

NRC POLICY FOR COPYING, SCANNING, PRINTING, AND FAXING SAFEGUARDS AND CLASSIFIED INFORMATION

The Computer Security Office (CSO) and the Office of Information Services (OIS) shall be notified prior to any copier, scanner, printer, or fax purchase of the exact unit to be purchased, the intended use of the unit, and the unit's capabilities. OIS shall document this information and shall label the unit appropriately.

Top Secret information shall not be copied or reproduced without approval from the Top Secret Control Officer.

Copiers, scanners, printers, and fax machines that are connected to an unclassified, non-safeguards information (non-SGI) network shall not be used for either SGI or classified information.

Copiers, scanners, printers, and fax machines that are connected to an SGI network may be used for SGI. Printers must have a banner or separation page either before or after each print job and/or a blank page printed at the end of the print job. Each machine shall be labeled as an SGI device.

Copiers, scanners, printers, and fax machines that are connected to a classified network may be used for classified information at the level of the network. Printers must have a banner or separation page either before or after each print job and/or a blank page printed at the end of the print job. Each machine shall be labeled to match the level of classified processing.

Copiers that are not connected to a network and do not have disk storage may be used for multi-level processing as long as the operating procedures for use of the copier for the level of the computer or network are followed. Printers must have a banner page before each print job indicating the classification level of the print job. The copier shall be labeled for multi-level processing and the procedures for each level of processing shall be posted in clear view at the copier.

Copiers that are not connected to a network that have disk storage or persistent memory¹ may be used for multi-level processing as long as there is a CSO approved method of clearing the disk storage and persistent memory and the operating procedures for use of the copier for the level of the computer or network are followed. Printers must have a banner page before each print job indicating the classification level of the print job. The copier shall be labeled for multi-level processing and the procedures for each level of processing shall be posted in clear view at the copier.

Copying, scanning, printing, and faxing of SGI and classified information requires constant monitoring by a properly authorized individual and the machines shall be continuously attended by a properly authorized individual until completion of the process. A properly authorized individual for:

¹ Internal dynamic memory is cleared by a power off of the unit.

- Classified information at the Secret Restricted Data (SRD) level has a "Q" clearance
- Confidential Restricted Data (CRD) and National Security Information at the Secret (SNSI) and Confidential (CNSI) levels has a minimum of an "L" clearance
- Safeguards Information (SGI) has an "L" or "Q" clearance or has been appropriately processed and approved by the Office of Administration (ADM)/Division of Facilities and Security (DFS).

All extra copies and waste must be treated at the same level as the information being processed.

Printers without disk storage and without persistent memory may be used for multi-level processing. The printer may be directly attached to a computer or network operating at the SGI or classified level as long as the operating procedures for use of the printer for the level of the computer or network are followed. Printers must have a banner page before each print job indicating the classification level of the print job. The printer shall be labeled for multi-level processing and the procedures for each level of processing shall be attached to the printer.

NRC PROCEDURE FOR NON-NETWORKED MULTI-LEVEL COPIERS, SCANNERS, PRINTERS, AND FAX MACHINES WITHOUT DISK STORAGE

1. Prior to processing:
 - a. Never copy or reproduce Top Secret information without approval from the Top Secret Control Officer.
 - b. Ensure that only properly authorized personnel with an approved need-to-know are present (see policy for definition of properly authorized).
 - c. Ensure that access to the SGI or classified information processing area is controlled.
 - d. Ensure that the appropriate labeling material is present.
2. Processing:
 - a. Connect the copier, scanner, printer, or fax machine to the computer.
 - b. Copy, scan, print, or fax information.
 - c. Label the resulting documents with the appropriate cover page.
3. Processing termination:
 - a. Ensure all information has been properly marked.
 - b. Power off the copier, scanner, printer, or fax machine to clear out any memory.
 - c. Disconnect the copier, scanner, printer, or fax machine from the computer.

NRC PROCEDURE FOR NON-NETWORKED MULTI-LEVEL COPIERS, SCANNERS, PRINTERS, AND FAX MACHINES WITH DISK STORAGE

1. Prior to processing:
 - a. Never copy or reproduce Top Secret information without approval from the Top Secret Control Officer.
 - d. Ensure that only properly authorized personnel with an approved need-to-know are present (see policy for definition of properly authorized).
 - e. Ensure that access to the SGI or classified information processing area is controlled.
 - f. Ensure that the appropriate labeling material is present.
 - g. Obtain approved disk cleaning software to clean the disk of any previously copied, scanned, printed, or faxed information.
 - h. Receive training on use of the disk cleaning software.
2. Processing:
 - a. Connect the copier, scanner, printer, or fax machine to the computer.
 - b. Copy, scan, print, or fax information.
 - c. Label the resulting documents with the appropriate cover page.

3. Processing termination:

- a. Ensure all information has been properly marked.
- b. Use the disk cleaning software to remove any traces of the information processed from the disk.
- c. Verify that the disk cleaning software was successful in removing the information.
- d. Power off the copier, scanner, printer, or fax machine to clear out any memory.
- e. Disconnect the copier, scanner, printer, or fax machine from the computer.