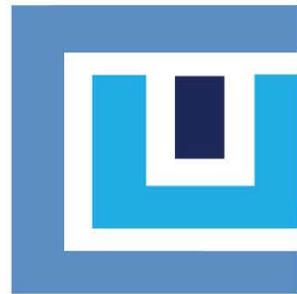




Controlled Unclassified Information

Executive Order 13556

Shared • Standardized • Transparent



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INFORMATION

Information Security Oversight Office (ISOO)



Destruction

- Two Forms of Media
- Proper and Improper Physical Destruction
- Approved Destruction Materials
- Electronic Destruction

Media Sanitation: Two Forms of Media

Hard Copy Media

Physical representations of information (in example, on paper). Can also include things like ribbons, drums and platens. Can be vulnerable to dumpster divers or overcurious employees.



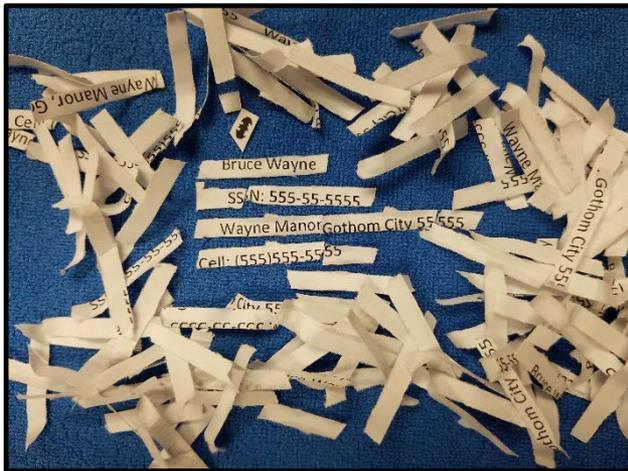
Electronic “Soft” Media

Devices containing bit/ bytes like hard drives, random access memory, read only memory, disks, memory devices, etc., of CUI. Generally require a more involved process of destruction than hard copy media.

Proper and Improper Physical Destruction

- Unreadable, Indecipherable, and Irrecoverable
- NIST SP 800-88, Guidelines for Media Sanitization

NOT APPROVED



Destroy paper using cross cut shredders that produce particles that are 1mm by 5 mm.

APPROVED



Approved Destruction Methods

- Signage can be placed on equipment to indicate that it is approved for CUI destruction.



Approved Physical Destruction Methods

- Look for approved destruction bins to deposit CUI materials.



- Never use trash cans or recycling bins to dispose of CUI

Three Ways to Dispose of Electronic Media

Clearing

Protects against non-invasive data recovery techniques by clearing data through standard Read and Write commands on device. Examples include rewriting or resetting the storage device.

Purging

Applies physical or logical techniques that render Target Data recovery infeasible using state of the art laboratory techniques.

Destroying

Like purging, state of the art laboratory techniques are used to make the data impossible to retrieve. However, the media is then completely destroyed so that it cannot be used for storage again.



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