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NGWI-JOP-PM

JAN 08 2025

MEMORANDUM FOR The Wisconsin Department of Military Affairs

SUBJECT: Wisconsin Department of Military Affairs Shredding and Destruction Policy of Sensitive and Controlled Unclassified Information (CUI) – TAG Policy Memorandum 31

1. References:

- a. DoDD 5205.02E (DoD Operations Security (OPSEC) Program), 20 June 2012, as amended incorporating change 2, 20 August 2020
- b. AR 530-1 (Operations Security), 26 September 2014
- c. AFI 10-701 (Operations Security (OPSEC)), 24 July 2019, incorporating change 1, 9 June 2020
- d. WING Regulation 525-1 (Protection), 1 October 2023
- e. DoDM 5200.01 (DoD Information Security Program Vol 3), 24 February 2012, incorporating change 3, 28 July 2020
- f. WI State Statute 16.61 (Records of state offices and other public records)
- g. Memorandum, Wisconsin National Guard (WING) current Commander Critical Information List (CIL)

2. All DMA employees must understand this policy regarding procedures for destroying paper documents or any media containing critical information prior to its disposal. Critical information is valuable to an adversary. It is unclassified critical or controlled, unclassified information (CUI) about Department of Military Affairs (DMA) activities, intentions, capabilities, or limitations as listed in the WING Commander CIL. Adversaries seek to collect, analyze, and exploit critical information to gain some type of an advantage. Items that contain information about the DMA's mission, operations, capabilities, and intentions must be protected by all personnel assigned to or supporting DMA. All office paper/documents containing critical information, when not in use, will be stored in locked containers to prevent unauthorized disclosure in accordance with (IAW) federal, state, and military guidelines.

3. Office paper is defined as having typed or handwritten information on it. These items include those papers generated by DMA personnel and those received from outside sources.

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4. All office paper shall be destroyed prior to its disposal by the following authorized methods:

a. Shredding through an approved, unclassified, cross-cut shredder or approved, classified shredder. Strip shredders are not authorized for use unless the residue is so miniscule, it cannot be reconstructed.

b. Use of shred containers provided by contracted disposal services. Authorized shred containers provided must be locked and include a plan for proper destruction and disposal of contents IAW this policy.

5. All digital/electronic media will be destroyed IAW state, federal, and military guidelines/regulation prior to its disposal. Electronic media includes, but is not limited to, thumb drives/USB drives, hard drives, CD ROMs, DVDs, and Blue-ray discs. Purging electronic media does not declassify the media.

6. The point of contact for this policy is the Provost Marshal at (608) 242-3576.



DAVID W. MAY, Brigadier General
Interim Adjutant General of Wisconsin