

Media & Computer Disposal Policy

Applies To:	All	Policy Number:	ITS-0047
Issued By:	AVP for IT	Policy Version Number:	1.0
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Organizational Details

All media, including, but not limited to, CDs, USB drives (jump drives), portable mass storage devices and computers are required to be disposed of in an appropriate manner by the University's ITS department.

In no circumstances may a computer be re-purposed without the ITS department's approval and proper re-imaging of the equipment.

It is the responsibility of all employees to adhere to the following guidelines related to media either fixed in a computer or transportable. Additional care should be taken with transportable media. Please contact the ITS Helpdesk for proper handling.

ITS's standard procedures include either:

- Secured deletion of data
- Erasure or destruction of the media

Disposal of ePHI in the written form on paper are to be shredded using the University's secured contracted shredding solution.

History and Updates

July 1, 2021: Initial Policy