

- I. Policy
- II. Destruction
- III. Enforcement

- I. This policy applies to all Maryland-National Capital Park Police, Montgomery County Division employees, contractors, temporary staff, and other workers at Maryland-National Capital Park and Planning Commission, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores, and/or transmits FBI CJI and classified and sensitive data that is owned or leased by the Division.

These rules are in place to protect sensitive and classified information, employees and the Maryland-National Capital Park Police, Montgomery County Division. Inappropriate disposal of information systems hardware may put employees, the Division and FBI Criminal Justice Information (CJI) at risk.

- II. Destruction

- A. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, physical media (print-outs and other physical media) and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall will be disposed of by one of the following methods:
 - 1. Shredding
 - 2. Incineration - witnessed by Division personnel at incineration site.
- B. Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) will be disposed of by:
 - 1. Overwriting at least 3 times
 - 2. Destruction - Incineration witnessed by Division personnel at incineration site.
- C. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from Division's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

- III. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination.

**Approved Park Police Document
Signed Original on File**

End of Directive