

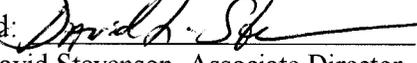


Management Instruction

Policy Statement 2002.1

Policy Area: Information Technology

Effective Date: 01/01/2002

Approved: 
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Office of Information Technology
Chief Technology Officer (Acting)

COURT SERVICES AND OFFENDER SUPERVISION AGENCY (CSOSA) IT COMPUTER SYSTEM HARD DISK DRIVE WIPING POLICY

I. COVERAGE

This policy covers all CSOSA Information Technology (IT) equipment with Hard Disk Drive (HDD).

II. BACKGROUND

The Hard Disk Drive (HDD) of a computer can contain Privacy and Freedom of Information Act (FOIA) data. Federal regulation OMB A-130 directs Agencies to provide access to the level of information required to perform job duties. Redistribution of used HDD's could allow individuals access to unauthorized data. The Security approved disk wiping process will enforce the requirement to remove all unnecessary data from a HDD.

III. POLICY

This policy establishes the process and procedures for disk wiping of used HDD's. Hard Disk Drives must be cleaned with an IT Security approved utility prior to redistribution (i.e. placing systems in the equipment loaner pool, reuse pool or excess). This also includes HDD's removed from systems during remedial maintenance or via a computer system upgrade. No HDD shall be redistributed or reutilized prior to performing the approved Security disk wipe process. Any exception to this policy must be approved by the Chief Technology Officer and the IT Security Officer.

IV. PROCEDURES

This section describes the process for wiping HDD on CSOSA computer systems prior to redistribution or excess.

A. Disk Wipe Process

- a) The CSOSA Office of Information Technology will wipe the HDD on all computer systems prior to redistribution or excess.
 - Servers will be wiped by the Infrastructure Team
 - Desktops and portables will be wiped by Field Support

- b) The HDD will be cleaned using the approved IT Security Disk Wipe Utility, which is a DOD 5520.22-M approved utility to wipe drives, used for classified information.
- c) The individual technician cleaning the HDD will affix a check-off sheet on each machine upon completion of wiping the HDD. The check-off sheet will contain the following information:
 - a) CSOSA Equipment Number
 - b) Make and Model
 - c) Date HDD Cleaned
 - d) Utility Software used
 - e) Technician Initials
 - f) Date Excessed (if applicable)
 - g) Send a completed copy via e-mail to the IT Security Officer
 - h) New images to be installed using the IT Laptop Baseline Ghost Image

B. Monitoring of Policy

IT Security Officer will perform random checks of computer systems ready for redistribution or excess to ensure the process is working properly.

C. Definitions

- a) HDD - Hard Disk Drive
- b) Excess - Equipment no longer required at CSOSA.
- c) Redistribution - Equipment to be placed in a reutilization pool for redistribution to a user.
- d) Laptop – Portable computer systems.