

# Security Awareness Message

## Dispose of Information Securely

- ✓ Don't store confidential information longer than necessary on your personal computer or portable device and follow your organization's retention and disposal procedures. DO NOT dispose of anything if you are on a litigation hold. If you are not sure if you are on a litigation hold, ask your supervisor.
- ✓ Properly dispose of information that contains personal, private and sensitive information (PPSI) or information that is confidential. Paper documents that contain PPSI and confidential information should be cross cut shredded or, if available, placed in secure bins for secure disposal.
- ✓ OCFS will pick up and securely dispose of any OCFS equipment when it is no longer needed. Email the [comctrup@ocfs.state.ny.us](mailto:comctrup@ocfs.state.ny.us) mailbox for assistance.
- ✓ Read/writable media (including hard drives) that is being redeployed should be wiped using Department of Defense (DoD) compliant software. This software can be downloaded from the Internet at no cost.
- ✓ CDs and DVDs should be physically destroyed using shredders capable of shredding such storage media. If such a shredder is unavailable, the media must be cut into four or more pieces. Storage media such as USB or hard drives must be physically destroyed by burning, crushing or smashing.
- ✓ Guidance is available in the NYS Office of Cyber Security informational guide, "*Erasing Information and Disposal of Electronic Media at,*" <http://www.dhses.ny.gov/ocs/local-government/>.