WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Disposal of J-Net Media		Policy # 5.1.48
Accreditation N/A		
Effective Date:	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.48 DISPOSAL OF J-NET MEDIA

A. PURPOSE:

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at the West Norriton Township Police Department. These rules are in place to protect sensitive and classified information, employees and the West Norriton Township Police Department. Inappropriate disposal of West Norriton Township Police Department and FBI Criminal Justice Information (CJI) and media may put employees, West Norriton Township Police Department and the FBI at risk.

B. SCOPE:

This policy applies to all West Norriton Township Police Department employees, contractors, temporary staff, and other workers at the West Norriton Township Police 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 West Norriton Township Police Department.

C. POLICY:

1. 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 West Norriton Township Police Department.

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

   a. shredding using West Norriton Township Police Department issued shredders.

   b. placed in locked shredding bins for the Doc-u-vault Secure Shredding Company to come on-site and shred, witnessed by West Norriton Township Police Department personnel throughout the entire process.

   c. incineration using West Norriton Township Police Department incinerators or witnessed by West Norriton Township Police Department personnel onsite

at agency or at contractor incineration site, if conducted by non-authorized personnel.

3. 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 West Norriton Township Police Department methods:

   a. **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.

   b. **Degaussing -** a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. It should be noted that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

   c. **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.

4. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the West Norriton Township Police Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

D. ENFORCEMENT:

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