



**DOCUMENT PROTECTION PROCEDURES**

April 2017

Requirements	<b>Protected A</b>	<b>Protected B / Confidential / Unauthorized Disclosure Prohibited (UDP)</b>	<b>Secret</b>
<b>Marking</b>	– Protected A	– Protected B, Unauthorized Disclosure Prohibited, or Confidential	– Secret
<b>Electronic Storage</b>	– 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> – Encrypted on portable media stored in security container with combination dial-lock in an Operations Zone	– 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
<b>Electronic Transmission</b>	– 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> if lock-print function used – 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
<b>Paper Storage</b>	– 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
<b>Paper Transmission</b>	Envelope – Single sealed envelope with return address and no security markings	Envelope <del>Protected B / Confidential</del> – Single sealed envelope with return address and no security markings  UDP – Unmarked, double envelope with return address and no security markings on outside envelope; inner envelope marked “ <b>Unauthorized Disclosure Prohibited</b> ” AND “To be opened by addressee only”	Envelope – Unmarked, double envelope with return address and no security markings on outside envelope; inner envelope marked “ <b>Secret</b> ” AND “To be opened by addressee only”
	Transport – 1st Class Mail – Reliable 3rd party priority courier, (e.g., Priority Post, Purolator, FedEx, etc.)	Transport – Reliable 3rd party priority courier, (e.g., Priority Post, Purolator, FedEx, etc.) with tracking	Transport – <u>By hand</u> – <u>By mail within Canada:</u> 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 – <u>By mail outside Canada:</u> Delivery by Diplomatic Security Mail Service
<b>Destruction</b>	– Shredding bins emptied by certified document shredding company that securely disposes of <b>Protected A</b> documents – Commercial cross-cut shredder	– Shredding bins emptied by certified document shredding company that securely disposes of <b>Protected B</b> or <b>Unauthorized Disclosure Prohibited</b> or <b>Confidential</b> documents – Machine shredder - <i>no less than Type III (2 x 15 mm)</i>	– Shredding bins emptied by certified document shredding company that securely disposes of <b>Secret</b> documents and certificate of destruction once completed – Machine shredder - <i>no less than Type II Level 6 (1 x 5 mm)</i>
<b>Notes</b>		<i>Disclosure of some Aeronautics Act S. 4.79 UDP information may require consent from the Minister of Transport and / or Transport Canada.</i>	<i>Secret documents may only be copied if OPI provides permission. A unique identifier is assigned and a distribution list is maintained for control purposes.</i>
<b>Security Clearance</b>	– Reliability	– Reliability	– Secret

<sup>1</sup> Operational Security Standard: Management of Information Technology Security (MITS) <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328>