

ERA Business Process Number: 11.#
ERA Business Process Name: ERA Destruction of Materials – Tape Media
Process Owner: Erum Welling
Parent Business Process: Operations
Description: This SOP defines the overall process for destroying ERA Tape 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.	Confirm degausser certification. <u>SOP: SOG Chapter 45</u>	SOC HW Engineer
2.	Identify ERA media that needs to be destroyed. ERA materials are secured in Room 209 per SOG Chapter 14. <u>SOP: SOG Chapter 45</u>	SOC HW Engineer
3.	Confirm correct ERA media identified for destruction. <u>SOP: SOG Chapter 45</u>	SOC Security Admin
4.	Log media out of Room 209. <u>SOP: SOG Chapter 14</u> <u>Log: Media Index & Media Sign-out Log (SOC)</u>	SOC HW Engineer
5.	Log disposition of media (i.e. destruction). All parties should be noted and signatures obtained. <u>SOP: SOG Chapter 45</u> <u>Log: Media Disposition Log (Room 209)</u>	SOC HW Engineer
6.	Erase media using the certified degausser located in the ISSO's office. ISSO may witness. <u>SOP: SOG Chapter 45</u> <u>Degausser User Guide: SOG Chapter 45</u>	SOC HW Engineer
7.	Don protective gear. <u>SOP: SOG Chapter 45</u>	SOC HW Engineer
8.	Physically destroy tape media (i.e. hammering).	SOC HW Engineer

	<u>SOP: SOG Chapter 45</u>	
9.	Handoff erased and destroyed media to the ISSO. <u>SOP: SOG Chapter 45</u>	SOC HW Engineer
10.	Log media into ISSO safe. <u>SOP: Receiving Materials at ABL</u> <u>Log: NARA Materials Log (ISSO safe)</u>	NARA ISSO
11.	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
12.	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
13.	Place erased / destroyed media in a NARA burn bag (no more than ten tapes- bag should not be more than 5 lbs.).	NARA ISSO
14.	Label directly on the bag with the NARA ISSO name, office, and phone number. Attach a copy of the log file with the tape descriptions.	NARA ISSO
15.	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
16.	Transport ERA materials to the NARA Archives II. <u>SOP: ERA Secure Courier from ABL to AI/II</u>	NARA Secure Courier
17.	Secure Courier will hand off to NAF- John Clark for Burn Bag collection and removal.	NAF -John Clark

ERA – Materials Destruction Tape Media

