

Reclamation Manual

Directives and Standards

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| Subject: | Reclamation Information Technology (IT) Security Program (ITSP): IT Asset Disposal – Information Sanitization |
| Purpose: | This Directive and Standard (D&S) establishes minimum requirements for information sanitization prior to the disposal or transfer of Government IT assets. The benefit of this D&S is that it will assist in ensuring that no electronically stored information or copyrighted materials are inappropriately transferred to organizations within or outside of the Bureau of Reclamation. |
| Authority: | The Privacy Act of 1974 (5 U.S.C. 552a); Federal Managers’ Financial Integrity Act of 1983 (Pub. L. 97-255); The Computer Security Act of 1987 (Pub. L. 100-235); Title III of the E-Government Act of 2002 (Pub. L. 107-347), <i>Federal Information Security Management Act</i> ; Office of Management and Budget (OMB) Circular A-123, <i>Management Accountability and Control</i> (31 U.S.C. 3512, June 21, 1995); OMB Circular A-130, Appendix III, <i>Security of Federal Automated Information Systems</i> (50 Federal Register 52730, December 24,1985); Department of the Interior Departmental Manual Part 375, Chapter 19, <i>Information Technology Security</i> ; National Institute of Standards and Technology (i.e., NIST) Special Publication 800-88, <i>Guidelines for Media Sanitization</i> ; and Department of the Interior Information Technology Security Handbook, reference Chief Information Officer Memorandum, dated March 20, 2008. |
| Approving Official: | Associate Chief Information Officer, Information Resources Office (IRO), 84-21000 |
| Contact: | IT Services Division, 84-21100 |

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 information and copyrighted material do not remain on these systems that would violate laws, compromise members of the public, or any way jeopardize Reclamation’s personnel, facilities, or operations.
2. **Applicability.** The asset disposal processes outlined in this D&S:
 - A. Are applicable to all Reclamation-owned, -leased, -operated, and -maintained IT assets, e.g., personal computers (PCs), servers, supervisory control and data acquisition systems, intelligent electronic devices, geographic information systems, hydro-meteorological systems, network equipment, and storage media devices such as tapes, disks, Programmable Read Only Memory chips (i.e., PROMs), smart cards, and personal digital assistants;

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- B. Must be followed by all employees, contractors, volunteers, and temporary staff disposing of any Reclamation IT assets identified in Paragraph 2.A., above;
 - C. Are applicable to all Reclamation-owned IT systems operated and/or maintained by organizations or personnel other than Reclamation, including contract or temporary personnel; and
 - D. Are not intended to address the disposal, sanitization, or redeployment requirements associated with national security information systems or devices associated with national security information systems. Such systems/devices are covered under the requirements of Executive Order 13526, as amended. Please contact the IRO for help with the disposal, sanitization, or redeployment requirements for national security information systems or devices.
3. **Definitions.**
- A. **Degaussing.** The process of magnetically erasing electronically stored data through the use of an approved device. Proper degaussing of a device, specifically magnetic disks, will render the device unusable such that it cannot be redeployed. Degaussing must only be used when other solutions are not available or cannot ensure complete removal of sensitive information.
 - B. **Disposal.** As used within this D&S, disposal refers to cases where Reclamation systems and/or information are transferred within Reclamation, donated or transferred to organizations outside Reclamation, or excessed.
 - C. **Erasure.** The process of destroying the usefulness of information stored on optical, electronic, or magnetic media by setting the state of the information to some known initial condition. The initial condition renders the media reusable but ensures that the original information 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. Wiping, degaussing, and reformatting, as discussed in these definitions, are all forms of erasure.
 - D. **Reformatting.** The process of re-initializing an information storage device, such as a magnetic disk. Re-initialization places the device in a condition that prevents simple recovery of the information on the device. Information may still be recoverable, but such recovery will typically require the use of special software tools.
 - E. **Wiping.** The process of overwriting electronically stored information with binary zeroes or ones using an appropriate software program. Proper wiping will eradicate sensitive information from a device and will typically enable re-use or redeployment of the device.

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4. Responsibilities

- A. **Associate Chief Information Officer, IRO.** The Associate Chief Information Officer, IRO has overall responsibility for the ITSP in Reclamation.
- B. **Information System Security Managers (ISSMs).** The ISSMs support and assist Reclamation organizations and asset owners with the proper disposal and transfer of IT assets.
- C. **Asset Owners (Executive Owners, Business Owners, or Functional Sponsors).** Asset owners have the responsibility for ensuring that information residing on IT assets being disposed of or redeployed is reviewed to determine if any record material must be preserved in accordance with established records management requirements. 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 addressed in accordance with Paragraph 5.C., below.
- D. **Reclamation IT/Information Resources Management (IRM) Organizations.** Reclamation IT/IRM organizations are responsible for obtaining, supporting, and operating the necessary equipment and software to assist Reclamation asset owners in complying with this D&S. Experienced and designated IT/IRM personnel are 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.
- E. **Servicing Property Office.** The servicing property office is responsible for disposal of IT equipment. No property shall be externally transferred, donated, recycled, sold, or scrapped without properly signed certification Forms 7-2538 and 7-2538a.

5. Procedures.

- A. **Official Records.** Prior to asset disposal, all information residing on Reclamation's IT assets must be reviewed, and any official records material must be removed and preserved in accordance with established records management requirements. Where the IT assets being disposed of constitute an IT system, the applicable decommissioning plan must also be followed.
- B. **Asset Disposal Involving External Transfer.** Before any asset disposal involving external transfer occurs, any asset storing Reclamation information must have all its data/software storage components degaussed, using an approved National Security Agency degaussing device, or wiped, using approved wiping software.

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- C. **Internal Transfers.** When IT assets (e.g., PCs or laptops) are transferred from one individual to another within Reclamation, the primary storage media must be reformatted and then reimaged. All other devices transferred from one individual to another within Reclamation shall be wiped prior to transfer.
- D. **Excessed Computer Equipment.** No equipment will be excessed until the appropriate method of information erasure has been applied to all storage media contained within the equipment. In some cases, non-volatile memory devices, such as removable flash cards (“thumb-drives”), floppies, ZIP disks, back-up tapes, compact disks, read only memories (ROM), 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-ROM, must be removed or destroyed.
- E. **Disposal Certification.** To support and document proper IT asset disposal or redeployment, Computer Equipment Disposal Certification, Form 7-2538 (Appendix A), must be provided to the local property officer and the Computer Equipment Disposal Certification Label, Form 7-2538a (Appendix B), must be affixed to the disposable property. Once all information has been removed from the subject device(s), the forms shall be completed and the individual performing the information removal shall sign the certification form(s). Both the certification and label forms required for proper disposal certification can be obtained from your local property officer. No Reclamation property will be transferred, donated, recycled, sold, or scrapped without the approval of the servicing property office. Records of disposal certification will be maintained by the servicing property office for no less than 180 days following the disposal.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____