

6 FAM 1780

COLLECTION AND DISPOSAL OF CLASSIFIED WASTE MATERIAL

(CT:GS-127; 05-18-2004)
(Office of origin: A/OPR/GSM)

6 FAM 1781 GENERAL

(CT:GS-127; 05-18-2004)
(State Only)

a. Employees are to familiarize themselves with security *regulations* regarding the disposal of classified material contained in 5 FAM 534 and 12 FAM 539.5.

b. Burn bags **must not** contain objects such as binder clips, acco fasteners, bottles, string or twine, cleaning cloths, or similar items.

NOTE: Please refer to the Department of State Notice on Classified Waste Disposal Restrictions, 2002 06 042, dated June 28, 2002, for additional information.

6 FAM 1782 HARRY S TRUMAN BUILDING

(CT:GS-127; 05-18-2004)
(State Only)

Disintegrator equipment for the destruction of classified waste material is in operation in the basement of the *Harry S Truman building*, also known as the main State building. Burn bags may be *delivered to the loading dock entrance of Room B-429* from 6:00 a.m. to 12:00 p.m. Monday through Friday.

6 FAM 1783 SEPARATION OF MATERIAL FOR DESTRUCTION

(CT:GS-127; 05-18-2004)
(State Only)

It is imperative that one mark burn bags delivered for destruction properly:

(1) Type 1 - **BURN** printed in black letters on bag, is used for classified paper waste for destruction by macerator; and

(2) Type 2 - **CLASSIFIED WASTE** printed in red letters on bag, is used for classified waste *other than paper*, such as ribbons, tapes, *floppy disks*, *CD-ROMs*, *microfilm*, etc., for destruction by special process.

6 FAM 1784 STATE ANNEXES

(CT:GS-127; 05-18-2004)
(State Only)

Bureaus that do not have access to General Services Administration-approved shredders at annex locations may deliver classified waste to the classified waste destruction location in Room B-429, in the Harry S Truman building, also known as the main State building. Delivery of these materials is accepted by appointment only. Special pick-up arrangements can be made for oversized items such as maps by contacting the Office of General Services Management (A/OPR/GSM).

6 FAM 1785 THROUGH 1789 UNASSIGNED