



Recycling of Outdated CD-Rom Discs

FACT SHEET 37-009-1210

1. BACKGROUND. Reference Memorandum, 11 February 1993, subject: Destruction of CD ROMs - Interim Guidance, from the Office of the Assistant Secretary of Defense. The referenced memorandum was provided to Mr. Whitman by the National Security Agency (NSA). The guidance provided by NSA recommended storing CD-ROMs, rather than "burning, shredding, or pulverizing . . . pending development of final disposition instructions."
2. Burning, shredding or pulverizing of *non-classified* CD-ROMs by end-users is not recommended by USAPHC, and is unnecessary for the type of data that is normally used within MEDCOM. CD-ROM discs such as the MIDI, HMIS, ARMYLOG, and FEDLOG discs do not require extensive destruction. Discs that are outdated or no longer needed may be rendered unreadable by deep scratching both sides with a nail, screwdriver, or similar tool. Two deep radial scratches extending from the small inner hole to the outer edge are sufficient to prevent unauthorized access to the data. These discs may be placed in the general waste stream for disposal.
3. Recycling of outdated *non-classified* CD-ROM discs is acceptable as long as the discs have been rendered unreadable (see paragraph 2 above). Most recyclers will accept both the CD and the jewel case but require them to be separated when shipped. Check with the recycler for their current policies. Several known CD-ROM recycling operations are:

NESAR Systems
420 Ashwood Road
Darlington, PA 16115
724.827.8172

GreenDisk Services
2200 Burlington
Columbia, MO 65202
800.305.3475
<http://www.greendisk.com/>

MRC Polymers
c/o DADS Recycling Program
3307 South Lawndale Avenue
Chicago, IL 60623-5007

Plastics Recycling Inc. (Allen Shaw)
2015 S. Pennsylvania
Indianapolis, IN 46625
317.780.6100

Recycle Washington Inc.
2514 92nd St. S
Terre Haute, IN 47807
253. 471.1800
info@recyclewashington.com

Note that USAPHC does not endorse any of the vendors listed above, but provides the information for those interested in contacting the companies for further information.

4. Discs produced by NSA and other agencies in the intelligence field should be handled as directed by the generating activity and applicable security regulations. Any CD-ROM discs containing classified information must be handled in accordance with standard procedures for classified documents and electronic media. THESE DISCS ARE NOT TO BE PROVIDED FOR RECYCLING. See USAPHC(P) Information Paper, subject: [Destruction of Classified CD-ROM and Diskette Materials](#), for further information.

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