

DOE CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

TO DIRECTOR, DIVISION OF PRIMARY INTEREST: D. F. Thress, Acting Director, Office of Safeguards and Security, OS-20

NUMBER, TITLE, AND DATE OF DIRECTIVE: **DOE N 205.12, CLEARING, SANITIZING, AND DESTROYING INFORMATION SYSTEM STORAGE MEDIA, MEMORY DEVICES, AND OTHER RELATED HARDWARE, dated 02/19/2004**

The attached directive, which is within your area of functional responsibility, is forwarded for review and necessary action. Complete Part B and forward this form to ORO Directives Management Group, AD-440, by **03/11/2004**.

PART B (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:
(Check Appropriate Boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

Many ORO Contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

2. IMPLEMENTATION: Does the directive contain special implementation requirements and/or dates?

No Yes If yes, describe:

Primary DOE organization must implement the requirements of this Notice within 90 day of its issuance.

3. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? No Yes If yes, describe.

This Notice provides instructions for clearing, sanitizing, and destroying computer media that contains classified or unclassified information.

4. OAK RIDGE OPERATIONS OFFICE DIRECTIVE: Is a new ORO Directive or revision required? Yes No
If yes, target date for submission of ORO Directive to AD-440 is _____.

5. IDENTIFY CONTACT POINT: Qui Nguyen 576-1600
Name Telephone

Original Signed By

6. APPROVED BY DIRECTOR: D. F. Thress, Acting Dir., OS-20 03/05/2004 576-1858
Signature Date Telephone

7. DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. DOE Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

PART C (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By

Wayne H. Albaugh, AD-440

Name

03/05/2004

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.

(Revised 11/06/2003)

