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 website.

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:
Chief Information Security Officer

Responsible Office(s):
Information Systems and Technology, 13th floor, Commerce Building, 3-4357

Responsible Executive(s):

Policy History

Approving Body: Administrative Council

Rationale or Purpose

None given.

Additional Information
http://policies.oie.gsu.edu/policy-sources/

Additional Helpful Resources

http://www.usg.edu/business_procedures_manual/section7/manual/C1301