

**Pippa Passes Police Department
100 Purpose Road
Pippa Passes, KY 41844**

Disposal of Media Policy and Procedures

Subject: Disposal of Media Policy and Procedures

Purpose: The purpose of this guideline is to establish policies for the Disposal of Media Policy and Procedures.

Scope: This procedure applies to all members of the Pippa Passes Police Department, contractors, temporary staff, and other workers at the Pippa Passes Police Department, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by the Pippa Passes Police Department

General: The Pippa Passes Police Department recognizes that the appropriate and safe disposal of media, whether digital or physical, is vital to protect confidential information and files.

These rules are in place to protect sensitive and classified information, employees, and the Pippa Passes Police Department. Inappropriate disposal of the Pippa Passes Police Department and FBI Criminal Justice Information (CJI) and media may put employees, the Pippa Passes Police Department and the FBI at risk.

Policy- When no longer usable, hard drives, USB drives, diskettes, CDs, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by the Pippa Passes Police Department and Information Technology.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) Shredding using the Pippa Passes Police Department-issued shredders.
- 2) Placed in locked shredding bins for Shred-All to come on-site and shred. Shred-All is a licensed Shred company licensed through NAID and guarantees secure disposal of the contents. They provide services for paper and hard drive destruction.

Electronic media (hard drives, USB drives, CDs, printers and copier hard Hard-drives, etc.) shall be disposed of by one of the Pippa Passes Police Department \ Information Technology methods:

- 1) **Overwriting (at least three times)** - an effective method of clearing data from magnetic media.
- 2) **Destruction** – a method of destroying magnetic media. As the name implies, the destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.
- 3) **Recycling-** by Shred-All. Shred-All is a licensed Shred company licensed through NAID and guarantees secure disposal of the contents. They provide services for paper and hard drive destruction.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the Pippa Passes Police Department 's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

Enforcement - Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

Information Management Services Locator

Shred-All, Shred Innovations, Inc.

26 Porter Ln
Pikeville, KY US, 41501
Contact: Tracy Syck
(606) 432-1166
tracysyck2@gmail.com

NAID AAA Certified: Yes
[Monitor location's certification status](#)

NAID Certified Services:

Data Destruction Services

- Plant Based
 - Paper Records Destruction
 - Computer Hard Drive Destruction - Physical
- Mobile
 - Paper Records Destruction

Originally Certified: 10 March 2018
NAID AAA Certification Expires: 01 April 2023