

 EASTERN MICHIGAN UNIVERSITY <small>DIVISION of INFORMATION TECHNOLOGY</small>	Policy	
	Effective Date	Date of Last Revision
	November 14, 2012	November 14, 2012

Chapter Name	
8.0 Security	
Chapter Number	Title
8.9	Electronic Media Sanitation and Disposal

1.0 Purpose

The purpose of this policy is to establish a standard for the proper disposal of electronic media containing sensitive data. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for reuse, repair, replacement, or removal from service for a variety of reasons and disposed of in various ways as described below.

2.0 Scope

The scope of this policy includes all personnel who are responsible for or who use Eastern Michigan University computer systems. Vendors and contractors who have access to EMU computer systems are also subject to this policy.

All constituents of Eastern Michigan University (EMU) have a responsibility to ensure the confidentiality of federally regulated and otherwise protected sensitive or proprietary information residing on University-owned computer systems and other digital storage devices and media.

All computers and digital storage devices including, but not limited to: desktop workstations, laptops, servers, notebooks, tablets, smartphones, handheld computer hard drives, external hard drives, printers, optical media (e.g., DVD, CD), magnetic media (e.g., tapes, diskettes), and non-volatile electronic media (e.g., flash drives, memory sticks), are covered under the provisions of this policy.

3.0 Policy

University-owned computer 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, and/or 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** actually erase data from the media, and therefore are not acceptable methods for preparing media for transfer or disposal.

Computers and digital storage devices that are reallocated or otherwise transferred from one University end-user to another end-user shall also be reliably erased prior to reassignment.

Computer and digital storage media which are included as part of a trade-in purchase must be identified on the purchase order for new equipment. Documentation attesting to the erasure of licensed software and institutional data by an approved IT service provider will be required in order to complete the purchase. The University must have a confidentiality agreement in place with any vendor receiving devices for trade-in, or that must be replaced as part of a warranty or repair contract but which cannot be erased for technical reasons.

4.0 Responsibility for Implementation

The Chief Information Officer or his/her designee are responsible for implementation and maintenance of this policy.

5.0 Enforcement

Any employee found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under University policy. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU's Student Code of Conduct. Any suspected violation of state or federal laws will be reported to the appropriate legal authority for investigation.

The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.

6.0 Definitions

Term	Definition

7.0 Revision History

Description	Approval Date
Original	