

ELECTRONIC MEDIA DISPOSAL GUIDELINES

Creation Date: 12/09/2019

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1. Guideline Statement

- 1.1 Any University owned device that is designed to store data must be disposed of in a manner that complies with the requirements set by the State of Maryland. This guideline will document the procedures for a department to transfer the device to the Office of Technology Services (OTS) who will properly sanitize and dispose of the device.

2. Guideline Requirements

- 2.1 OTS must be notified when any electronic media is being retired or is no longer functioning. Individuals or department may not dispose of any item. Requests to have items disposed should be submitted to the OTS Call Center.
- 2.2 Electronic media devices that cannot be carried by hand must be delivered to OTS through Auxiliary Services via a work order.
- 2.3 Electronic media devices subject to this guideline include but are not limited to: computers, hard drives, tablets, flash drives, laptops, University owned cell phones, media discs, zip drives, printers, copiers, scanners, fax machines, and tape media.
- 2.4 Personal Computing Services will be responsible for the sanitization or disposal of all electronic media following approved documented procedures regardless if all data has been removed by a department or individual.

3. Reason for Guideline

- 3.1 This guideline ensures that a formal process and methodology for electronic media disposal is followed. Data released to unauthorized organizations or individuals is a violation of UB policy.

4. Related Guideline Information

- 4.1 None

5. Exclusions

- 5.1 None – All University owned electronic media must be sanitized or disposed in a manner that complies with the requirements set by the State of Maryland.

6. Contacts

- 6.1 Office of Technology Services Help Desk: 410-837-6262 Helpdesk@ubalt.edu
- 6.2 Auxiliary Services: 410-837-5718

7. Definitions

- 7.1 Data: Information stored electronically.
- 7.2 Electronic Media: Anything that is designed to store data.

8. Responsibilities

- 8.1 Departments that are retiring or have a non-functioning electronic media device are responsible for notifying and transferring the device to the Office of Technology Services.
- 8.2 Personal Computing Services is responsible for destruction or sanitation, documentation, and disposal.

9. Procedures

- 9.1 Departments disposing of electronic media should contact the OTS Call Center.
- 9.2 If the item a department is disposing of cannot be carried by hand, the department will place a work order with Auxiliary Services to have the item(s) delivered to the OTS Personal Computing Services team.
- 9.3 OTS will sanitize or destroy the device, documenting the process.

10. Forms and Instructions

- 10.1 None

11. Appendices

- 11.1 None

12. Additional Information

- 12.1 None

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13. History

- 13.1 None

14. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Chief Information Officer
Administrator	Manager of Personal Computing Services

Approval and Amendment History	Details
Original Approval Authority and Date	Chief Information Officer
Amendment Authority and Date	Chief Information Officer