

ERA Business Process Number: 11.#
ERA Business Process Name: ERA Destruction of Materials – Optical Media
Process Owner: Erum Welling
Parent Business Process: Operations
Description: This SOP defines the overall process for destroying ERA Optical Media. 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.	Identify ERA media that needs to be destroyed. ERA materials are secured in Room 209 per SOG Chapter 14. <u>SOP:</u> SOG Chapter 44	SOC HW Engineer
2.	Confirm correct ERA media identified for destruction. <u>SOP:</u> SOG Chapter 44	SOC Security Admin
3.	Log media out of Room 209. <u>SOP:</u> SOG Chapter 14 <u>Log:</u> Media Index & Media Sign-out Log (SOC)	SOC HW Engineer
4.	Log disposition of media (i.e. destruction). All parties should be noted and signatures obtained. <u>SOP:</u> SOG Chapter 44 <u>Log:</u> Media Disposition Log (Room 209)	SOC HW Engineer
5.	If DVD, proceed to Step 6. If CD, proceed to Step 7.	SOC HW Engineer
6.	Separate DVD using Disc Splitter. ISSO may witness. <u>SOP:</u> SOG Chapter 44 <u>Disc Splitter User Guide:</u> SOG Chapter 44	SOC HW Engineer
7.	Destroy optical media using shredder located in Room 209. ISSO may witness. <u>SOP:</u> SOG Chapter 44 <u>Disc Shredder User Guide:</u> SOG Chapter 44	SOC HW Engineer
8.	Handoff destroyed media to the ISSO.	SOC HW Engineer

	<u>SOP: SOG Chapter 44</u>	
9.	Log media into ISSO safe. <u>SOP: Receiving Materials at ABL</u> <u>Log: NARA Materials Log (ISSO safe)</u>	NARA ISSO
10.	When necessary, arrange for a secure courier pickup of materials at ABL. This will most likely coincide with an EOP Tape Container pickup. <u>SOP: ERA Secure Courier from ABL to AI/II</u>	NARA ISSO
11.	On the day of the secure pickup, log media out of ISSO safe. All parties should be noted and signatures obtained. <u>SOP: Transfer of Materials at ABL</u> <u>Log: NARA Materials Log (ISSO safe)</u>	NARA ISSO
12.	Place erased / destroyed media in a NARA burn bag (no more than 30 DVD or CDs - bag should not be more than 5 lbs.).	NARA ISSO
13.	Label directly on the bag with the NARA ISSO name, office, and phone number. Attach a copy of the log file with the DVD/ CD descriptions.	NARA ISSO
14.	Handoff burn bag(s) to secure courier. <u>SOP: ERA Secure Courier from ABL to AI/II</u> <u>SOP: Transfer of Materials at ABL</u> <u>Log: NARA Materials Log (ISSO safe)</u>	NARA ISSO
15.	Transport ERA materials to the NARA Archives II. <u>SOP: ERA Secure Courier from ABL to AI/II</u>	NARA Secure Courier
16.	Secure Courier will hand off to NAF - John Clark for Burn Bag collection and removal.	NAF -John Clark
	End	

ERA – Materials Destruction Optical Media

