

RECORDS AND DOCUMENTARY MATERIAL MARKED DISTRIBUTION STATEMENT D SHALL NOT BE LEFT UNATTENDED ON DESKS BUT WILL BE PLACED IN A SECURED OUT OF SIGHT LOCATION. AT THE CLOSE OF BUSINESS, DISTRIBUTION STATEMENT D RECORDS AND DOCUMENTS SHALL BE STORED SO AS TO PRECLUDE UNAUTHORIZED ACCESS.

FILING SUCH MATERIAL WITH OTHER UNCLASSIFIED RECORDS IN UNLOCKED FILES, DESKS, ETC. WILL BE ADEQUATE WHERE NORMAL INTERNAL BUILDING SECURITY IS PROVIDED DURING NON-WORKING HOURS. WHEN SUCH INTERNAL SECURITY IS NOT EXERCISED, THE MATERIAL WILL BE STORED IN LOCKED ROOMS OR RECEPTACLES, I.E., A FILE, DESK, BOOKCASE, ETC.

DOCUMENTS OR RECORDS CONTAINING DISTRIBUTION STATEMENT D INFORMATION SHALL BE TRANSPORTED BETWEEN OFFICES IN THE SAME MANNER AS REGULAR UNCLASSIFIED MATERIAL. FIRST CLASS MAIL OR ORDINARY PARCEL POST MAY BE USED FOR TRANSMISSION OUTSIDE THE SELLER'S PREMISES.

DOCUMENTS MARKED DISTRIBUTION STATEMENT D (FOUO) MAY BE DESTROYED BY ANY MEANS APPROVED FOR THE DESTRUCTION OF CLASSIFIED INFORMATION OR BY ANY MEANS THAT WOULD MAKE IT DIFFICULT TO RECOGNIZE OR RECONSTRUCT THE INFORMATION.

(REFERENCE DODM 5200.01-V4, FEBRUARY 24, 2012)