

Securing Sensitive Paperwork

by Kevin D. Murray, CPP, CISM, CFE



Want to know what's going on inside an organization?

Read the unsecured paperwork.

Internal snoops and after-hours visitors are well aware of this common security breach.

They most often target:

- unshredded dumpster documents,
- post-meeting paperwork abandoned in conference rooms,
- folders languishing on desktops awaiting signatures, or processing,
- items left in and around faxes, printers, and copiers.
- and information conveniently pinned to cubicle walls.

These are some of the freshest secrets. Information stored in unlocked desks and file cabinets is next on the list.

Sensitive Paperwork Checklist

- Create guidelines for securing sensitive paperwork. They should define what sensitive paperwork is, and the protection rules.
- Make one of the guidelines a **Clear Desk Policy**. Back it up by providing employees with a secure storage solution (see next section).

Note: Stock locks on most desks and file cabinets will not thwart a concerted espionage attack. These inexpensive locks are easily picked open.

Tip: Most office desks and filing cabinets can be easily retro-fitted with high-security locks.^{1 2}

- Another important guideline is a **secure key** rule. Keys should not be stored in the same area as the locks they open, like the admin's desk drawer. Storage in a locked desk, or "a good hiding spot," is not acceptable either. Spies know about "good hiding spots" and how to pick open simple desk locks.



Unfortunately, not all paperwork is easy to secure.

¹ <http://www.kenstan.com/>

² <https://www.becode.co.uk/evo/>

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- Post signs in conference rooms reminding meeting participants to properly secure or dispose of meeting materials. Provide a crosscut shredder in meeting rooms where confidential discussions are held.

Second best: Provide a good quality shred bin which is emptied for shredding regularly.

- Check all conference areas for meeting materials left behind. This should be done on a daily basis by a trusted employee. Collected materials should be safely stored or shredded.
- Always escort all non-employees while they are on your premises.

Clear Desk Policy – Secure Storage Solutions



KDEW3012-05 Wall Mount Storage Cabinet

by Edsal \$140.71



Edsal 36 in. Keyless Electronic Cabinet

by Edsal \$351.99

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Vitra - Follow Me

Antonio Citterio

(dealer locator)



Follow Me 1 - \$1,045.00

Follow Me 2 - \$1,450.00

The Lester Mobile Ped

Cubicle By Design

4030 Skyron Drive

Doylestown, PA 18902

hello@cubiclebydesign.com

866-417-2823



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Pro-Stak MAXI, Flat Top Trolley with Digital Pin Code Lock 2 Plastic Coated Metal Shelves & Adjustable Dividers.



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IKEA - GALANT Drawer unit/drop file storage, black-brown \$169.00



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Tendo

The wide selection of roll-front doors in the Tendo series puts the finishing touches on the interior design of a work environment. The roll-front doors can be used to implement visually impressive combinations that ensure excellent functionality even in narrow spaces. The range includes both horizontal and vertical roll-fronts.

Technical specifications

Width	Horizontal roll-front cabinet 800 mm (31.5 in) / 1200 mm (47.25 in). Vertical roll-front cabinet 800 mm (31.5 in).
Depth	426 mm (16.77 in)

Aktentransporter by Ueli Biesenkemp

This last suggestion is a bit esoteric. It is being used by one of our clients in Switzerland and caught my eye while working there. Basically, it is two bookcases, on wheels, and hinged like a clamshell on one side. Every executive assistant has one conveniently located behind where they sit. It has an excellent lock, holds a lot, looks good, and is easy to use. Large Unit Size: 22.8' x 25.9' x 44.8' (580mm X 660mm x 1140mm) Cost: about 2,957.00CHF (\$3053.69) Supplier: Daskonzept ([Designarchiv](#)) & [Lista Office](#)





High Security Locks

If you want to continue using existing desk and file cabinets you can replace their low-security locks with high-security models. One way to do it is with high-security keyways. The other way is to use combination locks. Some electronic models were shown on the cabinets in the previous section, and a non-electronic version appears in this section.

Kenstan Lock Company

Kenstan Lock Company is a manufacturer of high-quality showcase and cabinet locks. They manufacture five comprehensive lines of showcase and cabinet locks, each with its own specialized security level for retail, commercial and Industrial use.

They also offer a wide range of door hardware locks including mortise and rim cylinders, as well as, lever and tubular handles for fitting rooms, stock rooms and offices.



Wesko - Radical Disc Cam Lock



Medeco - Cabinet Locks



FMJ - High Security Cam Locks



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BeCode EVO/EVO+

"The innovative EVO/EVO+ system is suitable for everything that you would like to keep under lock and key inside your furniture (cabinets, lockboxes, etc.). Only persons whom you have provided with the code have access. The EVO/EVO+ design meets all the requirements. You need to retrofit existing furniture? Nothing could be easier. ([VIDEO](#))"



The EVO/EVO+ can be integrated easily into standard lock cut-outs. Thus, retrofitting is that easy. Remove the core. Insert the BeCode EVO. Done! The "+" in EVO+ means: The EVO comes with an integrated cylinder lock. Retrofitting this system into an existing cabinet is as simple as child's play: Remove the old cylinder lock. Insert the EVO+. Done! There is no other electronic lock that can be retrofitted that easily."



—**Kevin D. Murray** CPP, CISM, CFE is a business counterespionage consultant and TSCM specialist with over four decades of experience.

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