



**NEW JERSEY ARMY NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
**3650 SAYLORS POND ROAD**  
**JOINT BASE McGUIRE-DIX-LAKEHURST, NEW JERSEY 08640-5606**

**ARMY BULLETIN NO. 3**

**11 August 2015**

**Disposal of Paper Documents and Electronic Media Containing Critical Information**

**1. PURPOSE.** This publication outlines my guidance within the New Jersey Army National Guard (NJNG) with regards to the procedures for the disposal of paper documents and electronic media containing critical information.

**2. REFERENCES:**

- a. AR 380-5, Department of the Army Information Security Program, 29 September 2000
- b. AR 530-1, Operations Security, 26 September 2014.
- c. JP 3-13.3, Operations Security, 4 January 2012.

**3. APPLICABILITY.** This bulletin applies to all Army National Guard (ARNG) units and members assigned to the State of New Jersey in conjunction with respective Major Army Command directives, as applicable.

**4.** It is imperative that leaders at all levels ensure that all members of the NJARNG understand and are familiar with my policy regarding the procedures for the disposal of paper documents and electronic media containing critical information. These items contain information about our organization's mission, operations, capabilities, and intentions that must be protected by all personnel assigned to or supporting the NJARNG.

**5.** Effective immediately, all office paper and electronic media containing critical information generated within the NJNG, regardless of classification, will be disposed of in accordance with the following guidance prior to it being thrown away via the trash collection system and/or being recycled via a recycling program established by the command.

**6.** Office paper is defined as any paper having typed or handwritten information on it. These items include those papers generated by NJARNG personnel and those received by NJARNG personnel from outside sources. Examples of such items are:

- a. Printed emails from DoD networks (this includes Defense Enterprise Exchange) regardless of classification.
- b. Printed emails from personal email accounts regardless of content.
- c. Printed emails from DoD and email accounts include:
  - 1) Any printed emails, regardless of classification and content.

- 2) Online receipts / purchase order information.
- 3) Financial, medical, personal or otherwise sensitive information.
- d. Hand-written notes, to include:
  - 1) Post-it notes or "sticky notes".
  - 2) Any hand-written information from notebooks or other note making materials.
  - 3) Briefing notes on 3 x 5 cards.
- e. A mix of printed and hand-written information to include:
  - 1) Calendars depicting daily, weekly, and monthly events such as meetings, appointments, deadlines or other information disclosing Battle Rhythm.
  - 2) "Day Planner" Pages.
  - 3) Hand receipts.
  - 4) Mailing labels such as US Customs information.
  - 5) Any rosters disclosing Personal Identifiable Information (PII).
  - 6) Organizational and / or Command and Control diagrams (Org Charts).
  - 7) Point of contact listings.
  - 8) Envelopes disclosing addresses.
7. Office paper shall be disposed of in one of two ways.
  - a. Shredding through an approved unclassified cross-cut shredder or approved classified shredder (strip shredders are not authorized for use in the NJARNG unless the residue is so miniscule it cannot be reconstructed).
  - b. By placing in contracted shred bins located at Armories throughout the state. These bins are typically grey in color, with the lids secured by a lock.

Exemptions to this policy in regards to office paper include newspapers, magazines, food / candy wrappers, and packing materials that do not disclose address / contents.
8. Electronic media is defined as any type of device that stores and allows distribution or use of electronic information. These items include those devices used by NJNG personnel, as well as devices that may be received by NJNG personnel from outside sources. Examples of such items are:
  - a. USB ("Thumb") drives.
  - b. Hard drives (Internal and external).

- c. Diskettes.
- d. CD-ROMs.
- e. DVDs.

9. All electronic media will be destroyed in accordance with DoD approved processes. Consult your supervisor, OPSEC Officer, and / or Information Assurance Manager (IAM) for guidance with destroying electronic media. Examples of approved methods for disposal of electronic media are:

a. Shredding through a disc shredder or paper shredder that is also designed to handle the destruction of disc media.

b. Turning in electronic media devices that cannot be destroyed with a shredder to the G-6 for destruction.

10. Most copiers and fax machines contain a memory device of some sort. The G-6 will coordinate with any unit that is scheduled to have any copier or fax machine removed for service or replacement and ensure that the memory device from that machine is removed and properly disposed of.

11. Classified papers and electronic media will be destroyed as directed by AR 380-5, Department of the Army Information Security Program, dated 29 September 2000.

12. Compliance with this Joint Bulletin, in combination with Army Bulletin No. 1 (Operations Security) and Army Bulletin No. 2 (New Jersey National Guard Critical Information List) will serve to facilitate the practice of OPSEC in the daily performance of our duties.

13. Point of Contact for this memorandum is LTC Jemal Beale, G-3, at [jemal.j.beale.mil@mail.mil](mailto:jemal.j.beale.mil@mail.mil) and/or telephone number 609-562-0752.



MICHAEL L. CUNIFF  
Brigadier General, NJANG  
The Adjutant General

DISTRIBUTION: A, B