

	<b>State of Connecticut</b> <b>Office of Policy and Management</b>		
<b>Policy Title:</b>	<b>Disposal of Digital Media</b>		
<b>Policy ID:</b>	IT-SEC-16-02		
<b>Version:</b>	1.00		
<b>Date Issued:</b>	2/10/2016	<b>Date Effective:</b>	2/10/2016
<b>Last Review:</b>	N/A	<b>Next Review:</b>	2/10/2017
<b>Scope:</b>	Executive Branch Agencies	<b>Authority:</b>	<a href="#">C.G.S. § 4d-8a</a>
<b>Summary:</b>	This policy establishes the standards for the protection of data stored on decommissioned data storage devices or equipment owned by the State of Connecticut. This policy is not intended to address the data or work product that agencies contract for through a third party contractor.		

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## Purpose

This policy is established to implement standards and reporting requirements to ensure the protection of all data stored on decommissioned digital media.

For the purpose of this policy, digital media is defined as the data stored on computer hard drives, non-volatile storage including, but not limited to, memory chips, memory cards, flash cards, floppy disks, CD-ROM's, DVD's, or other media that stores information electronically.

## Scope

This policy covers all State of Connecticut Executive Branch agencies (including all higher education agencies) and agency employees whether permanent or non-permanent, full, or part-time (hereafter collectively referred to as "users") who access or use State systems in the performance of their assigned duties.

This policy does not apply to the Judicial or Legislative Branches of State government.

## Authority

In accordance with C.G.S. § 4d-8a, the Office of Policy and Management (OPM) is responsible for developing and implementing an integrated set of policies governing the use of information and telecommunications systems for state executive branch agencies.

## Policy Statements

1. Agencies may establish additional restrictions related to this policy that are deemed in the best interests of the agency. Any agency imposing additional restrictions must do so in a written policy, a copy of which must be provided to OPM for review and approval and distributed to affected employees prior to the effective date of the policy. No agency policy may be less restrictive than this policy.
2. State data may not leave the custody of the State on decommissioned data storage devices or equipment.
3. No State data storage devices or equipment containing digital media may be transferred to a third-party unless, prior to the transfer, all data contained on such assets is expunged in a manner to make retrieval of such data impossible.
4. No State digital media may be transferred to a third-party unless, prior to the transfer, all data contained on such data storage devices or equipment is expunged in a manner to make retrieval of such data impossible.
5. All State agencies shall maintain records pertaining to the decommissioning and disposal of all data storage devices and equipment containing State digital media. Such records should include the date of decommissioning, type of data storage devices, type of data contained on the devices, date of data expungement or media destruction, method used to expunge data or destroy media, method of ensuring the success of the expunging or destruction process, final disposition of media after data is expunged or media is destroyed, and person(s) performing these activities.
6. In addition to this policy, agencies must comply with the [Office of the State Comptroller Property Control Manual](#) to ensure proper asset management procedures are followed.
7. The Department of Administrative Services, Bureau of Enterprise Systems and Technology will provide agencies technical assistance for compliance with this policy and procedures.

## Compliance

Agency heads are responsible for ensuring compliance with this policy and may appoint a responsible designee from within their agency for policy oversight and administration.

Compliance with this policy is subject to audit by the Auditor of Public Accounts.

## Implementation

The State's Chief Information Officer is responsible for developing and disseminating procedures and standards governing the implementation of this policy. Such procedures and standards are considered an extension of this policy and compliance with their provisions is mandatory.

## Additional Resources

**Office of the State Comptroller Property Control Manual-**  
<http://www.osc.ct.gov/manuals/PropertyCntl/index.html>