

# **BURLINGTON SCHOOL DISTRICT PROCEDURE**

## **PROCEDURE CODE: DISPOSAL OF MEDIA**

### **Summary**

The purpose of this procedure is to outline the proper disposal of media at Burlington School District. These rules are in place to protect sensitive and classified information, employees and Burlington School District. Inappropriate disposal of Burlington School District and FBI information and media may put employees, Burlington School District and the FBI at risk.

This procedure applies to employees, contractors, temporary staff, and other workers at Burlington School District, including all personnel with access to sensitive and classified data and media. This policy applies to all equipment that processes classified and sensitive data that is owned or leased by Burlington School District.

### **Procedures**

When no longer usable, computers, hard drives, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar media and items used to process or store classified and/or sensitive data shall be properly disposed of in accordance with measures established by Burlington School District. The following procedures will be followed:

1. When no longer usable, hard copies and print-outs shall be placed in properly marked shredding bins.
2. Diskettes and tape cartridges shall be taken apart and placed in the properly marked shredding bins.
3. After media has been shredded it will be placed in appropriate bins to be incinerated or disposed of properly.

IT systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from Burlington School District's control until the equipment is sanitized and all stored information has been cleared. For sensitive, but unclassified information, the sanitization method shall be approved by Burlington School District. For classified systems, National Security Association approved measures shall be used. The following procedures will be followed:

Employees will send all hardware that processes and/or stores classified and/or sensitive data to Burlington School District IT Department Personnel to be properly disposed of.

#### **Burlington School District IT Department Personnel will dispose of hardware by one of the following methods:**

1. Overwriting - 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. A minimum of three (3) overwrites is recommended.
2. 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.

### **Enforcement**

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

<i>BSD Version:</i>	<i>BSD Procedure for Disposal of Media</i>
<i>Date Adopted:</i>	<i>February 1, 2023</i>
<i>Legal Reference(s):</i>	
<i>Policy Reference:</i>	<i>Background Checks, Acceptable Use Policy G6R</i>