Southeastern Louisiana University
Computer or Electronic Media Device Sanitization Policy

Purpose
In compliance with the State of Louisiana Office of Technology Services (OTS) Data Sanitization Policy (IT POL 1-04) and Louisiana Property Assistance Agency, the University has adopted the following policy related to the removal of security sensitive data from computer storage devices to ensure data privacy and protection. This policy is to protect the intellectual property of Southeastern Louisiana University and the confidentiality of its employees and students, and clearly defines the procedures to be used in removing data prior to the release or disposal of equipment.

Definitions
Definitions as stated in the OTS Data Sanitization Policy, IT POL 1-04, are as follows:

*Data Sanitization* – the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. A device or electronic media that has been sanitized has no residual data, even when data recovery is attempted with advanced forensic tools.

*Device* – any equipment, hardware, or system owned, managed, or utilized by an agency or its agents to transmit, store, or process data. Examples include, but are not limited to: laptops,
desktops, servers, routers, smart phones, PDAs, tablets, monitoring systems, printers, fax machines, or copiers.

*Electronic Media* – any media owned, managed, or utilized by an agency or its agents with the capability to store, transmit, or receive data. Examples include, but are not limited to: CDs, DVDs, Hard Drives (HDD), Backup tapes, network attached storage, or internal system memory components (ROM and RAM).

**Policy**

Any computer or electronic media device subject to surplus, disposal, transfer, or permanently leaving the possession of Southeastern Louisiana University shall be sanitized using the approved methods and procedures as required by IT STD 1-17 Data Sanitization – Standards and Requirements as set forth by the State of Louisiana Office of Technology Services.

**Responsibilities**

*Transferring a Computer/Electronic Media Device from One Department to Another*

- **Department** – It is the responsibility of the department to contact the Client Services Help Desk requesting that the unit be “wiped out” and made ready for transfer to another department. The department should also input a Property Control Asset Management Request through PeopleSoft for the transfer of the equipment.
- **Client Services Help Desk** – It is the responsibility of the Help Desk to pick up the computer, run the “shredder” program to totally wipe out all files on the computer, reimagine the computer, sanitize all other electronic media devices according to the OTS Data Sanitization Policy, place a label on the equipment to certify that the unit has been “wiped”, and return the equipment to the originating department.

*Surplusing a Computer*

- **Department** – It is the responsibility of the department to contact the Client Services Help Desk requesting that the device be “sanitized”, and to input a Property Control Surplus Request through PeopleSoft for the surplus of the equipment.
- **Client Services Help Desk** – It is the responsibility of the Client Services Help Desk to pick up the computer, run the “shredder” program to totally wipe out all files on the computer, place a “Sanitized” label on the computer, input the information on a Certificate of Data Sanitization form, and deliver the unit to Property Control for surplus to the State.
**Surplusing Electronic Media Devices**

- **Department** – It is the responsibility of the department to input a Property Control Surplus Request through PeopleSoft for the device to be surplused. The department will then either deliver the item(s) directly to Property Control, or request pickup of the item(s).

- **Client Services Help Desk** – Once notified by Property Control that a group of electronic media devices have been accumulated, it is the responsibility of Client Services to review all devices to determine which ones actually have memory or storage that need to be “sanitized.”

- **Client Services** will then determine the appropriate way to sanitize devices that have memory or storage in order to be compliant with the Data Sanitization Policy of the State of Louisiana, Office of Technology Services—IT POL 1-04 and IT STD 1-17 Data Sanitization—Standards and Requirements. A “sanitized” sticker will be placed on the device, an entry will be made on a Certificate of Data Sanitization Form, and the item will be turned over to Property Control for surplus to the State.

More detailed instructions/procedures can be found under the Property Control Department, Computer/Electronic Media-Transfer and Surplus Requirements, Reference No. PY-1501.

**Conclusion**

In order to stay current with the changing data security environment, this Policy is subject to revision. Before any such changes take effect, a request for changes will be made to the relevant information technology groups (Office of Technology, Client Services). The current version of the procedure will be posted in the Policies and Standards section of the Southeastern Louisiana University website.