Digital Media Re-use and Disposal Policy

The Policy

All digital media must undergo a data sanitization process prior to disposal or reuse to protect against unauthorized access to information.

Data Sanitization Procedures will be internally documented by each agency.

Scope

All digital media, file systems and non-volatile storage devices including but not limited to desktop and laptop computers, servers, photocopiers, fax machines, portable and internal hard drives, optical media (e.g., CDs and DVDs), magnetic media (e.g., tapes, diskettes), non-volatile electronic media (e.g., memory sticks), portable devices, cell phones and smart phones are covered under the provisions of this policy. All such devices are referred to collectively as "digital media" in this policy.

Approved Methods for Data Destruction

Where any equipment containing digital media is to be discarded or re-used, donated, sold or otherwise transferred to an external person, organization or vendor (e.g. at the end of a lease or as an RMA (returned merchandise), the City agency must use one of the following approved methods appropriate for rendering all information on the media permanently unreadable:

a. A data wiping program which will securely delete all data by methods that irreversibly wipe the physical area of storage (rather than simply removing the disk-directory reference to that information).
b. Any full disk encryption method which is compliant with the Citywide Encryption Policy and in which it can be reasonably expected that no unauthorized person has the ability to decrypt the data.
c. Degaussing and/or physical media shredding technology which meets NIST standard 800-88 (or its successor):

   http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf

Agency support staff may evaluate data stored on any equipment transferred *internally* (within the agency or between City agencies) and bypass the requirements of this policy. All such cases must be documented and approved by agency management to ensure accountability.

An asset can be transferred for disposal to a vendor who has contractually committed to following one or more of the above methods.

Document Revision History

Date	Description
May 20, 2011	Version 1.0 published.
June 16, 2011	Version 1.1 Updated header with new NYC logo and added this revision history table to the document.