



Policy No. 7.002  
Northwest Louisiana Technical College

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**Data Sanitization of Electronic Devices: Discarded Equipment**

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Original Adoption: January 1, 2017  
Effective Date: January 1, 2017  
Last Revision: January 1, 2017

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**Policy Statement**

Northwest Louisiana Technical College (NWLTC) Information Technology department takes serious the security requirement to comply with state and federal regulations regarding data security. Since the majority of data breaches come from electronic media being discarded, returned for repair, or simply sold for reuse, and electronic media or device subject to surplus, disposal, transfer, warranty repair, or otherwise permanently leaving the possession of NWLTC shall be sanitized using approved equipment, techniques, and procedures as required by Louisiana State Office of Technology Services IT STD 1-17 Data Sanitization – Standards and Requirements (Attachment A), LPAA Policy #201401 (Attachment B).

**PURPOSE**

The purpose of this policy is to establish guidelines for the data sanitization of all electronic storage media/devices owned, leased, and maintained by NWLTC to ensure compliance. This policy clearly indicates the responsibilities and actions required to ensure data is properly removed prior to the release or disposal of such media.

**DEFINITIONS**

Personally Identifiable Information – Any information that would allow the identification of an individual solely on its own or in combination with other pieces of data.

Data Sanitization – The process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. A device or electronic media that has been sanitized has no residual data, even when data recovery is attempted with advanced forensic tools.

Device – Any equipment, hardware or system owned, managed, or utilized by an agency or its agents to transmit, store, or process data. Examples include, but not limited to: laptops, desktops, servers,

routers, smart phones, PDA's, tablets iPads, monitoring systems, printers, VoIP phones, fax machines, copiers, USB drives, portable drives, answering machines, scanners, or printers.

Electronic Media – Any media owned, managed, or utilized by NWLTC or its agents with the capability to store, transmit, or receive data. Examples include, but not limited to: CD's, DVD's, Hard Drives, Backup tapes, USB Drives, SD cards, network attached storage, internal system memory components ROM/RAM, or any device containing these items.

## **GENERAL PROVISIONS**

All devices listed in Electronic Media Class Codes (Attachment C) must be discarded by way of the Information Technology (IT) Department following the procedure outlined below. No device may be thrown in the trash, taken home for reuse, given to another department in the college without certification from an IT representative. Electronic media may be physically destroyed in a manner accepted by proper disposal procedures listed in Louisiana State Office of Technology Services IT STD 1-17 Data Sanitization – Standards and Requirements (Attachment A).

## **PROCEDURES**

1. Determine if device is on list (if unsure, send to IT);
2. Prepare paperwork to transfer state tagged item to IT;
3. If no state tag, deliver to IT;
4. Once picked up, IT will determine if item requires wipe and certification;
5. Device will be wiped or hard drive/memory will be removed/destroyed;
6. Certification paperwork will be prepared; and then
7. Device properly discarded or reissued to another user.

Approved:



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Dianne Clark  
Interim Director