

Information Classification Tools & Resources

1. Recommended Handling Procedures for Paper Records

	FOR INTERNAL USE	CONFIDENTIAL	RESTRICTED
Identifying the assigned classification	On the cover page	On each page (and on folder or envelope if applicable)	On each page (and on folder or envelope if applicable)
Photocopying, duplicating or printing	No special measure	The employee or his assistant should be present and monitor the action as it occurs	The employee should be present and monitor the action as it occurs and the amount of copies should be known and all pages picked up
Storing onsite	In a secure area* or in a container**	In a container** in a secure area* or in a locked container**	In a locked container** and in a secure area*
Storing with Iron Mountain (designated offsite storage provider)	In regular folders	In a sealed envelope inside a folder	In a sealed envelope inside a folder and in the secure vault
Storing at other locations	In a locked container**	In a locked container**	Not recommended
Forwarding to another employee in a CBC building in Canada	In an inter-office mail envelope	In an inter-office sealed mail envelope	In a sealed envelope inside a sealed inter-office mail envelope
Forwarding to or from a third party or a CBC office outside Canada	In single mail envelope by first class	In a double-sealed envelope by courier or registered mail with a record of delivery	In a double-sealed envelope by courier or registered mail with a record of delivery
Transmitting by fax within or outside of the CBC	The recipient should be notified	The recipient should be waiting by the fax machine	Not recommended
Travelling with documents in custody	A container/briefcase should be in employee's custody at all times	A container/briefcase should be in employee's custody at all times	Not recommended
Disposing	In an Iron Mountain shredding console	In an Iron Mountain shredding console	In an Iron Mountain shredding console

* **secure area** is a work area or office that is not generally accessible by employees outside the department and is locked up after the department's business hours.

** **container** includes a cabinet, desk drawer, briefcase, etc.

Recommended Handling Procedures for Electronic Records

	INTERNAL	CONFIDENTIAL	RESTRICTED
Identifying the assigned classification	On the cover page and on the media label (if any)	On each page and on the media label (if any)	On each page and on the media label (if any)
Copying to or storing in E-Archives or on a CBC network drive	No special measure	Access to the EDRMS folder or network drive should be restricted to employees on a need to know basis	Access to the EDRMS folder or network drive should be strictly restricted to specific users or controlled under constant monitoring.
Copying to or storing in a Google Drive of a CBC account user	For a short & temporary period	For a short & temporary period	Not recommended
Copying to or storing on a CBC-issued computer or mobile device	For a short & temporary period, although cloud access is preferred	With password protection or encryption	With password protection or encryption
Copying to or storing on other computers or mobile device	For a short & temporary period	Not recommended	Not recommended
Copying or storing to memory cards, USB keys, etc.	The record should be deleted after use	With password protection or encryption and the device should be formatted after use	With password protection and encryption and the device should be securely wiped by IT Services after use
Forwarding by email to another CBC email address	No special measure	Using an email with a link to a record within EDRMS rather than attaching the document to the email	Using an email with a link to a record within EDRMS rather than attaching the document to the email; receipt should be verified
Forwarding by email to a non-CBC email address	No special measure	With password protection or encryption	Not recommended
Disposing of hard drives, CDs, memory cards, USB keys, digital tapes etc.	Via Technology Services	Via Technology Services	Via Technology Services