

Date Passed Senate: October 6, 2009

Date of ESU President's Approval: October 13, 2009

**FSB 09004**

**SECURE DISPOSAL AND REUSE POLICY**

Date of First Reading: September 15, 2009

Date of Second Reading: October 6, 2009

Senate Sponsor: Academic Affairs Committee  
Ann O'Neill, Chair of Academic Affairs

**I. Purpose:** To create a policy for secure disposal and reuse of information technology for information security purposes.

**II. Previous Senate Action:** None

**III. Rationale (optional):** In 2008 Emporia State University was audited by the Legislative Division of Post Audit. After consultation with the University General Counsel, the Academic Affairs committee and the University Information Security Officer, Cheryl O'Dell, CISSP (Certified Information System Security Professional) have drafted a secure disposal and reuse policy to reflect the expectations of the audit findings.

**IV. Guidance (optional):** When disposing of equipment or media, protected information needs to be destroyed prior to disposal to ensure ESU's information assets are not compromised. In addition, when computers are transferred within the university to be reused by someone else, information needs to be removed and software licenses should not be transferred without prior authorization. This policy reflects the common practice done at ESU to ~~proper disposal~~ **properly dispose** of computers and media, as well as reloading of desktop computers or servers before reuse in the university.

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**Secure Disposal and Reuse Policy**

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2 Policy Objectives

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4 Emporia State University (ESU) maintains data and information critical to the operations  
5 of the university; most of which is stored electronically on computing devices. In order  
6 to ensure ESU maintains the confidentiality and integrity of its electronic information  
7 assets and follows all legal requirements with respect to protected information, this policy

8 addresses secure disposal and secure reuse of computing equipment utilized to maintain  
9 information protected by privacy laws and rights.

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11 When equipment or media is disposed of, secure disposal is necessary to prevent the  
12 recovery of data files. When equipment is reused, secure reloading of equipment is  
13 necessary to update software and remove data stored by previous users.

#### 14 15 Policy

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17 ESU-owned computing equipment to be disposed of or to be reassigned to another user  
18 must first be sent to Technology and Computing Services (TCS) to ensure compliance  
19 with University policy and procedures (e.g., ESU software licenses removed or updated,  
20 confidential data removed). Disposal will include recycling e-waste when possible.

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22 Removable media storing ESU information protected by privacy laws and rights must be  
23 rendered unusable prior to disposal.

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25 Non ESU-owned computing equipment storing ESU information protected by privacy  
26 laws and rights must be rendered unusable prior to disposal.

#### 27 28 Responsibility

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30 ESU employees are responsible for destroying their removable media which might have  
31 stored information protected by privacy laws and rights prior to disposal

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33 The Information Security Officer (ISO) is responsible for:

- 34 • Working with TCS personnel and Unit Support Personnel to create Media  
35 Sanitization Procedures for disposal and reuse of computer equipment and  
36 to provide training on such procedures to ensure compliance
- 37 • Raising awareness in the ESU community in secure disposal of media
- 38 • Working with ESU's Green Team to recycle e-waste when possible

#### 39 40 Scope

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42 This policy applies to all technology related devices including but not limited to: desktop  
43 and laptop computers, servers, CD or DVD's, flash drives, routing and switching devices,  
44 telephone systems and cellular phones storing ESU protected information.

#### 45 46 Enforcement

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48 The ISO is responsible for monitoring and reporting compliance with this policy.  
49 In all cases, information will be disclosed as required by controlling law.

#### 50 51 Exceptions

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53 The President or designee must approve any exceptions to this policy.

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Provide comments about this bill to your department's senator or Faculty President Carol Russell at [crussell@emporia.edu](mailto:crussell@emporia.edu).