

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

 CabNet content	Transmission	Handling	Storing & copying	Disposal
In Confidence	Access in CabNet Do not email Transmit hard copy in sealed envelope/container	Clear desk policy Lock computer screen	Store hard copy in locked cabinet Copies can be made only if there is a business need	Use a secure document bin/destruction service appropriately assessed by your agency OR NZSIS-approved document shredder (grade 3 crosscut)
Sensitive	Access in CabNet Do not email Transmit hard copy in sealed envelope/container	Clear desk policy Lock computer screen	Store hard copy in locked cabinet Copies can be made only if there is a business need	
Restricted	Access in CabNet Do not email Transmit hard copy in sealed envelope/container	Clear desk policy Lock computer screen	Store hard copy in locked cabinet Copies can be made only if there is a business need	
Confidential	Transmit in hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 4 crosscut)
Secret	Transmit in hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 4 crosscut)
Top Secret	Transmit in hard copy in a secure sealed double envelope ONLY	Clear desk policy	Store hard copy in NZSIS-approved safe	Use NZSIS-approved document shredder (grade 5 crosscut)