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CHAPTER 9. DESTRUCTION OF CLASSIFIED  
INFORMATION

- 9-1. RESPONSIBILITY. The Assistant Director for Security, Office of Investigation, has overall responsibility for the destruction of all categories of classified information in the Department.
- 9-2. HEADQUARTERS. All classified information to be destroyed will be hand carried by appropriate officials to the Office of Assistant Director for Security, Office of Investigation.
- 9-3. REGIONAL OFFICES.
- a. Custodians of classified information will obtain approval from the Assistant Director for Security, Office of Investigation, prior to the destruction of classified information.
  - b. Custodians of classified information will, if so required, forward such information to the Assistant Director for Security, Office of Investigation, for destruction.
- 9-4. PHYSICAL MEANS. Classified information may be destroyed by any of the following means:
- a. Burning.
  - b. Melting or chemical decomposition.
  - c. Pulping machine.
  - d. Pulverizing machine, if it insures uniform destruction so as to preclude any recognition of classified information.
- 9-5. CERTIFICATES OF DESTRUCTION.
- a. Form [HUD-1450](#), Classified Document Destruction Certificate, will be used to record the destruction of each controlled classified document.
  - b. The original signed copy of the Classified Document Destruction Certificate will be forwarded to the Assistant Director for Security, Office of Investigation.