Policy Title	Electronic Data Destruction Standard
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Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
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Scope

The Electronic Data Destruction Standard is to govern the ongoing assessment of IT Operation's (ITOP) Technology Surplus Assessment process for industry best practices on data destruction

Purpose

The management of IT inventory surplus is the final stage of the technology life cycle. This standard has been created to ensure state policy and best practices are continually addressed by reviewing the ITOP Technology Surplus Assessment for IT Inventory Management (ITIM). This is to verify the data destruction of inventoried University surplus will be conducted according to the updated industry best practices.

Standard

The Technology Surplus Standard establishes the frequency of the process review and the actions taken for surplus assets. The Office of Cybersecurity will assess the Technology Surplus Process once a quarter.

Data Destruction: is achieved through hard drive removal and destruction, reformatting non-removable drives, or device factory reset as applicable.

Removable drives: Dispose of surplus devices with removable drives by physically destroying the hard drive through crushing.

Non-removeable drives: Surplus devices with non-removable drives should be factory reset or reformatted using the appropriate Windows or Apple utilities to reinstall the operating system.

Any destruction of drives by a contracted third party should provide a certificate of destruction or detailed documentation of destruction to Kennesaw State University. The record should list the inventory destroyed as applicable.

For devices that store electronic data which cannot be securely destroyed using the methods mentioned above, it is required to adhere to the third-party destruction processes. A certificate of destruction or detailed documentation of the destruction process must be provided to Kennesaw State University. The documentation should include a record of the inventory that was destroyed, if

applicable.

Exceptions

Exceptions are not applicable to this standard.

Review Schedule

The Technology Surplus Assessment Standard will be reviewed annually by the Vice President of Information Technology and Chief Information Officer or his/her designee.