

State of Louisiana
Office of Technology Services
Data Sanitization Policy

IT POL 1-04

Purpose

The Office of Technology Services (OTS) continues its commitment to the information security requirements for maintaining data privacy and protection. This policy clearly indicates the responsibilities and actions required to ensure data is properly removed prior to the release or disposal of equipment.

Scope

All entities under the authority of OTS, pursuant to the provisions of Act 712 of the 2014 Regular Legislative Session, shall comply with this policy.

This policy does not apply to any device or electronic media seized, confiscated, or requested as evidence to support any administrative, legal, or lawful action.

Definitions

(For the purposes of this document)

Data Sanitization – the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. A device or electronic media that has been sanitized has no residual data, even when data recovery is attempted with advanced forensic tools.

Device – any equipment, hardware, or system owned, managed, or utilized by an agency or its agents to transmit, store, or process data. Examples include, but not limited to: laptops, desktops, servers, routers, smart phones, PDAs, tablets, monitoring systems, printers, fax machines, or copiers.

Electronic Media – any media owned, managed, or utilized by an agency or its agents with the capability to store, transmit, or receive data. Examples include, but not limited to: CDs, DVDs, Hard Drives (HDD), Backup tapes, USB drives, SD cards, network attached storage, or internal system memory components (ROM and RAM).

Policy

Any electronic media or device subject to surplus, disposal, transfer, or otherwise permanently leaving the possession of a state agency or its agents shall be sanitized using approved equipment, techniques, and procedures as required by IT STD 1-17 Data Sanitization - Standards and Requirements.

Responsibilities

Agencies shall:

- Review and ensure compliance with current data or record retention policies and directives prior to taking any approved actions to overwrite or destroy data.
- Establish operational processes to ensure compliance with this policy.
- Utilize the assigned data classification level, as required by IT POL 1-26 Data Classification Policy, to determine the required sanitization method.
- Maintain sanitization log records, as defined in IT STD 1-17 Data Sanitization - Standards and Requirements, indefinitely.
- Report any violation of this policy directly to OTS Information Security resource in a timely manner.

Related Policies, Standards, Guidelines

IT POL 1-26 Data Classification Policy

IT STD 1-17 Data Sanitization - Standards and Requirements

Owner

Division of Administration, Office of Technology Services, Information Security

Contact Information

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Revision History

Date	Author	Description
10/21/2014	Ivory Junius	Creation
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Authorization



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