Data Sanitization Policy

Policy #:	IT005.1
Policy Type:	University
Responsible Executive:	VP for ISSS
Responsible Office:	OIT
Originally Issued:	April 5, 2023
Latest Revision:	April 5, 2023
Effective Date:	April 5, 2023

I. Policy Statement

The ULM Office of Information Technology (OIT) is charged with the physical security and oversight of Data Sanitization for all University owned systems.

II. Purpose of Policy

The purpose of this policy is to ensure that data are permanently destroyed when university-owned computer storage media are transferred or surplused.

It is not intended to replace or supersede detail policy and procedure of property transfer or surplus, but to provide details related to removal of security-sensitive data.

III. Applicability

This policy applies to all University personnel, contractors, and visitors to the extent of ULM owned equipment.

IV. Definitions

Data Sanitization – is the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media. A device that has been successfully sanitized has no residual data even when data recovery is attempted with advanced forensic tools.

V. Policy Procedure

Personnel for OIT and the Property Control office will follow the steps below:

1. Any employee who wishes to surplus university-owned property must submit a completed Property Control Disposition of Computers form to the Property Control Manager.
2. Property Control will send the completed form to OIT.
3. Property Control will notify OIT personnel of need for data sanitization of media.
4. Once notified, OIT personnel will determine appropriate method of sanitization as per Louisiana Division of Administration Office of Technology (OTS) Policy IT STD 1-17 Data Sanitation - Standard and Requirements and perform such process on the media.
5. Surplus documents will be updated to show method and date of sanitation.
6. Document will be returned to Property Control for subsequent disposal and/or movement of property.

VI. Enforcement

- All computers in labs will be re-imaged (if reused) or sanitized per Louisiana Division of Administration Office of Technology (OTS) triple pass overwrite procedure, IT SOP 1-02. In most cases, the latter will be performed just before the computers are dismantled for surplus. The computer case will be marked with a sanitization label and made ready for Property Control disposal.
- For **ALL** non-lab computers that are to be surplused, the hard drive will be removed by an OIT technician for destruction or a triple pass erase will be performed. The computer case will be marked with a "destroy" label and made ready for Property Control disposal.
- For electronics with "flash" media (tablets, memory cards) the device will be reset to factory defaults or the media removed and/or destroyed.
- Hard drives are to **ONLY** be removed by OIT personnel and will be sanitized in one of the following methods:

  Software wiped with a DOD compliant triple pass overwrite procedure
  Shredded using state authorized 3rd party media destruction

VII. Policy Management

Responsible Executive –VP for Info Services & Student Success
Responsible Officer – IT Director of the ULM Office of Information Technology

VIII. Exclusions

N/A

IX. Effective Date

This policy goes into effect upon the date signed by the University President.

X. Adoption

This policy is hereby adopted on this 5th day of April 2023.

Recommended for Approval by:

Dr. Michael A. Camille
VP for Info Services and Student Success

Approved by:

Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

Attached for reference over this ULM policy is the State OTS Policy - IT STD 1-17 Data Sanitation .

XII. Revision History

Original Adoption Date: April 5, 2023