

## Disposal Policy

### **Purpose:**

The purpose is to implement policies and procedures to address the final disposition of sensitive information and/or the hardware or electronic media on which it is stored.

### **Scope:**

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

### **Policy:**

Sweetwater County School District #1 will ensure that the master inventory list is appropriately updated upon the disposal of components containing sensitive information.

Sweetwater County School District #1 will ensure disposal involves either the data will be securely overwritten or physically destroyed and such steps taken will be documented.

Sweetwater County School District #1 will ensure that all labels have been removed from such data to be disposed.

### **Responsibilities:**

The Security Officer will be responsible for ensuring the implementation of the requirements of the Disposal Policy.

### **Compliance:**

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

**Procedure(s):** None

**Form(s):** None

### **References:**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: 04/09/18