



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Trina Zanow, Division Administrator
Effective Date: 08/01/2024

190 - Media Protection Standard

Purpose

The purpose of the Media Protection standard is to set forth requirements and expectations related to and supporting the protection of physical and digital media containing non-public data including storage, marking, transport, sanitization, and access through the development of documentation to ensure that the State of Wisconsin staff and business partners are well-informed of their responsibilities when applying these principles within its information systems environment.

Standard

Based on NIST SP 800-53 Rev. 5, DET's Standards address a diverse set of security and privacy requirements. As a currently established baseline for implementation, DOA utilizes all low level, and selected moderate level controls in support of its security posture initiatives. Agencies shall categorize their data and identify the potential impact (high, moderate, or low), and select controls appropriately as defined by Table 3-1 in NIST SP 800-53B for the allocated impact levels (high, moderate, low) of controls and control enhancements. Agencies shall update DET on the status of their baseline control implementation through the reporting and monitoring process.

Executive Branch Agencies shall develop policies, procedures, or processes for their own State information systems and system environments to protect State information, if applicable. **Note:** Some agencies have specific regulatory requirements to follow that go above and beyond the requirements for other agencies. Implementation of the standard controls within this document can be (1) a common (inheritable) control, (2) a system-specific control, or (3) a hybrid control. The control implementation defines the scope of applicability for the control, the shared nature or inheritability of the control, and the responsibility for control development, implementation, assessment, and authorization.

This standard is divided into two sections of controls. **Section One** contains the minimum baseline controls that Executive Branch agencies shall implement. **Section Two** contains some of the common, regulatory controls agencies may be required to implement in addition to the baseline controls. Section Two is not all-inclusive. Each agency is responsible for identifying what other controls their agency may be required to implement beyond the scope of this standard.

SECTION ONE: BASELINE CONTROLS

Policy and Procedures (MP-1):

- Develop, document, and disseminate to appropriate agency personnel or roles:
 - A media protection policy that:
 - Addresses purpose, scope, roles, responsibilities, management commitment, coordination among agency entities, and compliance.
 - Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines.



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- Procedures to facilitate the implementation of the media protection policy and the associated media protection controls.
- Designate appropriate agency personnel to manage the development, documentation, and dissemination of the media protection policy and procedures.
- Review and update the current media protection:
 - Policy on an agency-defined frequency.
 - Procedures on an agency-defined frequency.

Media Access (MP-2):

- Restrict access to agency-defined types of digital and non-digital media to authorized individuals.

Media Marking (MP-3):

- Mark system media indicating the distribution limitations, handling caveats, and applicable security markings (if any) of the information.
- Exempt agency-defined types of system media from marking if the media remains within agency-defined controlled areas.

Media Storage (MP-4):

- Physically control and securely store agency-defined types of digital and non-digital media within agency-defined controlled areas. This includes conducting inventories, ensuring procedures are in place to allow individuals to check out and return media to the library, and maintaining accountability for stored media.
- Protect system media types defined in the above bullet, until the media is destroyed or sanitized using approved equipment, techniques, and procedures.

Media Transport (MP-5):

- Protect and control agency-defined types of system media during transport outside of controlled areas using agency-defined controls.
- Maintain accountability for system media during the transport outside of controlled areas.
- Document activities associated with the transport of system media.
- Restrict the activities associated with the transport of system media to authorized personnel.

Media Sanitation (MP-6):

- Sanitize agency-defined system media prior to disposal, release out of agency control, or release for reuse using agency-defined sanitation techniques and procedures.
- Employ sanitation mechanisms with the strength and integrity commensurate with the security category or classification of the information.
- Follow the State of Wisconsin Records Retention and Disposal Policy, and applicable compliance regulations.



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Media Sanitation | Review Approve, Track, Document, and Verify (MA-6(1))

- Agencies shall review, approve, track, document, and verify media sanitation and disposal actions.

Media Use (MP-7):

- Restrict or prohibit the use of personal media on agency systems or system components.
- Prohibit the use of portable storage devices in agency systems when such devices have no identifiable owner.

SECTION TWO: REGULATORY CONTROLS

Executive Branch agencies shall implement the baseline controls listed in the previous section of this standard. Executive Branch agencies throughout the State of Wisconsin may also be subject to additional Federal, State, and/or Inter-agency regulatory requirements. It is each agency's responsibility to research and implement additional controls needed to meet regulatory compliance requirements and expectations outside of the State of Wisconsin baseline of controls.

Media Sanitation | Equipment Testing (MP-6(2))

- Test sanitization equipment and procedures on an agency-defined frequency to ensure that the intended sanitization is being achieved.

Definitions

Executive Branch Agency - State of Wisconsin legislatively defined Departments and all customers of DET services, equipment, and/or technologies. Agency or State Agency may be used interchangeably with Executive Branch Agency.

State information - Any information that is created, accessed, used, stored, or transmitted by an Executive Branch Agency.

State information systems and system environments - All equipment or services used to input, store, process, transmit, and output information, including, but not limited to network devices, servers, databases, printers, Internet, email, physical, virtual, cloud, and applications accessible to and/or managed the agency.

Information Asset – All State information and State information systems and environments.

Digital Media – This includes flash drives, diskettes, magnetic tapes, external or removable hard disk drives (e.g., solid state, magnetic), compact discs, and digital versatile discs.

Non-Digital Media – This includes paper and microfilm.

Security Markings – Refers to the application or use of human readable security attributes.



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Secure Storage – This includes a locked drawer, desk, or cabinet or a controlled media library. The type of media storage is commensurate with the security category or classification of the information on the media.

System Media – This includes digital and non-digital media.

Controlled Areas – Spaces that provide physical and procedural controls to meet the requirements established for protecting information and systems.

Exception Process

Exceptions to any Executive Branch Agency's Security Policies or Standards shall follow the Executive Branch Risk Exception Procedure.

Document History/Owner

This standard was developed as required by the State of Wisconsin Information Technology Security Policy Handbook, under the authority of Wis. Stat. § 16.971.

This standard is effective upon approval and publication until retired. Revisions and updates continue the effective date by documenting required changes over time.

Ownership for this standard is assigned to DOA, DET Bureau of Security. As such, the DOA, DET Bureau of Security is responsible for the maintenance, update(s), and review of this document annually before the anniversary of the effective date.

Version #	Revision or Review Date	Description of Change(s)	Reviewer/Author	Date Approved
2.0	11/03/20	Reviewed with Agency Security Officers and IT Directors and changes were incorporated	Reviewer: WI ISAC/ITDC Author: DOA/DET/BOS	11/11/20
3.0	06/24/22	Reviewed with Agency Security Officers and IT Directors and changes were incorporated	Reviewer: WI ISAC/ITDC Author: DOA/DET/BOS	06/24/22
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NOTE: Keep only the origination and the last 10 years of update information. Only notate prior three revisions. Include only interim/final revision statuses.				



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Troy Stairwalt, State of Wisconsin Chief Information Security Officer

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Signature

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Print/Type
Title

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