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, CIS service desk personnel will wipe the data using Secure Erase as described in National Institute of Standards and Technology Special Publication 800-88 or future 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, CIS 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 future 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, CIS will send an employee to the location of the equipment containing the drives, remove the drives, and take them to the CIS offices.

3.07 Upon arrival of the drives at CIS, 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 Director of CIS or the Manager of Computer Support certifying that the drive has been securely destroyed.

3.09 The signed form will be scanned by CIS and the original returned to Fiscal Services.

3.10 When the bins are full, CIS will fill out a surplus form from the State Surplus located in Oklahoma City. Once approved, CIS 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