



COMPLIANCE COMPONENT

DEFINITION	
<i>Name</i>	Disposal Phase
<i>Description</i>	The disposal phase of the agency information system life cycle ensures the appropriate sanitization of agency information.. Sanitization (also called purging or wiping) is the process used to remove data from information system media such that there is reasonable assurance that it cannot be retrieved or reconstructed.
<i>Rationale</i>	The disposal phase is essential to prevent the inadvertent release of data, information, or software.
<i>Benefits</i>	<ul style="list-style-type: none"> • Protect sensitive information from disclosure. • Adhere to copyright, statutory, and regulatory requirements.
ASSOCIATED ARCHITECTURE LEVELS	
<i>Specify the Domain Name</i>	Security
<i>Specify the Discipline Name</i>	Management Controls
<i>Specify the Technology Area Name</i>	System Life Cycle Security
<i>Specify the Product Component Name</i>	
COMPLIANCE COMPONENT TYPE	
<i>Document the Compliance Component Type</i>	Guideline
<i>Component Sub-type</i>	
COMPLIANCE DETAIL	
<i>State the Guideline, Standard or Legislation</i>	<p>Electronic media includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Magnetic tape or disk ▪ Optical media ▪ Hard disk drives ▪ Solid state drives ▪ USB drives ▪ Copiers ▪ Fax machines ▪ Printers ▪ Scanners ▪ PDA's ▪ Cellular devices ▪ Memory cards <p>Official electronic records shall be properly archived or disposed using agency approved methods.</p> <p>Obsolete, surplus or decommissioned media shall be overwritten, degaussed, or destroyed.</p> <p>If the information contained on electronic media is of such a sensitive nature that inadvertent release of the information</p>

would be catastrophic, the media must be physically destroyed.

A record shall be kept of who, when, and how sanitization or disposal actions were implemented on all electronic media and the final disposition of such media shall be maintained within the agency for an appropriate length of time.

If the sanitization status of electronic media is unknown, it shall be considered not to have been overwritten or degaussed.

The information owner shall be responsible for backing up any data to be retained before allowing the media to be disposed.

Overwriting Electronic Media

Overwriting software shall provide the capability to:

Purge all data or information, including the O/S, from the physical or logical drives.

Run independent of the loaded O/S on the hard drive or the type of electronic media being sanitized.

Overwrite all sectors, blocks, tracks, and slack or unused space on the entire medium.

Individually wipe Raid controlled hard drives.

Verify that all data has been removed from the entire electronic media and view the overwrite pattern.

Provide the user with validation that the procedure was completed properly.

Overwriting software that merely reformats or repartitions a hard drive is not acceptable.

The overwriting process shall be performed at least three times before verifying the media is sanitized.

- For media in which this process is not available, such as a smart phone, contact the manufacturer for appropriate sanitization methods.

If damaged electronic media inhibit the overwriting process, the media shall be physically destroyed or returned to the vendor, if appropriate non-disclosure agreements have been signed.

Destroying Damaged Electronic Media

Damaged media under maintenance agreements may be returned to the vendor if appropriate non-disclosure agreements have been signed.

Electronic media may be physically destroyed by one of the following methods:

Disfigure, bend, mangle, or otherwise mutilate the media so that it cannot be re-used as a functioning device.

Destroy the media at an approved metal destruction facility, i.e., smelting, disintegration, or pulverization.

Degaussing Electronic Media

Degaussers shall have a nominal rating of at least 1700 Oersted and shall be operated at their full magnetic field strength.

Shielding materials may be removed from the hard drive and magnetic platters may be removed from the hard drive housing before degaussing.

	Individuals performing the degaussing function shall be properly trained.		
<i>Document Source Reference #</i>	NIST SP 800-18, Guide for Developing Security Plans for Information Technology Systems; NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems; NIST SP 800-53 Recommended Security Controls for Federal Information Systems, NIST SP 800-88 Guidelines for Media Sanitization (www.csrc.nist.gov/publications/nistpubs); DOD 5220.22-M, National Industrial Security Program Operating Manual		
Compliance Sources			
<i>Name</i>	National Institute of Standards and Technology (NIST), Computer Security Resource Center (CSRC)	<i>Website</i>	http://csrc.nist.gov/
<i>Contact Information</i>	inquiries@nist.gov		
<i>Name</i>		<i>Website</i>	
<i>Contact Information</i>			
KEYWORDS			
<i>List Keywords</i>	Wipe, erase, clean, expunge, obliterate, purge, salvage, surplus, confidential, sanitize		
COMPONENT CLASSIFICATION			
<i>Provide the Classification</i>	<input type="checkbox"/> <i>Emerging</i>	<input checked="" type="checkbox"/> <i>Current</i>	<input type="checkbox"/> <i>Twilight</i> <input type="checkbox"/> <i>Sunset</i>
<i>Sunset Date</i>			
COMPONENT SUB-CLASSIFICATION			
Sub-Classification	Date	Additional Sub-Classification Information	
<input type="checkbox"/> <i>Technology Watch</i>			
<input type="checkbox"/> <i>Variance</i>			
<input type="checkbox"/> <i>Conditional Use</i>			
Rationale for Component Classification			
<i>Document the Rationale for Component Classification</i>			
Migration Strategy			
<i>Document the Migration Strategy</i>			
Impact Position Statement			
<i>Document the Position Statement on Impact</i>			
CURRENT STATUS			
<i>Provide the Current Status</i>	<input type="checkbox"/> <i>In Development</i>	<input type="checkbox"/> <i>Under Review</i>	<input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>
AUDIT TRAIL			
<i>Creation Date</i>	07/22/2004	<i>Date Approved / Rejected</i>	07/30/2004
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>	04/25/2012	<i>Last Date Updated</i>	

<i>Reason for Update</i>	Vitality
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