



Computer Disposal Procedure Changes

VIRGINIA STATE UNIVERSITY (212)

Fixed Asset Account Control System (FAACS)

&

SURPLUS PROPERTY

Computer Disposal Procedures

Purpose

Adoption of VOV ITRM Standard SEC 2003-02.1 “*Removal of Commonwealth Data from Surplus Computer Hard Drives and Electronic Media Standard*” The disposal of computer hard drives or replacement of electronic storage media, and computer software can create significant information security risks. These risks are related to potential violation of software license agreements, unauthorized release of any Commonwealth data, and unauthorized disclosure of trade secrets, copyrights, and other intellectual property that might be stored on the hard disks and other storage media

Procedure

This standard requires all computer equipment with memory, such as personal computers, PDAs, routers, firewalls and switches, to have Commonwealth data securely removed from their hard drives before a computer system is surplus, transferred, traded-in, otherwise disposed of, or the hard drive is replaced. In concert with this standard, Virginia State University has adopted new procedures for disposal of surplus property.

- The Account Manager/Responsible Person will request OIT staff to remove data and memory from equipment and then notify the FAACS staff by Surplus Property Form for pick-up.
 - The Account Manager/Responsible Person will submit a surplus property form to the FAACS Office requesting removal of equipment that is surplus to the Department.
 - The Surplus Property Staff will transfer the equipment from the Responsible department to a secured Surplus warehouse
 - The FAACS staff will declare the equipment surplus to the University and dispose of or transfer to other agency
 - Account Managers/ Responsible Person will advise FAACS and OIT when equipment is to be traded-in or hard drive replaced. Hard drives may not be traded-in
- I. Any requests for exception to this procedure must be submitted in writing to, and approved by, the President.