

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

SECURE DISPOSAL OF RECORDS AND COMPUTING DEVICES

Effective December 15, 2021

Procedure 15-02 (D)

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(1) DEFINITIONS

- (a) Computing Devices – technology that stores, processes or transmits data. Computing devices include, but are not limited to, desktop computers, laptop computers, networking hardware, servers, storage systems, tablet PCs, printers, scanners and copiers.
- (b) Media Sanitization (Sanitization) – a process by which data is irreversibly removed from storage media and computing services or permanently destroyed.
- (c) Record – information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form as defined by state law and College Policy 11-04.
- (d) Storage Media – physical or digital media that stores and transmits data. Storage media includes, but is not limited to, paper, magnetic media (i.e. floppy disks, zip disks hard drives, etc.), optical media (i.e. DVDs, CDs, etc.) and flash memory media (i.e. USB drive, SD card, etc.).

(2) Employees with appropriate approval should contact the IT Support Center to arrange pick-up, storage or return of computing devices and storage media.

(3) IT uses appropriate media sanitization methods on the following storage media and computing devices:

- (a) Computing devices declared surplus by IT Asset Management and sold or transferred to another entity in accordance with College Policy 9-08.
- (b) Computing devices transferred to different departments and/or functions.
- (c) Storage media and computing devices considered obsolete or no longer needed by the College.
- (d) Records containing educational student data or sensitive College data that are no longer needed in accordance with College Policy 11-04.

(4) The following Columbus State policies provide advice and guidance related to this procedure:

- (a) [College Policy 9-08, Surplus Property](#)

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- (b) [College Policy 9-12, Payment Card Industry Compliance](#)
- (c) [College Policy 11-04, Records Retention and Disposal](#)
- (d) [College Policy 15-01, Responsible Acquisition and Use of Computing Resources](#)
- (e) [College Policy 15-02, Information Security](#)