#	*QUESTION*	*YES*	*NO*	*N/A*	*STANDARD*	*COMMENT*
5.8	**Media Protection**					
1.	Media protection policy and procedures shall be documented and implemented to ensure that access to digital media[1] and physical media[2] is restricted to authorized individuals. Procedures shall be defined for securely handling, transporting and storing media.					
	Based on inquiry and record examination, does the Tribe or TGRA secure digital and physical media within physically secure locations[3] or controlled areas?	____	____	____	CSP 5.8.1	
2.	Based on inquiry and record examination, does the Tribe or TGRA restrict access to digital and physical media to authorized individuals?	____	____	____	CSP 5.8.1	
3.	Based on inquiry and record examination, if physical and personnel restrictions are not feasible, does the Tribe or TGRA encrypt digital media per CSP 5.10.1.2?[4]	____	____	____	CSP 5.8.1	
4.	Based on inquiry and record examination, does the Tribe or TGRA protect and control digital and physical media during transport outside controlled areas?	____	____	____	CSP 5.8.2	
	Does the Tribe or TGRA restrict activities associated with transport of such media to authorized personnel?	____	____	____	CSP 5.8.2	

[1] Any form of electronic media designed to store data in a digital format. This includes, but is not limited to: memory device in laptops, computers, and mobile devices; and any removable, transportable electronic media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card.
[2] Physical media refers to media in printed form. This definition includes, but is not limited to, printed documents, printed imagery, and printed facsimile.
[3] A facility, a criminal justice conveyance, or an area, a room, or a group of rooms, within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems.
[4] Encryption is a form of cryptology that applies a cryptographic operation to provide confidentiality of (sensitive) information. Decryption is the reversing of the cryptographic operation to convert the information back into a plaintext (readable) format. There are two main types of encryption: symmetric encryption and asymmetric encryption (also known as public key encryption). Hybrid encryption solutions do exist and use both asymmetric encryption for client/server certificate exchange – session integrity and symmetric encryption for bulk data encryption – data confidentiality.

#	*QUESTION*	*YES*	*NO*	*N/A*	*STANDARD*	*COMMENT*
5.	Encryption, as defined in CSP 5.10.1.2[5], is the optimal control during transport; however, if encryption of the data isn't possible then each Tribe or TGRA shall institute physical controls to ensure the security of the data. Based on record examination, does the Tribe or TGRA have controls in place to protect digital media containing CJI/CHRI while in transport (physically moved from one location to another) to help prevent compromise of the data?	____	____	____	CSP 5.8.2.1	
6.	Based in inquiry and record examination, does the Tribe or TGRA have physical (printed documents, printed imagery, etc.) documents?	____	____	____	CSP 5.8.2.2	
	If so, does the Tribe or TGRA protect at the same level as the information is protected in electronic form?	____	____	____	CSP 5.8.2.2	
7.	Based on inquiry and record examination, does the Tribe or TGRA sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals?	____	____	____	CSP 5.8.3	
	Based on inquiry and record examination, is inoperable digital media destroyed (cut up, shredded etc.)?	____	____	____	CSP 5.8.3	
8.	Based on record examination, does the Tribe or TGRA maintain written documentation of the steps taken to sanitize or destroy electronic media?	____	____	____	CSP 5.8.3	
9.	Based on inquiry and record examination, does the Tribe or TGRA ensure sanitization or destruction is witnessed[6] or carried out by authorized personnel?	____	____	____	CSP 5.8.3	

[5] *Id*.

[6] Authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any Criminal Justice Information therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.

#	*QUESTION*	*YES*	*NO*	*N/A*	*STANDARD*	*COMMENT*
10.	Based on record examination, does the Tribe or TGRA have formal procedures[7] for secure disposal or destruction (shredding or incineration) of physical media when no longer required?	____	____	____	CSP 5.8.4	
11.	Based on record examination, does the Tribe or TGRA ensure the disposal or destruction of physical media is witnessed[8] or carried out by authorized personnel?	____	____	____	CSP 5.8.4	

[7] Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals.
[8] *See* Note 6, *supra*.