

Reclamation Manual

Directives and Standards

Subject:	Reclamation Information Management and Technology (IMT) Cyber Security Program: IMT Asset Disposal – Information Sanitization
Purpose:	This Directive and Standard (D&S) establishes minimum requirements for information sanitization prior to the disposal or transfer of Government IMT assets. The benefit of this D&S is that it will assist in ensuring that no electronically stored information or copyrighted materials are inappropriately transferred to organizations within or outside of the Bureau of Reclamation.
Authority:	Privacy Act of 1974 (Pub. L. 93-579; 88 Stat. 1896; 5 USC §552a); Federal Managers’ Financial Integrity Act of 1982 (Pub. L. 97-255; 31 USC 66a); Clinger-Cohen Act – Information Technology Management Reform Act of 1996 (Pub. L. 104-106); Federal Information Security Management Act of 2002, Title III (Pub. L. 107-347); Federal Information Cybersecurity Modernization Act of 2014 (Pub. L. 113-283); Federal Information Technology Acquisition Reform Act (FITARA) of 2014 (H.R. 1232); Office of Management and Budget (OMB) Circular A-130, Appendix III, <i>Cybersecurity of Federal Automated Information Systems</i> ; OMB Circular A-123, <i>Internal Control Systems</i> ; National Institute of Standards and Technology (NIST) Special Publication (SP) 800-88 Rev 1, Guidelines for Media Sanitization, Department of the Interior Departmental Manual Part 375, Chapter 19, <i>Information Technology Security</i> ; Departmental Manual Part 112 Chapter 24, Part 212 Chapter 24, Department of Interior Security Control Standards; SLE 02-01, Identifying and Safeguarding Controlled Unclassified Information (CUI) Section E.3.C
Approving Official:	Associate Chief Information Officer (ACIO), Information Resources Office (IRO)
Contact:	Reclamation Enterprise Support Services Group (84-21100)

- 1. Introduction.** Reclamation computer systems are routinely transferred within Reclamation, disposed of, or donated to organizations that are outside of Reclamation’s control. Care must be taken to ensure sensitive information and copyrighted material do not remain on these systems that would violate laws, compromise members of the public, or in any way jeopardize Reclamation’s personnel, facilities, or operations.
- 2. Applicability.** The asset disposal processes outlined in this D&S:
 - A.** Are applicable to all Reclamation-owned, -leased, -operated, and -maintained IMT assets, e.g., personal computers (PCs), tablets, servers, supervisory control and data acquisition systems, smartphones, network equipment, printers or multifunction devices, and storage media devices such as thumb drives, external drives and disks;

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- B. Must be followed by all employees disposing of any Reclamation IMT assets identified in Paragraph 2.A., above; and
 - C. Are not intended to address the disposal, sanitization, or redeployment requirements associated with national security information systems or devices associated with national security information systems. Such systems/devices are covered under the requirements of Executive Order 13526, as amended. Please contact the IRO for help with the disposal, sanitization, or redeployment requirements for national security information systems or devices.
3. **Definitions.**
- A. **Accountable Property Officer (APO).** A Government employee assigned overall physical accountability for a specified group of personal property assets. Each Reclamation Manual release will define terms that are used in the release to facilitate comprehension of the requirements it sets forth.
 - B. **Asset Owner.** A Government employee responsible for the information residing on the IMT asset.
 - C. **Cognizant Employee (CE).** All Reclamation employees who utilize Government property are responsible for the proper and reasonable care, use, safekeeping and return of such property.
 - D. **Custodial Property Officer (CPO).** A Government employee responsible for daily control and supervision of personal property assets assigned to them, including proper custody, care and use.
 - E. **Destruction (Destroy).** There are two forms of destruction. Degaussing and physical destruction. Degaussing is the process of magnetically erasing electronically stored data through the use of an approved device. Physical destruction is the process of physically altering the storage media beyond operational use.
 - F. **Disposal.** As used within this D&S, disposal refers to cases where assets are excessed, donated or transferred to organizations outside Reclamation by the servicing property office.
 - G. **IMT Assets.** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Also includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Including but not limited to desktops, laptops, tablets, switches, servers, routers utilizing operating systems such as Linux, Mac OS X, Microsoft Windows and iOS.

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- H. **Internal Transfer.** As used within this D&S, internal transfer refers to cases where Reclamation IMT systems are transferred and Financial and Business Management System (FBMS) accountability has been updated, by the servicing property office.¹
 - I. **Reformatting or Wiping.** Reformatting places the device in a condition that prevents simple recovery of the information on the device and will typically enable re-use or redeployment of the device.
 - J. **Re-Imaging.** Erasing the computer hard drive and reloading the computer operating system and required applications.
 - K. **Sanitize.** See definitions for Destroy, Reformat and Re-Image.²
4. **Responsibilities.**
- A. **ACIO, IRO.** The ACIO is responsible for establishing Reclamation-wide cybersecurity policy, standards, and guidance; and overseeing implementation to ensure compliance for all information and information systems consistent with all relevant requirements.
 - B. **APO.** The APO is responsible for:
 - (1) safeguarding of the IMT assets;
 - (2) enforcing measures to prevent loss, theft, misuse, or abuse of the IMT assets;
 - (3) maintaining proper records for the IMT assets; and
 - (4) preventing unauthorized use or misappropriation of the IMT assets.
 - C. **CPO.** The CPO's are responsible for ensuring when any IMT asset is transferred, excessed, or donated from one individual to another within Reclamation, the CPO must ensure the storage media has been addressed in accordance with Paragraph 5.C., below.
 - D. **CE.** The CE's are responsible for ensuring that information residing on IMT assets being disposed of or redeployed is reviewed to determine if any record material must be preserved in accordance with established records management requirements.
 - E. **Reclamation IMT Organizations.** Reclamation IMT organizations are responsible for obtaining, supporting, and operating the necessary equipment and software to assist Reclamation employees in complying with this D&S. Experienced and designated

¹ Exception – Industrial Control Systems (ICS) do not need to be sanitized when internal transfers take place.

² For further guidance on these methods refer to NIST SP 800-88 Rev 1, this D&S provides Reclamation's minimum sanitization requirements.

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IMT personnel are responsible for determining the appropriate equipment sanitization method and completing the Destroyed Device Tracking spreadsheet (Appendix A).

- F. **Information Management Planning and Compliance Division.** The Information Management Planning and Compliance Division is responsible for establishing an internal control and auditing program for asset disposal and sanitation.
 - G. **Servicing Property Office.** The servicing property office is responsible for transfer and disposal of IMT equipment.
5. **Procedures.** No property shall be transferred, donated, recycled, sold, or scrapped without involvement from the servicing property office.
- A. **Official Records.** Prior to asset disposal, all information residing on Reclamation's IMT assets must be reviewed, and any official records material must be removed and preserved in accordance with established records management requirements. Where the IMT assets being disposed of constitute an IMT system, the applicable decommissioning plan must also be followed.
 - B. **Asset Disposal Involving External Transfer.** Before any asset disposal involving external transfer occurs, any asset storing Reclamation information must have all of its data/software storage components sanitized.
 - C. **Internal Transfers.** When the FBMS accountability of IMT assets are transferred from one individual to another within Reclamation, the primary storage media must be sanitized. All other devices (e.g., mobile devices) transferred from one individual to another within Reclamation shall be wiped prior to transfer.
 - D. **Excessed IMT Assets.** No asset will be excessed until the appropriate method of information sanitization has been applied to all storage media contained within the asset. In some cases, non-volatile memory devices, such as removable flash cards ("thumb-drives"), floppies, ZIP disks, compact disks, read only memories (ROM), etc., exist and may contain sensitive information. All memory devices must be removed and destroyed from the asset such that the original information is rendered useless before it is disposed of or donated.
 - E. **Disposal Certification.** To support and document proper IMT asset disposal or redeployment, the attached Excel spreadsheet or similar document, Destroyed Device Tracking (Appendix A), must be retained by the Reclamation IMT organizations in accordance with established records management requirements.
 - (1) The asset owner fills out the MS-880, Request for Removal of Property, or office specific turn-in documentation shall be completed. The servicing property office can provide the proper documentation.
 - (2) The IMT organization fills out the Excel spreadsheet and converts to a pdf file.

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- (3) The pdf file will be provided with the physical transfer of the asset to the CPO or property office. The property office will attach the pdf file to the MS-880 then complete the disposal of the asset.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____