

## **Idaho Technology Authority (ITA)**

### **ENTERPRISE POLICY – P4500 COMPUTER AND OPERATIONS MANAGEMENT**

**Category: P4530 – CLEANSING DATA FROM SURPLUS COMPUTER EQUIPMENT**

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#### **I. AUTHORITY**

Authority: Idaho Code 67-5745 (A) (B) (C)

#### **II. ABSTACT**

The purpose of this policy is to define the minimum requirements for the removal of State of Idaho data from an agency's computers, hard drives and electronic media resources prior to being surplus, transferred, traded-in, disposed of, or replaced. Such removal prevents the unauthorized use or misuse of State information, and promotes the privacy and security of sensitive and/or confidential information resources within the State of Idaho.

#### **III. DEFINITIONS**

1. Removal of State of Idaho Data – The process of removing sensitive and/or confidential programs or data files on computer hard drives or electronic media in a manner that gives assurance that the information cannot be recovered by keyboard or laboratory attack.
2. Physical Destruction – Physically destroying hard drives or electronic media when they are defective or cannot be economically repaired.
3. Degaussing – A process whereby the magnetic media are erased, (i.e., returned to a zero state).
4. Overwriting or Scrubbing – Replacing previously stored data on a drive or disk with a predetermined pattern of meaningless information

#### **IV. POLICY**

1. Before a computer system (or hard drive) is surplus, transferred, reassigned, traded-in, disposed of, or replaced, all storage media should be completely erased or otherwise made unreadable unless there is specific intent to transfer the particular software or data to the purchaser/recipient.
2. Hard drives of surplus computer equipment must be securely erased and overwritten within sixty (60) days after replacement or prior to leaving the owning agency's possession whichever occurs first to facilitate the timely sanitization of sensitive programs and/or data.
3. Whenever licensed software is resident on any computer media being surplus, transferred, traded-in, disposed of, or the hard drive is replaced, the terms of the license agreement must be followed.
4. Each agency must create an audit function to randomly test for compliance with this policy for any computers, hard drives or electronic media that are surplus, ready for public auction, transferred, traded-in, disposed of, or when being replaced.

#### **V. EXEMPTION PROCESS**

Refer to [Policy 1010 – Information Technology Policies, Standards, and Guidelines Framework](#).

#### **VI. PROCEDURE REFERENCE**

Approved procedures to cleanse data from computer systems, hard drives, and other electronic media are provided in *ITA Guideline [G540 – Mobile Devices](#) and [G550 – Cleansing Data from Surplus Computer Equipment](#).*

#### **VII. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 332-1845.

#### **REVISION HISTORY**

07/01/13 – Changed “ITRMC” to “ITA”.

6/16/09 – Added Exemption Process, Contact Information and Revision History, deleted Timeline.

Effective Date: September 13, 2006