



Media Disposal

.01 Policy

It is the policy of the Bladensburg Police Department to dispose of media (physical or electronic) in a manner that protects sensitive and classified information.

.02 Terms

CJI: Criminal Justice Information.

.03 Governing Legislation and Reference

Governing Legislation: N/A

Forms: N/A

Reference:

General Order 244, CJIS Disciplinary Policy.

General Order 245, Personally Owned Device.

.04 Procedure

The purpose of this policy is to outline the proper disposal of media (physical or electronic). These rules are in place to protect sensitive and classified information, employees and the Department

This policy applies to all Departmental employees, contractors, temporary staff, and other workers at the 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 the Department.

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 the Department.

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

- shredding using [Department issued shredders.
- incineration witnessed by Department personnel onsite 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 these methods:

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

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

Media Disposal

HISTORY: Adopted May 18, 2015

This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is stylized with large, flowing loops and is positioned above the printed name.

Charles L. Owens
Chief of Police