

Table 10 Minimum disposal requirements for the destruction of ICT media and equipment

Protective marking	Sensitive information		Security classified information		
	OFFICIAL	OFFICIAL: Sensitive	PROTECTED	SECRET	TOP SECRET
Business impact level	1 Low business impact	2 Low to medium business impact	3 High business impact	4 Extreme business impact	5 Catastrophic business impact
Undergo media sanitisation or destruction in accordance with the Australian Government Information Security Manual	Not applicable.	Not applicable.	✓ Sanitise or destroy ICT media and equipment.	✓ Sanitise or destroy ICT media and equipment.	✓ Sanitise or destroy ICT media and equipment.
Destroyed as soon as possible after it has reached the minimum retention period set by the National Archives of Australia, and is no longer required for operational purposes	Not applicable.	Not applicable.	Not applicable.	Not applicable.	✓ Destroy information as soon as possible.

Note: While [Requirement 7](#) mandates that information is disposed of securely, this policy does not impose security requirements for destruction of OFFICIAL and OFFICIAL: Sensitive information. However, legislative requirements for the destruction of information may apply. For example, [Australian Privacy Principle 11.2](#) imposes obligations on the destruction and de-identification of personal information under the Privacy Act.