K.16 FIELD SECURITY / PRIVACY PLAN

MISSION / SITE	**DATE / WINDOW**
CLASSIFICATION ☐ ROUTE ☐ CONTROL ☐ RESTRICTIONS ☐ EVIDENCE	**DATA CONTROLLER / OWNER**
CUSTODIAN	**APPROVED RECIPIENT**
DEVICE / MEDIA ID	**NETWORK / MODE**
TRANSFER ROUTE	**RETENTION / HOLD**
SECURITY CONTACT	**DATA / PRIVACY CONTACT**
SPECIAL CONTROL	**FINAL RECONCILIATION**

PLAN CHECK Brief the classification, custodian, approved recipients, incident contacts and final reconciliation before equipment leaves controlled storage.

ANNEX K RECORD HANDLING

TABLET — Complete the required form(s). Save or export only the completed Annex K pages to the mission archive; keep this master unchanged.

WIPE-CLEAN COPY — Use a suitable non-permanent pen. Scan or transfer the record, verify it is complete and readable, then wipe the reusable form clean.

DO NOT ERASE OR OVERWRITE until the archived copy has been verified.