ERA Business Process Number: 11.#
ERA Business Process Name: ERA Destruction of Materials – Hard Drive
Process Owner: Erum Welling
Parent Business Process: Operations
Description: This SOP defines the overall process for destroying ERA hard drives. Please note, ERA materials are secured in Room 209 while awaiting disposition.
Primary Product: Information System Security Standard Operations Procedures
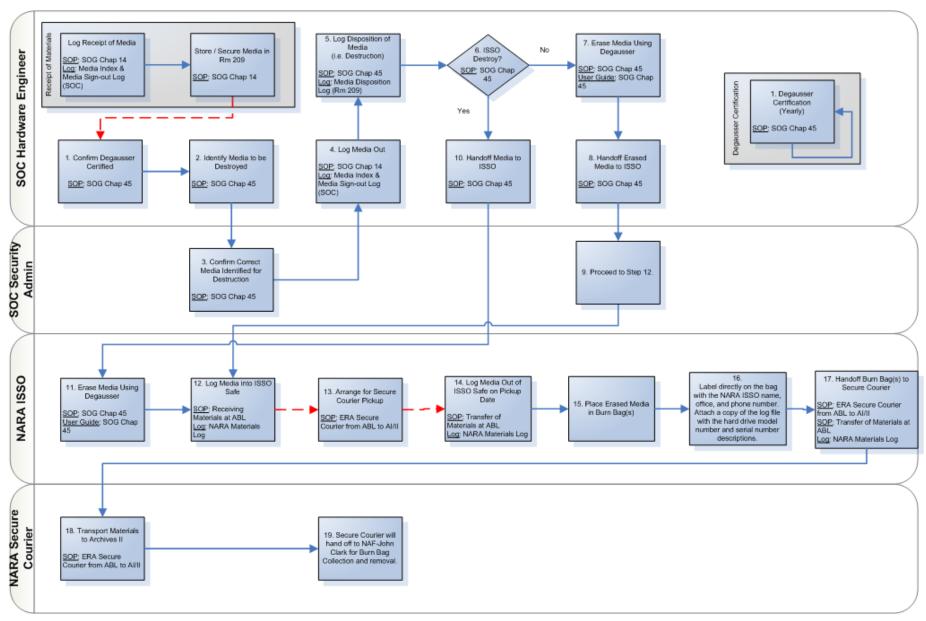**Triggers:**   SOC Hardware Engineer (ABL) receives a valid request to destroy ERA materials or is directed to destroy materials by an established SOP.

Shared Path:

Steps	Description of Activity	Responsibility
1.	Confirm degausser certification. SOP: SOG Chapter 45	SOC HW Engineer
2.	Identify ERA media that needs to be destroyed. ERA materials are secured in Room 209 per SOG Chapter 14. SOP: SOG Chapter 45	SOC HW Engineer
3.	Confirm correct ERA media identified for destruction. SOP: SOG Chapter 45	SOC Security Admin
4.	Log media out of Room 209. SOP: SOG Chapter 14 Log: Media Index & Media Sign-out Log (SOC)	SOC HW Engineer
5.	Log disposition of media (i.e. destruction). All parties should be noted and signatures obtained. SOP: SOG Chapter 45 Log: Media Disposition Log (Room 209)	SOC HW Engineer
6.	If the SOC HW Engineer is performing the degaussing, proceed to Step 7. If the ISSO is performing the degaussing, proceed to Step 11.	SOC HW Engineer
7.	Erase media using the certified degausser located in the ISSO's office. SOP: SOG Chapter 45 Degausser User Guide: SOG Chapter 45	SOC HW Engineer

8.	Handoff erased media to the ISSO. SOP: SOG Chapter 45	SOC HW Engineer
9.	Proceed to Step 12.	SOC HW Engineer
10.	Handoff media identified for destruction to the ISSO SOP: SOG Chapter 45	SOC HW Engineer
11.	Erase media using the certified degausser located in the ISSO's office. SOP: SOG Chapter 45 Degausser User Guide: SOG Chapter 45	NARA ISSO
12.	Log media into ISSO safe. SOP: Receiving Materials at ABL Log: NARA Materials Log (ISSO safe)	NARA ISSO
13.	When necessary, arrange for a secure courier pickup of materials at ABL. This will most likely coincide with an EOP Tape Container pickup. SOP: ERA Secure Courier from ABL to AI/II	NARA ISSO
14.	On the day of the secure pickup, log media out of ISSO safe. All parties should be noted and signatures obtained. SOP: Transfer of Materials at ABL Log: NARA Materials Log (ISSO safe)	NARA ISSO
15.	Place erased hard drives in a NARA burn bag (no more than five hard drives per bag- bag should not be more than 5 lbs.).	NARA ISSO
16.	Label directly on the bag with the NARA ISSO name, office, and phone number. Attach a copy of the log file with the hard drive model number and serial number descriptions.	NARA ISSO
17.	Handoff burn bag(s) to secure courier. SOP: ERA Secure Courier from ABL to AI/II SOP: Transfer of Materials at ABL Log: NARA Materials Log (ISSO safe)	NARA ISSO
18.	Transport ERA materials to the NARA Archives II. SOP: ERA Secure Courier from ABL to AI/II	NARA Secure Courier
19.	Secure Courier will hand off to NAF - John Clark for Burn Bag collection and removal.	NAF -John Clark

ERA – Materials Destruction
Hard Drive

SOC Hardware Engineer

Receipt of Materials

Log Receipt of Media

SOP: SOG Chap 14
Log: Media Index & Media Sign-out Log (SOC)

Store / Secure Media in Rm 209

SOP: SOG Chap 14

5. Log Disposition of Media (i.e. Destruction)

SOP: SOG Chap 45
Log: Media Disposition Log (Rm 209)

6. ISSO Destroy?
SOP: SOG Chap 45

No

7. Erase Media Using Degausser

SOP: SOG Chap 45
User Guide: SOG Chap 45

Yes

1. Confirm Degausser Certified

SOP: SOG Chap 45

2. Identify Media to be Destroyed

SOP: SOG Chap 45

4. Log Media Out

SOP: SOG Chap 14
Log: Media Index & Media Sign-out Log (SOC)

10. Handoff Media to ISSO

SOP: SOG Chap 45

8. Handoff Erased Media to ISSO

SOP: SOG Chap 45

Degausser Certification

1. Degausser Certification (Yearly)

SOP: SOG Chap 45

SOC Security Admin

3. Confirm Correct Media Identified for Destruction

SOP: SOG Chap 45

9. Proceed to Step 12.

NARA ISSO

11. Erase Media Using Degausser

SOP: SOG Chap 45
User Guide: SOG Chap 45

12. Log Media into ISSO Safe

SOP: Receiving Materials at ABL
Log: NARA Materials Log

13. Arrange for Secure Courier Pickup

SOP: ERA Secure Courier from ABL to AI/II

14. Log Media Out of ISSO Safe on Pickup Date

SOP: Transfer of Materials at ABL
Log: NARA Materials Log

15. Place Erased Media in Burn Bag(s)

16. Label directly on the bag with the NARA ISSO name, office, and phone number. Attach a copy of the log file with the hard drive model number and serial number descriptions.

17. Handoff Burn Bag(s) to Secure Courier

SOP: ERA Secure Courier from ABL to AI/II
SOP: Transfer of Materials at ABL
Log: NARA Materials Log

NARA Secure Courier

18. Transport Materials to Archives II

SOP: ERA Secure Courier from ABL to AI/II

19. Secure Courier will hand off to NAF-John Clark for Burn Bag Collection and removal.