

# Disposal of Media

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## Policy Statement

The purpose of this policy is to outline the proper disposal of media (physical or electronic) for the Whatcom County Sheriff's Office (WCSO). These rules are in place to protect sensitive and classified information, employees and the WCSO.

## **Persons Affected**

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

## **Directives Affected**

None

## **Definitions**

**Physical Media** – Physical material that are used to transmit information. This includes paper printouts and printer ribbons.

**Electronic Media** – Media that uses electronics for the end-user to access the content. This includes computer hard drives, CDs, flash drives, printer and copier hard-drives.

**Overwriting** - Overwriting is a sanitization method by overwriting existing information on a drive. It includes wiping the computer hard drive clean in accordance with Department of Defense standards.

**Destruction** – Destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the item has been physically destroyed so that no data can be pulled.

## Disposal

When no longer usable, physical and electronic media and other similar items used to process, store, and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by WCSO.

Physical media is to be disposed of by the following method:

- Shred using WCSO issued shredders.
  - All FBI CJIs information will be personally shredded by the employee printing the information from the FBI CJIs system.

Electronic media is disposed of by one of the following method:

- Overwriting is used for computer hard drives. Whatcom County IT uses a program called Wipe Disk to overwrite computers that may contain CJIS information.
- IT systems that have been used to process, store or transmit CJI/CJRO and/or sensitive and classified information shall not be released Whatcom County's control until the equipment has been sanitized and all stored information has been cleared.
- Destruction is used for all other electronic media.

## **Enforcement**

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