

CEPEDA Associates, Inc.

Number: Q-49

Revision: 7/30/2014

Title: SAFEGUARDING FOUO DOCUMENTS

Clause: (1) Records and documentary material marked "FOR OFFICIAL USE ONLY" shall not be left unattended on desks but will be placed in a secure (OUT OF SIGHT) location. At the close of business, "FOR OFFICIAL USE ONLY" records and documents shall be stored as to preclude "UNAUTHORIZED ACCESS".

(2) Filing such material with other unclassified records in unlocked files, desks, etc., will be adequate where normal internal building security is provided during non-working hours. When such internal security is not exercised, the material will be stored in locked rooms or receptacles, i.e., a file, desk, bookcase, etc.

(3) Documents or records containing "FOR OFFICIAL USE ONLY" information shall be transported between offices in the same manner as regular unclassified material. First class mail or ordinary parcel post may be used for transmission outside the seller's premises.

(4) Documents marked "FOR OFFICIAL USE ONLY" will be destroyed by tearing into pieces and placing them in regular trash containers.

For more information refer to QCP300.2, Supplier Quality Assurance Requirements, available at <http://www.cepedaassociates.com/suppliers/>.