



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: [Signature] 2/27/14
Lori L. Temple, Vice Provost for Information Technology Date

APPROVED BY: [Signature] 2/27/14
John Valery White, Executive Vice President & Provost Date

APPROVED BY THE PRESIDENT: [Signature] 2/28/14
Donald D. Snyder Date

REVISION DATE: NA

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.

ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include UNLV employees.

WHO SHOULD READ THIS POLICY

All UNLV employees should read this policy.

POLICY

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 <http://oit.unlv.edu/about-oit/policies> for sanitization and disposal procedures.

RELATED DOCUMENTS

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

Telecommunications Cell Phone Disposal Policy - http://telecom.unlv.edu/cell_disposal

Nevada System of Higher Education Handbook, Rev. 257, Title 4, Chapter 1, Computing Resources Policy: Section 22, 7a - <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4-CH01 - General Policy Statements.pdf>

CONTACTS

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

DEFINITIONS

Devices - Equipment such as drives, CD/DVDs, flash drives, tapes, memory cards, tablets, mobile devices, cell phones, printers, copiers, etc.

Electronic Media - Physical devices that store electronic data.

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