

How to Excess a Safe

- Before excessing a safe, contact your element HSO so that he/she can guide you through the steps of preparation. For instance, if your safe is broken (it will not unlock, the handle will not turn, or a drawer is stuck), your HSO may have to have it drilled before you can access it to check for classified material.
- The HSO should then contact the APR within his/her element and request that the safe be turned in as excess. The APR, in turn, contacts MA to arrange a date and time to move the safe. The HSO should then inform you of that date/time.
- The HSO should ensure that the combination on the safe reset to its factory setting (50-25-50).
- **BEFORE** the move date of your safe, you and your HSO should:
 1. Examine the security container, remove all contents, and either destroy the classified contents or store them in another security container (instructions on this process are listed below under “Forms to be Used”).
 2. Destroy both the current [SF-700, Security Container Information](#), that is inside the safe and the extra copy that should be stored elsewhere (it contains the actual combination to your safe). The SF-700 should be destroyed as appropriate for its classification level.
 3. Attach a handwritten sign on the front of the safe stating “EMPTY.” This is optional, but it is recommended because it clearly indicates that the safe has been cleared out.
 4. Your HSO should ensure that the combination is reset to factory settings.
 5. Finally, complete and affix HQ F 5632.12, *Container/Equipment Inspection Certificate* (see form listed below), ensuring that the safe is empty and ready to be moved. MA will not move the safe if the form is not attached.

After the safe is turned in to MA, the HSO must remove the safe information from his/her Appendix to the HQFMSP. It is also a good practice for the HSO to e-mail the APR apprising him/her of the fact that the safe has been turned in to MA so that the APR can update the property records.

Your HSO will provide the forms and instructions that you need for the excess process. **Listed below** are the forms you will need before excessing your safe container and instructions on where to find them.

Forms to be Used when Excessing a Safe

1. HQ Form 5632.12, Container/Equipment Inspection Certificate:

This form is mandatory and should be completed and signed by the owner of the safe **and** the HSO. Before the form is completed, the owner of the safe should check each of its drawers to ensure that no classified matter and/or documents remain. Use a flashlight to check the very back of and underneath each drawer to verify that no documents are “stuck” in between or under the drawers. Any items in the safe at the time of inspection must be removed and, if classified, stored properly in another security container, or destroyed. The HSO should be present to witness the owner’s inspection of the safe and ensure that the inspection is complete (signing the inspection sheet). The form should then be taped to the front of the security container. ***This form can be obtained at the Forrestal and Germantown Copy Centers.***

2. Standard Form 700, Security Container Information:

This form should be inside every safe drawer that has a lock. If the safe has multiple locking drawers, the form should be in every drawer containing a lock. The form contains information about the safe, its custodian(s), information on who to contact in case the safe is found open and unattended, and the names of all personnel with access to the safe. The cover sheet (Part 1) of the form and all copies of the combination portion (Parts 2 and 2A) of the form should be destroyed when the safe is turned in as excess. The form should be destroyed consistent with the classification level and category shown on it.

3. Optional Form 89, Maintenance Record for Security Containers/VTR Doors:

This form should be in every safe drawer that has a lock. If the safe has multiple locking drawers, the form should be in every drawer containing a lock. The form is usually blank but will be completed when/if the security container requires maintenance of any kind. ***This form should ALWAYS remain inside the security container, whether it is moved or not. This form can be found here: [Optional Form 89, Maintenance Record for Security Containers](#). You can print the form and put it in your security container.***

At the end of this process, nothing should remain in the security container except the OF 89.