

# OSU Policy on Disposal of Data Storage Equipment

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## Disposal of Data Storage Equipment

All organizations eventually dispose of outdated and aging data storage equipment such as computer systems and other storage devices. At OSU, if such equipment meets certain requirements, we sell it via surplus organizations. If the equipment does not meet the requirements for sale, it will be demanufactured by Surplus Property or processed by another qualified destruction handler. In addition, data storage equipment may occasionally be transferred from one department on campus to another.

## Purging Data Storage Equipment

Our goal is to protect the students, staff, faculty, and intellectual property of Oregon State University and to ensure that OSU remains in compliance with state and federal privacy laws and regulations. Therefore, data from all data storage equipment must be purged before it leaves a department. We recommend that departments follow the “seven [7] times write over” standard. This standard is widely used by groups and entities that deal with critical or highly sensitive information, such as research materials, records, or personnel files. This write over method will greatly reduce the chance of personal data being recovered from a system that is sold as surplus or transferred to another department at OSU.

Before sending your data storage equipment to Surplus Property or before transferring it to another OSU department, contact your local Departmental Computer Administrator (DCA) or Information Technology (IT) Manager to properly purge its content. Any data storage equipment sent to Surplus Property or transferred to another OSU department must be accompanied with certification by filling out the form on page 2.

**CERTIFICATION OF READINESS FOR SALE**

I am the local DCA or IT Manager for the Department/Office of \_\_\_\_\_ and I am trained and knowledgeable in methods of purging data from data storage equipment. I certify that this

\_\_\_\_\_ *(item description and serial number)*

\_\_\_\_\_ *(item description and serial number)*

\_\_\_\_\_ *(item description and serial number)*

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\_\_\_\_\_ *(item description and serial number)*

\_\_\_\_\_ *(item description and serial number)*

has been purged of all data using the \_\_\_\_\_ method. I sent the above-mentioned item to \_\_\_\_\_ *(department/unit)* on \_\_\_\_\_ *(date)*.

Printed or Typed Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_