## DOCUMENT PROTECTION PROCEDURES

**April 2017**

<table>
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<tr>
<th>Requirements</th>
<th>Protected A</th>
<th>Protected B / Confidential / Unauthorized Disclosure Prohibited (UDP)</th>
<th>Secret</th>
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<tr>
<td>Marking</td>
<td>– Protected A</td>
<td>– Protected B, Unauthorized Disclosure Prohibited, or Confidential</td>
<td>– Secret</td>
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</table>
| Electronic Storage | – Secure network as per MITS<sup>1</sup>  
– Portable media stored in a container with keyed lock | – Secure network as per MITS<sup>1</sup>  
– Env. on secure network as per MITS<sup>1</sup>  
– Printer on secure network as per MITS<sup>1</sup>  
– Regular fax if recipient is aware | – Secret Network as per MITS<sup>1</sup>  
– Secret laptop as per MITS<sup>1</sup>  
– Encrypted on portable media stored in security container with combination dial-lock in an Operations Zone |
| Electronic Transmission | – Email on secure network as per MITS<sup>1</sup>  
– Regular phone, land line  
– Printer on secure network as per MITS<sup>1</sup>  
– Regular fax if recipient is aware | – Email on secure network as per MITS<sup>1</sup>  
– Encrypted email, if sent externally  
– Regular phone, land line only  
– Printer on secure network as per MITS<sup>1</sup>  
– Secure fax if recipient is aware | – Do NOT use email or land line  
– Secure phone only  
– Stand-alone printer  
– Secure fax if recipient is aware |
| Paper Storage | – Container with keyed lock in an Operations Zone | – Security container with combination dial-lock in an Operations Zone | – Security container with combination dial-lock in an Operations Zone |
| Paper Transmission | – Single sealed envelope with return address and no security markings  
– 1<sup>st</sup> Class Mail  
– Reliable 3<sup>rd</sup> party priority courier, (e.g., Priority Post, Purolator, FedEx, etc.) | Protected B / Confidential  
– Single sealed envelope with return address and no security markings  
– Unmarked, double envelope with return address and no security markings on outside envelope; inner envelope marked “Unauthorized Disclosure Prohibited” AND “To be opened by addressee only”  
– Reliable 3<sup>rd</sup> party priority courier, (e.g., Priority Post, Purolator, FedEx, etc.) with tracking | Unmarked, double envelope with return address and no security markings on outside envelope; inner envelope marked “Secret” AND “To be opened by addressee only”  
– By hand  
– By mail within Canada: Reliable 3<sup>rd</sup> party priority courier, (e.g., Priority Post, Purolator, FedEx, etc.) with tracking and document transmittal form to be returned upon receipt  
– By mail outside Canada: Delivery by Diplomatic Security Mail Service |
| Destruction | – Shredding bins emptied by certified document shredding company that securely disposes of Protected A documents  
– Commercial cross-cut shredder | – Shredding bins emptied by certified document shredding company that securely disposes of Protected B or Unauthorized Disclosure Prohibited or Confidential documents  
– Machine shredder - no less than Type III (2 x 15 mm) | – Shredding bins emptied by certified document shredding company that securely disposes of Secret documents and certificate of destruction once completed  
– Machine shredder - no less than Type II Level 6 (1 x 5 mm) |
| Notes | Disclosure of some Aeronautics Act S. 4.79 UDP information may require consent from the Minister of Transport and / or Transport Canada. | Secret documents may only be copied if OPI provides permission. A unique identifier is assigned and a distribution list is maintained for control purposes. |