



## **OCCAR Management Procedure**

Title:	<b><u>Destruction Methods for COSMEC Material / Data Storage Media</u></b>	
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This document replaces: OMP 11 issue 3 dated 01/06/07

## Record of changes

<b>Date</b>	<b>Issue</b>	<b>Changes</b>
14/02/05	1	Initial issue
13/09/06	2	Editorial changes as requested by FR, GE and UK
01/06/07	3	Separation of forms
01/10/08	4	Separation from the main document

<b>APPROVED DESTRUCTION METHODS FOR COMSEC/EDP MATERIAL</b>		
<b>MATERIAL</b>	<b>METHOD OF DESTRUCTION</b>	<b>REMARKS/ MAXIMUM SIZE OF RESIDUALS</b>
COMSEC information on printed paper support (keying Material and means containing, describing or implementing a classified cryptographic logic)	<ul style="list-style-type: none"> <li>- Burning,</li> <li>- Atomization,</li> <li>- Crushing,</li> <li>- Grinding,</li> <li>- Pulping</li> <li>- Cutting into little stripes</li> </ul>	<ul style="list-style-type: none"> <li>- White ash</li> <li>- 5 mm</li> <li>- 1,2 mm x 12,5 mm or 0,73 mm x 20 mm</li> </ul>
Paper – Mylar Paper tapes	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Atomization, Crushing, Grinding</li> <li>- Cutting into little stripes</li> </ul>	<ul style="list-style-type: none"> <li>- White ash</li> <li>- 5 mm</li> <li>- 1,2 mm x 12,5 mm or 0,73 mm x 20 mm</li> </ul>
Plastic cases for crypto keys	<ul style="list-style-type: none"> <li>- Crushing, Fusion</li> </ul>	<ul style="list-style-type: none"> <li>- They may be destroyed even with residual paper tape inside</li> <li>- 5 mm</li> </ul>
Floppy disks	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Fusion</li> </ul>	<ul style="list-style-type: none"> <li>- Ash</li> <li>- Suitable fusion devices</li> </ul>
Typewriter tapes	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Crushing</li> </ul>	<ul style="list-style-type: none"> <li>- White ash</li> <li>- 5 mm</li> </ul>
Microfiches, Microfilms, Photos, Negatives and similar	<ul style="list-style-type: none"> <li>- Chemical</li> <li>- Burning</li> <li>- Fusion and Cutting</li> </ul>	<ul style="list-style-type: none"> <li>- Chemical treatment able to remove the information</li> <li>- Thin ash</li> <li>- Suitable devices</li> </ul>

<b>APPROVED DESTRUCTION METHODS FOR COMSEC/EDP MATERIAL</b>		
<b>MATERIAL</b>	<b>METHOD OF DESTRUCTION</b>	<b>REMARKS/ MAXIMUM SIZE OF RESIDUALS</b>
Integrated circuits Hybrid circuits MOS components	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Atomization</li> <li>- Chemical</li> </ul>	<ul style="list-style-type: none"> <li>- Temperature over 1483° Celsius; ash reduced to pulp</li> <li>- 75 microns</li> <li>- Total dissolution</li> </ul>
Proms/Eproms/USB Keys	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Atomization</li> <li>- Chemical</li> </ul>	<ul style="list-style-type: none"> <li>- Temperature over 1482° Celsius Ash reduced to pulp</li> <li>- 75 microns</li> <li>- Total dissolution</li> </ul>
Magnetic tapes	<ul style="list-style-type: none"> <li>- Crushing</li> <li>- Cutting</li> <li>- Burning</li> <li>- Demagnetization</li> </ul>	<ul style="list-style-type: none"> <li>- 9 mm</li> <li>- 1,2 mm x 12,5 mm or 0.73 mm x 20 mm</li> <li>- Do not burn magnetic tapes contained in aluminium spools</li> <li>- Not for cryptographic information (*)</li> </ul>
Printed circuit plates (PCBS)	<ul style="list-style-type: none"> <li>- Burning</li> <li>- Atomization or Grinding</li> </ul>	<ul style="list-style-type: none"> <li>- Ash reduced to pulp</li> <li>- 9 mm</li> </ul>
Hard disks	<ul style="list-style-type: none"> <li>- Sharpening/Sanding of surfaces by sanders</li> <li>- Fusion</li> <li>- demagnetization</li> </ul>	<ul style="list-style-type: none"> <li>- Complete removal of recording surfaces</li> <li>- Temperature over 750° Celsius</li> <li>- Not for cryptographic information</li> </ul>
CDD ROM/EPROM/CD and DVD/RW	<ul style="list-style-type: none"> <li>- Burning</li> </ul>	<ul style="list-style-type: none"> <li>- Temperature over 1483° Celsius, ash reduced to pulp</li> </ul>
(*) Further information may be asked to the relevant INFOSEC Authority		