1. All copies of classified documents reproduced for any purpose including those incorporated in a working paper are subject to the same controls used for the document from which the reproduction is made.

3. Log the project. Establish a time estimate and a schedule for production. Secure the project to any section, ensure that all personnel working on the project have a valid security clearance equal to or higher than the project. Secure and block off the area in which the project was worked. Allow access to those with a need to know. Brief the section supervisor on the project. The section supervisor will sign for the project.

4. For document destruction, complete Section C (and appropriate blocks of Section A, if not already filed in). Note: Used to provide consecutively numbered destruction records for TOP SECRET documents.

5. Distribution: US Army training and audiovisual support centers (TAOCS) Approved for public release; distribution is unlimited.
Storage of Classified Information

Classified information that is not under the personal control and observation of an authorized person will be guarded or stored in a locked security container as prescribed below.

1. TOP SECRET. TOP SECRET information shall be stored in:

   a. A safe-type file container having a built-in, three position, dial-type combination lock approved by the General Services Administration (GSA) or a Class A vault or vault-type room that meets the standards established by the head of the DOD agency concerned. When located in buildings, structural enclosures, or other areas not under US Government control, the storage container, vault, or vault-type room must be protected by an alarm system or guarded during nonoperating hours.

   b. An armed area, provided such facilities are judged by the local responsible official to afford protection equal to or better than that prescribed in a(1), above. When an armed area is used for the storage of TOP SECRET TOP SECRET information, the physical barrier must be adequate to prevent (a) unauthorized removal of the material, and (b) observation that would result in the compromise of the material. The physical barrier must be such that forcible attack will give evidence of attempted entry into the area. The alarm system must provide immediate notice to a security force of attempted entry. Security force response times in excess of five minutes will necessitate continuous occupancy of the alarmed area. Alarm system response times when under two person control must not exceed 15 minutes. If these conditions cannot be ensured, the alarm system must alert the appropriate head of the DOD agency. Until phased out this information can be stored in a steel filing cabinet equipped with a steel lock; or, as a last resort, an existing steel filing cabinet equipped with a steel lock bar, provided it is secured by a GSA-approved changeable combination padlock. The padlock is to be used as stated in AR 385-10, paragraph 5-101. When padlocks are used, the keeper or keepers and dupes must be secured to the cabinet by welding, nuts, or pointed bolts and DOD agencies must set forth additional controls to ensure security. SECRET material may be stored in such cabinets only under the conditions described in paragraph 5-101, AR 385-10. Storage standards are prescribed in Appendix F of AR 385-10. Heads of HDAG-agencies and MACOM commanders may delegate authority to approve exceptions to these standards. Exceptions will be made, in writing, if the protection provided is at least as equivalent to that provided by equipment meeting the referenced standards. Proposed exceptions should be coordinated with the Chief, NSA/DSS.

   1. DA Form 672 will be displayed conspicuously on each piece of equipment used to store classified material. It need not be used for facilities secured by high security locks, provided the key and lock control register (paragraph 5-102d2(b)) provide and audit capability in the event of unauthorized facilities.

2. A (a) When a security container is locked and the room in which it is located is unattended, a person other than the locker will check the container to ensure that it is properly locked. This person will then record the time the container was checked and initial the torn. The locker will see that the check is made.

   (b) Property cleared personnel will record the date and time, along with their initials, each time they unlock or lock the security equipment during the day.

   (c) Check containers not opened during a working day and record action as in (b) above.

   (d) Fails DA Form 672 for 24 hours following the last entry.

3. (a) Use reversible OPEN-CLOSED/OPEN-LOCKED signs on each security container in which classified information is stored. Signs are available through normal supply channels.

   (b) A person discovering a security container or security storage area. If none of these people can be contacted, notify the duty officer or commander.

4. (a) A (a) Any individual contacted when a container or area is found open or unattended should proceed as follows:

   (b) Report personally to the location. Check the contents of the container or area for visible indications or evidence of tampering, theft, or compromise.

   (c) Custodians shall ensure that unauthorized persons do not gain access to classified information.

   (d) Burn bags are properly stored or destroyed.

   (e) Stapled documents do not contain classified material.

   (f) Properly cleared persons will record the date and time, along with their initials, each time they unlock or lock the security equipment during the day.

   (g) When a security container is locked and the room in which it is located is unattended, a person other than the locker will check the container to ensure that it is properly locked. This person will then record the time the container was checked and initial the torn. The locker will see that the check is made.

   (h) Check containers not opened during a working day and record action as in (b) above.

   (i) Fails DA Form 672 for 24 hours following the last entry.

2. (a) Use reversible OPEN-CLOSED/OPEN-LOCKED signs on each security container in which classified information is stored. Signs are available through normal supply channels.

   (b) A person discovering a security container or security storage area. If none of these people can be contacted, notify the duty officer or commander.

   (c) A (a) Any individual contacted when a container or area is found open or unattended should proceed as follows:

   1. Keep the container or storage area under surveillance.

   2. Notify one of the persons listed on Part 1, DA Form 372, DA Form 272 to the container or storage area. If none of these persons can be contacted, notify the duty officer or commander.

   3. If an individual contacted when a container or are found open or unattended a box will:

   4. Report personally to the location. Check the contents of the container or area. If false indications or evidence of tampering, theft, or compromise.

   5. If any evidence of tampering, theft, or compromise is noted, notify installation or security container is working properly.

   6. Change the combination and lock the container. If the combination cannot be changed immediately, lock the security container and place under guard until the combination can be changed, or transfer the classified contents to another security container or secure area.

   7. Report the incident to the commander or security manager for action relative to compromise or possible compromise.

3. Custodians of classified information are responsible for providing protection for and accountability for the information at all times. They are responsible for locking classified information in appropriate security equipment whenever it is to be used or stored under direct supervision of authorized persons.

4. Classified document cover sheets (DA Label 22 (CONFIDENTIAL Cover Sheet), and DA Label 24 (TOP SECRET Cover Sheet) to the face of classified documents whenever the documents are not in secure storage.