

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-154
Hard Drive Erase Procedures		
Effective Date: 12-02-15 Supersedes: 04-23-12	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually	Standards:

I. POLICY

To satisfy CJIS requirements: Any device with storage ability that is donated, sold or recycled must be wiped using a D.O.D. wipe process. This also applies to any storage device that is “parted out” as well as external hard drives that will be donated, sold, etc.

Following is the specific CJIS standard:

“The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.”

II. PROCEDURE

- Sheriff's Office Tech Services will create and maintain a spreadsheet for tracking purposes.
- Tech Services will then run the drive through a “D.O.D. wipe”. The wipe process needs to run at least 3 passes, (a write of all 0s, a write of all 1s and a random pattern write).
- The hard drive should be labeled that a D.O.D. wipe was completed, with the date completed, and the Altiris ticket number.
- The spreadsheet should be updated with the serial number of the hard drive, and the computer asset number (if the drive stays with the computer).
- If the hard drive cannot be wiped electronically, (drive won't spin up for example) then the drive needs to be destroyed. This can be done by drilling holes through the drive making sure to drill through the media or other physical destruction.

III. APPROVED PRODUCTS

We are currently licensed to use the Altiris Drive wipe process. This can be done via booting from CD or running a job from Altiris deployment console. The wipe jobs described will run a total of 6 passes.

By Order of the Sheriff