Georgia State University Policy

5.30.06 Disposal of Electronic Equipment
(3-00-132.1)

Policy Summary

Georgia State University shall manage, protect, secure and control sensitive electronic information which may be found on surplused computers.

Full Policy Text

Georgia State University shall manage, protect, secure and control sensitive electronic information which may be found on surplused computers. All employees should be familiar with the Minimum Information Security Environment Policy, posted on the Information Systems and Technology web site.

The following components require all data and programs removed prior to surplus:
- Computers (CPU) (includes desktop, laptop server)
- External data storage/back-up devices
- PDAs
- Copiers that have data storage capability

Administration of Policy

Mandating Authority:
Unknown

Responsible Office(s):
Business Services, 901 One Park Place, 3-3150

Responsible Executive(s): SVP for Finance and Administration

Policy History

Approving Body: Unknown

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number and/or E-mail Address</th>
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<tbody>
<tr>
<td>Business Services</td>
<td>901 One Park Place</td>
<td>404-413-3150</td>
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</tbody>
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Rationale or Purpose

None given.

Additional Information

None given.

Additional Helpful Resources