

**SAM – INFORMATION SECURITY**  
**(Office of Information Security)**

**MEDIA DISPOSAL**  
(Revised 12/13)

**5365.3**

**Introduction:** Sanitization techniques, including clearing, purging, and destruction, prevent the disclosure of information to unauthorized individuals when such media is reused or released for disposal. Sanitization of non-digital media include, but are not limited to, removing a classified appendix from an otherwise unclassified document, deleting meta data or tags embedded in the document properties that may reveal sources of the document, or redacting selected sections or words from a document.

**Policy:** Each state entity shall sanitize digital and non-digital media prior to disposal or release for reuse, in accordance with applicable standards and policies, including media found in devices such as hard drives, mobile devices, scanners, copiers, and printers.

**Implementation Controls:** NIST SP 800-53: [Media Protection \(MP\)](#)