


**Coppin State University
Information Technology Division
Policies and Procedures**

<u>Policy #:</u>	ITD – CCS – 011	Version:	03
<u>Subject:</u>	CSU Hardware Disposal Policy	Effective Date:	09/01/2012
<u>Approved by:</u>		Approval Date:	04/04/2018
		<u>Review Date:</u>	04/04/2018

I. Purpose

The purpose of this policy is to describe appropriate methods for the disposal of obsolete CSU technology assets.

II. Policy

OIT shall have sole responsibility for selling, cannibalizing, donating, trashing, or otherwise disposing of any CSU computer technology. Departments shall turn over all obsolete, broken, or unwanted technology assets to OIT for disposal. All sensitive or confidential material shall be removed from drives prior to disposing of hardware.

III. Procedure

Departments wishing to dispose of unwanted technology items shall do so by calling in or initiating a help desk ticket to OIT describing the equipment and location of the assets in question.

OIT will dispose of items in the following manner, in order of precedence:

- 1. Trickle Down:** Hardware that has been removed from an office shall be installed elsewhere for use where appropriate.
 - a.** Hard drives in systems re-used within the university are sanitized using the DoD wipe mode as outlined below and installed with a standard administrative image.

- 2. Selling:** Hardware no longer of use to CSU shall be sold wherever possible.
 - a.** CSU inventory tags will be removed from the device exterior and the inventory database will be updated. Hard drives within systems to be sold are

sanitized using the DoD wipe mode as outlined below and installed with the original factory image.

- 3. Component Re-Use:** Hardware that cannot be sold and can no longer be used in whole, but has useful components, will be re-used for those components.
 - a. CSU inventory tags will be removed from the device exterior and the inventory database will be updated.
 - b. Hard drives are sanitized using the DoD wipe mode as outlined below and held in reserve for re-use.

- 4. Donating:** Hardware that cannot be sold and has no useful components will be donated where possible.
 - a. CSU inventory tags will be removed from the device exterior and the inventory database will be updated.
 - b. Hard drives within donated systems are sanitized using the DoD wipe mode as outlined below and installed with the original factory image.

For hard drives that are to be re-used, the following information is recorded:

- Original computer make and model
- Serial Number of original computer
- Hard Drive manufacturer and model number
- Hard Drive serial number
- Destination computer
- Destination computer serial number

Hard Drive Sanitization Procedure

Hard drives to be sanitized are removed from the computer and connected to a hard drive duplicator. The Department of Defense (DoD) wipe mode is selected on the device and allowed it to run until completion.

Hard drives that cannot be wiped due to electronic or physical damage are stored for shredding. This shredding is provided by a third party company on premises.

One staff member will perform the DoD wipe and a second staff member will witness that the wipe has been completed. A log is maintained for all drives that are sanitized. In the event the wipe fails for a particular drive, it is saved to be physically destroyed by:

- Being hammered
- Opened and platters scratched with a metal object
- Maintained for the next cycle of shredding

IV. Definitions

The following terms apply for the purpose of this policy. Definitions for these terms may be found at <https://lookup.coppin.edu/cpd/Pages/Home.aspx>:

[Computer](#)

[IT Systems](#)

Network

Retention

OIT

V. References

- Hard Drive Sanitization Procedure