

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR-6.7**

**TITLE:** INFORMATION TECHNOLOGY DISPOSAL

**DEFINITION:** Digital storage devices which contain licensed software programs and/or institutional data must be reliably erased and/or destroyed before the device is transferred out of the college's control, or erased before being transferred from one department or individual to another. Eastern is committed to compliance with federal statutes associated with the protection of confidential information, as well as, ensuring compliance with software licensing agreements.

**EFFECTIVE DATE:** March 8, 2016

**SCOPE:** All employees of Eastern have a responsibility to ensure the confidentiality of information residing on college-owned computer systems and other digital storage devices as well as any non-reusable media. All computers and digital storage devices including, but not limited to desktop workstation, laptop, server, notebook, and handheld computer hard drives; external hard drives; and all external data storage devices such as disks, flash drives, DVD, and CD, are covered under the provisions of this policy.

**REGULATION STATEMENT:**

1. All electronic storage media should be sanitized when it is no longer necessary for business use, provided that the sanitization does not conflict with the college's data retention policies.
2. All electronic storage media should be sanitized prior to sale, donation or transfer of ownership. A transfer of ownership may include transitioning media to someone in your department with a different role, relinquishing media to another department, or replacing media as part of a lease agreement.
3. All college employees are responsible for the sanitization of non-reusable electronic media before disposal. Similar to shredding paper reports, CDs and other non-rewritable media should be destroyed before disposal.
4. Deans, directors and department heads are responsible for the sanitation of all college owned electronic devices and computer systems in their units prior to removal from a department or the campus. This responsibility may be delegated within the college as deemed appropriate. They should work with Technology Services to have the equipment cleaned before removal.
5. Any disposal of computer equipment and media storage devices must comply with all surplus disposal procedures as defined by the State of West Virginia.

**NOTE:** When removing sensitive information, do not forget storage devices such as thumb drives, back-up external hard drives and CDs. Also, be sure to erase any stored names and numbers from phones and fax machines.

**ENFORCEMENT:** Any person found to be in violation of this regulation will be subject to appropriate disciplinary actions as defined by current college policy.

  
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DR. CHARLES TERRELL, PRESIDENT

3/29/16  
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DATE