

University Guidelines on the Sale, Donation, or Transfer of Computer Hard Drives and Other Magnetic Media

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The Illinois State Law

Effective July 23, 2003 the [Data Security on State Computers Act](#) introduced new obligations for State Agencies pertaining to the sale, donation, or transfer of computer hard drives and any other kind of magnetic media. Specifically the act requires that any electronic media must be overwritten ten (10) times before being re-distributed.

University Response

The University has long recognized that confidentiality and privacy mandates the removal of student and staff data from computers that are to be reused. The University Technology Management Team charged a committee to formulate a consistent and lightweight means of complying with the Data Security on State Computers Act, and the following guidelines are the result. Software has been developed and licensed and is available to technical staff in order to ensure both the letter and the spirit of the law is being met.

Guidelines

1. All electronic media must be overwritten or degaussed ten times (or in some cases destroyed) before being disposed of.
2. Electronic media deemed unusable according to campus property policies and procedures should be physically destroyed or damaged in such a way as to make data recovery impossible.
 - In these this situations, the data storage device must be removed and separately delivered to the OBFS, University Property Accounting and Reporting, campus

- surplus property redistribution warehouse for destruction.
3. Electronic media that will be redistributed through centralized surplus redistribution processes must be overwritten or degaussed ten times.
 4. Degaussing is only an acceptable process for lightweight media, such as magnetic tape or floppy disks. Hard drives must be overwritten or destroyed.
 5. All media sent to central surplus equipment redistribution facilities must have affixed to it a tag affixed to the left-hand side of the face of the processor or the top-side cover of a laptop that contains with the following information:
 1. Organizational unit
 2. Serial #
 3. Media scrubbing application (or notation that memory devices were appropriately destroyed/damaged),
 4. Name of person performing the data security process
 5. Date performed
 6. Initials of the person performing the data security process certifying that the process was completed.
 6. Electronic media that is to be directly reassigned to a different user (such as using older PC's for student employees) within the University (i.e., items transferred without being sent to a central equipment redistribution facility) should be overwritten or scrubbed one time, unless the intended user requires and is authorized to access the pre-existing data.
 7. Each unit should maintain a simple log of each device scrubbed or destroyed/damaged for security reasons, noting the serial number (or equivalent) and the inventory number (if applicable) of the device, as well as the same information included on the tag. Log entries must be retained for a period of one year.
 8. This log does not have to be a separate file but may be part of a departmental subsidiary inventory maintenance system

Software for Scrubbing

Special software is available to perform the data scrubbing .The software is Active Eraser for Windows (or any DOS/Bootable personal computer such as a Linux PC) and SuperScrubber for Macs. The software is available through the [E-Sales site](#), free of charge to all faculty and staff. For more information, see [Secure Data Erasers for Windows and Macs](#).

Tagging Scrubbed Machines

Each machine that has been scrubbed must have a label affixed to the machine that includes the following information: unit/department, serial number of the machine, scrubbing application used, who performed the scrubbing, date and initials. To assist you, we have created templates based on Avery labels [5160](#) and [5163](#) using Microsoft Word that you can download and use to print the labels.

FAQ

The CITES department at UIUC has created a helpful [FAQ on disk scrubbing policies](#).

Questions?

- For more information on the software, see [Secure Data Erasers for Windows and Macs](#).
- General Surplus questions, please contact [Tina Smith](#)
- For questions regarding this policy, please send email to consult@uic.edu or call 312-413-0003.

References

- The Office of Business and Financial Services [campus-specific policies and procedures](#)
- The Office of Business and Financial Services [Procedures for Disposal of Electronic Data Storage Media](#)
- The text of the Data Security on State Computers Act: [Illinois Public Act 93-0306](#)