

University of Kansas School of Medicine-Wichita: Computer Equipment Disposal Policy

Principle

Computer and electronic equipment often contains heavy metals and other hazardous materials that adversely affect the environment if not disposed of in a proper manner. Correct recycling reduces the environmental impact and allows non-profit organizations to obtain electronic equipment at a reduced cost.

In addition, this equipment may contain personal, confidential or legally-protected information that, if not properly erased or destroyed, could lead to inappropriate disclosure, identity theft, and liability to the equipment's owner and UKSM-W.

Purpose

The purpose of this policy is to ensure that members of the University community dispose of UKSM-W owned electronic equipment in both an environmentally responsible and secure manner. This policy is required by Kansas state law (Department of Health and Environment) and federal guidelines including the Health Information Portability and Accountability Act of 1996 (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and the Family Educational Rights and Privacy Act (FERPA).

Resources covered

This policy applies to any computer equipment or peripheral devices that are no longer needed in a department including, but not limited to the following: personal computers, servers, hard drives, laptops, personal digital assistant (PDA) devices (i.e., Palm) or handheld computers (i.e., Windows Mobile or CE based devices), cellular phones capable of synchronizing and storing information (i.e., smartphones), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), and backup tapes.

This policy includes equipment that may have been purchased with grant, faculty startup, or other outside funding. Equipment purchased with federal grant funds may have specific federal guidelines that will need to be observed by the department. It is the responsibility of the department to ensure any federal guidelines are coordinated with University staff involved with the disposal of surplus equipment.

Groups covered

UKSM-W faculty, staff, students, residents and affiliates using UKSM-W equipment.

Exemptions

This policy applies to everyone at all campuses and sites of the University of Kansas School of Medicine-Wichita. There are no exemptions.

Procedures

UKSM-W requires the destruction of all data in computers or electronic storage devices prior to disposal. The following procedures must be followed for the disposal of all computer equipment and storage devices to ensure secure removal of any information that may be on the device.

- The department or owner will either request ITS to pick up or the department or owner will deliver the obsolete equipment to IT Services.
- ITS staff will assess the equipment as to whether it will be retained for use as spares for other campus equipment or if the equipment is to be disposed of.
- Equipment or storage media that is found to have use as a spare or for parts will have all information wiped, in accordance with US Department of Defense Standard DoD 5220.22-M recommendations for overwriting data. This process must be performed by ITS staff to ensure that no data may later be recovered from the equipment or storage media.
- Equipment or storage media that is of no further use will be physically destroyed by ITS staff, to prevent any possibility of data recovery.
- Once the equipment has been properly prepared, it will be disposed of through standard surplus handling procedures.
- ITS will maintain a record of all equipment sent for disposal and the method in which all information was removed (i.e., DoD overwriting or physical destruction) from each device.
- ITS will properly wipe and reuse, or destroy and dispose, of all storage media such as floppy disks, tape, Zip disks, CD's, DVD's, and USB storage devices. Departments should bring all unneeded storage media to ITS, or arrange for its pickup.

Enforcement

Suspected or known violations of this policy will be reported to the appropriate University officials, and may result in:

- Accountability for conduct under any applicable University or campus policies, procedures, or collective bargaining agreements, including disciplinary action.
- Prosecution under applicable statutes.

Suspected or known violations of University regulations and/or State and Federal law will be processed by the appropriate University authorities and/or law enforcement agencies.

Contact information

For information on this policy, please contact:

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