

Collin College Technology Services (CC-TS)
Police Department Media Destruction – Information Security Procedure (ISP): (TLETS
Required Written ISP)

PURPOSE:

The purpose of this ISP is to outline the proper disposal and destruction of certain media (physical or electronic) maintained within the Collin College Police Department (CCPD). These rules are in place to protect sensitive and classified information, employees, and CCPD. Inappropriate disposal of CCPD and Criminal Justice Information (CJI) and media may put employees, CCPD, and LEIN/NCIC at risk.

SCOPE:

This ISP applies to all Collin College employees/staff, contractors, temporary staff, and other contractors at Collin College, with access to LEIN/NCIC CJIS systems containing sensitive and classified data or media. This ISP applies to all equipment that processes, stores, and transmits LEIN/NCIC CJI and classified and sensitive data owned or leased by the Collin College Police Department.

STATEMENT:

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and transmit CJI and classified and sensitive data shall be appropriately disposed of following measures established by Collin College Police Department.

Physical media containing CJI (print-outs and other physical media) shall be disposed of by the following method:

- **Shredded** - using Collin College Police Department issued cross-cut shredders.

Electronic media containing CJI (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer, and copier hard-drives, etc.) shall be disposed of by the following method:

- **Destruction** – Destruction of magnetic media is to physically be removed by a designated Collin College Technology Services technician, ensuring that the drive is destroyed using the Aleratec HDD Drive Demolisher located in the Collin College Police Department at the Plano Campus so that no data can be pulled. If the magnetic media is physically located at a different campus, it will be transported by a Collin College Police Officer to the Plano Campus for destruction. This process is to be completed by or under the observation of a Collin College Police Officer.

- After the destruction, the magnetic media will be transferred to Plant Operations to be processed as e-waste with the College's selected vendors.
- CC-TS systems used to process, store, or transmit FBI CJIS containing sensitive and classified information shall not be released from Collin College Police Department control until the equipment has been sanitized and all stored data has been cleared using the above method.

PENALTIES:

Any employee found to have violated this ISP may be subject to disciplinary action, up to and including termination.

Related Policies, References and Attachments:

An index of approved CC-TS ISP's can be found on the CC Information Technology Services ISP website at <https://www.collin.edu/security/>.