Subject:	Media sanitization		
Standard Number:	IST-SMST-STD-002		
Effective Date:	9-03-2020	Revised Date:	
Established By:	Tammie McClellan	Date:	09/03/2020

APPLICABILITY/ACCOUNTABILITY:

This standard applies to all IST, School of Modeling, Simulation, & Training (IST-SMST) students, employees and others who use IST-SMST information system resources or multi-function devices.

STANDARD:

Prior to disposing, transferring or reusing media outside of IST-SMST, all digital media must be erased or destroyed in accordance with university and IST-SMST media sanitization standards.

- Computer systems, removable media, and storage devices must be shred or destroyed, or the information contained therein cleaned and purged in such a manner that the information cannot be retrieved or reconstructed.
    - When destroying controlled unclassified information, the guidance for destruction in NIST SP 800-88, Guideline for Media Sanitization is to be followed or any method of destruction approved for Classified National Security Information (32 CFR 2001.47), as outlined by the National Security Agency's Media Destruction Guidance, unless a CUI category's authority mandates destruction by some other method (CUI Specified) as required by law, regulation, or government policy for the specific information.
- Printers, copiers, and scanners shall be set so as not to store document copies or minimally store in an encrypted state in volatile memory and then be immediately erased. See UCF Multi-Function Device standard.

For any printed materials containing restricted information, Controlled Unclassified Information (CUI), For Official Use Only (FOUO), or proprietary information:

- Do not dispose in regular waste baskets.
- Use only paper shredders authorized for controlled information that meet either condition:
    - Cross cut shredder producing particles 1 mm x 5 mm (0.04 in. x 0.2 in.) in size or smaller;
    - Pulverize/disintegrate the paper materials using disintegrator device equipped with a 3/32 in. (2.4 mm) security screen.

The Help Desk is available to assist with proper sanitization of any device, information system or media.

REFERENCES:

- UCF Multi-Function Device Standard
- IST-SMST-004: Media Protection: Use, storage, and disposal
- NIST 800-88, R1 Guidelines for Media Sanitization
- National Security Agency's Media Destruction Guidance