

Information Security #5 checklist (section 3.9.8)

October 5, 2011

The left column indicates whether the standard is listed in the Information Security Plan as a **Must** or **Should**. A justification must be written for any standard not followed in the department procedures. The justification must be approved by the IT Manager for items listed as a **Should** and also reviewed with the IT Security Office if the item was listed as a **Must**. The IT manager must review, sign and date, all exceptions every six months to indicate that the exception is still necessary.

M/S	Item	Y/N
M	1. IT support staff ensure all information (OS, software, data) sanitized from equipment prior to surplus (rewrite every sector once, versus format).	
S	2. Built in ATA ANSI Secure Erase command for drives larger than 15GB provides acceptable sanitization.	
M	3. Degaussing not a sanitization option due to potential for bodily harm.	
M	4. Media (hard drives, tapes, CDs, etc) must be removed from surplus systems and labeled for destruction.	
M	5. Managers ensure old CDs/DVD (including licensed software) are shredded.	
M	6. For media (hard drives, CDs, tapes, etc) that cannot be sanitized or too time consuming, IT support staff can drop off at Material Management to physically secure prior to shredding.	
M	7. Managers ensure proper documentation for surplus items at pickup.	