pennsylvania
OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY

Information Technology Policy

Data Cleansing Policy

ITP Number ITP-SEC015	**Effective Date** May 1, 2013
Category Security	**Supersedes** ITP-SYM009
Contact RA-ITCentral@pa.gov	**Scheduled Review** October 2019

1. Purpose

To establish policy, responsibilities, and procedures for the sanitization and/or destruction of commonwealth electronic media.

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Policy

Agency/delivery center personnel are to ensure that commonwealth electronic media data is:

1. Assessed by agency records manager office;
2. Securely erased;
3. Physically removed from state-owned, leased, and contractor-owned/leased and devices containing agency data pursuant to law or court order and in accordance with policies outlined in this IT Policy.

Agencies and delivery centers assume all responsibility for ensuring all electronic media have been degaussed, wiped, or destroyed and are removed from electronic devices prior to decommissioning of assets. The Department of General Services (DGS) Bureau of Supplies & Surplus Operations is not responsible for any information loss or damages that may result from an agency or delivery center's failure to follow the procedures outlined in this policy.

The Bureau of Supplies & Surplus Operations will not accept any electronic devices that contain electronic media and any such devices will be rejected by DGS personnel. Refer to DGS policy and procedures for electronic media handling referenced in part II f this section below.

For records management guidance, refer to Management Directive 210.5 *The Commonwealth of Pennsylvania State Records Management Program*.

I. Cleansing of Electronic Media on State-Owned and/or State-Leased Electronic Devices Electronic Devices

1. **Degauss, Wipe, or Destroy electronic media.** All data residing on electronic media is to be cleansed in accordance with the NIST Guidelines for Media Sanitization (SP 800-88 Rev. 1) and be securely erased by using either an National Security Agency (NSA) or Department of Defense (DoD) rated degausser, or by performing a DoD

5220.22-M wipe where data is overwritten using a three pass approach.

Note: Be advised that if using the wiping method to securely erase data, then the status log is to be checked each time the process is completed to ensure that the entire disk wiping procedure finished successfully without any errors. Disk wiping is a time-consuming and labor-intensive process that demands high levels of quality control review by IT staff. The agency is fully responsible and liable for taking the necessary measures to ensure that data is securely erased.

2. **Store in a Secure Location.** The electronic media is to be stored in a secure location pending delivery or collection. Refer to ITP-SEC029 - *Physical Security Policy for IT Resources* for physical security procedures.

II. Surplus, Recycle, Package/Palletize

For IT resources that will be surplused or recycled, DGS policy and procedures must be followed and are located at:
http://www.dgs.pa.gov/State%20Government/Surplus%20Supplies%20and%20Equipment/State-Surplus-Property/Pages/default.aspx

III. Reassignment of State-Owned Electronic Devices between Employees of the Agency

1. **Wipe the electronic media.** All data residing on electronic media is to be wiped by performing a DOD 5220.22-M wipe where data is overwritten using a three-pass approach. *Do not use a degausser for reassignment of electronic devices*.

2. **Re-image the electronic media.** Once the electronic media has been wiped, use a backup image to reinstall the operating system and software applications.

Note: Special cases may exist that do not warrant a DoD disk wipe upon reassignment between users of Commonwealth owned electronic devices. In such cases, a Commonwealth department manager has the discretion to determine and request that the wipe procedure not be utilized. By allowing special-case discretion to management, the Commonwealth will be able to promote business efficiency and prevent unnecessary work from being done, while at the same time, not compromising its ability to maintain the confidentiality of its sensitive and private data.

IV. Cleansing of Electronic Media on Electronic Devices Owned by Contractors and Used on Behalf of the Commonwealth

Contractor owned electronic devices that are used to perform work for the Commonwealth are to adhere to ITP-SEC019 *Policy and Procedures for Protecting Commonwealth Electronic Data*. If any contractor owned electronic devices contain data that is classified in one of the classifications described in SEC019, once a contractor has completed his/her engagement, the electronic media utilized for the engagement is to be securely erased by the disk wiping method described in the following paragraph. This can be done by the contractor, a Commonwealth employee, or a verified third party; however, successful completion of this process is to be verified by a Commonwealth employee.

Wipe the electronic media. All data residing on electronic media is to be wiped by performing a DOD 5220.22-M where data is overwritten using the three-pass approach. *Do not use a degausser for this scenario*.

If a contractor has a "Statement of Destroyed Materials" or similar policy/program, the agency will not be required to pay for the replacement of the destroyed electronic media. This policy recognizes that electronic media contains confidential, sensitive data and cannot be returned. The contractor will credit the Commonwealth as if the drive had been returned.

V. Failed Electronic Media

All electronic media that fail due to a physical malfunction or other reasons are to be destroyed if the media cannot be properly sanitized through degaussing or wiping. Methods of destruction include Disintegrate, Pulverize, Melt, Incinerate, or Shred. These methods are detailed in NIST SP 800-88 Rev. 1.

VI. Chain of Custody

Equipment designated for DGS Surplus must be accompanied by a Chain of Custody Tracking Form (OPD-SEC015A) completed and signed by the agency/delivery center personnel responsible for sanitizing the equipment. DGS will not accept equipment that is not accompanied by a signed Chain of Custody Tracking Form.

For all properly sanitized electronic media DGS accepts as surplus and ultimately disposes of, a date/time-stamped Chain of Custody Tracking Form (OPD-SEC015A) will be returned to the agency signatory as found in the attestation section of the Chain of Custody Tracking Form.

4. Responsibilities

Action	Responsibility
Determine if equipment requires data cleansing	Agency/Delivery Center ISO
The agency records manager should provide assistance to agency/delivery center IT personnel as needed in determining the content of electronic media prior to data cleansing	Agency Records Manager office representative
Degauss, Wipe, or Destroy, and Remove and Validate data cleansing the electronic media prior to delivery to DGS	Agency/Delivery Center
Package / Palletize electronic devices	Agency/Delivery Center
Surplus electronic devices/media as per the Chain of Custody Tracking Form	Agency/Delivery Center
Determine final disposition for electronic devices/media	DGS
Wiping or Reimaging electronic media for repurpose	Agency/Delivery Center
Ensure a contractor has properly wiped commonwealth electronic data residing on contractor equipment and collecting signed Statement of Destroyed Material document	Agency/Delivery Center

5. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: http://www.oa.pa.gov/Policies/Pages/Glossary.aspx

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: http://www.oa.pa.gov/Policies/Pages/default.aspx

- Management Directive 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- Management Directive 210.5 *The Commonwealth of Pennsylvania State Records Management Program*
- OPD-SEC015A – *Chain of Custody Tracking Form*
- DGS Bureau of Supplies and Surplus Operations – *Process Guidelines for Surplus of IT Equipment*
- ITP-SEC019 – *Policy and Procedures for Protecting Commonwealth Electronic Data*
- ITP-SEC029 – *Physical Security Policy for IT Resources*
- DoD 5220.22-M – *National Industrial Security Program*
- MD 210.5 – *The Commonwealth of Pennsylvania State Records Management Program*
- NIST SP 800-88 Revision 1 – *Guidelines for Media Sanitization*

6. Authority

Executive Order 2016-06, Enterprise Information Technology Governance

7. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication, which appears on https://itcentral.pa.gov for Commonwealth personnel and on the Office of Administration public portal: http://www.oa.pa.gov/Policies/Pages/default.aspx. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

8. Exemption from This Policy

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at http://coppar.oa.pa.gov/. Agency CIO approval is required.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	05/01/2013	Base Document	N/A
Revision	05/01/2013	Includes all mobile devices, rescinds ITP-SYM009.	N/A
Revision	03/26/2014	Updated Section II. Proper Return of State-Leased Computers with updated State Contract numbers and eMarketplace links.	N/A

Revision	08/20/2015	Added Chain of Custody form (OPD-SEC015A) Removed state contract references Added language requiring agencies to remove all electronic media from electronic devices before DGS acceptance of delivery Added additional definitions Added records management language and references Added methods of destruction in Failed Electronic Media (Section V) Added Responsibilities table (Section 5) Added reference to DGS Guidelines for Surplus document	
Revision	09/09/2016	Corrected ITP number for "Physical Security…" from SEC019 to SEC029 in Section 4I Revised Section 6 for clarity Added Exemption Section 7 Updated Enterprise Information Technology Governance EO reference number in Section 8	N/A
Revision	10/04/2018	Removed Bureau of Supplies & Surplus Operations from specific responsibilities Moved Definitions to Policy Glossary Updated language throughout adding Delivery Centers and removing Agencies where appropriate to reflect Shared Services organization Minor revisions to OPD-SEC015A	Revised IT Policy Redline 10/04/2018