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**TITLE: Data Sanitization and Disposal**

**EFFECTIVE DATE:** November 28, 2006

**LAST REVISION:** August 31, 2014

Policy No. 3.1006

### Policy Statement

#### 1. Purpose

The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by the college and in compliance with the Office of Information Technology, (IT POL1-04) and Louisiana Property Assistance Agency.

#### 2. Scope

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within the college including, but not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers ( i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

#### 3. Policy

Information Technology (IT) department is responsible for removing security-sensitive data from its computer storage devices prior to completing a transfer. The following procedures will ensure that no sensitive data leaves the college.

##### 3.1 Technology Equipment Disposal or Surplus

3.1.1 The IT department will securely erase all storage mediums in accordance with current industry best practices.

3.1.2 All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting Department of Defense standards. (ie. Active Kill Disk)

3.1.3 Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).

3.1.4 Submit an Equipment Disposition Request using standard property procedures.

3.1.5 The property personnel will place a sticker on the equipment, indicating the equipment is ready for disposal or surplus.



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3.2 Transferring to another department:

3.2.1 Submit an Equipment Transfer Request using standard property procedures.

3.2.2 Prior to physically moving the device, all data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting Department of Defense standards. (ie. Active Kill Disk)

4. Policy Compliance

4.1 Compliance Measurement

The Chief Information Officer will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

4.2 Exceptions

The Chief Information Officer must approve any exception to the policy in advance.

4.3 Non-Compliance

An employee found to have violated this policy maybe subject to disciplinary action, up to and including termination of employment.

Source of Policy: Information Technology

Related Policy: \_\_\_\_\_

Approved by:  \_\_\_\_\_

Chancellor Andrea Lewis Miller

Responsible Administrator: CIO

LCTCS Policy Reference: NA

LCTCS Guideline Reference: \_\_\_\_\_

Date: 08/31/14