




POLICY AND PROCEDURE

Subject: Data Sanitation and Disposal	Index: Facilities and Services Number: 1001-1-8
Effective Date: August 25, 2022	Prepared By: Information Technology
Supersedes: N/A	Approved By: 

1. **PURPOSE:**

The purpose of this policy is to outline the proper disposal/sanitization/destruction of media (physical or electronic) at City of San Clemente. These rules are in place to protect sensitive and classified information.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to the City of San Clemente Information Technology Division.

3. **REFERENCES:**

4. **POLICY:**

When no longer usable, hard disk drives, tape cartridges, compact discs, flash drives, hard copies, system memory, and other similar items used to process, store and/or transmit sensitive data shall be properly disposed of in accordance with measures established by City of San Clemente.

4.1. Media Sanitization and Destruction

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

1. 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.
2. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets are fairly weak and cannot effectively degauss magnetic media.
3. Physical 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 retrieved.

5. DEFINITIONS:

6. PROCEDURE:

- 6.1. IT systems that have been used to process, store, or transmit sensitive and classified information shall not be released from City of San Clemente's control until the equipment has been sanitized and all stored information has been cleared using one of the methods identified within this policy.
- 6.2. Disposal of electronic media shall be conducted in accordance with City's adopted Record Retention Schedule.
- 6.3. This policy will be reviewed by the Information Technology Manager on an annual basis and may be updated as needed with City Manager approval.