

**DISPOSAL OF APHIS DATA CENTER COMPUTER ROOM MEDIA AND
EQUIPMENT POLICY**

1. PURPOSE

This Directive establishes policy and APHIS standard requirements for the disposal or reuse of computer media and equipment in APHIS Data Center Computer Rooms. This policy will ensure that appropriate procedures are followed to prevent unauthorized use or misuse of federal information, and to ensure that sensitive or classified data is not compromised.

2. AUTHORITY/REFERENCES

- a. APHIS 3440, APHIS Information Security Handbook, dated 5/2/06.
- b. Executive Order 12999, Educational Technology, dated 4/17/96.

3. DEFINITIONS

- a. Degauss. The process by which all data on magnetic media is made unreadable by use of powerful magnets.
- b. Degausser. A commercially available device used to remove data from magnetic storage mediums.
- c. Disposal. The transfer of computer media and equipment to a Government agency other than APHIS, donation, destruction, or land fill.
- d. Equipment. Server, personal computer, external drive bay, tape drive, or back-up device normally found in a Data Center Computer Room.
- e. Media, Degaussable. Any hard drive, tape, or any other cartridge or removable magnetic media used to store information and data.
- f. Media, Non-Degaussable. Any CD, or DVD (non-magnetic) media that could be used to store data in a Data Center Computer Room.
- g. Sanitizing. The process of removing data from media prior reuse or disposal.

4. POLICY

- a. All Data Center Computer Room media and computer equipment will be sanitized prior to reuse or disposal using methods described below.
- b. Media must be sanitized within 120 days after being removed from service. Until degaussed, over-written, or destroyed, the media will be considered to contain sensitive data and be handled as such.
- c. The following sanitation procedures will be followed for all media to be reused within APHIS.
 - (1) Hard drives will be over-written with a commercially available program which writes random characters over the entire hard drive making data recovery impossible. The hard drive can then be placed back in the equipment for reuse within APHIS.
 - (2) Tapes, other cartridges, or removable magnetic media will be degaussed, formatted, or completely erased prior to reuse within APHIS.
- d. The following sanitation procedures will be followed for all media prior to disposal:
 - (1) All data on any storage media must be sanitized prior to disposal.
 - (a) Media containing classified information will be destroyed in accordance with Attachment 1.
 - (b) Regardless of the perceived sensitivity of the data, all other USDA APHIS magnetic media will be sanitized by degaussing or destroyed before disposal. **IMPORTANT:** Hard disk drives are rendered permanently unusable by degaussing. Hard disk drives should only be degaussed if they are no longer needed, are technically obsolete, or are already damaged. Other magnetic media can be reused after degaussing, but may require reformatting. Degaussing may be accomplished by the Data Center if it possesses a degausser or by a contractor certified to perform media disposal.
 - (c) Non-magnetic media such as CDs or DVDs will be sanitized by using CD/DVD destroyer/chipper/shredder after which they can be disposed of in regular trash.

- (2) Media that has been degaussed can be disposed of by the APHIS Data Center Computer Room Manager or APHIS-designated contractors. Degaussing is the minimum requirement prior to disposal.
- (3) Data Center Computer Room Managers will use form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, as the Media Disposal Record. This form will be maintained in each APHIS Data Center Computer Room. For instructions see Attachment 1.
 - (a) The following information will be recorded for each media disposal action utilizing form AD-112: media type; model; serial number; date of degaussing; date of disposal; method of degaussing including vendor, if applicable; who performed the degaussing; and the APHIS Data Center manager's name and signature verifying proper procedure was followed.
 - (b) Records of media disposal (form AD-112) will be retained for 5 years. Attach supporting vendor documentation, if the degaussing or disposal was conducted by a vendor.
- e. Data Center Computer Room equipment, not including media of any type, may be transferred externally or donated, in accordance with Executive Order 12999, Educational Technology, using form AD-107 or disposed of using form AD-112.

5. RESPONSIBILITIES

- a. The APHIS Chief Information Officer will:
 - (1) Approve and ensure implementation of this Directive.
 - (2) Approve any modifications to this Directive.
 - (3) Ensure that appropriate funding is available to support the sanitation activities required by this Directive.
- b. The MRPBS, ITD, Technical Resource Management (TRM) Manager, will:
 - (1) Maintain this Directive, including receiving requests for, and executing, modifications in response to change requests and/or new requirements.
 - (2) Perform a quarterly review of APHIS Data Center disposal procedures to ensure that the terms of this Directive are followed.

- (a) Inspect Media Disposal records (form AD-112) to ensure that records are maintained in compliance with the terms of this Directive.
 - (b) Review, approve, and sign reports of quarterly reviews of APHIS Data Center disposal procedures.
 - (c) Review and sign reports of corrective actions performed as a result of deviations identified during quarterly reviews.
 - (d) Ensure that deviations identified during quarterly reviews are corrected within 30 days.
- (3) These duties may be delegated to TRM Systems Administration East and TRM Systems Administration West Managers.

c. APHIS Data Center Computer Room Managers will:

- (1) Comply with the terms of this Directive.
- (2) Maintain APHIS Data Center Media Disposal records (form AD-112) in accordance with the terms of this Directive.
- (3) Inspect computer rooms to ensure the proper disposition of any media not currently in service.
- (4) For each quarterly review, prepare a report describing how the review was conducted, and notating any deviations from procedures outlined in this Directive identified during the review.
- (5) If deviations are identified during a quarterly review, prepare a report describing how the deviations were corrected.
- (6) Correct deviations identified during quarterly reviews within 30 days.

6. INQUIRIES

- a. Questions concerning the information and processes described in this Directive should be directed to the MRPBS, ITD, TRM Manager at 301-851-2501.
- b. This Directive can be accessed on the [APHIS](#) Administrative Issuances homepage.

/s/

Gregory L. Parham
APHIS Chief Information Officer

Attachment