

**Department of
Veterans Affairs**

Memorandum

Date: **MAY 13 2008**

From: Assistant Secretary for Information and Technology (005)

Subj: Compliant Shredders for the Destruction of Temporary Paper Records
(WebCIMS 393813)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The Department of Veterans Affairs (VA) Directive 6371, *Destruction of Temporary Paper Records*, http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=403&FTYPE=2 is another step in establishing VA as the "Gold Standard for information security" in the Federal government. This directive establishes VA policy to ensure that Personally Identifiable Information (PII) and other sensitive agency information contained in paper records are properly disposed. VA Directive 6371 should be followed when a determination is made regarding the disposition of any paper record containing PII or sensitive information.

2. Shredders that are compliant with this directive are included in the attached National Security Agency (NSA) Central Security Service (CSS) Evaluated Products List EPL-02-01-V http://www.nsa.gov/ia/government/MDG/NSA_CSS-EPL-02-01.pdf. This list will be used as the authoritative source in determining shredder compliance with this directive.

3. The procurement of these shredders cannot be funded through the use of Information Technology funds, and must be funded through the use of General Operating Expense (GOE) funds. I am confident that all Administrations and Staff Offices will begin the process of eliminating non-compliant shredders and replacing them with shredders that are compliant with this directive.

4. If you or your staff need additional information concerning this issue, please contact John Livornese, Director, Records Management Service (005R1B), at (202) 461-7457.



Robert T. Howard

Attachment