Responsible Division: Finance & Administrative Services
Responsible Office: CITS
Issue/Revision Date: 12/01/2017

Data Disposal Policy

Policy:

SUMMARY

This policy explains Alcorn State University's procedure regarding the proper transfer, disposal, and/or reuse of computers and other digital storage media.

POLICY STATEMENT

1. University-owned computers and digital storage media must have all institutional data and licensed software reliably erased from the device prior to its transfer out of University control. The media must be destroyed, using current best practices for the type of media. Delete, Remove, and Format operating system commands, as well as disconnecting or clipping wires to a drive, do ***not*** fully erase data from the media, and therefore are not acceptable methods for preparing media for transfer or disposal.

2. All computers and digital storage media leaving the University's possession and/or control while still intact must be transferred in accordance with the University's equipment removal and disposal policies which covers both tagged and non-tagged equipment. The office of CITS will ensure the proper erasure of licensed software and institutional data.

3. Computers and electronic storage equipment identified for title transfer must be reviewed and then subsequently cleaned by an approved CITS technician.

RESPONSIBILITY

It is the responsibility of the office personnel disposing the equipment to notify the appropriate departments for removal and disposal of information and equipment.

PROCEDURE

Desktops, laptops and servers must be decommissioned by CITS before going out for disposal or resale. Hard drives in desktops and laptops for resale shall be wiped with a cleaner utility. Hard drives from computers going for disposal, computers from offices that handle sensitive information and servers must be removed and physically destroyed.

Disposal or removal of equipment:
- Contact the CITS Helpdesk to remove the data.
- Contact the Department of Property management to have the equipment removed from your possession.

CONTACT INFORMATION

- For the removal of data from the device, please contact the CITS Helpdesk at: (601) 877-6182

- For the removal of equipment from your inventory, please contact the director of property management at: (601) 877-6499.