



## Department Shared Administrative Services Office of State Technology

**Standard Title:** Disposal of Media Policy and Procedures

**Standard Version:** 1.0

**Effective Date:** 7/1/2025

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### 1. Purpose

The purpose of this policy is to outline the proper sanitization or disposal of electronic media for all Arkansas State Agencies, counties, cities and other Arkansas public service entities. These rules are in place to protect data, including sensitive and classified information, employees and all Arkansas State Agencies, counties, cities, and other Arkansas public service entities. Inappropriate sanitization or disposal of electronic media may put employees and their associated agencies at risk for not adhering to media disposal procedures.

### 2. Scope

This policy applies to all Arkansas State Agencies, counties, cities and other Arkansas public service entities employees, contractors, temporary staff, and other workers at Arkansas State Agencies, counties, cities and other Arkansas public service entities, with access to systems and/or data, sensitive and classified data, and media.

This policy applies to all equipment that processes, stores, and/or transmits data, including classified and sensitive data, that is owned or leased by all Arkansas State Agencies, counties, cities, and other Arkansas public service entities.

This policy outlines the minimum required methods for securely deleting data. You may use more thorough methods, as needed.

### 3. Policy

When no longer in use all electronic media, including but not limited to hard drives, diskettes, tape cartridges, CDs/DVDS, tablets, cell phones and other similar items used to process, store and/or transmit data while conducting State business, shall be properly sanitized of all classified and sensitive data in accordance with measures established by the Arkansas Department of Shared Administrative Services – Office of State Technology (SAS-OST).



It is the responsibility of the surrendering agency to, at a minimum, do a factory reset of all data on devices prior to delivery to the Arkansas Marketing and Redistribution (M&R) facility, in accordance with [M&R Policy #5](#). However, if the surrendering agency is required to apply more stringent sanitization methods, follow the more stringent policy.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the OST approved methods:

1. **Purge – [NIST 800-88](#)** – If natively supported by the host device, utilizing one or more of the following methodologies to purge data is required:
  - a. Cryptographic Erase
  - b. Secure Erase
  - c. ATA Sanitize
  - d. SCSI Sanitize
  - e. NVM Express Format
  - f. Three Pass (pseudorandom pattern) Overwrite
2. **Degaussing (only applies to magnetic media)** – a method to magnetically erase data from magnetic media. Degaussing must be performed with an approved degaussing device rated at a minimum for the media.
3. **Destruction** – a method of destroying media. As the name implies, destruction of media is to physically dismantle by methods of shredding, crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be recovered.

IT systems that have been used to process, store, or transmit sensitive or classified information shall not be released from Arkansas State Agencies, counties, cities and other Arkansas public service entities control until the equipment has been sanitized and all stored information has been cleared using one or more of the above methods.

While not a requirement, SAS-OST strongly recommends the use of computers and devices with removable storage instead of those with permanent storage.

## 4. Enforcement

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