Subject: Electronic Data Disposal and Reuse Standard

Coverage: OU Health Sciences Center and Health Care Components

Policy #: Information Security-S.8.6.2

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

Effective: 11-16-2005

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Standards:
When an information system or electronic medium is no longer needed for University use or will be reused for a different purpose, its previous data must be completely removed with erase tool(s) that meet industry standards for data destruction, such as DOD 5220.22-M standards.

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

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