



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Disposal of Media

Number: 130

Effective Date: January 10, 2019

Revised Date:

Rescinds:

Dated:

Approved By:

Purpose:

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at Myrtle Beach Police Department. These rules are in place to protect sensitive and classified information, employees and Myrtle Beach Police Department. Inappropriate disposal of Myrtle Beach Police Department and FBI Criminal Justice Information (CJI) and media may put employees, Myrtle Beach Police Department and the FBI at risk.

1. Application:

This policy applies to all Myrtle Beach Police Department employees, contractors, temporary staff, and other workers at Myrtle Beach 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 Myrtle Beach Police Department.

2. Disposal:

When no longer usable, hard drives, diskettes, tape cartridges, CDs, hard copies, printouts, 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 Myrtle Beach Police Department.

A. Physical Media

Each division will be responsible for their physical media. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using Myrtle Beach Police Department issued shredders, or

- 2) placed in locked shredding bins for a commercial licensed shredder to come on-site and shred, witnessed by Myrtle Beach Police Department personnel throughout the entire process.

B. Electronic Media

Information Systems will be the ONLY department allowed to dispose of electronic media. Electronic media (hard-drives, tape cartridge, CDs, flash drives, printer and copier hard drives, etc.) shall be disposed of by one of the following methods:

- 1) Overwriting (at least 3 times) - an effective method of clearing data from magnetic media.
- 2) Destruction- a method of destroying magnetic media. As the name implies, 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.

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

3. Enforcement:

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