

AGENCY: Southeastern Louisiana University

OFFICE: Property Control Department

TITLE: Computer / Electronic Media - Transfer and Surplus Requirements

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Procedure for Transferring a Computer / Electronic Media Device from One Department to Another

A Department wishing to transfer a computer or electronic media device from their department to another department on campus should contact the Help Desk requesting that the computer or electronic media device be “wiped out” and made ready for transfer to another department.

The Help Desk will pick up the computer/electronic media device to be transferred and the following steps will be performed:

- A “Shredder” program will be run on the computer. This “Shredder” program will totally wipe out all files in such a way that nothing is left on the computer to possibly be retrieved.
- The computer will be reimaged, which is also destructive to previous data. As part of the reimage, the operating system is reinstalled as well as all “free” software programs.
- All other electronic media devices will be sanitized according to standards and Requirements set by Office of Technology Services Data Sanitation Policy.
- A label will be placed on the equipment to certify that the electronic media device has been “wiped”, and reformatted for transfer. The label will also have a place for the technician who performed the work to place their initials.

The computer/electronic media device will be returned to the department who will then take care of all the paperwork to have the computer/electronic media device transferred and moved to the appropriate department.

Procedure for Surplusing a Computer

A Department needing to surplus a computer device will contact the Client Services Help Desk requesting that the device be “sanitized” prior to surplus to Property Control. The user will obtain a HEAT ticket number from the Help Desk. The user will then input the Property Control Surplus Request through PeopleSoft for the computer device to be surplused. The HEAT ticket number should be noted in the “comments” section of the surplus request.

When the Help Desk arrives to accept the computer, the department will sign an “Interim Equipment Release” form releasing the computer, and the Help Desk will sign the form receiving the computer.

The department should make a copy of the form for their records, as the Help Desk will take the original of the form along with the device.

After the Help Desk picks up the computer to be surplus, the following steps will be performed:

- A “Shredder” Program will be run on the computer. This “Shredder” program will totally wipe out all files in such a way that nothing is left on the computer to possibly be retrieved. (Note: In rare cases where this “shredder” program cannot be used, other methods of sanitization will be used in order to stay compliant with the Data Sanitization Policy of the State of Louisiana, Office of Technology Services – IT POL 1-04, IT STD 1-17 Data Sanitization – Standards and Requirements, and SLU’s Computer Electronic Media Device Data Sanitization Policy)
- A label stating “SANITIZED” will be placed on the computer to certify that the Help Desk has sanitized the device and it is now ready for surplus. The label will also have a place for the technician who performed the work to place their initials, as well as the HEAT ticket number.
- Once the computer has been sanitized, an entry will be made on a Certificate of Data Sanitization form indicating the following information about the device: asset tag number, asset description, serial number, media type, and data sanitization method used. The technician who performed the sanitization will then print and sign their name and date the entry.
- Since the Certificate of Data Sanitization form has 10 rows, Client Services will hold the devices that have been sanitized until 10 devices have been accumulated. At that time, the IT Supervisor will sign and date the form.
- The 10 devices will be delivered to Property Control along with the Certificate of Data Sanitization form. Property Control will then accept the devices and sign and date the form completing the surplus.

Procedure for Surplus Electronic Media Device

A department wishing to surplus electronic media devices other than computers should input a Property Control Surplus Request through PeopleSoft for the device to be surplus. The department can either request a pickup of the item(s) or deliver it directly to Property Control. The following procedure will then be followed for these items.

- Periodically, once a group of electronic media devices have accumulated, Client Services will review all the devices to determine which ones actually have memory or storage that needs to be “wiped out.”
- Items that do not have memory or storage can be surplus by Property Control following normal surplus procedures.
- Items that do have memory or storage will be evaluated by Client Services who will determine the appropriate way to sanitize the device in order to be compliant with the Data Sanitization Policy of the State of Louisiana, Office of Technology Services – IT POL 1-04, IT STD 1-17 Data Sanitization – Standards and Requirements, and SLU’s Computer Electronic Media Device Data Sanitization Policy.
- A label stating “SANITIZED” will be placed on the device to certify that Client Services has sanitized the device and it is now ready for surplus. The label will also have a place for the technician who performed the work to place their initials.
- Once the device has been sanitized, an entry will be made on a Certificate of Data Sanitization form indicating the following information about the device:

asset tag number, asset description, serial number, media type, and data sanitization method used. The technician who performed the sanitization will then print and sign their name and date the entry.

- The IT Supervisor will sign and date the form.
- Property Control will then sign and date the form completing the surplus.

Procedure for Removal or Transfer of Software

Client Services keeps a software database of all software licenses purchased through Computer Equipment Resales or other means if Client Services is notified of the purchase. The software is assigned to the tag number for which it was purchased. The software stays with that tag number, unless the department requests that it be transferred to another computer. At that time, we make the adjustment in the database.

If the computer is to be surplus, the computer is marked as such in the Help Desk Software Database and the license then becomes available to be used on another computer within that department.

Procedure for magnetic storagedevices

Before Operations discards magnetic tapes, the information is erased using a high power Video/Audio Tape Eraser.

Conclusion

In order to stay current with the changing data security environment, these Guidelines and Procedures are subject to revision. Before any such changes take effect, a request for comments will be made to the relevant information technology groups (OT, Client Services). The current version of SLU's Computer Electronic Media Device Data Sanitization Policy will be posted in the Policies and Standards section of the Southeastern Louisiana University web site.

Interim Equipment Release

By signing this form, I am acknowledging the release of the following equipment to Client Services for data sanitization and delivery to Property Control.

Property Control Transaction Number: _____ Heat Ticket : _____

Tag Number	Brief Description

Released by: _____ Date: _____

Received by: _____ Date: _____

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By signing this form, I am acknowledging the release of the following equipment to Client Services for data sanitization and delivery to Property Control.

Property Control Transaction Number: _____ Heat Ticket : _____

Tag Number	Brief Description

Released by: _____ Date: _____

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