

Maintenance and disposal instructions for AC458 Classified Document Register

(As seen on inside front cover)

1. Form AC 458 - Classified Document Register (Industry) is to contain a complete record of holdings and disposal of all CAVEATTED material and material classified CONFIDENTIAL AND ABOVE. The CDR shall be maintained by the Facility Security Officer (FSO) or an appointed custodian. Where practical separate CDRs may be used.
 - a. Within Australia - within 7 days of the estimated date of receipt; and
 - b. Overseas - within 21 days of the estimated date of receipt.

The custodian is to take action to hasten any outstanding receipts for classified material.
2. The nominated custodian is to be responsible for the compilation and maintenance of the register; the FSO is to be nominated as the supervising officer. He or she is to be responsible for the keeping of the register by regularly inspecting it, and ensuring that all CAVEATTED documents and accountable documents classified CONFIDENTIAL AND ABOVE are properly recorded and that all receipts for classified material are returned as follows:
 - a. Within Australia - within 7 days of the estimated date of receipt; and
 - b. Overseas - within 21 days of the estimated date of receipt.

The custodian is to take action to hasten any outstanding receipts for classified material.
3. Inspections and checks are to be recorded on the 'Record of Inspections' page. Where the FSO is the nominated custodian the Deputy Facility Security Officer will inspect and countersign the CDR in conjunction with the FSO. The CDR will also be inspected by DISO as required.
4. The names of the nominated custodian and issuing officer (FSO) are to be entered under the heading 'Particulars of Custodian' of the CDR.
5. CDRs must be classified according to content. If care is taken, it should rarely be necessary to classify a CDR. Registers are to be numbered, and a master record of registers, containing all current open and closed registers is to be maintained by the FSO.
6. Refer to specimen entries section of the CDR. All entries are to be made in black or blue ink (*or ball point pen, black or blue*);
 - a. The date of the entry is to be stamped or written in column (1) for each entry;
 - b. Serial numbers allocated in column (a) are to be entered on each applicable document before filing. This may save time in locating the CDR entry when needed;
 - c. Columns (a) to (k) are to be completed immediately documents are received or produced so that they are taken on charge. Every copy of any one document is to be recorded by separate entry so that subsequent disposal can be clearly substantiated. For outwards documents only, where multiple copies of one document are going to one addressee, a single register entry will suffice, provided the range of copy numbers are recorded;
 - d. Column (b) entries may be abbreviated, eg L - Letter, LM - Minute, M - Memo, MSG - Message
 - e. Column (c) entries may be abbreviated, eg DOD, HQ Log Comd, DSD, etc;
 - f. Column (g) the initial letters TS, S or C are usually sufficient. If documents bear a special marking, for example a CAVEAT, this must also be included. 'SECRET AUSTEO' would appear as 'SA';
 - g. The FSO is to check column U) to ensure that receipts are being returned to the sender by the custodian in a timely manner;
 - h. Column (l) is to be completed for all entries to show disposal details. Entries relating to documents disposed of or passed on are to be 'closed' by deletion in red on return of receipt for classified material. Entries in respect of documents which have been retained remain 'open' and therefore accountable until they are closed by the destruction or other disposal of the related documents. Entries recording the receipt of amendments will be endorsed in column (n) 'Incorporated into....' and are then to be deleted in red;
 - i. Column (m)(1) is to be completed immediately a dispatch advice is raised. Column (m)(2) is to be completed upon return of the acknowledgement of receipt;
 - j. Column (n) is to contain appropriate details of the destruction of documents. In such cases the entry should be closed by deletion in red. Other comments as applicable are also entered here; and
 - k. The first seven serials in this register are specimen entries. The details shown in brackets at column (n) are included only as additional explanations.
7. A register is considered closed when the last open entry is deleted through destruction or other disposal or transfer to a current register. In the event of cessation of classified activity and potential termination of DISP membership, disposal instructions are to be sought from DISO. When closed the register is to be returned to the FSO and retained indefinitely until destruction authority is provided in writing by DISO.



CDR – Recording an incoming document

The aim of this scenario is to demonstrate how to make a classified document register (CDR) entry for an incoming document, to ensure it is put on file correctly. These steps follow on from the previous exercise. In this example we will follow the steps Jo takes to record the document sent to her by Rebecca.

Jo has checked the shipment for accuracy. She has also signed and returned the Receipt Acknowledgement. Jo is now ready to register the document in her CDR.

The details below are the exact same details as were entered into the sender's CDR in the previous example. However in this example, Jo's next available serial number in her CDR is 36. Here are the details that will be entered into each column of Jo's CDR.

- Serial number, column (a) will contain the number 36.
- Type of document, column (b) will contain M for Minute.
- Sender or Originator, column (c) will contain the acronym of the sender, ADS&PD.
- Reference number, column (d) will contain the reference number DSA/OUT/2016/456.
- Date of origin, column (e) will contain the date 14 February 2016.
- Title or subject, column (f) will contain the title of Contractual Obligations.
- Classification, column (g) will contain C for CONFIDENTIAL.
- Copy number, column (h) will contain n/a for not applicable.
- Total number received, column (i.) will contain the number 1.

Folio sheet entries

Before entering the tracking details in her CDR, Jo must first make an entry on the selected file's folio sheet. For the purpose of this exercise, we are saying that the folio number is 32.

All Defence files are to have a folio sheet placed on the inside of the file cover. When a document is placed on file, its details are recorded on the folio sheet and the corresponding folio reference number is recorded on the document in the top right corner. This is of great assistance when conducting spot checks of documents.

Filing the document immediately is the best practice, as further internal movements of the document can then be managed by the file management system.



REMEMBER: The removal of a folio from a file without proper documentation is a breach of Defence record keeping practices and may be a reportable security incident.

Remaining CDR entries in columns (l) and (m)

Jo can now enter the file and folio number in column (l) of her CDR.

Jo writes n/a for Not Applicable in column (m), because the document's future movements will be managed as part of the file. The record will remain active as long as the file is in Jo's possession. This will be covered in more detail in the next topic.


Entering a temporary transfer into the CDR in columns (j) and (k)

Jo might have wanted to give the document directly to a colleague in the same office for immediate action instead of putting it on file. If this was the case, she would have entered that person's details into the Temporary transfer fields, columns (j) and (k) on her CDR.

As the name temporary implies, this is a short term solution. Depending on the action taken the document might then go on a file, be transferred, or be destroyed.

CONFIDENTIAL

Minute



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DSVS/OUT/2016/456

SCM-DLB (BP 35-05-067)

CONTRACTUAL OBLIGATIONS

1. (U) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
2. (C) Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium.
3. (C) Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

Rebecca Elias

Rebecca Elias
ADS&PD
14 February 2016

CONFIDENTIAL

The document received



File Title: DS&VS Security Training Contracting Issues – 2014 to 2016
 File No. 2014/XXXX/1

Folio Sheet No. 2

Folio	Date	Sender/ Originator	Doc Type	Subject	Class	CDR
30	26 Jun 15	ADS&PD	Min	Contract XYZ Variations	C	21
31	11 Nov 15	DSCS	Min	Contract XYZ Change of Scope	S	28
32	14 Feb 16	ADS&PD	Min	Contractual Obligations	C	36

The folio sheet from Jo's file

RECEIPT OR ORIGIN DETAIL								DISPOSAL DETAILS					
Serial Number (a)	Type of Document (b)	Sender or Originator (c)	Reference Number (d)	Date of Origin (e)	Title or Subject (f)	Classi- fication (g)	Copy Number (h)	Total Number Received or Produced (i)	Temporary		Final		Remarks (include destruction particulars when applicable, or signature of recipient if receipt form is not used) (n)
									Referred To and Date (j)	Returned and Date (k)	Despatched To or Enclosed in (Ref No. of File and Folio No.) (l)	Receipt Serial Number and Date Returned (m)	
36	M	ADS&PD	DSVS/OUT/2016/456	14 Feb 16	Contractual Obligations	C	n/a	1			2014/XXXX/1 folio 32	n/a	

Jo's CDR entry

Close this window to return to the course (ALT + F4).





CDR – Recording an outgoing transfer

The aim of this scenario is to demonstrate the recording and tracking of an outgoing document in a Classified Document Register, referred to as CDR on this page.

For our example, we will be recording the CONFIDENTIAL document sent by Rebecca Elias (ADS&PD) to Jo Callaghan (SCM-DLB) in an earlier topic.

The first step is to register an outgoing document in a CDR by completing fields (a) to (i.). Apart from the CDR serial number, all the necessary information is found on the document being sent. Below is a breakdown of what information is required in each column of the CDR.

Serial number, column (a). The serial number indicates the line reference of the document in this CDR. Always keep the serial numbers in sequence and commence at the number one for the first entry in the CDR. For our example we will say that this is the first entry in this CDR.

Type of document, column (b). The entry for document type can be abbreviated. For example, our entry for this document is M for Minute. Abbreviations for document types are work area specific. Ask your Security Officer about abbreviations used in your team or unit.

Sender or Originator, column (c). This column has two purposes, to indicate either the sender (who it came from) or the originator (owner of the document). It is best practice to use the acronym for the position title. Our entries relate to the originator, namely ADS&PD.

Reference number, column (d). The entries for this column refer to the reference number on the document. Note this is not the file reference. In this case we enter DSA/OUT/2016/456.

REMEMBER it is the document's reference number that is required and not the file reference.

Date of origin, column (e). This is the actual date on the document when signed. In our example this date is 14 February 2016.

Title or subject, column (f). It is acceptable to abbreviate the title or subject as long as the document remains readily identifiable from the entry. In our example the document title is "Contractual Obligations".

Classification, column (g). In this field we record the classification. This can be abbreviated. If the document has any other protective markings like caveats or DLMs, they should also be recorded here. If the classification is changed during the life of the document this column is to be amended accordingly and must record the authority for the amendment. Our entry is 'C' for 'CONFIDENTIAL'.



Copy number, column (h). If a document is copy numbered, it should appear in the top right corner. If there is no copy number stated, enter n/a for not applicable.

Total number received, column (i). Only one copy was printed and sent, therefore the number one is recorded in this field.

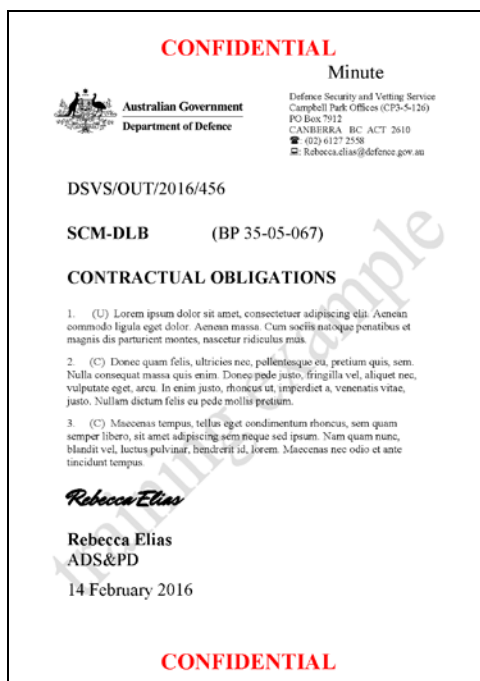
Now that we have registered the document, it is time to record what we did with it, namely sending it to Jo Callaghan (SCM-DLB). The Receipt Acknowledgement (XC051) provides the information we will need to complete columns (i.) and (m):

Dispatched to, column (l). Details of the position or area the document has been dispatched to is recorded in the sender's CDR. In our example we record Jo's acronym and location. For example, this is recorded as SCM-DLB, BP35-03-067.

Receipt serial number and date returned, column (m). This is the XC051 number. When Jo receives the document, checks the content to confirm that all is present and correct, she signs and return the receipt straight away. The date it is recorded in Jo's CDR is the date she records on the receipt.

You should allow up to 7 days from the estimated date of delivery for transfers within Australia and 14 days for transfers overseas for the signed receipt to be returned. If it hasn't shown up by then, you should follow it up.

That completes the transfer. This is shown by ruling a red line through the middle of the entire CDR entry.



The document being sent

RECEIPT OR ORIGIN DETAIL								DISPOSAL DETAILS					
Serial Number (a)	Type of Document (b)	Sender or Originator (c)	Reference Number (d)	Date of Origin (e)	Title or Subject (f)	Classification (g)	Copy Number (h)	Total Number Received or Produced (i)	Temporary Referred To and Date (j)	Returned and Date (k)	Despatched To or Enclosed in (Ref No. of File and Folio No.) (l)	Receipt Serial Number and Date Returned (m)	Remarks (Include destruction particulars when applicable, or signature of recipient if receipt form is not used) (n)
1	M	ADS&PD	DSVS/OUT/2016/456	14 Feb 16	Contractual Obligations	C	n/a	1			SCM-DLB BP35-3-067	132444 16 Feb 16	

Jo's CDR entry

Close this window to return to the course (ALT + F4).





CDR – Recording disposal

Recording disposal and archiving of documents

This section relates to managing classified document register (CDR) entries for documents that have been filed, when that file is archived.

In our earlier example we saw Jo (SCM-DLB) receive a CONFIDENTIAL minute from Rebecca (ADS&PD) and create a CDR record showing that she had placed it on a file.

Now Jo has finished with the file, she wants to send it to a Repository for storage and eventual sentencing under the Archives Act. So, what happens to all the open CDR records for classified documents that have been placed on that file when the file is transferred to the Repository?

Jo’s first step is to take a copy of the folio sheet from the file and check that everything is recorded as it should be between the document, the folio sheet, the file and the CDR.

Jo then appropriately packages the file for transfer to the Repository and creates a CDR record for the file. Once the Receipt Acknowledgement (XC051) comes back, Jo records the return date in column (n), completing that record which she rules out with her red pen.

Jo now goes through the CDR, using the CDR serial numbers recorded on her copy of the folio sheet to find each of the documents that went in the file and records the details of the file transfer in column (n) against each one, for example: “File sent to XXX Repository on 18 Feb 16, see CDR Serial No. 37”.

This completes the document records and all the completed records can be ruled out.

RECEIPT OR ORIGIN DETAIL								DISPOSAL DETAILS					
Serial Number (a)	Type of Document (b)	Sender or Originator (c)	Reference Number (d)	Date of Origin (e)	Title or Subject (f)	Classification (g)	Copy Number (h)	Total Number Received or Produced (i)	Temporary Referred To and Date (j)	Returned and Date (k)	Final Despatched To or Enclosed in (Ref No. of File and Folio No.) (l)	Receipt Serial Number and Date Returned (m)	Remarks (Include destruction particulars when applicable, or signature of recipient if receipt form is not used) (n)
36	M	ADS&PD	DSVS/OUT/2016/456	14 Feb 16	Contractual Obligations	C	n/a	1			2014/XXXX/1	n/a	File sent to XXX Repository
37	File	SCM-DLB	2014/XXXX/1	1 Apr 14	DS&VS Security Training Contracting Issues 14/16	C	n/a	1			folio 32	29311	18 Feb 16 CDR Serial No. 37
											XXX Defence Repository	20 Feb 16	

CDR entries

Close this window to return to the course (ALT + F4).





CDR – Recording destruction

The aim of this scenario is to demonstrate the CDR recording process when a document is destroyed.

For our example, we will be using a SECRET, copy numbered document (copy 2 of 3) sent by Jo Callaghan (SCM-DLB), to Rebecca Elias (ADS&PD) “for information only”. Being a “for information only” copy means there is no archival requirement for it to be retained, however the originator’s approval is still required to destroy the copy numbered document. With Jo’s approval, Rebecca is free to destroy the document when it is no longer required.

Step 1

Rebecca checks the delivery, signs and returns the Receipt Acknowledgment (XC051) and registers the document in her CDR. The details Rebecca will enter in her CDR are as follows.

Serial number, column (a), in our example this is the second entry in her CDR, having sent a document to Jo previously.

Type of document, column (b) contains M for Minute.

Sender or Originator, column (c) contains the sender, which will be SCM-DLB. This information is taken from the signature block.

Reference number, column (d) is the document reference number DLB/OUT/2016/1136.

Date of origin, column (e) is the date which the document was signed. In this example the date is 15 February 2016.

Title or subject, column (f) contains the document’s title, which is Project Security Risks.

Classification, column (g) is the document classification of SECRET.

Copy number, column (h) is the document’s copy number. In this example it is copy number 2 of 3.

Total number received, column (i.) is the total copies received, which in our example is 1.

The information to complete columns (b) to (i.) has all come from the document we wish to destroy.

That completes the registration part of the CDR entry.



Step 2

To keep track of the document after opening, it is temporarily marked out to Rebecca (ADS&PD). The date it arrived is noted in column (j) of Rebecca's CDR.

The next day, Rebecca has finished with the document and signs it back into the CDR by entering the date in column (k).

At this point Rebecca has no further use for the document and decides to destroy it. As this document is copy numbered, Rebecca must get the originator's approval first. Rebecca contacts Jo and gets approval via email and promises to send the follow up documentation.

With the aid of Ken Wilson as a witness, Rebecca shreds the document and records the destruction in her CDR by recording the following details in column (n). The method of destruction, date of destruction, destroying officer's name and signature and the name and signature of the witness.

That completes the record in this CDR and it can now be ruled out.

Step 3

For many documents, that would have concluded the process. As this document is copy numbered, there are additional steps required.

Copy numbering adds an additional layer of security and is required on all TOP SECRET documents. It can be used on lower classifications at the originator's discretion, as Jo has done in this instance.

The additional requirements include the completion of a Certificate of Destruction (XC024). The XC024 is to be returned to the originator, where it is placed on file with the original file copy of the document. The exact location it is stored may vary in some places based on local procedures, so please check with your Security Officer.

In this example, Rebecca and Ken complete the XC024 and return it to Jo. The details recorded on the XC024 are as follows.


- The field entitled "To" contains the originator's details.
- The field entitled "From" contains the destroying officer's details.
- The document details will include the document reference number, the document date, the quantity of documents to be destroyed, the copy number of the documents being destroyed, the title of the documents being destroyed and person who approved the destruction in the originator's area, also known as the authority for destruction.
- The document will also detail the date of destruction.
- In addition, the document will also contain the signatures of two witnesses with printed names, appointments and date signed.



Notes about the XC024

1. There is a field for the serial number at the top of the XC024. This is for the originator's CDR serial number, which they would add when completing their CDR entry.
2. There is space on the XC024 to record multiple documents. It is important to rule out the unused portion with a red "Z" so that additional documents cannot be added at a later date.

SECRET



Australian Government
Department of Defence

Minute

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DLB/OUT/2016/1136

Copy 2 of 3

DSCS (CP3-5-167)

For information:
ADS&PD (CP3-5-126)

PROJECT SECURITY RISKS

1. (U) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
2. (S) Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium.
3. (C) Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

Jo Callaghan

Jo Callaghan
SCM-DLB
15 February 2016

SECRET

Document destroyed

RECEIPT OR ORIGIN DETAIL							DISPOSAL DETAILS						
Serial Number (a)	Type of Document (b)	Sender or Originator (c)	Reference Number (d)	Date of Origin (e)	Title or Subject (f)	Classification (g)	Copy Number (h)	Total Number Received or Produced (i)	Temporary Referred To and Date (j)	Temporary Returned and Date (k)	Final Despatched To or Enclosed in (Ref No. of File and Folio No.) (l)	Final Receipt Serial Number and Date Returned (m)	Remarks (n)
1	M	ADS&PD	DSVS/OUT/2016/456	14 Feb 16	Contractual Obligations	C	n/a	1			SCH-DLB	132444	
2	M	SCH-DLB	DLB/OUT/2016/1136	15 Feb 16	Project Security Risks	S	2 of 3	1	ADS&PD	ADS&PD	BP35-3-067	16 Feb 16	Shredded on 18 Feb 16 Destroyed by R. Elton. Reference to Witnessed by K Wilson. Ken Wilson

CDR entry





XC 024
Revised Jan 2005

Department of Defence

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Certificate of Destruction for Classified Material

• When completed, this form is to be forwarded to the relevant releasing or project authority.

To SCM-DLB Defence Learning Branch BP35-3-67 Brindabella Park	From ADS&PD DS&VS CP3-5-167 Campbell Park Offices	Serial number
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Reference number	Date	Qty	Copy number	Title	Authority for destruction
DLB/OUT/2016/1136	15 Feb 16	1	2 of 3	Project Security Risks	SCM-DLB
<i>Mid-section of the form removed for the sake of space</i>					

We hereby certify that the abovementioned material has been destroyed in our presence on the date specified, no documents other than those ordered for destruction have been destroyed, and where applicable, form XC 040 - Classified Document Register has been annotated accordingly.

<i>Date of destruction</i> 18 Feb 16
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First witness

Signature <i>Rebecca Elias</i>	Printed name Rebecca Elias	Appointment ADS&PD	Date 18 Feb 16
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Second witness

Signature <i>Ken Wilson</i>	Printed name Ken Wilson	Appointment Security Advisor	Date 18 Feb 16
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Stock No. 7530-66-135-1094

XC 024 - Page 1 of 1

XC024

Close this window to return to the course (ALT + F4).



Maintenance and disposal of XC 040 - Classified Document Register (Defence)

(As seen on inside front cover)

1. **Use.** When manual methods are employed for classified document recording, units are to use XC 040 - Classified Document Register (Defence). The CDR is to contain a complete record of holdings and disposal of documents classified **SECRET** and above and any caveat material received by or created in a unit. All units handling documents so classified must account for each item by use of this register. Documents classified **CONFIDENTIAL** may also be registered in the CDR or in a general correspondence (inwards or outwards) register at the discretion of command or management.
2. **Maintenance.** A nominated member is to be responsible for the compilation and maintenance of the register: this member is the maintaining member. Another member is to be nominated as the supervising member. This member is to be responsible for supervising the keeping of the register by regularly inspecting it and recording the inspection on the record of inspection page.
3. Checks should normally be carried out monthly, however, should a unit hold less than 50 classified documents and routinely makes less than five entries in the CDR per month, supervising members may carry out quarterly checks as a minimum requirement. Where holdings are particularly high, supervising members are encouraged to conduct fortnightly checks. When conducting these checks, the supervising officer is to ensure that all documents classified **SECRET** and above are properly recorded and that all XC 051 - Receipt Advice, are returned to the dispatching unit in sufficient time to be received by the dispatching unit as follows:
 - a. within Australia - within 7 days of the estimated date of receipt;
 - b. overseas - within 14 days of the estimated date of receipt.The supervising member is to take action to hasten any outstanding receipts.
4. The names of the nominated maintaining and supervising members are to be entered in the CDR under the heading 'Particulars of responsible members'.
5. **Classification.** CDR's must be classified on their own merits, not on the documents they record. If care is taken it should rarely be necessary to classify a CDR above **FOR OFFICIAL USE ONLY**. CDR's are to be numbered in series, and in large establishments a master of CDR's, containing details of all current, open and closed registers is to be maintained in the Unit Security Register.
6. **Use of separate CDR's.** Where the volume of correspondence justifies it, separate CDR's may be allotted to each classification for inwards and outwards correspondence. However, care is to be taken to avoid the risk of documents being recorded in both or neither CDR. In any event, a separate CDR is to be maintained for **TOP SECRET** documents. Separate CDR's are not required for documents bearing national caveat markings.
7. **Entering a document.** All entries are to be made in black or blue ink or ball point pen; errors are to be crossed through (white-out is not to be used):
 - a. The date of entries is to be stamped or written in column (c) immediately below the last entry, before entries are made each day.
 - b. Serial numbers allotted in column (a) are to be entered on each applicable document before filing. This facilitates speedy cross-reference to entries in the register in the event of necessary re-annotation regarding refiling, reclassification or destruction.
 - c. Columns (a) to (i) are to be completed immediately documents are received or produced so that they are taken on charge. Every copy of any one document is to be accorded a separate entry so that subsequent disposal can be clearly shown. For outwards documents only, where multiple copies of one document are going to one addressee, a single register entry will suffice.
 - d. Column (b) entries may be abbreviated, eg L - Letter, LM - Minute, M - Memorandum, MESSAGE - Message, etc.
 - e. In Column (g) the initial letters TS or S are usually sufficient. If documents bear a caveat or non-national security classification this should also be included. If the security classification is altered during the life of the document then this column is to be amended accordingly, stating the authority.

- f. The supervising member is to check columns (j) and (k) to ensure that documents are not on temporary disposal for an extended period, and that when temporary disposal is complete the entry is closed and final disposal shown.
 - g. Column (l) is to be completed for all entries to show disposal to file (*including folio number*), box or container, or outside addressee (*not to an individual*). Entries relating to documents passed to an outside addressee are to be closed by deletion in red on return of XC 051 - see subparagraph h below. Entries in respect of documents which have been retained remain open and therefore accountable until they are closed by the destruction or disposal of the related documents. Entries recording receipt of amendments are to be endorsed in column (n), incorporated into (main document) and are then deleted in red.
 - h. Column (m) is to be completed immediately XC 051 is returned for inwards documents or raised for outwards documents.
 - i. Column (n) is to contain appropriate details of the destruction of documents. In such cases the entry should be closed by deletion in red. Other comments as applicable are also entered here.
 - j. Care is to be taken in registering covering letters which are permanently retained with the classified advice documents they cover. The following points are to be noted:
 - 1) **Classified covering letter.** Where the covering letter is CONFIDENTIAL or above separate entries are to be made.
 - 2) **For Official Use Only or unclassified covering letter.** Care is to be taken to ensure that the classified document is recorded and not the **FOR OFFICIAL USE ONLY** or **UNCLASSIFIED** covering letter.
 - k. Ditto marks are acceptable for recording multiple entries of the same document as long as it is unambiguous as to which document the ditto marks refer. The file copy is to be written in full, as are entries at the top of a new page.
8. **Document Disposal Slips.** When documents are received in envelopes addressed direct to a specified member or appointment, Document Disposal Slips (DDS) are to be used in conjunction with the register as follows:
- a. On receipt of envelopes bearing a **CONFIDENTIAL** or higher security classification, an entry is to be made in the appropriate register using all available information shown on such envelopes, eg classification, sender, reference number and date of origin. Column (j) of the register is to show the person to whom the envelope is passed and the date.
 - b. DDS are then attached to the envelopes, showing the available detail and cross-referenced to the register serial numbers.
 - c. The envelope, with the DDS is then passed to the member or appointment specified. On receipt, the member is required to either pass the contents back to registry for completion of registration action, or, if the document requires special handling, return the DDS completed, so that the CDR may show the correct disposal at column (l). If more than one document is received in this way, each is to be shown by individual register entry.
 - d. Frequent inspections of the CDR will ensure that return of DDS are expedited when necessary.
9. **Inspections and checks.** The record of inspections is for the use of the supervising officer only. A separate record is to be kept of checks and musters of documents and files against the CDR and vice-versa.
10. **Storage of CDR's.** The CDR is to be stored separately from the documents to which it refers.
11. **Disposal of CDR's.** The CDR is to be retained for at least five years after the date on which it was closed. A CDR is considered closed when the last open entry is deleted through destruction or other disposal or transfer to a current CDR. In the event of disbandment or reorganisation of a unit, disposal instructions are to be sought from the relevant regional Service security staff or RSECM.
12. **Disposal of XC 051 books.** The XC 051 book is to be retained for at least five years after the last XC 051 is returned.