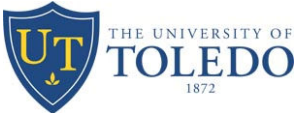


<b>Name of Standard:</b> <b>Hard drive destruction standard.</b> <b>Standard Number:</b> TBD <b>Approving Officer:</b> Vice President of Information Technology <b>Responsible Agent:</b> Information Security Officer <b>Scope:</b> all University campuses		 <b>Original Effective date:</b> September 17, 2009	
<input checked="" type="checkbox"/>	New standard proposal	<input type="checkbox"/>	Minor/technical revision of existing standard
<input type="checkbox"/>	Major revision of existing standard	<input type="checkbox"/>	Reaffirmation of existing standard

(A) Purpose

This standard is intended to mitigate risk with regard to university data contained on hard drives associated with the disposal of University Information Technology (IT) equipment.

(B) Associated Policy

Disposal, Servicing and Transfer of IT Equipment Policy; 3364-65-06.

(C) Standard

- (1) Hard drives associated with University IT equipment that is to be disposed of will be removed and destroyed prior to them leaving the University.
- (2) Destruction of hard drives will be accomplished in a suitable facility with individuals wearing appropriate safety equipment. Hard drives to be destroyed will be subjected to physical force that will disfigure, bend, mangle, shred, or otherwise mutilate the hard drive so that it cannot be inserted into a functioning computer. Sufficient force should be used directly on top of the hard drive unit to cause shock/damage to the disk surfaces. In addition, any connectors that interface into the computer must be mangled, bent, or otherwise damaged to the point that the hard drive could not be re-connected without significant effort.
- (3) Properly destroyed hard drives may be disposed of through approved recycling or disposal methods.

Approved by:  <u>//Approved//</u> Godfrey Ovwigho, PhD Vice President, Information Technology/CIO  <u>Sept 17, 2009</u> Date	Review/Revision Completed by: Director of Network Services  Standards Superseded by This Standard: None  Initial effective date: Sept 17, 2009 Review/Revision Date: Next review date: Sept 17, 2012
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