



<p>State of New Jersey IT Circular</p> <p>Title 152 – Information Disposal and Media Sanitization Policy</p>	NO: 09-10-NJOIT	SUPERSEDES:
	DATE PUBLISHED: 5/7/2009	
	VERSION:	EFFECTIVE DATE: IMMEDIATELY
	FOR INFORMATION CONTACT: Elizabeth Caldwell, Office of Policy and Planning (609) 633-0429	

ATTN: Directors of Administration and Agency IT Directors

I. PURPOSE

The purpose of the policy is to provide for the proper disposal or sanitization of media that has been damaged and/or is no longer needed. It is also to ensure that the information contained on such media is completely expunged before it leaves the State of New Jersey's control.

This policy applies to all media that a Department or Agency uses to store information. This policy is meant to establish a media disposal and sanitization process which is based on the classification of the information contained on the media. This policy is not intended to provide direction for records management, records retention, or records archiving, nor does it address the transfer of equipment within the State of New Jersey.

II. AUTHORITY

This policy is established under the authority of State of New Jersey Executive Order #42 Corzine (11/20/2006). This Order defines New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government.

The New Jersey Office of Information Technology (NJOIT) reserves the right to change or amend this circular to comply with changes in NJOIT or other agency policies.

III. SCOPE

This policy applies to all personnel including employees, temporary workers, volunteers, contractors, and those employed by contracting entities, and others who are tasked with the disposal or reallocation of the State of New Jersey property.

IV. DEFINITIONS

System

An organized assembly of resources and procedures--i.e. Computing and communications equipment and services, with their supporting facilities and personnel--that collect, record, process, store, transport, retrieve, or display information to accomplish a specified set of functions.

A. Media – Hard and Soft Copies

Electronic (or soft copy) media are the bits and bytes contained in hard drives, random access memory (RAM), read-only memory (ROM), disks, memory devices, phones, mobile computing devices, optical disks, magnetic tape, networking equipment, and any other type of material that that store, capture, or process data.

Hard copy media is the physical representations of information which includes but is not limited to paper printouts, transparencies, multipart forms, facsimile ribbons, microfilm or microfiche, drums and platens are all examples of hard copy media. These types of media are often the most uncontrolled. Information tossed into the recycle bins and trash containers exposes a significant vulnerability to accidental disclosures.

B. Confidential Information

Information of a sensitive nature that is available only to designated personnel. The disclosure, unauthorized access, or unauthorized use of confidential information would have a significant adverse impact on the State and/or the public.

C. Personal Information

Personally identifiable information about individuals that is protected by Federal and/or State law such as name, address, social security number, driver's license number, account numbers, mother's maiden name, etc. The disclosure, unauthorized access, or unauthorized use of Personal information would have a significant adverse impact on the individuals whose information was disclosed.

D. Sanitize/Purge

A media sanitization process that protects the confidentiality or sensitivity of the information by rendering the data unrecoverable by means of data, disk, or file recovery utilities. Also to make the data resistant to recovery attempts executed from standard input devices or data scavenging tools.

