



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

M&R Policy No. 5

Rev. Date: August 11, 2025

Date: March 17, 2017

Subject: Proper Sanitization/Disposal of Electronic Media

The purpose of this Arkansas Marketing and Redistribution (M&R) Division policy is to outline the proper sanitization or disposal of electronic media to protect data, including sensitive and classified information. Inappropriate sanitization or disposal of electronic media may put employees and their associated agencies at risk for not adhering to media disposal procedures.

SCOPE:

This policy applies to all Arkansas State Agencies, public higher education entities, 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, public higher education entities, 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.

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).

Entities have two options for disposing of equipment with hard drives:

1. Submit equipment to M&R, with designation that the hard drive requires sanitizing. This will be completed by SAS-OST staff in accordance with their [Disposal of Media Policy and Procedures](#). The certification of hard drive cleaning will be attached to the device

If an entity elects this option, all equipment will be transferred to M&R intact, with no broken glass, and in a condition that is not hazardous to handle. Equipment received in an unsafe condition will not be accepted by M&R.

2. If an entity does not elect option one, hard drives must be removed by the submitting entity prior to transferring equipment to M&R. The department can destroy the hard drives or transfer them to M&R with the designation of being destroyed.

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

ENFORCEMENT:

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