


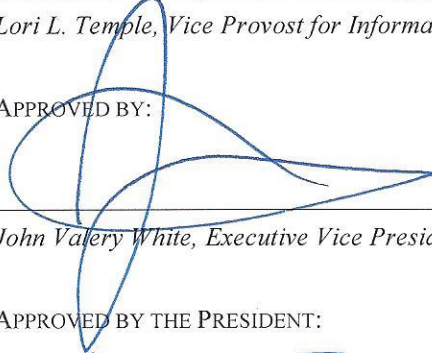


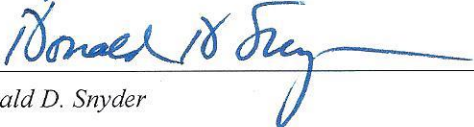
OFFICE OF INFORMATION TECHNOLOGY

**DATA AND MEDIA SANITIZATION POLICY**

RESPONSIBLE ADMINISTRATOR: VICE PROVOST FOR INFORMATION TECHNOLOGY  
RESPONSIBLE OFFICE(S): OFFICE OF THE VICE PROVOST FOR INFORMATION TECHNOLOGY  
ORIGINALLY ISSUED:  
APPROVALS:

APPROVED BY:  
  
\_\_\_\_\_  
*Lori L. Temple, Vice Provost for Information Technology*      2/27/14  
Date

APPROVED BY:  
  
\_\_\_\_\_  
*John Valery White, Executive Vice President & Provost*      2/27/14  
Date

APPROVED BY THE PRESIDENT:  
  
\_\_\_\_\_  
*Donald D. Snyder*      2/28/14  
Date

REVISION DATE: NA

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**STATEMENT OF PURPOSE**

The purpose of this policy is to:

- Ensure that electronically stored data is not improperly released.
- Ensure that any repurposed electronic media does not contain data that a new user is not authorized to access.

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**ENTITIES AFFECTED BY THIS POLICY**

Entities affected by this policy include UNLV employees.

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**WHO SHOULD READ THIS POLICY**

All UNLV employees should read this policy.

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## POLICY

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Electronic media must be sanitized before being repurposed. Data on devices that are no longer operational must be sanitized before the devices are discarded. Sanitization and disposal must be done using procedures established by the Office of Information Technology.

Refer to the Office of Information Technology's Policies and Procedures web page at <https://www.it.unlv.edu/policies> for sanitization and disposal procedures.

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## RELATED DOCUMENTS

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Guidelines for Media Sanitization Recommendations of the National Institute of Standards and Technology, NIST Special Publication 800-88 - [http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88\\_with-errata.pdf](http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_with-errata.pdf)

Telecommunications Cell Phone Disposal Policy -  
<http://adminsvcs.unlv.edu/telecommunications/> - 1497226826681-5220d68d-846b

Nevada System of Higher Education Handbook, Rev. 281, Title 4, Chapter 1, Computing Resources Policy: Section 23

<https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title4//T4-CH01GeneralPolicyStatements.pdf>

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## CONTACTS

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Refer to the Office of Information Technology's Policies and Procedures web page at <https://www.it.unlv.edu/policies> for a list of individuals who can answer questions about the policy.

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## DEFINITIONS

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**Electronic Media** - Physical devices that store electronic data (e.g., hard drives, CD/DVDs, flash drives, tapes, memory cards, tablets, mobile devices, cell phones, printers, copiers, etc.).

**Sanitize** - A process to remove information from media or destroy the media such that data recovery is not possible.