



STATE OF ALABAMA

INFORMATION TECHNOLOGY POLICY



Policy 390: Equipment Disposal		
Document/Version: 390-01	Version Date: 04/07/2021 (draft)	Effective Date: TBD

OBJECTIVE The objective of this policy is to ensure the efficient and effective management of information during the system disposal phase of the information technology (IT) system lifecycle by requiring that storage media be properly sanitized before equipment is transferred, sold, recycled, or disposed of.

AUDIENCE IT professionals responsible for the confidentiality and safeguard of sensitive data stored on state information systems and agency Property Managers.

STATEMENT OF POLICY It is vital that agencies manage the risks associated with the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, and disposal of sensitive information.

It is the policy of OIT that:

- a) Disposal of state property shall be managed in accordance with the procedures published by the State Auditor’s Office, the Department of Finance, the Surplus Property Division of the Alabama Department of Economic and Community Affairs (ADECA), and OIT.
- b) Prior to agency transfer or sending equipment to surplus, all electronic storage media shall be sanitized in accordance with OIT Standard 681S3: Media Sanitization.

AGENCY RESPONSIBILITIES IT personnel responsible for data confidentiality or privacy shall:

- A.1 Create procedures for the implementation of storage media sanitization.
- A.2 Notify the agency Property Manager before any equipment is disposed of, transferred, moved, assigned, or entrusted to any other agency or individual.
- A.3 Ensure that electronic storage media has been appropriately sanitized such that the data is not recoverable or that the media has been destroyed.

- A.4 Document media sanitization and disposal actions using the applicable form(s):
- A.4.1 Form 390F1: Affidavit of Media Sanitization is required for all surplus equipment sent to ADECA.
 - A.4.2 Form 390F2: Record of Media Sanitization is optional unless required by agency policy or procedures.

The Property Manager of each state agency shall:

- A.5 Ensure that storage media in equipment turned in for surplus has been sanitized and that the Affidavit of Media Sanitization has been completed and accompanies the surplus equipment.
- A.6 Retain sanitization documentation for at least three years (or as prescribed by agency policy, procedures, or Records Disposition Authority).

SUPPORTING DOCUMENTS

The following documents support this policy:

- [Form 390F1: Affidavit of Media Sanitization](#)
- [Form 390F2: Record of Media Sanitization](#)
- [Standard 681S3: Media Sanitization](#)
- Property Inventory Manual (published by State Auditor)
- State Plan of Operation for Federal Property Assistance (published by ADECA)

The following special publication (SP) of the National Institute of Standards and Technology (NIST) supports this policy and may aid in its implementation:

- NIST SP 800-88: Guidelines for Media Sanitization

AUTHORITY AND APPLICABILITY

This policy is promulgated under the authority granted OIT as described in Policy 101: IT Governance. Unless granted exemption by law or by procedure of Policy 101, the requirements and responsibilities defined in OIT policies apply to all Executive Branch departments, agencies, offices, boards, commissions, bureaus, and authorities and authorized individuals in the employment of or under contract with the State of Alabama and responsible for the management, operation, or use of State IT resources.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
390-01	DRAFT	Initial version

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