College Procedure: 700.9 – Computer Data and Media Disposal

Policy Reference: 700 – IT Operations
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 08/02/2010

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

All employees of Kirkwood Community College have a responsibility to ensure the confidentiality of federally regulated and otherwise protected sensitive or proprietary information residing on Kirkwood owned computer systems and other digital storage devices and media.

The Procedure

Kirkwood-owned computer and digital storage media must have all institutional data and licensed software reliably erased from the device prior to its transfer out of Kirkwood control, and/or the media must be destroyed using current best practices for the type of media. Delete, Remove, and Format operating system commands, as well as disconnecting or clipping wires to a drive, do not actually erase data from the media, and therefore are not acceptable methods for preparing media for transfer or disposal.

Transfer out of Kirkwood control includes title transfer by means of sale, donation, or recycle. Computer and digital storage media which are included, as part of a trade-in purchase, must be identified on the purchase order for new equipment. Documentation attesting to the erasure of licensed software and institutional data will be required in order to complete the purchase. Kirkwood must have a confidentiality agreement in place with any vendor receiving devices for trade-in, or that must be replaced as part of a warranty or repair contract, but which can't be erased for technical reasons.

Information Technologies will document the erasure of licensed software and institutional data, or will request documentation attesting to the erasure of licensed software and institutional data from an approved IT service provider. The documentation will contain the serial number, make, model, erasure date, name of technician, and signature of Kirkwood IT management.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/02/2010	Jon Neff, Vice President, Technology Services	New procedure
2	08/29/2017	Cabinet	New template
3	09/05/2019	Cabinet	Procedure template