



Department of Energy

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

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SUBJECT: Sanitization of Department of Energy Information
System Storage Media, Memory Devices, and Other
Related Hardware

This memorandum clarifies roles and responsibilities for sanitization¹ and destruction of information systems storage media, memory devices, and other related hardware. Specifically, it distinguishes cyber security roles from property management responsibilities.

The Department of Energy (DOE) maintains a large inventory of information technology (IT) equipment that has memory and storage capabilities all of which must [either] be sanitized [or destroyed] before being transferred, declared excess, or removed from DOE's custody.

Property management personnel are responsible for the accounting and disposition of IT equipment. Additionally, property management personnel are responsible for ensuring that sanitization certification documentation is attached to each IT item before transfer. However, property management personnel are not responsible for the physical act of sanitizing IT equipment.

Qualified cyber security personnel are responsible for sanitizing and/or destroying information systems storage media, memory devices, and other related hardware which includes the preparation of certification documentation.

DOE N 205.12, *Clearing, Sanitizing, and Destroying all Information Systems Storage Media, Memory Devices, and other Related Hardware* establishes the requirements and responsibilities for clearing, sanitizing, and destruction of all information systems storage media, memory devices, and other related hardware. DOE organizations are encouraged to review their site security plans and procedures to ensure that the chain of custody, roles

¹ As applied in this Memo, the term "sanitization" means the process of removing data from media before it is reused in an environment that does not provide an acceptable level of protection for the data that was stored on the media before sanitizing. Information system resources will be sanitized before they are released from classified information controls or released for use at lower classification levels.



and responsibilities, sanitization procedures, and documentation associated with the sanitization and destruction of IT equipment are consistent with DOE N 205.12.

Should you have any questions regarding sanitization and destruction responsibilities and procedures, please contact Dishecal Manley, Office of Cyber Security, at (202) 586-9477. Property management related questions should be addressed to Jerry Hanley, Office of Resource Management, at (202) 287-1596.