LEADS Daily Briefing
for May 4, 2021

Disposal of Physical and Digital Media Containing LEADS/NCIC Data

Per FBI CJIS regulations, all LEADS/NCIC data must be properly destroyed prior to disposal. This includes all LEADS printouts containing LEADS/NCIC CHF, SOS, CHRI, etc.

Please see the FBI CJIS Security Policy (LEADS 2000 Main Page > LEADS Information > Security) for more information:

5.8.3 Digital Media Sanitization and Disposal

The agency shall sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

5.8.4 Disposal of Physical Media

Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried our by authorized personnel.

For assistance please contact the Help Desk at 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date