and Confidential information provided that the information does not at any
time pass out of U.S. citizen control
nor pass through a foreign postal sys-
tem.

(e) Transmission of U.S. classified infor-
mation to foreign governments. Such
transmission shall take place between
designated government representatives
using the transmission methods de-
scribed in paragraph (d) of this section.
When classified information is trans-
ferred to a foreign government or its
representative a signed receipt is re-
quired.

(f) Receipt of classified information.
Agency heads shall establish proce-
dures which ensure that classified in-
formation is received in a manner
which precludes unauthorized access,
provides for inspection of all classified
information received for evidence of
tampering and confirmation of con-
tents, and ensures timely acknowledg-
ment of the receipt of Top Secret and
Secret information by an authorized
recipient. As noted in paragraph (e) of
this section, a receipt acknowledgment
of all classified material transmitted
to a foreign government or its rep-
resentative is required.

§ 2004.9 Destruction.

(a) General. Classified information
identified for destruction shall be de-
stroyed completely to preclude rec-
ognition or reconstruction of the clas-
sified information in accordance with
procedures and methods prescribed by
agency heads. The methods and equip-
ment used to routinely destroy classi-
fied information include burning,
cross-cut shredding, wet-pulping, melt-
ing, mutilation, chemical decomposi-
tion or pulverizing.

(b) Technical guidance. Technical
guidance concerning appropriate meth-
ods, equipment, and standards for the
destruction of classified electronic
media and processing equipment com-
ponents may be obtained by submitting
all pertinent information to the Na-
tional Security Agency/Central Secu-
rit y Service, Directorate for Informa-
tion Systems Security, Fort Meade,
MD 20755. Specifications concerning ap-
propriate equipment and standards for
the destruction of other storage media
may be obtained from the GSA.

§ 2004.10 Loss, possible compromise or
unauthorized disclosure.

(a) General. Any person who has
knowledge that classified information
has been or may have been lost, pos-
sibly compromised or disclosed to an
unauthorized person(s) shall imme-
diately report the circumstances to an
official designated for this purpose.

(b) Cases involving information origi-
nated by a foreign government or another
U.S. government agency. Whenever a
loss or possible unauthorized disclosure
involves the classified information or
interests of a foreign government agen-
cy, or another government agency, the
department or agency in which the
compromise occurred shall advise the
other government agency or foreign
government of the circumstances and
findings that affect their information
or interests. However, foreign govern-
ments normally will not be advised of
any security system vulnerabilities
that contributed to the compromise.

(c) Inquiry/investigation and corrective
actions. Agency heads shall establish
appropriate procedures to conduct an
inquiry/investigation of a loss, possible
compromise or unauthorized disclosure
of classified information, in order to
implement appropriate corrective ac-
tions, which may include disciplinary
sanctions, and to ascertain the degree
of damage to national security.

(d) Department of Justice and legal
counsel coordination. Agency heads
shall establish procedures to ensure co-
ordination with legal counsel whenever
a formal action, beyond a reprimand, is
contemplated against any person be-
lieved responsible for the unauthorized
disclosure of classified information.
Whenever a criminal violation appears
to have occurred and a criminal pros-
ecution is contemplated, agency heads
shall use established procedures to en-
sure coordination with—

(1) The Department of Justice, and

(2) The legal counsel of the agency
where the individual responsible is as-
signed or employed.

§ 2004.11 Special access programs.

(a) General. The safeguarding require-
ments of this Directive may be en-
hanced for information in Special Ac-
cess Programs (SAP), established under
the provisions of Section 4.4 of E.O.