

BRITISH STANDARD

Secure destruction of confidential material – Code of practice

ICS 13.310



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Summary of pages

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Foreword

Publishing information

This British Standard was published by BSI and came into effect on 28 April 2006. It was prepared by Technical Committee GW/2, *Secure storage of cash, valuables and data media*. A list of organizations represented on this committee can be obtained on request to its secretary.

BSI Committee GW/2 takes collective responsibility for its preparation. The Committee wishes to acknowledge the contribution of the BSIA in producing the code of practice which was used as a first draft in the development of this British Standard.

Information about this document

Assessed capability. Users of this British Standard are advised to consider the desirability of quality system assessment and registration against the appropriate standard in the BS EN ISO 9000 series by an accredited third-party certification body.

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As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

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The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word “should” is used to express recommendations of this standard. The word “may” is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word “can” is used to express possibility, e.g. a consequence of an action or an event.

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