



College Station Independent School District

Success...each life...each day...each hour

Electronic Media Sanitization and Destruction

1.0 Purpose

The purpose of these guidelines are to outline the proper disposal/sanitization/destruction of electronic media at College Station ISD. These rules are in place to protect PII and other classified or sensitive data regarding College Station ISD employees, students and families.

2.0 Scope

These guidelines apply to all employees, contractors, temporary staff, and other workers at College Station ISD with access to the district's systems and/or data, sensitive and/or classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits such data and classified and sensitive data that is owned or leased by College Station ISD.

3.0 Guidelines

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, and any other similar items used to process, store and/or transmit electronic data shall be properly disposed of in accordance with measures established by the College Station ISD Technology Dept. under the supervision of the Chief Administration Officer, the Director of Technology and the Systems Data & Privacy Programmer.

Electronic media (hard-drives, tape cartridge, CDs, flash drives, printer and copier hard-drives, etc.) shall be disposed of by the following methods:

- Overwriting (at least 3 times) – according to the US DoD 522.22M Methodology.
- Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, shredding etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

Media released for shredding will be overwritten by CSISD Technology staff and destroyed under the direct supervision of a member of the CSISD Technology Admin Team. The CSISD Tech Dept will keep verification of destruction of devices (and their serial numbers) in accordance with district, state and federal policies.

IT systems, servers and media that have been used to process, store, or transmit CJIS data and/or sensitive and classified information shall not be released from College Station ISD's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.