

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

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