

University of Virginia's College at Wise Computer/Hard Drive Disposal Policy

Date: 04/11/08

Policy ID: UVAW - 16

Status: Approved

Contact Office: Office of Information Technology

Oversight Executive: Vice Chancellor of Information Technology

Applies to: The University of Virginia's College at Wise

Reason for Policy: To establish processes and procedures for the disposal of all computers and/or hard drives including but not limited to those containing sensitive data in any format including electronically and/or digitally.

Definitions: **Computer** - an electronic/digital device, including but not limited to Servers, PC's (inclusive), laptops, PDA's (inclusive), etc., that can access, store and manipulate data and/or information in any form/format. Major components of a computer are "input" device(s), "output device(s), "CPU" (central processing unit) and some type/size storage device(s) usually a "hard drive".

Hard drive (mass storage device) - is any device that can/does store data, including but not limited to, electronically and/or digitally.

Policy Statement: All College owned computers are put into and taken out of service by authorized Technology Support Services (TSS) and/or Security staff members of the Office of Information Technology. Computers permanently taken out of service will have the hard drive(s) removed. The chassis and remaining contents may then be available for surplus sale/disposal.

Computers being reissued will have hard drives reimaged unless the computer is known to have especially sensitive data as defined in policy # UVAW-3.

All "hard drives" (storage devices) will be disposed of at least annually by an approved method. (The sole exception is any drive(s) that is the subject of legal action or known potential legal action.)

Procedures: Computers being reissued will have hard drives reimaged unless the computer is known to have especially sensitive data. If especially sensitive data is present and the hard drive cannot be sufficiently "cleaned" the hard drive will be replaced and the hard drive disposal procedures will be followed.

The "hard drives" (storage devices) will be disposed of at least annually in an approved method, which at this time and until revised will be drilling through the drive at least 3 times,

especially the platters, with a drill press, on site and with approved IT supervision. Destruction information and documentation will be required with signatures/initials from both the maintenance/procurement services personnel responsible and the IT representative. This documentation shall include a signed verification/certification that no hard drive(s) left the premises intact. Hard drives shall remain in secured storage until destruction.

Hard drives that have been removed/kept in custody for law enforcement purposes will be disposed of after receiving the appropriate authorization from the law enforcement unit responsible. Disposal of these hard drives will require supervision by IT Security personnel and signed authorization for disposal by the responsible entity. These hard drives will remain in the custody of the responsible party until disposal.

Related Information: The University of Virginia and the Commonwealth of Virginia has a contract with a Vendor to dispose/surplus their computers. At this time the cost of this service through this provider is not cost effective for the University of Virginia's College at Wise.

Background:
