



State of New Jersey  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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GLENN K. RIETH  
Major General  
The Adjutant General

DEPARTMENTAL DIRECTIVE  
NO. 320\*

4 May 2009

DOCUMENT SHREDDING

- 1. **PURPOSE:** This Directive prescribes the policy and procedure for shredding of documents containing sensitive information as defined in paragraph 4 below.
- 2. **APPLICABILITY:** This Directive applies to all Directorates, facilities and activities of NJDMAVA.
- 3. **OBJECTIVE:** To establish procedure for shredding all documents containing sensitive material.
- 4. **PROCEDURE:** All documents (letters, memorandums, invoices, etc.) containing Personally Identifiable Information (PII) such as names, addresses, telephone numbers, social security numbers, account numbers, credit card numbers, birth date, spouse or children's names or any combination of these must not be placed in trash or recycling bins but must be shredded. This includes vendors, employees, veterans, service members or any other type of identification of an individual or individuals.
- 5. **RESPONSIBILITY:** Each division is responsible for shredding their individual documents. All Department employees must adhere to the above procedures.

The proponent of this Directive is the Information and Administrative Services Division – Administrative Services Bureau. Users are invited to submit comments and suggested improvements to NJDMAVA, ATTN: IASD/ASB, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

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Major General, NJARNG  
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for DAVID S. SNEDEKER  
Chief Information Officer  
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*\*This Directive supersedes Departmental Directive 320, dated 15 December 2003.*