



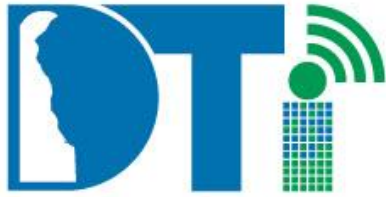
STATE OF DELAWARE
DEPARTMENT OF TECHNOLOGY AND INFORMATION
 801 Silver Lake Blvd.
 Dover, Delaware 19904

Doc Ref Number:	DTI-0051.01	Revision Number:	5
Document Type:	Enterprise Policy	Page:	1 of 4
Policy Title:	Disposal of Electronic Equipment/Storage Media		

Synopsis:	Guidance on Disposal of Storage Media, Personal Computers, Peripherals, Hand Held Devices, other electronic media that store State’s data, and printed media generated from State systems.		
Authority:	Title 29, Delaware Code, §9004C - General powers, duties and functions of DTI “2) Implement statewide and interagency technology solutions, policies, standards and guidelines as recommended by the Technology Investment Council on an ongoing basis and the CIO, including, but not limited to, statewide technology and information architectures, statewide information technology plans, development life cycle methodologies, transport facilities, communications protocols, data and information sharing considerations, the technique of obtaining grants involving the State's informational resources and the overall coordination of information technology efforts undertaken by and between the various State agencies;”		
Applicability:	This Policy is applicable to all users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.		
Effective Date:	August 7, 2006	Expiration Date:	None
POC for Changes:	Jayaraman Parthiban, Chief Operating Officer		
Approval By:	Secretary James Collins, Chief Information Officer		
Approved On:	February 16, 2018		



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I. Policy

DISPOSAL OF STORAGE MEDIA, COMPUTERS, MOBILE DEVICES, PRINTERS, COPIERS, PERIPHERALS OR OTHER PROPERTY THAT STORES DIGITAL DATA

When applicable assets are no longer suitable for use, they shall be destroyed according to National Institute of Standards and Technology (NIST) [Guidelines for Media Sanitization SP 800-88 Rev. 1](#). This requirement applies to all permanent disposal of property identified by the Data as containing State of Delaware confidential, secret, or top secret information. This requirement applies regardless of the identity of the recipient, e.g. transfer to schools via [Partners in Technology](#), Division of Support Services, Surplus Services or landfill disposal. Additionally, disposal of digital media that contained or contains Federal Tax Information (FTI) must adhere to the [IRS Publication 1075 September 2016 Revision \(Reference - Section 6.4.4 Disposal p 41 and Section 8.0 Disposing of FTI—IRC 6103\(p\) \(4\) \(F\) p 53\)](#). The appropriate sanitization must be performed by authorized technicians who are qualified to perform such procedures. Certificates of destruction must be kept on file.

Whenever possible, computer purchases should include the option of retaining qualified hard drives while receiving a replacement drive. This maintains control over sensitive and confidential data and gives flexibility to identify the best method of disposal for failed drives.



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For item(s) going in for maintenance and repair, equipment shall have a backup of the stored information/data taken for a future reinstall. Then the information/data shall be removed from the equipment to be serviced. Verification of the removal of the information/data must be certified by the technicians that are performing this function. This is done to reduce the risk of data leakage. Once the item is received back from repair and is functional, the information/data will be restored onto the equipment. If the drive is not functional, then the maintenance personnel performing the repairs must be bonded and sign the organization's confidentiality statement. A confidentiality reminder notice must accompany the equipment during this type of repair.

DISPOSAL OF PRINTED OUTPUT

Based on the data classification, the resulting printed media from the State's systems shall be disposed of based on the retention schedule from the Delaware State Archives, data classification, Data Custodian's agency policy, and all State and Federal guidelines. All printed media that contains data that is classified as State of Delaware confidential, secret, or top secret shall be shredded and destroyed to maintain the privacy, confidentiality, and integrity of the State's data. If the data on the printed medium is not considered State of Delaware confidential, secret, or top secret, then it may be recycled. The following guidelines must be observed when destroying FTI printed media - [IRS Publication 1075 September 2016 Revision](#) (Reference - Section 8.3 Destruction and Disposal p 53)

II. Definitions

- 1) **FTI** – Federal Tax Information. FTI includes return or return information received directly from the IRS or obtained through an authorized secondary source, such as Social Security Administration (SSA), Federal Office of Child Support Enforcement (OCSE), Bureau of the Fiscal Service (BFS), or Centers for Medicare and Medicaid Services (CMS), or another entity acting on behalf of the IRS. FTI includes any information created by the recipient that is derived from federal return or return information received from the IRS or obtained through a secondary source.



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Initial version established March 27, 2004.

Reformatted version established August 7, 2006.

Revisions established January 7, 2008.

Revisions established April 13, 2011.

Minor revision – POC changed on 10/15/2013.

Minor revision – Removed the reference to the Dell program on 5/27/2014.

Revisions established Feb 16, 2018.

IV. Approval Signature Block

Name & Title: Cabinet Secretary - State Chief Information Officer	Date



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