

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 232

May 5, 1995

SUBJECT: Administrative Series
Part 386 Safeguarding of Records and Information
Chapter 3 Physical Protection of Proprietary
Data/Information

EXPLANATION OF MATERIAL TRANSMITTED:

This release transmits revisions to Appendix 1 on Minimum Construction Standards for Open Storage and Closed Storage Room.



Associate Director for
Administration and Budget

FILING INSTRUCTIONS:

REMOVE:

Appendix 1

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Appendix 1

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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OPR: Management Services and Security Division
Office of Administration and Budget

MINIMUM CONSTRUCTION STANDARDS FOR OPEN STORAGE ROOMS AND CLOSED
STORAGE ROOMS

1. Open Storage Room Construction Standards. Within an open storage room, all proprietary data/information is maintained on open shelves or in cabinets.

A. Floor. The GSA building standard for floor construction is acceptable.

B. Walls and Ceiling.

(1) The GSA building standard for wall construction is acceptable providing that the walls are constructed of typical dry wall materials, cinder block, or common building brick.

(2) The ceiling must be constructed of materials to preclude entry (e.g., dry wall materials, or non-removable tiles or panels).

C. Windows. Windows are not authorized in the construction of new open storage rooms. All windows in existing open storage rooms will be equipped with shades, blinds, or drapes which will be closed at all times to preclude visual access. All windows located below the third level will be barred, fitted with a steel mesh grill, or alarmed.

D. Doors and Door Hardware.

(1) All doors must be metal fire rated doors, solid wood doors, or metal clad hollow-core wood doors. Normally, all door hinges are exposed only from within the room. If hinges are exposed from the exterior surface of the door, they must be mounted to preclude easy removal (e.g., bolted through the door and frame). All exterior bolts must be peened or spot-welded to preclude their easy removal.

(2) The storage area entrance doors must be fitted with a built-in, three position, dial-type combination lock or cypher-type locks having an inside escape mechanism. All storage area entrance doors must be fitted with a manual dead-bolt device with at least a 1-inch bolt which is mounted on the inside surface of the door to preclude exterior access.

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E. Alarm Systems. There are no security requirements for stand alone storage area alarm systems.

F. Smoke and Fire Detection. There are no security requirements for smoke or fire detection devices.

2. Closed Storage Room Construction Standards. Within a closed storage room all proprietary data/information is secured in approved security containers. The GSA construction standards for floors, walls, ceilings, vents and openings, and doors are adequate.

A. Windows. All windows in a closed storage room will be equipped with shades, blinds, or drapes which will be closed at all times to preclude visual access.

B. Door and Door Hardware. All door hangers and bolts should be exposed only from within the room. If hangers are exposed from the exterior surface of the door, they must be mounted to preclude easy removal (e.g., bolted through the door and frame). All exterior exposed bolts must be peened or spot-welded to preclude their easy removal. All doors and rooms containing approved GSA security containers will be fitted with key-operated, dead-bolt locks. Dead-bolt locks will have at least a 1-inch bolt.