

CHAPTER 11

ELECTRONIC DEVICE AND MEDIA SANITIZATION

PURPOSE:

This chapter establishes the requirements for electronic device and media sanitization of Department owned and leased information technology resources.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

All Department owned and leased information technology resources throughout all District and Central Office units within the Florida Department of Transportation.

11.1 Electronic Device and Media Sanitization Requirements

It is the policy of the Department of Transportation that all electronic devices and media shall be sanitized prior to being disseminated within the Department, disseminated outside of the Department, or being disposed of. Removable or external drives used solely for the transfer of data between computers are exempt unless being permanently disseminated or disposed of.

11.1.1 All Call Center Managers or their designee within the Department are responsible for the receipt and removal of hardware and electronic media/devices that contain confidential or exempt information into and out of a facility, and the movement of these items within the facility, shall implement procedures for clearing or purging confidential or exempt information from electronic media before the media are made available for re-use or disposal.

11.1.2 For movement of electronic devices and media within the Department, all confidential or exempt information shall be cleared prior to re-use. Clearing information is removal of sensitive data from a storage device at the end of a processing period in such a way that there is assurance, proportional to the sensitivity of the data, that the data may not be reconstructed using normal system capabilities.

11.1.3 For movement of electronic devices and media from inside to outside the Department, all confidential or exempt information shall be purged prior to re-use or disposal. Purging is the removal of data from a storage device at the end of a processing period in such a way that there is assurance, proportional to the sensitivity of the data, that the data may not be reconstructed except through open-ended laboratory techniques. Degaussing, overwriting, and media destruction are some of the methods for purging information. Degaussing is a process for erasing the magnetic media. Overwriting is a process for writing non-sensitive data in storage locations previously containing sensitive data.

TRAINING:

None Required.

FORMS:

None Required.