



INFORMATION TECHNOLOGY POLICY/PROCEDURE/PROCESS

Title:	Remediation/Destruction of Digital Media	Policy Number: 711
Effective:	July 21, 2016	
Supersedes:	n/a	
Approval:	Tom Shewchuk, IT Director	Page 1 of 2

Purpose

When digital media is delivered or acquired by the Information Technology department, it must be remediated, destroyed and (or) discarded in a responsible and secure manner. The following procedures will define media and the methods in which it will be remediated and (or) destroyed.

Rationale

1. As a cyber security best practice, media at rest or no media no longer needed, especially sensitive information such as Criminal Justice Information (CJI), must be remediated.
2. Michigan State Police (MSP) and the Federal Bureau of Investigation requires require the City of Ann Arbor Police department to have a digital media remediation policy for any media possessing CJI.

Digital Media Types (but not limited to):

- Hard/SSD drives
- CD/DVD's
- Flash media
- Tapes
- Floppy Disks
- Tablet and Cell Phones with non-removable storage
- Any other digital media

Responsibilities

The following procedures will be followed when the IT department receives digital media that is no longer needed:

1. When digital media is brought to IT and (or) acquired by IT, a Help Desk ticket will be created.
2. The Help Desk ticket will be assigned to the appropriate IT Team Member.
3. The Team member will proceed as follows:
 - a. Hard/SSD Drives will be destroyed using the Data Destroyer MVHD-1C hard drive shredder.
 - b. All floppy disks, CD/DVD's and floppy disks will be shredded using the Fellows C225C cross cutting shredding machine in the IT department copy room.
 - c. The memory chip on all flash media will be physically destroyed and properly disposed of.
 - d. All Tablets and Cell Phones will be reset to factory default then disposed of properly or remediated.