

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>17.7 Destruction of Electronic Storage Devices</b>			
<b>Effective Date:</b>	11/9/2010	<b>Revision Date:</b>	3/6/2014	
<b>Action:</b>				<b>Number of pages:</b> 2

## I. PURPOSE

The purpose of this policy is to provide officers of the Kenosha Police Department with guidelines in the destruction of confidential information that may be stored or retained on electronic media

## II. POLICY

It is the policy of the Kenosha Police Department to destroy any information that is stored or retained on electronic data storage media prior to the disposal or transfer of the equipment containing the electronic data storage media. The storage device may include but is not limited to: Computer and copy machine hard drives, fax machine memory, personal digital assistants (PDA's), "smart phone" cellular telephones, compact disks, digital video disks, USB flash drives and any other Electronic Data Storage Media.

## III. DEFINITIONS

**Degauss** – To neutralize (erase) the magnetic field. Degaussing a magnetic storage medium removes all the data stored on it. An electromagnetic degausser is a device used for this purpose.

**Electronic Media** – Physical objects on which data can be stored, such as hard drives, zip drives, floppy disks, compact disks, CD-ROMs, DVDs, USB drives, memory sticks, MP3 players (iPod), Personal Digital Assistants (PDA's), digital cameras, smart phones and tapes.

**Overwriting** - Overwriting of data means replacing previously stored data on a drive or disk with a predetermined pattern of meaningless information, effectively rendering the data unrecoverable. As a minimum, a triple pass overwrite method should be used, where data is overwritten with 0's, then 1's, and then once with pseudo random data.

**Physical Destruction** – To render a drive non-operational. Physical destruction is typically done by shredding the entire drive or the drive's platters. At a minimum, the platters must be badly warped or distorted, rendering the drive or any of its components inoperable.

**Sanitization** – To expunge data from storage media so that data recovery is impossible. The most common types of sanitization are destruction, degaussing, and overwriting

**IV. PROCEDURE**

When it is determined that an item of electronic equipment is to be transferred to another department or disposed of, Administration shall determine if the item has a hard drive or other electronic data storage media. If there is a storage device present, it will be removed and rendered incapable of data retrieval either through degaussing or physical destruction.

Due to the confidential nature of information maintained by the Kenosha Police Department, overwriting is not an accepted method of sanitization for electronic media.

Administration will maintain a record of items removed from Kenosha Police inventory and the date, time and person responsible for destruction of the electronic data storage media.