OSU POLICY ON DISPOSAL OF DATA STORAGE EQUIPMENT

Disposal of Data Storage Equipment

All organizations eventually dispose of outdated and aging data storage equipment such as computer systems and other storage devices. At OSU, if such equipment meets certain requirements, we sell it via surplus organizations. Visit OSU Surplus Property on the web at www.surplus.oregonstate.edu for current minimum sales requirements. If the equipment does not meet the requirements for sale, it will be demanufactured by Surplus Property or processed by another qualified destruction handler. In addition, data storage equipment may occasionally be transferred from one department on campus to another.

Purging Data Storage Equipment

Our goal is to protect the students, staff, faculty, and intellectual property of Oregon State University and to ensure that OSU remains in compliance with state and federal privacy laws and regulations. Therefore, data from all data storage equipment that meets the requirements for sale, or that will be transferred to another department at OSU, must be purged before the equipment leaves a department. We recommend that departments follow the "seven [7] times write over" standard. This standard is widely used by groups and entities that deal with critical or highly sensitive information, such as research material, records, or personnel files. This write over method will greatly reduce the chance of personal data being recovered from a system that is sold as surplus or transferred to another department at OSU.

Before sending your data storage equipment to Surplus Property, contact your local Departmental Computer Administrator (DCA) or Information Technology (IT) Manager to verify that the system is indeed ready for surplus and to properly purge its contents. Also, before transferring your data storage equipment to another OSU department, contact your local DCA or IT Manager to properly purge its contents. Any data storage equipment sent to Surplus Property for sale, and any data storage equipment transferred to another OSU department, must be accompanied by a certification in substantially the following form:

CERTIFICATION OF READINESS FOR SALE

I am the local DCA or IT Manager for the Department/Office of _____ and I am trained and knowledgeable in methods of purging data from data storage equipment. I certify that this

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

_____ *(item description and serial number)*

has been purged of all data using the _____ method. I sent the above-mentioned item to _____ *(department/unit)* on _____ *(date)*.

Printed or Typed Name: _____

Signature and Date: _____