



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Brent Young

Chief Policy Officer

Dianne Bailey

Chief Operations Officer



Cheyenne Office

Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne WY 82002-0206

Phone: (307) 777-7690

Fax: (307) 777-6234

Riverton Office

320 West Main

Riverton, WY 82501

Phone: (307) 857-9250

Fax: (307) 857-9256

On the Web

edu.wyoming.gov

wyomingmeasuresup.com

Disposal Policy

Policy #: 4000-010

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: May 1, 2016

Purpose:

The purpose is to implement a policy to address the final disposition of digitized, sensitive information, to include but not limited to student data and Personally Identifiable Information (PII) on physical media controlled by the WDE.

Scope:

This policy applies to all State of Wyoming, Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:

WDE will ensure that prior to re-use that the physical media is securely overwritten and that such action is verified and documented.

WDE will ensure that, prior to disposal, either the data will be securely overwritten or physically destroyed and that such steps taken will be documented.

WDE will ensure that all labels identifying content and/or agency, have been removed from such media to be disposed.

Responsibilities:

The WDE Information Security Officer (ISO) will be responsible for ensuring the implementation of the requirements of the Disposal Policy.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): Sanitization Validation Form



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Brent Young

Chief Policy Officer

Dianne Bailey

Chief Operations Officer



Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-0206
Phone: (307) 777-7690
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

edu.wyoming.gov
wyomingmeasuresup.com

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 9400-G164 – Preparation of Electronic Devices and Media for Disposal
<http://ets.wyo.gov/resources/policies-and-standards>
- NIST 800-88, Guidelines for Media Sanitation;
http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_with_errata.pdf

Contact:

Aaron Roberts

E: aaron.roberts@wyo.gov

P: 307-777-8014

F: 307-777-6234

Policy History: Initial effective date: May 1, 2016