



KAY IVEY  
Governor

# STATE OF ALABAMA

## OFFICE OF INFORMATION TECHNOLOGY



MARTY REDDEN  
Acting Secretary

### POLICY 390: Equipment Disposal

---

VERSION NUMBER	Policy 390-01
VERSION DATE	August 1, 2019
POLICY TITLE	Equipment Disposal
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.
AUTHORITY	<p>The authority of the Office of Information Technology (OIT) to create and enforce policies relating to the management and operation of IT by state agencies, and exceptions to such authority, are derived from:</p> <p><i>Articles 8 and 11 of Chapter 4 of Title 41, and Chapter 28 of Title 41, Code of Alabama 1975 (Acts 2013-68 and 2017-282).</i></p> <p>Policies of OIT are approved and signed by the Governor.</p>
APPLICABILITY	<p>The requirements and responsibilities defined in OIT policies apply to all departments, agencies, offices, boards, commissions, bureaus, and authorities (referred to generally as <i>agency</i> or <i>agencies</i>) and authorized individuals in the employment of the State of Alabama responsible for the management, operation, or use of state IT.</p> <p>For the purpose of this policy, the term <i>equipment</i> shall apply only to IT and telecommunications equipment.</p>
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 according to the standards set forth by OIT.

## OIT RESPONSIBILITIES

OIT shall:

- O.1 Establish standards for the removal of sensitive data from electronic storage media.
- O.2 Offer electronic storage media sanitization as a service (for a nominal fee) for agencies who choose to have this done or verified by a third party.
- O.3 Perform periodic verification audits to ensure electronic media is being properly sanitized. Report audit findings to the state CISO.

## AGENCY RESPONSIBILITIES

The property manager of each state agency shall:

- A.1 Create policy or procedures for the implementation of media sanitization.
- A.2 Designate in writing to the director of the ADECA Surplus Property Division any IT equipment of the agency to be declared as surplus.
- A.3 Prior to transferring IT equipment to another agency or sending equipment to ADECA as surplus, ensure storage media has been sanitized.
- 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.
- A.5 Retain documentation for at least three years (or longer when prescribed by agency policy, procedures, or Records Disposition Authority).

**USER  
RESPONSIBILITIES**

Data Owners shall:

U.1 Ensure that electronic storage media has been appropriately sanitized, that data is not recoverable, or that the media has been destroyed.

U.2 Coordinate with the vendor of cloud-based file storage on best practices, tools, or techniques to securely erase data stored in cloud-based file storage.

Equipment end-users shall:

U.3 Notify the agency property manager before any equipment is disposed of, transferred, moved, assigned, or entrusted to any other agency or individual.

U.4 Not attempt to delete files or use the format command to sanitize system storage; these methods are not satisfactory. In many cases, files can still be recovered.

**SUPPORTING  
DOCUMENTS**

The following documents support this policy:

- [Form 390F1: Affidavit of Media Sanitization](#)
- [Form 390F2: Record of 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

**EFFECTIVE DATE**

This policy shall be effective upon its approval by the Secretary of Information Technology and the Governor of Alabama as evidenced by the signatures of the Secretary and Governor being affixed hereto.

**SUPERSEDES**

This is the initial policy and does not supersede a previous version.

The undersigned, as Acting Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this state, declares this policy to be adopted as of the date on which the Governor has approved and signed it.

\_\_\_\_\_  
Marty Redden  
*Acting Secretary of Information Technology*

ORDERED

\_\_\_\_\_  
Kay Ivey  
*Governor*

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

DOCUMENT CHANGE HISTORY

Version	Version Date	Comments
390-01	08/01/2019	Initial version