

**WALLA WALLA COMMUNITY COLLEGE
MEDIA SANITIZATION AND DESTRUCTION
ADMINISTRATIVE POLICY 8240**

I. POLICY BACKGROUND/PURPOSE

The purpose of this policy is to define the proper methods for disposal/sanitization/destruction of media (physical or electronic) at Walla Walla Community College (WWCC). These rules are in place to protect sensitive and confidential information.

II. AUTHORITY

Board Policy 1370. This policy is a component of the WWCC information security program that is intended to comply with the PCI-DSS, FERPA, GLBA, HIPAA and other regulations.

III. SCOPE OF POLICY

This policy applies to all WWCC employees/contractors and equipment at WWCC.

IV. POLICY

- A. When no longer usable, hard drives, removeable storage devices, CDs, hard copies, print-outs, and other similar items used to process, store and/or transmit WWCC sensitive and confidential data shall be properly disposed.
- B. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:
 - 1. Shred using WWCC issued cross-cut shredders.
 - 2. Place in locked shredding bins.
- C. Electronic media (hard drives, removable media such as flash drives, CDs, printer and copier hard drives) shall be disposed of following industry standard data destruction requirements.
- D. IT systems that have been used to process, store, or transmit sensitive and/or confidential information shall not be released from WWCC's control until the equipment has been sanitized.
- E. Exceptions
 - 1. Only the President of WWCC or a designated appointee is authorized to grant exceptions to this policy.

V. COMPLIANCE

To ensure compliance with this policy, WWCC may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any WWCC information resources, consent to disclosing the contents of any files or information stored or passed-through WWCC's network and may be subject to monitoring.

A. Enforcement

- 1. Personnel and students using WWCC's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment, or suspension of enrollment.
- 2. Employees, contractors, consultants, temporaries, partners, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the WWCC Information Security Policies upon hire and must be reviewed annually.

B. Violations

1. In conjunction with the Vice President of Human Resources, a Supervisor, Department Supervisor, Dean, or Vice President will address employee violations of this policy.
2. The Vice President of Student Services will address student violations of this policy in accordance with the Student Code of Conduct.

VI. REFERENCES

- A. [NIST Special Publication 800-88 Rev 1](#)

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>December 16, 2025</u></p> <p>Last Reviewed/Revised on: _____</p>
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