

UNIVERSITY OF OKLAHOMA
Information Security Standards

Subject: Electronic Data Disposal and Reuse Standard

Coverage: OU Health Sciences Center and Health Care Components

Policy #: Information Security-S.8.6.2

Draft Date: 11-15-2005

Regulation: HIPAA, FERPA, GLB, PCI DSS, State of Oklahoma OSF

Approved: 11-16-2005

Effective: 11-16-2005

Reviewed/Revised: 08/05/2015

Standards:

When a University or personally owned information system or electronic medium has failed, is no longer needed or will be reused for a different purpose, unless otherwise authorized by separate University policy and/or agreement, all University must be completely removed with erase tool(s) that meet industry standards for data destruction, such as NIST SP800-88 rev 1.

Disposal of all University electronic media and information systems must be tracked and logged. At a minimum, such tracking and logging must provide the following information:

- Date and time of disposal
- Who performed the disposal
- Brief description of media or information systems that was disposed
- Reason for disposal
- Verification of data removal or destruction prior to disposal (see Record of Destruction form for details)

A *Record of Destruction* form is available on the Information Technology web site, but departments may develop their own forms to meet specific needs. Contact the local records retention officer on your campus for their specific forms before destroying data covered by records retention regulations.

Responsible Department:

Each department that maintains information systems and electronic media is responsible for complying with these standards.

Related Policies:

OU Electronic Data Disposal and Reuse Policy