North Carolina Agricultural and Technical State University
Division of Information Technology
IT Security and Audit Department

Disposal and Transfer Procedures For University Assets Containing University Data

Technology such as computers contain hard drives with University data (e.g., information, software) saved on them. Some printers, copiers, and multi-functional devices (e.g., devices with combined printing, copying, faxing, and/or scanning functionality) contain hard drives that capture information that is transmitted and received. Storage media (e.g., flash drives, thumb drives, CDs, DVDs, tapes, floppy disks, zip disks, etc.) is often used to store University data.

In order to comply with University policy(s) regarding the protection of University data from unauthorized access, University employees must follow the procedures within this document before transferring or disposing of technology and/or storage media containing stored University data.

In-House Technology Transfer

1. Contact Aggie Tech Support or your divisional/office technical support personnel in order to have the technology and/or storage media securely erased in order to prevent data recovery.
2. Transfer the technology and/or storage media either internally within your division/area or to another University business unit. (Note: Refer to Property Management's policy regarding the transfer of University technology.)

Technology Disposal (e.g. computers, printers, etc.)

The hard drive(s) does not have to be removed before Property Management picks up the device(s).

1. Complete the Property Management Disposition/Transfer Form . (Note: Leased technology is not considered an University asset(s). Leased technology is not tagged nor disposed of through Property Management. Divisions/offices with lease technology are responsible for ensuring that a lessor securely erases a hard drive(s) and obtaining an attestation document from the lessor stating that the hard drive(s) is securely erased in order to prevent data recovery.)
2. Contact Property Management for device(s) pickup. (Note: Property Management's technology disposal process includes the secure shredding of technology and electronic recycling.)

Note: If a division/office prefers to have a hard drive(s) removed prior to Property Management picking up the technology, contact Aggie Tech Support or your divisional/office technical support personnel. Aggie Tech Support or your divisional/office technical support personnel will run the hard drive(s) through a degaussing machine in order to make the data on the hard drive(s) unrecoverable.

Software and Storage Media Disposal (e.g., thumb drives, DVDs, etc.)

Pickup

With software and storage media being small in size, it is not economically sound for Property Management to schedule small quantity pickups (e.g., 1 thumb drive, 2 CDs, 2 hard drives).

1. Place software and/or storage media in a shoe box size or paper box size container in a secure location (e.g. a locked location accessible only to you).
2. Once the container is full, complete the Property Management Disposition/Transfer Form.
3. Contact Property Management for pickup. (Note: Property Management's storage media disposal process includes the secure shredding of storage media and electronic recycling.)

Drop Off

1. Place software and/or storage media in a shoe box size or paper box size container in a secure location (e.g. a locked location accessible only to you).
2. Even if the container is not full, complete the Property Management Disposition/Transfer Form.
3. Take the container and Property Management Disposition/Transfer Form to Property Management. (Note: Property Management's storage media disposal process includes the secure shredding of storage media and electronic recycling.)