IT Security Standard: Disposition of Protected Data

Decommissioning and Data Disposition: All Devices

1. A computing device connected to the campus network must be in compliance with campus standards, even if it is no longer being used for its intended purpose.
2. Computing devices must be removed from the campus network in a timely way when no longer in use.
3. Appropriate system and network administrators must be notified of the computing device removal to ensure appropriate configuration changes to those systems and networks are made.
4. Disposition of a computing device and/or data must adhere to university property control procedures.
5. Data on storage media must be:
    a. Rendered unreadable before requested for survey.
    b. Rendered unreadable before transfer to another organization, either internal or external to the university, for reuse or repair.
    c. Kept in a location limited to authorized personnel while waiting to be processed to render the storage media unreadable.

Physical Placement

All computing devices and storage media must be located in a space such that when unattended, one (or more) of the following controls are in place:

1. The device and/or media are protected by entry controls to ensure that only authorized personnel are allowed access to the space containing the device and/or media.
2. The device and/or media are secured in a controlled container.
3. The device and/or media are physically secured to permanent furniture or structures within the space.

Tools and Services:

The following tools provide an appropriate and uniform level for hard-drive wiping. Users are advised to consult with their LAN Coordinator or technical support staff before using these tools or services.

Software-Based "Disk-Wiping"

1. Darik's Book and Nuke (DBAN)
2. Apple Disk Utility

Physical Destruction

1. Submit a completed ITS Storage Media Disposal Form (DOC) with the storage media devices to be destroyed to ITS Operations and Production Support (Bldg. 14, Room 105).

Cal Poly Issued Cell Phones and SmartPhones

1. Return to the ITS Service Desk (Bldg. 46, Room 100) for disposition