DISPOSAL PROCEDURES FOR DOCUMENTS CONTAINING PERSONALLY IDENTIFYING INFORMATION (PII), MARADMIN 389-07

All employees shall follow the established guidance contained below, and supervisors shall ensure their new employees are informed of the policy and that all staff under their cognizance follow the guidance, under the authority of NAVAUDSVD N2006-NF0000-0066 (MAR 07), SECNAVINST 5211.5E, and MARADMIN 348-06.

Any information about an individual that can be used to identify a person uniquely and reliably, including but not limited to, name, address, telephone number, e-mail address, biometrics, date of birth, race, religious affiliation, etc., will be characterized as personally identifiable information (PII). All previous references used to characterize personal data, such as Privacy Act Information (PAI) or Personal Privacy Information (PPI) are obsolete, and their use should be discontinued.

Documents containing privacy act information (PII) such as medical records, traffic tickets and other police records, travel documents, personnel rosters, training forms, etc., will be marked "For Official Use Only" when created, and then shredded when no longer required. When shredding, cross-cut shredding is recommended. Further, placing documents containing PII in recycle bins is insufficient to meet this disposal requirement since recycling facilities typically bale the intact paper for transport to commercial paper mills. Shredded material can be placed in recycle bins.

Safeguarding PII is of great concern to the Marine Corps, particularly with regard to ensuring that PII is properly disposed of when its retention is no longer required. Ensuring that proper handling and disposal procedures are followed is paramount to Marine Corps efforts to avoid the compromise or loss of PII.

I have read and understand the above MARADMIN policy and must ensure that I am in compliance, and that I need to be aware of the importance of safeguarding and proper disposal of PII.

_____   _____
Signature   Date

_____
Print Name