



DEPARTMENT OF DEFENSE
 WASHINGTON HEADQUARTERS SERVICES
 1155 DEFENSE PENTAGON
 WASHINGTON, DC 20301-1155



January 23, 1995

MEMORANDUM FOR [REDACTED] DTIC-OCC

SUBJECT: Interim Change 94-6 to DoD 4160.21-M, dated May 6, 1994

The attached Interim Change 94-6 to DoD 4160.21-M, "Defense Reutilization and Marketing Manual," March 1990, is provided to DTIC. The DTIC accession number for the basic Manual and Change 1 to the basic Manual is ADA-279029.

For further information, please contact me at (703) 697-4111 or -4112.

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IN REPLY
REFER TO MMSLD

6 MAY 100
6 May 94

SUBJECT: MMSLD Letter No. 94-6, Magnetic Media (DoD 4160.21-M)-94-6

TO: Recipients of DoD 4160.21-M; Defense Reutilization and Marketing Manual
Change to AD-A279029

This letter is directive in nature and expires 1 year from the date of this letter unless sooner superseded or rescinded.

1. The purpose of this letter is to provide revised guidance on the subject of magnetic media, contained in Chapter VIII, DoD 4160.21-M. The provisions of this numbered letter are applicable to all DoD activities world-wide and compliance by all activities concerned is mandatory.
2. Pending accomplishment of a formal publication change action, Chapter VIII, paragraph B63, Magnetic Media, is revised as indicated at Enclosure 1.
3. Recipients of DoD 4160.21-M are requested to make marginal annotations to the manual at the applicable paragraph, cross referencing this numbered letter.

FOR THE DIRECTOR:

1 Encl

Gary C. Tucker
GARY C. TUCKER
Colonel, USA
DASC Commander

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REVISION TO DoD 4160.21-M

Chapter VIII, Paragraph B63, Magnetic Media

Paragraph B63 is revised at subparagraphs "b" and "c" as follows:

"b. At time of turn-in to a DRMO, all **AE tapes/ribbons, hard disks, personal computers, and other magnetic media** must be accompanied by a certificate **which certifies one of the following:**

"(1) If the information has been classified, that the media is now unclassified or has been declassified under the procedures contained in DoD 5200.28-M, ADP Security Manual, Section VII, 1973, and NCSC TG-025 Version-2, Sep 91, "A Guide to Understanding Data Remanence in Automated Information Systems"; that anonymity has been maintained by disposing of any record indicating the previous classification level; and the certificate is signed by the Information System Security Officer (ISSO); or

"(2) If information is exempted by the Freedom of Information Act (for example, proprietary, criminal investigation reports), that the information has been removed from the media; that no personal information remains; and the certificate is signed by the Privacy Act Officer, the Employee Medical Information File System Manager, or similar responsible officer.

"NOTE: Disk packs, and all other AE media intended for the purpose of data storage shall be accompanied by a similar certificate.

"c. AE media shall be subjected to local area screening. If not needed, it may be sold. A copy of the certificate(s) (subparagraph B63b) shall accompany all referrals of declassified or former privacy act media submitted to the DRMS NSO."