



**Information Technology Services
Security Control Standards**

NIST Control Family – Media Protection

CONTROL NUMBER	CONTROL NAME	PRIORITY	REVISION DATE	NEXT SCHEDULED REVIEW DATE
MP-6	Media Sanitization	P1	4/15/2020	4/15/2021

I. Statement

Tarleton State University sanitizes information system media prior to disposal, release out of University control, or release for reuse using approved and reliable sanitization techniques and procedures in accordance with applicable federal and organizational standards and policies; and employs sanitization mechanisms with the strength and integrity commensurate with the security category or classification of the information.

II. Applicability

This Control applies to all Tarleton network information resources. The intended audience for this Control includes all information resource owners, custodians, and users of information resources.

III. Risk Statement

Data stored on removable computer media is damaged or disclosed due to ineffective handling procedures.

IV. Implementation

- A. Information system users shall sanitize information system media prior to disposal, release from university control, or release for sale or reuse.
 - 1. Sanitization may be by such means as:
 - a. Overwriting or modifying media to make it unreadable or indecipherable, or
 - b. Physically destroying media
 - 2. Disposal must be in accordance with state requirements and applicable university records retention schedules and data classification.



- B. Media containing confidential or controlled information must be protected (e.g. encryption, sanitation, etc.) prior to releasing to any third party (unauthorized user).