

OIX GATEWAY HONOLULU HI SUCCESSFUL PROCESSING REPORT: DESTRUCTION OF ELECTRONIC STORAGE MEDIA//

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MSGID/GENADMIN/MIL-STD-6040(SERIES)/B.1.01.11/DON CIO WASHINGTON DC//

SUBJ/DESTRUCTION OF ELECTRONIC STORAGE MEDIA//

REF/A/GENADMIN/DON CIO WASHINGTON DC/281759ZAUG12//

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POC/TONY PLATER/DON CIO/ALVIN.A.PLATER@NAVY.MIL//

POC/STEVE DAUGHETY/DON CIO/STEVE.DAUGHETY1@NAVY.MIL//

NARR/REF A IS DON CIO MESSAGE, PROCESSING OF ELECTRONIC STORAGE MEDIA FOR DISPOSAL. REF B IS SECNAVINST 5510.36B, DON INFORMATION SECURITY PROGRAM. REF C IS SECNAV M-5210.1, DON RECORDS MANAGEMENT PROGRAM. REF D IS NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) SPECIAL PUBLICATION (SP) 800-88 REVISION 1, GUIDELINES FOR MEDIA SANITIZATION. REF E IS THE NATIONAL SECURITY AGENCY CENTRAL SECURITY SERVICE NSA/CSS POLICY MANUAL 9-12, NSA/CSS STORAGE DEVICE SANITIZATION MANUAL.

RMKS/1. PURPOSE. THIS MESSAGE UPDATES DEPARTMENT OF THE NAVY (DON) POLICY FOR THE MANDATORY PHYSICAL DESTRUCTION OF ELECTRONIC STORAGE MEDIA. THIS MESSAGE SUPERSEDES REFERENCE A AND AMPLIFIES THE ELECTRONIC STORAGE MEDIA GUIDANCE IN REFERENCES B AND C.

2. APPLICABILITY AND SCOPE.

A. THIS POLICY APPLIES TO ALL DON COMMANDS AND ORGANIZATIONS USING COLLATERAL CLASSIFIED AND UNCLASSIFIED INTERNAL AND REMOVABLE ELECTRONIC STORAGE MEDIA. THIS INCLUDES, BUT IS NOT LIMITED TO, WORKSTATIONS, LAPTOPS/NOTEBOOKS, PRINTERS, COPIERS, SCANNERS, MULTI-FUNCTION DEVICES (MFD), AND HAND HELD DEVICES WITH INTERNAL STORAGE DEVICES, REMOVABLE HARD DRIVES, EXTERNAL HARD DRIVES, SOLID STATE HARD DRIVES, FLASH BASED STORAGE MEDIA SUCH AS "THUMB" DRIVES AND CAMERA MEMORY CARDS, BACKUP DATA SYSTEMS (E.G., DAT, LTO, DLT), AND OPTICAL STORAGE DEVICES (E.G., CD/DVD).

B. THIS POLICY IS APPLICABLE WHETHER THE IT RESOURCES ARE DON-OWNED, LEASED OR PURCHASED BY DON COMMANDS AND ORGANIZATIONS.

C. THIS POLICY DOES NOT APPLY TO ELECTRONIC STORAGE MEDIA SUCH AS FROM A STORAGE AREA NETWORK (SAN) DISK OR A NETWORK ATTACHED STORAGE (NAS) DRIVE WHERE DATA IS STORED ACROSS THE DRIVE ARRAY IN SUCH A WAY THAT DATA CANNOT BE REASONABLY OBTAINED FROM A SINGLE STORAGE DEVICE; VOLATILE MEMORY; EMBEDDED MEMORY USED EXCLUSIVELY FOR STORAGE OF DEVICE CONFIGURATION DATA; NON-WRITABLE SOFTWARE INSTALLATION MEDIA; ELECTRONIC STORAGE MEDIA USED BY COMMERCIAL VENDORS TO PROVIDE CLOUD SERVICES; OR SYSTEMS NOT SUBJECT TO DON POLICY AND CONTROL.

3. DISCUSSION. DON ELECTRONIC STORAGE MEDIA CONTAINING CLASSIFIED AND/OR CONTROLLED UNCLASSIFIED INFORMATION (CUI) ARE SUBJECT TO THE REQUIREMENTS OF REFERENCE B AND SHALL BE SAFEGUARDED COMMENSURATE WITH THE LEVEL OF INFORMATION STORED UNTIL DESTROYED. PHYSICAL DESTRUCTION OCCURS WHEN THE ELECTRONIC STORAGE DEVICE OR MEDIA IS MADE INOPERABLE AND UNRECOVERABLE THROUGH SHREDDING, CRUSHING, BURNING, OR MELTING.

4. ACTION. ELECTRONIC STORAGE MEDIA TO BE DESTROYED UNDER THIS POLICY SHALL REMAIN IN DON CUSTODY AND CONTROL UNTIL PHYSICALLY DESTROYED IN ACCORDANCE WITH REFERENCES D AND E. COMMANDS SHALL ENSURE ALL CONTRACTS AND PURCHASE AGREEMENTS FOR SUCH SERVICES INCLUDE APPROPRIATE TERMS AND CONDITIONS THAT ENSURE COMPLIANCE WITH THIS POLICY. CONTRACT LANGUAGE FOR NEW DON CONTRACTS AND PURCHASE AGREEMENTS SHALL REQUIRE THAT NON-GOVERNMENT OWNED ELECTRONIC STORAGE MEDIA BECOME THE PROPERTY OF THE U.S. GOVERNMENT UPON END OF LIFE, REPLACEMENT, END OF SERVICE, TERMINATION OF CONTRACT, OR TURN-IN. COMMANDS MAY USE A DESTRUCTION SERVICE OR PURCHASE THEIR OWN DESTRUCTION EQUIPMENT, BUT WILL BEAR ALL ASSOCIATED COSTS.

A. COMMAND DESTRUCTION. COMMANDS MAY CONDUCT DESTRUCTION PROCEDURES USING A NATIONAL SECURITY AGENCY (NSA) APPROVED DEVICE. THE NSA LISTS OF APPROVED DESTRUCTION DEVICES ARE AVAILABLE FOR DOWNLOAD AT

[HTTPS://WWW.NSA.GOV/RESOURCES/EVERYONE/MEDIA-DESTRUCTION/](https://www.nsa.gov/resources/everyone/media-destruction/).

B. OFF-SITE DESTRUCTION. COMMANDS MAY SHIP ELECTRONIC STORAGE MEDIA TO ANOTHER COMMAND, APPROVED THIRD-PARTY GOVERNMENT AGENCY, OR A CLEARED CONTRACTOR FACILITY WITH THE CAPABILITY TO DESTROY ELECTRONIC STORAGE MEDIA PER THIS POLICY.

C. NSA/CSS DESTRUCTION. THE NSA/CENTRAL SECURITY SERVICE (CSS) CAN PROVIDE DESTRUCTION SERVICES TO NSA/CSS ELEMENTS, OTHER INTELLIGENCE COMMUNITY (IC) MEMBERS, AND CERTAIN U.S. MILITARY UNITS.

[HTTPS://WWW.NSA.GOV/CMC](https://www.nsa.gov/cmcc) PROVIDES ELIGIBILITY AND GUIDANCE FOR THEIR SERVICE.

D. RECORDS MANAGEMENT. PRIOR TO DESTRUCTION COMMANDS SHALL DETERMINE WHETHER THE ELECTRONIC STORAGE MEDIA CONTAINS RECORDS PER REFERENCE C. ELECTRONIC FILES THAT MEET THE DEFINITION OF A "RECORD" MUST BE MOVED AND SAVED TO A RECORDS MANAGEMENT SYSTEM PRIOR TO DESTRUCTION.

E. ACCOUNTABILITY. COMMANDS SHALL MAINTAIN A RECORD OF DON ELECTRONIC STORAGE MEDIA DESTROYED. DESTRUCTION RECORDS ARE AN AUDITABLE RECORD AND SHALL BE MAINTAINED PER REFERENCE C. THE DESTRUCTION RECORD WILL INCLUDE AS A MINIMUM: MAKE, MODEL, SERIAL NUMBER, MEDIA TYPE, CLASSIFICATION, DATE OF DESTRUCTION, AND FINAL DISPOSITION. COMMANDS SHALL ALSO ENSURE ELECTRONIC STORAGE MEDIA ARE PROPERLY SECURED (IAW REFERENCE B FOR CLASSIFIED DRIVES) UNTIL PHYSICALLY DESTROYED OR SHIPPED TO AN APPROVED DESTRUCTION FACILITY.

5. COMPLIANCE WITH THIS POLICY IS SUBJECT TO REVIEW BY THE NAVAL AUDIT SERVICE, THE NAVAL INSPECTOR GENERAL, AND DURING COMMAND INSPECTIONS.

6. THIS DON POLICY IS EFFECTIVE AS OF THE DATE OF THIS MESSAGE.

7. REQUEST WIDEST DISSEMINATION.

RELEASED BY AARON WEIS/DON CIO//

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