

POLICY & PROCEDURES MEMORANDUM

TITLE:	TRANSFER AND DISPOSAL OF ELECTRONIC MEDIA AND DEVICES
EFFECTIVE DATE:	June 21, 2005* <i>(*State of La. Information Security Policy Update 10/12/16; Delgado Helpdesk Addition 6/1/10)</i>
CANCELLATION:	none
CATEGORY:	Information Technology (IT)

POLICY STATEMENT

Delgado Community College is committed to the information security requirements for maintaining data privacy and protection. As required by the [State of Louisiana Information Security Policy](#), any electronic media or device subject to surplus, disposal, transfer, or otherwise permanently leaving the possession of the College must be sanitized using approved equipment, techniques, and procedures as required by the State of Louisiana Office of Technology Service's [Data Sanitization Standards and Requirements](#). The College will:

- review and ensure compliance with current data or record retention policies and directives prior to taking any approved actions to overwrite or destroy data;
- maintain operational processes to ensure compliance with [Data Sanitization Standards and Requirements](#);
- utilize the assigned data classification level, in accordance with the State of Louisiana Information Security Policy's Data Classification and Handling requirements, to determine the required sanitization method;
- maintain sanitization log records, as defined in Data Sanitization Standards and Requirements, indefinitely; and
- report any violation of this policy directly to the State of Louisiana Information Security Team (IST) immediately as practical.

This policy does not apply to any device or electronic media seized, confiscated, or requested as evidence to support any administrative, legal, or lawful action. The specific procedures for sanitizing and disposing of electronic media and devices are outlined in detail in this memorandum.

Procedures & Specific Information

1. **Purpose**

To establish policy and procedures regarding the sanitization of data contained in electronic media and devices that are subject to surplus, disposal, transfer, or otherwise permanently leaving the possession of the College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all operational units of Delgado Community College and covers all electronic media and devices subject to surplus, disposal, transfer, or otherwise permanently leaving the possession of the College.

3. **Guidelines and Procedures**

- A. All employees of the College are responsible for securing College data on all personal and College devices and for observing all requirements of [Delgado's Property Management and Control Procedures](#). Negligence in securing College data is unacceptable and may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee's evaluation, [disciplinary procedures](#) up to and including termination, and/or reimbursement to the College.
- B. When electronic devices or media are no longer needed by an operational unit, the department relocating the equipment is responsible for following all surplus procedures outlined in [Delgado's Property Management and Control Procedures](#).
- C. The releasing department must submit a Property Control Relocation Work Order through the College's [Service Now - IT Service Management](#) and attach a completed [Request for Relocating Equipment/Furniture \(Form 1352/002\)](#) indicating the electronic media or device is to be transferred to surplus.
- D. The electronic media or device must NOT be removed from the department by employees of the operational unit unless directed by the College's Property Manager. Property Control staff are responsible for removing or arranging for the removal of all surplus property from the operational unit. Upon receipt of the surplus request, the Property Control staff will schedule a pickup of the electronic media or device and obtain the signature of the releasing Property Relocation Supervisor at the time the property is removed.
- E. Upon receipt of the equipment, the Property Control Office submits a Work Order for Data Sanitization of the electronic media or device through the College's [ServiceNow - IT Service Management Platform](#).

- F. The Office of Information Technology accepts the request and upon receipt of the equipment executes the appropriate sanitizing method in the College's designated data sanitization location. The sanitizing method must conform to the State of Louisiana Office of Technology Service's [Data Sanitization Standards and Requirements](#).
- G. Office of Information Technology (OIT) performs the following:
- 1) *If Hard Drive is Operable* – Hard drive is sanitized, marked as sanitized, and returned to Property Control.
 - 2) *For Inoperable or Damaged Devices* – Item is marked as failing sanitization. OIT removes and collects hard drive for the Property Control Office, which is responsible for destroying hard drives in accordance with State guidelines.
 - 3) *No Hard Drive* – OIT staff verifies no data is stored and sets item to factory settings.
- H. Following sanitization process, the Office of Information Technology:
- (1) certifies that the electronic media or device(s) has been properly sanitized on the [State of Louisiana Certificate of Data Sanitization Form \(Form LPAA POL 201401\)](#);
 - (2) attaches a decal to the equipment indicating the item has been sanitized in accordance with the State of Louisiana Office of Technology Service's [Data Sanitization Standards and Requirements](#); and
 - (3) completes the work order in the [ServiceNow - IT Service Management Platform](#) for pick up by Property Control staff.
- I. As applicable, the College's Property Manager will obtain transfer approval in accordance with [LPAA regulations](#) to properly surplus (e.g., transfer, trade in, dismantle for parts, scrap, sell, or discard) the property as deemed appropriate and to remove it from Delgado's Master Inventory File.

Reference:

[State of Louisiana Information Security Policy](#)

State of Louisiana Office of Technology Service's [Data Sanitization Standards and Requirements](#)

June 21, 2005*

IT-1822.3

(*State of La. Information Security Policy
Update 10/2/16; Delgado Helpdesk Addition 6/1/10)

Review Process:

Information Systems Council 5/5/05

Business and Administrative Affairs Council 5/24/05

College Council 6/21/05

Procedural Update (OIT Helpdesk Addition) Approval – Vice Chancellor for Business and
Administrative Affairs 6/1/10

State of Louisiana Information Security Policy Update Approval – Vice Chancellor for
Business and Administrative Affairs and Assistant Vice Chancellor/Chief Information
Officer 10/12/16

Distribution:

Electronic Distribution Via College's Internet

Attachment:

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

[State of Louisiana Certificate of Data Sanitization Form \(Form LPAA POL 201401\)](#)