

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Drive Decommission and Sanitation</b>	<b>6-012 TECHNOLOGY SERVICES December 2019</b>
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GENERAL STATEMENT

- 1.01 The purpose of this policy is to ensure that no personally identifiable information (PII) intentionally or accidentally becomes accessible to users who have not been granted authorization to view said PII.

POLICY

- 2.01 Procedures shall be in place to securely erase data on removable media before reuse by employees with different authorization within the physical boundaries of the OSUIT campus.
- 2.02 Procedures shall be in place to securely destroy all data on removable media before storage and removal from campus.

PROCEDURES

- 3.01 Upon receipt of a Decommission and Sanitation form from Fiscal Services for repurposing of technology equipment containing PII, Technology Services (TS) service desk personnel will wipe the data using Secure Erase as described in National Institute of Standards and Technology Special Publication 800-88 or more secure drive erase technology.
- 3.02 Upon receipt of a Decommission and Sanitation form from Fiscal Services for equipment that will be leaving campus, TS will physically destroy the drive.
- 3.03 The destruction equipment to be used will be the Portable Hard Drive Crusher (HDC) from EDR Solutions or more secure drive destruction technology.
- 3.04 While still on campus, crushed drives will be stored in a secure location in locked bins.
- 3.05 Custodial department will complete and sign a Decommission and Sanitation form and submit to Fiscal Services.
- 3.06 Upon receipt of the Decommission and Sanitation form from Fiscal Services, TS will send an employee to the location of the equipment containing the drives, remove the drives, and take them to the TS offices.

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- 3.07 Upon arrival of the drives at TS, the drives will be crushed using the drive crushing technology and the crushed drives will be placed in one of the bins.
- 3.08 The Decommission and Sanitation form will be signed by either the Associate Vice President of Technology Services or the Manager of Computer Support certifying that the drive has been securely destroyed.
- 3.09 The signed form will be scanned by TS and the original returned to Fiscal Services.
- 3.10 Following the annual auction, TS will fill out a surplus form from the State Surplus located in Oklahoma City. Once approved, TS will schedule a time to drop off the pre-crushed drives.
- 3.11 While in transport, the hard drive bins will be latched and padlocked.

Approved: February 2014  
Revised: July 2016  
Revised: December 2019