

Privacy Reminders

14. Disposing of Paper Records Containing PII

How to Dispose of Paper Records Containing Personal Information / PII: Paper records containing PII must be disposed of in a manner that renders the information unrecognizable or beyond reconstruction. Two acceptable methods for disposing of paper records containing PII are using a cross-cut shredder or placing the paper(s) in a burn bag.

Do not use a recycle bin to dispose of paper records containing personal information / PII.

Do not leave files with PII behind when moving from one office to another.

Always destroy records in accordance with the DLA Records Schedule.

For more information, contact your [local Privacy Officer](#) or your local OPSEC Officer.

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