

REMOVAL OF CONFIDENTIAL MATERIAL (February 2016)

2845

Information security means the protection of information and information systems, equipment, and people from a wide spectrum of threats and risks. Implementing appropriate security measures and controls to provide for the confidentiality, integrity, and availability of information, regardless of its form, is critical to protect against unauthorized access.

Departmental personnel should be aware of confidential data that may be stored on a piece of equipment and the requirement of removing the sensitive material before disposal.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap5300/5310.6.pdf

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=10389.2

http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM12_01.pdf

Before disposing state-owned property, it is the responsibility of CAL FIRE offices to remove any confidential, sensitive, or personal information from the equipment before submitting the CAL FIRE STD 152 paperwork. Personnel should contact their IT coordinator to arrange or request assistance for the removal of confidential information from the property.

[\(Next Section\)](#)

[\(Handbook Table of Contents\)](#)