

STATE OF ALABAMA

Information Technology Procedure

PROCEDURE 681P1-00: EQUIPMENT DISPOSAL

When IT equipment is transferred, becomes obsolete, or is no longer usable, it is important to ensure that residual magnetic, optical, or electrical representation of any data has been deleted and is no longer recoverable. Simple deletion is not sufficient; the data remains recoverable until the system is properly purged. Legacy data remaining on storage media is an organizational liability if the data is recovered and disclosed.

OBJECTIVE:

Ensure that all IT equipment has been properly sanitized prior to surplus or disposal.

SCOPE:

These procedures apply to all Executive Branch agencies, boards and commissions except those exempt under the Code of Alabama (Title 41, Chapter 4, Article 11).

PROCEDURES:

The following procedures are provided in order to protect all state entities from disclosing computerized data when IT equipment is turned in for surplus.

DISPOSAL PROCEDURES

Sanitization:

State IT Standard 681S3: Media Sanitization states, "Prior to disposal, all electronic media that have reached the end of their operational life shall be purged in accordance with this standard."

Purging methods include (depending on the device or media type):

- Overwriting
- Secure Erase (a set of commands embedded in most ATA hard drives)
- Manufacturer's reset (to default settings)
- Degaussing
- Physical destruction

Refer to State IT Standard 681S3 for specific media sanitization requirements.

Documentation:

To ensure compliance with State IT Standard 681S3, the State Auditor's Office requires a signed declaration stating that media sanitization has been completed prior to accepting the equipment for surplus.

The Surplus Property Checklist (table, next page) outlines the steps (actions) to be performed (relative to the Media Sanitization Declaration form) when preparing IT equipment for surplus.

Table: Surplus Property Checklist

| Step | Responsible Entity | Action |
|------|--------------------|---|
| 1. | IT Manager | Identify equipment as surplus and notify Property Manager |
| 2. | Property Manager | Obtain Form SD-1 for surplus equipment |
| 3. | Property Manager | Initiate <i>Surplus Property Electronic Media Sanitization Declaration</i> form |
| 3.1 | Property Manager | Fill in required information from Form SD-1 for equipment to be turned in |
| 3.2 | Property Manager | Forward declaration form to the IT Manager or person responsible for sanitizing the equipment |
| 4. | IT Manager | Ensure the storage media is sanitized in accordance with State requirements [1] |
| 5. | IT Manager | Sign the declaration form to confirm that sanitization has been completed |
| 6. | IT Manager | Forward the signed declaration to the Agency Director for endorsement |
| 7. | Agency Director | Endorse the declaration form and return it to the IT Manager |
| 8. | IT Manager | Retain a copy of the declaration form (for no less than three years) |
| 9. | IT Manager | Forward original declaration form to Property Manager |
| 10. | Property Manager | Send original declaration form and SD-1 with equipment to Surplus Property |

[1] Refer to State IT Standard 681S3: Media Sanitization

Exceptions:

When equipment is transferred to another state entity (or non-state entity acting on behalf of a state entity such as a contractor or authorized service technician), it must still be sanitized (cleared) in accordance with State Standards; however, the declaration form is not required.

If the receiving entity has a specific and documented need to access the information stored on the equipment being transferred, and the receiving entity can provide the system the same or better degree of protection as the transferring entity, then sanitization is not required.

In the event that it is not possible to clear the data from the device before it leaves the control of the data owner (such as a malfunctioning device), then it is recommended that the owning agency execute a non-disclosure agreement with the receiving entity.

Figure: Surplus Property Electronic Media Sanitization Declaration Form

Surplus Property Electronic Media Sanitization Declaration

DECLARATION

Purpose: The following statement certifies to the Surplus Property Division of the Alabama Department of Economic and Community Affairs (ADECA) that all electronic storage media contained within the identified information system(s) has been sanitized of all data in accordance with State Media Sanitization Standards and applicable property management requirements.

With regard to the items listed on the following SD-1(s):

[Property Manager: Enter State Auditor Number(s) from Form SD-1]

I, _____,

[Printed name of person responsible for media sanitization (Technician; IT Manager)]

_____ of _____,

[Title] [Organization]

do hereby confirm that all electronic media in the above-listed items has been sanitized of all data in accordance with State IT Standard 681S3: Media Sanitization.

Signature Date

Endorsement of Agency Director (required by State Auditor's Office):

Signature Date

Routing and Retention: Forward this completed form to the Division Property Manager. Original form must accompany the SD-1(s) when the equipment is turned in to ADECA Surplus Property Division. A copy of the complete form shall be retained by the Division IT Manager. Retain completed forms for no less than three years.

Surplus Property Electronic Media Sanitization Declaration- V.1.0 February, 2012

SUPPORTING DOCUMENTS:

- Information Technology Policy 651: Physical Security
- Information Technology Policy 681: Information Protection
- Information Technology Standard 681S3: Media Sanitization
- Surplus Property Electronic Media Sanitization Declaration Form

By Authority of the Office of IT Planning, Standards, and Compliance

DOCUMENT HISTORY:

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