

# OCIO Media Destruct Policy

*Logistics  
July 2021*

## State of Nebraska, OCIO - Media Destruct Policy

Chain of Possession must be maintained during hard drive replacement. Media possession must be documented for all phases of destruction. Each Data Center will have an OCIO Media Destruct Form that will stay with the hard drive, through destruction. Each Data Center will have an OCIO Media Destruct Log, which will be reconciled quarterly, by the OCIO Compliance Team.

### OCIO Media Destruct Log:

- Date Drive Replaced
- Drive Manufacturer and Serial number
- 501/DOTComm personnel signature

### OCIO Media Destruct Form

- Drive is replaced by Hardware Technician
- Form is filled in with:
  - Date Media Replaced
  - Drive Manufacturer and Serial number
  - Hardware Technician Name
  - Check one: Vendor or OCIO Personnel
  - Accumulative # from OCIO Media Destruct Log
  - 501/DOTComm personnel signature and date

If Hardware Technician is the Vendor, drive(s) and form(s) are given to 501/DOTComm staff, who will log the information in the OCIO Media Destruct Log and secure the hard drive(s) and OCIO Media Destruct Form(s) in the 501/DOTComm data centers State of Nebraska Secured Storage.

If Hardware Technician is OCIO Personnel, proceed to Picked Up/Delivery portion of Log/Form.

## ***OCIO Media Destruct Policy***

Authorized OCIO Personnel picking up hard drive will complete the **OCIO Media Destruct Log** with:

- Date Drive(s) Picked Up
- OCIO Personnel Name
- 501/DOTComm Witness Name and the OCIO Media Destruct Form, with:
  - Delivered By: Name and Date
  - Delivered To: Name and Data
  - Operations Staff verify the serial number on media matches form
  - Operations Staff locks drive(s) and form(s) in Secured Storage
  - Operations Staff sends notification to media owner and Logistics Team Manager

The “media owner” is determined by: *if Vendor is checked on the OCIO Media Destruct Form, send notification to Mainframe Team Manager; if OCIO is checked, send notification to Open Systems Team Manager.*

The Logistics Team Manager will pick up the hard drive(s) and Destruct Form(s) from the 501 Building Operations Team, take them to the shredding room, complete the OCIO Media Destruct Form, with:

- Name and Date of OCIO Personnel picking up drive(s) and form(s)
- Name and Date of OCIO Operations Personnel witness

The drives and forms will remain in the locked shredding room, until a date is scheduled for shredding. The serial numbers of all drives are scanned and uploaded to a file.

The **OCIO Media Destruct Log** will be reconciled quarterly, matching serial numbers with the uploaded file.

Any issues will be reported to OCIO Management.

**For further information, please contact:  
The Office of the CIO Service Desk**

**Request this Service: <https://serviceportal.ne.gov>**

**402.471.4636 or 800.982.2468**