

ELECTRONIC MEDIA DISPOSAL GUIDELINES

Creation Date: 12/09/2019
Reviewed Date: 07/11/2023



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), which 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 departments may not dispose of any item. Requests to have items disposed of should be submitted to the OTS Call Center.
- 2.2 UBalt electronic media devices that cannot be carried by hand must be delivered to OTS; email the OTS Call Center to request a pickup of the UBalt media devices.
- 2.3 UBalt 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 Desktop Support Services will be responsible for sanitizing or disposing of all electronic media following approved documented procedures, regardless of whether a department or individual has removed all data.

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 violates UBalt policy.

4. Related Guideline Information

- 4.1 None

5. Exclusions

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

6. Contacts

- 6.1 Office of Technology Services Call Center: 410-837-6262 callcenter@ubalt.edu

7. Definitions

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

8. Responsibilities

- 8.1 Departments retiring or with a non-functioning electronic UBalt media device are responsible for notifying and transferring the device to the Office of Technology Services.
- 8.2 Desktop Support Services is responsible for destruction, sanitation, documentation, and disposal.

9. Procedures

- 9.1 Departments disposing of electronic media should email the OTS Call Center to confirm a drop off or if we need to pick up the media items.
- 9.2 If the item a department is disposing of cannot be carried by hand, the department will place a work order with OTS Call Center by [email](#) asking for pickup of the disposed items. A Desktop Support group member will contact the department to arrange a time and day for pickup.
- 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