

## La Plata Police Department – General Order

	Title: <b>Disposal of Media Policy</b>		Order #: <b>676</b>	
	Effective Date: October 26, 2015	Review Date:		
	Original Issue:			
<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds				
Approved by: <b>Chief Carl Schinner</b>				CALEA 5 <sup>th</sup> Edition
CALEA Standard:				Pages: 2

**Purpose:** The purpose of this policy is to outline the proper disposal of media (physical or electronic) for the La Plata Police Department. These rules are in place to protect sensitive and classified information, employees and La Plata Police Department Inappropriate disposal of La Plata Police Department, and FBI Criminal Justice Information (CJI) and media may put employees, La Plata Police Department and the FBI at risk.

**Scope:** This policy applies to all La Plata Police Department employees, contractors, temporary staff, or the other workers at La Plata Police Department, 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 La Plata Police Department.

**Policy:** 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 FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by La Plata Police Department.

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

- 1) Shredding using La Plata Police Department issued shredders.
- 2) Placed in locked shredding bins for the current shred vendor to come on-site and shred, witnessed by La Plata Police Department personnel throughout the entire process.
- 3) Incineration using La Plata Police Department incinerators or witnessed by La Plata Police Department 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 La Plata Police Department methods:

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- 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 La Plata Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

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