

## 118 Criminal History Record Information

### 118.7.2 DESTRUCTION OF CHRI

Employees are responsible for ~~destroying~~ ensuring the destruction of physical media containing CHRI ~~documents they receive~~ once the ~~document~~ media has served the purpose for which it was obtained. ~~Documents~~ Physical media shall be destroyed by shredding or by placing the media in an authorized shred bin.

Employees are responsible for sanitizing electronic media containing CHRI once the media has served the purpose for which it was obtained. Employees shall sanitize electronic media by overwriting the media at least 3 times or by degaussing prior to disposal. Inoperable electronic media shall be destroyed. The destruction and/or sanitization of electronic media shall be tracked and logged.

The destruction and/or sanitization of all physical and electronic media shall be carried out or witnessed by authorized personnel in accordance with records retention schedules.

Examples of media include, but are not limited to, paper, hard drives, SD Drives, CDs, DVDs, tape, USB "thumb drives", etc.