

Columbus State University Computer Equipment Disposal Policy

Revised 6/13/2006

1.0 Background

Columbus State University is committed to protecting the security and confidentiality of the data it processes and stores. Much of this data consists of confidential and sensitive information, including student records, financial data, and personnel records. CSU data may be stored on computers, removable electronic media, and other electronic devices. When these devices are disposed of, CSU must ensure that they are free of CSU data.

CSU disposes of computer equipment as follows:

- Outdated equipment is sent to the state Surplus Property Division where it is redistributed, sold, or destroyed.
- Items not covered by the Surplus Property Division policies, such as removable media, are thrown away.
- Computer equipment that is under warranty may be sent back to the manufacturer for repair.

Equipment and media covered under this policy includes, but is not limited to:

- hard drives from personal computers, laptops and servers
- handheld computing devices such as Personal Digital Assistants (PDA)
- removable media such as floppy diskettes, CDs, DVDs, magnetic tapes, and thumb drives

2.0 Purpose

The purpose of this policy is to educate CSU users on the importance of destroying data prior to disposing of any computer equipment, electronic devices, or electronic media and to provide standards for doing so.

This policy also ensures compliance with federal and state directives such as the Health Information Portability and Accountability Act of 1996 (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and the Family Educational Rights and Privacy Act (FERPA).

3.0 Policy

Computer systems, electronic devices, and electronic media transferred outside of CSU, for any reason, must not contain CSU data.

4.0 Procedures and Responsibilities

- Users must submit a RemedyWeb request to have CINS dispose of old or otherwise unusable computer equipment and electronic devices. Users should never throw computer equipment in the trash.
- CINS is responsible for complying with the State of Georgia Department of Administrative Services (DOAS) equipment disposal policies and procedures. They must remove hard drives from computer equipment, render them unreadable, and send them to Surplus separately.
- Users may throw removable media in the trash after destroying it by cutting, smashing, or breaking it. This also pertains to media that is "bad" or unreadable.
- CINS must remove all CSU data from any device sent out for repair or replacement. This pertains to loaner or demo equipment as well as CSU owned equipment.