



Security & YOU

Think.
Assess.
Protect.

Learning Minute: **Vacating Spaces**

Based on true stories from real life at SNL



Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

What Happened

When Gerald retired, he left all of his unclassified programmatic documents in his desk, filing cabinet, and credenza. Due to budget cuts and a reorganization, Gerald's office remained vacant for several months.

What concerns do you see with this situation?

Think

- Will anyone else need the information?
- Does the information need to be protected?
- Should the documents be disposed of?

If so, how?

- Send to Records Center?
- Place in a recycle bin?
- Destroy - use white destruction bags (NM) or Sensitive Waste Cans (CA)?



Who has access to the vacant office and the recycle bin?



These questions should be considered for all types of information.

Assess



- Critical* and sensitive** information don't have to be visible to be at risk.
- Critical and sensitive information aren't always marked.
- Unprotected information may be the missing piece needed to create a complete picture.
- An adversary may have access to workspaces.
- Any lost information could harm Sandia's reputation or national security.

*** Critical Information**

Specific facts about friendly (e.g., DOE, Sandia) intentions, capabilities, or activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for accomplishment of friendly objectives.

**** Sensitive Information**

Classified or unclassified information that has been determined to have national security, governmental, proprietary, or personal privacy restrictions. Stewards of sensitive information must insure that persons granted access have proper authorization (i.e., clearance) and Need-to-Know.

Harm to
Sandia's
reputation
affects us
all.

Protect

When a workspace is vacated, follow these steps:

- Secure the workspace until it can be checked.
- Check recycle bins and trash receptacles.
- Look under and behind desks and cabinets.
- Pull out all drawers to verify nothing fell out, behind, or under.
- Look behind doors, on bulletin boards, walls, etc.



These OPSEC countermeasures help ensure critical and sensitive information are not accessible to adversaries.

Final Thoughts

Adversaries are always looking for unprotected or inadvertently released information.

- Make arrangements to protect information when vacating a space.
- Be careful about what you put into a trash can/recycle bin/Sensitive Waste Can.
- Just because information isn't marked doesn't mean it is not valuable to our adversaries.

Think. Assess. Protect.

Questions?

Phone: 321 (from any Sandia phone) or 845-1321

Web: security.sandia.gov

Email: security@sandia.gov