

**ERA Business Process Name:** ERA Destruction of Materials at Archives II

**Process Owner** **Erum Welling**

**Description:** This procedure describes how ERA media is destroyed at NARA’s Archives II facility.

**Primary Product:** **NIST 800-53 rev 3 – Appendix F MP-6, ERA Spillage SOP, NARA Security Methodology for Media Protection, CNSS Instruction No. 4004.1**

**Triggers:** A spill has occurred in ERA. Backup tape media and optical media located in storage at Archives II have been identified as having classified material by the ERA ISSO.

**Purpose:** The purpose of this procedure is to clearly communicate the roles and responsibilities associated with ERA Spillage Response at Archives II.

Step	Description of Activity	Responsible Role or Organization
1	Identify media stored at Archives II that requires destruction. ERA Backup media is stored in Stack 531.	ERA ISSO
2	Alert & authorize ERA Logistics Manager to secure and destroy media.	ERA ISSO
3	Update incident report as needed.	ERA ISSO
4	Contact NARA ISPM (Information Security Program Manager). Coordinate temporary storage of media in a NARA SCIF (Sensitive Compartmented Information Facility).	ERA Logistics Manager
5	Pull identified media from NARA Stack 531. Log out media.	ERA Logistics Manager
6	Secure media in NARA SCIF.	ERA Logistics Manager
7	Contact NHT Support Services Specialist to coordinate destruction of media. NHT maintains the electromagnetic degausser used to destroy media. The degausser is located in the sub-basement of Archives II.	ERA Logistics Manager
8	Retrieve media from NARA SCIF.	ERA Logistics Manager

9	Transport media to Archives II sub-basement.	ERA Logistics Manager
10	Degauss media with the NHT Support Services Specialist.	ERA Logistics Manager
11	Complete SF-153. Note media barcodes and serial numbers as needed.	ERA Logistics Manager
12	Complete NARA Form 5026. Note media barcodes and serial numbers as needed.	ERA Logistics Manager
13	Physically destroy media by cutting the tape and breaking the CD/DVDs.	ERA Logistics Manager
14	Place degaussed and destroyed media into a burn bag. Attach a copy of the SF-153 and NARA Form 5026. Label bag with the ISSO's name, office, and phone number.	ERA Logistics Manager
15	Secure burn bag in ERA Logistics Manager's office.	ERA Logistics Manager
16	Fax SF-153 and NARA Form 5026 to ERA ISSO. Maintain / store originals.	ERA Logistics Manager
17	Place SF-153 and NARA Form 5026 in the NARA Materials Log located in the ISSO safe.	ERA ISSO
18	Update incident report as needed.	ERA ISSO
19	Handoff burn bag to NAF Custodian on collection date.	ERA Logistics Manager
20	Collect burn bags.	NAF Custodian
21	Disposition of burn bags.	NAF Custodian

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