

 <p><b>Category:</b> Information Technology</p> <p><b>Applicable for:</b> Technology Services</p>	<p><i>Procedure/Guideline Title:</i> <b>Hard Drive/Data Storage and Destruction</b></p> <p><b>Effective Date:</b> 11.16.2016</p> <p><b>Prior Effective Date:</b></p> <p><b>Enabling Act:</b> Technology Steering Committee Approval</p>	<p><i>Policy Number:</i> <b>034.TS.205</b></p> <p><b>Owner:</b> Technology Steering Committee</p> <p><b>Responsible Office(s):</b> Technology Services</p>
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## Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This procedure has been developed to create a framework that ensures an effective technology infrastructure for all faculty, staff, students and visitors at the college. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

## Procedure

### Storage of Hard Drive removed from Prior Dean's Computer

- Drive removed, labeled (date) and stored in Technology Service's safe indefinitely.
- Drive may only be inventoried and sent to UC Surplus Management for destruction with standing Dean's approval.

### Storage of Hard Drives removed from Dean's Direct Report Computers

- Drive removed, labeled (date) and stored in Technology Service's safe for period of one year
- At end of year, confirm with college Dean that drive can be destroyed.
- If approved, drive inventoried and sent to UC Surplus Management for destruction.

### **Storage of Hard Drives removed from Staff and Faculty Computers**

- Drive removed, labeled (date) and stored in Technology Service's safe for period of six months
- Drive inventoried and sent to UC Surplus Management for destruction.

### **Storage of Hard Drives removed from Staff and Faculty Computers that have been terminated, left in less than favorable circumstances, or data is under review by InfoSec.**

**\*\* Never destroy a drive removed from a computer that has an HR/legal action against a respective employee. without InfoSec report completion and Dean's approval.**

- Drive removed by designated Core Services staff member and InfoSec staff if appropriate, labeled (date) and stored in Technology Service's safe indefinitely.
- Drive may only be permanently destroyed with approval from the college Dean.
- If approved, drive inventoried and sent to UC Surplus Management for destruction.

### **Re-allocated Hard Drives**

All re-allocated faculty and staff drives must have data properly sanitized utilizing a minimum Department of Defense (DoD) 5220.22M (3-pass) standard.

All public/student use drives may be reallocated with a new image or standard erasure.

### **Related links**

#### **Use of Information Technology**

[http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use\\_of\\_Information\\_Technology\\_Policy.pdf](http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use_of_Information_Technology_Policy.pdf)

### **Contacts**

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