

Disposal Procedure for Sensitive and Protected Data Guidelines

(OAR 580-055-0050-6B)

All electronic storage media are subject to this policy. All information shall be purged from all electronic media prior to surplus.

The Information Technology Department is responsible for expunging Sensitive and Protected Information from computing equipment forwarded for surplus or other reasons. The Department low level formats all disk drives on computers that are stored for surplus or other reasons as standard procedure. If there are additional concerns from the prior user concerning Sensitive or Protected Information the Department removes the hard drive and physically destroys it or other media prior to storage for surplus or other reasons.

All physical transportation of Protected Information shall be done by a trusted courier who can provide document and pouch-level traceability.