



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/ Christina K. Daly

**Date:** 6/12/2017

**Subject:** Security Requirements for Physical and Electronic Media

**Section:** FDJJ - 1260

**Originating Office:** Administrative Services

**Authority:** Section 282.318, F.S. (Enterprise Security of Data and Information Technology Act)

**Related References:** Florida Administrative Code, Rule 74-2  
Florida Information Technology Resource Security Policies and Standards;  
NIST Guidelines for Media Sanitization (SP 800-88);  
FDJJ Policy 1205.01, IT Resource and Planning Management;  
FDJJ Policy 1675, Purchasing Policy

**Purpose:** To provide guidance for the procurement, operation, and surplus of office machines with data storage capability, commonly referred to as multi-function devices (MFDs) i.e. printers, copiers, scanners, fax machines, etc.

**Offices Affected by the Policy:** All offices within the Department.

## **POLICY STATEMENT:**

- The Bureau of Information Technology (IT) and the Bureau of General Services must jointly manage the procurement, implementation, operation, and surplus of office machines with data storage media with adherence from all other DJJ program areas, business units, and offices.
- All applicable office machines with data storage media must be operated in compliance with the Bureau of Information Technology and the Bureau of General Services policies, procedures, and requirements.
- Office machines with data storage media shall not be purchased or leased without prior approval from the Bureau of Information Technology and the Bureau of General Services.
- Office machines with data storage media shall not be attached to the DJJ network without prior approval from the Department's Chief Information Officer.
- Office machines with data storage media shall be procured with data storage (i.e. hard drives, flash drives, memory sticks, etc.) that will be owned/retained by the Department when the device has to leave the facility for repairs or at end-of-life/end-of-lease. The ability to send faxes shall be allowed on Department-owned or leased office machines with data storage capability, provided fax functionality is transmitted over a traditional telephone landline.

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- All hard drives removed from a DJJ-owned device or removed from a leased device shall be sanitized by Bureau of Information Technology staff and destroyed by an agency approved vendor. Destruction shall be recorded and certified by the approved vendor.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page:

<http://www.djj.state.fl.us/partners/policies-resources/department-policies>