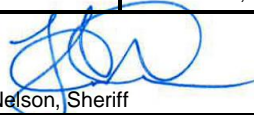




# DESCHUTES COUNTY SHERIFF'S OFFICE

|  |  |                                 |             |
|--|--|---------------------------------|-------------|
| Policy Title:<br><b>Disposal of Criminal Justice Information Media</b> | Effective Date:<br>May 1, 2018   | Policy Number:<br><b>4.32</b>   |             |
| Accreditation Reference:   | Review Date:<br>May 1, 2021  | Supercedes:<br>October 15, 2014 | Pages:<br>2 |
| Attachments:   | <br>L. Shane Nelson, Sheriff |                                 |             |

## I. PURPOSE

The purpose of this policy is to outline the proper disposal of Criminal Justice Information (CJI) media (physical or electronic) at the Deschutes County Sheriff's Office. These rules are in place to protect sensitive and classified information, members and the Sheriff's Office. Inappropriate disposal of Sheriff's Office and FBI Criminal Justice Information (CJI) and media may put members, the Sheriff's Office and the FBI at risk.

This policy applies to all Sheriff's Office employees, contractors, temporary staff and other workers at the Sheriff's Office with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all Sheriff's Office equipment that is used to process, store, and/or transmit CJI, classified and sensitive data.

## II. DEFINITIONS

*CJI* means Criminal Justice Information.

*CJIS* refers to Criminal Justice Information Systems.

*IT* is Information Technology.

*FBI* is the Federal Bureau of Investigation.

## III. POLICY

### A. Disposal of Media

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 CJI, classified and sensitive data shall be properly disposed of in accordance with measures established by the Sheriff's Office.

- Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:
  - using Sheriff's Office shredders.
  - placing in locked shredding bins for a private contractor to come on-site and shred, witnessed by Sheriff's Office personnel throughout the entire process.
- Electronic media (hard drives, tape cartridges, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) shall be disposed of by one of the following methods:
  - Overwriting (at least 3 times): an effective method of clearing data from magnetic media.

- b. Degaussing: a method to magnetically erase data from magnetic media. Two types of degaussing exist: 1) strong magnets and 2) electric degausses.
  - c. Destruction: a method of destroying magnetic media. Destruction of magnetic media means to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be retrieved.
3. IT systems that have been used to process, store, or transmit CJI sensitive and classified information shall not be released from the Sheriff's Office's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

**B. Enforcement**

Members violating any aspect of this policy may have their access to computer resources restricted and are subject to discipline, up to, and including, termination of employment.