Reclamation Manual
Directives and Standards

Subject: Reclamation Information Technology (IT) Security Program (ITSP): IT Asset Disposal

Purpose: Establishes minimum requirements for the disposal or transfer of used IT assets.

Authority: The Privacy Act of 1974 (5 U.S.C. § 552a); Federal Managers' Financial Integrity Act of 1983 (Public Law 97-255); The Computer Security Act of 1987 (Public Law 100-235); Fiscal Year 2001 Defense Authorization Act (Public Law 106-398) including Title X, Subtitle G, *Government Information Security Reform*; Office of Management and Budget (OMB) Circular A-123, *Management Accountability and Control* (31 U.S.C. § 3512, June 21, 1995); OMB Circular A-130, Appendix III, *Security of Federal Automated Information Systems* (50 Federal Register 52730, December 24,1985); *Practices for Securing Critical Information Assets*, Critical Infrastructure Assurance Office (CIAO) (January 2000); Department of the Interior Departmental Manual Part 375, Chapter 19, *Information Technology Security*; and Department of the Interior Information Resources Management (IRM) Bulletin 2001-0004, dated June 28, 2001.

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1. **Introduction.** Reclamation computer systems are routinely transferred within Reclamation, disposed of, or donated to organizations that are outside of Reclamation's control. Care must be taken to ensure sensitive and restricted data and copyrighted material do not remain on these systems.

2. **Goal.** To ensure no electronically stored data or copyrighted material are inappropriately transferred to organizations within or outside of Reclamation through the disposal or transfer of Government property.

3. **Definitions.**

    A. **Degaussing.** The process of magnetically erasing electronically stored data through the use of an approved device.

    B. **Wiping.** The process of overwriting electronically stored data or software with binary zeroes or ones using an appropriate software program.

    C. **Reformatting.** The process of re-initializing a data/software storage device, such as a magnetic disk.

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D. **Erasure.** The process of destroying the usefulness of information or data stored on optical, electronic, or magnetic media by setting the state of the information or data to some known initial condition. The initial condition renders the media reusable but ensures that the original information or data cannot be recovered through any normal means. The erasure technique employed must be appropriate to the type of media and sensitivity level of the original information.

4. **Scope.** This Directive and Standard applies to:

A. All Reclamation-owned/-leased, -operated, and -maintained IT assets, e.g., personal computers (PCs), servers, Supervisory Control and Data Acquisition, network equipment, and storage media devices such as tapes, disks, Programmable Read Only Memory chips (PROMs), smart cards, and Personal Digital Assistants.

B. All Reclamation-owned/-leased IT assets operated and/or maintained by contract or temporary personnel.

C. All Reclamation-owned/-leased IT assets operated and/or maintained by organizations or personnel other than Reclamation.

5. **Procedures.**

A. **Official Records.** All data must be reviewed, and any record material must be preserved in accordance with established Records Management guidance.

B. **System Disposal and External Transfer.** Before disposal or transfer, any system used for storing Reclamation data requires the data/software storage components will be either degaussed, using an approved National Security Agency degaussing device, or wiped, using approved wiping software.

C. **Internal Transfers.** When PCs are transferred from one individual to another within Reclamation, the storage media must be reformatted.

D. **Excessed Computer Equipment.** No equipment will be excessed until the appropriate method of data sanitation has been applied to all storage media contained within the equipment. In some cases, non-volatile memory devices, such as removable flash cards, floppies, ZIP disks, back-up tapes, Compact Disks for Read/Write, PROMs, etc., exist and may contain sensitive information. These forms of memory devices must be erased or removed from the equipment such that the original information is rendered useless before it is transferred, disposed of, or donated. Media that cannot be effectively erased, e.g., Compact Disk-Read Only Memory, must be removed or destroyed.

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E. **Disposal Certification.** Certification (Form 7-2538) must be provided to the local property officer and Form 7-2538a must be affixed to the property, certifying that all forms of data have been appropriately removed from the equipment. These forms can be obtained from your local property officer. No property may be transferred, donated, recycled, sold, or scrapped without the approval of the servicing property office.

6. **Responsibilities.**

A. **Chief Information Officer (CIO).** The CIO has overall responsibility for the ITSP in Reclamation.

B. **Directors of Reclamation Regions and Offices.** Directors of Reclamation Regions and Offices have responsibility for the security of the IT systems under their authority. This responsibility may be delegated no more than one level down (Deputy or Assistant Directors).

C. **Reclamation's IT Security Managers (ITSMs).** The ITSMs support and assist Reclamation organizations in the proper disposal and transfer of IT equipment.

D. **Asset Owners (Custodial Officers).** Asset Owners have the responsibility for ensuring the data is reviewed to determine if any record material must be preserved in accordance with established Records Management guidance. In addition, they are responsible for coordinating the sanitization and obtaining signed certification (Forms 7-2538 and 7-2538a). This must be done prior to the IT asset being transferred to the servicing property office. When PCs are transferred from one individual to another within Reclamation, the asset owner must ensure the storage media has been reformatted.

E. **Reclamation IT/IRM Organizations.** Reclamation IT/IRM Organizations are responsible for obtaining the necessary equipment and software to assist Reclamation asset owners in complying with this Directive and Standard. Designated IT/IRM personnel are also responsible for sanitizing the equipment and signing certification forms 7-2538 and 7-2538a. The IT/IRM organization will provide to the servicing property office a list of those individuals authorized to sign the certification forms.

F. **Servicing Property Office.** The Servicing Property Office is responsible for disposal of IT equipment. No property may be transferred, donated, recycled, sold, or scrapped without properly signed certification forms 7-2538 and 7-2538a.

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7. **Related Directives and Standards.** For related and supporting Directives and Standards see the IRM section of the RM.