



Do's and Don'ts for Unclassified Information

Do Not:

- Post sensitive information on social networking sites, such as, Facebook, Twitter, YouTube, etc.
- Post sensitive information on public websites
- Place sensitive information in trash cans or recycle bins
- Leave sensitive information in vacated offices
- Leave sensitive information unattended
- Allow access to those individuals without a “need to know”
- Place sensitive information on shared drives, unless password protected

DO:

- Encrypt e-mail when sending sensitive information
- Review information for sensitivity prior to posting on social networking sites
- Review information for sensitivity prior to posting on websites
- Look at information before throwing it in the recycle or trash bins
- Ensure only unclassified non-sensitive information is discarded in trash and recycle bins
- Conduct an annual clean out each year
- Ensure you have enough supplies (burn/shred bags) on hand to discard sensitive information
- Look behind desk drawers and under desks for information that may have fallen
- Password protect information placed on shared drives and apply the “need to know” principle

FOUO and sensitive information requires protection! This information may be in the following form or contain the following markings:

- FOUO
- Privacy Act
- Not for Public Release
- Sensitive
- Proprietary
- Limited Distribution

Sensitive information may also be unmarked. Make sure to look at the information prior to throwing it in the garbage or trash bin. Information pertaining to scheduled network outages, VIPs, detailed budget information, refueling schedules or programs may be unclassified but are still sensitive. Before you throw away this information, ask yourself:

“Would a spy, terrorist, or even the media find the information valuable?” If you think they would.....then put it in the shredder!