classified Material Control Center in building 980.

b. There is a Pulverizer, authorized to destroy paper, slides and film (excluding microfilm), located at the Station Photo lab and is available for use by all departments. Departments requiring the use of this equipment should contact a representative from the Station Photo Lab to schedule a time to accomplish their destruction. Personnel unfamiliar with the equipment will be assisted by a representative from the Photo Lab. It is recommended that each department assign specific personnel to handle their destruction. Hearing protection will be worn at all times. The personnel using the

pulverizer will ensure that the waste bags are emptied and the area is left in a high state of police prior to securing. It is the responsibility of the Station Photo Lab personnel to ensure that the area is left in a satisfactory condition. All classified material will be accounted for and a thorough check of the area will be conducted following each destruction. Should classified material be found that was left by a previous user, contact the Assistant Security Manager at the Station Classified Material Control Center in building 980.

c. Destruction of video tapes, Automated Data Processing equipment, magnetic tapes, etc., must be in accordance with established degaussing standards as set forth by the National Security Agency. Use of degaussing equipment should be arranged through the Station CMCC.

5. **Reporting Requirements**

a. Destruction of all classified material will be recorded in a manner to completely identify the material destroyed. This record must contain at a minimum the Station control number, description of material, total number of pages (if paper material), total number of copies destroyed and names of persons witnessing the destruction.

b. A copy of the destruction report will be delivered to the Station CMCC no later than three working days after completion of destruction.

c. Destruction of Secret and Top Secret Material will be witnessed by two appropriately cleared personnel and certified by the department head.

6. **Summary of Revision.** This revision contains a substantial number of changes and should be reviewed in its entirety.


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DISTRIBUTION: A

