Compliance Procedure

Title: **OCCS Data Center – Disposal of Data**
Reference Number:

Purpose
The purpose of this c procedure is to define the process of disposal of data from computers and computer equipment storage media, specifically information on hard drives. The intent is to ensure that all sensitive data, proprietary data, licensed software, etc resident on surplus equipment is destroyed. Such purposeful data destruction procedure shall be in place to protect the University

Property Control policy requires the Budget Unit Director to certify that data on hard drives has been removed or cleaned to meet State requirements

Procedures & Related Information
The directive to surplus a machine is initiated by the Assistant Director for a work group.

The person assigned the machine at their own workstation is responsible for contacting Operations to acquire a Property Control Equipment Turn In Form. In addition, it is their responsibility to clean the workstation's hard drive of any sensitive and/or proprietary data and software which belongs to the University or could reflect the business of the University.

All licensed software must be removed for the workstation.

Staff person must fill out the Property Control Form with Serial Number, Property Control number and appropriate description and condition information.

Staff cannot cannibalize equipment of peripheral parts, computer memory, etc., without the direct permission of the Assistant Director for the work group.

Staff person should place the machine in to the Operations area for staging and final removal to Property Control.

Operations staff will ask the staff member if the machine has been cleaned of sensitive information.

For those staff members who cannot/do not clean information from the machine, Operations staff has a data destruction disk (Software Name: G-Disk / Source: PC Lan Group) that can be inserted into the machine and upon restart, the machine will execute a program to clean the disks.

Operations staff will then review the Property Control form information to ensure that serial numbers and property control tag numbers are correctly listed.

Operations staff will then take the items Property Control, deliver them and have the document signed for by the Property Control office as proof of receipt.

The Property Control form will be filed in Operations for later reference.

OLD DOMINION UNIVERSITY
PROPERTY CONTROL PH 683-4810 / FAX 683-5108
EQUIPMENT TURN IN / TRANSFER / WORK ORDER REQUEST FORM

This form is used to update departmental inventories by removing, adding, or updating items within departmental responsibility. It also initiates a **work request** to move items from one location to another.

If you are turning in a computer or laptop, please contact your TSP for assistance with the disposal of data. Certification for compliance with the OCCS Disposal of Data Compliance Procedure is required below and all computer equipment listed shall indicate the method of data disposal used.

FROM:

Initiating Department:
Budget Code:_____
Contact Person _____
Date: _____ Phone _____
Location: Bldg _____ Rm _____

TO:

Receiving Department:
Budget Code: _____
Contact Person _____
Date: _____Phone#_____
Location: Bldg _____ Rm _____

For change in equipment status please check one of the following blocks:

☐ Turned in to Property Control ☐ Transferred to another location / department

☐ Lost ☐ Stolen ☐ Other

ODU TAGGED EQUIPMENT CANNOT BE ISSUED WITHOUT:
BUDGET CODE: _____ POSITION #: _____

***Attach Police Report if Stolen**

Quantity & Description of Items	Tag #	Serial #	Model / Mfg	Condition*	Data Disposal Method**

Condition of Equipment: New, Good, Fair, Poor, Scrap
*****Method of Data Disposal for Computer Equipment: (1) Hard Drive Removed (2) Memory Removed (3) Hard Drive Cleaned to Meet State & University Policy***

I hereby certify that the above is a true and complete statement regarding this request.

_____
Contact Person

_____
Receiving Contact Person
Position # _____

_____
Initiating Dean, Department Chair, Director, Supervisor

_____
Receiving Warehouse Technician Date

_____
Property Control Supervisor Date

Initiating department: Retain one copy, forward one copy to Property Control. Property Control will forward a copy to Work Management if a work request is required.

Revised October 2010