



State Auditor of Alabama

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Policy Statement 402-A

TO: All State Department Heads, Agency Directors,
Boards, Bureaus, Units or Subdivisions

SUBJECT: Media Sanitization

EFFECTIVE DATE: September 1, 2009

Policy Statement 402-A

Breach of the security of the system means unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the state department, agency, board, commission, bureau, unit or subdivision of state government. Good faith acquisition of personal information by an employee or agent of the state department, agency, board, commission, bureau, unit or subdivision of state government for the purpose of that entity shall not be a breach of the security of the system, provided that the personal information is not used or subject to further unauthorized disclosure.

Reference, State of Alabama, Information Technology Standard 680-01S4: Media Sanitization (<http://isd.alabama.gov/POLICY/policies.aspx>). This policy states that prior to reuse, all electronic media shall be cleared to effectively deny access to previously stored information.

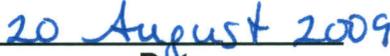
This policy statement is provided in order to protect all state entities from breaching computerized data. Enclosed is a statement that the Director/Commissioner/Agency Head must sign and date prior to delivery to ADECA Surplus Property Division of all electronic media stating that all media has been purged.

Discussion

The purpose of this policy is to promote consistency within various state departments, agencies, boards, commissions, bureaus, units or subdivisions of state government in the sanitization of state owned personal property.



Samantha "Sam" Shaw
State Auditor



Date

AFFIDAVIT

I, _____, (Department Head/ Agency Director) do hereby certify that all electronic media being surplused to Alabama ADECA Surplus Property Division has been sanitized of all data in accordance with Standard 680-01S4 or Surplus Property regulations.

Before me, the undersigned notary public, this day, personally, appeared _____ to me known, who being duly sworn according to law, deposes the following:

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires