Disposal Policy

Policy #: 4000-010

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: May 1, 2016

Purpose:
The purpose is to implement a policy to address the final disposition of
digitized, sensitive information, to include but not limited to student data
and Personally Identifiable Information (PII) on physical media
controlled by the WDE.

Scope:
This policy applies to all State of Wyoming, Department of Education
(WDE) workforce members including, but not limited to full-time
employees, part-time employees, trainees, volunteers, contractors,
temporary workers, and anyone else granted access to sensitive
information by WDE. All workforce members are responsible for the
security of protected information.

Policy:
WDE will ensure that prior to re-use that the physical media is securely
overwritten and that such action is verified and documented.

WDE will ensure that, prior to disposal, either the data will be securely
overwritten or physically destroyed and that such steps taken will be
documented.

WDE will ensure that all labels identifying content and/or agency, have
been removed from such media to be disposed.

Responsibilities:
The WDE Information Security Officer (ISO) will be responsible for
ensuring the implementation of the requirements of the Disposal Policy.

Compliance:
Failure to comply with this or any other security policy will result in
disciplinary actions as per HR Policy. Legal actions also may be taken
for violations of applicable regulations and standards such as state and
federal rules to include the Family Educational Rights and Privacy Act
(FERPA).

Procedure(s): None

Form(s): Sanitization Validation Form
References:


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