

MANAGEMENT DIRECTIVE

DCFS INFORMATION SECURITY Secure Disposition of Information Assets

Management Directive #20-04

Date Issued:
<input checked="" type="checkbox"/> New Policy Release
<input type="checkbox"/> Revision of Existing Procedural Guide dated
Cancels: None

PURPOSE

To establish a policy for proper and secure disposition of DCFS Information Assets.

DEFINITIONS

EXHIBIT A – Information Technology and Security Definitions.

POLICY

Prior to transfer, change of ownership, decommissioning, salvage, or disposal, Department of Children and Family Services (DCFS) Information Assets shall be:

- a. Accurately accounted for and documented following applicable County and DCFS policies and procedures including County Fiscal Manual and record management and retention requirements; and
- b. Cleaned, scrubbed, purged, or destroyed in a manner that the data and information is rendered inaccessible, unreadable, unusable, indecipherable, or unrecoverable, consistent with County polices, standards and mandates.

Vendors utilized to clean, scrub, purge, dispose, destroy, or salvage DCFS Information Assets shall:

- a. Be officially approved by the County;

- b. Acknowledge, comply, and adhere to DCFS Non-Disclosure Agreement (NDA), applicable Federal, State, County and DCFS policies, requirements, mandates, and regulations regarding the collection, storage and destruction of data and information (e.g., Payment Card Industry, Health Insurance Portability and Accountability Act, etc.), and sanitization requirements including the National Institute of Standards and Technology Special Publication 800-88 titled Guidelines for Media Sanitization (available at its website: <http://csrc.nist.gov/publications/>); and
- c. Provide DCFS with a certificate of proper and secure data destruction attesting County data and information is rendered inaccessible, unreadable, unusable, indecipherable, or unrecoverable. The certification shall at a minimum include:
 - Date and time of the salvage and certification;
 - Description of DCFS Information Asset;
 - Procedures used to destroy the data;
 - A reference number that correlates to the devices, hard drives, and Certification of Destruction;
 - A unique reference number for each batch of salvaged devices;
 - Company logo and contact information; and
 - Signatures.

DCFS management or DCFS responsible entities shall verify, validate, and document the proper sanitization or destruction of DCFS Information Assets after transfer or change of ownership, decommissioning, salvage, or disposal.

APPLICABILITY

This policy applies to all DCFS Workforce.

COMPLIANCE

DCFS Workforce who violate this directive may be subject to appropriate disciplinary action up, to and including discharge, as well as both civil and criminal penalties. Non-DCFS Workforce, including, and without limitation, contractors, in violation may be subject to termination of contractual agreements, denial of access to County or DCFS resources, and other actions as well as both civil and criminal penalties.

POLICY EXCEPTIONS

There are no exceptions to Information Security Management Directives and policies.

RESPONSIBLE DEPARTMENT

Department of Children and Family Services

REFERENCE

[DCFS Management Directive \(MD\) 20-01](#) – Use of DCFS Information Assets