

Information Services Department Policy 1.3

Electronic Media Destruction Procedure

Revision: 1.0

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Purpose:

This policy outlines the proper retention and destruction of all electronic and portable media including but not limited to: Hard Drives, Tapes (Backups), Flash Memory (Thumb Drives), Diskettes (Floppies and Zips), Optical Disks (CDs and DVDs).

Policy:

1. Retention

Hard Drives: All non-system data on hard drives must be retained according to proper retention schedules. Prior to a hard drive being taken out of service, all retainable documents must be copied to either the replacement hard drive or a shared hard drive on a file server. Once the retainable documents have been removed, hard drives are not considered records.

Tapes: All tapes are for disaster recovery use only and are not considered records.

Portable Electronic Media: Portable medias include Flash Memory (Thumb Drives), Diskettes (Floppies and Zips), Optical Disks (CDs and DVDs). These medias are for transitory use only and are not considered records. Users must maintain an official copy of any records that have a retention schedule on a City PC or server hard drive.

2. Destruction or Disposition

Hard Drive Surplus Method: Prior to any PC or server being surplus, hard drives must be properly sanitized. Sanitization may be accomplished with hard drive sanitization software such as WipeDrive. Three random overwrites and verify are required prior to reformatting.

Hard Drive Disposal Method: Prior to disposal of hard drives, they must either be fully degaussed or sanitized with hard drive sanitization software such as WipeDrive. Hard drives must then physically destroyed by striking the drive spindle with a hammer until the drive creases or the platters shatter. Hard drives must then be placed in the IS Department's equipment recycling container.

Tape Rotation Method: When a tape reaches the end of its disaster recovery life cycle (tape life cycle retention periods below), it may either be disposed of or overwritten.

Tape Type	Life Cycle - Retention Length
Daily Backup	4 Weeks
Month End	6 Months
Year End	1 Year
System Recovery	None - Until New Version is Made

Tape Disposal Method: All tapes must be fully degaussed prior to disposal and then placed in the IS Department's equipment recycling container.

Flash Memory Disposal: All flash memory must be fully degaussed prior to disposal and then placed in the IS Department's equipment recycling container.

Diskette Disposal: All diskettes must be fully degaussed prior to disposal and then placed in the IS Department's equipment recycling container.

Optical Disk Disposal: All optical disks must be shredded prior to disposal and then may be disposed of in the trash.