

Antrim County

Policy for Disposal of Digital Data Storage Devices and Media

When a computer, digital storage device or removable storage media is being replaced and there is no other use for it within that department or another County office the following security steps shall be taken:

1. Hard drives shall be completely emptied of data by three passes with a disk wiping utility or Department of Defense Level 2 compliant equivalent.
2. Removable rewritable media shall be completely emptied of data and prepared by software tools designed to securely erase and/or completely reformat the media.
3. If, for any reason, a hard drive or removable media cannot be electronically emptied of data it shall be physically destroyed by one of the following means:
 - Incineration
 - Shredding
 - Cutting, drilling, or grinding
 - Any other method recommended by the manufacturer

Unique digital data storage situations not obviously covered by this policy shall be coordinated with the County's Information Technology (IT) Department. This policy sets a minimum level of data security. County Departments requiring more stringent practices may do so with approval of the County's IT department.