March 25, 2004

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-18

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Disposal of Information Technology (IT) Equipment and Electronic Media

1.   <u>Purpose</u>. To provide the Job Corps Community with guidelines for the disposal of IT equipment and other electronic media used to conduct Job Corps related activities.

2.   <u>Background</u>. In April 2003, the Department of Labor's Assistant Secretary for Administration and Management, Chief Information Office released a memorandum that provides guidelines to be implemented throughout the Department of Labor (DOL) for the disposal of IT equipment and other electronic media. In order to ensure compliance with DOL policy and guidelines, all Job Corps sites must implement the guidelines provided in this Program Instruction immediately.

3.   <u>Authorities</u>. The procedures included in this document are in accordance with the following authorities:

- DLMS-9 — Chapter 300, *Management and Accountability of Information Resources*

- April 3, 2003, Memorandum for Agency Heads, *Disposing of IT equipment and electronic media*

4.   <u>Guidelines</u>. All Points of Contact (POCs) for centers, OA, CTS, and other users are responsible for sanitizing the computers which they operate, and the related data storage media, before retiring or disposing of these devices.

The measures below are necessary to prevent unintended release of Job Corps or Privacy Act covered information.

Computers:

Computers are donated to recognized organizations or excessed and must be reported through the Electronic Property Management System (EPMS). In either case, it is the responsibility of the POC retiring the equipment to ensure that data on the computer is removed. To be effective, data must be removed by writing over the hard drive of the computer several times or by a full low-level format. Conducting a quick format or deleting data on the computer does not erase the data, and it can be recovered by means of readily available software made specifically for this purpose. Accordingly, disk drive sanitizing utility tools must be used on all computers before they are disposed of to prevent unintended release of Job Corps data. Disk drive sanitizing utility tools are inexpensive and readily available in the marketplace. To obtain additional information and a list of recommended disk sanitizing utility software, email the Job Corps Security Team JCDCSecurity@jcdc.jobcorps.org. To document that the appropriate measures have been taken to protect against unintentional release of Job Corps data, Form DL 1-55A, Electronic Media Disposal Sanitation Certificate, must be completed before the release or transfer of IT equipment. The POC should maintain copy of this form on file and a copy should be delivered with the computer (if being transferred) to indicate its current state.

Note: The Department of Labor policy does not require that hard drives be removed. However, it does state that it is the agency's responsibility to sanitize DOL computers and related data storage media that they own and operate before retiring or disposing of these devices.

Other Electronic Media:

Diskettes and tapes also may be erased by overwriting the data or by degaussing (magnetically wiping) before disposal. Merely discarding the media without degaussing, writing over, or physically destroying them can also result in the unintended release of Job Corps data. Degaussing tools are also readily available in the marketplace and must be used before disposing of diskettes and tapes, unless they are written over or destroyed.

CD-ROMs and DVDs:

Magnetic wiping does not affect CD-ROMS and DVDs; they must be physically destroyed to effectively prevent access to the data they contain. A number of devices are available in the marketplace for this task. Additional information can be obtained from the Job Corps Security Team. Email your request for information to JCDCSecurity@jcdc.jobcorps.org.

5.   Action. Addressees are to ensure that a copy of this Instruction is distributed to the appropriate staff and that staff are briefed on the importance of following these requirements.

6.   Expiration Date. Until superseded.

7.   Inquiries. Inquiries regarding this Instruction should be addressed to Linda Estep (888) 886-1303 ext. 7212, or emailed to EstepL@jcdc.jobcorps.org; or Judy Wasserman (888) 886-1303 ext. 7494, or emailed to wasserj@jcdc.jobcorps.org.

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