Data Destruction

Information Technology and Facilities Management in a combined effort to address data security and computer asset tracking are implementing changes on how computers and digital/magnetic data disposal is handled.

Data Security

As of April 13th 2009, Facilities Management will no longer pick up computers (laptops, desktops, servers and external hard drives) that contain hard drives; all hard drives must be removed and the PC cases clearly marked that it does not contain a hard drive in order for a pick up to occur.

To document the destruction of the data on these hard drives the hard drive must be marked with the serial number/service tag of the computer that the hard drive was removed from; additionally, the Property Tag needs to be removed from the PC case and taped to the hard drive. All hard drives that are properly marked are to be sent to the ATC in PLS-237 for processing; once sanitized by IT Asset Management, these drives will be sent to recycling for shredding.

Additionally, all digital and magnetic media containing data; CD's, DVD's, floppy disk, zip disks, and tapes must be properly destroyed. To document the destruction of the data contained on these items the following procedure needs to be followed; delivered all CD's, DVD's, floppy disk, zip disks, and tapes to the ATC in PLS-237. At time of drop off you will need to complete a "Release for Destruction" form to release the items for destruction.

Computer Asset Tracking

To address the tracking/disposal of computer related assets, Facilities Management will no longer pick up computers, monitors or printers that have a property tags attached; these tags must be removed and sent to ATC in PLS-237 prior to requesting a pickup from Facilities Management.

Comments or concerns about this process, contact John King x7301

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ADMINISTRATION AND FINANCE

Release For Destruction - Employee Personal Electronic Media

This form is concurrent with the *Request for Property Survey Form*; Documents personal computer and/or media received from current or retired campus employees (Faculty/Staff/Management) for the sole purpose of destruction as per CSU policy. Helpdesk@fullerton.edu

Received From: _____   _____
　　　　　　　　　　　　(NAME OF INDIVIDUAL)　　　　　　　　　　　　　　DATE

_____   _____   _____
　　　　　　(ADDRESS)　　　　　　　　　　　　　(PHONE)　　　　　　　　　(EMAIL ADDRESS)

Authorizing Signature　_____

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Received By: _____   _____
　　　　　　　　(IT STAFF MEMBER - PRINT)　　　　　　　(EXTENSION)

IT Staff – Signature: _____

DESCRIPTION Including all components parts (make, model, etc.)	EQUIPMENT SERIAL No.	COMMENTS

Destruction Instructions:

Remove Internal Media for Destruction ☐   Data Wipe and Return Media ☐   Destroy Media ☐

Completely Wipe and Destroy Device ☐   Other ☐ (Instructions)

_____

_____

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Destroyed By: _____   _____
　　　　　　　　(IT ASSETS MANAGEMENT NAME - PRINT)　　　　(EXTENSION)

IT Assets Management Staff Signature _____

Date Destroyed _____