



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 11-c

Disposal Policy

Disposal Policy

Policy #:

Version #: 1.0

Approved By:

Effective Date:

Purpose:

The purpose is to implement policies and procedures to address the final disposition of sensitive information and/or the hardware or electronic media on which it is stored.

Scope:

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

Sweetwater County School District #1 will ensure that the master inventory list is appropriately updated upon the disposal of components containing sensitive information.

Sweetwater County School District #1 will ensure disposal involves either the data will be securely overwritten or physically destroyed and such steps taken will be documented.

Sweetwater County School District #1 will ensure that all labels have been removed from such data to be disposed.

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the requirements of the Disposal Policy.

Compliance:

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).