MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: Disposal of Media	***Number: 130-A***
Effective Date: January 10, 2019	***Revised Date: October 16, 2026***
Rescinds: 130 – Disposal of Media	***Dated: 01-10-2019***

Approved By:

I. PURPOSE

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

II. POLICY

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

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

III. PROCEDURE

A. Disposal:

1. 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 the Myrtle Beach Police Department.

B. Physical Media

1. Each division will be responsible for its physical media. Physical media (printouts and other physical media) shall be disposed of by one of the following methods:

    a. Shredding using Myrtle Beach Police Department-issued shredders (crosscut, minimum P-4 security rating, consistent with NIST Special Publication 800-88 media sanitization guidelines as incorporated by the FBI CJIS Security Policy for destruction of physical media containing CJI), or

    b. 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.

C. Electronic Media

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

    a. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media.

    b. 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.

2. 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 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.

IV. REVIEW

The LASO shall review this procedure annually. The Chief of Police will approve any modifications or affirm the procedure as written by affixing their signature.