

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 1/2024

Last Reviewed: 1/2021

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12C.10

**SUBJECT: DESTRUCTION OF OUTDATED
MEDIA**

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Oct 7, 2013; Jan 26, 2021

Responsible for Implementation: All Staff

Destruction of Outdated Media

Electronic file storage media (e.g., CDs) rapidly becomes obsolete. Data contained on this media may contain confidential information. Care must be taken when handling outdated and obsolete storage media as sensitive data may be compromised.

Information Technology (IT) will work with Facilities to shred or otherwise destroy outdated media. Responsibility for the media must rest with the creator until it is deemed obsolete and brought to IT for destruction. Consult with the agency Records Manager, as needed, for further details on the agency Records Retention Schedule.

IT will collect and store outdated media until the chosen outsourcing vendor can pick up and destroy the media.

Procedures:

- 1) Bring the media to the IT Department for scheduling of destruction.**
- 2) IT will secure the media.**
- 3) IT will put the media in a box and mark it for secure destruction.**

- 4) IT will take it to Facilities for secure destruction.
- 5) Facilities will work with the shredding vendor to have the media picked up and securely destroyed.

Security:

Staff is responsible to secure the safety and privacy of the media until it can be delivered to IT.