<table>
<thead>
<tr>
<th><strong>Subject:</strong> Electronic Data Disposal and Reuse Policy</th>
<th><strong>Coverage:</strong> OUHSC</th>
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<tbody>
<tr>
<td><strong>Policy #:</strong> Information Security-P#8.6</td>
<td><strong>Version:</strong> 1.0</td>
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<td><strong>Regulation:</strong> HIPAA, FERPA, GLB, State of Oklahoma</td>
<td><strong>Approved:</strong> 11/16/05</td>
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<td><strong>Effective:</strong> 11/16/05</td>
<td><strong>Revised/Reviewed:</strong> 11/14/2014</td>
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**Purpose:**
To prevent disclosure of confidential information as a result of disposal or reuse of computer hardware and electronic media.

To prevent illegal distribution of licensed software as a result of disposal or reuse of computer hardware and electronic media.

**Policy:**
All University information systems and electronic media must be disposed of properly when no longer needed or before reuse. Disposal must meet the OU Electronic Disposal and Reuse Standard.

**Scope/Applicability:**
This policy is applicable to all departments of the OU Health Sciences Center.

**Regulatory Reference:**

**Definitions:**
See the Information Security Policy Definitions document for definitions

**Responsible Department:**
Each department that maintains information systems and electronic media is responsible for complying with this policy.

**Enforcement/Audit:**
The University’s Internal Auditing department will periodically assess departmental compliance.

**Related Policies:**
See the OU Electronic Data Disposal and Reuse Standard

**Renewal/Review:**
This policy is to be reviewed and updated as needed by IT Information Security Services.