

Table 9 Minimum disposal requirements for the destruction of physical information

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
Use entity-assessed and approved (or National Association for Information Destruction AAA certified) destruction service with specific endorsement and approved equipment and systems	Not applicable.	Not applicable.	✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class B cross shredder).	✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class A cross shredder).	✓ Destroy information by pulping, burning, pulverisation, disintegration, or shredding (Class A cross shredder).
Destroyed under supervision of two officers cleared to the appropriate level who are to supervise the removal of the material to the point of destruction, ensure destruction is complete, and sign a destruction certificate	Not applicable.	Not applicable.	✓ Supervise and certify destruction of information if it is accountable material.	✓ Supervise and certify destruction of information if it is accountable material.	✓ Supervise and certify destruction of information.
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.