

POLICY & PROCEDURES MEMORANDUM

TITLE:	TRANSFER AND DISPOSAL OF DATA STORAGE DEVICES
EFFECTIVE DATE:	June 21, 2005
CANCELLATION:	none
OFFICE:	Information Technology (IT)

POLICY STATEMENT

Delgado Community College complies with the State of Louisiana Office of Statewide Technology Policy #IT-POL-003, *Data Sanitization (Transfer and Disposal of Personal Computer Equipment)*, and the software licensing agreements under which software is obtained.

In accordance with these regulations, the College determines and uses an appropriate method to sanitize magnetic storage devices, optical storage media and non-volatile memory devices that are surplus, transferred to another government entity, or subject to destruction. These methods include overwriting all addressable data locations on the device and/or mechanically magnetizing (e.g., degaussing) the device.

The specific procedures for sanitizing and disposing of data storage devices are outlined in detail in this memorandum.

Procedures & Specific Information

1. **Purpose**

To establish policy and procedures regarding the sanitization of programs and data contained in magnetic storage devices, optical storage media and non-volatile memory devices that are internally relocated/transferred, surplus, transferred to another government entity, or subject to destruction.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all operational units of Delgado Community College and covers all computers and other data storage devices transferred to another government entity, surplus, or subject to destruction.

3. **Definitions**

As used in this memorandum:

- A. **Property Manager** is the Delgado employee designated by the Chancellor as the Agency Property Manager.
- B. **Degausser** is a mechanical device used to completely erase data on magnetic tape and hard drives by exposing the media to strong magnetic fields. The device is classified as either a Type I or a Type II depending on the strength of the magnetic fields and its ability to process different types of magnetic media.

4. **Guidelines and Procedures**

A. **Standard Sanitization of Operable Computers**

Generally, operable computers will be sanitized by the Office of Information Technology by the execution of a program that overwrites all data and programs on the hard drive. In these cases, the following applies:

- 1) The department relocating the computer or data device submits a [Request for Sanitization of Data Storage Device, Form 1822/009](#) requesting sanitization to the Office of Information Technology.
- 2) The Office of Information Technology accepts the request and executes the sanitizing program in the area that is relocating the computer or data storage device. If the computer is inoperable, Information Technology staff attaches a decal indicating that the hard drive should be destroyed. (See procedures for relocating inoperable data storage devices outlined in Section 4C, "*Data Storage Devices Deemed Inoperable.*")
- 3) The sanitizing program must be the last program initiated before the computer is disconnected.
- 4) The sanitizing program that performs this operation must overwrite the data at least three times.
- 5) The Office of Information Technology certifies that the device(s) has been properly sanitized by completing the Request for Sanitization of Data Storage Device Form, returns the original form to the department relocating the equipment, and attaches a decal to the equipment indicating that the hard drive has been sanitized.

- 6) The department relocating the computer or data storage device submits a [Request for Relocating Furniture/Equipment, Form 1352/002](#), attaching the signed, original Request for Sanitization of Data Storage Device Form, to the Property Control Office.
- 7) The Property Manager authorizes Property Control staff to internally relocate/transfer, surplus, transfer to another government entity, or destroy the device in accordance with State Property Guidelines.

B. Sanitization of Operable Computers Located in OIT-Designated Computer Labs

Operable computers located in computer labs designated by the Office of Information Technology (OIT) for on-site sanitization are sanitized by authorized lab technicians in the following manner:

- 1) The authorized lab technician desiring to surplus or transfer the computer or data storage device executes the sanitizing program in his or her department. If the computer is inoperable, the technician attaches a decal indicating that the hard drive should be destroyed. (See procedures for relocating inoperable data storage devices outlined in Section 4C, "*Data Storage Devices Deemed Inoperable.*")
- 2) The sanitizing program must be the last program initiated before the computer is disconnected.
- 3) The sanitizing program that performs this operation must overwrite the data at least three times.
- 4) The authorized lab technician prepares and signs the [Request for Sanitization of Data Storage Device, Form 1822/009](#) (Attachment A), and attaches a decal indicating that the hard drive has been sanitized.
- 5) The Computer Lab manager certifies that the hard drive has been sanitized and submits the [Request for Relocating Furniture/Equipment, Form 1352/002](#), attaching the signed, original Request for Sanitization of Data Storage Device, to the Property Control Office.
- 6) The Property Manager authorizes Property Control staff to internally relocate/transfer, surplus, transfer to another government entity, or destroy the device in accordance with State Property Guidelines.

C. Data Storage Devices Deemed Inoperable

The overwrite method is not appropriate in those cases in which the data storage device is inoperable. In these cases, the hard drive must be removed and processed with a degausser, which will completely remove the data.

- 1) In accordance with the procedures outlined in Sections 4A(2) and 4B(1), if a computer is deemed inoperable, OIT staff or the authorized lab technician, as appropriate, attaches a decal indicating that the hard drive should be destroyed.
- 2) Upon receipt of a [Request for Relocating Furniture/Equipment, Form 1352/002](#), from the department relocating the equipment *and* verification of the required decal indicating the hard drive should be destroyed, the Property Manager authorizes Property Control Office staff to remove the hard drive from the data storage device and exposes the drive to the degausser in an appropriate manner.
- 3) Property Control Office staff replaces the hard drive back into the data storage device and reseals the case. Where the degausser has been used to erase the data, a label should be placed on the surplus device notifying that the “HARD DRIVE DESTROYED.”
- 4) In accordance with State Property Guidelines, the Property Manager authorizes Property Control staff to destroy the device in accordance with State Property Guidelines.

Reference:

Louisiana Office of Statewide Technology Data Sanitization Policy (IT-POL-003)

Review Process:

Information Systems Council 5/5/05
Business and Administrative Affairs Council 5/24/05
College Council 6/21/05

Distribution:

Electronic Distribution Via Intranet and Email Systems

Attachment:

Attachment A - [Request for Sanitization of Data Storage Device \(Form 1822/009\)](#)

Attachment B - [Request for Relocating Furniture/Equipment, Form 1352/002](#)