

Office of Information Technology Policy

Data Sanitization

Policy:

Magnetic storage devices, optical storage media and non-volatile memory devices that are surplus, transferred to another government entity or subject to destruction, must use a method of data sanitization compliant with the IT STD 1-17 Data Sanitization matrix, if the data is determined by the owner to be security-sensitive.

Scope:

All entities under the authority of the Office of Information Technology, pursuant to the provisions of R.S. 39:15.1, et seq., must comply with this policy.

Responsibilities:

- Agencies must establish policies and procedures to ensure compliance with this policy.
- Agencies must adhere to the license terms and agreement for software on a computer that is being transferred to another agency or surplus.
- Agencies should conduct periodic checks to determine their method of sanitization is working correctly.
- Agencies must maintain records indicating the method of data sanitization utilized when personal computers are surplus or transferred to another agency.
- The owner of the data is responsible for determining if the data is security-sensitive and may use IT Bulletin 08-02 for guidance in data classification.

Related Policies, Standards, Guidelines:

IT STD 1-17 Data Sanitization

IT Bulletin 08-02 Data Classification Guideline

Owner:

OIT Security Office

Effective Date:

July 27, 2009