

DISPOSE OF INFORMATION PROPERLY



HELPFUL TIPS

- Don't store confidential information longer than necessary.
- It is especially important to properly dispose of information that contains personal, private and sensitive information (PPSI).
- Read/writable media (including your hard drive) should be "wiped" using Department of Defense (DoD) compliant software. Software that meets DoD compliance standards can be downloaded from the Internet at no cost.
- CDs and DVDs should be physically destroyed. Shredding is a good option.
- Paper documents that contains PPSI should be shredded and destroyed when no longer required.
- At work, follow your organization's retention and disposal procedures.