

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Information Technology Services
Subject:	Electronic Media Disposal Policy
Date Issued:	December 2021
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Approved By:	President's Cabinet – August 27, 2025

I. Policy/Procedure

This document outlines the procedure for proper disposal of electronic media.

II. Purpose

The purpose of this document is to provide a step-by-step solution for the college's electronic media destruction process. Information Technology Services (ITS) will provide the appropriate actions required to properly dispose of magnetic data storage devices and other electronic media to ensure sensitive material cannot be recovered by an unauthorized individual.

Information systems capture, process, and store information using a wide variety of media. This information is located not only on the intended storage media but also on devices used to create, process, or transmit this information. Proper erasure of media is a key element in assuring data confidentiality and reducing the risk of unauthorized disclosure of information. Protecting personally identifiable information includes but is not limited to student records, personnel records, and protected health and payment card information. In order to provide appropriate controls on the information we are responsible for safeguarding, we must properly dispose of the college's electronic media.

III. Scope

This procedure applies to employees, contractors, consultants, temporary employees, and other workers at the college. This document aids in establishing clear guidelines for disposal of media that contains Luther-related content.

IV. Terms and Definitions

- NIST - NIST is the National Institute of Standards and Technology, a unit of the U.S. Commerce Department. Formerly known as the National Bureau of Standards, NIST promotes and maintains measurement standards.

V. Procedures and Guidelines

A. NIST Guidelines

This procedure has been adapted from elements of the National Institute of Standards and Technology (NIST) Special Publication 800-88 guidelines. The information and

recommendations made in this document have drawn heavily on the guidelines set forth by the NIST publication.

B. Information Protection and Media Disposition

In order for the college to have appropriate controls on the information it is responsible for safeguarding, it must properly protect all electronic media used. One source of illicit information collection involves unauthorized parties gaining access to improperly disposed electronic media or reconstruction of data on electronic media not erased in an appropriate manner. Media flows in and out of an organization's control through equipment repairs or electronic media swapped into other systems due to upgrades or emergencies. This potential vulnerability can be mitigated through proper understanding of where information is located, what that information is and how to protect it.

C. Primary Media Types

Electronic media is the information contained in hard drives, USB removable media, disks, memory devices, phones, mobile computing devices, networking equipment, assistive technology, and many other formats. Media will continue to advance and evolve over time. The processes described in this document should guide media disposal decision-making, regardless of the type of electronic media in use.

D. Procedure for Media Disposal

Between the time the electronic media containing sensitive data is removed from service, and the time it is destroyed, it must be safeguarded. Proper procedures must be followed for regulatory and compliance reasons. The following steps should be followed as a part of the media disposal process:

- Supervisor/Department Head verifies that media doesn't need to be archived for business, legal, or historical reasons.
- Supervisor/Department Head creates a Technology Help Desk ticket.
- Media is either dropped off at the Technology Help Desk or picked up upon request. Ticket status becomes "open" and the ticket number is noted on the media.
- Media for servers and data storage subsystems is transferred to Network and Systems; Everything else is transferred to Workstation Support.
- Media is erased using DoD compliant software or is physically destroyed.
- Ticket is closed. The Supervisor/Department Head will receive notification via the ticket upon completion of the media's erasure or destruction.
- Reports of media disposal will be available to authorized individuals upon request.