

ELECTRONIC MEDIA DISPOSAL

Data are being transmitted and stored on computer systems and electronic media by virtually every person conducting business for the Voorheesville Central School District. Some of that data contains sensitive information, including student records, personnel records, financial data, and protected health information. If the information on those systems is not properly removed before the equipment is disposed of, transferred within the School, or back to NERIC, that information could be accessed and viewed by unauthorized individuals. The District Technology Coordinator is responsible for taking the appropriate steps, as outlined below to ensure that computers and electronic media with sensitive data are properly sanitized before disposal. Electronic Media is defined as any electronic storage device that is used to record information, including, but not limited to hard disks, magnetic tapes, compact disks, digital video disks, removable storage devices, school issued phones, personal desktop assistants, photocopy machines, and fax machines.

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ELECTRONIC MEDIA DISPOSAL REGULATION

The purpose of this policy is to establish procedures for the proper disposal of electronic media containing sensitive data. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for reuse, repair, replacement, or removal from service for a variety of reasons and disposed of in various ways as described below.

STANDARDS

A. Initiation

Electronic Media containing sensitive data must be properly sanitized before it is transferred to another department, surplus, recycled, or returned to NERIC or companies from which it is leased. The proper sanitization method depends on the type of media and the intended disposition of the media.

1. Overwriting Media for Sanitization:
Overwriting is an approved method for sanitization of storage media. Overwriting of data means replacing previously stored data on a drive or disk with a random pattern of meaningless information. This effectively renders the data unrecoverable.
2. Destruction of Media:
Destruction is the process of physically damaging a medium so that it is not usable by any device that may normally be used to read electronic information on the medium, such as a computer, personal hand held device, audio, or video player.
3. Limited access Storage:
Media is stored under limited access by secured locked measures. This would be for data retention material.

B. Disposal of Hard Drives

1. Transfer and Disposal of Hard Drives to Other Departments or Back to NERIC:
Prior to transfer, operable hard drives must be overwritten. The District Technology Coordinator should maintain documentation of proper sanitization for hard drives. Equipment designated for surplus or other disposal should have a label affixed stating that the hard drive has been properly sanitized.
2. Sending a Hard Drive Out for Repair:
The vendor repairing or recovering data on the hard drive must sign an appropriate agreement which includes maintaining security and confidentiality of the data and insures that the vendor will take proper care of the data. When possible, the vendor should return the defective media for proper disposal as described in this standard.

3. Disposal of Damaged or Inoperable Hard Drives:
The District Technology Coordinator must first attempt to overwrite the storage device. If the device cannot be overwritten, the device must be disassembled or mechanically damaged so that it is not usable by a computer.

C. Disposal of Electronic Media Other than Hard Drives

1. Transfer to other departments or returned to NERIC and other leased vendors. All electronic media must be erased, degaussed, or rendered unusable before leaving the Voorheesville Central School District.

D. Violation of Standard

1. If there is a reasonable basis to believe that the proper procedures, as outlined in this standard, have not been or are not being followed, a report must be filed with the Superintendent of Schools. If improperly sanitized electronic media is found, then the media should be reported to the Superintendent of Schools.

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