**AGENCY NAME**

**Title: Disposal of Physical Media**

**Number: XXX Effective: 6/01/16**

**Amends: XXX**

**Distribution: All**

**Standards**:

The disposal of criminal justice information must be done in an effective manner in order to protect the secure information. The purpose of this policy is to lay out the proper disposal and destruction of physical media within the Agency.

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| **Scope** |

This procedure shall apply to all Agency personnel.

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| **Discussion** |

The overriding goal of this policy is to comply with the CJIS Security Policy requirements. Due to the evolving nature of the CJIS Security Policy, it is necessary to separately communicate the requirements of the CJIS Security Policy as they are developed and enhanced. These additional requirements are intended to be an enhancement to the existing Standard Operating Procedures of AGENCY NAME. The Agency shall adhere, at a minimum, to the CJIS Security Policy. While the Agency may augment or increase the standards, it cannot detract from the minimum requirements set forth by the FBI CJIS Security Policy.

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| **Procedures** |

When no longer needed, physical media such as hard copy print-outs shall be disposed of by one of the following methods:

1. Shredded using an agency owned cross-cut shredder. The shredding will be done by authorized agency personnel.
2. Incineration using Agency incinerators performed only by authorized Agency personnel.

If the agency has an agreement in place with (PRIVATE CONTRACTOR/VENDOR)

1. Placed in locked shredding bins for (private contractor/vendor name) to come on-site and cross-cut shred, witnessed by Agency personnel throughout the entire process.

POLICY VIOLATION: Any user who violates any portion of this policy will be subject to the standard disciplinary processes in place with the Agency. Sanctions against staff that violate information systems and or security policies may include formal disciplinary action up to and including termination based on offense severity.