

### **8-906. Data destruction.**

Agency data must be disposed of in accordance with the Records Management Act and any related records retention schedule. Disclosure of sensitive information through careless disposal or re-use of equipment presents a risk to the state. Formal procedures must be established to minimize this risk. Storage devices such as hard disk drives, paper or other storage media (e.g., tape, diskette, CDs, DVDs, USB drives, cell phones, and memory sticks) regardless of physical form or format containing CONFIDENTIAL or RESTRICTED information must be physically destroyed or securely overwritten when the data contained on the device is to be disposed. These events should include certificates of destruction. State and agency asset management records must be updated to reflect the current location and status of physical assets (e.g., in service, returned to inventory, removed from inventory, destroyed) when any significant change occurs.

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**History:** Adopted on July 12, 2017.

**URL:** <http://nitc.nebraska.gov/standards/8-906.pdf>