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## 190 - Media Protection Standard

### Purpose

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The Media Protection standard provides documentation of the minimum requirements to protect media.

### Standard

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This standard uses the NIST SP 800-53 Rev. 5 framework as the guideline to establish control objectives to address a diverse set of security and privacy requirements. Not all controls within NIST SP 800-53 Rev. 5 may be selected for the Statewide baseline policies and standards. Agencies must categorize their data and identify the potential impact (high, moderate, or low), and select controls appropriately. This standard uses Table 3-1 in NIST SP 800-53B for the allocated impact levels (high, moderate, low) of controls and control enhancements. At a minimum, all low controls are selected, and certain moderate controls are selected. Agencies are to reflect their controls through the annual reporting process to DOA-DET.

Executive Branch Agencies are to develop policies, procedures, or processes for their own State information systems and system environments to protect State information, if applicable. Fewer controls may be needed for media that contains information determined to be in the public domain, publicly releasable, or have limited adverse impacts on organizations, operations, or individuals if accessed by other than authorized personnel. In these situations, physical access controls provide adequate protection.

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. Agencies should consider the following for inclusion in their policies, procedures, or processes:

#### Media Access (MP-2):

- Restricting access to Agency-defined types of digital and non-digital media to certain defined personnel or roles.

#### Media Marking (MP-3):

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



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## Media Storage (MP-4):

- Physically controlling and securely storing 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.; and
- 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):

- Protecting and controlling Agency-defined types of system media during transport outside of controlled areas using Agency-defined controls;
- Maintaining accountability for system media during the transport outside of controlled areas;
- Documenting activities associated with the transport of system media; and
- Restricting the activities associated with the transport of system media to authorized personnel.

## Media Sanitation (MP-6):

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

## Review Approve, Track, Document, and Verify (MA-6(1))

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

## Definitions

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**Executive Branch Agency** - State of Wisconsin legislatively defined Departments and all customers of DET services, equipment, and/or technologies.

**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.



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**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.

**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

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Exceptions to any Executive Branch Agencies Security Policies, Procedures or Standards must follow the Executive Branch Agencies Exception Procedure.

## Document History/Owner

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



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Table with 5 columns: Version #, Revision or Review Date, Description of Change(s), Reviewer/Author, Date Approved. Contains 4 rows of revision history and a note at the bottom.

Authorized and Approved by:

Alan Greenberg, CISO

DocuSigned by: Alan Greenberg

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Print/Type
Title

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Date