1.0 Purpose

Lawrence Technological University is committed to the protection of sensitive data and to ensuring compliance with software licensing agreements. This policy governs the proper transfer, disposal, repair, recovery, and reuse of University owned computers and digital storage devices in order to protect institutional data and licensed software residing on them.

2.0 Scope

All University owned computers and digital storage devices including, but not limited to desktop workstation, laptop, server, laptops, PDA phones, and handheld computer hard drives; external hard drives; and all external data storage devices such as disks, SANs, optical media (e.g., DVD, CD), magnetic media (e.g., tapes, diskettes), and non-volatile electronic media (e.g., memory sticks), are covered under the provisions of this policy.

3.0 Policy Statement

University owned computers and digital storage devices must be sanitized before leaving the University’s possession for reasons including but not limited to surplus sales, donations, trade-in, and disposal. To sanitize computers and digital storage devices you must reliably erase all institutional data and licensed software from the device or physically destroying the device.

3.1 Guidelines

- Before a computer hard drive can be transferred, reused or disposed of, it must be sanitized using Active Kill Disk or other software that is compliant with Department of Defense standards.

- The Information Technology department is responsible for removing all institutional data and licensed software from all University leased computers as part of the end-of-lease processing.

- All University employees are responsible for the sanitation of non-reusable digital storage devices before disposed. CD-ROMs, DVDs and other non-rewritable devices should be shredded, if that is not possible that they should either be broken or defaced by scratching before disposal.
- If a hard drive that is damaged or inoperable can’t be overwritten before disposal, the hard drive must be disassembled and/or mechanically damaged so that it can’t be used by another computer.

- The Information Technology department is responsible for the disposal and sanitation of surplus University owned computers and digital storage devices.

- All computers and digital storage devices that are waiting for disposal must be stored in a secure location.

- Any disposal of computers and digital storage devices must comply with all environmental regulations.

- If a third party is used to dispose of University owned computers and digital storage devices they must adhere to the University’s Electronic Data Disposal Policy.