



Series: Information Technology COA: RPM 6.02

Procedure Name: Data Destruction

Procedure Number: IT-805

Revision #/Date:

Effective Date: 12/12/08

Applicable to: All CBCB computers and related equipment.

SUBJECT: Data Destruction

PURPOSE: The purpose of this procedure is to define standards for the removal of all data and software from decommissioned CBC computers, hard drives, flash memory and optical media.

PROCEDURE:

Reference

CBCB Policies/Procedures: GOV-202, GOV-203

U.S. Department of Defense's (DoD) standard 'National Industrial Security Program Operating Manual (US DoD 5220.22-M ECE)

Definitions

Computer: A complete device used to create, maintain, transmit and receive information. A computer typically consists of a CPU, memory, power supply and a storage device in the form of a magnetic hard drive.

Donor: A computer which will accept installation of a primary or secondary hard drive for the purpose of data destruction.

Hard Drive: A magnetic based storage media for data.

Flash Media: Non-volatile re-writable memory.

Optical Media: Writeable and/or re-writable compact disks (CD's) or Digital Video Disks (DVD's).

DoD-7: DoD 5220.22-M(ECE) is seven pass overwriting algorithm. The first and second passes are written with certain bytes and their compliment. Then, two passes are written with random characters. Then, two passes are written with characters and their complement. The last pass is written with random characters. This method has become the standard for data destruction in the United States.

Destruction Protocols

In order to properly and reasonably destroy and dispose of company and client information, the following procedures will be adhered to:

Data Destruction

Location: G:\shared documents\Policies and Procedures\COA Compliant Policies & Procedures\Information Technology

Community Based Care of Brevard, Inc. Policy and Procedure Manual

- Computers:
 - CBC IT department shall use the standardized DoD-7 data destruction method executed from a CD to completely overwrite all data contained on the hard drive.
- Hard drives:
 - Loose hard drives will be installed in a donor computer and the above computer procedure followed to delete data on hard drive(s).
- Flash media:
 - Files will be deleted. Deleted files on flash media are not recoverable.
- Optical media:
 - Optical media will be physically destroyed by shredding.
- Storage:
 - All devices awaiting data destruction shall be stored in secured areas until such time as the appropriate procedure outlined above can be performed.
- Copiers
 - All copiers that are turned in to the leasing company or being disposed of will have their hard drive erased securely by either the leasing company or CBCB's IT department.

All CBCB computer users should return any data storage media to the IT department for proper data destruction.

Procedure Noncompliance

Failure to comply with this procedure should be reported as outlined in CBCB procedure OP-1050-19, Security Incident Reporting and Tracking.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



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CBC of Brevard, Inc.

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