

VAN BUREN COUNTY COURT POLICY		
SUBJECT: MEDIA SANITIZATION & DESTRUCTION POLICY	SECTION: GENERAL	DATE: 02/05/19
PREPARED BY: Frank Hardester, Angie Straley	NUMBER: 0055	SUPERSEDES: None

Renumbered to "Policy 5.006" on 9/16/20

PURPOSE:

The purpose of this policy is to outline the proper disposal/sanitization/destruction of media (physical or electronic) at Van Buren County Court. These rules are in place to protect sensitive and classified information, employees and Van Buren County Court. Inappropriate disposal of Van Buren County Court and Criminal Justice Information (CJI) and media may put employees, Van Buren County Court and LEIN/NCIC at risk.

This policy applies to all Van Buren County Court employees, contractors, temporary staff, and other workers at Van Buren County Court, with access to LEIN/NCIC CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits LEIN/NCIC CJI and classified and sensitive data that is owned or leased by Van Buren County Court.

POLICY STATEMENT:

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by Van Buren County Court.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

1. shredded using Van Buren County Court issued cross-cut shredders
2. placed in locked shredding bins for private contractor to come on-site and cross-cut shred, witnessed by Van Buren County Court personnel throughout the entire process
3. incineration using Van Buren County Court incinerators or witnessed by Van Buren County Court personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the Van Buren County Court methods:

1. Overwriting (at least 3 times) – an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
2. Degaussing – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
3. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Van Buren County Court's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

1. Penalties

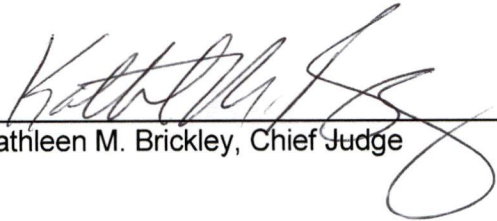
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

FORMS USED: None.

APPROVAL:

Effective Date: _____

Date: February 5, 2019



Kathleen M. Brickley, Chief Judge