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| --- |
| SECURITY CONTAINER SELF-INSPECTION CHECK SHEET |

**EXTERIOR**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONTAINER NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BLDG\_\_\_\_\_\_\_\_\_\_ROOM\_\_\_\_\_\_\_\_\_

PRIMARY CUSTODIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ISA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRAWERS (CIRCLE ONE): 1 2 3 4 5

CLASSIFICATION LEVEL (CIRCLE ONE) TS S C

CAVEATS (CIRCLE ALL THAT APPLY): FGI NATO CNWDI RD FRD COMSEC CRYPTO

If container has multiple locking drawers, drawer number being inspected­­­\_\_\_\_\_\_\_\_\_\_\_\_

🖵 The container has no external markings indicating the level of classified material authorized for storage

🖵 The SF 702-20 Security Container Check Sheet is posted at the container and is being properly filled out when opening, closing and conducting all security checks on the container

🖵 The personnel access list is current and is posted on the container

 \*COMSEC controlled containers will have the access list in the interior of the container

🖵 Combination changes are occurring as required

🖵 End-of-day security checks are being completed to ensure all classified material is properly secured at the end of each day

🖵 All custodians have been briefed to the highest classification level of the safe, to include caveats

🖵 The container is outside of an alarmed area, and is being checked by a guard every 4 hours.

**INTERIOR**

🖵 COMSEC/CCI material is clearly marked

🖵 FGI is properly marked and not comingled with other U.S. classified documents or material

🖵 NATO is properly marked and not comingled with other U.S. classified documents or material and placed in a drawer containing ONLY NATO material

🖵 All working papers are properly marked, dated when created, are within 180 days of creation, marked with their overall classification, and with the annotation WORKING PAPERS

 \*All working papers over 180 days old must be made into a final document or destroyed

🖵 All classified material not currently held under a specific contract (limited retention) are within 1 year of creation date.

 \*All classified documents not under a specific contract are only authorized to be retained for up to 1 year.

🖵 All hardcopy documents have the proper front and back cover sheets with the following:

 🖵 Overall classification (top and bottom and includes any caveats)

🖵 Unclassified title

 🖵 Creation date

 🖵 Name and address of the generating facility

 🖵 Classified by

 🖵 Derived from

 🖵 Declassify on date

🖵 Each page of the classified documents are marked with the overall classification on the top and bottom of the pages and are portion marked IAW 32 CFR Part 117 marking requirements.

🖵 Classified material, other than documents, are marked with the overall classification to include caveats, unclassified title, creation date, name and address of the generating facility, classified by, derived from and declassify on date.

 \*Markings can be stamped, printed, etched, written, engraved, painted, or affixed by means of a tag, sticker, decal or similar device on the item and on the outer casing of such material.

**LIST OF FINDINGS**

 **Total Classified Media**

 **Include documents, hard drives, tapes, discs, etc.**

|  |  |
| --- | --- |
| **TOP SECRET** |  |
| **SECRET** |  |
| **CONFIDENTIAL** |  |

 **Total Classified Hardware**

|  |  |
| --- | --- |
| **TOP SECRET** |  |
| **SECRET** |  |
| **CONFIDENTIAL** |  |

**Inspector’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Inspector’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Custodian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Custodian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**