

Handling Cabinet material: Access with clearance and on a need to know basis

	Transmission	Handling	Storing & copying	Disposal
In Confidence	<ul style="list-style-type: none"> Access in CabNet Do not email Transmit hard copy in sealed envelope/ container 	<ul style="list-style-type: none"> Clear desk policy Lock computer screen 	<ul style="list-style-type: none"> Store hard copy in locked cabinet Copies can be made only if there is a business need 	<p>Use a secure document bin/destruction service appropriately assessed by your agency</p> <p>OR</p> <p>NZSIS-approved document shredder (grade 3 crosscut)</p>
Sensitive	<ul style="list-style-type: none"> Access in CabNet Do not email Transmit hard copy in sealed envelope/ container 	<ul style="list-style-type: none"> Clear desk policy Lock computer screen 	<ul style="list-style-type: none"> Store hard copy in locked cabinet Copies can be made only if there is a business need 	
Restricted	<ul style="list-style-type: none"> Access in CabNet Do not email Transmit hard copy in sealed envelope/ container 	<ul style="list-style-type: none"> Clear desk policy Lock computer screen 	<ul style="list-style-type: none"> Store hard copy in locked cabinet Copies can be made only if there is a business need 	
Confidential	<ul style="list-style-type: none"> Transmit hard copy in a secure sealed double envelope ONLY 	<ul style="list-style-type: none"> Clear desk policy 	<ul style="list-style-type: none"> Store hard copy in NZSIS-approved safe 	<ul style="list-style-type: none"> Use NZSIS-approved document shredder (grade 4 crosscut)
Secret	<ul style="list-style-type: none"> Transmit hard copy in a secure sealed double envelope ONLY 	<ul style="list-style-type: none"> Clear desk policy 	<ul style="list-style-type: none"> Store hard copy in NZSIS-approved safe 	<ul style="list-style-type: none"> Use NZSIS-approved document shredder (grade 4 crosscut)
Top Secret	<ul style="list-style-type: none"> Transmit hard copy in a secure sealed double envelope ONLY 	<ul style="list-style-type: none"> Clear desk policy 	<ul style="list-style-type: none"> Store hard copy in NZSIS-approved safe 	<ul style="list-style-type: none"> Use NZSIS-approved document shredder (grade 5 crosscut)