Removable Media Policy

1. Purpose

Removable media takes many forms today (Thumb drives, flash memory storage, portable storage devices, etc.). Removable media is personal, removable, and portable which introduces risk into the organization. Aside from the chance for loss and theft, removable media format storage is a well-known source of malware infections and has been directly tied to the loss of information. This policy is established to minimize the risk of loss or exposure of sensitive information maintained by Racine County, as well as reducing exposure to sources of malware, virus, and crypto exploits.

2. Scope

This policy covers all Racine County-owned computers, servers and other devices.

3. Policy

3.1 General

> For the purposes of definition, the following items include, but not limited to, fall under the category of removable media:

- Thumb Drives and flash memory storage

- SD Card Storage

- Removable fixed drives

- CDs, DVDs, and BluRays

- USB Digital Cameras

- Cell Phones, iPads, or Tablets acting as removable storage

Removable media storage of any type shall generally be disallowed in any form or function within Racine County's operational environment. Personal storage devices shall not be used for storage of any information or be used with Racine County hardware. Information should be stored on removable media only when required in the performance of your assigned duties, or when providing information required by other county, state, or federal agencies.

Temporary exceptions to this policy may be requested on a case-by-case basis by contacting Racine County IT Help Desk at 262-636-3777 or by emailing: ITHelpdesk@RacineCounty.com

3.2 Exception Policy

Racine County Information Technology shall ensure:

- Computer policies and procedures exist to scan all removable media when connected to a Racine County asset and disallow saving of information to these devices under a normal user context.

- Policy exception logs are maintained by Racine County Information Technology Department within the Sophos Management console.

- For approved removable media policy exceptions, users of removable media shall ensure:

  o Removable media may not be connected to, or used, in non-Racine County computers, including personal or home computers.

  o Data shall be copied or stored on removable media only by authorized users in the performance of official duties.

  o User shall prohibit copying, moving, or storing sensitive data on local hard drives and removable media.

  o Removable Media containing any information shall be protected against unauthorized access, misuse, or corruption.

  o When in transit, sensitive data stored on removable media must not be left unattended and must always remain in an authorized employee's physical control.

  o When at rest, sensitive data stored on removable media must be kept in a secure safe, a locked cabinet, or a locked drawer and returned to secured storage at the end of each work shift.

  o Staff shall adhere to the Racine County IT Asset Disposal Policy for the procedures when decommissioning removable media.

4. Policy Compliance

4.1 Compliance Measurement

The Racine County Information Technology Department will verify compliance with this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tools reports, internal and external audits, and by any feedback from the department.

4.2 Exceptions

Temporary exceptions to this policy may be requested on a case-by-case basis by contacting Racine County IT Help Desk at 262-636-3777 or by emailing: ITHelpdesk@RacineCounty.com

4.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action.

Referenced Standards, Policies, and Procedures

- Racine County IT Asset Disposal Policy

Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:
https://www.sans.org/security-resources/glossary-of-terms/

- Malware
- Removable Media
- Sensitive Information

5   Revision History

Date of Change	Responsible	Summary of Change
November 2019	**IT Dept**	**Updated and converted to new format.**