

information destruction

BS8470 : 2006

guide



January 2007

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Introduction

BS8470:2006 provides organisations with recommendations for the management and control of collection, transportation and destruction of confidential material to ensure such material is disposed of securely and safely.

The standard has the following requirements:

1. Confidential destruction premises

- Must have an administration office where necessary records and documentation is kept for conducting business.
- The premises should be isolated from other business or activities on the same site.
- Organisations should have an intruder alarm installed to PD6662, monitored by an approved BS5979 alarm receiving centre.
- A CCTV system with recording facilities should monitor the unloading and processing areas.

2. Contracts

- A written contract covering all transactions should exist between the client and the organisation.
- Sub-contracted work should only be allocated to companies following the recommendations in BS8470.
- In every case, clients should be informed if sub-contractors are used.

3. Personnel

- All staff should be screened in accordance with BS7858.
- All staff should sign a deed of confidentiality.

4. Collection and retention of confidential material

- Confidential material to be collected should remain protected from unauthorised access from the point of collection to complete destruction.
- The destruction of confidential material should take place within one working day from arrival at the destruction centre.

5. Vehicles (off site)

- Should be either box bodied or have a demountable container.
- Where a curtain side vehicle is used, material should be transported within a suitable sealed secure container.
- Should be able to communicate with home base by radio or telephone.
- Should be fitted with electro-mechanical immobiliser or alarm system.
- Should be closed and locked/or sealed during transit.
- Should be immobilised or alarmed when left unattended.

6. Vehicles (on site)

- Should be box bodied.
- Should be fitted with lockable and/or sealable doors.
- Should be able to communicate with the home base by radio or telephone.
- Should not be left unattended when unprocessed material is onboard.

7. Environmental issues

- Where practicable, end products should be recycled.
- If recycling is not practicable, the cost and convenience of other methods should be taken into account.
- Landfill should only be used where no other method of disposal is practical.

BSIA member companies incorporate BS8470:2006 into their ISO9001:2000 and are inspected annually by a UKAS accredited certification body. For details of BSIA members, visit the BSIA website at www.bsia.co.uk/shredding

Categories of confidential material

Confidential material can be categorised as shown in Table 1. Guidance on the destruction of confidential material (as categorised in Table 1) via specific destruction methods is given in Table 2.

Table 1

Category	Description
A	Paper, plans, documents and drawings
B	SIM cards and negatives
C	Video/audio tapes, diskettes, cassettes and film
D	Computers including hard drives, embedded software, chip card readers, components and other hardware
E	ID cards, CDs and DVDs
F	Counterfeit goods, printing plates, microfiche, credit and store cards and other products
G	Corporate or branded clothing and uniforms
H	Medical x-rays and overhead projector slides
NOTE: Hazardous waste is not included in this table.	

Table 2 – Material specific shred and disintegration sizes

Shred No.	Average surface area of material	Maximum cutting width	Method of destruction	Material categories Acceptable/unsuitable for material								
	mm ²	mm ²		A	B	C	D ^A	E	F ^B	G ^B	H	
1	5000	25	Shred	✓	✗	✓	✓	✗				✓
2	3600	60	Shred	✓	✗	✓	✓	✗				✓
3	2800	16	Shred	✓	✗	✓	✓	✗				✓
4	2000	12	Shred	✓	✗	✓	✓	✗				✓
5	800	6	Shred or disintegrate	✓	✗	n/a	✓	✓				n/a
6	320	4	Shred or disintegrate	✓	✗	n/a	✓	✓				n/a
7	30	2	Disintegrate	n/a	✓	n/a	✓	✓				n/a
8	10	0.8	Disintegrate	n/a	✓	n/a	✓	✓				n/a

^A Materials in category D should be destroyed so that information is unreadable and subject to secure disposal.

^B Client and/or material specific

This guide is only an aide-memoire and does not replace any of the requirements of the standard.