

Disposal of Media Policy and Procedures

1.0 Purpose

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Johnsborg Court. These rules are in place to protect sensitive and classified information, employees and the Johnsborg Town Court. Inappropriate disposal of Johnsborg Court and FBI Criminal Justice Information (CJI) and media may put employees, Johnsborg Town Court and the FBI at risk.

2.0 Scope

This policy applies to all Johnsborg Court employees, contractors, temporary staff, and other workers at Johnsborg Town Court, 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 Johnsborg Town Court.

3.0 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 Johnsborg Town Court.

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

- 1) Shredding using Johnsborg Town Court issued shredders.
- 2) Placed in locked room and shredded by Johnsborg Town Court personnel.
- 3) After being shredded at the Johnsborg Town Court, by the Town of Johnsborg Court Personnel, All data will be disposed of properly by Town of Johnsborg Employees.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by Johnsbury Town Court personnel.

- 1) Over written (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (is, OS, 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 O1 and/or sensitive and classified information shall not be released from Johnsbury Town Court's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

4.0 Enforcement

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