

## Operational Policy

<b>Policy title:</b>	Media Protection and Disposal Policy		
<b>Policy number:</b>	ODHS OHA 090-011		
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<b>Approved:</b>	Kris Kautz, OHA Deputy Director Don Erickson, ODHS CAO		

### Purpose

Improper disposal of digital and physical media containing protected information increases the risk for a potential loss of data. Implementation and maintenance of security measures is necessary to protect digital and physical media. This policy addresses the proper disposal of protected information stored on digital and physical media for the Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA).

### Description

This policy establishes the requirements for the protection, disposal, sanitization, and destruction of ODHS|OHA information stored on digital or physical media to prevent unauthorized access to agency data.

### Applicability

This policy applies to all ODHS|OHA staff including employees, volunteers, trainees, interns, as well as partners and contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal laws. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy

1. Digital media includes any form of electronic media designed to store data in a digital format. This includes but is not limited to memory device in laptops, computers, and mobile devices, and any removable, transportable electronic media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory cards.
2. Physical media refers to media in printed form. This includes, but is not limited to, printed documents, printed imagery, and printed facsimile.
3. ODHS|OHA staff shall ensure that digital and physical media used to process, store, or transmit protected information shall be securely stored within physically secure locations or controlled areas, with access restricted to authorized staff. Protected information includes personally

identifiable information (PII), protected health information (PHI), federal tax information (FTI), Criminal Justice Information (CJI), Social Security Administration (SSA) information, Payment Card Industry (PCI) information, and data covered by Title 42 Code of Federal Regulations (CFR) Part 2 (Confidentiality of Substance Use Disorder Patient Records).

4. Activities associated with the transport of media containing protected information shall be:
  - a. Restricted to authorized staff;
  - b. Transported only when necessary to limit risk of loss or theft;
  - c. Protected when the media is transported outside of controlled areas; and
  - d. Documented to show a chain of custody including what type of media was transported, the method of transportation, the date and time it was collected, names of individuals who handled it, and the date, time, and location where it was received.
5. Protected information is stored on physical or digital media for as minimal amount of time necessary to achieve the intended use of the data. After the physical or digital media containing protected information is no longer needed it must be removed from service and either sanitized for reuse or destroyed.
6. Digital media containing protected information shall be:
  - a. Sanitized prior to disposal, released out of the agency's control, or released for reuse, using defined sanitization techniques in accordance with state and federal requirements.
    - A. Sanitization is defined as overwriting at least three times or degaussing digital media prior to disposal or release for reuse by unauthorized individuals.
    - B. Sanitization mechanisms shall be employed with the strength and integrity equal to the security category or classification of the information.
    - C. Verification of the sanitization process is required.
  - b. Digital media containing CJI shall be destroyed by a CJIS-authorized contracted entity and witnessed by a CJIS-authorized ODHS|OHA staff throughout the process.
  - c. Digital media containing FTI shall be destroyed by a contracted entity and witnessed by ODHS|OHA staff throughout the process.
  - d. Digital media containing PHI shall be destroyed by a contracted entity who has a business associate agreement (BAA) with ODHS|OHA.
7. Physical media containing protected information shall be disposed according to the ODHS|OHA 090-011-01 Media Disposal Process. of by one of the following methods:
  - a. Shredded on-site by authorized ODHS|OHA staff using agency-issued shredders.
  - b. Placed in locked shredding bins for a contracted entity to shred, witnessed by authorized ODHS|OHA staff throughout the entire process.
  - c. Incinerated and witnessed by authorized ODHS|OHA staff at contractor incineration site.
8. ODHS|OHA staff working remotely at an alternate worksite shall comply with the agency's privacy and security policies to protect information assets, including protected information. An alternate worksite is a mutually agreed upon location different than the central worksite.
  - a. Managers shall direct staff to ensure the appropriate level of security for protecting agency information and equipment in transit or at the alternate worksite.
  - b. Staff are required to have manager approval to print to an authorized ODHS|OHA provided printer at an alternate worksite. Staff shall secure printed documents containing protected information (locked drawers, bins) until they can be returned to the office for shredding or other secure disposal.
  - c. Digital media shall be disposed according to step five above.

9. ODHS|OHA staff shall maintain records documenting all digital media disposal activities in compliance with the ODHS|OHA Records Retention and Management Policy and litigation hold requirements. Documentation shall include:
  - a. Information about the media (type, serial number, other unique identifiers).
  - b. Date of media disposal.
  - c. Persons performing the disposal activity.
  - d. Method used to render all data unusable, such as the software tool used or physical destruction of the media.
  - e. Signature of the person responsible for ensuring that all data on the storage media has been rendered unusable.

## References

[42 CFR Part 2 Confidentiality of Substance Use Disorder Patient Records](#)

[45 CFR 160.103 Public Welfare General Administrative Requirements: Definitions](#)

[45 CFR 164.310 Physical Safeguards](#)

[ORS 279 Public Contracting and 279A Public Contracting](#)

[OAR 166-005 Archives](#)

[OAR 166-030 Archives and Record Retention](#)

[DAS Electronic Waste \(E-Waste\) Overview-Information about E-Waste Recycling, Destruction, and Re-Use](#)

[DAS E-Waste Guidelines](#)

[DAS 107-011-050 PR Sustainable Acquisition and Disposal of Electronic Equipment \(e-waste/recovery\)](#)

[ODHS|OHA 090-011-01 Media Disposal Process](#)

[ODHS|OHA 090-011-02 Media Disposal Process Map-Criminal Justice Information \(CJI\)](#)

[ODHS|OHA 090-011-03 Media Disposal Process Map-Federal Tax Information \(FTI\)](#)

[ODHS|OHA 090-011-04 Media Disposal Process Map-Protected Information that is not Criminal Justice Information \(CJI\) or Federal Tax Information \(FTI\)](#)

[Federal Bureau of Investigation \(FBI\) Criminal Justice Information Services \(CJIS\) Security Policy](#)

[FBI CJIS Security and Management Control Outsourcing Standard for Non-Channelers](#)

[Federal Information Processing Standards Publication \(FIPS\) Standards for Security Categorization of Federal Information and Information Systems](#)

[Internal Revenue Service Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)

[MARS-E Document Suite, Version 2.0, Volume III: Catalog of Minimum Acceptable Risk Security and Privacy Controls for Exchanges](#)

[National Security Agency \(NSA\) |Central Security Service \(CSS\) Media Destruction Guidance](#)

[National Institute of Standards and Technology \(NIST\) SP 800-53 Rev. 5, Security and Privacy Controls for Federal Information Systems and Organizations](#)

[NIST SP 800-60 Volume II, Rev. 1: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories](#)

[NIST SP 800-88, Rev. 1 Guidelines for Media Sanitization](#)

[Payment Card Industry Security Standards Council](#)

**Related policies**

[DAS 50.050.01 Working Remotely](#)

[DAS 107-001-020 Public Records Management](#)

[DAS 107-004-050 Information Asset Classification](#)

[DAS 107-004-051 Controlling Portable and Removable Storage Devices](#)

[DAS 107-004-100 Transporting Information Assets](#)

[DAS 107-004-110 Acceptable Use of State Information Assets](#)

[DAS 107-011-140 Sustainable Procurement and Internal Operations](#)

[ODHS 100-013 Policy on the Business Associate Relationship between ODHS and OHA](#)

[OHA 100-013 OHA Business Associate Relationships](#)

[OHA 010-018 Policy on Records Retention and Management Structure](#)

[ODHS|OHA 010-018 Records Retention and Management Policy](#)

[ODHS|OHA 070-014 Information Technology Asset Management Policy](#)

[ODHS|OHA 090-009 Administrative, Technical and Physical Safeguards Policy](#)

This policy shall be reviewed at least once every year to ensure relevance.

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**History**

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