

December 17, 2007

MEMORANDUM TO: Those on the Attached List

FROM: Luis A. Reyes */RA/*
Executive Director for Operations

SUBJECT: POLICY REVISION: NRC POLICY AND PROCEDURES FOR
COPYING, SCANNING, PRINTING, AND FAXING
SAFEGUARDS AND/OR CLASSIFIED INFORMATION

The U.S. Nuclear Regulatory Commission (NRC) is committed to providing appropriate protection for Safeguards Information (SGI) and classified information. Use of copiers, printers, and fax machines connected to the agency network (unclassified, non-SGI networks) places the information at risk of compromise. This includes copiers, printers, and fax machines connected to workstations that are connected to the agency network. In addition, use of devices that have internal memory or disk storage without properly clearing out the memory and disk storage also places the information at risk of compromise.

The revised "NRC Policy for Copying, Scanning, Printing, and Faxing Safeguards and Classified Information" is available at [http://www.internal.nrc.gov/ois/it-security/documents/Copiers Scanners Printers Faxes.wpd](http://www.internal.nrc.gov/ois/it-security/documents/Copiers_Scanners_Printers_Faxes.wpd) and establishes NRC policy and handling requirements.

This policy establishes the following significant changes to the current use of copiers, scanners, printers, and fax machines:

- Copiers, scanners, printers, and fax machines that are connected to the agency network shall not be used for either SGI or classified information.
- Copiers, scanners, printers, and fax machines that may be used for SGI processing shall be specifically designated for that purpose. Operating procedures for use of the equipment for processing SGI shall be posted next to the equipment.
- Copiers, scanners, printers, and fax machines that may be used for classified processing shall be specifically designated for that purpose. Operating procedures for use of the equipment for processing classified information shall be posted next to the equipment.
- Never copy or reproduce Top Secret information without approval from the Top Secret Control Officer.

CONTACT: Kathy Lyons-Burke, SITSO/CSO
301-415-6595

The new policy and procedures will be incorporated in the next revision of Management Directive 12.5. Other guidance will also be available at the IT Security Policy Web site, <http://www.internal.nrc.gov/ois/it-security/index.html>, to assist the staff in implementing the requirements.

Enclosures:

1. NRC Policy for Copying, Scanning, Printing, and Faxing Safeguards and Classified Information
2. NRC Procedures for Non-Networked Multi-Level Copiers, Scanners, Printers, and Fax Machines without Disk Storage and NRC Procedures for Non-Networked Multi-Level Copiers, Scanners, Printers, and Fax Machines with Disk Storage

The new policy and procedures will be incorporated in the next revision of Management Directive 12.5. Other guidance will also be available at the IT Security Policy Web site, <http://www.internal.nrc.gov/ois/it-security/index.html>, to assist the staff in implementing the requirements.

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1. NRC Policy for Copying, Scanning, Printing, and Faxing Safeguards and Classified Information
2. NRC Procedures for Non-Networked Multi-Level Copiers, Scanners, Printers, and Fax Machines without Disk Storage and NRC Procedures for Non-Networked Multi-Level Copiers, Scanners, Printers, and Fax Machines with Disk Storage

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ADAMS DOCUMENT TITLE: Memo to those on the enclosed list, from L. Reyes, EDO - Policy Revision: NRC Policy and Procedures for Copying, Scanning, Printing, and Faxing Safeguards and/or Classified Information

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DATE	12/17/07	12/17/07			

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MEMORANDUM TO THOSE ON THE ENCLOSED LIST DATED: December 17, 2007

SUBJECT: POLICY REVISION: NRC POLICY AND PROCEDURES FOR COPYING,
SCANNING, PRINTING, AND FAXING SAFEGUARDS AND/OR CLASSIFIED
INFORMATION

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R. William Borchardt, Director, Office of New Reactors	T-6 F15
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