

**SRSU Policy: Media Protection Policy**  
**SRSU Policy ID: APM 7.30**  
**Policy Reviewed by: Office of Information Technology**  
**Approval Authority: Executive Cabinet**  
**Approval Date: May 14, 2024**  
**Next Review Date: May 14, 2029**

- Purpose:** The purpose of this policy is to define information security controls around media protection.
- Scope:** This policy applies to Sul Ross State University. All users are responsible for understanding and observing these and all other applicable policies, regulations, and laws in connection with their use of the institution's information resources.
- Application:** The statements in this document meet the minimum requirements established for the Texas State University System and its component institutions. At the discretion of Sul Ross State University, more stringent, restrictive, or enhanced requirements may be established.
- Review:** This policy will be reviewed at minimum every five years, or more frequently as needed, by the Sul Ross State University information security officer and appropriate Office of Information Technology staff.

## **POLICY/PROCEDURE**

### **1. Policy Statements**

- 1.1 Media protection controls implemented by Sul Ross State University must comply with applicable federal or state laws, Executive Orders, directives, regulations, policies, standards, and guidance.

### **2. Definitions**

- 2.1 Sul Ross State University defines technical policy terms in the information technology glossary.

### **3. Security Awareness and Training Policy**

**Authority - DIR Controls Catalog (CC): MP-1**

- 3.1 Sul Ross State University must:
  - 3.1.1 Develop procedures to facilitate the implementation of the media protection policy and associated media protection controls.
  - 3.1.2 Review and update media protection procedures at an institution-defined frequency.

### **4. Media Access**

**Authority - DIR CC: MP-2**

4.1 Sul Ross State University must develop procedures to restrict access to information system media.

4.2 Procedures must include, at minimum:

4.2.1 Definition of the types of media; and

4.2.2 Authorized personnel or roles.

## **5. Media Sanitization**

**Authority - DIR CC: MP-6**

5.1 Sul Ross State University must:

5.1.1 Develop procedures to sanitize media prior to disposal, release out of organizational control, or release for reuse; and

5.1.2 Employ sanitization mechanisms with the strength and integrity commensurate with the security category or classification of the system.

## **6. Media Use**

**Authority - DIR CC: MP-7**

6.1 Sul Ross State University shall develop procedures, standards, and safeguards governing the suitability of various types of media for institutional use.

6.2 Sul Ross State University procedures, standards, and safeguards must:

6.2.1 Be based on the risk presented by the information system and the classification of data; and

6.2.2 Designate which types of media are prohibited or restricted for institution-defined uses and information systems.