



Media Sanitization Process

Version 1.4

PROCESS INFORMATION	
<i>This table should be completed by the responsible office and IT Risk & Compliance, as it provides general information about the process.</i>	
RESPONSIBLE OFFICES	Information Technology Security Office (ITSO)
RELATED DOCUMENTS	University Policy Number 1114A, Removal of University Data from Electronic Media
REFERENCE DOCUMENTS	ITS.ITSO-PROC006, Media Sanitization Procedure
DOCUMENT CONTROL NUMBER	ITS.ITSO-PRS006
PURPOSE	This document provides an overview of the media sanitization process specifically on George Mason University-owned electronic devices that will be released for reuse and surplus disposal. To learn more about disposing of equipment, visit https://fiscal.gmu.edu/equipment/dispose-equipment/ .
LAST REVIEWED DATE	12/2/2024

NOTE TO ALL USERS

REVISION HISTORY			
VERSION	DATE	ORGANIZATION/AUTHOR	DESCRIPTION OF CHANGES
1.0	7/26/2019	ITSO	Initial Release
1.1	8/21/2020	ITSO	Annual Review with minor changes
1.2	6/28/2023	ITSO	Annual Review with minor changes
1.3	6/18/2024	ITSO	Annual review with minor changes (grammatical edits and update on review frequency).
1.4	12/2/2024	IT Risk & Compliance / Cindy Kim	Updated document using the new George Mason University logo, colors and editorial specifications. Corrected the DCN for the Media Sanitization Procedure referenced in this process.



PROCESS SCOPE

*Describe the overall scope of the process. It is **concerned primarily with controlling who, what, or when this process is applicable**. Please consider this a high-level summary.*

The process...

This process helps prevent unauthorized parties from accessing sensitive information resulting in identity theft, institutional embarrassment, or loss of personal privacy.

The process is applicable when:

1. This process should be executed before the release for reuse of George Mason-owned electronic devices.
2. This process should be executed before the surplus disposal of George Mason-owned electronic devices.

PROCESS INPUTS & OUTPUTS

Process Inputs

1. Information system media or George Mason-owned electronic device
2. Data sanitization technique
3. Certificate of Data Destruction sticker (blank)

Process Outputs

1. Sanitized information system media or George Mason-owned electronic device
2. Certificate of Data Destruction sticker (completed)

DEFINITIONS

ACRONYM/TERM	DEFINITION
Electronic Device	Any electronic equipment that has a storage device or persistent memory, including but not limited to computers, servers, personal data assistants, cell phones, smartphones, routers, switches, firewall hardware, and certain models of printers and copiers.
Information system media	These are components in an electronic device that store data or use persistent memory. Information system media includes both digital and non-digital forms. Digital media include magnetic disks, flash-memory or Solid-State Devices (SSDs), and optical media. Non-digital media include paper and microfilm.
Media Sanitization	[NIST Definition] The actions taken to render data written on media unrecoverable by both ordinary and extraordinary means.
Release for Reuse	This is the practice of releasing electronic devices for continued use. Examples of Release for Reuse include interdepartmental transfers, returns for replacement, returns for repair, donations to eligible organizations, and loans to faculty and staff for use at alternate locations.
Surplus Disposal	This is the practice of disposing of electronic devices that have been declared excess or surplus to the needs of the university's administrative units or departments.

FLOWCHARTS

Provide an image of a Visio diagram to show process steps.

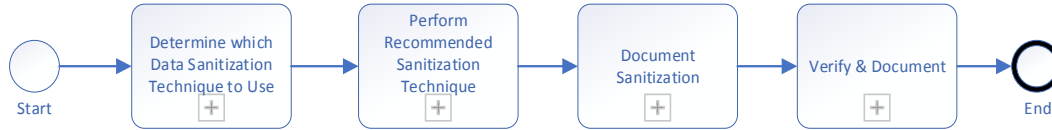


Figure 1: Data Sanitization Process

HIGH-LEVEL PROCESS OR STEP

PROCESS/STEP DESCRIPTION	Responsible Group	Output(s)
Step 1 - Refer to ITS.ITSO-PROC006, Media Sanitization Procedure to determine the appropriate data sanitization technique		
Refer to ITS.ITSO-PROC006, <i>Media Sanitization Procedure</i> for guidance and instructions on data sanitization technique to use on a George Mason-owned electronic device before its release for reuse.	University faculty or staff	Data sanitization technique
Step 2 – Perform the Recommended Data Sanitization Technique		
Perform the recommended data sanitization technique on information system media or a George Mason-owned electronic device.	University faculty or staff	Sanitized information system media or George Mason-owned device
Step 3 – Document Data Sanitization Process		
Refer to ITS.ITSO-PROC006, <i>Media Sanitization Procedure</i> for instructions in documenting the data sanitization of information system media or George Mason-owned electronic device.	University faculty or staff	Certificate of Data Destruction sticker
Step 4 – Verify and Document Verification		
Refer to ITS.ITSO-PROC006, <i>Media Sanitization Procedure</i> for instructions in verifying and documenting a successful media sanitization process.	University faculty or staff	Certificate of Data Destruction sticker




ARTIFACTS

ARTIFACT	PURPOSE
Sanitized information system media or George Mason-owned electronic device	These are information system media or George Mason-owned electronic devices that have undergone data sanitization.
Certificate of Data Destruction sticker	This sticker includes information on the type of sanitization technique selected, the names of the individuals who sanitized and verified the media, and the dates when these tasks were completed.

TIMETABLE FOR REVIEW

This process will be reviewed every two years at a minimum.

APPROVALS

ROLE	NAME & ORGANIZATION	SIGNATURE	DATE
Director, IT Security Office	Curtis McNay	DocuSigned by:  6179577EE174479...	12/3/2024