

UTSA Institutional Compliance
Office of Information Security

OIS 12 – Standard for Disposal of Computing Devices

I. STANDARD STATEMENT

When computers and other electronic devices are replaced or discarded, it is necessary to minimize the risks of (1) exposing the data contained in memory to individuals who are not authorized to view it and (2) the software to those who are not licensed to use it.

II. RATIONALE

This standard supports HOP Policy 8-12 Information Resources Use and Security Policy

III. SCOPE

This standard applies to all UTSA faculty, staff, and students.

IV. CONTACTS

The Office of Information Security
informationsecurity@utsa.edu

V. PROCEDURES

- A. Computer equipment to be destroyed must be transferred to the Surplus Property department in UTSA Financial Affairs Office where procedures are in place to ensure proper handling.
- B. The devices which are physically destroyed to ensure data security include computer hard drives, mobile/cellular phones, RAM device memory, device hard drives, Personal Digital Assistants (PDA's) and digital storage media.
- C. For information about the disposal program:
 1. <http://www.utsa.edu/financialaffairs/opguide/lines/5.3.html>

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