



<p>State of New Jersey IT Circular</p> <p>Title: 152-00-01 – Information Disposal and Media Sanitization Procedure</p>	<p>NO: 09-10-P1-NJOIT</p>	<p>SUPERSEDES: NA</p>
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	<p>FOR INFORMATION CONTACT: Office of Policy and Planning</p>	

ATTN: Directors of Administration and Agency IT Directors

I. PURPOSE

This procedure is to ensure for the proper disposal and/or sanitization of media that has been damaged, will be used for new purposes, and/or has reached the end of its useful life. This procedure is also meant to establish a media clear, purge or destroy process that is based upon the classification of the information contained on the media. The process will follow [NIST Special Publication 800-88 Guidelines for Media Sanitization](#).

II. AUTHORITY

This circular is established under the authority of State of New Jersey [N.J.S.A. 52:18a-230 b](#). This order defines New Jersey Office of Information Technology’s (NJOIT) role with regard to technology within the Executive Branch of State Government.

The Office of Information Technology (OIT) reserves the right to change or amend this circular.

III. SCOPE

This procedure applies to all personnel including employees, temporary workers, volunteers, contractors, and those employed by contracting entities, and others who are responsible for the disposal, sanitization, and destruction of State of New Jersey property.

IV. RESPONSIBILITIES

Administrative Directors working in conjunction with the agency IT Directors shall be responsible for ensuring the effective implementation of statewide information technology circulars.

A. Media Classification

1. Reference [08-04-NJOIT](#), *130 Information Asset Classification and Control Policy, Standard, and Procedure* (www.nj.gov/it/ps/security).
2. Media that is classified as a “high” should be destroyed based on the [NIST Special Publication 800-88](#) Guidelines for Media Sanitization.

B. Clear, Purging or Destruction

1. Agencies must clear, purge or destroy media capable of storing data in accordance with [09-10-S1-NJOIT](#), *152-01 Information Disposal and Media Sanitization Standard*. The standard provides sanitization methods that comply with NIST Special Publication 800-88 Guidelines for Media Sanitization.
2. All sanitization services must be reviewed by NJOIT. The Office of Information Technology will work with the service provider to ensure the sanitization methods that will be used comply with the NIST Special Publication 800-88 Guidelines for Media Sanitization.

C. Required Documentation

1. The media disposal process must meet or exceed the NIST Special Publication 800-88 Guidelines for Media Sanitization.
2. Inventory of Media (bar coding, serial number, etc.). The five forms listed below will be the primary record for purging or destroying of media. Department and/or agency must maintain the forms for future reference and validation.
3. Completion of applicable forms listed below.
 - a) [Surplus with no media - Declaration of Removal of all Hard Drives and Other Data Storage Devices on Surplus Computer and other Electronic Devices](#)
 - b) [Surplus with media – Repurpose Sanitization Validation Form](#)
 - c) [Media destruction – Media Destruction Form](#)
 - d) [Agency Onsite Pickup Media Sanitization Validation Form](#)
 - e) [Department of Treasury’s Bureau of Special Services \(BOSS\) Warehouse Surplus E-Shredding Approval Form](#)

A documented chain of custody process from pickup, to storage, to sanitization must be kept by the Department and/or Agency

4. External Provider Sanitization Services

If a provider sanitizes or destroys the media, the provider must provide Certification or Validation of the pickup, storage and the sanitization of the media.

5. Department of Treasury's BOSS Sanitization Service

If the BOSS sanitizes or destroys the media, the Department and/or Agency must provide certification or validation of the pickup, storage and the sanitization of the media.

D. Repurpose of surplus hardware

1. Hardware and equipment with no media shipped to the BOSS Warehouse.

- a)** Agencies must REMOVE all media consisting of hard drives, removable storage devices, and any other data storage media from the hardware before sending the hardware or equipment to the warehouse.
- b)** No shipment will be accepted if the hardware or equipment contains any form of media storage.
- c)** Agencies MUST use the "[Declaration of Removal of all Hard Drives and Other Data Storage Devices on Surplus Computer and other Electronic Devices](http://www.nj.gov/it/ps/ps/security)" form (www.nj.gov/it/ps/ps/security) with pre-approval before shipping surplus hardware or equipment such as CPUs, laptops, copiers, or any other devices.
- d)** The signed original form must then accompany the shipment to the warehouse. No shipment will be accepted without a properly completed and signed form.
- e)** BOSS personnel will verify the unit count at time of receipt. No shipment will be accepted if the physical count does not match the form count.

2. Hardware and equipment with media within the Agency.

- a)** A computer with built-in media identified for repurposing or surplus must be purged and the proper documentation completed (reference inventory and documentation above).
- b)** Agencies MUST use the "[Repurpose Sanitization Validation](http://www.nj.gov/it/ps/ps/security)" form (www.nj.gov/it/ps/ps/security) with pre-approval before shipping surplus hardware or equipment such as CPUs, laptops, copiers, or any other devices to facilities within the Agency.

E. Media under manufacturer's warranty

When media fails while covered by the manufacturer's warranty, the agency can use two methods for proper sanitization of the media:

- 1.** The responding vendor sanitization services must be reviewed by NJOIT. The Office of Information Technology will work with the vendor to ensure the sanitization methods used comply with the NIST Special Publication 800-88 Guidelines for Media Sanitization. The vendor must provide the agency certification that the removed media have been sanitized according to the preapproved method(s).

Or

2. The agency must use a method in accordance with [09-10-S1-NJOIT 152-01 Information Disposal and Media Sanitization Standard](#) and the proper documentation completed (reference inventory and disposal of media) prior to leaving the premises.

Agencies MUST use the "[Agency Onsite Pickup Sanitization Validation](#)" form (www.nj.gov/it/ps/security) with pre-approval before shipping of the media.

VI. EXCEPTIONS AND NON-COMPLIANCE

Any individual found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Any Business Entity found in violation of this procedure may result in a filtered connection or be denied future extranet access.

Signature on File

E. STEVEN EMANUEL

**Chief Technology Officer-NJ Office of Information Technology
State Chief Information Officer**

01/22/2015

DATE