



Policy: Electronic Data Destruction

ChildNet Number: CN 012.018
Original Approved Date: June 22, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): RPM 6.02

Statement of Policy:

ChildNet's policy is to ensure that all electronic data is completely and securely destroyed according to Florida Statute(s).

Board Chair's Signature:

Date:

11/30/10



Procedure: Electronic Data Destruction

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Original Approved Date: June 22, 2010, June 10, 2014

Procedure Revised Date(s):

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Definitions

Hard Drive: a non-volatile storage device that stores digitally encoded data on rapidly rotating rigid platters with magnetic surfaces.

Optical Disc: a flat usually circular disc which encode binary data in the form of pits and lands on a special material on one of its flat surfaces.

Statement of Procedure

The data destruction shall be applicable to all records and information created and maintained by the agency on electronic media (e.g. hard drives, including external hard drives, flash or thumb drives, optical media, copiers, detachable hardware, and any other such storage device).

Data residing on computer storage drives, either digital, optical or hard drives, and copiers are disposed of by a licensed, contracted vendor and certified when complete.

President's Signature:

Date:

06-25-14